



Ministry of Civil Service Affairs and Administrative Reforms

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19 March, 2002

Circular Letter No. 6 of 2002

From: Secretary for Public Service Affairs

To: Supervising Officers in charge of Ministries/Departments

Review of Pay and Grading Structures
and Conditions of Service

As you are aware, the Pay Research Bureau is currently carrying out an overall review of Pay and Grading Structures and Conditions of Service in the Public Sector and the Private Secondary Schools.

2. In this connection, I should be grateful if you could request the Officer-in-Charge of your Personnel Division to liaise with the administrative and technical officers in your Ministry/Department and para-statal bodies falling under the aegis of your Ministry/Department and submit proposals on general conditions of service (e.g. travelling, leave and passages, allowances etc.).
3. In preparing the submissions, it may be necessary to highlight the problems that have arisen out of the implementation of the PRB 1998 recommendations, propose modifications/improvements to existing conditions and suggest new ones altogether. It would be advisable to take into account factors such as acquired rights, cost implications, benefits to stakeholders (employees, employer, members of the public) as well as the need for effective human resource management essential for the Public Service to face the challenges of today's competitive environment.
4. I would appreciate it if the submissions could reach me by the 28 March, 2002 at latest.

(D.P. Ruhee)

Secretary for Public Service Affairs

Copy to:-

Secretary to the Cabinet and Head of the Civil Service
Director, Pay Research Bureau