

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 29/88

REFERENCE NO. PS: 20/10II

FROM Permanent Secretary,
Public Service Ministry

SUBJECT:

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

- (i) Annual issue of uniform to Office Assistants and other employee.
- (ii) Payment in lieu thereof.

DATE: 1988/11/03

Please refer to my Circular No. 20/1986 dated 22nd August 1986.

2. In view of the rising cost of materials, approval is given for an increase in the present rate of allowance Granted for the purchase of uniform to Office Assistants and other categories of employee who are eligible as a condition of service for such uniforms, from five hundred dollars (\$500.00) to nine hundred dollars (\$900.00) per annum with effect from 1st January, 1988.
3. The annual issue of uniforms remains as stated in my Circular No. 24/1983 dated 9th November, 1983. Employees should be granted the actual cost of the uniforms purchased where such cost is less than nine hundred dollars (\$900.00). The limit of nine hundred dollars (\$900.00) should not be exceeded.
4. Permanent Secretaries, Heads of Departments and Regional Executive Officers are required to ensure that;
 - (i) Employees to who advances are granted to purchase uniforms clear such advances promptly by submitting valid bills and receipts for the purchase made; and
 - (ii) Such employees wear the uniforms when on duty.
5. Please bring the contents of this Circular to the attention of all relevant personnel in your organization.

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J.E Sinclair
Permanent Secretary,
Public Service Ministry