

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Creation/Reclassification of offices of
Confidential Secretaries to Ministers**

DATE: 1982-01-12

Approval has been given for the complement and designations of Confidential Secretaries to the President, the Prime Minister and Ministries, to be as shown hereunder.

	Complement, Designations and Salary Scale
The President	<u>2 Confidential Secretaries to the President</u> one each on the A40 and A31 salary scale.
The Prime Minister	<u>2 Confidential Secretaries to the Prime Minister</u> one each on the A40 and A31 salary scale.
Each Vice-President	<u>1 Confidential Secretary to Minister 111</u> on the A31 salary scale.
Each Senior Minister	<u>1 Confidential Secretary to Minister 11</u> on the A25 salary scale
Each Minister	<u>1 Confidential Secretary to Minister 1</u> on the A20 salary scale.

2. In consequence of the above, approval has been given for the creation/reclassification of the undermentioned offices of Confidential Secretary to Minister, with effect from 1st January, 1982, inclusive. The post should be reflected under the Permanent Establishment – Pensionable, of your respective Ministries/Departments and you are requested to make adequate provision for them in your 1982 Estimates:

1. The President

No change.

2. The Prime Minister

The creation of –

1 post of Confidential Secretary to the Prime Minister on the A40 salary scale, in substitution for one post of Confidential Secretary on the A25 salary scale.

3. Minister III (Vice-Presidents)

The creation of –

1 post of Confidential Secretary to Minister III on the A31 salary scale, in substitution of 1 post of Confidential Secretary on the A13 salary scale in the undermentioned Ministries:

- (i) Ministry of Works and Transport
- (ii) Ministry of Economic Planning and Finance
- (iii) Ministry of Public Welfare
- (iv) Ministry of Parliamentary Affairs

4. Minister II (Senior)

The creation of –

1 post of Confidential Secretary to Minister II on the salary scale A25 in substitution for 1 post of Confidential Secretary on the A13 salary scale in the following Ministries:

- (i) Ministry of Regional Development
- (ii) Ministry of Energy and Mines
- (iii) Ministry of Trade and Consumer Protection
- (iv) Ministry of Foreign Affairs
- (v) Ministry of Agriculture
- (vi) Attorney General
- (vii) Ministry of National Development
- (viii) Ministry of Education, Social Development and Culture
- (ix) Ministry of Higher Education
- (x) Ministry of Home Affairs

5. Minister I

The creation of –

1 post of Confidential Secretary to Minister I on the A20 salary scale in substitution for one post of Confidential Secretary on the A13 salary scale in the following Ministries:

- (i) Public Service and Information Ministries in the Office of the Prime Minister. This post is to be shown under the Public Service Ministry.
- (ii) Ministry of Cooperatives
- (iii) Ministry of Finance
- (iv) Ministry of Health
- (v) Ministry of Trade and Consumer Protection (Cde J. Maitland-Singh)
- (vi) Ministry of Agriculture (Cde. S. Prashad)
- (vii) Ministry of Fisheries

Provided that no post is abolished while it has a substantive holder and that substantive holders of posts of Confidential Secretary to Ministers in the above Ministries are re-classified by this Ministry to the higher scale on the creation of the higher post.

K.S. WILLIAMS,
Permanent Secretary (Ag.)

C.C: Cde Executive President.
Cde Prime Minister.
All Vice-Presidents.

All Ministers.
Head of Presidential Secretariat.
Chairman, State Planning Board.
Chief Planning Officer, State Planning Secretariat.