



Independent State of Papua New Guinea

GENERAL ORDER NO. 13

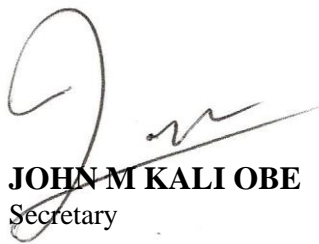
SALARIES AND ALLOWANCES

Being a General Order, to effect the policies of the National Executive Council and the Industrial Agreements made with the Public Employees Association and other Industrial organizations on the terms and conditions of employment and pay policy principles determining salaries and allowances in the Public Service. This General Order covers pay policy and salary determination, hours of work, overtime and other allowances.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order No 13, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.



JOHN M KALI OBE
Secretary

GENERAL ORDER NO. 13

SALARIES AND ALLOWANCES

<u>Subject Matter</u>	<u>General Order Section</u>
General Policy Objectives	13.1 - 13.6
Section A: Pay Policy and Salary Determination	
Basic Pay Policy Principles	13.7 - 13.13
Basic Conditions for Salary Determination	13.14 - 13.17
Salaries of Departmental Heads & Provincial Administrators	13.18
General Description of Performance Based Salary Structure	13.19
Grade Mid-Point Salary	13.20
Salaries at Recruitment/Initial Appointment	13.21
Salary Increase on Promotion	13.22
Higher Duties Allowance	13.23
Salary Progression Based upon Work Performance	13.24
Annual Performance review	13.25 - 13.26
Costing and Budgeting for Performance Based Pay	13.27
Department of Personnel Management Audit	13.28
Salaries of Apprentices	13.29
Method of Salary Payment	13.30
Section B: Salary Related Allowances	
Administration of Higher Duties allowance	13.31 - 13.35
Non-Reduction Allowance	13.36 - 13.40
Domestic Market allowance	13.41 - 13.55
Section C: Duty Hours, Overtime and Shift Work	
Hours of Duty	13.56 – 13.59
Overtime Working and Payment	13.60 - 13.69
Allowances In lieu of Overtime Payments	13.70 - 13.81
Penalty Payments	13.82 - 13.84
Section D: Other Allowances	
General Introduction	13.85
Duty Related Allowances	13.86 - 13.93
Travel Allowances – PNG	13.94 - 13.105
Travel Allowance – Overseas	13.106
Miscellaneous Allowances	13.107 - 13.118

Request for Higher Duty Allowance	Form SAL13.1
Designations, Classifications, and Salary Grades	Schedule 13.1
Approved Salary Grade Structure and Hay Job Evaluation Points	Schedule 13.2
Performance Based Salary Ranges	Schedule 13.3
Promotion and Salary Related Allowances (HDA and NRA)	Schedule 13.4
Standard Domestic Market Allowances	Schedule 13.5

GENERAL ORDER NO. 13

SALARIES AND ALLOWANCES

GENERAL POLICY OBJECTIVES

- 13.1 The Secretary, Department of Personnel Management is responsible under the *Public Services (Management) Act* for determining the terms and conditions of employment of public servants subject to the Government's Pay Policy. This General Order, therefore represents the policy of the Government of the day on pay in the National Public Service.
- 13.2 No powers to make or to change the terms and conditions of employment of any public servant or public employee employed under the *Public Services (Management) Act* have been delegated by the Secretary, Department of Personnel Management to any agency head and the devolution process does not envisage any such delegations.
- 13.3 This General Order records the salary and allowances of National officers and employees of the National Public Service. Allowances and benefits determined under employment contracts, not covered by this General Order are covered by the respective contracts and General Order 8 to General Order 11.
- 13.4 The determinations of the Secretary, Department of Personnel Management on terms and conditions of employment are subject to approval from time to time by the **Salaries and Conditions Monitoring Committee (SCMC), under the Act of the same name**. The SCMC is chaired by the Secretary, Department of Personnel Management and is accountable for regulating pay and conditions on behalf of the Government throughout the public sector.
- 13.5 This General Order outlines the pay policy principles under which the salaries and allowances are determined. The Public Employees Association has been recognised as the sole "Bargaining Agent" for the purpose of negotiating changes to terms and conditions of employment of public servants from time to time, and for consultation on planned policy changes that affect the welfare of public servants. Negotiable matters are identified in General Order 21.
- 13.6 The provisions of this General Order are summarised under the following headings:

Section A: Pay Policy and Salary Determination

Section B: Salary Related Allowances

- **Higher Duties Allowance (HDA)**
- **Non-Reduction Allowance (NRA)**
- **Domestic Market Allowance (DMA)**

Section C: Hours of Work, Overtime and Shift Working

Section D: Other Allowances

- **Duty Related Allowances**
- **Travelling Allowances**
- **Miscellaneous Allowances**

Section A: PAY POLICY AND SALARY DETERMINATION

Basic Pay Policy Principles

- 13.7 The Secretary, Department of Personnel Management determines Public Service pay in accordance with the policy decisions of the National Executive Council from time to time. The underlying policy is based upon a fundamental concept which requires that pay is determined solely in relation to the Papua New Guinea labour market and Government's financial capacity to meet the public sector pay bill.
- 13.8 External pay relativities between the Public Service and other employers are determined by the remuneration that the Public Service needs to pay in order to recruit and to retain a suitably skilled and motivated work force at minimum cost to the public purse.
- 13.9 Internal pay relativities, as between pay for one position and another within the Public Service, are determined solely by work value and job size considerations, as measured by a system of Job Evaluation (JE). The current Government approved JE system in use throughout the public sector is the International Hay JE System first introduced in 1983.
- 13.10 Using the above criteria and, subject to negotiation with the Public Employees Association, a "Single Line" base salary scale is determined from time to time which is applied to the payment of salary to all positions, regardless of whether occupied by National or non-National officers.
- 13.11 Labour market scarcity for skilled National officers, in particular technical and professional occupations, is recognised by the addition to base salary of a Domestic Market Allowance. In the same way, difficulties in recruiting overseas officers to fill short term vacancies in the absence of skilled National Officers is aided by the addition of International Market Allowance to base salary.
- 13.12 Government policy requires that salary scales are also structured in order to provide for salary increments to be awarded on the basis of performance assessment. Other job demands, including working conditions and inconveniences are awarded by payment of duty related allowances. The Public Service Management Act and the SCMC Act empower Secretary, DPM/Chairman-SCMC to determine terms and conditions in the Public Sector. This mandated responsibility has not been delegated to any agency in the Public Service and under no circumstance shall the terms and conditions set under this General Order and other Government Pay Policy be varied without approval from Secretary, Department of Personnel Management.

Schedules for Administration of Salaries and Market Allowances

- 13.13 The following Schedules shall be used by Departmental Heads and Provincial Administrators for the purpose of determining the salaries and labour market related allowances of all officers in the Public Service:

Schedule 13.1 -	Designations, Classifications, and Salary Grades
Schedule 13.2 -	Salary Grade Structure and Hay Job Evaluation Points
Schedule 13.3 -	Performance Based Salary Ranges
Schedule 13.4 -	Promotion and Salary Related Allowances (HDA and NRA)

Schedule 13.5 - Domestic Market Allowance by Position Designation/Salary

All proposals for allowances not included in the above schedules or elsewhere in the General Orders must be signed by the Head of the petitioning Department or Administration prior to submitting to the Secretary, Department of Personnel Management for approval.

BASIC CONDITIONS FOR SALARY DETERMINATION

- 13.14 An officer is to be paid a salary within the range of salaries determined solely by the grade of the position occupied. **Schedule 13.1** provides a list of position designations/classifications and their salary grades. All positions in the Public Service are to be classified and graded in accordance with **Schedule 13.1**.
- 13.15 The current salary grade structure and Hay JE point ranges are shown in **Schedule 13.2** which is the underlying work value basis for the payment of base salaries according to job size. Individual Hay JE points of each position determined by the Department of Personnel Management, establish the salary grade of each position, in accordance with the organizational requirements under General Order 2.
- 13.16 Determination of individual annual salaries according to salary grade of the position occupied is to be made by each Departmental Head, within the salary scales shown in **Schedule 13.3** according to the rules detailed below.
- 13.17 Fortnightly salary shall be calculated using the following formula:

Annual Salary (from Schedule 13.3) x 10/261 Kina per fortnight

SALARIES OF DEPARTMENTAL HEADS AND PROVINCIAL ADMINISTRATORS

- 13.18 The salaries and allowances of Departmental Heads and Provincial Administrators are determined by the **Salaries & Remuneration Commission**.

GENERAL DESCRIPTION OF THE PERFORMANCE BASED SALARY STRUCTURE (SCHEDULE 13.2)

- 13.19 The general description of the performance based salary structures are as follows:
- (a) The National Public Service Salary Structure provides uniform salary ranges for all positions below Departmental Head level, and comprises 20 salary grades each defined by job evaluated Hay Points ranges as shown in the schedule.
 - (b) Each salary grade has a Mid-Point salary which is determined by grade mid-point Hay points.
 - (c) The Minimum Salary in each grade is 90 percent of Mid-Point salary. The Maximum Salary in each grade is 110 percent of Mid-Point salary. There are five salary steps in each salary range from Minimum to Maximum salary, having a fixed increment between each salary point of 5 percent of Mid-Point salary.
 - (d) Salary administration rules under General Order 13.19 to General Order 13.26 determine entry to and progression through the salary structure as a result of

recruitment, performance review, promotion and acting appointment. The rules also determine the manner of controlling cost and of budgeting for Item 111 salary costs in advance.

GRADE MID-POINT SALARY

- 13.20 (a) Grade Mid-Point Salary is defined as "the rate for the job". It is the salary awarded to a trained and fully experienced job holder for thoroughly satisfactory work performance, following the defined progression under this General Order.
- (b) A new recruit or promotee entering the Minimum salary point in a grade may progress to Grade Mid-Point Salary within a two year period, subject to receiving satisfactory Performance Reviews under this General Order.

SALARY POINT ENTRY AT RECRUITMENT/INITIAL APPOINTMENT

- 13.21 (a) In the event that it becomes necessary to recruit from outside the Public Service, the normal entry salary point will be at Grade Minimum salary.
- (b) In the event that the recruit has extensive experience and an established prior Public Service performance record he or she may be placed on a salary point up to Grade Mid-Point salary commensurate with his or her previous salary point, subject to specific authorisation by the Departmental Head.

SALARY INCREASE ON PROMOTION TO A HIGHER GRADED POSITION

- 13.22 Upon being promoted, an officer will be placed on a new salary point in the higher grade which results in a salary increase, the greater of EITHER:
- (a) an increase which brings the officer to Grade Minimum Salary; OR
- (b) an increase at least equal to the next salary increment that would have been due to the officer in his or her present grade.

For examples of typical salary increases on promotion, see **Schedule 13.4**.

HIGHER DUTIES ALLOWANCE (See General Order 13.31 to General Order 13.35 and Schedule 13.4)

- 13.23 (a) In the event that an officer is required to perform duties at a higher grade level, for a period of two weeks or longer in duration, he or she will be paid a Higher Duties Allowance (HDA) effective from appointment date.
- (b) The Higher Duties Allowance will be equivalent to a promotional salary increase calculated under General Order 13.22, as though the officer has been promoted to the higher grade.
- (c) Payment of Higher Duties Allowance will be subject to an acceptable performance appraisal report conducted in accordance with General Order 5 and completion of Form SDT 5.1.

SALARY PROGRESSION BASED UPON WORK PERFORMANCE

- 13.24 (a) In order to make an assessment of an officer's work performance, Form SDT 5.1 of General Order No. 5 shall be utilised.
- (b) The work performance ratings shown in Form SDT 5.1, namely "POOR/WELL BELOW AVERAGE", "BELOW AVERAGE", "AVERAGE", "ABOVE AVERAGE", "EXCELLENT/WELL ABOVE AVERAGE" shall be utilised to determine whether or not an officer should progress one salary point increment at the time of annual review, first pay period in January of each year.
- (c) Form SDT 5.1 will be completed by an officer's Branch Head on the advice of the officer's immediate supervisor prior to 31st of December each year in respect of the increment to be rewarded in January the following year. The Branch Head is required to certify the overall performance rating and whether or not the officer should be awarded annual increment.
- (d) The "Work Performance Rating and Salary Point Progression" to be utilised by Departments under General Order 13.24 and General Order 13.26 are as follows:

Work Performance Rating And Salary Point Progression

<u>Grade</u>	<u>Salary Point</u>	<u>Percentage</u>	<u>Mid-Point Salary</u>	<u>Work Performance Rating</u>
5	<u>Maximum</u>	110%		Expert/Outstanding
4		105%		Above Average
3	<u>Mid-Point</u>	100%		Fully Satisfactory/Average
2		95%		Below Average/Improving
1	<u>Minimum</u>	90%		New Starter/Inexperienced

Progression Rules

- (a) Progression through the salary range in each grade is dependent upon the officer maintaining or improving upon work performance, and a maximum of one salary increment only may be awarded to an officer by the Departmental Head each year.
- (b) Provided that an officer commencing on Minimum salary is performing satisfactorily he/she will progress from Minimum to Mid-Point salary over a two year period by two increments. An overall assessment of performance shall be applied as follows:-
- "Poor/Below Average"**, no increment is to be awarded;
"Average" for progression to Salary Point 2; and
"Average" for progression to Mid-Point salary.
- (c) Progression beyond Mid-Point salary is dependent upon **"Above Average"** performance,
- (d) Progression above Mid-Point Salary to Salary Points 4 and 5 shall be dependent

upon the following overall performance assessments:-

"**Above Average**" for progression to Salary Point 4; and
 "**Well Above Average/Excellent**" for progression to Salary Point 5.

