

# *Circular 3/2011*

**FROM:** Permanent Secretary,  
Public Service Ministry

PS:18/ix

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

**Subject**

Increase in Salary and Wages

2011

**DATE:** 4<sup>th</sup>. November, 2011

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1. Government has approved an eight percent (8%) across the board increase in salaries and wages retroactive to January 1, 2011, the figure 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 eight percent (8%) increase on the current salaries and wages of workers. The increase is applicable to all Public Servants defined to mean those employed in Ministries, Departments not under Ministerial control, Regional Administrations and those who are engaged on contracts 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 have been 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 2011.
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 for misconduct at any time during the year 2011 prior to the issuance of this circular.
7. Government has approved also of an increase of eight percent (8%) 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.
8. The Expenditure for the salary increases will be met from allocations provided under the approved National Estimates in the Budget for 2011. Permanent Secretaries, Heads of

Department and Regional Executive Officers should immediately request for the amount necessary to make payments of all arrears of salaries/ wages 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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**Permanent Secretary,  
Public Service Ministry.**

### Schedule of Adjustment 1-14 Salary Bands Effective 1<sup>st</sup>. January 2011

Monthly Bands	Minimum		Midpoint		Maximum	
	2010	2011 (8%)	2010	2011 (8%)	2010	2011 (8%)
01	33,207	<b>35,864</b>	35,555	<b>38,399</b>	37,892	<b>40,923</b>
02	36,229	<b>39,127</b>	39,105	<b>42,233</b>	41,980	<b>45,338</b>
03	39,160	<b>42,293</b>	42,392	<b>45,783</b>	45,614	<b>49,263</b>
04	40,947	<b>44,223</b>	44,409	<b>47,962</b>	47,877	<b>51,707</b>
05	46,136	<b>49,827</b>	52,114	<b>56,283</b>	58,097	<b>62,745</b>
06	53,107	<b>57,356</b>	60,020	<b>64,822</b>	66,922	<b>72,276</b>
07	61,159	<b>66,052</b>	75,807	<b>81,782</b>	90,462	<b>97,699</b>
08	74,572	<b>80,538</b>	93,179	<b>100,633</b>	111,792	<b>120,735</b>
09	90,270	<b>97,492</b>	115,419	<b>124,653</b>	140,577	<b>151,823</b>
10	111,635	<b>120,566</b>	147,187	<b>158,962</b>	182,737	<b>197,356</b>
11	140,402	<b>151,634</b>	186,933	<b>201,888</b>	233,476	<b>252,154</b>
12	172,838	<b>186,665</b>	238,607	<b>257,696</b>	304,372	<b>328,722</b>
13	218,774	<b>236,276</b>	302,010	<b>326,171</b>	385,259	<b>416,080</b>
14	266,215	<b>287,512</b>	380,232	<b>410,651</b>	494,249	<b>533,789</b>

Daily Bands	Minimum		Midpoint		Maximum	
	2010	2011 (8%)	2010	2011 (8%)	2010	2011 (8%)
01	1,395	<b>1,507</b>	1,495	<b>1,615</b>	1,575	<b>1,701</b>
02	1,520	<b>1,642</b>	1,646	<b>1,778</b>	1,760	<b>1,901</b>
03	1,646	<b>1,778</b>	1,780	<b>1,922</b>	1,915	<b>2,068</b>
04	1,719	<b>1,857</b>	1,863	<b>2,012</b>	2,007	<b>2,168</b>
05	1,935	<b>2,090</b>	2,188	<b>2,363</b>	2,437	<b>2,632</b>
06	2,227	<b>2,405</b>	2,516	<b>2,717</b>	2,807	<b>3,032</b>
07	2,570	<b>2,776</b>	3,180	<b>3,434</b>	3,800	<b>4,104</b>