

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 2/1997

REFERENCE NO. PS: 18 VII

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Increase in Salaries / Wages - 1997

DATE: 1997-02-10

Subject to what is stated at paragraphs 3 and 4 below, I wish to inform you that Government has approved payment with effect from 1st January, 1997, of a twenty percent (20%) across-the-board increase on the level of salaries and wages obtaining at 31st December, 1996, for all workers in the Public Service including those deemed to be “red-circled”. This Circular therefore authorises payment of the 20% increase on salaries and wages for 1997 for all workers in the Central Ministries, Departments not under Ministerial control and Regional Administrations (hereinafter called the Public Service).

2. The Approved salary structure within the Public Service has been adjusted by increasing each minimum, midpoint and maximum by twenty percent (20%) of the respective numbers with effect from 1st January, 1997. Each resulting figure has been rounded to the nearest dollar (please note carefully). Appendix I hereto shows the revised salary structure applicable with effect from 1st January, 1997.
3. The approval given at paragraph I should not be used by Heads of Agencies to whom this Circular is not addressed. They should write the Secretary to the Treasury for approval to pay the increase. The Secretary to the Treasury has issued separate approvals to the Heads of Organisations within the Joint Services grouping.
4. The contents of this Circular are also not applicable to workers employed on projects or to those holding contractual appointments, since their conditions of employment are specified in the contracts.
5. Please note that all those areas and issues not dealt with herein should be construed in the light of instructions given in 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.
6. The expenditure for the salary increases will be met from Head 12-01, 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 Ms. Baird). The format shown at appendix II attached hereto should be used.

7. Kindly 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
Permanent Secretary
Public Service Management
Office of the President

APPENDIX I

SCHEDULE OF ADJUSTED 1- 14 SALARY BANDS EFFECTIVE FROM 1ST JANUARY, 1997

BAND	MINIMUM G\$ / MONTH	MIDPOINT G\$ / MONTH	MAXIMUM G\$ / MONTH
1	8804	9426	10046
2	9605	10363	11130
3	10885	11783	12678
4	12166	13195	14225
5	13766	15551	17336
6	15848	17909	19970
7	18250	22621	26993
8	22252	27805	33359
9	27054	34591	42130
10	33457	44112	54767
11	42262	56269	70279
12	52026	71824	91619
13	66433	91709	116988
14	80840	115462	150085

DAILY RATES

BAND	MINIMUM G\$ / DAILY	MIDPOINT G\$ / DAILY	MAXIMUM G\$ / DAILY
1	370	396	421
2	403	436	467
3	457	494	532
4	510	553	596
5	577	653	727
6	665	751	838
7	766	949	1133

APPENDIX II

Form PL – 4: Twenty per cent Increase form			Head Number		Head Name:			
Sub-head	Sub-code	Subhead/Sub-code Title	1	2	3	4	5	6
			Number of Budgeted Positions	Number of Employees paid	Total Monthly Wages and Salaries as at 96-12-31	Increase of 20%	New Total Wages and Salaries	Explanation of Changes from Previous Month
101	000	Administrative						
102	000	Senior Technical						
103	000	Other Technical and Craft Skilled						
104	000	Clerical and Office Support						
105	000	Semi-skilled Operatives and Unskilled						
106	000	Other Employees						
	001	<i>Contracted Employees</i>						
	002	<i>Temporary Employees</i>						
204	000	National Insurance						
205	000	Pensions						
301	000	Expenses Specific to the Agency						
314	000	Other – other (Heads 04-07 and 07-06 only)						
003	000	Pensions and Gratuities (Head 12-02 only)						
004	000	Dependant’s and Pension Fund (Head 12-02 only)						
Total								

PLEASE NOTE: This form should only be used for requests for 20% increases in salaries. All other 12-01-111 requests should be made on the appropriate forms.

 Certified correct by:
 Office of the Budget
 Ministry of Finance

 Date

Please type or clearly handwrite data DIRECTLY onto this form.