ANNUAL WORK PERFORMANCE REVIEW

For Officers Below Grade Mid-Point Salary

- 13.25 (a) At commencement of the first pay period in January of each year, each officer occupying a salary point below Mid-Point will be advanced one salary increment to next salary point in the range, provided that he or she, has held the salary point for a minimum period of six months; and does not have issues of poor performance and serious misconduct, in which case, the increment shall be withheld.
- (b) Where under paragraph (a) the officer has held a salary point for less than six months, one salary increment may be awarded 12 months later in January the following year, subject to work performance.

For Officers On Grade Mid-Point Salary and above

- 13.26 (a) Salary progression beyond grade Mid-Point salary will be restricted to those officers who gain "**Above Average**" work performance report, only.
- (b) An annual review of work performance will be conducted towards the end of each calendar year for all officers who have occupied Mid-Point salary or higher, for a minimum period of six months.
- (c) The review of work performance will provide the basis for the Departmental Head to award one salary point advance beyond Mid-Point effective from commencement of the first pay period in January each year.
- (e) All salary increments beyond Mid-Point require the specific authority of each Departmental Head utilising the performance ratings in General Order 5. **Form SDT 5.1** as follows:
- "**Above Average**" rating for progression from Salary Point 3 to 4.
 - "**Well Above Average/Excellent**" rating to progress from Salary Point 4 to 5.

COSTING AND BUDGETING FOR PERFORMANCE BASED PAY

- 13.27 (a) For the purpose of controlling salary cost in each grade, the **average** salary being paid to all the officers in each grade shall not as far as possible exceed the grade Mid-Point salary.
- (b) Item 111 salaries budgeted in each grade will be the "Approved Staff Ceiling" multiplied by the **average** salary in each grade as approved by the Department of Finance.
- (c) An estimate will be made by the Central Agencies, as to the cost of salary increases in the budget year, and applied by the Department of Finance to Departmental

salaries in successive annual budgets.

DEPARTMENT OF PERSONNEL MANAGEMENT AUDIT

- 13.28 (a) The Departmental Head shall maintain within the Department an annual Performance Review Register, which shall hold a copy of completed **Forms SDT 5.1** in respect of each officer assessed under General Order 13.25 and General Order 13.26 in the order of the grades.
- (b) The Performance Review Register shall be made available at the request of Secretary, Department of Personnel Management or his/her delegate, in order to audit the Department's conduct of the performance review exercise.

SALARIES OF APPRENTICES

- 13.29 Apprentices shall be paid a salary at a rate no less than that prescribed under the *Apprenticeship Act*, as administered by the Department responsible for labour matters, provided that the Secretary, Department of Personnel Management, in consultation with the Secretary, Department of Labour & Industrial Relations, may determine that salary increases made to public servants from time to time shall apply to Apprentices.

METHOD OF SALARY PAYMENT

- 13.30 Salary payments are made fortnightly to officers, processed through the Government's Payroll Division, of the Department of Finance, one fortnight in arrears. Officers are required to have their salaries paid by bank transfer to an account under their names.

SECTION B: SALARY RELATED ALLOWANCES

ADMINISTRATION OF HIGHER DUTIES ALLOWANCE (HDA)

- 13.31 Higher Duties Allowance, calculated in accordance with the formulae and examples shown in **Schedule 13.4**, shall be payable to an officer who is appointed to act in a position at a higher salary grade than the position normally occupied, in the absence of the officer normally occupying the higher graded position.
- 13.32 Application for HDA must be made on **Form SAL13.1** appended to this General Order as approved by the Departmental Head. Other than in exceptional circumstances, an officer should not be required to act in a position which is more than two job grades above his or her substantive level. Payment of HDA shall be limited to a maximum of two grades above substantive level.
- 13.33 As and when a position becomes vacant for an indefinite period, (for example, as a result of promotion or resignation), an officer should not be required to act in the position for a period longer than three months. It must be strictly recognised as a temporary arrangement. The Department should normally attempt to fill the position through the selection process within a three month period of the acting appointment being made.

Payment of HDA Whilst on Leave

- 13.34 An officer in receipt of HDA, who departs on **approved leave with pay and returns to the**

acting position at conclusion of the leave, shall be entitled to continue receiving HDA whilst on leave, as follows:

- (a) for a maximum period of 10 days on the following types of leave:
- Compassionate leave,
 - Representational Leave,
 - Sick Leave.
- (b) for the duration of the following types of leave:
- Public Holidays
 - Leave for breast feeding,
 - Part-time study leave and approved professional membership training,
 - Leave to attend meetings of Local Government Bodies and registered industrial organisations,
 - Leave to attend arbitration hearings,
 - Leave for public interest purposes,
 - Leave to attend as a witness before a court on behalf of the State.

Non-Payment of HDA Whilst on Leave (See General Order 14).

13.35 HDA will not be payable to an officer during the following types of leave:

- Study leave,
- Recreation leave,
- Leave without pay,
- Leave to serve under other laws outside the Public Service (secondment),
- Leave to serve with international organisations and agencies,
- Furlough leave,
- Leave for attachment to private organisations,
- Maternity leave.

NON-REDUCTION ALLOWANCE

13.36 Non-Reduction Allowance (NRA) is payable to an officer at the rate shown in **Schedule 13.4** the event that:

- (a) the officer is transferred to another position which is graded at a level lower than his or her substantive grade. (Note that this provision will not apply if the officer applies to be transferred to a lower position on his or her own initiative); or,
- (b) the position occupied by the officer is re-graded to a lower level following a JE review, or reorganisation resulting in reduced accountability.

13.37 On transfer or position down-grading, the officer's substantive salary shall be reduced to a salary at the same salary point in the lower grade as the salary point held in the higher grade. For example, from Grade 10, salary point 5, down to Grade 8, salary point 5 (that is, lower grade/same salary point 5). The officer's actual salary shall at no time be reduced, as the addition of NRA maintains the original level of salary.

- 13.38 An NRA shall be calculated as the difference between the officer's current substantive salary and the substantive salary of his or her new lower graded position. See **Schedule 13.4** attached. The NRA will be paid subject to General Order 13.39 to General Order 13.40 below, from the date of transfer or position downgrading.

Effect of Salary Increases on an Established NRA

- 13.39 In the event that the officer is being paid NRA, and his or her substantive salary is increased, either due to a general salary increase or an individual performance based increase, then **the NRA will be reduced by the same amount as the increase to salary**, that is, the total salary (substantive salary + NRA) will remain at the same level as existed prior to the salary increase. For examples of typical changes to the NRA following a salary increase, see **Schedule 13.4**
- 13.40 In the event that a salary increase results in the sum of the substantive salary plus NRA exceeding his or her previous substantive salary, at the time of transfer or down-grading, payment of the NRA shall automatically be ceased.

DOMESTIC MARKET ALLOWANCE (DMA)

Criteria for the Award of DMA to Designations/Positions

- 13.41 Domestic Market Allowance (DMA) may be awarded by the Secretary, Department of Personnel Management to a general category of positions or to a specific position for payment to a particular individual, in the event that recruitment and retention of staff becomes difficult, in response to a submission as described herein.
- 13.42 This situation may arise in the event that salaries offered by the Public Service for the skills required are substantially lower than those prevailing in the domestic labour market. DMA may also be awarded to a designation and/or position in order to upgrade the quality of personnel attracted to that Designation/Position where this need has been demonstrated.
- 13.43 A list of designations/positions and currently approved rates of DMA are shown in **Schedule 13.5**. This list may be extended to other designations where a Department or Provincial Administration is able to demonstrate the need for such an allowance, as in General Order 13.51 to General Order 13.53.

Conditions for Payment of DMA

- 13.44 As determined DMA shall become payable to a permanent officer or probationary officer occupying a position which has been approved for payment of the DMA, provided that he or she fulfills the conditions relating to qualifications.
- 13.45 The Secretary, Department of Personnel Management, shall specify the level of qualifications relevant to the position occupied, required to be held by the position holder in order to qualify for payment of DMA. The minimum qualifications are normally specified in the relevant position description required for every position under General Order 2.

Procedure for Payment of DMA

- 13.46 A Departmental Head or Provincial Administrator shall verify that the level of qualifications and experience held by an officer satisfies the level specified under General Order 13.45, in

order for him or her to qualify for payment of DMA as provided for under General Order 13.44.

- 13.47 Each Departmental Head or Provincial Administrator is delegated the authority to determine which officers occupying the positions listed in **Schedule 13.5** are entitled to be paid DMA, according to the level of their qualifications. For this purpose, the Departmental Head or Provincial Administrator shall obtain advice from the Department of Personnel Management. The effective date for payment of DMA shall be the date on which the Departmental Head or Provincial Administrator approves payment however without retrospectivity to any earlier date.

Acting Appointments and Payment of DMA

- 13.48 An officer, whose substantive position does not attract DMA, whilst acting in a position which attracts DMA, is entitled to receive the DMA provided that he/she possesses the required qualifications. An officer, whose substantive position does attract DMA acting in a position which does not attract DMA, shall continue to be paid the DMA to which he/she is entitled in his/her substantive position.

Applications for DMA for Designations/Positions Not Listed in Schedule 13.5

- 13.49 A Department or Provincial Administration which is experiencing difficulty in attracting or retaining staff to a particular position and who can demonstrate that salaries are uncompetitive, may make a submission to the Secretary, Department of Personnel Management, seeking payment of DMA.
- 13.50 A submission for this purpose must be signed by the Head of the petitioning Department or Administration and shall include the following information:
- (a) **History of Recruitment Efforts:** Provide details of previous efforts at recruitment, including number of advertisements placed. Indicate the total number responding to such advertisements, the total number of qualified applicants, and an explanation as to why the applicants were not suitable. The submission should also indicate the number of offers made, the number of candidates who declined the offers and the reasons why candidates declined the offers made, if known.
 - (b) **Staff Turnover:** Provide details of numbers of staff leaving and joining the positions being considered for at least the previous 12 months.
 - (c) **Market Salary Levels:** Provide details of salary levels for equivalent positions in the labour market, including private companies, and public sector authorities.
 - (d) **Establishment/Vacancies:** Provide details of numbers of funded positions for which the DMA is being requested, indicating the number of current vacancies.
 - (e) **Financial Considerations:** Provide details of the number of personnel who will be entitled to receive the allowance and the total cost to the Department of awarding the allowance.

- 13.51 The Secretary, Department of Personnel Management, will consider the submission and notify the Department of the decision. In the event that the submission is endorsed, the Departmental Head shall approve payment of DMA to those officers within the Department

eligible to be paid according to their qualifications.

Administration of DMA Payments

- 13.52 Where an officer is promoted or transferred to a position which attracts DMA, the allowance shall be effective from the date of that transfer or promotion, following approval by the Departmental Head, in accordance with the General Order.
- 13.53 Where an officer occupying a position which attracts DMA is transferred or promoted to another position which does not attract DMA, payment of the allowance shall cease from the date of promotion or transfer.
- 13.54 In the event that the officer in receipt of DMA departs on paid leave of any kind, DMA is payable. If leave is without pay, the officer shall not be paid DMA for that period of unpaid leave.
- 13.55 DMA is not to be included as part of salary for the purpose of calculating money in lieu of furlough (MILOF).

SECTION C: DUTY HOURS, OVERTIME AND SHIFT WORKING

HOURS OF DUTY

Normal Hours for Day Workers

- 13.56 Normal hours of duty for day workers shall be 36 and 3/4 hours per week, to be worked between the hours of 7.45 am to 12.00 noon and 1.00 pm to 4.06 pm, Monday to Friday.

Normal Hours for Shift Workers

- 13.57 Unless otherwise determined by industrial agreement or by established practice, shift hours of duty shall be an average of 73.5 hours per fortnight. The hours of attendance shall be determined by the Departmental Head of the Department concerned, in consultation with the Secretary, Department of Personnel Management.

Duties Outside Normal Day or Shift Hours of Work

- 13.58 When so required by a Departmental Head, an officer shall perform duty outside normal working hours in order to meet exigencies of operations and to work over-time to ensure services are provided to the public. Payment may be made to an officer who is required to work outside of normal hours, subject to General Orders 13.61 to General Order 13.73.
- 13.59 The Departmental Head, or Provincial Administrator shall authorise an officer to perform duty outside normal hours **in advance**, provided that:
- (a) the work cannot be completed during normal hours of duty, and the officer's attendance is essential for completion of the work; and,
 - (b) a report is made, **in advance** by the officer-in-charge of the need for an officer to perform duties outside normal hours stating the name of the officer concerned, the probable duration of the duties to be performed and the nature of the duties,

indicating why the work cannot be performed within normal hours; or,

- (c) in a case of emergency, for the purpose of public health, safety or security, where the Departmental Head's approval cannot be obtained in advance, work may be performed at the discretion of the officer in charge or the officer concerned, **provided that** the hours are properly accounted for to the Departmental Head, after being worked.

