

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

**CIRCULAR NO. 5/1999**

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

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

TO: All Permanent Secretaries,  
Heads of Departments (not under  
Ministerial control) and  
Regional Executive Officers

**SUBJECT:**

Increase in Salaries/Wages - 1999

DATE: 1999-10-11

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Subject to what is stated at paragraphs 2 and 5 below, I wish to inform you that Government has approved a thirty-one point zero six percent (31.06%) across-the-board increase in wages and salaries for 1999 based on wages and salaries as at 31<sup>st</sup> December, 1998. This increase is effective from 1<sup>st</sup> January 1999, and is inclusive of the Advance Payments made for January to July 1999. This means that the monthly advance payments must be deducted from the increase granted.

2. This Circular therefore authorizes payment of a 31.06% increase on salaries and wages for 1999. The increase is applicable to all Public Servants, defined to mean those employed in Ministries, Departments not under Ministerial control, and Regional Administrations, and those who are in "red-circle" positions. It is not applicable to Teachers, Workers on the Discipline Services, and Workers employed on Projects. The Secretary to the Treasury will be issuing a separate circular to the Heads of those Organisations. Also, the Secretary to the Treasury must be approached by the Head of the Agency for approval to pay workers in institutions that are not within the traditional public service (e.g. NARI, GSA and the National Library).
3. The across-the-board increase is taxable for all employees who are already above, or, due to the increase, would now be above the tax threshold of \$18,000. The following example of an employee in GS10 is given for the period January to July, 1999.

Salary at 31/12/1998	\$42,000
Salary increase percent	31.06%
Monthly Salary increase	\$13,045
Less: Salary Advance	\$9,619
Taxable amount	\$3,426

With effect from August, 1999, the following should obtain

Salary at 31/12/1998	\$42,000
Salary increase percent	31.06%
Monthly Salary increase	\$13,045
Taxable amount	\$13,045

4. The approved salary structure within the Public Service has been adjusted by increasing each minimum, midpoint and maximum by thirty-one point zero ix percent (31.06%) of the respective numbers with effect from 1<sup>st</sup> January 1999. Appendix I hereto shows the revised salary structure applicable with effect from 1<sup>st</sup> January 1999. Where in the exercise of converting (increasing) the present salaries of workers, the resulting amount is 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, the higher amount shall be paid. This instruction should be carefully noted and observed.
5. Unless there is a specific provision in their contracts, the contents of this Circular are also not applicable to workers holding contractual appointments against posts listed in the authorized Inventory of the Public Service. Their conditions of employment are specified in the individual contracts. However, in cases where it is considered to be necessary and justifiable, suitable representation should be made to the Permanent Secretary, Public Service Management, Office of the President, for the salaries of such workers to be reviewed.
6. 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. Also, all cases of doubt concerning the payment of the increases in salaries/wages must be referred to the Permanent Secretary, Public Service Management, Office of the President for advice and resolution.
7. The Ministry of Finance will shortly be approaching the National Assembly for Supplementary Provision to meet the payment of the increase. Permanent Secretaries, Heads of Departments (not under Ministerial control) and Regional Executive Officers should request funds from Agency 03 – Ministry of Finance, Programme 1 – Ministry Administration, Chart of Accounts 271 – Revision of Wages and Salaries. They should address their requests to the Secretary to the Treasury for the attention of the Budget Director. Form PL4Y (1) at Appendix II hereto, should be used to provide the relevant information.
8. Kindly bring the contents of this Circular to the attention of all the relevant accounting and Personnel Staff in your organisations for appropriate actions to be taken by them.

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

SCHEDULE OF ADJUSTED 1-14 SALARY BANDS EFFECTIVE FROM 1<sup>ST</sup> JANUARY 1999

BAND	MINIMUM G\$/MONTH	MIDPOINT G\$/MONTH	MAXIMUM G\$/MONTH
1	15,000	16,060	17,116
2	16,365	17,664	18,963
3	17,689	19,149	20,604
4	18,496	20,060	21,626
5	20,839	23,540	26,242
6	23,989	27,110	30,229
7	27,626	34,242	40,861
8	33,684	42,090	50,497
9	40,775	52,136	63,499
10	50,427	66,485	82,544
11	63,420	84,439	105,463
12	78,072	107,781	137,487
13	98,821	136,420	174,023
14	120,251	171,753	223,255

DAILY RATES

BAND	MINIMUM G\$/MONTH	MIDPOINT G\$/MONTH	MAXIMUM G\$/MONTH
1	630	675	717
2	687	743	796
3	743	803	865
4	776	841	906
5	874	988	1,101
6	1,007	1,136	1,269
7	1,160	1,436	1,716

ISSUED BY PUBLIC SERVICE MANAGEMENT, OFFICE OF THE ORESIDENT, 11 OCOTBER, 1999

LUMP – SUM PAYMENT

For the month of \_\_\_\_\_ 1999  
FORM

FORM PL-4X: ADVANCE PAYMENT

Form PL-4Y(I) Wage Increase 1999 Public Services			AGENCY NUMBER:		
[1]	[2]	[3]	[4]	[5]	[8]
Salary Scale	No. of Employees	Total Monthly Salary at 31/12/98	Increase to be paid this month (3) x (4)	Total Amount to be paid this Month	Explanations for Changes from Previous Month
14					
13					
12					
11					
10					
9					
8					
7					
6					
5					
4					
3					
2					
1					
TOTAL					

PLEASE NOTE: This form is applicable to employees on the GS1-14 Scale; represented by the GPSU and FUGE only.

\_\_\_\_\_  
Certified Correct by:

\_\_\_\_\_  
Date

Office of the Budget  
form.  
Ministry of Finance

Please type or clearly handwrite data DIRECTLY onto this

