

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 9/1987

REFERENCE NO. PS: 20/1

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Determination of salary to officers in receipt of Acting /
Responsibility Allowances in 1985 or thereafter, followed
by Substantive Appointment.

DATE: 1987/02/16

Consequent upon the guidelines issued in Public Service Ministry's Circular No. 28/85 dated 2nd December, 1985, persons who functioned in higher capacities for the entire year 1985 were paid allowances calculated on 6% and 4% of the December 31st, 1984, salaries attaching to the higher positions in which they functioned. On the other hand, those who functioned in higher capacities during a part of 1985 were paid allowances calculated on 6% plus the pro-rated part of 4% of the December 31st, 1984, salaries of the higher positions.

2. It was brought to the attention of this Ministry that where some of the above-mentioned persons were appointed to the higher positions without any break occurring between the period of the performance of the higher duties and the date of their substantive appointment, their remuneration at the date of appointment was less than that received on the date prior to the appointment. Consequently, in order to ensure that no reduction in pay occurs on appointment to a higher position after functioning continuously therein, approval is given for the following:-

- (a) "Where a substantive appointment is effected during 1985 or thereafter subsequent to an uninterrupted period of performance of higher duties, and an Acting / Responsibility allowance was paid in respect of the date prior to appointment plus the allowance already received should be deemed as his or her salary on appointment.
 - (b) In cases where the Acting / Responsibility allowance already received amounted to 75% of the maximum amount payable throughout the performance of the higher duties, or for a part thereof, the employee's substantive salary plus the maximum should be deemed as his or her salary on appointment".
3. Please bring this Circular to the attention of the staff in your organization, especially those attached to the Personnel and Accounting Units.

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J. McCurdy
For Permanent Secretary,
PUBLIC SERVICE MINISTRY.