

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

**OFFICE OF THE PRESIDENT  
PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.  
20/1991**

**REFERENCE NO. PS:18/8**

FROM: Permanent Secretary,  
Office of the President,  
Public Service Ministry

**SUBJECT:**

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

Payment of Commencing Salaries of Positions at the  
Minima of Relevant Grades.

DATE: 1991-07-18

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Approval is given with effect from 1<sup>st</sup> June ,1991,for those positions in the attached schedule whose commencing salaries are less than the minima of the relevant GS salary grades to have these salaries adjusted to the minima .Hence each full-time respective grade o which the position is attached.

2. Payment of the increases in salaries /wages should be made from funds under your control, and charged to the appropriate sub-heads and reimbursement sought from the Ministry of finance as early as possible. Where funds are not available, steps should be taken immediately to obtain the required amounts from the Ministry of Finance as early as possible. Where funds are not available, steps should be taken immediately to obtain the required amounts from the Ministry of Finance. When seeking reimbursement or applying for additional funs to meet payment, the format overleaf should be used. Applications for Remittances from the general Account No.405 should be submitted to the Accountant General sa as to ensure availability of funds in the main Bank accounts from which payments are to be effected .This monthly Financial Returns of Expenditure of Warrants should be submitted in the usual manner.
3. Please bring this Circular to the attention of the staff who are eligible for adjustments to salaries and other appropriate staff, particularly those attached to the Personnel and Accounting Units.

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Paula A. Mohamed  
Permanent Secretary  
Office of the President  
Public Service Management

MINISTRY /DEPARTMENT/REGION.....

APPLICATION TO THE MINISTRY FOR \*REIMBURSEMENT/ADDITIONAL FUNDS  
REQUESTED ON INTE-DEPARTMENTAL WARRANT TO MEET INCREASES IN  
ACCORDANCE WITH OFFICE OF THE PRESIDENT'S PUBLIC SERVICE MANAEGEMENT  
CIRCULAR MEMORANDUM NO.CPS: 18/8 DATED 1999-07-18.

HEAD	SALARY AGIANST WHICH SUBSTANTIVE SALARIES ARE PAID	SALARY INCREASES TO SPECIFIED CTEGORIES PAYABLE UP TO DECMBER 31,1991
	TOTAL	

\*Delete as Applicable

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Secretary

Officer

Signature of Permanent

Head of Department  
Regional Executive

LISTS OF POSITIONS WITH SALARY BELOW THE MINIMUM OF THE  
RESPECTIVE GS SCALES

POSITION TITLE	GS SCALE MINIMUM OF SCALE	MINIMUM OF SCALE	COMMENCING SALARY (INCLUDING 50% INCREASE)
Chief Election Officer	15	\$9,954	\$9,9512
Deputy Commissioner of Registration	14	\$8,370	\$8,021
Senior Veterinary Officer	14	\$8,370	\$8,021
Co-ordinator, Distance Education and Information Unit	12	\$5,867	\$4,724
Director of Prisons/Chief Fire Officer	15	\$9,954	\$9,9512
Prison Farm Supervisor	8	\$3,476	\$2,700
Prison Tutor Organiser	8	\$3,476	\$2,700
Prison Steward	8	\$3,476	\$2,700

Prison School Teacher	6	\$2,703	\$2,493
Prison Storekeeper III	6	\$2,703	\$2,493
Education technician I-	3	\$1,874	\$1,695
Senior Bailiff	3	\$1,874	\$1,695
Enquiry Officer (P.S.C)	3	\$1,874	\$1,695
Storekeeper II	2	\$1,665	\$1,620
Research Assistant I	2	\$1,665	\$1,620
Electrical Assistant	2	\$1,665	\$1,620
Calligrapher	2	\$1,665	\$1,620
Accounts Clerk II	2	\$1,665	\$1,620
Clerk II General	2	\$1,665	\$1,620
Clerk Stenographer I	2	\$1,665	\$1,620
Typist Clerk II	2	\$1,665	\$1,620
Telephonist II	2	\$1,665	\$1,620
Housekeeper I	2	\$1,665	\$1,620
Cook	2	\$1,665	\$1,620
Stores Clerk II	2	\$1,665	\$1,620
Assistant Sergeant-at-Arms	2	\$1,665	\$1,620
Librarian II	2	\$1,665	\$1,620
Legal clerk II	2	\$1,665	\$1,620
Bailiff	2	\$1,665	\$1,620
Duplicator Operator	2	\$1,665	\$1,620
Stockman Foreman	2	\$1,665	\$1,620
Labour Foreman	2	\$1,665	\$1,620
Senior Laboratory Assistant	2	\$1,665	\$1,620
Electronic Data Processing Operator II	2	\$1,665	\$1,620
Stock – Keeper/Printer Hyd. Division	2	\$1,665	\$1,620
Bond Clerk	2	\$1,665	\$1,620
Customs Clerk (Health)	2	\$1,665	\$1,620
Senior Laundry Foreman	2	\$1,665	\$1,620
Ward Clerk	2	\$1,665	\$1,620
Customs Clerk	2	\$1,665	\$1,620

(Health)			
Senior Laundry foreman	2	\$1,665	\$1,620
Ward Clerk	2	\$1,665	\$1,620
Senior Hospital Attendant	2	\$1,665	\$1,620
Head Porter Attendant	2	\$1,665	\$1,620
Yard Attendant Foreman	2	\$1,665	\$1,620
Foreman, Bonification Gang	2	\$1,665	\$1,620
Senior Laboratory Attendant	2	\$1,665	\$1,620
Orthopaedic Shop Assistant	2	\$1,665	\$1,620
Radio Operator 1	2	\$1,665	\$1,620
Checker/Timekeeper	2	\$1,665	\$1,620
Checker	2	\$1,665	\$1,620
Supernumerary Constable	2	\$1,665	\$1,620
Supernumerary Corporal	2	\$1,665	\$1,620
Sign Artist	2	\$1,665	\$1,620
Box Office Clerk	2	\$1,665	\$1,620
Chief Usher	2	\$1,665	\$1,620
Cane Scale Supervisor	2	\$1,665	\$1,620
Craft Production and Design Worker	2	\$1,665	\$1,620
Revenue investigator	2	\$1,665	\$1,620
Hinterland Affairs Worker	2	\$1,665	\$1,620
Crop Reporter I	2	\$1,665	\$1,620
Nursery Foreman	2	\$1,665	\$1,620
Apprentice Draughtsman	2	\$1,665	\$1,620
Revenue runner	2	\$1,665	\$1,620
State land Ranger	2	\$1,665	\$1,620
Senior Ranger (Drainage)	2	\$1,665	\$1,620
Ranger	2	\$1,665	\$1,620
Farm Supervisor	2	\$1,665	\$1,620