

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 9/1997

REFERENCE NO. PS: 18 VIII

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Key and Critical Supplement

DATE: 1997-04-11

Please refer to my Circular No. 16/1995 dated 1995-09-13, on the subject ‘Nomination of Posts for key and Critical Status’.

2. Approval has been given for the payment, with effect from 1996-01-01, of an annual supplement to substantive holders of positions considered key and critical in your organizations as shown in the attachment/s subject to the following conditions:
 - (i) The duration of the payment of the supplement would be three (3) years commencing from 1996-01-01. Payment will be effected in a lump sum during the first half of the years 1997, 1998 and 1999. This will be based on the grade minimum salaries at December, 1995.
 - (ii) The grant of the supplement will be dependent upon a satisfactory performance appraisal report. However, it has been decided that this requirement would be waived in the first year of payment but would be applied each subsequent year.
 - (iii) The supplement will be paid as a percentage of the minimum salary of the grade to which the particular position is attached.
 - (iv) The supplement will be non-pensionable and non-taxable and separate from salary.
 - (v) All cases of doubt concerning the administration of the supplement must be referred to Public Service Management, Office of the President for rulings.
3. Returns must be submitted to the Public Service Management, Office of the President by the month of July in each year of payment, showing the names of those who qualified, their substantive positions and grade minima, the amount paid and relevant percentage.
4. The expenditure for the payment of key and critical supplement will be met from Head 12-01, Subhead 111. Permanent Secretaries, Heads of Departments and Regional Executive Officers should request the amounts necessary to make the payments by way of memorandum addressed to the Secretary to the Treasury. The format shown at Appendix I, attached hereto, should be used.

5. Please bring the contents of this Circular to the attention of all those who will be affected in your organizations and other relevant staff, particularly those in the Personnel and Accounting Units and make arrangements to pay the supplement at the earliest opportunity.

L. Parris
for Permanent Secretary
Public Service Management
Office of the President.