

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY
OFFICE OF THE PRESIDENT

CIRCULAR NO. 6/2000

REFERENCE NO. PS:20/1
PS:20/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Duty and Responsibility allowances

DATE: 2000-01-20

Some concerns have been expressed over my Circular No. 4/2000, dated 2000-01-12, on Duty and Responsibility allowances. The intention of the Circular was not to deprive those persons who are enjoying fixed non-pensionable duty allowances. Its intention was to regularize the adhoc arrangements within Ministries/Departments/Regions where the notion exists that there are vacant positions and persons who performed the duties in these perceived vacant posts are entitled to a duty/responsibility allowance.

2. However, the concerns raised have some merit and in the circumstances the circular No. 4/2000 is hereby withdrawn. Ministries, Heads of Departments and Regional Executive Officers are urged to seek the prior approval of the Permanent Secretary, Public Service Management, before authorizing any new payments of these allowances.
3. Where possible, every effort must be made to distribute duties to existing staff within a Department/Section. It should be pointed out that Permanent Secretaries/Heads of Departments/Regional Executive Officers are responsible for ensuring that there exists greater efficiency at the work place and employees should show a commitment to on the job training thereby allowing for improvement of skills and knowledge in the discharge of their duties within each Ministry/Department/Region. This will enhance their chances for upward mobility and at the same time ensure greater productivity.
4. Permanent Secretaries, Head of Departments and Regional Executive Officers are therefore requested to re-examine the need to justify continuation of the payment of Duty/Responsibility allowances within their respective Ministry/Department/Region with the exception of those who are entitled to the fix non-pensionable allowances. This will enhance the reform of the Public Service.
5. Please bring the contents of this circular to the attention of all officers concerned and those who work in the Accounts and Personnel Divisions/Sections.

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