

PUBLIC SERVICE MINISTRY

CIRCULAR NO.4/2000

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FROM :Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Duty and Responsibility Allowance

DATE:2000/01/12

There is a notion that there exists a fixed establishment within the Public Service and whenever a person is Performing a task for perceived vacant post, a Duty/Responsibility allowance is payable. This contention is no longer true since from time to time changes have been undertaken through attrition and in keeping with Government's decision to reform the Public Service.

As a consequence, existing staff will now undertake jobs within Ministries/Departments/Regions. Supervisors and Heads will Re-allocate the work to staff members within each section to ensure that there exists greater efficiency thus bringing an end to backlogs at the workplace. There will therefore be the need for employees to be multi-skilled and they must have an overall knowledge of duties within each ministry/Department/Region. This will enhance their chances for upward mobility and at the same time ensure greater mobility and at the same time ensure greater productivity. As a result, Duty/Responsibility allowances will no longer be paid until the Public Service Reform Process is completed. Those employees currently in receipt of such allowances are to be included in this decision.

Please bring the contents of this Circular to the attention of all officers concerned and those who work on the accounts and Personnel Divisions/Sections.

N.K.Gopaul
Permanent Secretary
Public Service Management
Office of the President.