

**PERSONNEL DEPARTMENT CIRCULAR NO. 5 OF 1976**

FROM: CHIEF PERSONNEL OFFICER

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS

DATED: 3<sup>RD</sup> AUGUST, 1976

**SUBJECT:**

**ADJUSTMENT OF SALARIES AND INCREMENTAL DATES  
OF PUBLIC OFFICERS ON PROMOTION, ACTING AND  
SECONDMENT**

I wish to refer to Personnel Department Circular No. 7 of 1972 (renumbered to read No. 8 of 1972) dated 31<sup>st</sup> October, 1972 as amended by Personnel Department Circular No. 4 of 1975 dated 30<sup>th</sup> June, 1975 on the subject of adjustment of salaries and incremental dates of Public Officers on promotion, acting and secondment and to inform you that, in order to remove certain doubts which have been raised in connection with the interpretation of the said circular as amended, it has been agreed that paragraph 2(b) of the Personnel Department Circular No. 4 of 1975 should be deleted and the following be substituted therefore:

- “(b) (i) an acting appointment shall not be considered to have been broken during periods of ordinary sick leave and during leave on casual absences from duty not exceeding seven (7) consecutive working days, in such cases acting allowances shall be paid in respect of those periods;
- (ii) where an officer has acted continuously for a period of twelve (12) months in a higher post and the officer continues to act in such higher post in excess of twelve (12) months, the period of acting shall not be considered to have been broken if the officer proceeds on annual leave including casual absences or ordinary sick leave during the acting appointment.”

2. Paragraph II of Circular No. 8 of 1972 is hereby amended by the inclusion immediately after sub-paragraph (6) of a new sub-paragraph number (6A) as follows:

- “(6A) An officer who has acted continuously in a higher post for twelve (12) months or more, and who, within six (6) months of a break in the acting appointment, is promoted to the post in which he had been acting or to another post in the same salary range as the post in which he had been acting shall, at the time of his promotion, receive either the salary he

was receiving in the higher post immediately before the break in the acting appointment or convert to the higher salary range on the basis of his substantive salary, which ever is more advantageous to the officer”.

3. I wish to advise further that where an officer had been acting in a higher post for more than twelve (12) months and was in receipt of increment(s) in such post and resumes acting in the same post or another post in the same salary range, within six (6) months of a break in such acting appointment, the incremental date of that officer in such higher post shall be set back only by the unexpired period of the officer’s incremental year in such higher post at the time such break occurred. So that if an officer in receipt of at least one increment in a higher post in which he was acting had his acting appointment broken five (5) months after his incremental date in such higher post, and resumed acting in the same post or another post in the same salary range within six (6) months of the break his incremental date in such higher post would fall seven (7) months after the date he resumed acting in such post.
4. The provisions of paragraph 2 above apply equally in cases where an officer had been seconded to a post in a salary range higher than his substantive post.
5. For convenience, annexed hereto as an Appendix is the full body of principles that are applicable to the adjustment of salaries and incremental dates of public officers in cases of Promotion, Acting Appointment and Secondment.
6. This Circular is issued with the agreement of the Public Services Association.

H.H. CUPID  
CHIEF PERSONNEL OFFICER

SUBJECTAdjustment of Salaries and Incremental Dates of Public Officers on promotion,  
Acting Appointments and Secondment

Set out hereunder is the full body of principles that are applicable to the adjustment of salaries and incremental dates of public officers in cases of Promotion, Acting Appointment and Secondment:

I. Promotion:

(1) In cases of clearly related promotional posts, an officer on promotion shall convert at this minimum of the higher post, provided that:

Personnel  
Department  
Circular No.  
8 of 1972

(i) where the increase in salary on promotion is less than an increment in the lower salary range, the officer shall retain his old incremental date;

(ii) where the increase in salary on promotion is equal to or greater than an increment in the lower post, the officer's incremental date shall be the date of promotion.

(2) In cases of posts where there is overlapping in salary scales and where an officer's salary in the lower post is less than the minimum of the higher post, he shall convert at the minimum of the higher post, provided that:

(i) where the increase in salary on promotion is equal to or greater than an increment in the lower post, the anniversary date of his promotion shall be his incremental date;

(ii) where the increase in salary on promotion is less than the value of an increment in the lower post, the officer shall retain his old incremental date;

(iii) where at the time of promotion an officer's salary in the lower post coincides with a point in the higher post, he will continue to receive that salary in the higher post retaining his old incremental date;

(iv) where the salary the officer is receiving in the lower post is greater than the minimum of the higher post, but does not

coincide with a point in the higher salary range, then the officer's salary shall be adjusted to the point in the higher salary range immediately above this salary in the lower salary range and he shall retain his old incremental date.

(3) Subject to the provisions of the preceding rules:

Personnel  
Department  
Circular No.  
4 of 1975

- (i) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale of the lower salary range for less than one year, his incremental date in the higher post shall be the anniversary date of his promotion
- (ii) where an officer has been at the normal maximum salary or at an incremental point in the longevity scale for one year or more, he shall retain his incremental date in his lower post.

## II. Payment of Acting Allowances:

(1) An officer who is appointed to act in a post which is higher than his substantive post shall not be required to serve a qualifying period before he becomes eligible for an acting allowance:

Personnel  
Department  
Circular No. 8  
of 1972

(2) An officer who is appointed to act in a post which is higher than his substantive post shall be treated as though he were promoted to the higher post during the period of his acting appointment and the same principles for promotion as outlined I above shall apply.

