

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

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

DATE: 1994-05-05

**SUBJECT:**

- (i) **Review of remuneration payable in  
“closed” and “special salaried” agencies**
- (ii) **‘Grossing-up’ of certain allowances with  
salary.**

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A decision was previously taken to declare some Ministries/Departments “closed” and others were identified as “special salaried” in order to facilitate the payment of higher salaries and to attract and retain appropriate personnel. Over the years, this action has led to many problems which need to be addressed and remedied.

2. As part of the current Public Service Reform Exercise, it has been decided that the Ministries and Departments listed hereunder should be reverted to their previous regular status with the rest of the Public Service with effect from 1993-07-01:-
  - (i) Office of the President (including Public Service Management);
  - (ii) Ministry of Finance;
  - (iii) Accountant General's Department;
  - (iv) Customs and Excise Department;
  - (v) Inland revenue Department;
  - (vi) Office of the Auditor General;
  - (vii) Ministry of Foreign Affairs;
3. In order to implement the decision in paragraph 2 above, approval is given for the following to be done with effect from 1<sup>st</sup> July, 1993, inclusive:-
  - (i) The retention of special salaries by persons holding permanent and temporary appointments, personal to them.
  - (ii) Positions which were redesignated and/or regarded should revert to their previous titles and salary grades in line with the rest of the Public Service.
4. I attach hereto schedules showing the new titles of positions in your organisation which have been redesignated and also the salary scales of those positions which have been adjusted in terms of paragraph 3 (2) above. These scales relate to the GS1 to 16 salary structure.

5. As a result of the implementation of the new salary structure whereby certain allowances/supplement are now subsumed into salaries, approval is given with effect from 1<sup>st</sup> July, 1993, inclusive, for:-
- (i) The grossing up, where this has not already been done, of the undermentioned allowances/supplement in respect of the salaries of those persons whose positions attract them:-
    - (a) one-third salary allowance;
    - (b) tax-free non-pensionable duty allowance;
    - (c) tax-free pensionable duty allowance;
    - (d) specialist (except for Personnel in the Police, Fire and Prison Departments)/professional/department allowance;
    - (e) market supplement;
    - (f) chamber allowance;
    - (g) service allowance;
  - (ii) where grossing-up involves tax-free remuneration that exact amount must be added to the basic salary of the substantive holder with effect from 1993-07-01 to 1994-04-30, and one and a half times that amount with effect from 1994-05-01. (Kindly note the above carefully);
  - (iii) where grossing-up involves taxable remuneration that exact amount must be added to the basic salary of the substantive holder from 1993-07-01;
6. Please advise the employees in your organisation of their new designations as outlined in the schedules mentioned at paragraph 4 above and send a copy of each letter to the Secretary, Public Service Commission.

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

c.c Secretary,  
Public Service Commission