

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

**CIRCULAR NO. 4/1994**

**REFERENCE NO. PS: 18V**

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

**SUBJECT:**

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

- (i) Further increase in Salary/Wages for 1993
- (ii) Implementation of Revised Salary Structure

DATE: 5<sup>th</sup> May, 1994

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Further to my Circular No.1/1994 dated 14<sup>th</sup> January 1994, I wish to inform you that to implement the salary enhancement component of the Guyana Public Administration Project, Government has approved payment with effect from 1993-07-01 of an additional twenty percent (20%) increase on the level of salaries and wages obtaining at 1992-12-31 for all workers in the Public Service (i.e. Central Ministries, Departments and the Regional Administrations) and the Bureau of Statistics. This Circular therefore authorized payment accordingly. The equivalent of salary/wage advance twenty percent (20%) already paid to each employee during the period 1993-07-01 to 1994-04-30, should be set off against the increase authorized herein. The salary/wage advance therefore is discontinued from 1<sup>st</sup> May, 1994, inclusive.

2. Consequent upon the Job Evaluation Exercise undertaken during 1991 to 1992 and 1993 to 1994 to place jobs in the Public Service and related Agencies on appropriate grades and to pay employees at appropriate salary levels, approval has been given for the implementation of a revised GS1-14 salary structure outlined in the attached schedule with effect from 1993-07-01, inclusive. This revised salary structure replaces all salary scales (i.e. GS1 to 16 and MS 1 to 14 and "special rates") which were applicable up to 30<sup>th</sup> June, 1993, inclusive.
3. The salaries of those employees to whom the new salary structure apply shall be payable in accordance with the following principles: -
  - (i) An employee who was in employment at December 31, 1992, and continued in employment after July 1, 1993, shall move into the new salary scale applicable to him/her on July 1, 1993, and shall be paid the increase of twenty percent (20%) on the level of substantive salary/wage received at December 31, 1992 as mentioned at paragraph 1 above.
  - (ii) An employee who was recruited during 1993 to a position which exist at December 31, 1992, shall move into the new salary scale applicable to him/her on July 1, 1993, and shall be paid the increase

of twenty percent (20%) of the salary of the substantive position at December 31, 1992 as mentioned in paragraph 1 above.

- (iii) An employee who was recruited during 1993 to a new class of position (i.e. which did not exist prior to 1993) shall move into the new salary scale applicable to him/her on July 1, 1993, and shall be paid the increase of twenty percent (20%) of the hypothetical salary of his/her substantive position at December 31, 1992, as mentioned in paragraph 1 above. (Calculate the hypothetical figure by reducing the approved 1993 salary by ten percent (10%).
  - (iv) In calculating the increased salary/wage of an employee in accordance with (i), (ii) and (iii), above, the new monthly/fortnightly/daily rate should not be rounded up or down – the actual resulting amount must be paid. However, where this results in an amount less than the minimum of the relevant salary scale on which the substantive position is graded, or less than the commencing salary of the position if this is greater than the minimum, then the higher amount shall be paid.
  - (v) On conversion no employee, whose post is graded on Band 1 shall be paid salary below the rate of \$4,314.00 per month from 1<sup>st</sup> July, 1993.
  - (vi) The commencing salary of a position is the minimum of the respective salary scale on which the position is graded, unless otherwise authorized.
  - (vii) Where levels II/I of a position are graded on the same salary scale, the commencing salary of the higher-level position should be ten percent above the minimum of the particular salary scale.
  - (viii) Where a Senior Consultant position is graded on the same salary scale as a Junior Consultant position, the senior position shall be paid a commencing salary equivalent to ten percent above the minimum of the relevant salary scale (Medical Personnel).
  - (ix) Any higher position which is graded on the same salary scale as a lower position from the same class or family of positions should be paid a commencing salary equal to ten percent (10%) more than the minimum of that scale.
4. Approval has been given for the minimum salary payable to employees whose positions are graded on Band 1 to be \$4,800.00 per month with effect from 1<sup>st</sup> January, 1994.
5. Approval has also been given for the payment with effect from 1994-01-01 to each employee on Bands 1 and 2, whose salary is below \$5,040.00 per month, of a cash supplement on a sliding scale not exceeding \$240.00 per month, provided that the sum total of the employee's substantive salary and the monthly cash supplement does not exceed the gross figure of \$5,040 per month. The cash supplement will continue to be paid only until the 1994 salary review is completed and any adjustment for 1994 is determined and authorized. This salary adjustment is expected to be effective from 1<sup>st</sup> July, 1994.
6. Government has also given approval for all arrears of salary/wages in respect of the increases (including the implementation of the 14-Band Salary Structure) received for the period 1<sup>st</sup> July, 1993 to 30<sup>th</sup> April, 1994 to be exempt from Income Tax. Payment of income tax at the applicable rates on total salaries/wages will take effect from 1<sup>st</sup> May, 1994, inclusive.

7. The salary increases and the cash supplement payable are to be charged to funds allocated under Head 47 – Ministry of Finance, Subhead III – revision of Wages and Salaries. Payment should be made on the basis of Inter-departmental warrants to be issued by the Accountant General. Accounting Officers are therefore requested to approach the Secretary to the Treasury for release of the necessary funds.
8. Please note that all those areas and issues not dealt with in this Circular should be construed in the light of instructions given in Public Service Ministry's previous salary/wages adjustment circulars, in particular Circulars No. 11/1989 dated 7<sup>th</sup> April, 1989, and No. 20/1989 dated 27<sup>th</sup> September, 1989.
9. The contents of this Circular are not applicable to employees holding contractual appointments since their conditions of employment are negotiable. Subject to the provisions of any enabling clause in the contracts, any increase in their rates or remuneration must be re-negotiated by the appropriate parties and implemented by way of supplementary Agreements.
10. For the implementation of the instructions contained in this Circular, please see the supplement attached to Circular No. 5/1994 dated 1994-05-05.
11. Please bring this Circular to the attention of all the relevant personnel in your organizations and make arrangements to pay the increases not later than 31<sup>st</sup> May, 1994. Payment of salary for May, 1994, should be an integrated one reflecting the new salary levels with the cash supplement shown separately, since the latter is not permanent.

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G. Husbands  
For Permanent Secretary  
Office of the President  
Public Service Management.

**SALARY SCALES WITH EFFECT FROM 1<sup>ST</sup> JULY. 1993**

<b>SCALE</b>	<b>MINIMUM G\$/MONTH</b>	<b>MIDPOINT G\$/MONTH</b>	<b>MAXIMUM G\$/MONTH</b>
1	4,314	4,930	5,546
2	4,875	5,571	6,267
3	5,522	6,310	7,099
4	5,898	7,149	8,399
5	6,996	8,480	9,964
6	8,006	10,008	12,009
7	9,623	12,029	14,435
8	11,195	14,445	17,695
9	13,755	17,748	21,741
10	16,898	22,530	28,163
11	21,556	28,742	35,927
12	26,592	36,679	46,766
13	33,920	46,786	59,652
14	42,275	60,393	78,510

**DAILY WAGES**

<b>SCALE</b>	<b>MINIMUM G\$/MONTH</b>	<b>MIDPOINT G\$/MONTH</b>	<b>MAXIMUM G\$/MONTH</b>
1	181.00	206..85	232.70
2	204.55	233.75	262.95
3	231.69	264.76	297.86
4	247.47	299.96	352.41
5	293.54	355.80	418.07
6	335.92	419.92	503.87
7	403.76	504.71	605.66