



**DEPARTMENT OF PERSONNEL MANAGEMENT
SALARIES AND CONDITIONS MONITORING COMMITTEE**

Office of the Chairperson

CIRCULAR INSTRUCTION NO. 3 OF 2022

DATE: 11 MARCH 2022

FILE: 1-4-12 (A)

**TO: ALL HEADS OF PUBLIC AUTHORITIES
ALL HEADS OF STATUTORY BODIES
ALL HEADS OF STATE AGENCIES**

SUBJECT: SCMC MEETING DATES AND SUBMISSION FORMAT

This Circular Instruction is intended for all Heads of Public Authorities and other State Agencies whose salaries and other employment conditions are subject to the *SCMC Act 1988* and determined by the Salaries and Conditions Monitoring Committee (SCMC).

Submissions to the SCMC are deliberated at two different levels – the Technical and the Proper. At the Technical level is the SCMC Secretariat comprising Deputy Secretaries of Member Departments.

Analysis of the submission is done at the Technical level and recommendations made to SCMC Proper for a decision. The SCMC Proper is chaired by Secretary DPM and consists of Secretaries of Member Departments.

2022 SCMC MEETING SCHEDULES

The 2022 SCMC meeting schedules are as follows:

SCMC Secretariat - Meeting Dates

- 1) Wednesday, 30 March 2022.
- 2) Wednesday, 11 May 2022.
- 3) Wednesday, 29 June 2022.
- 4) Wednesday, 17 August 2022.

SCMC Proper - Meeting Dates

- 1) Wednesday, 20 April 2022.
- 2) Wednesday, 08 June 2022.
- 3) Wednesday, 20 July 2022.
- 4) Wednesday, 14 September 2022.

“RISE UP, STEP UP, SPEAK UP”