

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO: 17/1990**

**REFERENCE NO. PS: 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 Allowance.

DATE: 1990-07-24

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Following upon the across-the-board increases in salaries and wages granted with effect from 1<sup>st</sup> April, 1989, this Ministry issued Circular No. 18/1989 dated 23<sup>rd</sup> August, 1989, on the above subject. The Circular provided for you to approach this Ministry for payment of increased duty allowances to officers in respect of whom approval was given by the Public Service Ministry to receive such allowances for performing duties in addition to their substantive ones.

2. With the issuance of Public Service Ministry's Circular No. 15/90 dated 14<sup>th</sup> May, 1990, authorizing the 7% increase in salaries and wages to employees in the Public Service, etc., with effect from 1<sup>st</sup> April, 1990, it is considered that a review is necessary.
3. In order to facilitate the review of the rates of duty allowances mentioned above, you are asked to submit information using the format overleaf in respect of officers in your Ministry/Department/Region who are in receipt of that type of duty allowance and to follow this procedure consequent upon any future salaries and wages adjustments.
4. Please bring this circular to the attention of the relevant staff in your agency, particularly those in the Personnel and Accounting Units, and arrange for your reply to reach me by 24<sup>th</sup> August, 1990.

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

PARTICULARS OF OFFICERS GRANTED DUTY ALLOWANCES FOR REVIEW OF AMOUNTS AUTHORISED

NAME OF OFFICER	PRESENT DESIGNATION	AMOUNT OF DUTY ALLOWANCE RECEIVED AT DATE FROM WHICH REVISED RATE IS SOUGHT	POSITION (OTHER THAN SUBSTANTIVE ONE) IN RESPECT OF WHICH ALLOWANCE IS PAID	PSM'S REF. NO: AND DATE RE APPROVAL OF ALLOWANCE

