

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Residential Telephones – New
Arrangements governing the provision of residential
telephones.**

DATE: 28th June, 1976.

Further to Public Service Ministry Circular No. 19/1971 dated 26th November, 1971, approval is given for the posts listed in Appendix I of this Circular to attract residential telephone facilities, for the time being, in terms of the following categories:-

Category "A" – The cost of rental and unlimited metered units a month

Category "B" – The cost of rental and 100 metered units a month

Category "C" – The cost of rental and 80 metered units a month

Category "D" – The cost of rental and 40 metered units a month

Category "E" – The cost of rental and 20 metered units a month

2. To cater for other cases consideration will be given for the payment of a telephone allowance at the rate of \$4.00 a month. Some posts have thus been placed in Category F in Appendix I.
3. With the introduction of the new arrangements the following procedures shall apply:-
 - (i) Responsibility for payment of Accounts.
Residential telephones installed at a Ministry's instance shall be held in the name of the Permanent Secretary of the Ministry or Head of Department concerned (in his capacity as Accounting Officer) who shall sign the contract with the Guyana Telecommunication Corporation and the responsibility for the payment of the accounts for such telephones shall be that of the Ministry/Department;
 - (ii) Overseas Calls made on Government business.
Overseas calls made on Government business shall be recorded on the Form of Trunk Call Record (General 154) prescribed in paragraph 2 of Public Service Ministry Circular No. 7/1967 ("Overseas" replaces "Trunk"). This record must be certified by the Permanent Secretary, Head of Department or other duly authorized officer not below the level of Principal Assistant Secretary/Deputy Head of Department, to enable payment of the charges to be made from public funds; if the officer does not submit his record of such calls he shall be charged for all overseas calls.
 - (iii) Private Overseas Calls.
Charges for private overseas calls and for metered units in excess of the stipulated limit fall to be met by this officer and shall be deducted from the officer's salary for the month following that in which the amount is submitted by the Guyana Telecommunication Corporation, and such sums shall be credited to the Telephone Vote of the Ministry/Department within the year in which the payment is effected or to revenue in other cases. A Register in the form set out at Appendix III shall be kept.

- (iv) Installation and Removal Expenses.
Installation and removal expenses on charge of residence at the request of the Permanent Secretary or Head of Department, or on charge of the holder of post shall be met by the Ministry/Department from public funds. Officers must be informed in writing that it is their responsibility to notify changes of residence to the Permanent Secretary/Head of Department in writing and it will then be the responsibility of the Ministry/Department to notify the Guyana Telecommunication Corporation of the changes of residence. Similarly, if an incumbent ceases to hold a post attracting a residential telephone the supervising officer shall immediately notify the Permanent Secretary/Head of Department and it will be the responsibility of the Ministry/Department to arrange for the residential telephone to be made available to his successor. Failure to notify the Permanent Secretary/Head of Department as required will render the officer or his supervisory officer, as the case may be, liable to the payment of any amounts falling due after the residence has been vacated or the officer ceases to hold a post attracting a residential telephone. The sum involved shall be deducted from the salary or other monies due to either of them automatically. The Ministry/Department shall arrange with the Guyana Telecommunication Corporation for the meter to be read on the date when the change of residence or holder of post takes effect in order that the charges may be properly allocated;
- (v) Telephone Allowances.
Should a holder of a post listed in Appendix I to this Circular already have a private telephone installed in his residency, payment of the telephone account will continue to be his responsibility and he will, on presentation of the receipted account, be reimbursed the amount up to the limit stipulated for the category in which his post falls plus any charges for certified official overseas calls.
- 4.1. If an officer, other than an officer proceeding on preretirement leave, who holds a post attracting residential telephone facilities, goes on vacation or other approved leave for a period not exceeding six (6) months, the telephone rental only will continue to be paid, or where applicable, as in paragraph 3(v), he will be paid a sum equivalent to the rental provided the premises have not been let at a rent. Charges for any metered units or overseas calls made during that period will not be accepted as a final charge to public funds. Any amounts paid to the Guyana Telecommunication Corporation by a Ministry or Department in such cases will be deducted as set out in paragraph 3(iii).
- 4.2. If it is necessary to appoint a temporary replacement, the Ministry concerned shall, notwithstanding that the post attracts this facility, apply to the Public Service Ministry for approval to provide the replacement with residential telephone facilities during the time he functions in the post attracting the facility. Where the replacement already has a private telephone the Ministry concerned may reimburse him the amount appropriate to the category of the post in which he is functioning.
5. The accounting and recording procedures set out in Appendix II shall be followed in order to control expenditure on personal overseas calls made by officers who have telephone in their residence which are connected to an office telephone or switchboard.
6. Free Facilities.
Constitutional or other posts which attract a free residential telephone or a telephone allowance as a condition of service (e.g. Judges) are exempt from the prescriptions of this Circular and the present arrangements for the payment of such accounts shall continue. This exemption will apply also to public officers and other persons who are provided with free residential telephones as part of any agreement embodying their terms of employment.
7. Requests for the inclusion of additional posts in Appendix I to this Circular, or a reclassification, shall be addressed to the Permanent Secretary, Public Service Ministry, for consideration.
8. These arrangements take effect from 1st July, 1976.

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C. E. Douglas,
Permanent Secretary.