



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
AND INSTITUTIONAL REFORMS

16 June 2023

Ministry of Public Service, Administrative and Institutional Reforms
Circular Note No. 30 of 2023
E/135/30/02 V2

From: Secretary for Public Service

To: Supervising Officers-in-charge of Ministries/Departments

**Fees Payable to Chairpersons, Members and Secretaries of Commissions of Inquiry/
Technical Committees / Courts of Investigation / Fact Finding Committees**

Following the publication of the 2021 PRB Report, the High Powered Committee has agreed that the quantum of fees and allowances payable to Chairpersons, Members and Secretaries of Commissions of Inquiry/Technical Committees/Courts of Investigation/Fact Finding Committees be revised as follows:

A. Commissions of Inquiry:

(i)	Chairperson	To be determined on a case-to-case basis, based on the criteria specified at paragraph 2 below and subject to approval of the High Powered Committee.
(ii)	Members	50% of fees payable to Chairperson
(iii)	Secretary	up to 30% of fees payable to Chairperson

B. Committees set up by Government such as Technical Committees, Courts of Investigation, Fact Finding Committees:

(i)	Chairperson:	
	First 25 sittings	Rs 4885 per sitting
	Next 20 sittings	Rs 3675 per sitting
	All other sittings	Rs 2495 per sitting
	Subject to the limit of	Rs 367 500
(ii)	Members (50% of fees payable to Chairperson)	
(iii)	Secretary (up to 30% of fees payable to Chairperson)	

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C. Technical Committees set up by Ministries with the approval of the Government:

(i)	Chairperson:	
	First 20 sittings	Rs 3060 per sitting
	Next 20 sittings	Rs 1840 per sitting
	All other sittings	Rs 1250 per sitting
	Subject to the limit of	Rs 210 000
(ii)	Members (50% of fees payable to Chairperson)	
(iii)	Secretary (up to 30% of fees payable to Chairperson)	

2. Ministries/Departments should be guided by the following criteria when appointing Chairpersons, Members and Secretaries of Commissions of Inquiry:

- (i) the scope and complexity of the exercise taking into account the terms of reference of the Commission of Inquiry;
- (ii) the profile of the Chairperson and Members;
- (iii) the indicative time frame for completion of the assignment; and
- (iv) level of responsibilities and scope of work devolving upon the Secretary to determine the fees to be paid.

3. Furthermore, Ministries/Departments should continue to be guided by the following when appointing Chairpersons, Members and Secretaries of Committees/Technical Committees/Courts of Investigation/Fact Finding Committees set up by Government and Technical Committees set up with the approval of Government:

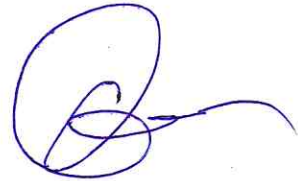
- (i) Ministries/Departments would have to pre-determine, albeit indicatively, the time required for the assignment/the number of meetings which are envisaged for completion of the assignment;
- (ii) the rates as spelt out in this Circular Note should be strictly applied;
- (iii) the Chairperson, Members and Secretary should be informed, **prior** to the start of the assignment, of the fees that would be payable to them according to the Government Guidelines, upon completion of the exercise; and
- (iv) the Chairperson, Members and Secretary should be called upon to signify, in writing, their acceptance or otherwise, to serve on such Committees/Technical Committees against payment of the relevant fees, **prior** to the start of the exercise.

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4. As regards Commissions of Inquiry, it is not always possible and practical to inform the Chairperson, Members and Secretary of the fees payable to them prior to the start of the assignment. However, the rates prescribed above may be used as a basis to estimate the fees payable and where it is fully justified, the quantum may be reviewed and finalised at the end of the exercise, subject to approval of the High Powered Committee.

5. Supervising Officers of Ministries/Departments are, hereby, requested to ensure strict compliance with the foregoing decisions, which are deemed to be effective as from the date of this Circular, when determining the fees payable in respect of any Commission of Inquiry/Technical Committee/Court of Investigation/Fact Finding Committees, as legally set up.

6. This Ministry's Circular Notes No. 3 of 2017 and No. 50 of 2022 are hereby repealed.



K. Conhye
Secretary for Public Service

Copy to: *Secretary to Cabinet and Head of the Civil Service*