

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 5/1995

REFERENCE NO. PS: 18^{VI}

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

TO: All Permanent Secretaries,
Heads of Departments (not
Under Ministerial control),
Regional Executive Officers,
Chief Statistician, Bureau of Statistics

SUBJECT:

Increase in Salaries/Wages - 1995

DATE: 1995-03-23

Subject to what is stated at paragraphs 5 and 6 below, I wish to inform you that Government has approved payment with effect from 1st January, 1995, of a sixteen percent (16%) across-the-board increase on the level of salaries and wages obtaining at 31st December, 1994, for all workers in the Public Service including workers deemed to be “red-circled”.

2. This Circular therefore authorizes payment of the 16% increase on salaries and wages for 1995 for all workers referred to above in the Central Ministries, Departments not under Ministerial control and Regional Administrations (hereinafter called the Public Service) and the Bureau of Statistics.
3. The approved salary structure within the Public Service has been adjusted by increasing each minimum, midpoint and maximum by sixteen percent (16%) of the respective numbers with effect from 1st January, 1995. Each resulting figure has been rounded up to the nearest dollar. – (Please note carefully). Appendix I hereto shows the revised salary structure applicable with effect from 1st January, 1995. In calculating the increased salaries and wages of workers in accordance with paragraph 1 above their new monthly/fortnightly/daily rates should not be rounded up or down – the actual resulting amount must be paid. This instruction should be carefully noted and observed.
4. The expenditure for the salary increase will be met from Head 47 – Subhead III. Permanent Secretaries, Heads of Departments and Regional Executive Officers should request the amounts necessary to make payment of all arrears of salary/wage by way of memorandum addressed to the Secretary to the Treasury (for the attention of Mr. Sue Ho). The format shown at Appendix II hereto should be used.
5. This Circular should not be used by Heads of Agencies to whom it is not addressed. The Secretary to the Treasury should be approached for approval to pay the salary increase. The Secretary to the

Treasury will also issue separate approvals to the Heads of Organisations within the Joint Services grouping.

6. The contents of this Circular are not applicable to workers holding contractual appointments since their conditions of employment are specified.
7. Please note that all those areas and issues not dealt with in this Circular should be construed in the light of instructions given in the Public Service Ministry's previous salaries/wages adjustment circulars, in particular NO. 11/1989 dated 7th April, 1989 and 20/1989 dated 27th September, 1989.
8. Please bring this circular to the attention of all the relevant personnel in your organizations and make arrangements to pay the increase at the earliest opportunity.

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