

**Government of Ras Al Khaimah**

**Human Resources Department**

Date 25/1/2018

No: 144

**Circular No (2) for the year 2018  
Regarding  
Incentives and Remunerations Regulations for the year 2018**

To all governmental departments and authorities:

Greetings,

Best regards and best wishes for continuous progress and success from Human Resources Department, appreciating your efforts and continuous cooperation .In pursuant to Circular No (17) for the year 2017 regarding the financial incentives and remunerations regulation; you are requested to consider the following instructions:

1. Adherence to pay from the allocated provisions in the eligible employees' remunerations items; it is not allowed to make any decision to grant remuneration from other allocations items.
2. All remunerations shall be paid the approved budget according to payment authority with commitment to the financial allocations for each category of remuneration and the regulations referred to in the regulation.
3. No remuneration shall be granted for any work for which the employee receives allowance or remuneration, whatsoever, its kind or name in any other legislation.
4. To consider the proportional distribution of sectors, department, centers and job categories while allocating remunerations and incentives.
5. The necessity of implementing the opportunities equivalent principle in remunerations payment process.
6. Regulations of other system shall be taken into consideration in remunerations payment process.
7. The human resources unit shall review all the submitted applications, organizationally and financially in coordination with financial resources unit and to report that to the human resources committee and to recommend in regard and to report that to the general manager or his designee to approve it.
8. The General Manager can constitute a committee to be named (incentives and remunerations committee) to play this role.

**We hope everyone shall follow what has been mentioned above.**

**Thank you**

**Dr. Mohammed Abdulatif Khalifa**

**G.M**