

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

**CIRCULAR NO. 9/1998**

**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:**

Payment of Key and Critical Supplement for 1997

DATE: 1998-11-05

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Please refer to my Circular No. 9/1997 dated 1997-04-11 on the above subject.

2. Approval has been given for the payment of the annual supplement in respect of the year 1997, to substantive holders of positions deemed to be key and critical in your organisations in keeping with the criteria previously outlined. The positions are shown on the attachment/s hereto, subject to the following conditions:-
- (i) the supplement will be paid as a percentage of the December, 1995, minimum salary of the salary scale to which the particular position is attached;
  - (ii) the supplement is non-taxable and non-pensionable and separate from salary;
  - (iii) an officer who retired or died during 1997 will be paid a proportionate supplement based on service rendered prior to retirement or death,
  - (iv) officers who retired and were re-employed as well as those appointed/promoted during the year into positions that attract the supplement should be paid the supplement proportionate based on each completed month's service in the post;
  - (v) an officer on secondment to a position that does not attract the supplement who holds a substantive appointment which attracts the supplement should be paid the supplement;
  - (vi) an officer serving or appointed during the year to a post that attracts the supplement and who is appointed in the same year to a post that attracts a higher supplement should be paid the supplement proportionately in respect of each position held during the year;
  - (vii) all cases of doubt concerning the payment of the supplement must be referred to the Public Service Management, Office of the President for advice and resolution.

3. The payment and resolution of the supplement is dependent upon a satisfactory performance appraisal report for 1997, which covers the period January to December, and the minimum period assessed against predetermined objectives and therefore Section I of the form (already distributed with guidelines to Ministries/Department/Regions) should not be completed. However, as advised in my Circular No. 11/1997 dated 1997-07-04, the Performance Requirements at Section 2 of the form should be used by the Reporting Officer to determine the level of performance achieved by the jobholder against each requirement over the reporting period.
4. Permanent Secretaries, Heads of Departments and Regional Executive Officers should request the amounts necessary to make the payments of the supplement by way of memorandum addressed to the Secretary to the Treasury. The Ministry of Finance will issue the relevant format/instructions on how to access the funds.
5. Please bring the contents of this Circular to the attention of all relevant staff in your organisation particularly those in the Personnel and Accounting Divisions/Sections, and make arrangements to pay the supplement as early possible.

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