

**“YEAR OF SUSTAINED AND DISCIPLINED WORK”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 9/1989**

**REFERENCE NO. PS: 18/0<sup>IV</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Payment of Merit Award for 1988.

DATE: 1989-03-23

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Please refer to the following extract from paragraph 5 of my Circular No. 32/1988 dated 9<sup>th</sup> December, 1988 on the above subject: -

“5. EXCLUSIONS

5.1 It should be noted that while the Merit Award Scheme is intended to apply to:

- Permanent Secretaries, Heads of Departments and Regional Executive Officers; and
- other persons holding positions which attract salary at the rate of \$6,215.00 per month and above a special appraisal form is being designed for use in appraising their performance. Consequently, further instructions will be issued concerning the appraisal of and the grant of Merit Awards to these categories of workers”.

2. At our meeting held on Thursday, 1989-03-16, it was mentioned that work was still being done to finalize the appraisal form referred to above, and that the form would need to be used from a current date. In the meantime, however, approval has been given for Permanent Secretaries, Heads of Departments, Regional Executive Officers and other persons holding positions which attract salary at the rate of \$6,215.00 per month and above, to be paid a Merit Award in respect of the year 1988 of ten (10%) percent of their respect salaries at December 31, 1987, retroactive to January, 1, 1988.
3. In seeking to make payment of the merit award approved above, your attention is invited to the need to observe: -
  - (a) The wage bill ceiling of seven percent (7%) of the actual wage bill for 1987 for your individual Ministries / Departments / Regions (as outlined at paragraph 7 of my Circular No. 32/1988 dated 9<sup>th</sup> December, 1988).

(b) The instruction issued by the Secretary to the Treasury in his Circular No. 6/1989 dated 13<sup>th</sup> March, 1989 that payment of merit award for 1988 should be made by 31<sup>st</sup> March, 1989, latest.

4. Please bring this Circular to the attention of the relevant staff in your agencies, particularly those in the Personnel and Accounting Units, and arrange payment accordingly.

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