

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.24/1983

REFERENCE NO. PS: 20/C^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

- 1) Uniforms for Office Assistants
- 2) Payment in lieu of Uniforms

DATE: 1983-11-09

Further to my Circular 9/1978 dated 8th April, 1978, approval is given for the annual issue of uniforms to the Office Assistants to continue as follows:-

Four (4) Shirts (white)
Two (2) pairs of black trousers
One (1) Pair black shoes

The maximum amount to be spent on these items annually is however increased to Two Hundred and Fifty-eight dollars (\$258.00), with effect from 1st January, 1984.

Office Assistants are also entitled on first appointment, renewable every third year if necessary, to the following issue:-

One (1) rain coat
One (1) pair long rubber boots or galoshes

Public Servants to whom uniforms are issued must always wear their uniforms when on duty, and I should be grateful if you would ensure that this is done.

Where a public servant who is entitled to the issue of uniform annually is not provided with the relevant items by December, payment in lieu of uniform not issued for a particular year, may be made, limited to the actual cost providing the uniform or either of the amounts stated hereunder whichever is less:-

- I. In respect of 1983 - \$170.00
- II. From 1984-01-01 onwards - \$258.00

The amount payable should be reduced by the cost of any items of uniform already issued.

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R.Sivanand,
For Permanent Secretary
Public Service Ministry.