



MEMORANDUM

From Secretary, PSO

To: All Secretaries
Attorney General
Chief Registrar
Commissioner of Police
Auditor General ✓
Clerk to Parliament
Secretary, PSC

Cc: Secretary to Cabinet
Accountant General

File ref: 12/10

Date: 20th May, 2019

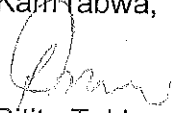
NCS E1.5 (f) PROGRESSION THROUGH THE SALARY SCALE (INCREMENTS)

The Circular is a friendly reminder to observe NCS 1.5 (f) ii. copied and pasted below for easy reference, compliance and enforcement.

ii. The SRO will advise MFED with a copy to Secretary PSO that the employee's performance is satisfactory and that they may progress to the next increment step. The PSO copy will include a copy of Appendix L. 2 form (Staff Performance Appraisal) for the employee which is to be placed in the employee's PF.

2. Common reasons conveyed were due to administrative oversights which should not be encouraged as it may have cost implications to the current budget.
3. Effective today, all requests seeking approval for salary increments had to be returned to concerned Ministries for processing direct to MFED with a copy to PSO as outlined in the NCS E. 1.5 (f) above.

Kamrabwa,


Ritite Tekiau

for Secretary, PSO