OVERTIME WORKING AND PAYMENT

- 13.60 "**Overtime Hours**" are defined as the additional hours of work, of not less than one quarter of an hour, performed **on a daily basis** outside of normal hours of day or shift work, as described in General Order 13.61 to General Order 13.66. Payment may be made **provided that** the General Orders that follow are complied with.

Formula for Payment of Overtime.

- 13.61 "**Pay**" means **either** the total annual base salary, together with any Higher Duties Allowance, and/or Non-Reduction Allowance, **or**, annual base salary at the rate of Grade 6, salary point 2 (equivalent designations), **whichever is the lesser amount**, and excluding any overtime or penalty payments and Domestic Market Allowance.
- 13.62 "**Hourly Rate**" in relation to the calculation of "**Overtime Pay**" means the hourly rate based upon the "**Pay**" of the officer calculated under General Order 13.61.

$$\text{Hourly Rate} = (\text{Pay}/261) \times (10/73.5)$$

- 13.63 In the event that the "**Overtime Pay**" calculated according to General Order 13.61 is less than an officers normal pay; that is, less than overtime hours at straight time hourly rate, then the officer shall be paid normal pay, **Overtime Hours x Straight Time Hourly Rate**.
- 13.64 "**Overtime Pay**" is equal to "**Overtime Hours**" x "**Hourly Rate**" x "**Overtime Rate**", where the "**Overtime Rate**" is equal to "**straight time**", "**time and one half**", or "**double time**" dependent upon the days of the week and hours worked as follows:

Overtime rates for Calculation of Overtime Pay

- 13.65 Overtime Rates are as follows:

- (a) **Monday to Friday:**

Normal Day Workers: - **time and one half** for all hours worked in excess of the first quarter hour, over and above seven hours and twenty one minutes per day. **Shift Workers:** - **time and one half** for all hours worked in excess of the first quarter hour, over and above the normal shift hours of work.

Normal Day Workers: - **time and one half** for the first three hours and **double time** thereafter, in respect of officers who work normal days, Monday to Friday. **Shift Workers:** - **time and one half** for the first three hours and **double time** thereafter, in respect of officers not normally working on Saturday; or, **double time** in respect of all hours worked in excess of the normal shift hours worked on a

Saturday.

(b) **Sunday:**

Normal Day Workers: - **double time** with a minimum payment for three hours.

Shift workers: - **double time** with a minimum payment of three hours pay in respect of officers not normally working on a Sunday; or, **double time** in respect of all hours worked in excess of the normal shift hours worked on a Sunday.

(c) **Public Holidays:**

All Officers: - double time with a minimum payment of half a day's pay and one paid holiday in lieu of the public holiday to be taken at a later date.

(d) **Full Day Sunday Duty:**

An officer required to perform a full days duty on a Sunday in addition to his/her prescribed weekly hours of duty, whether on normal days or on shifts, shall, if practicable, be granted a day off during the six days following that Sunday duty. In this case payment for Sunday duty shall be half a day's pay.

- 13.66 For the purpose of General Order 13.65, where an officer is required to work shifts, any part of which extend beyond midnight, that time shall, for the purpose of calculating the total time worked in any one fortnight, be treated as time worked on the day on which the shift period commenced.

Conditions for Payment of Overtime.

- 13.67 Unless the Secretary, Department of Personnel Management determines otherwise, overtime pay shall not be paid to an officer:
- (a) who occupies a position graded at Salary Grade 10 and above; or,
 - (b) who does not work under direct supervision; or,
 - (c) whose hours of duty cannot be accurately determined; or,
 - (d) whose work is of an intermittent nature.

- 13.68 An officer whose duty statement provides for payment of allowance in lieu of overtime, shall not receive any other overtime payments or penalty payments.

Time-off-in-Lieu of Overtime

- 13.69 A Departmental Head may grant an officer time-off in lieu of overtime already worked. Time off in lieu of overtime will not exceed the actual overtime hours worked and will not be compensated for in monetary terms. Only those officers qualified to be paid for overtime may be granted time off in lieu of overtime.

ALLOWANCES IN LIEU OF OVERTIME

Eligibility for Allowance in Lieu of Overtime

- 13.70 Upon written application by a Departmental Head, the Secretary, Department of Personnel Management, may determine whether an officer shall be paid an Allowance in Lieu of Overtime. The allowance shall take into account the average hours worked during a specified period of time, and shall be calculated at the average overtime earnings for the period.
- 13.71 A positional requirement for performance of regular overtime throughout the year, or for intensive overtime for short periods at specific times of the year should be recorded in the Job Description. Payment of the allowance shall be made automatically to each officer who meets the requirement of the General Order.
- 13.72 An officer in receipt of an allowance in lieu of overtime may, on request to the Departmental Head, take time off in lieu of payment of the allowance and each such request shall, if practicable, be granted.
- 13.73 An allowance in lieu of overtime shall not be paid in respect of any period during which an officer is on leave of absence, with or without pay, is attending a course of training or instruction or is otherwise not performing the full duties of his/her position.

Audit Inspector Allowance

- 13.74 An officer occupying the position of Audit Inspector who performs overtime of at least six hours each fortnight shall be paid an allowance at a rate approved by Secretary, Department of Personnel Management.

Finance Inspector Allowance

- 13.75 An officer occupying the position of Finance Inspector who performs overtime of at least six hours each fortnight shall be paid an allowance at the rate a rate approved by Secretary, Department of Personnel Management.

Geologists and Surveyors

- 13.76 An officer occupying the office of Geologist or Surveyor may be paid an allowance calculated at the rate of 37.5 percent of his or her annual salary. The officer shall perform a minimum of 10 additional hours of duty each week, and perform regular duties away from the place of work in order to qualify.
- 13.77 Time spent in travelling shall not be treated as time spent performing overtime and shall not count towards the 10 additional hours of duty.

Health Inspectors and Health Extension Officers Allowance

- 13.78 An officer who occupies a position of Health Inspector or Health Extension Officer shall be paid an allowance at a rate approved by Secretary, Department of Personnel Management.

Medical Officer Overtime Allowance

- 13.79 Overtime Allowances payable to medical officers are determined in accordance with the industrial agreement made from time to time between the Secretary, Department of Personnel Management and the National Doctors Association.

Power Station Operators Allowance

- 13.80 An officer who performs duties relating to the operation of minor power stations outside of his/her normal hours of attendance, shall receive an allowance at a rate approved by Secretary, Department of Personnel Management.

Officers Teaching at Residential Training Institutions

- 13.81 Institutional Allowances are as determined from time to time under the industrial agreement made between the Teaching Services Commission and the Papua New Guinea Teachers Association.

PENALTY PAYMENTS

Penalty Payments for Officers with Fixed Shift Hours of Work

- 13.82 An officer with fixed shift hours of attendance shall receive the following payment:
- (a) Fifteen percent of pay for shift hours of attendance falling within the hours of 6.30 p.m. and 6.30 am,
 - (b) Thirty per cent of his pay where he/she is required to work continuously for a period exceeding 4 weeks on a shift falling wholly between the hours of 6.00 pm and 8.00 am,
 - (c) payment at the rate of 50 percent for duty performed between midnight on Friday and midnight on Saturday where the officer performs duty on a Saturday,
 - (d) payment at the rate of 50 percent for duty performed on a Sunday not requiring attendance for more than six shifts for a week.
 - (e) payment at single time for duty performed on a Sunday occurring within a week in which he/she is rostered for duty on the other six days of the week.
 - (f) payment at the rate of single time with a minimum of two hours pay, where an officer is called on duty to meet an emergency at a time when he/she would not ordinarily have been on duty and no notice of the call was given to him/her before he/she ceased duty on his/her regular shift. Payment under this provision shall include payment for time spent in travelling to and from duty.
- 13.83 Where in a cycle of shifts on a regular roster, an officer is required to perform duty on a public holiday which occurs on a day on which he/she is rostered off duty, he/she shall be granted, if practicable, within one month after the holiday, a day's leave in lieu of that holiday. Where it is not practicable to grant a day's leave the officer shall be paid one day's pay in lieu thereof.
- 13.84 An officer whose hours of duty cannot be accurately determined is entitled to:

- (a) payment at the rate of half time for duty performed on a Sunday; and,
- (b) payment at the rate of single time for duty performed on a public holiday, with a minimum of one half of one days pay.

SECTION D: OTHER ALLOWANCES

GENERAL INTRODUCTION

13.85 This Section is divided into three parts as follows:

(1) Duty Related Allowances

Duty Related Allowance rates are contained either in industrial agreements made by the Secretary, Department of Personnel Management or letters of approval by Secretary, Department of Personnel Management upon request by heads of government agencies. Duty related allowances include the following:

- Mortuary Allowance,
- Leading Hand Allowance,
- In-Charge Allowance,
- Type Allowance - Drivers,
- Type Allowance - Plant Operators,
- Sea Going Allowances, and,
- Mental Hospital Allowance.

(2) Travel Related Allowances

Travel Related Allowance rates are contained in Circular Instructions issued by the Secretary, Department of Personnel Management from time to time.

(3) Miscellaneous Allowances

Miscellaneous Allowance rates are contained either in industrial agreements made by the Secretary, Department of Personnel Management or letters of approval by Secretary, Department of Personnel Management upon request by heads of government agencies). Miscellaneous Allowances include the following:

- Boot Allowance,
- First Aid Allowance,
- Uniform Allowance,
- Tool Allowance,
- Instrument Allowance,
- On Call Allowance,
- Meal Allowances,
- Victualling Allowance,
- Clothing Allowance, and,
- Mining Enclave Allowance.

DUTY RELATED ALLOWANCES

13.86 The allowances that follow are not to be included for the purpose of calculating overtime and penalty payments. Also, approval must first be obtained from the Departmental Head or his/her delegate on application by the officer concerned, prior to payment of the allowances.

13.87 **Mortuary Allowance**

- (a) This allowance is payable to an officer who performs duties in a mortuary which are outside the normal duties of his/her office.
- (c) Claims for approval of the allowance should be made to the Secretary, Department of Health, or the Chief Executive Officer of the Public Hospital, indicating the period for which the additional duties were performed.

13.88 **Leading Hand Allowance**

Leading Hand Allowance is payable on a fortnightly basis to a qualified artisan who is required to undertake supervisory duties, at a rate determined according to the numbers of operatives being supervised.

13.89 **In Charge Allowance (Nursing)**

- (a) The In-Charge Allowance is payable to an officer (not covered by General Order 13.88 above) who is required to undertake supervisory duties which are not part of his/her normal duties.
- (b) The current rates of this allowance are as per the industrial agreement between the Secretary, Department of Personnel Management and the PNG Nurses Association.

13.90 **Type Allowance - Drivers**

A driver or senior driver shall be paid a type allowance at a daily rate for days on which he/she is required to drive any one of the following types of vehicle:

- Tippers (all Classes),
- Water tankers,
- Buses, over 26 passengers,
- Articulated Vehicles.

13.91 **Type Allowance - Plant Operators**

A plant operator shall be paid a type allowance at a daily rate for each day that he/she is required to drive any of the following types of vehicles:

- Dozers, classes 5, 6, 7, 8 and 9,
- Graders over 16,000 lb,
- Front - end loaders, 1 cubic metre and over,
- Scraper, elevating and drawn,
- Loaders, 20 tons and over,
- Crawler excavators,

- Plough - combination on tractor,
- Cranes, 10 tons and over.

13.92 **Sea-Going Allowance**

- (a) The Sea-Going Allowance is payable to a seaman (Master or Crew) who is on duty for more than 10 hours in any one day whether in port or at sea.
- (b) The allowance is also payable to an officer of the Public Service who is required to carry-out research duty at sea, where the total number of hours worked exceeds 10 hours in any one day.
- (c) The allowance shall be paid at the rate of 40 per cent of salary for the period for which the allowance is applicable.
- (e) Seamen who are on duty are also eligible to be paid Victualling Allowance described in General Order 13.115.

13.93 **Mental Hospital Allowance**

The Mental Hospital Allowance is payable to an officer employed by the Department of Health at a Mental Hospital. The rates of the allowance are as determined from time to time by the Agreement between the Secretary, Department of Personnel Management and the respective industrial organizations.

