

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

**CIRCULAR NO. 1/1996**

**REFERENCE NO. PS: 18<sup>VII</sup>**

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

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

**SUBJECT:**

Increase in Salaries/Wages – 1996.

DATE: 1996-02-01

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Subject to what is stated at paragraphs 5 and 6 below, I wish to inform you that Government has approved payment with effect from 1<sup>st</sup> January, 1996, of a fifteen percent (15%) across-the-board increase on the level of salaries and wages obtaining at 31<sup>st</sup> December, 1995, for all workers in the Public Service including those deemed to be “red-circled”.

2. This Circular therefore authorizes payment of a 15% increase on salaries and wages for 1996 for all workers referred to above in the Central Ministries, Departments not under Ministerial control and Regional Administrations (hereinafter called the Public Service).
3. The approved salary structure within the Public Service has been adjusted by increasing each minimum, midpoint and maximum by fifteen percent (15%) of the respective numbers with effect from 1<sup>st</sup> January, 1996. 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 1<sup>st</sup> January, 1996. 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. However, when 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. This instruction should be carefully noted and observed.
4. With respect to the financial aspect, the Ministry of Finance will be issuing a circular in connection with the release of funds to facilitate payment of the increase.
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 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 7<sup>th</sup> April, 1989 and 20/1989 dated 27<sup>th</sup> September, 1989.
8. Kindly bring this circular to the attention of all the relevant personnel in your organisations and make arrangements to pay the increase at the earliest opportunity.

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

**APPENDIX I**

**SCHEDULE OF ADJUSTED 1 – 14 SALARY BANDS EFFECTIVE FROM 1<sup>st</sup> JANUARY, 1996**

<b><u>BAND</u></b>	<b><u>MINIMUM G\$/MONTH</u></b>	<b><u>MIDPOINT G\$/MONTH</u></b>	<b><u>MAXIMUM G\$/MONTH</u></b>
1	7337	7855	8372
2	8004	8640	9275
3	9071	9819	10565
4	10138	10996	11854
5	11472	12959	14447
6	13207	14924	16642
7	15208	18851	22494
8	18543	23171	27799
9	22545	28826	35108
10	27881	36760	45639
11	35218	46891	58566
12	43355	59853	76349
13	55361	76424	97490
14	67367	96218	125071

**DAILY RATES**

<b><u>BAND</u></b>	<b><u>MINIMUM G\$/DAILY</u></b>	<b><u>MIDPOINT G\$/DAILY</u></b>	<b><u>MAXIMUM G\$/DAILY</u></b>
1	307.84	329.57	351.28
2	335.83	362.53	389.17
3	380.60	411.95	443.30

<b>4</b>	425.39	461.38	497.36
<b>5</b>	481.36	543.77	606.19
<b>6</b>	554.48	626.15	698.26
<b>7</b>	638.08	790.95	943.81