

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 4/1995

REFERENCE NO. PS: 20/66^{II}

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

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

SUBJECT:

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

DATE: 1995-03-14

With reference to Public Service Ministry Circulars No. 25/1989 dated 1.12.1989, No. 12/1990 dated 25.4.1990 and No. 7/1992, on the above 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 March, 1995, as follows:-

- (a) from \$35.00 to \$70.00 when working overtime for two hours and over continuously, but under four hours, outside of normal working hours;
 - (b) from \$50.00 to \$100.00 when working overtime for four hours and over continuously outside of normal working hours; and
 - (c) from \$50.00 to \$100.00 when working through the lunch break (i.e. for a period of one hour at midday), requests 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 one (1) above continue to be in force.
 3. Please bring this Circular to the attention of all staff in your organisation, particularly those attached to Personnel and Accounting Units.

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

APPENDIX I

SCHEDULE OF ADJUSTED 1-14 SALARY BANDS EFFECTIVE FROM 1ST JANUARY, 1995

BAND	MINIMUM G\$/MONTH	MIDPOINT G\$/MONTH	MAXIMUM G\$/MONTH
1	6380	6830	7280
2	6960	7513	8065
3	7888	8538	9187
4	8816	9562	10308
5	9976	11269	12563
6	11484	12977	14471
7	13224	16392	19560
8	16124	20149	24173
9	19604	25066	30529
10	24244	31965	39686
11	30624	40775	50927
12	37700	52046	66390
13	48140	66456	84774
14	58580	83668	108757

DAILY RATES

BAND	MINIMUM G\$/MONTH	MIDPOINT G\$/MONTH	MAXIMUM G\$/MONTH
1	267.69	286.58	305.46
2	292.03	315.24	338.41
3	330.96	358.22	385.48
4	369.90	401.20	432.49
5	418.57	472.84	527.12
6	481.84	544.48	607.18
7	554.85	687.78	820.70

APPENDIX II

STATEMENT SHOWING DETAILS OF FUNDS REQUIRED TO EFFECT PAYMENT IN ACCORDANCE WITH PUBLIC SERVICE MANAGEMENT CIRCULAR NO. 5/1995 DATED 1995-03-23

CATEGORY	NO. OF PERSONS IN CATEGORY	TOTAL SALARIES AT 31.12.1994 (MONTHLY)	MONTHLY 16% INCREASE ON 31.12.1994 SALARIES	RETRO-PAYMENT DUE JAN-MARCH 1995.
ADMINISTRATIVE				
SENIOR TECHNICAL				
OTHER TECHNICAL & CRAFT SKILLED				
CLERICAL AND OFFICE SUPPORT				
SEMI-SKILLED OPERATIVES AND UNSKILLED				
OTHER DIRECT LABOUR COSTS				
TOTALS				