

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR NO.
26/1991

REFERENCE NO. PS:IV

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

TO: All Permanent Secretaries'
Heads of Departments and Regional
Executive Officers and Heads Of Public
Service Related Agencies

SUBJECT:

Further increases in salaries /Wages for 1991

DATE: 7th November, 1991

Further to my circular # .24/1991 dated 16th October, 1991 on the above subject I have to inform you that employees who during the period 1st January ,1991 to the 30th June ,1991, were: -

- Promoted or appointed to higher positions
 - Reclassified
 - Granted special salary increase ;or received salary increases personal; to them; should be paid salaries adjustment by using their hypothetical salaries at the 31st of December, 1990 (obtained by reducing their current approved salaries by one-third (1/3), or 50% on the basis that the current salaries represent 150% of salaries at 31st December ,1990).
2. Office of the President –Public Service Management Circular 3.24/1991 dared 16th October 1991, (referred to in paragraph 1 above), is hereby amended at paragraph 4(ii) by removing the full stop (.) at the end of the sixth line and inserting the following at the bottom thereof:-
- “On the basis that the current salary represents 150% of the salary at the 31st December ,1990”
3. The opportunity is also taken to clarify the method to be used in calculating increase in acting, responsibility and duty allowances except where specific instructions have been issued concerning the rates of duty and responsibility allowances payable in certain cases (e.g. Clerk II performing as Clerk III and Typist clerk II performing as Typist clerk III). The correct method of calculating these allowances is to obtain the adjusted salaries of employees and the adjusted commencing salaries of the posts in the respect of which the allowances are payable. The full or reduced

amounts should be computed using these figures and the approved formula as may be applicable in each case.

4. Please bring this circular to the attention of the relevant officers in your Personnel and accounting Divisions. All officers who are responsible for preparing and making payments are requested to consult the Chief Personnel Manager (Operations) (Cde Dahari) or Senior Personnel Manager (Operations)(Cde Wharton) if there is need for any further clarification(s).

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