TRAVEL RELATED ALLOWANCES

13.94 **Travel Allowances - PNG**

- (a) Public servants shall not be required to incur any financial penalty as a result of having to meet expenses over and above their normal living expenses when travelling and staying away from home on official duties.
- (b) It is the responsibility of each Departmental Head or Provincial Administrator to minimise the cost of travel allowance to the State by paying to officers only the level of allowances needed to comply with General Order 13.94(a), within the limits allowed under the General Orders that follow.
- (c) Travel allowances are not to be seen as an automatic right for simply having travelled. Use of public moneys must be properly accounted for. Travel allowances to cover meals and accommodation shall be properly acquitted.
- (d) Any additional and unavoidable expenses not catered for by the standard travel allowances, for example, telephone calls, or taxi fares, should be made as separate, properly receipted claims, for consideration by the Departmental Head concerned, who may grant approval, dependent upon individual circumstances.
- (e) The limit on the period for receipt of travel allowance at any one time shall be 21 days for both domestic and overseas travel. For periods in excess of 21 days, a reduced rate of 60 per cent of the normal rate shall be payable.

- 13.95 In order to be eligible for an advance of Travel Allowance when on duty travel, an officer shall leave his/her normal work location and travel away from the urban centre where he/she is located to another urban centre.
- 13.96 An officer who travels to another work location on duty within the same Province, that includes travel between districts, and travel within the same district or local government area, during a normal working day, shall not be eligible to be advanced for Travel Allowance.
- 13.97 In order for a Department to make payment for accommodation allowance or charges where provided for under this General Order, an officer shall travel and stay away from his/her normal work location for a minimum of one night during which he/she will be accommodated away from normal place of residence.
- 13.98 For both in country and overseas travel and residence in urban hotels, accommodation charges, to a maximum of three star international standard are to be paid for separately over and above the value of Travel Allowance by the Department.
- 13.99 Travel Allowances for duty travel are categorised for payment under two main headings (A) *or* (B) dependent upon location and nature and standard of accommodation occupied over-night.

A. Officers Staying Overnight in Urban Centres in Hotels, Guest Houses, or Private Accommodation, Dependent Upon Standard A(1) or A(2)

A (1) In higher priced hotels, where meals are expensive by urban centre comparisons, and a higher level of Travel Allowance can be advanced. Hotel accommodation is paid for by Government Warrant.

OR:

A (2) In lower priced/budget hotels, where meals are priced in a cheaper range by urban centre comparisons, and a lower level of Travel Allowance can be advanced. Hotel accommodation is paid for by Government Warrant.

OR:

In urban guest houses or private non-commercial (own arrangements) accommodation, and a lower level of Travel Allowance can be advanced. Accommodation is paid for by the officer in cash, from an advance of K40 per night made by the Department.

B. Officers Staying Overnight in Rural Areas in a Village in a District or Local Level Government Area, Dependent Upon Standard B(1) or B(2)

B(1) In permanent accommodation, such as a guest house or private house where meals are provided by a proprietor or host. Accommodation is paid for by the Officer in cash from an advance of K30 per night made by the Department.

OR:

B(2) In temporary camp accommodation, such as a tent or bush material shelter, where no permanent accommodation is available. Meals may not be provided and no accommodation charge is made.

- 13.100 The Travel Allowance Rates under each of above categories are contained in Circular Instructions issued by Secretary, Department of Personnel Management. Departmental Heads are required to ensure that the Travel Allowance, together with appropriate advance warrant/payment for accommodation, have been properly assessed against the above categories and fit the circumstances in which the officer is to stay, under ***A(1), A(2), B(1) or B(2)***.
- 13.101 Where an officer resides in an urban hotel, the Departmental head is required to review the costs of meals available in different hotels, in order to determine the most cost efficient arrangement to approve, in the light of the higher/lower levels of Travel Allowance which may be advanced under ***A(1) or A(2)***.
- 13.102 An officer who resides in accommodation outside of an urban centre shall not claim Travel Allowance under Category ***A(1) or A(2)***. It is quite clear that an officer travelling to and residing in a rural area shall be eligible for Travel Allowance under Category ***B(1) and B(2)***.
- 13.103 All advances collected by officers under the above arrangements must be acquitted on their return in accordance with Finance Instructions and General Orders.
- 13.104 The Travel Allowances provided under this General Order are intended for short periods away from home of one or two days up to one week. The maximum continuous period during which an officer is allowed to claim advances for Travel Allowance, and/or accommodation expense under all circumstances is 21 days.
- 13.105 In the event that a Departmental Head needs to authorise claims by an officer for Travel Allowance in respect of a continuous period greater than 21 days, a request shall be made to the Secretary, Department of Personnel Management. He may authorise a lower Special Travel Allowance rate, for a longer period, dependent upon the period away from home, and the nature of the accommodation occupied.

13.106 **Travel Allowance - Overseas**

Subject to these General Orders, claims shall be made as follows:

- (a) Over-seas Travel Allowance is payable to an officer who is required to travel outside of Papua New Guinea for duty or training purposes. The allowance covers the cost of meals and incidental expenses for the period of absence. Accommodation charges, to a maximum international standard of three stars, are to be paid for separately by the Department or Administration.
- (b) The allowance shall not be paid in respect of periods longer than 21 days in duration. Therefore in respect of overseas training courses, exceeding 21 days in duration, travel allowances will be determined on an individual basis for each officer, by the Department of Personnel Management at the time approval is granted under General Order 6.
- (c) The rates of allowance in respect of each country are determined by the Secretary,

Department of Personnel Management and are notified to Departmental Heads by Circular Instruction from time to time.

MISCELLANEOUS ALLOWANCES

13.107 **Mileage Allowance**

- (a) The Mileage Allowance is payable to an officer who has prior approval from his or her Departmental Head to use a private vehicle for official duties. This does not include any mileage incurred by way of normal travel back and forward from home to the work place.
- (b) Mileage Allowances are determined by the Secretary, Department of Personnel Management from time to time. The rates are expressed in toea per kilometer dependent upon the engine size of the private vehicle, which are notified to Departmental Heads by Circular Instruction from time to time.

13.108 **Boot Allowance**

- (a) Boot Allowance in monetary form is not payable
- (b) Officers who require boots in order to undertake their normal duties, for safety reasons, for example, should claim for the issue of boots as required, using the standard General Expenses Claim Form.
- (c) Such claims shall be approved by the Departmental Head with supporting evidence as required for the purpose of complying with **Occupational Health & Safety** legislation.

13.109 **First Aid Allowance**

First Aid Allowance is payable to an officer who:

- (a) is appointed by the Departmental Head to take charge of first aid facilities in a place of work; and,
- (b) holds an approved first aid qualification.

13.110 **Uniform Allowance (Health Functions)**

Uniform Allowance at a rate determined in respective industrial agreements from time to time, is payable (except where uniforms are provided free of charge by the Government) to officers who are employed in positions covered by the following designations:

- Nurses and Senior Nurses,
- Dental Nurses,
- Physiotherapists,
- Occupational Therapists,
- Supervisors (Hospital Nursing),
- Supervisors (Infant Welfare, all grades),
- Sister Tutors,

- Superintendents (Nursing),
- Administrative Sisters, and,
- Matrons (all grades including Principal).

13.111 **Tool Allowance**

An officer who, for the purposes of performing his/her duties, provides at his/her own expense and uses his/her own kit of tools, as approved by the Departmental Head for this purpose, shall be paid an allowance.

13.112 **Instrument Allowance**

An officer who, for the purpose of performing his/her duties, provides at his/her own expense and uses survey instruments, as approved by the Departmental Head for this purpose, shall be paid an annual allowance.

13.113 **On-Call/Stand-By Allowance**

- (a) Subject to the prior approval of the Departmental Head, an officer placed on a roster as available for "on-call" duty during a period when he/she is off duty shall be paid an allowance to compensate for the inconvenience suffered.
- (b) The allowance shall be dependent upon job category and the industrial agreement applying to that category of position.

13.114 **Meal Allowance**

Meal Allowance is payable to an officer who cannot reasonably be expected to return home for a meal break in the following circumstances:

- (a) the officer is required, after completion of his/her ordinary hours of duty for the day, to perform duty after a break for a meal which occurs after completion of normal duties for the day, and is not entitled to payment for that break; or,
- (b) the officer is required, after the completion of his/her normal hours of duty for the day, to perform extra duties which involve his/her attendance without a break, up to the end of, or after, the established meal break; or,
- (c) the officer is required to perform extra duty after two o'clock in the afternoon of Saturday, following a meal break and is not entitled to payment for the meal break; or,
- (d) the officer is required to perform extra duty on a Sunday or Public Holiday extending beyond a meal break and is not entitled to payment for the break.

13.115 **Victualling Allowance**

- (a) A seaman, (master or crew) on a Government vessel is entitled to a victualling allowance whilst at sea on duty.
- (b) A Government officer travelling on duty on a Government vessel is entitled to victualling allowance whilst at sea on duty.

13.116 Clothing Allowance

- (a) The Departmental Head is responsible for approving payment of Clothing Allowance on application from an officer who is required to travel overseas outside of Papua New Guinea for the purpose of training or business.
- (b) The conditions applying to approval of the Clothing Allowance are as follows:
 - (i) **Eligibility:** The allowance may be claimed by an officer travelling on duty or undergoing training outside Papua New Guinea provided that an allowance is not already paid to a value at or above the Public Service allowance, by another authority already funding the duty travel or training.
 - (ii) **Frequency:** Clothing Allowance(s), for travel both to tropical and temperate climates, may be claimed at three yearly intervals. Each claim must be supported by a statutory declaration stating the date of any previous payment and the amount paid.
 - (iii) **Applications:** Application shall be made on a General Expense Form accompanied by a statutory declaration as indicated above.
 - (iv) **Acquittal:** All Clothing Allowances must be acquitted with receipts.

13.117 Telephone Allowance

A Departmental Head or Provincial Administrator shall pay for the installation of a telephone at a private place of residence for those eligible officers who are required to use a private telephone for the purpose of Government business. A Register shall be maintained in each Department for audit purposes.

13.118 Mining Enclave Allowance

- (a) An allowance of 10 percent of base salary is payable on a fortnightly basis through payroll to public servants, having a place of work permanently located within a 20 kilometer radius of prescribed mining centres, in remote areas.
- (b) The purpose of the allowance is to give recognition to the higher cost of goods and services in areas close to major mine developments. Determination of applicable mine sites is to be made by the Secretary, Department of Personnel Management in consultation with the Provincial Government and approval by the SCMC.
- (c) Mining areas included for payment of the Mining Enclave Allowance are as follows:
 - (i) Ok Tedi Mining at Tabubil and Kiunga, Western Province;
 - (ii) Porgera Joint Venture Mining at Porgera and Paiam Townships, Enga Province;
 - (iii) Lihir Mine at Lihir Island, New Ireland Province;
 - (iv) Tolukuma Mine, Goilala District, Central Province
- (d) The National Executive Council has determined that the Minister for Public Service shall declare new Mines for inclusion under this General Order, in accordance with

criteria determined by the Secretary, Department of Personnel Management from time to time.

Request for Higher Duties Allowance

FormSAL13.1

Employee#:

Job#:

Surname:

Other Name(s):

Department:

Length of Service:

Substantive Position Higher Duties Position	Position No	Award	Class	Step	Location

Proficiency: %

HDA Start Date:

HDA Finish Date:

Who normally holds this position?
.....

What salary does this person receive?
.....

Reason for vacancy; i.e., has the person resigned or are they on leave?
.....

Qualification of Service	Brief Description of Duties

I certify that the employee covered by this recommendation to capable of performing the duties of the proposed position as set out above and will actually be employed on these duties from the date recommended.

Recommended by Divisional Head
.....

Approved by Departmental Head
.....

Date:/...../.....

Date:/...../.....

