

FROM: Permanent Secretary,
Public Service Ministry.

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

SUBJECT:

Increase in Salaries and Wages - 2001

DATE: 2001-11-06

Approval has been granted to increase wages and salaries by 5.5% across the board retroactive to January 1, 2001. The scales and salary structure as set out in the Appendix would also reflect a similar increase at the minimum, midpoint and maximum of the respective scales.

2. This Circular therefore authorizes the payment of a 5.5% increase on salaries and wages for the year 2001. 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-circled positions. It is not applicable to Teachers, Workers in the Disciplined Services and Workers employed on Projects. For these categories the Secretary to the Treasury will be issuing a separate circular to the Heads of these respective Organizations. Also, the Secretary to the Treasury must be approached by the Head of each 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. Unless there is a specific provision in their contracts, the contents of this circular are also applicable to workers holding contractual appointments with the Public Service against posts listed in the authorized Inventory of the Public Service.
4. With respect to open-vote employees on special contract, their salaries and conditions of employment are specified in the individual contracts. If however, no increases had been awarded to these employees for the year 2001 then their salaries should be adjusted by 5.5%.
5. The expenditure for the salary increases will be met from allocations provided for under the approved National Estimates in the Budget for 2001. Permanent Secretaries, Heads of Departments and Regional Executive Officers should immediately request the amounts necessary to make payment of all arrears of salary/wage by way of memorandum addressed to the Secretary to the Treasury.
6. Kindly bring the contents of this circular to the attention of all relevant Accounting and Personnel staff in your organizations for appropriate actions to be taken by them.

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Nanda K. Gopaul,
Permanent Secretary,
Public Service Ministry.