

Circular No. 27

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
Public Service Establishment Division
30 National Heroes Circle
Kingston 4

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Permanent Secretaries
Heads of Departments/Agencies

Appointments to Upgraded/Reclassified Posts

The attention of Permanent Secretaries and Heads of Departments/Agencies is invited to Staff Order 6.6.4 which states:

“When the classification of a post is upgraded (e.g. from GMG/AM 2 to GMG/AM 3 or GMG/AM 4 to GMG/SEG 1) the rules set out in Staff Order 6.6.1 are applicable”.

Staff Order 6.6.1 provides guidelines as to how salary is to be determined upon promotion.

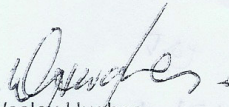
It has been observed that there is inconsistency in the determination of the effective date of appointments to upgraded/reclassified posts. There is therefore the need to clarify the Staff Order and to set terms which are in keeping with current realities.

Consequently, with immediate effect, the date of permanent appointment/assignment to an upgraded/reclassified post should firstly be **no earlier than the date of the Gazette** that publishes the Civil Service Establishment Order in which the new grade/classification appears. Secondly, the date of appointment must also be subject to budgeted provision to meet the cost involved.

Notwithstanding the foregoing, assignment to an upgraded/reclassified post using the acting allowance principles as stipulated in Staff Order 6.7.1 may, subject to the availability of funds, be put into effect from the date shown on the approved classification schedule.

The above guidelines are applicable to substantive holders of upgraded/reclassified posts as well as new appointees to such positions.

Please ensure that the contents of this circular are brought to the attention of the relevant officers. Any clarification required on these instructions should be directed to the Public Service Establishment Division of this Ministry.


Wesley Hughes
Financial Secretary