Payroll Office Use Only
HDA Occupancy Entered: _____
Date Entered: _____
Entered By: _____

UNDER REVIEW**DESIGNATIONS, CLASSIFICATIONS**
AND SALARY GRADES**DESIGNATION & CLASSIFICATION**
OF MAJOR JOB CATEGORIES **SALARY GRADE**

Accountant Class 1	Grade 8
Accountant Class 2	Grade 10
Accountant Class 3	Grade 11
Accountant Class 4	Grade 12
Accountant Class 5	Grade 14
Accountant Grade 1	Grade 7
Accountant Grade 2	Grade 8
Accountant Grade 3	Grade 9
Accountant Grade 4	Grade 10
Airport Fireman Gr 1	Grade 3
Airport Firemen Gr 2	Grade 4
Airport Firemen Gr 3	Grade 5
Airport Fire Off Gr 1	Grade 6
Airport Fire Off Gr 2	Grade 7
Airport Fire Off Gr 3	Grade 8
Airport Fire Off Gr 4	Grade 9
Airport Fire Off Gr 5	Grade 10
Airport Fire Off Gr 6	Grade 11
Airways Op Off Gr 1	Grade 6
Airways Op Off Gr 2	Grade 7
Airways Op Off Gr 3	Grade 8
Airways Op Off Gr 4	Grade 9
Airways Op Off Gr 5	Grade 10
Airways Op Off Gr 6	Grade 11
Airways Op Off Gr 7	Grade 12
Airworthiness Surveyor	Grade 10
Airways Surveyor	Grade 12
Anaesthetic Tech Off Gr 1	Grade 7
Anaesthetic Tech Off Gr 2	Grade 8
Anaesthetic Tech Off Gr 3	Grade 9
Anthropologist Class 1	Grade 7
Anthropologist Class 2	Grade 8
Anthropologist Class 3	Grade 9

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Architect Class 1	Grade 8
Architect Class 2	Grade 10
Architech Class 3	Grade 11
Architech Class 4	Grade 12
Architech Class 5	Grade 14
Artisan Grade 1	Grade 4
Artisan Grade 2	Grade 5
Artisan (General Trades)	Grade 4
Artisan (Special Trades) (1)	Grade 5
Artisans Assistant	Grade 3
Assistant District Officer 1	Grade 8
Assistant District officer 2	Grade 9
Assistant Field Officer	Grade 4
Assistant Government Printer	Grade 10
Assistant Illustrator	Grade 3
Assistant Information Officer	Grade 3
Assistant Legislative Counsel	Grade 15
Assistant Legislative Draftsman 1	Grade 12
Assistant Legislative Draftsman 2	Grade 13
Assistant Librarian Grade 1	Grade 3
Assistant Librarian Grade 2	Grade 4
Assistant Mess Supervisor Grd. 1	Grade 3
Assistant Mess Supervisor Grd. 2	Grade 4
Assistant Patrol Officer	Grade 5
Assistant Public Service Inspector	Grade 10
Assistant Public Service Insp. (O&M)	Grade 11
Assistant Secretary (CC.10)	Grade 12
Assistant Secretary (Level 1)	Grade 13
Assistant Secretary (Level 2)	Grade 14
Assistant Secretary (Level 3)	Grade 15
Assistant Secretary (Level 4)	Grade 16
Assistant State Solicitor	Grade 16

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Assistant Superint. (Stores)	Grade 10
Assistant Supervisor	Grade 5
Assistant (Technical)	Grade 3
Audit Inspector Class 1	Grade 8
Audit Inspector Class 2	Grade 10
Audit Inspector Class 3	Grade 11
Audit Inspector Class 4	Grade 12
Audit Inspector Class 5	Grade 14
Building Inspector	Grade 8
Bus. Develop't Off'r Grd 1	Grade 4
Bus. Develop't Off'r Grd 2	Grade 6
Bus. Develop't Off'r Grd 3	Grade 8
Bus. Develop't Off'r Grd 4	Grade 9
Bus. Develop't Off'r Grd 5	Grade 10
Bus. Develop't Off'r Grd 6	Grade 11
Cartographer Grade 1	Grade 7
Cartographer Grade 2	Grade 8
Cartographer Grade 3	Grade 9
Cartographer Grade 4	Grade 10
Cartographer Class 1	Grade 9
Cartographer Class 2	Grade 10
Cartographer Class 3	Grade 11
Cartographer Class 4	Grade 12
Chief Air Traffic Controller	Grade 14
Chief Building & Security Off'r	Grade 11
Chief of Aviation Security	Grade 12
Chief Dental Officer	Grade 15
Chief Draftsman Grade 1	Grade 10
Chief Draftsman Grade 2	Grade 11
Chief Draftsman (Lic. Insp.)	Grade 12
Chief Engineer (Coastal Vessel)	Grade 10
Chief Fire Officer	Grade 18

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Chief Government Geologist	Grade 17
Chief Inspector (Finance)	Grade 15
Chief Inspector (Airways Ops.)	Grade 12
Chief Liquor Licensing Inspector	Grade 12
Chief Pharmacist	Grade 14
Chief Probation Officer	Grade 14
Chief Programmer (Comp)	Grade 12
Chief Physic. Planner	Grade 15
Chief Search & Rescue Officer	Grade 12
Chief Technical Officer Works	Grade 11
Chief Technologist (laboratory)	Grade 13
Chief Technical Officer (Comp)	Grade 13
Clerk Class 1	Grade 3
Clerk Class 2	Grade 4
Clerk Class 3	Grade 5
Clerk Class 4	Grade 6
Clerk Class 5	Grade 7
Clerk Class 6	Grade 8
Clerk Class 7	Grade 9
Clerk Class 8	Grade 10
Clerk Class 9	Grade 11
Clerk Class 10	Grade 12
Commissioner of Customs(Internal Revenue)	Grade 20
Commissioner of Taxation(Internal Revenue)	Grade 20
Community Devel. Off'r Grd 1	Grade 6
Community Devel. Off'r Grd 2	Grade 7
Community Devel. Off'r Grd 3	Grade 8
Community Devel. Off'r Grd 4	Grade 9
Community H'lth W'ker Grd 1	Grade 2
Community H'lth W'ker Grd 2	Grade 3
Community H'lth W'ker Grd 3	Grade 4

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Computer Shift Leader - NCC	Grade 9
Controller (Marine Services)	Grade 10
Cook Grade 1	Grade 3
Cook Grade 2	Grade 4
Coordinator of Works	Grade 14
Dental Orderly Grade 1	Grade 2
Dental Orderly Grade 2	Grade 3
Dental Orderly Grade 3	Grade 4
Dental Technician Grade 1	Grade 5
Dental Technician Grade 2	Grade 6
Dental Technician Grade 3	Grade 7
Dental Technician Grade 4	Grade 8
Dental Therapist Grade 1	Grade 5
Dental Therapist Grade 2	Grade 6
Dental Therapist Grade 3	Grade 7
Dental Therapist Grade 4	Grade 8
Dental Therapist Grade 5	Grade 9
Dental Officer Class 1	Grade 10
Dental Officer Class 2	Grade 11
Dental Officer Class 3	Grade 12
Dental Officer Class 4	Grade 14
Dental Officer Class 5	Grade 15
Deputy Chief Controller (Air Traffic Control)	Grade 12
Deputy Matron (PMGH)	Grade 9
Deputy Chief Insp. Mines	Grade 15
Deputy Chief Fire Officer	Grade 13
Deputy Public Prosecutor	Grade 16
Deputy Public Solicitor	Grade 16

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Deputy Registrar Lands Titles	Grade 14
Deputy Secretary, Level 3	Grade 15
Deputy Secretary, Level 4	Grade 16
Deputy Secretary, Level 5	Grade 17
Deputy Secretary, Level 6	Grade 18
Deputy Secretary, Level 7	Grade 19
Dispenser Grade 1	Grade 5
Dispenser Grade 2	Grade 6
Dispenser Grade 3	Grade 7
Dispenser Grade 4	Grade 8
Dispenser Grade 5	Grade 9
District Officer 1	Grade 10
District Officer 2	Grade 11
Drafting Assistant Grade 1	Grade 5
Drafting Assistant Grade 2	Grade 6
Draftsman Grade 1	Grade 7
Draftsman Grade 2	Grade 8
Driver (Base Grade)	Grade 3
Driving Instructor	Grade 4
Economist Class 1	Grade 9
Economist Class 2	Grade 10
Economist Class 3	Grade 11
Economist Class 4	Grade 12
Economist Class 5	Grade 14
Education Off'r Cl. 1	Grade 6
Education Off'r Cl. 2	Grade 7
Education Off'r Cl. 3	Grade 8
Education Off'r Cl. 4	Grade 9
Education Off'r Cl. 5	Grade 10
Education Off'r Cl. 6	Grade 11
Education Off'r Cl. 7	Grade 13
Education Off'r Cl. 8	Grade 14

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Engineer Class 1	Grade 8
Engineer Class 2	Grade 10
Engineer Class 3	Grade 11
Engineer Class 4	Grade 12
Engineer Class 5	Grade 14
Examiner of Airmen (RTP)	Grade 12
Examiner of Airmen	Grade 12
Executive Officer (CC8)	Grade 10
Executive Officer (CC9)	Grade 11
Executive Officer (CC10)	Grade 12
Executive Officer (Level 1)	Grade 13
Executive Officer (Level 2)	Grade 14
Extension Officer	Grade 7
Field Assistant	Grade 3
Field Worker	Grade 3
Finance Officer Grade 1	Grade 6
Finance Officer Grade 2	Grade 8
Finance Officer Grade 3	Grade 9
Fire Officer Class 1	Grade 6
Fire Officer Class 2	Grade 7
Fire Officer Class 3	Grade 8
Fire Officer Class 4	Grade 9
Fire Officer Class 5	Grade 10
Fire Officer Class 6	Grade 11
Fire Service Inspector	Grade 7
Fire Prevention Officer	Grade 7
Fireman Grade 3	Grade 5
Fireman Grade 2	Grade 4
Fireman Grade 1	Grade 3
Fireman Probationer	Grade 2
First Assistant Secretary, Level 1	Grade 13
First Assistant Secretary, Level 2	Grade 14
First Assistant Secretary, Level 3	Grade 15
First Assistant Secretary, Level 4	Grade 16
First Assistant Secretary, Level 5	Grade 17
First Assistant Secretary, Level 6	Grade 18

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Foreign Service Off'r. Cl. 1	Grade 7
Foreign Service Off'r. Cl. 2	Grade 8
Foreign Service Off'r. Cl. 3	Grade 9
Foreign Service Off'r. Cl. 4	Grade 10
Foreign Service Off'r. Cl. 5	Grade 11
Foreign Service Off'r. Cl. 6	Grade 12
Foreign Service Off'r. Cl. 7	Grade 14
Foreman Artisan Grade 1	Grade 7
Foreman Artisan Grade 2	Grade 8
Foreman Artisan Grade 3	Grade 9
Fork Lift Operator	Grade 3
Govm't Liaison Off'r. Grd. 1	Grade 6
Govm't Liaison Off'r. Grd. 2	Grade 8
Govm't Liaison Off'r. Grd. 3	Grade 9
Govm't Liaison Off'r. Grd. 4	Grade 10
Govm't Liaison Off'r. Grd. 5	Grade 11
Government Printer	Grade 14
Graduate Clerk	Grade 7
Health Ext. Off'r Grd 1	Grade 7
Health Ext. Off'r Grd 2	Grade 8
Health Ext. Off'r Grd 3	Grade 9
Health Ext. Off'r Grd 4	Grade 10
Health Ext. Off'r Grd 5	Grade 11
Health Inspector Grade 1	Grade 7
Health Inspector Grade 2	Grade 8
Health Inspector Grade 3	Grade 9
Health Inspector Grade 4	Grade 10
Health Inspector Ass't. Grd 1	Grade 2
Health Inspector Ass't. Grd 2	Grade 3
Health Inspector Ass't. Grd 3	Grade 4
Illustrating Assistant Grade 1	Grade 4
Illustrating Assistant Grade 2	Grade 5

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Illustrator Grade 1	Grade 6
Illustrator Grade 2	Grade 7
Information Officer Grade 1	Grade 6
Information Officer Grade 2	Grade 8
Information Officer Grade 3	Grade 9
Information Officer Grade 4	Grade 10
Inspector (Finance) Grade 1	Grade 8
Inspector (Finance) Grade 2	Grade 9
Inspector of Mines	Grade 11
Instructor Grade 1	Grade 7
Instructor Grade 2	Grade 8
Instructor Grade 3	Grade 9
Instructor Grade 4	Grade 10
Internal Auditor Grade 1	Grade 6
Internal Auditor Grade 2	Grade 7
Internal Liaison Officer	Grade 11
Interpreter Grade 1	Grade 3
Interpreter Grade 2	Grade 4
Interpreter-Special Translation	Grade 6
Investigation Officer Grade 1	Grade 8
Investigation Officer Grade 2	Grade 9
Investigation Officer Grade 3	Grade 10
Investigator (Air Safety)	Grade 12
Keyboard Operator in Training	Grade 2
Keyboard Operator Grade 1	Grade 3
Keyboard Operator Grade 2	Grade 4
Keyboard Operator Grade 3	Grade 5
Keyboard Operator Grade 4	Grade 6
Keyboard Operator Grade 5	Grade 7
Keyboard Operator Grade 6	Grade 8
Keyboard Operator Grade 7	Grade 9
Lecturer (Nursing)	Grade 8

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Lecturer (Nautical Trng)	Grade 10
Lecturer Class 1	Grade 8
Lecturer Class 2	Grade 9
Lecturer Class 3	Grade 11
Lecturer Class 4	Grade 12
Lecturer Class 5	Grade 14
Legal Officer class 1	Grade 9
Legal Officer Class 2	Grade 10
Legal Officer Class 3	Grade 11
Legal Officer Class 4	Grade 12
Legal Officer Class 5	Grade 15
Legislative Draftsman	Grade 15
Legislative Research Spec. Gr.1	Grade 8
Legislative Research Spec. Gr.2	Grade 9
Legislative Research Spec. Gr.3	Grade 10
Librarian Grade 1	Grade 6
Librarian Grade 2	Grade 7
Librarian Grade 3	Grade 8
Librarian Grade 4	Grade 9
Librarian Grade 5	Grade 10
Licensed Inspector Grade 1	Grade 5
Licensed Inspector Grade 2	Grade 7
Licensed Inspector grade 3	Grade 8
Local Government Assist. Gr.1	Grade 4
Local Government Assist. Gr.2	Grade 5
Maintenance Inspector	Grade 7
Malaria Erad. Asst. Grade 1	Grade 2
Malaria Erad. Asst. Grade 2	Grade 3
Malaria Erad. Asst. Grade 3	Grade 4
Malaria Erad. Off'r. Grade 1	Grade 5
Malaria Erad. Off'r. Grade 2	Grade 6
Malaria Erad. Off'r. Grade 3	Grade 7
Malaria Erad. Off'r. Grade 4	Grade 8

