18 January 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No. 3 of 2013
E/260/72/03

From: Seniur Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments/Island Chief Executive

Allowances – PRB Report 2013

As stipulated in PRB Report 2013, and reproduced in this Ministry’s Circular Note No. 20 of 2012, all previous authority for the payment of allowances and fees to public officers lapsed with effect from 01 January, 2013.

2. At paragraphs 18.7.6 of its Report, the Pay Research Bureau has pointed out that with a view to rationalizing the payment of Extra duty/Special duty allowance to officers not eligible for overtime, it has made provision for the following measures to curtail expenditure regarding payment of overtime/extra duty/special duty allowances:

(i) Ministries/Departments should make every attempt to schedule workload so that the need for the payment of Extra duty/Special duty allowance be kept to the minimum;

(ii) in unavoidable circumstances, there should be improved monitoring to ensure that work beyond normal working hours are performed in the most cost effective way to meet goals and responsibilities;

(iii) time barred work programmes of officials should be closely monitored; and

(iv) Ministries/Departments should set up an administrative reform cell to streamline processes/procedures to enhance timely service delivery and ensure monitoring of work programmes.

3. Provisions have also been made at paragraph 18.7.8 for payment of extra duty/special duty allowance for officers up to the level of Principal Assistant Secretary, not eligible for overtime but who are regularly required to work unusually long hours for completion of assignments within set timeframe to be paid extra duty/special duty allowance at the rate of 5% of their monthly salary.

4. In addition to the above, specific recommendations have been made under the chapters dealing with the different Ministries/Departments to compensate officers in the technical/professional grades for assuming additional responsibilities and working beyond normal working hours.
5. The attention of Heads of Ministries/Departments is hereby drawn to the fact that the need for renewal of payment of allowances which lapsed with effect from 01 January 2013, should be fully re-assessed. Consequently, only where the need for payment of extra duty/special duty allowance is fully justified and, Responsible Officers of Ministries/Departments are fully satisfied that no alternative means can be resorted to curtail such payment, they may proceed under the various provisions and recommendations made for such payments, either under Chapter 18.7 of Volume I or, as specifically mentioned under the chapters dealing with the different Ministries/Departments, and approve such payments accordingly.

6. Heads of Ministries/Departments are also advised that only cases which cannot be dealt with under the provisions of the PRB Report 2013 and which may still be deserving should be submitted to the Ministry of Civil Service and Administrative Reforms with full justifications. These submissions should be signed personally by the respective Head of the Ministry/Department.

7. Heads of Ministries/Departments are kindly requested to ensure strict compliance with the above.

[Signature]
S. Sebaluck
Senior Chief Executive

Copy to:- Secretary to Cabinet and Head of the Civil Service
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<thead>
<tr>
<th>Year</th>
<th>Basic</th>
<th>DA</th>
<th>TA</th>
<th>12th Pay</th>
<th>Gross Pay</th>
<th>December 2012</th>
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12th Pay: Case of officers in the grade of Management Support Officer, Formally Officer. They will apply to all officers drawing salary between Rs. 10,778 and 16400 x 600 - 20675 x 750 - 28925.

**Note:**
- Basic = Basic Pay
- DA = Dearness Allowance
- TA = Transport Allowance
- 12th Pay = 12th Pay
- Gross Pay = Basic + DA + TA + 12th Pay
- December 2012 = Gross Pay December 2012
ANNEX E (Continued)

Case of Officer Drawing Rs. 10,778 as at 31 December 2012 as shown in the FOCAC Master Conversion Table.
Annex B

Case of officers drawing salary of Rs 7679 as at 31 December 2012 as per Paragraph 1.15 of EOC 2013 report and who will be eligible for increment on 01 January 2013, 01 January 2014 and 01 January 2015.

Extract of EOC Master Conversion Table:

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<th>Salary Point</th>
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</thead>
</table>
Extract of EOC Master Conversion Table

Who will be eligible for one increment as at 01 January 2013 only if the reached top salary.

Annex C
Case of officers who have drawn salary beyond top in pre-PRB Salary Scale as at 31 December 2012 (as per Paragraph 2.15.3 of EODC)

2013 Report

Annex b