

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 18/1989

REFERENCE NO. PS: 20/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Increased Payment of Duty Allowances.

DATE: 1989-08-23

Para 3 of Public Service Ministry's Circular No. 11/1989 dated 7th April, 1989, which authorized the payment of and issued guidelines for wage and salary adjustments in 1989, made reference to increases in basic wage or salary, overtime, acting and responsibility allowances.

2. Notwithstanding the fact that my Circular under reference made no provision for increases in the payment of duty allowances, it has been decided that you should approach this Ministry for consideration of payment of increased rates of duty allowances (taxable) in those cases where approved payments are made in respect of additional work done by employees. (Please see data required to process the cases in the Appendix hereto).
3. Please bring this Circular to the attention of the relevant staff in your agencies, particularly those in the Personnel and Accounting Units.

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J.E. Sinclair,
Permanent Secretary,
Public Service Ministry.

APPENDIX

Name of Officer (1)	Present Designation (2)	Amount of Duty allowance received at 1989/04/01 (3)	Employee's substantive Salary (including 1988 Merit award and 20% salary Adjustment) at 1989/04/01 (4)	Position (Other than substantive one) in respect of which allowance is paid (5)	Public Service Ministry's Reference No. and date re approval of allowance (6)