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**
SALARY GRADE

Manager M I S	Grade 17
Manager Operations MIS	Grade 15
Manager Data Base	Grade 15
Manager Development	Grade 15
Marine Officer Class 5	Grade 14
Marine Officer Class 4	Grade 12
Marine Officer Class 3	Grade 11
Marine Officer Class 2	Grade 10
Marine Officer Class 1	Grade 8
Matron Grade 3	Grade 9
Matron Grade 4	Grade 10
Matron (PMGH)	Grade 12
Mechanical Instructor	Grade 7
Medical Elect Tech Off'r	Grade 9
Medical Lab. Assist Grade 1	Grade 3
Medical Lab. Assist Grade 2	Grade 4
Medical Lab. Assist Grade 3	Grade 5
Medical Lab. Tech'n. Grade 1	Grade 5
Medical Lab. Tech'n. Grade 2	Grade 6
Medical Lab. Tech'n. Grade 3	Grade 7
Medical Lab. Tech'n. Grade 4	Grade 8
Medical Lab. Tech'n. Grade 5	Grade 9
Medical Technologist Class 1	Grade 8
Medical Technologist Class 2	Grade 10
Medical Technologist Class 3	Grade 11
Medical Technologist Class 4	Grade 12
Medical Officer Class 1	Grade 10
Medical Officer Class 2	Grade 11
Medical Officer Class 3	Grade 12
Medical Officer Class 4 (SMO)	Grade 14
Medical Officer Class 5 (SSMO1)	Grade 15
Mess Supervisor Grade 1	Grade 4
Mess Supervisor Grade 2	Grade 5
Mess Supervisor Grade 3	Grade 6
Mess Supervisor Grade 4	Grade 7

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Meteorologist Class 1	Grade 8
Meteorologist Class 2	Grade 10
Meteorologist Class 3	Grade 11
Meteorologist Class 4	Grade 12
Meteorologist Class 5	Grade 14
Meteorologist Obsv. Grade 1	Grade 5
Meteorologist Obsv. Grade 2	Grade 6
Meteorologist Obsv. Grade 3	Grade 7
Meteorologist Obsv. Grade 4	Grade 8
Mining Engineer	Grade 12
Mining Warden	Grade 10
Nursing Officer Grade 1	Grade 5
Nursing Officer Grade 2	Grade 6
Nursing Officer Grade 3	Grade 7
Nursing Officer Grade 4	Grade 8
Nursing Officer Grade 5	Grade 9
Nursing Officer Grade 6	Grade 9
Nursing Officer Grade 7	Grade 10
Nursing Officer Grade 8	Grade 11
Nurse Tutor	Grade 7
Occup Therapist Class 1	Grade 8
Occup Therapist Class 2	Grade 10
OIC (Nursing Studies)	Grade 9
OIC (Outdoor Examiner)	Grade 10
Medical Orderly Grade 1	Grade 2
Medical Orderly Grade 2	Grade 3
Medical Orderly Grade 3	Grade 4
Overseer (Labour)	Grade 3
Overseer (Civil Eng. Grade 1)	Grade 5
Overseer (Civil Eng. Grade 2)	Grade 6
Patrol Officer	Grade 6
Patrolman Grade 1	Grade 2
Patrolman Grade 2	Grade 3
Patrolman Grade 3	Grade 4

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Pharmacist Class 1	Grade 9
Pharmacist Class 2	Grade 10
Pharmacist Class 3	Grade 11
Pharmacist Class 4	Grade 13
Pharmacist Class 5	Grade 14
Photographer	Grade 5
Physical Planner (Lands)	Grade 14
Physiotherapist Class 1	Grade 8
Physiotherapist Class 2	Grade 10
Planning Officer	Grade 8
Plant Records Assistant Grade 1	Grade 4
Plant Records Assistant Grade 2	Grade 5
Plant Records Officer	Grade 6
Plant Transport Officer Grade 1	Grade 6
Plant Transport Officer Grade 2	Grade 7
Plant Transport Officer Grade 3	Grade 8
Plant Transport Officer Grade 4	Grade 9
Plant Transport Officer Grade 5	Grade 10
Plant Transport Officer Grade 6	Grade 11
Plant Inspector	Grade 8
Plant Operator Grade 1	Grade 4
Plant Operator Grade 2	Grade 5
Preventive Officer Grade 1	Grade 3
Preventive Officer Grade 2	Grade 4
Preventive Officer Grade 3	Grade 5
Preventive Officer Grade 4	Grade 7
Preventive Officer Grade 5	Grade 8
Preventive Officer Grade 6	Grade 9
Principal Gov't. Liaison Off'r.	Grade 12
Principal Land Develop't. Off'r.	Grade 11
Principal Legal Officer (Provincial)	Grade 16

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**
SALARY GRADE

Principal Projects Officer	Grade 13
Principal Research Officer	Grade 14
Principal Tech. Officer Grade 1	Grade 10
Principal Tech. Officer Grade 2	Grade 11
Principal Town Planner	Grade 15
Principal Trng Officer Grade 1	Grade 10
Principal Trng Officer Grade 2	Grade 11
Printer Grade 1	Grade 5
Printer Grade 2	Grade 6
Printer Grade 3	Grade 7
Printer (Machine Comp)	Grade 6
Printing Assistant Grade 1	Grade 3
Printing Assistant Grade 2	Grade 4
Printing Overseer Grade 1	Grade 6
Printing Overseer Grade 2	Grade 8
Printing Technician	Grade 6
Probation Officer Grade 1	Grade 4
Probation Officer Grade 2	Grade 6
Probation Officer Grade 3	Grade 7
Probation Officer Grade 4	Grade 8
Probation Officer Grade 5	Grade 9
Probation Advisor	Grade 10
Programmer Grade 1	Grade 7
Programmer Grade 2	Grade 9
Programmer Grade 3	Grade 10
Projectionist Grade 1	Grade 3
Projectionist Grade 2	Grade 3
Projectionist Grade 3	Grade 4
Project Officer (CC9)	Grade 11
Project Officer (CC10)	Grade 12
Provincial Labour Officer	Grade 11

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Psychologist Class 1	Grade 8
Psychologist Class 2	Grade 9
Psychologist Class 3	Grade 10
Publication Officer Grade 1	Grade 6
Publication Officer Grade 2	Grade 8
Publication Officer Grade 3	Grade 9
Publication Officer Grade 4	Grade 10
Publication Officer Grade 5	Grade 11
Public Curator	Grade 15
Public Relations Officer	Grade 10
Quantity Surveyor Class 1	Grade 9
Quantity Surveyor Class 2	Grade 10
Quantity Surveyor Class 3	Grade 11
Quantity Surveyor Class 4	Grade 12
Quantity Surveyor Class 5	Grade 14
Radiation Therap Grade 1	Grade 7
Radiation Therap Grade 2	Grade 9
Radiation Therap Grade 3	Grade 10
Radiographer Grade 1	Grade 5
Radiographer Grade 2	Grade 6
Radiographer Grade 3	Grade 7
Radiographer Grade 4	Grade 8
Radiographer Grade 5	Grade 9
Regional Land Develop't Off'r	Grade 9
Registrar of Titles	Grade 15
Research Officer DAL Grade 1	Grade 9
Research Officer DAL Grade 2	Grade 10
Resident Dentist Year 1	Grade 9
Resident Dentist Year 2	Grade 9
Resident Medical officer Year 1	Grade 9
Resident Medical officer Year 2	Grade 9

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**
SALARY GRADE

Revenue Officer Class 1	Grade 4
Revenue Officer Class 2	Grade 5
Revenue Officer Class 3	Grade 6
Revenue Officer Class 4	Grade 7
Revenue Officer Class 5	Grade 8
Revenue Officer Class 6	Grade 9
Revenue Officer Class 7	Grade 10
Revenue Officer Class 8	Grade 11
Revenue Officer Class 9	Grade 12
Rural Develop't Ass't Grade 1	Grade 2
Rural Develop't Ass't Grade 2	Grade 3
Rural Develop't Ass't Grade 3	Grade 4
Rural Develop't Off'r Grade 1	Grade 7
Rural Develop't Off'r Grade 2	Grade 8
Rural Develop't Off'r Grade 3	Grade 9
Rural Develop't Off'r Grade 4	Grade 10
Rural Develop't Off'r Grade 5	Grade 11
Rural Develop't Tech. Grade 1	Grade 4
Rural Develop't Tech. Grade 2	Grade 6
Rural Develop't Tech. Grade 3	Grade 7
Rural Develop't Tech. Grade 4	Grade 8
Rural Develop't Tech. Grade 5	Grade 9
Rural Develop't Tech. Grade 6	Grade 10
Scientific Officer Class 1	Grade 8
Scientific Officer Class 2	Grade 10
Scientific Officer Class 3	Grade 11
Scientific Officer Class 4	Grade 12
Scientific Officer Class 5	Grade 14
Seaman Grade 1	Grade 2
Seaman Grade 2	Grade 3
Seaman Grade 3	Grade 4
Seaman Grade 4	Grade 5
Seaman Grade 5	Grade 6
Seaman Grade 6	Grade 7
Search and Rescue Officer	Grade 9
Senior Airworthiness Surveyor	Grade 11
Senior Artisan (General Trade)	Grade 6
Senior Artisan (Special Trade)	Grade 7

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Senior Computer Operator	Grade 7
Senior Draftsman	Grade 9
Senior Driver	Grade 4
Snr. Devel't Planner (Economics)	Grade 13
Snr. Devel't Planner (Social)	Grade 13
Snr. Devel't Planner (Transport)	Grade 13
Senior Examiner of Airman	Grade 14
Senior Finance Advisor (CC8)	Grade 10
Senior Finance Advisor (CC9)	Grade 11
Senior Illustrator Grade 1	Grade 7
Senior Illustrator Grade 2	Grade 8
Senior Inspector (Finance)	Grade 10
Senior Internal Auditor Grade 1	Grade 8
Senior Internal Auditor Grade 2	Grade 9
Senior Internal Auditor Grade 3	Grade 10
Senior Interpreter	Grade 9
Senior Investigation Officer	Grade 11
Senior Investigator (Air Safety)	Grade 15
Senior Land Development Officer	Grade 10
Sn.r Medical Electr Tech. Off'r	Grade 10
Senior Minerals Analyst	Grade 14
Senior Nurse (Tutor)	Grade 8
Senior Photographer	Grade 6
Senior Probation Officer	Grade 11
Senior Policy Analyst	Grade 14

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Senior Research Officer Grade 1	Grade 8
Senior Research Officer Grade 2	Grade 9
Senior Specialist Medical Off'r 1	Grade 15
Senior Specialist Medical Off'r 2	Grade 16
Senior Storeman	Grade 3
Senior Stores Supervisor Grade 1	Grade 5
Senior Stores Supervisor Grade 2	Grade 6
Senior Stores Supervisor Grade 3	Grade 6
Senior Tech. Inst. Grade 1	Grade 9
Senior Tech. Inst. Grade 2	Grade 10
Senior Tech. Inst. Grade 3	Grade 10
Senior Technical Officer Grade 1	Grade 9
Senior Technical Officer Grade 2	Grade 10
Senior Technical Officer Grade 3	Grade 11
Snr. Technical Offr. (Computing)	Grade 11
Senior Training Officer	Grade 9
Senior Tutor Sister	Grade 7
Senior Works Supervisor	Grade 10
Shipwright Surveyor Class 1	Grade 8
Shipwright Surveyor Class 2	Grade 9
Shipwright Inspector Grade 1	Grade 5
Shipwright Inspector Grade 2	Grade 6
Shipwright Inspector Grade 3	Grade 7
Social Worker Grade 1	Grade 5
Social Worker Grade 2	Grade 7
Social Worker Grade 3	Grade 9
Speech Writer	Grade 14
Special Projects Officer 1	Grade 13
Special Projects Officer 2	Grade 14
Special Projects Officer 3	Grade 15
Special Projects Officer 4	Grade 16
Staff Training Officer	Grade 9

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

State Solicitor	Grade 18
Statistician (Head)	Grade 17
Statistical Officer Grade 1	Grade 7
Statistical Officer Grade 2	Grade 8
Statistical Officer Grade 3	Grade 9
Statistician Class 1	Grade 10
Statistician Class 2	Grade 11
Statistician Class 3	Grade 12
Statistician Class 4	Grade 14
Statistician Class 5	Grade 15
Statistical Clerk Grade 1	Grade 4
Statistical Clerk Grade 2	Grade 5
Statistical Clerk Grade 3	Grade 6
Storeman	Grade 2
Stores Supervisor	Grade 4
Supt. Airworthiness Inspector	Grade 12
Supt. (Nursing Education)	Grade 11
Supt. (Road Services)	Grade 11
Supt. Flight Unit	Grade 12
Supt. (Flying Operations)	Grade 14
Superintendent (Operations)	Grade 12
Superintendent (Shipping)	Grade 14
Supervising Draftsman	Grade 10
Supervisor (Air Traffic)	Grade 12
Sup'v (Infant Welfare) Grade 2	Grade 8

