

Reference No: E107/28/69; **Date:** 15/07/71

Circular 23/1971:- Pro Rata payment of allowance to Clerical Assistants on Clerical Officer duties

A Dhuine Uasail

1. I am directed by the Minister for Finance to inform you that he has accepted an agreed recommendation made by the General Council under the scheme of conciliation and arbitration for the civil service on a claim that the allowance of £2 a week payable in accordance with Circular 38/69 to Clerical Assistants performing Clerical Officer duties should be applied pro rata for any part of a working week spent on such duties.

2. I am, accordingly, to convey the Minister's sanction for payment of the allowance, with effect from 31 May, 1971, on a pro rata basis to Clerical Assistants for a period of substitution on Clerical Officer duties of a half day or greater. The existing provisions of Circular 38/69 governing the substitution of an officer during periods of absence on annual or sick leave by another officer who is in receipt of the allowance, will continue to apply.

Mise le meas
S O Conaill