

**“YEAR OF ENERGY”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.10/1981**

**REFERENCE NO.PS 20/10/1/11**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

Civil Service Rules 1972 and 1976 Edition-  
Amendment No.3 Advance to purchase protective  
clothing.

DATE: 4<sup>th</sup> May, 1981

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The civil service rules are hereby amended as follows:-

**Rul L13 – Advance Purchase Protective Clothing.**

Substitute the following for the next of rule L13

“When a Public Servant is required to work under conditions that require to work under conditions that requires the frequent use of wet weather clothing, approval may be given by the Permanent Secretary or Head of Department for the grant of an advance of \$150.00 (one hundred and fifty dollars) to the Public Servant to purchase the necessary protective clothing subject to the following conditions:-

- (i) the advance is granted as not less than three-yearly intervals;
- .ii) the advance is repayable by deductions from his salary/wages within one year, repayment being at the rate of \$3.00 (three dollars) per week in the case of weekly paid Public Servants and \$12.50 (twelve dollars and fifty cents) per month in the case of monthly paid Public Servants;
- (iii) the advance is not granted to Public Servants whose services are of a temporary nature or who are due to retire within one year; and
- (iv) Receipts must be produced within one month from the date the Public Servant uplifts the advance and any unexpended portion of the advance must be refunded immediately.

2. Please bring this circular to the attention of your staff.

Sgd. A.R. Brutus

For Permanent Secretary

PUBLIC SERVICE MINISTRY