

Circular No. 9

Ref. No. C33<sup>II</sup>

Public Service Establishment Division  
Ministry of Finance and Planning  
30 National Heroes' Circle  
Kingston 4

April 5, 2004

To: Permanent Secretaries  
Heads of Departments

**Re: Amendment 2002/2004 Revision of Salaries and Allowances in  
the Public Service for Weekly, Daily & Certain Monthly Paid Staff.**

Reference is made to this Ministry's circular number 6 reference number C33<sup>II</sup> dated March 4, 2004 in respect of the revision of salaries and allowances in the Public Service for weekly, daily, and certain monthly paid staff.

In this regard please note the amendments **in bold** in the following paragraphs.

**Supper Allowance**

Supper Allowance has been increased from \$250.00 per occasion to \$258.00 per occasion with effect from April 1, 2002 and to \$270.00 per occasion with effect from April 1, 2003. Supper allowance is payable to those employees who are not eligible for any type of over time payment **but** who work **up to** and beyond 7:00 p.m. on occasion.

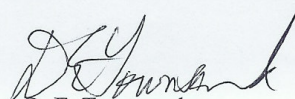
**Payment Schedule and Costings**

The new rates and all retroactive amounts are to be paid in May 2004. The Public Expenditure Division and the Public Service Establishment Division of this Ministry must be advised of the additional funds required to pay the new rates. The information should be detailed as stated below:

- (i) The number of positions involved at each grade/level
- (ii) The additional cost involved is to be calculated as follows:
  - A) April 1, 2002 – March 31, 2003 that is the difference between rates at **March 31, 2002** and new rates effective April 1, 2002.
  - B) April 1, 2003 – April 30, 2004 that is the difference between the rates at **March 31, 2003** and the rates effective April 1, 2003.

In case of doubt or difficulty, the Public Service Establishment Division of this Ministry is to be contacted for advice before any payment is made.

All other terms and conditions stated in the circular under reference remain unchanged

  
D. E. Townsend