

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

**CIRCULAR NO. 6/1999**

**REFERENCE NO. PS: 18/14<sup>II</sup>**

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

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

**SUBJECT:**

Payment of key and Critical Supplement for 1998.

DATE: 1999-11-18

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Please refer to my previous Circulars Nos. 9/1997 and 9/1998 dated 1997-04-11 and 1998-11-05 respectively, on the above subject.

2. Approval has been given for the final year's payment of the key and critical supplement authorized under the Public Administration Project. This payment is in relation to 1998 and is applicable to substantive holders of positions deemed to be key and critical in your organizations in keeping with the criteria previously outlined. Approval has also been given for additional positions to be deemed key and critical and for the post holders to receive the supplement for 1998 only, consequent on representations made by some agencies. The positions are shown on the attachment/s hereto. The payments are 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 dies during 1998 will be paid a proportionate supplement based on service rendered prior to retirement or death;
  - (iv) an officer who retired and was re-employed as well as those appointed/promoted during the year into positions that attract the supplement should be paid the supplement should be paid the supplement proportionately, based on each completed month's service in the post;
  - (v) an officer on secondment to a position that does not attract the supplement and 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 advise and resolution.
3. The payment of the supplement is dependent upon a satisfactory performance appraisal report for 1998, 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, Departments/Regions) should not be completed. However, as advised in my Circular No. 11/1997, dated 1997-07-04, the Performance Requirement 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 organisaiton particularly those in the Personnel and Accounting Divisions/sections, and make arrangements to pay the supplement as early as possible.

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