

## 18.8 SALARY ON PROMOTION

- 18.8.1 This Chapter deals with the salary to be granted to an officer when he is appointed to a position carrying higher salary scale and level of responsibility.
- 18.8.2 **Promotion** is the conferment upon a person in the Public Service of a public office to which is attached greater responsibilities and a higher salary or salary scale than that attached to the public office to which he was last substantively appointed or promoted. There are two types of promotion in the public service, namely: class-to-class promotion and grade-to-grade promotion
- **'class-to-class promotion'** means promotion to a rank which entails greater responsibilities of a **different nature** to those previously undertaken and performed.
  - **'grade-to-grade promotion'** means promotion to a higher grade in the same hierarchy which entails greater responsibilities of the **same nature** to those previously undertaken and performed.
- 18.8.3 Promotions are, in principle, marked by greater responsibilities and an increase in salary. At present, an officer, on promotion, joins the initial salary or flat salary of the higher grade or is granted three increments at the incremental point reached in the lower grade (to be read from the master salary scale) whichever is higher, provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the higher post.
- 18.8.4 The ensuing provisions for the grant of salary are applied in the following specific cases:
- (i) where recruitment to a grade, by virtue of the scheme of service or arrangement in force, is or may be done by selection both from serving officers and outside candidates in the same exercise, the serving officer draws the initial salary of the grade or receives one increment if he was drawing more than the initial.
  - (ii) where a serving officer applies for a grade in the service requiring qualifications of a completely different line than those of his grade, such as a Clerical Officer/Higher Clerical Officer applying for the grade of Engineer, the officer on appointment, joins the grade at the initial of the scale or retains the salary of his previous grade, whichever is the higher.
  - (iii) where a senior officer has been promoted directly and an officer junior to him has subsequently been promoted indirectly to the same grade i.e. after having obtained another promotion, the junior officer, in principle, is granted up to a maximum of three increments provided his salary does not exceed the salary of the officer who is senior to him and has been promoted directly to the grade before him.

- (iv) the salary of an officer, who is promoted after having benefited from the grant of long service increment, is adjusted by the grant of an aggregate of three increments, inclusive of the increment/s previously obtained for long service.

18.8.5 In the 2008 PRB Report, we have argued that the grant of an increase in salary to an officer on promotion, should not generally lead to pay adjustments for other officers and further cases of supersession should be minimised or avoided. Provisions have also been made to address cases where promotion from one source grade is made to higher grades in the same cadre but through different routes. Cases of officers who are promoted after having benefited from the grant of long service increment have also been regularised.

18.8.6 These recommendations have given satisfaction to the main stakeholders in terms of implementation and have addressed past anomalous cases. We are, therefore, maintaining the existing recommendations with a slight modification.

#### **Recommendation 1**

**18.8.7 We recommend that all promotions, in general, should be marked by an increase in salary. An officer, on promotion, should join the initial salary or flat salary of the higher grade or where the salary overlaps be granted a maximum of three increments subject to the top salary of the higher grade, whichever is higher, provided the total emoluments of the officer should not be less than the initial salary and not more than the maximum salary of the higher grade.**

**18.8.8 However, in the following specific cases the under-mentioned provisions should apply:**

- (i) where recruitment to a grade, by virtue of the scheme of service or arrangement in force, is or may be done by selection both from serving officers and outside candidates in the same exercise, the serving officer should draw the initial salary of the grade or receive one increment if he was drawing same salary point or more than the initial;**
- (ii) where a senior officer has been promoted directly and an officer junior to him has subsequently been promoted indirectly to the same grade i.e. after having obtained another promotion, the junior officer should in principle be granted up to a maximum of three increments provided his salary does not exceed the salary of the officer who is senior to him in the higher grade and has been promoted directly to the grade before him;**
- (iii) where a serving officer applies for a grade in the service requiring qualifications of a completely different line than those of his grade,**

**the officer on appointment, joins the grade at the initial of the scale or retains the salary of his previous grade, whichever is the higher; and**

- (iv) the salary of an officer, who is promoted after having benefited from the grant of long service increment, should be adjusted by the grant of an aggregate not exceeding three increments, inclusive of the increment/s previously obtained for long service.**

18.8.9 In certain grades, officers have been allowed to move by either one or two or three increments in the Master Salary Scale provided they have drawn the top salary for a year and have been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on ground of either performance or conduct. This provision has been made to ensure that the remuneration package of incumbent with relevant experience in the Public Sector is competitive. However, there is need to bring the appropriate recommendation in cases where officers, who after having benefitted from the grant of increment by virtue of movement of salary beyond the top of the salary scale, are promoted to a higher position.

## **Recommendation 2**

18.8.10 **We recommend that, subject to paragraph 18.8.8, an officer, who has drawn the top salary for a year and has been allowed to move by either one or two or three increments in the Master Salary Scale after having been consistently efficient and effective in his performance as evidenced by his Performance Appraisal Report during the preceding two years and has not been adversely reported upon ground of conduct should, on promotion, be granted a maximum of three increments inclusive of the increment/s previously obtained for movement beyond top salary, subject to the maximum salary of the higher grade**

18.8.11 **We further recommend that the Standing Committee on Remuneration under the Chairmanship of the Senior Chief Executive of the Ministry of Civil Service and Administrative Reforms and comprising representatives of the Ministry of Finance and Economic Development and the Pay Research Bureau may examine any relevant issue that may arise in the implementation of the provisions of “Salary on Promotion” and make appropriate recommendations.**

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