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Ministry of Civil Service Affairs and Administrative Reforms

23 March, 2005

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 1 of 2005
E/235/7/01/05

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

To: Supervising Officers in Charge of Ministries/Departments

Employment on Contract – End-of-Contract Gratuity

Supervising Officers are hereby informed that it has been decided that for a contract of employment of a duration of less than one year which is either extended or renewed, the end-of-contract gratuity representing 25% of salary drawn should be payable on completion of an aggregate of 12 months' satisfactory service provided that-

- (a) in the case of renewal the interval between one contract and the next does not exceed 28 days; and
- (b) the monthly remuneration package of the contract officer has not been computed inclusive of end-of-contract gratuity.

2. Parastatal Bodies and Local Authorities reported upon by the Pay Research Bureau should be advised of the above.


(K. Ponnusamy)
Senior Chief Executive

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