(3) The difference between the salary of the post in which an officer is acting and the salary of his substantive post shall be regarded as an acting allowance.

(4) An officer who has been appointed to act in a higher post shall begin to earn increments in such a higher post as from the date of such acting appointment.

(5) (1) The grant of increments to an officer appointed to act in a higher post shall be subject:

Personnel  
Department  
Circular No. 4  
of 1975

- a) to the officer acting continuously for a period of twelve (12) months in the higher post;

b) to the issue of an increment certificate by the Permanent Secretary or Head of Department on the prescribed form, certifying satisfactory service.

(2) An acting appointment shall not be considered to have been broken during periods or ordinary sick leave and during leave on casual absence from duty not exceeding seven (7) consecutive working days. In such cases allowances shall be paid in respect of those periods.

Personnel  
Department  
Circular No. 6  
of 1967 and  
No. 5 of 1976

(3) where an officer has acted continuously for a period of twelve (12) months in a higher post and the officer continues to act in such higher post in excess of twelve (12) months, the period of acting shall not be considered to have been broken if the officer proceeds on annual leave including casual absences or ordinary sick leave during the acting appointment.

(6) Where an officer has been acting in a higher post for more than twelve months and is in receipt of the minimum salary and increment(s) in such a post, he shall continue to receive such salary and increment(s) after a break in the acting appointment,

Regulation 48  
of Civil Service  
Regulations  
1967

a) Such officer resumed acting within six months in the same post or another post in the same salary range in which he was acting before such a break;

b) The break was caused by his proceeding on leave of any type for a period not exceeding one year and the officer resumes duty in the higher post within six months of his resumption of duty.

(7) Where an officer had been acting in a higher post for more than twelve (12) months and was in receipt of increment(s) in such post, and resumes acting in the same post or another post in the same salary range, within six (6) months of a break in such acting appointment, the incremental date of that officer, in such higher post shall be set back only by the unexpired period of the officer's incremental year in such higher post at the time such break occurred. So that if an officer in receipt of at least one increment in a higher post in which he was acting had his acting appointment broken five (5) months after his incremental date in such higher post, and resumed acting in the same post or another post in the salary range within six (6) months of the break, his incremental date in such higher post would fall seven (7) months after the date he resumed acting in such post.

Ministry of  
Finance  
Circular  
Memorandum  
FE 2/1/1 dated  
4<sup>th</sup> November,  
1965 and PD  
Circular No. 5  
of 1976.

(8) An officer promoted to the post in which he is acting or to a post in the same salary range as the post in which he is acting shall continue to receive the salary he is receiving in the higher post at the time of his promotion.

(9) An officer who has acted continuously in a higher post for twelve (12) months or more, and who, within six (6) months of a break in the acting appointment, is promoted to the post in which he had been acting or another post in the same salary range as the post in which had been acting shall, at the time of his promotion, receive either the salary he was receiving in the higher post immediately before the break in the acting appointment or convert to the higher salary range on the basis of his substantive salary, whichever is more advantageous to the officer.

Personnel  
Department  
Circular No. 8  
of 1972 and  
No. 5 of 1976

(10) An officer promoted to a post lower than the one in which he is acting, shall receive incremental credits in the post to which he is promoted for the period of acting in the higher post.

Personnel  
Department  
Circular No.8  
of 1972

(11) The incremental date of an officer who has been promoted while acting in a higher post shall be determined in accordance with the principles outlined in Section I above relating to promotion.

(12) Where an officer is promoted to a post higher than that in which he is acting, he shall convert to such higher post on the basis of the salary he was receiving in the post in which he is acting and not on the basis of the salary of his substantive post.

Personnel  
Department  
Circular No. 8  
of 1972

(13) (1) In cases in which an officer acts in an office higher than his substantive appointment but does not perform all the duties nor accept the full responsibilities of the higher office, he shall be granted an acting allowance on a basis proportionate to the full acting allowance the officer would have been entitled to receive, had he performed all the duties of the post.

(2) In order to safeguard the position of officers in such cases, where an officer is appointed to act in a higher post but does not possess all the qualifications required of the holder of that post, the Permanent Secretary/Head of Department shall at the outset indicate clearly in writing for the information of the officer concerned what duties of the higher post he is not to perform in view of the fact that he is not qualified to perform them.

- (14) On reverting to his substantive post on the termination of his acting appointment, the officer shall be paid his salary in his substantive post which he would have received, had he not been given an acting appointment in the higher post.

### III. Secondment:

- (1) An officer who is or has been seconded to a post which is higher than his substantive post shall be treated as though he were promoted to the higher post during the period of his secondment, and the same principles as outlined at I and II above in respect of promotion and acting appointments shall apply. Personnel  
Department  
Circular No.  
8 of 1972  
and No. 5  
of 1976

2. This rule applies in the cases of secondment falling under the definition of secondment in the Civil Service Regulations, 1976 which reads as follows:

“Secondment” means the temporary movement of an officer holding office in the Civil Service to an office or position outside the Civil Service, and includes the temporary movement of a person from an office or position outside the Civil Service to an office within such Service’ .