

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.30/1987

REFERENCE NO. PS:24/3^{III}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Superannuation Benefits for non-pensionable
Government Employees.**

DATE: 1987-08-27.

This Circular consolidates and replaces Establishment Circular No. 52/1959 dated 16th September, 1959, as amended by Public Service Ministry Circulars Nos.17/1974 dated 16th May, 1974, and 4/1985 dated 13th February, 1985 regarding the payment of superannuation benefits to persons holding non-pensionable appointments in the Public Service as authorized by Legislative Council Resolutions No.LII of the 6th July, 1951, No.LVI of the 8th May, 1957, No.XXXIII of the 8th May, 1974, and resolution No.37 passed by the National assembly on 1987-08-07.

2. The rates and conditions of payment are as follows:-

- A
- (i) An employee who at the date of his/her retirement holds an “approved appointment”, and has served in an approved appointment for at least 20 continuous years immediately preceding the date of his/her retirement will be eligible for an annual allowance.
 - (ii) The rate of annual allowance will be two-thirds of the normal pension payable under the Pensions law applicable to Public Officers in the force at the date of the employee’s retirement.
 - (iii) Approved appointments are those declared as such by the Minister responsible for the Public Service. Positions that have so far been declared as “ approved appointments” are shown at Appendix I.
 - (iv) An employee to whom an annual allowance is granted may, at his/her option exercisable as provided in sub-paragraph (v), be paid in lieu of such annual allowance at the rate of three-fourths of such allowance together with a gratuity equal to twelve and one half times the amount by which such allowance is reduced. This provision applies to an employee in the employ of the Government on or after 1st January, 1973.
 - (v) An option in terms of sub-paragraph (v) shall be exercised or revoked by notice in writing addressed to the Accountant General, and shall be deemed to have been exercised or revoked on the date on which such notice is received. An option shall be exercisable and if exercised, may be revoked on or before the date of the employee’s retirement or with the permission of the Accountant General, at any time between that date and the date of the final award of the annual award granted to his/ her under this circular.
 - (vi) “Pay”, for calculating gratuity payable to an employee, shall be computed on the basis of the last salary or wages drawn by the employee.
- B
- (i) An employee who retires from an “approved appointment” after serving for at least 7 continuous years and who has less than 20 years’ service in an “approved appointment” will

be eligible for a gratuity calculated at the rate of 1/8 th of a month's pay for each complete month of service.

- (ii) A non-pensionable employee holding an approved appointment whose service is terminated on or after 1st April, 1982, on account of unavailability of work, closure of project, redundancy or in public interest (not being a case where his service is terminated on disciplinary grounds or on resignation) and who has more than one but less than seven continuous years of service should be paid a gratuity calculated at the rate of one-eighteenth of a month's pay for each month of service.
- C
- (i) An employee not holding an " approved appointment" who has served for at least 7 continuous years will be eligible for a gratuity calculated at the rate of 1/26th of a year's pay for each year of service, limited to a maximum equivalent to the amount payable in respect of 33 1/3 years' service.

A non-pensionable employee not holding an approved appointment whose service is terminated on or after 1st April, 1982, on account of unavailability of work, closure of project, redundancy or in public interest (not being a case where his service is terminated on disciplinary grounds or on resignation) and who has more than one but less than seven continuous years of service should be paid a gratuity calculated at the rate of one-twenty-sixth of a year's pay for each year of service.
 - (ii) In the case of employees paid at hourly, daily, weekly or fortnightly rates, the number of working days to constitute one year's services will be taken as 225 days, including public holidays and days on paid sick leave, but not Sundays; provided that were an employee's service is less than 255 days in each of any two consecutive calendar years, such service shall constitute one year's service if aggregating 225 days or more.
- D
- When there is no official record of any part of an employee's service, the secretary, Public Service Commission may, on being satisfied beyond all responsible doubt that such service was given, approve of such service being admitted for the purpose of superannuation benefits.
- E
- In regard to broken service, account shall not be taken of:-
- (a) any service (under 55 years of age) previous to an interval of three years or more during which there was no service whatever, unless an employee subsequently serves for a period of three consecutive years prior to retirement;
 - (b) any service previous to the end of any period of service which was terminated by resignation or by dismissal for misconduct.
- F
- (i) An allowance or gratuity will be paid in respect of service after the age of 18 years and, on voluntary retirement on or after the age of 55 years, or retirement on account of ill health, incapacity, inefficiency, abolition of post, or termination of employment in the public interest.
 - (ii) The age of 18 years from which service may be counted for superannuation purposes shall apply to an employee in the employ of the government on or after 3rd December, 1971
- G
- The dependants or legal personal representative of the estate of an employee who dies in service after qualifying for (a) an allowance or (b) a gratuity, will be eligible for a gratuity equal to the amount which would have been payable to the employee in respect of his/her service up to the date of his/her death, limited to a maximum equivalent to the amount payable in respect of 33 1/3 years' service.
- H
- At the discretion of the Minister responsible for the Public service, payment of an allowance or gratuity maybe made to an employee whose service are terminated on the grounds of inefficiency, or in the public interest, subject to such reduction as the Ministry may consider just and proper in any particular case.

