

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY: CIRCULAR NO. MEMORANDUM REFERENCE NO. PS: 18/3

FROM: Permanent Secretary,
 Public Service Ministry.

SUBJECT:

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

Grant of Incremental Credit for approved
post-graduate qualifications and experience.

DATED: 1987-01-30.

Appendix E (pages 1 to 9) of the Functional Guide for officers in the Wage and Salary Administration Section of this Ministry sets out the criteria/principles governing the grant of incremental credit to certain categories of employees, e.g. Engineers, Economists, Lecturers, Social Workers, etc., who possess qualifications and/or experience over and above those which are required in the Job Specifications for positions to which they are appointed.

2. The promulgation of the new salary scales GS 1 to 16 and the mechanisms used for granting salary adjustments over recent years, have necessitated a review of the existing policy and practice outlined in the Guide. This review has been done, and approval is now given for an amount equal to (5%) of the commencing salary attaching to the position (rounded to the nearest dollar) which an employee holds or will hold to be substituted for the current increment payable where he/she qualifies for such payment. It follows, therefore, that where an employee qualifies for more than one increment, the 5% equivalent should be doubled or trebled as the case may be.

3. The above amendment takes effect from January 1, 1986, and should be brought to the attention of all officers who deal with salary administration matters. However, where there is any doubt about the validity of a claim for incremental credit, the matter should be referred to this Ministry for a decision.

.....
(R. Sivanand)
For Permanent Secretary,
Public Service Ministry.

c.c. Secretary, Public Service Commission.