

“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”

OFFICE OF THE PRESIDENT,
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 7/1992

REFERENCE NO. PS: 20/66

FROM: Permanent Secretary,
Office of the President,
Public Service Management.

SUBJECT:

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

Increases in the rates of Refreshment Allowance
payable to Public Servants when working overtime.

DATE: 1992-02-03

With reference to Public Service Ministry Circulars Nos. 25/1989 dated 1989-12-01 and 12/1990 dated 1990-04-25 on the subject “Payment of Refreshment Allowance to Public Servants when working overtime”, I wish to inform you that approval has been given for the rates of refreshment allowance to be increased with effect from 1st January, 1992, as follows: -

- (a) from \$16.00 to \$35.00 when working overtime for two hours and over continuously, but under four hours, outside of normal working hours;
 - (b) from \$32.00 to \$50.00 when working overtime for four hours and over continuously outside of normal working hours; and
 - (c) from \$32.00 to \$50.00 when working through the lunch break (i.e. for a period of one hour at midday), request for such work being duly authorized beforehand.
2. The refreshment allowance is non-taxable and non-pensionable. The presentation of valid receipts or honour certificates in support of the purchase of refreshment would not be required. The other conditions relating to the payment of this allowance as outlined in the circulars referred to in paragraph 1 above continue to be in force.
 3. Please bring this Circular to the attention of all staff in your organization, particularly those attached to the Personnel and Accounting Units.

(R. Sivanand),
for Permanent Secretary,
Office of the President,
Public Service Management.