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Supervisor (Services) Grade 1	Grade 3
Supervisor (Services) Grade 2	Grade 4
Supervisor (Services) Grade 3	Grade 5
Surveyor Class 1	Grade 8
Surveyor Class 2	Grade 10
Surveyor Class 3	Grade 11
Surveyor Class 4	Grade 12
Surveyor Class 5	Grade 14
Surveyor General	Grade 17
System Analyst Class 1	Grade 10
System Analyst Class 2	Grade 12
Technical Assist. Grade 1	Grade 5
Technical Assist. Grade 2	Grade 6
Technical Instructor	Grade 6
Technical Officer (Comp)	Grade 10
Technical Officer Grade 1	Grade 7
Technical Officer Grade 1 (Mechanical & Electrical.)	Grade 8
Technical Officer Grade 2	Grade 8
Town Planner Class 1	Grade 8
Town Planner Class 2	Grade 10
Town Planner Class 3	Grade 11
Town Planner Class 4	Grade 12
Town Planner Class 5	Grade 14
Traffic Officer Grade 1	Grade 6
Traffic Officer Grade 2	Grade 8
Traffic Officer Grade 3	Grade 9
Trainee (Base Grade Clerical)	Grade 1
Trainee Comp Programmer	Grade 4
Trainee Draftsman Grade 1	Grade 3
Trainee Draftsman Grade 2	Grade 4
Trainee Technical Officer	Grade 4

**DESIGNATION & CLASSIFICATION
OF MAJOR JOB CATEGORIES**

SALARY GRADE

Training Officer Grade 1	Grade 6
Training Officer Grade 2	Grade 7
Training Officer Grade 3	Grade 8
Training Officer Grade 4	Grade 9
Translator Grade 1	Grade 4
Translator Grade 2	Grade 6
Transport Assistant	Grade 5
Transport Officer Grade 1	Grade 6
Transport Officer Grade 2	Grade 7
Transport Officer Grade 3	Grade 8
Tutor (Nursing Studies)	Grade 7
Valuer Class 1	Grade 8
Valuer Class 2	Grade 10
Valuer Class 3	Grade 11
Valuer Class 4	Grade 12
Valuer General	Grade 17
Veterinary Officer Class 1	Grade 8
Veterinary Officer Class 2	Grade 10
Veterinary Officer Class 3	Grade 11
Veterinary Officer Class 4	Grade 12
Veterinary Officer Class 5	Grade 14
Works Supervisor	Grade 9
Workshop Sup'v (Mech.) Grd 1	Grade 8
Workshop Sup'v (Mech.) Grd 2	Grade 9
X-Ray Assistant Grade 1	Grade 2
X-Ray Assistant Grade 2	Grade 3
X-Ray Assistant Grade 3	Grade 4

PERFORMANCE BASED PAY GRADE STRUCTURE
HAY JOB EVALUATION POINTS RANGES

<u>PBSS</u> <u>Grade</u>	<u>Grade Hay Point Range</u>		
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
20	1,747	1,889	2,031
19	1,484	1,615	1,746
18	1,277	1,380	1,483
17	1,084	1,180	1,276
16	933	1,008	1,083
15	792	862	932
14	681	736	791
13	580	630	680
12	497	538	579
11	424	460	496
10	363	393	423
09	310	336	362
08	266	287	309
07	227	246	265
06	194	210	226
05	165	179	193
04	142	153	164
03	121	131	141
02	105	112	120
01	Below	105	

PUBLIC SERVICE PERFORMANCE BASED SALARY STRUCTURE
SALARY SCALES 2011 TO 2012

Grade	2011 Base Salary Scales					2012 Base Salary Scales					
	1	2	3	4	5	Grade	1	2	3	4	5
PS20	59,174	62,462	65,749	69,036	72,324	PS20	79,143	83,540	87,937	92,334	96,731
PS19	51,950	54,836	57,722	60,608	63,494	PS19	64,779	68,378	71,977	75,576	79,175
PS18	45,753	48,295	50,837	53,379	55,921	PS18	52,854	55,791	58,727	61,663	64,600
PS17	40,479	42,728	44,977	47,226	49,475	PS17	44,759	47,245	49,732	52,219	54,705
PS16	34,882	36,820	38,758	40,696	42,634	PS16	37,272	39,342	41,413	43,484	45,554
PS15	31,381	33,125	34,868	36,611	38,355	PS15	33,561	35,426	37,290	39,155	41,019
PS14	28,405	29,983	31,561	33,139	34,717	PS14	30,407	32,096	33,785	35,474	37,164
PS13	26,078	27,526	28,975	30,424	31,873	PS13	27,940	29,492	31,044	32,596	34,148
PS12	24,052	25,388	26,724	28,060	29,396	PS12	25,791	27,224	28,657	30,090	31,523
PS11	21,362	22,548	23,735	24,922	26,109	PS11	22,940	24,215	25,489	26,763	28,038
PS10	18,638	19,674	20,709	21,744	22,780	PS10	20,054	21,168	22,282	23,396	24,510
PS09	16,320	17,226	18,133	19,040	19,946	PS09	17,596	18,573	19,551	20,529	21,506
PS08	14,317	15,113	15,908	16,703	17,499	PS08	15,473	16,332	17,192	18,052	18,911
PS07	12,650	13,353	14,056	14,759	15,462	PS07	13,706	14,468	15,229	15,990	16,752
PS06	11,186	11,808	12,429	13,050	13,672	PS06	12,155	12,830	13,505	14,180	14,856
PS05	9,923	10,474	11,025	11,576	12,128	PS05	10,815	11,416	12,017	12,618	13,219
PS04	8,864	9,357	9,849	10,341	10,834	PS04	9,693	10,232	10,770	11,309	11,847
PS03	7,976	8,419	8,862	9,305	9,748	PS03	8,752	9,238	9,724	10,210	10,696
PS02	7,198	7,598	7,998	8,398	8,798	PS02	7,927	8,368	8,808	9,248	9,689
PS01	6,758	7,134	7,509	7,884	8,260	PS01	7,461	7,876	8,290	8,705	9,119

Note that staff in service automatically transfer from the grade and salary step held in 2011 to the same grade and salary step at the higher rate in 2012.

General Order 13
Salary & Allowances

SCHEDULE 13.3B

PUBLIC SERVICE PERFORMANCE BASED SALARY STRUCTURE
SALARY SCALES 2012 TO 2013

Grade	2012 Base Salary Scales					2013 Base Salary Scales					
	1	2	3	4	5	Grade	1	2	3	4	5
PS20	79143	83540	87,937	92334	96731	PS20	79143	83540	87,937	92334	96731
PS19	64779	68378	71,977	75576	79175	PS19	64779	68378	71,977	75576	79175
PS18	52854	55791	58,727	61663	64600	PS18	52854	55791	58,727	61663	64600
PS17	44759	47245	49,732	52219	54705	PS17	46,117	48,679	51,241	53,803	56,365
PS16	37,272	39,342	41,413	43,484	45,554	PS16	39,828	42,040	44,253	46,466	48,678
PS15	33,561	35,426	37,290	39,155	41,019	PS15	35,894	37,888	39,882	41,876	43,870
PS14	30,407	32,096	33,785	35,474	37,164	PS14	32,550	34,359	36,167	37,975	39,784
PS13	27,940	29,492	31,044	32,596	34,148	PS13	29,936	31,599	33,262	34,925	36,588
PS12	25,791	27,224	28,657	30,090	31,523	PS12	27,658	29,194	30,731	32,268	33,804
PS11	22,940	24,215	25,489	26,763	28,038	PS11	24,636	26,004	27,373	28,742	30,110
PS10	20,054	21,168	22,282	23,396	24,510	PS10	21,577	22,775	23,974	25,173	26,371
PS09	17,596	18,573	19,551	20,529	21,506	PS09	18,971	20,025	21,079	22,133	23,187
PS08	15,473	16,332	17,192	18,052	18,911	PS08	16,721	17,650	18,579	19,508	20,437
PS07	13,706	14,468	15,229	15,990	16,752	PS07	14,848	15,673	16,498	17,323	18,148
PS06	12,155	12,830	13,505	14,180	14,856	PS06	13,203	13,937	14,670	15,404	16,137
PS05	10,815	11,416	12,017	12,618	13,219	PS05	11,784	12,438	13,093	13,748	14,402
PS04	9,693	10,232	10,770	11,309	11,847	PS04	10,594	11,182	11,771	12,360	12,948
PS03	8,752	9,238	9,724	10,210	10,696	PS03	9,596	10,129	10,662	11,195	11,728
PS02	7,927	8,368	8,808	9,248	9,689	PS02	8,722	9,206	9,691	10,176	10,660
PS01	7,461	7,876	8,290	8,705	9,119	PS01	8,228	8,685	9,142	9,599	10,056

Note that staff in service automatically transfer from the grade and salary step held in 2012 to the same grade and salary step at the higher rate in 2013.

DEFINITION AND CALCULATION OF SALARIES & ALLOWANCES

The following examples are provided to enable agencies to understand the rules, to make actionable decisions and to calculate officer's salaries and allowances. The PBSS rates effective from 1st January 2012, as listed in **Schedule 13.3**, have been utilized in these calculations.

1. Salary Increase on Promotion to a Higher Grade

The rule states that on promotion an officer shall receive an increase the greater of EITHER:

- (a) an increase which brings the officer to Grade Minimum Salary; OR
- (b) an increase at least equal to the next salary increment that would have been due to the officer in his or her present grade.

Example 1: An officer occupies a position at Grade 10 and wins a position at Grade 12.

Substantive salary is 10.5: K24,510; Incremental step in Grade 10 is K1,114

Therefore, the promotional increase must not be less than the incremental step of K1,114, ie, a new salary not less than K25,624. The salary point in Grade 12 which satisfies this requirement is 12.1: K25,791, resulting in a salary increase of K1,281 or 5%.

Example 2: An officer occupies a position at Grade 16 and wins a position at Grade 17.

Substantive salary is 16.5: K45,554; Incremental step in Grade 16 is K2,071.

Therefore, the promotional increase must not be less than the incremental step of K2,071, ie a new salary not less than K 47,625. The salary point in Grade 17 which satisfies this requirement is 17.3, mid-point equal to K49,732 resulting in a salary increase of K4,178 or 9%.

2. Calculation of Higher Duties Allowance (HDA)

The rule states that HDA will be equivalent to a promotional salary increase as though the officer has been promoted to the higher grade of the position in which the acting appointment has been made.

The two promotional increases examples have been used for HDA purposes;

Example 1: An officer occupies a position at Grade 10 and is appointed in an acting capacity to a position at Grade 12.

Substantive salary step is 10.5: K24,510; and promotional salary point is 12.1: K25,791

Therefore, the HDA is equal to the difference of K25,791 minus K24,510, = K1,281

Example 2: An officer occupies a position at Grade 16 and is appointed in an acting capacity to a position at Grade 17.

Substantive salary point is 16.5: K45,554; and promotional salary point is 17.3 equal to K49,732

Therefore, the HDA is equal to the difference of K49,732 minus K45,554 = K4,178

3. Calculation of Non-Reduction Allowance (NRA)

The rule states that NRA is payable to an officer in order to maintain his salary without reduction in the event that:

- (a) the officer is transferred to another position which is graded at a level lower than his or her substantive grade; or,
- (b) the position occupied by the officer is re-graded to a lower level following a JE review, and/or reorganisation.

Example 1: An officer's substantively held position is down-graded from Grade 15 to Grade 14. The officer's actual salary shall at no time be reduced, as the addition of NRA maintains the original level of salary.

The officer's salary at salary point 15.4, K39,155 will be reduced to 14.4, K35,474

Hence the NRA will be the difference of K39,155 minus K35,474 = K3,681.

In summary, therefore, the NRA maintains salary for all purposes as follows:

New substantive salary at time of down-grading to 14.4	K35,474
Initial Non-Reduction Allowance	K 3,681
<u>Total Salary for All Purposes</u>	<u>K39,155</u>

4. Recalculation of an Established NRA Following a Salary Increases

In the event that the officer is being paid NRA, and his or her substantive salary is increased, either due to a general salary increase or an individual performance based increase, then **the NRA will be reduced by the same amount as the increase to salary**, i.e. the total salary (substantive salary + NRA) will remain at the same level as existed prior to the transfer or salary regrading.