I Part-time employees (other than postal agents) shall be eligible for superannuation benefits on the same basis as full time employees.

3. Please bring the contents of this circular to the attention of all officers who process superannuation matters as well as all non- pensionable employees in your Ministry/Department/Region.

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

LIST OF APPROVED APPOINTMENTS THE HOLDERS OF WHICH
MAY BE ELIGIBLE FOR ANNUAL ALLOWANCES ON RETIREMENT
OTHER THAN TRANSPORT AND HARBOURS DEPARTMENT EFFECTIVE 1/1/79.

GENERAL

All Non-Pensionable/Open Vote appointments on the salary range A12 and above.

Appointments, which carry the same, job title and salary classifications as those on the Permanent Pensionable Establishment.

Appointments occupying various levels in the semi-technical/artisan fields, comprising the following (excepting apprentices and trainees) :-

Carpenter/Cabinet-making
Fitting/Machining/Turning
Electrical Trade (wiring and lines work and automotive electrical work)
Mechanics (all type)
Blacksmithing
Plumbing/Guttersmithing
Painting
Masonry
Welding
Steel fabricating

Appointments whose job titles include or comprise the term "foreman", "Chargehand", "Supervisor", "Technician", "Technical Assistant" or "field Assistant".

Other Appointments:

Boathand, Engineer 1&2, Launch Coxswain
Boat and Launch Captin, Outboard Motor Operator and Sailor 1 & 2

Equipment Operator 1,2 & 3, Bitumen Equipment Operator 1,2 & 3 and Machine Operator

Chauffeur Driver, Vehicle Driver and Heavy Vehicle Driver,
Driver Projectionist and Projectionist.
Checker 1 & 2 and Gateman Checker
Laboratory Attendant, Laboratory Aide and Laboratory Assistant 1 &2
Office Assistant and Senior Office Assistant
Librarian 1
Duplicator operator
Clerk 1 (accounts & General)
All Rangers
Storekeeper 1, 11 & 111, Stores Clerk 1 & 11
Stores Attendant
Expediter 1 & 11 (supply)
Customs Clerk
Sign/Spray Painter
Sign Artist
Photographer 1 & 11 and Photographer

All Caretakers and Assistant Caretakers
House keeper 1 & 11, janitor & cleaner
Handyman
Serviceman
Vulcanizer
Lighting Plant Operator

Receptionist
All levels in the Superrumerary Constabulary
Watchman and Security Guard
Head Cook, Cook/Mess Cook, Kitchen Maid
Assistant Cook/Maid, Maid and Kitchen Assistant

Telephonist 1 & 11, Radio Operator Survey crew Member and upholsterer

OFFICE OF THE PRESIDENT AND CABINET

Personal Attendant to the Prime Minister

JUDICIARY

Supernumerary Magistrate who serves as Chairman of an Assessment Committee

MINISTRY OF FOREIGN AFFAIRS

Foreign Service Executive Officer 1 & 11

MINISTRY OF HOME AFFAIRS

Positions in the Special constabulary
Records Officer
Barrack Labourer
Prison Mess Cook
Prison Warders, Assistant Prison Warder
Registration Clerk 1
Registration Typist
Photo Dark Room Technician 1 & 11
Registration Clerk (Georgetown Hospital)

