

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF RELIANCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 18/1990

REFERENCE NO. PS: 18^{III}

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments,
Regional Executive Officers
and Heads of Public Service
related Agencies.

SUBJECT:

Additional Increases in Salaries / Wages for 1990.

DATE: 1990-08-14

Further to my Circular No. 15/1990 dated 14th May, 1990, I wish to inform you that Government has approved the following additional increases in salaries and wages for 1990:-

- (i) the payment of a seven percent (7%) across-the-board increase (tax-free) for the period 1st January, 1990 to 31st March, 1990, both dates inclusive. This increase is to be calculated on level of salaries / wages at 31st December, 1989; and
 - (ii) the payment of a twelve percent (12%) across-the-board increase (taxable) with effect from 15th June, 1990. This 12% increase is to be calculated on the level of salaries and wages at 31st May, 1990.
2. This Circular therefore authorizes the payment of increases in salaries and wages as set out at (i) and (ii) of the preceding paragraph for all employees in central Ministries, departments and Regional Administrations (hereinafter called the “Public Service”) and Public Service-related Agencies, the Teaching Service, the Commissions and all other agencies outside of Guymine, Guysuco and the Public Corporations Group (formerly Guystac).
 3. In calculating the increased salaries and wages of employees in accordance with paragraph 1 above, their new monthly / daily / fortnightly, etc, rates should not be rounded up or down – the actual resulting amounts must be paid.
 4. All approved scales within the Public Service and Public Service-related agencies have been adjusted by increasing each minimum and maximum by 12% of the respective numbers with effect from 15th June, 1990 – please see Appendix I hereto. Each resulting figure has been rounded to the nearest dollar i.e., 49 cents and below have been dropped whilst 50 cents and above have been rounded to the nearest dollar. The salary scales applicable to the 7% increase, as shown in the appendix to this Ministry’s circular No. 15/1990 dated 14th May, 1990, referred to above, is now applicable over the period 1st January, 1990 to 14th June, 1990.
 5. Please note that all those areas and issues not dealt with in this Circular, should be construed in the light of this Ministry’s previous salary / wage adjustment Circulars, in particular Circulars No. 11/1989 dated 7th April, 1989 and No. 20/1989 dated 27th September, 1989.
 6. Payment of increases in salaries and wages should be made from funds under your control, and charged to the appropriate subheads and reimbursement sought from the Secretary to the Treasury as early as possible. Where funds are not available, steps should be taken immediately to obtain the required amounts from the Secretary to the Treasury. When seeking re-imburement or applying for additional funds to meet payment, the format at Appendix II should be used. Applications for Remittances from the General Account No. 405 should be submitted to the Accountant General so as to ensure availability of funds in the main Bank Accounts from which payments

are to be effected. The monthly Financial Returns of Expenditure on Warrants should be submitted in the usual manner.

7. Payment of arrears due as a result of this Circular should be effected, subject to paragraph 6 above, from August, 1990.

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

APPENDIX I

SCHEDULE OF ADJUSTED GS SCALES

EFFECTIVE 1st JANUARY, 1990
TO 14th JUNE, 1990

EFFECTIVE 15th JUNE, 1990

MONTHLY SCALES

| | | |
|---------|--------------------|--------------------|
| GS : 16 | \$7,077 - \$10,534 | \$7,926 - \$11,798 |
| GS : 15 | \$5,925 - \$ 8,807 | \$6,636 - \$ 9,864 |
| GS : 14 | \$4,982 - \$ 7,390 | \$5,580 - \$ 8,277 |
| GS : 13 | \$4,166 - \$ 6,165 | \$4,666 - \$ 6,905 |
| GS : 12 | \$3,492 - \$ 5,156 | \$3,911 - \$ 5,775 |
| GS : 11 | \$3,052 - \$ 4,499 | \$3,418 - \$ 5,039 |
| GS : 10 | \$2,678 - \$ 3,934 | \$2,999 - \$ 4,406 |
| GS : 9 | \$2,351 - \$ 3,441 | \$2,633 - \$ 3,854 |
| GS : 8 | \$2,069 - \$ 3,022 | \$2,317 - \$ 3,385 |
| GS : 7 | \$1,817 - \$ 2,645 | \$2,035 - \$ 2,962 |
| GS : 6 | \$1,609 - \$ 2,332 | \$1,802 - \$ 2,612 |
| GS : 5 | \$1,419 - \$ 2,048 | \$1,589 - \$ 2,294 |
| GS : 4 | \$1,264 - \$ 1,808 | \$1,416 - \$ 2,025 |
| GS : 3 | \$1,115 - \$ 1,587 | \$1,249 - \$ 1,777 |
| GS : 2 | \$ 991 - \$ 1,395 | \$1,110 - \$ 1,562 |
| GS : 1 | \$ 917 - \$ 1,282 | \$1,027 - \$ 1,436 |

DAILY WAGE RATES

| | | |
|---------|-------------------|-------------------|
| GS : 10 | \$56.62 - \$73.96 | \$63.41 - \$82.84 |
| GS : 9 | \$54.62 - \$72.42 | \$61.17 - \$81.11 |
| GS : 8 | \$52.69 - \$69.34 | \$59.01 - \$77.66 |
| GS : 7 | \$50.66 - \$66.25 | \$56.74 - \$74.20 |
| GS : 6 | \$48.45 - \$63.17 | \$54.26 - \$70.75 |
| GS : 5 | \$46.08 - \$60.09 | \$51.61 - \$67.30 |
| GS : 4 | \$43.61 - \$55.47 | \$48.84 - \$62.13 |
| GS : 3 | \$41.75 - \$52.39 | \$46.76 - \$58.68 |
| GS : 2 | \$40.37 - \$50.85 | \$45.21 - \$56.95 |
| GS : 1 | \$38.43 - \$49.31 | \$43.04 - \$55.23 |

APPENDIX II

APPLICATION TO THE SECRETARY TO THE TREASURY FOR REIMBURSEMENT / ADDITIONAL* FUNDS
REQUESTED ON INTER-DEPARTMENT WARRANT TO MEET INCREASES IN SALARIES / WAGES IN
ACCORDANCE WITH PUBLIC SERVICE MINISTRY'S CIRCULAR NO. 18/1990 DATED 1990-08-14.

| 1 | 2 | 3 | 4 | 5 |
|------|---|--|---|---------------|
| HEAD | SUBHEAD AGAINST WHICH SUBSTANTIVE SALARIES PAID | ARREARS OF 7% (TAX FREE) ON INCREASED SALARY AS AT 1989/12/31 OVER PERIOD 1990/01/01 TO 1990/03/31 | ARREARS OF 12% INCREASE (TAXABLE) ON SALARY AS AT 1990/05/31 OVER PERIOD 1990/06/15 TO 1990/08/31 | TOTAL (3 + 4) |
| | MONTHLY PAID EMPLOYEES | | | |
| | Sub-Total | | | |
| | FORTNIGHTLY / WEEKLY / DAILY PAID EMPLOYEES | | | |
| | SUB TOTAL | | | |
| | TOTAL | | | |

* Delete as applicable

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Signature of Permanent Secretary /
Head of Department / Regional Executive
Officer.

Date: