

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REF NO. PS: 18/2/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT
**Payment of Monies to Public Servants
Separately from their salaries.**

DATE: 14th. August, 2014.

Please be reminded that the payment of monies to Public Servants separately from their salaries **must be approved** by the Public Service Ministry.

My Circular No. 2/2011 dated 2011-11-03 is still in effect and is appended for ease of reference.

Permanent Secretaries and Heads of Departments are again required to bring the contents of this circular to the attention of all officers concerned, particularly the officers in the Personnel and Accounting Divisions.

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Mr. Hydar Ally
Permanent Secretary
Public Service Ministry

Circular 2/2011

FROM: Permanent Secretary,
Public Service Ministry

PS:18/2/2

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

Subject

Payment of Monies to Public
Servants separately from
their salaries

DATE: 3rd. November, 2011

The above subject refers.

It has been brought to the attention of this Ministry that agencies are in the habit of paying Public Servants monies separately from their salaries for additional duties performed. These may include but not be limited to the following:

- Duty Allowance
- Acting/ Responsibility Allowance
- Honorarium
- Overtime
- Meals and Subsistence

Please be advised, that with immediate effect this practice should cease and all recommendations for payment should be forwarded to this ministry for approval.

Permanent Secretaries and Heads of Departments are required to bring the contents of this Circular to the attention of all officers concerned, particularly the officer in the Personnel and Accounting Divisions.

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**Permanent Secretary,
Public Service Ministry.**