

“THE YEAR OF CONTINUITY, INNOVATIVE ACTION AND SUPREME CONFIDENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 14/1991

REFERENCE NO. PS: 20/1

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

Payment of Responsibility allowances to:-

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

- (i) Clerks II performing as Clerks III
- (ii) Typist/Clerks II/I performing as Typist Clerks III.

DATE: 1991-04-17

Subject to what is stated at paragraph 2 below, approval is given for the responsibility allowance paid to Clerks II who perform the duties of Clerks III to be increased from one hundred and thirty dollars (\$130.00) per month to two hundred and eighty dollars (280.00) per month with effect from 1st April, 1991 inclusive, and for those officers who were/are in receipt of a responsibility allowance at the rate of ninety-eight dollars (\$98.00) per month to be paid at the rate of two hundred and ten dollars (\$210.00) per month with effect from the same date. The following is also approved:-

- (a) Those Clerks II who function as Clerks III and are eligible to receive payment of a responsibility allowance at the rate of \$280.00 a month should be paid no less than one hundred and sixteen dollars (\$116.00) a month when that allowance decreases as a result of increases in their substantive salaries; and
 - (b) Those officers who function as Clerks III and are eligible to receive payment of a responsibility allowance at the rate of \$210.00 a month should be paid no less than eighty seven dollars (\$87.00) a month when that allowance decreases as a result of increases in their substantive salaries.
2. Approval is also given for Typist Clerks II who perform the duties of Typist Clerks II to be paid a responsibility allowance of \$95.00 per month with effect from 1st April, 1991. Those Typist Clerks II who are not fully qualified for the post of Typist Clerk III along with Typist Clerks I must be paid a responsibility allowance of \$71.00 also with effect from the same date. Requests for the payment of responsibility allowance to Typist Clerks II/I for performing the duties of Typist Clerks III should continue to be submitted on the usual format to this Ministry for consideration.
 3. Please bring the contents of this Circular to the attention of all those concerned, but particularly to those in the Personnel and Accounting Units of your Ministry/Department/Region.

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