

**Reference No:** E107/16/71;     **Date:** 20/06/74

**Circular 6/1974:- Allowances for the performance of the duties of a higher grade**

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Please refer to this Department's Circular 21/74 of 16 May 1974 which dealt with the payment of allowances for the performance of the duties of a higher grade. It will be noted from paragraph 4 of the Circular that the arrangements sanctioned therein apply only to persons assigned to the duties of a higher grade to which they would be promotable in the normal course.

2. It has now been decided that the arrangements in Circular 21/74 should apply to the calculation of the compensation for all assignments to higher duties for grades within the ambit of the conciliation and arbitration agreement. It must be stressed, however, that Circular 21/74 deals only with the amounts to be paid for the performance of higher duties. The requirement to obtain this Department's authority for the assignment of officers to higher duties, where such requirement exists at present, is not affected by the terms of Circular 21/74.

3. Subject to paragraph 2 of Circular 21/74, where an allowance (or gratuity) at present paid to an officer for performing higher duties is greater than that payable to the officer under that Circular the existing allowance (or gratuity) may be retained on a personal basis until such time as it is overtaken by that payable under Circular 21/74.

4. Since the rates of allowance sanctioned in Circular 21/74 are directly related to increments on a higher scale, the question of increasing these rates in accordance with authorised increases in allowances generally (as in Circular 4/73) does not arise.

5. The terms of Circular 21/74 may require re-calculation of the amount of the allowance on each incremental date.

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