

Minister of Finance Circular No. 12, dated 27th October, 1998

From: MINISTER OF FINANCE

To: ALL PERMANENT SECRETARIES; HEADS OF  
DEPARTMENTS; CHIEF ADMINISTRATOR, TOBAGO  
HOUSE OF ASSEMBLY AND HEADS OF STATUTORY  
AUTHORITIES SUBJECT TO THE STATUTORY  
AUTHORITIES ACT, CHAP. 24:01

Subject:

**Re-introduction of the Payment of Increments in the Public Service**

I wish to inform you that the payment of increments to monthly-paid and daily-rated employees in the Public Service is to be re-introduced with effect from January 1, 1997.

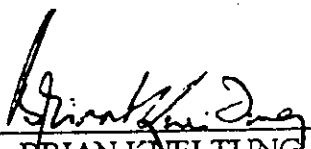
2. In this regard you are advised that—

- (i) payment of increments to eligible monthly-paid employees of your organization in respect of the years 1997 and 1998 will be based on the existing system of confidential staff reports and that such payments should be made only where the employee's work and conduct are certified, on the prescribed annual staff report form, to have been satisfactory;
- (ii) with respect to daily-rated employees, the usual methods would be used to satisfy the requirement in the relevant Collective Agreements between the Chief Personnel Officer and the respective recognised Unions that the employee's service has been effective and satisfactory.

3. With the re-introduction of increments in the Public Service the existing principles governing the payment of increments and the determination of incremental dates must be applied. In this regard, the incremental date of an employee who benefitted from the provisions of Minister of Finance Circular No. 5 of 1996 must be the date of eligibility for the incremental payment authorised by that Circular.

4. The payment of increments in acting positions can also be treated as having been re-introduced with effect from January 1, 1997, that is to say, eligibility for the award of an increment in an acting position would be reckoned in respect of continuous acting service commencing on or after January 1, 1996.

5. You are advised further that a new system of performance appraisal will be introduced in the Public Service with effect from January 1, 1999 and the award of increments for service from that date would be based on performance that is assessed as satisfactory utilizing the new system. Further communication in this regard will be issued separately.

  
BRIAN KUEI TUNG  
Minister of Finance

### COMPTROLLER OF ACCOUNTS CIRCULARS 1998

CIRCULAR NO.	DATE	SUBJECT
3	January 21, 1998	Provision of Valid National Insurance Numbers for Employees of Ministries/Departments
8	March 20, 1998	Accounting Arrangements for the Disbursement of Funds from the Infrastructure Development Fund
9	April 9, 1998	Remission or Refund of the Special Registration Fee to holders of offices within the purview of the Salaries Review Commission and other officials
10	April 8, 1998	Issue of Tax Exempt, Two-Year Bonds - \$4,000 Buy-out and \$500. Incentive Award
16	June 18, 1998	Procedures for Assessing Loans under the Computer Loan Facility for Public Servants
17	August 12, 1998	Preservation of Service and Payment of Deferred Superannuation Benefits to Monthly Paid Officers, Employees of certain Statutory Bodies and the Municipal Corporations
18	August 28, 1998	Introduction of a Facility to accommodate the Deposits of erroneous or incorrect amounts under the Infrastructure Development, Road Improvement and Unemployment Funds
27	September 3, 1998	New System for the Generation of Cheques in Government Ministries and Departments
29	October 1, 1998	Applications by Temporary Officers for Loans to purchase Motor Vehicles
31	November 25, 1998	Offsetting of arrears owing to Public Sector Employees - \$1800 Increment Buy-out to Daily-Rated Employees
32	November 25, 1998	Preparation of registers for the issue of Tax Exempt, Two-Year Bonds to Daily-Rated Employees - \$1,000 Buy-out
33	November 25, 1998	Issue of Tax Exempt, Two-Year Bonds to Daily-rated Employees - \$1,000 Buy-out

# MINISTRY OF FINANCE CIRCULARS 1998

Circular No.	Date	Subject
2	February 20, 1998	Remission or Refund of the Special Registration Fee and Specified Taxes payable on certain Vehicles purchased by- (i) holders of offices within the purview of the Salaries Review Commission; and (ii) the Chairman tax Appeal Board
4	May 8, 1998	Ratification by Cabinet of Breaches of the Central Tenders Board Legislation
6	May 28, 1998	Introduction of a Computer Loan Facility for Public Servants
7	June 16, 1998	Revised Remuneration for Chauffeurs in the employ of certain office holders within the Purview of the Salaries Review Commission
12	October 27, 1998	Re-Introduction of the Payment of Increments in the Public Service