

From: Permanent Secretary
Public Service Ministry

Circular No.: 6 /2004

To: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officer

Reference No.: PS: 18/2/2^{VIII}

Date: 2004/11/24

Subject: **Increase in Salaries and Wages – 2004.**

1. Government has approved a five percent (5%) across the board increase in salaries and wages retroactive to January 1, 2004. The figures appearing on the appendix hereto reflect a similar increase at the minimum, midpoint and maximum levels of each scale.
2. This Circular therefore authorizes the payment of the five percent (5%) increase on salaries and wages for the year 2004 calculated on the figures obtained at December 31st 2003. The increase is applicable to all Public Servants, defined to mean those employed in Ministries, Departments not under Ministerial Control, Regional Administrators, and those who are engaged on contract against positions reflected on the inventory of authorized positions of the Traditional Public Service.
3. Workers employed in the other agencies not mentioned herein, e.g. Teachers, Disciplined Services and workers employed on Projects will be issued separate instructions by their respective policy agencies.
4. Agency heads not within the traditional Public Service (e.g. NARI, GSA, National Library etc) should approach the Finance Secretary of the Ministry of Finance in connection with increases within this framework, for their workers for the year 2004.
5. For those employees who fall below the minimum of the adjusted scales, their salaries should be adjusted to the level of the new minimum.
6. The increase is not applicable to those employees who were dismissed at any time during the year 2004, prior to the issuance of this Circular.
7. Government has approved also of an increase of five percent (5%) in salaries and wages to those persons contracted against positions that are not reflected on the inventory of authorized positions of the Traditional Public Service. **Please note that this increase is only applicable to those employees who have been in the employ as at December 31, 2003.**

8. The expenditure for the salary increases will be met from allocations provided for under the approved National Estimates in the Budget for 2004. Permanent Secretaries, Heads of Departments and Regional Executive Officers, should immediately request the amount necessary to make payments of all arrears of salary/wage by way of memorandum addressed to the Finance Secretary of the Ministry of Finance.
9. Please bring the contents of this Circular to the attention of all Accounting and Personnel staff in your organizations for appropriate actions to be taken by them.

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Dr. N. K. Gopaul
Permanent Secretary
Public Service Ministry

Schedule of Adjusted 1-14 Salary Bands Effective From January 1st, 2004

<u>Monthly BANDS</u>	<u>MINIMUM</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>MAXIMUM</u>
	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>
	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>
1	23,204	22,099	24,844	23,661	26,477	25,216
2	25,315	24,109	27,324	26,023	29,334	27,937
3	27,363	26,060	29,621	28,210	31,872	30,354
4	28,611	27,249	31,030	29,552	33,453	31,860
5	32,236	30,701	36,414	34,680	40,593	38,660
6	37,108	35,341	41,937	39,940	46,761	44,535
7	42,735	40,700	52,969	50,446	63,209	60,199
8	52,106	49,625	65,108	62,008	78,114	74,395
9	63,075	60,072	80,648	76,808	98,227	93,550
10	78,005	74,291	102,846	97,948	127,686	121,606
11	98,104	93,432	130,618	124,398	163,139	155,371
12	120,769	115,018	166,724	158,785	212,678	202,550
13	152,866	145,587	211,027	200,978	269,195	256,376
14	186,015	177,157	265,683	253,031	345,352	328,906

<u>Daily BANDS</u>	<u>MINIMUM</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>MAXIMUM</u>
	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>	<u>G\$/MONTH</u>
	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>
1	975	928	1,044	994	1,109	1,056
2	1,063	1,012	1,150	1,095	1,230	1,172
3	1,150	1,095	1,243	1,183	1,338	1,275
4	1,201	1,143	1,301	1,239	1,402	1,336
5	1,352	1,287	1,528	1,455	1,704	1,623
6	1,557	1,483	1,757	1,674	1,962	1,869
7	1,795	1,709	2,222	2,116	2,655	2,528