An example showing re-calculation of Non-Reduction Allowance following a salary increase is taken from Example 1 on NRA, as follows:-

New substantive salary 14.4 at time of down-grading	K35,474
Initial Non-Reduction Allowance	K 3,681
<u>Total Salary for All Purposes</u>	<u>K39,155</u>

If during the year, the officer is then awarded one salary step performance increase to Salary

Grade & Point 14.5, at K37,164, i.e. a base salary increase of K1,690, the NRA will be reduced by the same amount, K1,690 to maintain the same level of total salary, i.e new NRA becomes K3,681 minus K1,690 = K1,991:-

New substantive salary at performance increase 14.5	K37,164
New Non-Reduction Allowance	K 1,991
<u>Total Salary for All Purposes</u>	<u>K39,155</u>

Hence **K39,155** is the same value of total salary payable prior to down-grading of the position. The process of substantive salary increases and reducing levels of NRA will continue until the officer's new substantive salary reaches the same level or exceeds his former substantive salary prior to down-grading of the job.

In the event that a salary increase results in the sum of the substantive salary plus NRA exceeding his or her previous substantive salary, at the time of transfer or down-grading, payment of the NRA shall automatically be ceased.

UNDER REVIEW
STANDARD DOMESTIC MARKET ALLOWANCES
FOR APPROVED CLASSIFICATIONS

JOB CLASSIFICATION	SALARY GRADE	ANNUAL ALLOWANCE	FORTNIGHT ALLOWANCE
Accountant Class 5	Grade 14	K3,000.00	K115.02
Accountant Class 4	Grade 12	K2,250.00	K 86.26
Accountant Class 3	Grade 11	K1,500.00	K 57.51
Accountant Class 2	Grade 10	K1,000.00	K 38.34
Accountant Class 1	Grade 8	K1,000.00	K 38.34
Architect Class 5	Grade 14	K3,000.00	K115.02
Architect Class 4	Grade 12	K2,250.00	K 86.26
Architect Class 3	Grade 11	K1,500.00	K 57.51
Architect Class 2	Grade 10	K1,500.00	K 57.51
Architect Class 1	Grade 8	K1,000.00	K 38.34
Building Inspector	Grade 8	K1,000.00	K 38.34
Foreman Artisan Gr 2	Grade 8	K1,000.00	K 38.34
Foreman Artisan Gr 1	Grade 7	K 600.00	K 23.00
Artisan Grade Gr 2	Grade 5	K 600.00	K 23.00
Artisan Grade Gr 1	Grade 4	K 600.00	K 23.00
Chief Draftsman Grade 2	Grade 11	K1,500.00	K 57.51
Chief Draftsman Grade 1	Grade 10	K1,500.00	K 57.51
Drafting Officer Grade 2	Grade 8	K1,000.00	K 38.34
Drafting Officer Grade 1	Grade 7	K1,000.00	K 38.34
Supervising Draftsman	Grade 10	K1,500.00	K 57.51
Senior Draftsman	Grade 9	K1,000.00	K 38.34
Chief Physical Planner L4	Grade 16	K3,000.00	K115.02
Physical Planner L2	Grade 14	K2,250.00	K 86.26
Dental Officer Class 5	Grade 15	K7,000.00	K268.37
Dental Officer Class 4	Grade 14	K5,000.00	K191.20
Dental Officer Class 3	Grade 12	K4,000.00	K153.35
Dental Officer Class 2	Grade 11	K3,000.00	K115.02
Dental Officer Class 1	Grade 10	K2,000.00	K 76.68
Educ. Officer Class 10	Grade 13	K1,500.00	K 57.51
Educ. Officer Class 9	Grade 11	K1,500.00	K 57.51
Engineer Class 5	Grade 14	K3,000.00	K115.02
Engineer Class 4	Grade 12	K2,250.00	K 86.26
Engineer Class 3	Grade 11	K1,500.00	K 57.51
Engineer Class 2	Grade 10	K1,500.00	K 57.51
Engineer Class 1	Grade 8	K1,000.00	K 38.34

JOB CLASSIFICATION	SALARY GRADE	ANNUAL ALLOWANCE	FORTNIGHT ALLOWANCE
Geologist Class 4	Grade 12	K2,250.00	K 86.26
Geologist Class 3	Grade 11	K1,500.00	K 57.51
Geologist Class 2	Grade 10	K1,500.00	K 57.51
Geologist Class 1	Grade 8	K1,000.00	K 38.34
Instructor (Tech) Gr 2	Grade 8	K 600.00	K 23.00
Instructor (Tech) Gr 1	Grade 7	K 600.00	K 23.00
Legal Officer Class 5	Grade 15	K3,000.00	K115.02
Legal Officer Class 4	Grade 12	K2,250.00	K 86.26
Legal Officer Class 3	Grade 11	K1,500.00	K 57.51
Legal Officer Class 2	Grade 10	K1,500.00	K 57.51
Legal Officer Class 1	Grade 9	K1,000.00	K 38.34
Lecturer Class 5	Grade 14	K1,500.00	K 57.51
Lecturer Class 4	Grade 13	K1,500.00	K 57.51
Lecturer Class 3	Grade 12	K1,000.00	K 38.34
Lecturer Class 2	Grade 10	K1,000.00	K 38.34
Lecturer Class 1	Grade 9	K1,000.00	K 38.34
Medical Technologist Class 3	Grade 11	K1,500.00	K 57.51
Medical Technologist Class 2	Grade 10	K1,500.00	K 57.51
Medical Technologist Class 1	Grade 8	K1,000.00	K 38.34
Pharmacist Class 5	Grade 14	K3,000.00	K115.02
Pharmacist Class 4	Grade 13	K2,250.00	K 86.26
Pharmacist Class 3	Grade 11	K1,500.00	K 57.51
Pharmacist Class 2	Grade 10	K1,500.00	K 57.51
Pharmacist Class 1	Grade 9	K1,500.00	K 57.51
Public Solicitor	Grade 18	K3,000.00	K115.02
Deputy Public Solicitor	Grade 16	K3,000.00	K115.02
Public Prosecutor	Grade 17	K3,000.00	K115.02
Deputy Public Prosecutor	Grade 16	K3,000.00	K115.02
State Solicitor	Grade 18	K3,000.00	K115.02
Assistant State Solicitor	Grade 16	K3,000.00	K115.02
Quantity Surveyor Class 5	Grade 14	K3,000.00	K115.02
Quantity Surveyor Class 4	Grade 12	K2,250.00	K 86.26
Quantity Surveyor Class 3	Grade 11	K1,500.00	K 57.51
Quantity Surveyor Class 2	Grade 10	K1,500.00	K 57.51
Quantity Surveyor Class 1	Grade 9	K1,500.00	K 57.51
Resident Dental Off. (2)	Grade 9	K1,500.00	K 57.51
Resident Dental Off. (1)	Grade 9	K1,500.00	K 57.51

JOB CLASSIFICATION	SALARY GRADE	ANNUAL ALLOWANCE	FORTNIGHT ALLOWANCE
Resident Med. Off.(2)	Grade 9	K1,500.00	K 57.51
Resident Med. Off.(1)	Grade 9	K1,000.00	K 38.34
Scientific Officer Class 5	Grade 14	K3,000.00	K115.02
Scientific Officer Class 4	Grade 12	K2,250.00	K 86.26
Scientific Officer Class 3	Grade 11	K2,250.00	K 86.26
Scientific Officer Class 2	Grade 10	K1,500.00	K 57.51
Scientific Officer Class 1	Grade 8	K1,000.00	K 38.34
Snr Audit Insp. Class 5	Grade 14	K3,000.00	K115.02
Snr Audit Insp. Class 4	Grade 12	K2,250.00	K 86.26
Audit Inspector Class 3	Grade 11	K1,500.00	K 57.51
Audit Inspector Class 2	Grade 10	K1,500.00	K 57.51
Audit Inspector Class 1	Grade 8	K1,000.00	K 38.34
Snr Tech. Officer Gr 3	Grade 10	K1,500.00	K 57.51
Snr Tech. Officer Gr 2	Grade 10	K1,500.00	K 57.51
Snr Tech. Officer Gr 1	Grade 9	K1,000.00	K 38.34
Technical Officer Gr 2	Grade 8	K1,000.00	K 38.34
Technical Officer Gr 1	Grade 7	K1,000.00	K 38.34
Snr Specialist Med. Off. Cl.2	Grade 16	K7,000.00	K268.37
Snr Spec. Med. Off Cl.1 (MO5)	Grade 15	K7,000.00	K268.37
Medical Officer Class 4	Grade 14	K5,000.00	K191.70
Medical Officer Class 3	Grade 12	K4,000.00	K153.35
Medical Officer Class 2	Grade 11	K3,000.00	K115.02
Medical Officer Class 1	Grade 10	K2,000.00	K 76.68
Surveyor Class 5	Grade 14	K3,000.00	K115.02
Surveyor Class 4	Grade 12	K2,250.00	K 86.26
Surveyor Class 3	Grade 11	K1,500.00	K 57.51
Surveyor Class 2	Grade 10	K1,500.00	K 57.51
Surveyor Class 1	Grade 8	K1,000.00	K 38.34
Town Planner Class 4	Grade 12	K2,250.00	K 86.26
Town Planner Class 3	Grade 11	K1,500.00	K 57.51
Town Planner Class 2	Grade 10	K1,500.00	K 57.51
Town Planner Class 1	Grade 8	K1,000.00	K 38.34
Valuer (Lands) Class 3	Grade 11	K1,500.00	K 57.51
Valuer (Lands) Class 2	Grade 10	K1,500.00	K 57.51
Valuer (Lands) Class 1	Grade 8	K1,000.00	K 38.34

JOB CLASSIFICATION	SALARY GRADE	ANNUAL ALLOWANCE	FORTNIGHT ALLOWANCE
Veterinary Officer Class 5	Grade 14	K3,000.00	K115.02
Veterinary Officer Class 4	Grade 12	K1,500.00	K 57.51
Veterinary Officer Class 3	Grade 11	K1,500.00	K 57.51
Veterinary Officer Class 2	Grade 10	K1,500.00	K 57.51
Veterinary Officer Class 1	Grade 8	K1,000.00	K 38.34
Works Supervisor Grade 2	Grade 9	K1,000.00	K 38.34
Works supervisor 1	Grade 8	K1,000.00	K 38.34
Works Supervisor (Snr)	Grade 10	K1,500.00	K 57.51
Computer Data Processing Categories			
Devel't Manager (NCC)	Grade 15	K3,000.00	K115.02
Devel't Manager (Ops)	Grade 15	K3,000.00	K115.02
Devel't Manager (Tech. Serv)	Grade 15	K3,000.00	K115.02
Data-Base Administrator	Grade 13	K2,250.00	K 86.26
Chief Technical Officer	Grade 13	K2,250.00	K 86.26
Network Co-ordinator	Grade 13	K2,250.00	K 86.26
Project Leader (NCC)	Grade 13	K2,250.00	K 86.26
Training Co-ordinator (NCC)	Grade 13	K2,250.00	K 86.26
Systems Anal. Cl.2 (Proj L'der)	Grade 14	K3,000.00	K115.02
Systems Anal. Cl.1 (Proj L'der)	Grade 13	K2,250.00	K 86.26
Comm. Network Cord.	Grade 11	K2,250.00	K 86.26
Training Officer (Comp)	Grade 10	K1,500.00	K 57.51
Programmer Grade 3	Grade 10	K2,250.00	K 86.26
Programmer Grade 2	Grade 9	K1,500.00	K 57.51
Programmer Grade 1	Grade 7	K1,000.00	K 38.34
Data Control Supervisor	Grade 12	K2,250.00	K 86.26
Operations Supervisor	Grade 12	K2,250.00	K 86.26
Senior Data Controller	Grade 10	K1,500.00	K 57.51
Data Controller	Grade 9	K1,000.00	K 38.34
Shift Leader (NCC)	Grade 10	K1,500.00	K 57.51
Senior Computer Operator	Grade 9	K1,500.00	K 57.51
Computer Operator	Grade 8	K1,000.00	K 38.34
Asst. Manager (Software)	Grade 14	K2,000.00	K 76.68
Asst. Manager (Hardware)	Grade 12	K2,250.00	K 86.26
Database Administrator	Grade 11	K1,250.00	K 47.92
Technical Writer	Grade 11	K1,500.00	K 57.51
Tech Off. Gr 3 (Comp)	Grade 12	K1,500.00	K 57.51
Tech Off. Gr 2 (Comp)	Grade 11	K1,500.00	K 57.51
Tech Off. Gr 1 (Comp)	Grade 9	K1,500.00	K 57.51
Snr Install. Supp. Officer	Grade 11	K1,500.00	K 57.51
Installation Supp. Officer	Grade 9	K1,000.00	K 38.34



Independent State of Papua New Guinea
**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO
APPROVE GENERAL ORDER NO. 13 OF 1ST JANUARY 2012**

SALARIES AND ALLOWANCES

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 13 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of **Organic Law** the **Public Services (Management) Act**, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the **Organic Law on Provincial & Local Level Governments** and the **Public Services (Management) Act 1995**, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the **Public Services (Management) Act 1995**, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

EMMA FAITELI
Executive Manager, I&ER

ISIKEL MESULAM
Director, Legal & Investigations

RAVU VERENAGI
Deputy Secretary, Policy

RAVU VAGI
Deputy Secretary, Operations

