

**OFFICE OF THE PRESIDENT**  
**PUBLIC SERVICE**  
**MANAGEMENT**

**CIRCULAR NO. 1/1993**

**REFERENCE NO. PS: 20/10<sup>II</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

(i) Annual Issues of Uniforms to Office Assistants  
and Other Categories of employees.

DATE: 1993-02-15

(ii) Payment in lieu thereof.

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Please refer to my Circular No. 29/1988 dated 23<sup>rd</sup> November 1988.

2. In view of the rising costs of materials, approval is given for an increase in the present rate of allowance granted for the purchase of uniforms to Office Assistants and other categories of employees who are eligible as a condition of service for such uniforms, from nine hundred dollars (\$900.00) to five thousand six hundred dollars (\$5,600.00) per annum with effect from 1<sup>st</sup> January, 1992.
3. The annual issue of uniform remains as stated in my circular No. 24/1983 dated 9<sup>th</sup> November, 1983. Employees should be granted the actual cost of the uniforms purchased where such cost is less than five thousand six hundred dollars (\$5,600.00). The limit of five thousand six hundred dollars (\$5,600.00) should not be exceeded.
4. Permanent Secretaries, Heads of Departments and Regional Executive Officers are required to ensure that:
  - (i) Employees to whom advances are granted to purchase uniforms clear such advances promptly by submitting valid bills and receipts for the purchases made; and
  - (ii) Such employees wear the uniforms when on duty.
5. Please bring the contents of this Circular to the attention of all relevant personnel in your Organisation, and ensure that the limit of five thousand six hundred dollars (\$5,600.00) per annum mentioned at paragraph 3 above is adhered to strictly.

R. Sivanand  
Permanent Secretary (ag)  
Office of the President  
Public Service Management  
Cj: