

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”

PUBLIC SERVICE MINISTRY

CIRCULAR No. 13/1990

REFERENCE NO. PS: 16/0/1^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Delegation of Authority

DATE: 1990-05-07

I attach for your information a list showing some of the areas of activities in the personnel field, in respect of which authority has already been given for you to make decisions and/or implement.

J. McCurdy
For Permanent Secretary

YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”

DELEGATION OF AUTHORITY

Activity

Authority

Grant of special leave	PSR: H – 22 – II – 31
Grant of Annual Vacation Leave	PSR: H – 1 and H20
Grant of Scale “B” Travelling Allowance	PSR: J2 (2)
Grant of a Bicycle Allowance	PSM Cir 9/1973 dated 2/4/73
Conversion of daily – paid wages to monthly salary	PSM Cirs 4/1984 dated 19/11/84 and 19/1984 dated 4/12/1984
Overtime	PSM Cirs 3/1969 dated 15/2/69 and 2/1974 dated 17/01/74
Overtime (completion of specific Projects funded from Capital votes and cases of emergency where essential services Have to be provided and maintained, also payment for approved)	PSM Cir 18/1987 dated 1987/05/27
Grant of Advance to purchase protective clothing	PSR L – 2 and PSM Cir 14/1990 dated 7/5/1990
Grant of one month’s no pay leave for non-pensionable employee	PSM Cir 18/1986 dated 21/08/1986
Payment of Subsistence Allowance	PSR: J17 and J22, J26 also Appendix J2
Payment of Station Allowance	PSR: K – 13
Appointment of daily paid employees as monthly	PSR: A – 26
Payment of Salary in lieu of leave at date of transfer from Public Service To other Public Service	PSM Cir 7/1977 dated 3/2/77
Payment of Allowance for Refreshment	PSM Cirs 25/1989 dated 1/12/89 and 12/1990 dated 1990/04/25