

# THE TREASURY

## OFFICE CIRCULAR NO. 24 OF 2016

**FROM: ACCOUNTANT-GENERAL**  
**TO : DEPUTY ACCOUNTANT GENERAL**  
**ASSISTANT ACCOUNTANT GENERAL**  
**HEADS OF SECTIONS**

### Arrangements for Replacement of Officers on Leave Responsibility Allowance/Acting Allowance

Subject to availability of funds and to prevailing Ministry of Civil Service and Administrative Reforms rules and regulations, a responsibility/acting allowance will be paid to officers designated to assume higher responsibilities during the absence of incumbents who proceed on vacation leave, prolonged sick leave or for other authorized purposes.

2. The above will apply to categories of officers listed in the table attached herewith.

3. As regards the Officer in Charge Pensions, when the latter proceeds on leave, the Pension Section will be supervised by the Assistant Manager Financial Operations presently posted in the section. In the event that the AMFO is on approved leave at the same time as the OIC Pensions, the Seniormost FO/SFO will supervise the Section, against payment of the appropriate allowance.



(C. Romooah)  
Accountant General

18 October 2016

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## Assignment of Higher Duties

### Responsibility Allowance/Acting Allowance

Status	To be replaced by
Accountant General	Deputy Accountant General
Deputy Accountant General	Seniormost Assistant Accountant General
Assistant Accountant General	Seniormost Accountant/Senior Accountant in the AAG's team
Manager Financial Operations	Assistant Manager Financial Operations
Assistant Manager Human Resource	Human Resource Executive
Assistant Manager Financial Operations (CCO & PEN)	Financial Officer/Senior Financial Officer
Assistant Manager Procurement & Supply	Procurement & Supply Officer/Senior Procurement & Supply Officer
O/C Passages	Office Management Assistant
Office Management Executive	Office Management Assistant
Ag Principal Financial Operations Officer (MV Loan Section)	Financial Officer/Senior Financial Officer
Confidential Secretary	Word Processing Operator
Treasury Voucher Room Supervisor	Treasury Voucher Room Operator
Head Office Auxiliary	Office Auxiliary / Senior Office Auxiliary