

FROM: Permanent Secretary,
Ministry of the Presidency
Department of Public Service

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

SUBJECT
Increase in Salaries/ Wages for 2017

DATE: 2017-10-26

1. Please be informed that Government has approved the payment of an increased minimum basic salary of sixty thousand dollars (\$60,000) to each Public Servant earning below \$55,555.00 as at 31st December, 2016. This is applicable for all employees in the Public Service including workers deemed to be “red circled”, with effect from 1st January, 2017.
2. Employees who have received an adjustment of salary after December 31st, 2016, which resulted in a higher salary than that of the 2017 salary/wage increase applied to the 31st December 2016, shall not be eligible for increases provided for in this circular for the period from which the higher salary was applicable. Therefore, for the period the salary as at December 31st, 2016 remained in place (before any adjustment would have been approved), salary increases, as per this circular, is applicable, retroactively, for that period only.
3. This Circular authorizes payment of the following prescribed percentages increases to all persons in employment as at 1st January, 2017, on the salaries and wages falling within the ranges herein stated as at 31st December, 2016 with effect from 1st January, 2017. Persons employed post 1st January, 2017 will receive increases effective from November 2017 payroll:

Salary Ranges	Applied Percentages
\$0 - \$55,555	New Minimum basic salary - \$60,000
\$55,556 - \$99,999	8%
\$100,000 - \$299,999	6%
\$300,000 - \$499,999	5%
\$500,000 - \$699,999	4%
\$700,000 - \$799,999	2%
\$800,000 - \$1,000,000	0.5%

4. The increase is applicable to all Public Servants, defined as those employed in Ministries, Departments not under Ministerial control, Regional Administrations and Public Service related Agencies i.e., Commissions and Secretariats as well as those who are engaged on contract positions reflected, or not the inventory of authorized positions of the Traditional Public Service positions within the employment Chart of Account 6116. The increase is not applicable to teachers, workers in the disciplined services and workers employed on projects. For the latter categories, the Finance Secretary will issue a separate circular to the Heads of the Respective Agencies. Additionally, **the Finance Secretary must be approached by the Head of each Agency for approval to pay workers in the institutions that are not** within the traditional Public Service (e.g. NAREI, GSA,

GLDA, National Library, etc.) **The increase is not applicable to those employees who were dismissed at any time during the year 2017, prior to the issuance of this circular.**

5. All approved scales within the Public Service and Public Service-related agencies have been adjusted by increasing each minimum, mid-point and maximum by the prescribed percentages (%) of the respective numbers with effect from 1st January, 2017 in keeping with the **prescribed salary grouping** as per this circular. – Please see Appendix I hereto.
6. **However, in calculating the increased salaries and wages of the workers in accordance with paragraph 1 above, their new monthly/ fortnightly/ daily, etc. rates should not be rounded up or down- the actual resulting amounts must be paid. This instruction should be carefully noted as it has been breached in previous salaries/wages adjustments.** However, when this results in an amount less than the minimum of the relevant salary scale on which the **substantive position** is graded, or less than the commencing salary of the position if this is greater than the minimum, then the higher amount shall be paid. **This instruction should be carefully noted and observed.**
7. It is the responsibility of each Budget Agency to indicate and compute the increases for officers who are in receipt of an acting allowance in a position for the entirety of the previous year (2016). The Department of Public Service to confirm consistency with its acting allowance policy.
8. **The expenditure for salary increases will be met from Agency 03-Ministry of Finance, Programme 1: Chart of Accounts 6141, Other Employment costs. Permanent Secretaries, Heads of Departments and Regional Executive Officers should immediately request the amount necessary to make payments of all arrears of salaries/ wages by way of memorandum to the Finance Secretary. This is to ensure that full and correct payments are made within the November payroll of 2017.**
9. Accounting and Personnel Staff must take care to ensure that no employee whose position falls within the ranges set out in this circular is paid below the minimum of the salary scale of their position.
10. You are requested to contact the Central Personnel Division, Department of Public Service, Ministry of the Presidency with respect to any clarification on the interpretation of the implementation of this circular.
11. This circular is not applicable to employees of the University of Guyana, Ministers, Members of Parliament and persons earning above one million (\$1,000,000.) dollars.
12. Please bring the contents of this circular to the attention of all accounting and personnel staff in your organization for appropriate actions to be taken.

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Reginald Brotherson A.A
Permanent Secretary
Department of Public Service.
Ministry of the Presidency

Schedule of Adjustments 1-14 Bands Effective 1st. January 2017

Monthly Bands	Minimum		Midpoint		Maximum	
	2016	2017	2016	2017	2016	2017
01	55,000	60,000	57,750	62,370	60,638	65,489
02	55,000	60,000	58,081	62,727	62,351	67,339
03	58,164	62,817	61,215	66,112	65,867	71,136
04	60,818	65,683	64,128	69,258	69,135	74,666
05	66,621	71,951	75,254	81,274	83,893	90,604
06	76,688	82,823	86,670	93,604	96,638	104,369
07	88,316	95,381	109,468	116,036	125,879	133,432
08	107,684	114,145	129,659	137,439	155,560	164,894
09	125,612	133,149	160,608	170,244	195,614	207,351
10	155,342	164,663	204,813	217,102	254,281	269,538
11	195,371	207,093	260,119	275,726	321,820	337,911
12	240,506	254,936	328,893	345,338	419,542	440,519
13	304,427	319,648	416,287	437,101	525,978	547,017
14	366,946	385,293	524,107	545,071	674,776	701,767

Schedule of Adjustments 1-7 Bands Effective 1st. January, 2017

Daily Bands	Minimum		Midpoint		Maximum	
	2016	2017	2016	2017	2016	2017
01	2,195	2,371	2,345	2,533	2,455	2,651
02	2,376	2,566	2,562	2,767	2,723	2,941
03	2,558	2,762	2,755	2,975	2,946	3,182
04	2,665	2,878	2,876	3,106	3,079	3,326
05	2,976	3,214	3,344	3,545	3,566	3,780
06	3,396	3,600	3,680	3,901	4,081	4,326
07	3,751	3,977	4,603	4,879	5,461	5,789