MINISTRY OF AGRICULTURE

Propagator
Senior Propagator
Nurseryman 1, 11 & 111
Pump Operator
Market Operator
Sluice Attendant
Crop Reporter
Assistant Bee Officer

MINISTRY OF INFORMATION

Binder Repairer
Negative Filing Clerk
Assistant Editor, Assistant Audio Visual Technician
Driver Grip
Secretary (Board Of Film Censors)

PUBLIC SERVICE MINISTRY

Canteen Attendant and Assistant Canteen Attendant

MINISTRY OF EDUCATION, SOCIAL DEVELOPMENT & CULTURE

Hotel Assistant
Teacher

ATTORNEY GENERAL'S CHAMBER – DEEDS REGISTRY

Vault Attendant

ECONOMIC PLANNING

Investigator
Crop Reporter 1 & 11
Assistant Proof Reader

MINISTRY OF REGIONAL DEVELOPMENT

Hinterland Development Officer
Craft Production and Design Officer

HOUSING

Investigation Officer

HEALTH

Senior Laboratory Attendant
Dispensary Assistant
Head and Chief Hospital Attendant, Senior Hospital Attendant,
Hospital Attendant, Female Attendant.

Head laundress 1 & 11, Senior laundress and Laundress
Laundry Operator 1 & 11
Nursing assistant, midwife, Senior Nurse Aid, Nurse Aid
Head Hospital Porter and Hospital Porter, Head Ward Maid, Ward Maid,
Ward Orderly
Theatre Orderly
Head Tailor, Tailor, Head Seamstress 1 and Seamstress
Nutrition Auxiliary Worker
Orthopedic Shop Assistant
Out- Patient Attendant
Hospital Gateman

Chief Baker and Baker
Bed Maker, Mortuary Maid, Handicraft Aide, Farm Attendant, Barber
Head and Senior Shoemaker, And Shoemaker
Plaster Technician
All Printers, Cpmpositor, Assistant Compositor, Binder and Assistant Binder
Health Centre Attendant, Dental Nurse and Dental Aide

Physiotherapy Auxiliary
Cab Operator

MINISTRY OF WORKS

Assistant Locksmith

Power Plant Operator
Electrical Assistant
Tug Engineer 1 & 11, Sailor 1 & 11, and Sailor/Cook

Dark Room Technician
Vault Clerk and Vault Attendant

FINANCE

Customs Guard 1 & 11
Senior Custom Guard

REVISED LIST OF APPROVED APPOINTMENTS THE HOLDERS OF WHICH MAY BE ELIGIBLE FOR ANNUAL ALLOWANCE ON RETIREMENT- TRANSPORT AND HARBOURS DEPARTMENT

Lighthouse Attendant
Black Smith 1 & 11
(Boiler- Maker)
(Leading Hand Boiler- maker)
Transport and Harbours Department Clerk 1, 11, 111, Senior Clerk
Carpenter, Carpenter Foreman, Cabinet Maker Foreman, Cabinet Maker
Carpenter 1, 11, 111 Chargehand
Checker 1 & 11
(Coppersmith, Leading Hand Coppersmith)
Crane Operator
Automotive Electrician 1 & 11, (wireman)
Electrician Charge Hand, Foreman Electrician
Linesman Chargehand, Electrical Assistant Foreman, Plant Foreman, Dockyard
District Foreman, Engineering Ways and Work, Gang Foreman, Plate Layer,
Porter Foreman, Foreman, Stores Dock Foreman
Greaser, Serviceman, Handyman
Transport and Harbours Department Gateman
Machinist 1, 11, 111, Machinist Chargehand, Machinist Fitter Chargehand.
Chargehand Painter, Leading Hand Painter, Painter Foreman
(Not in new structure i.e., it did not exist at 31.12.72)
Welder 1, 11, 111, Mechanic 1, 11, & 111
Sail maker
Mate Coxswain, Junior Coxswain, Boatswain
Leading Seaman, Ordinary Seaman, Ordinary Seaman/Cook
Deck Hand Tug master
Shipwright and Chargehand, Leading Hand, Shipwright
Stoker
Blacksmith Striker
Chauffeur
All other Foreman and Charge hands not specified in this list.