



**OFFICE OF THE PRESIDENT
Public Service Bureau**

CIRCULAR NO. 6 of 2024

4nd July 2024

TO:

**Attorney General
Secretaries of State
Board Commissioner of Police
Chairman Constitutional
Appointments Authority
Ombudsman
Director General Seychelles Intelligence
Services
Curator**

**Chairman Electoral Commission
Chairman, Public Service Appeal
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master / Registrar, Supreme Court
Chief Executive Officers**

**COMMON SCHEME OF SERVICE
ADMINISTRATIVE CADRE**

Introduction:

Reference is made to the copy of the Administrative Cadre issued under the Circular No. 5 of 2024 on the 2nd of July 2024.

Objective:

This Circular serves to correct an anomaly in the inducement allowance rates of the Administrative Cadre.

Revision:

- **Inducement Allowance Rates:** Only the rates of the inducement allowance have been reviewed further.

Amendments on Payroll: The changes in the Inducement and Duty Allowance for the Administrative, Human Resource, and Information Technology Cadres will be automatically uploaded to payroll. Organisations will receive a copy of the changes for verification by Treasury before finalization.

Any amendments relating to the rates will need the approval of the Public Service Bureau before submitting to the Treasury. The following staff can be contacted via emails below:

- Ms. M. Fock-Yune - mfock-yune@psb.gov.sc
- Ms. F. Laurence - fadette@psb.gov.sc
- Ms. M. Domingue - mdominque@psb.gov.sc

Attached is the revised Scheme of Service for the Administrative Cadre which supersedes the one issued under the Circular No. 5 of 2024.

A handwritten signature in black ink, appearing to read 'Shella Mohideen', with a long horizontal flourish extending to the right.

Shella Mohideen (Mrs.)
CHIEF SECRETARY
PUBLIC SERVICE BUREAU