

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Implementation of Recommendations of the  
Committee Appointed to Review Housing Policy in the  
Public Service.**

DATE: 6<sup>th</sup> July, 1977.

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Cabinet considered the Report of the Committee appointed to review housing policy in the Public Service and while noting a number of its recommendations that would be subject to further in-depth consideration, agreed to the immediate implementation of the other recommendations set out below. (Conclusion 4, CP (77) 24<sup>th</sup> Meeting (held on 14<sup>th</sup> June, 1977) refers).

A. CENTRAL HOUSING COMMITTEE

- (i) THAT there should be established a Central Committee comprising representatives of the Public Service Ministry, the Ministry of Works and Transport, the Ministry of Health, Housing and Labour, the Ministry of Economic Development and Co-operatives, the Ministry of Regional Development and representatives of the Trade Unions to undertake the co-coordinative and policy-making role in regard to housing for public servants. This Standing Committee in functioning as an advisory body to Government in regard to its policy on housing for public servants, would be expected to undertake periodic reviews of the housing policy and examine from time to time the need for provision of additional quarters in different areas of the country, as well as allocate priorities among those competing needs;
- (ii) THAT this Central committee should initiate the carrying out of a survey to determine for long-term purposes how many public servants are working in the Hinterland/Interior and rural areas and how many quarters are available so that it can be determined how many more quarters are required and what should be the priorities in fulfilling such needs in terms of their relative urgency, e.g. urban vis-à-vis those established for the villages;

B. ALLOCATION OF QUARTERS

- (iii) THAT for purposes of allocation of quarters the Hinterland/Interior areas be defined as follows:-

(a) REGION 1 – NORTH WEST DISTRICT

Including the Moruca River but excluding the Pomeroon River and the Matthews Ridge/Arakaka/Port Kaituma Complex.

(b) REGION II – ESSEQUIBO

(i) Essequibo Coast

Capoey Lake, Mainstay-Whyaka, Mashabo, St. Deny's.

(ii) Pomeroon River

Akawini, Aripiaiko, Wakapoa, Siriki, Cabacaburi, St. Monica's.

(iii) Supenaam River

Bethany.

(c) REGION III – DEMERARA

(i) Demerara River

Great Falls (Mabura), Mallali, Santa/Aratak.

(ii) Mahaica River

St. Cuthbert's.

(iv) Mahaicony River

St. Francis.

(d) REGION IV – BERBICE/CORENTYNE

(i) Canje River

Ikuruwa, Magdalenburg.

(ii) Berbice River

Hittia, Develd, Hururu, Sandhills, Kimbia, St. Lust, Wikki, Ida Sabina, Wiruni, calcuni, Ebini, Ituni.

(iii) Corentyne River

Orealla, Siparute.

(e) REGION V – MAZARUNI/POTARO

(i) Mazaruni/Potaro Administrative District

which includes the Cuyuni River with the exception of Bartica and Teperu.

(ii) Essequibo River

Saxacalli, Alique, Lower Bonasika.

(f) REGION VI – RUPUNUNI

Rupununi Administrative District.

(g) Such other areas as may be approved from time to time.

(iv) THAT Government quarters other than in Georgetown should be under the control of a Regional Housing Committee which would include representatives of the Ministries of Regional Development, Works and Transport, Health, Housing and Labour, Agriculture and representatives of the Unions; and quarters should be allocated by these Committees to employees on the basis of need, having regard to the essentiality of services to be provided, and not the status of the public servant;

- (v) THAT with regard to the allocation of quarters in Georgetown there should also be established for this purpose a Committee comprising representatives of the Public Service Ministry, the Ministry of Works and Transport, the Ministry of Health, Housing and Labour, the Public Service Commission and representatives of the Trade Unions;
- (vi) THAT as far as is feasible, Government quarters should be allocated in relation to the size of a public servant's family;
- (vii) THAT steps should be taken to reduce the existing wide disparity in terms of type of quarters that are now being allocated. While it is appreciated that for some time to come there will still be need to allocate the existing quarters in accordance with the Table in Civil Service Rule N2, the long-term objective should be to construct only Types B, C and D quarters, thereby narrowing the range in the size of quarters to be allocated and permitting greater flexibility in their allocation along the lines allocated in Recommendation (iv) above;
- (viii) THAT in light of Recommendation (iv) and notwithstanding the observation raised with respect to Recommendation (vii), the Table in Civil Service Rule N2 should be deleted;

C. REST HOUSE/REST SHELTER ACCOMMODATION – HINTERLAND/INTERIOR AREA

- (ix) THAT accommodation in the Rest House or Rest Shelter should be afforded a public servant who replaces another public servant serving in a Hinterland/Interior area who is on leave but still has his family resident in Government quarters with which he has been provided;

D. PUBLIC SERVANT PROCEEDING ON LEAVE

- (x) THAT public servants on vacation leave should not be required to vacate quarters unless it is absolutely necessary for such a course to be taken in the interest of the public service. While remaining in occupancy of quarters during vacation leave, public servants in rental quarters should be required to continue to pay rent for the quarters;
- (xi) THAT if feasible and not to the grave inconvenience of the replacement of a public servant who has vacated his quarters during vacation leave, a room to store the latter's furniture may be retained by the vacating public servant on payment of rent proportionate to the floor area of the quarters. In this event, the public servant occupying the quarters should pay rent at the proportionately reduced rate;
- (xii) THAT a public servant who is required to vacate rent-free quarters during vacation leave or leave on medical grounds should be paid an appropriate house allowance during that period; public servants who are in receipt of an allowance in lieu of quarters for which they are eligible and those in receipt of rent-aid allowances should continue to enjoy these allowances while on vacation leave, save and except contract officers proceeding on terminal leave;

E. GENERAL

- (xiii) THAT a public servant who, by virtue of an acting appointment occupies quarters but in view of the evident shortness of the period finds it imprudent to vacate his former quarters (whether rental or private) may be allowed to occupy quarters provided for him in his acting capacity free of rent for a period not exceeding six (6) months, with the prior approval of the Permanent Secretary, Public Service Ministry;
- (xiv) THAT on the death of a public servant, who is in occupation of Government quarters, his family may be permitted, on compassionate grounds, to retain occupancy, free of rent, for a period not exceeding two (2) months;
- (xv) THAT a public servant who is allocated quarters must indicate acceptance and take occupation of them within one (1) calendar month after notification of allocation. Failure to do so within the specified time and without good reason should result in the public servant being required to refund the wages of any caretaker employed over any extended period;

- (xvi) THAT a public servant must notify the competent authority through his Head of Department of his intention to vacate government quarters by giving at least one (1) month's notice. Failure to do so should result in his liability for the payment of rent for one (1) month if Government should lose rent as a result of the shortness of any notice;
- (xvii) THAT the Ministry of Works Transport should continue to be responsible for the construction, repair and proper maintenance of government quarters;
- (xviii) THAT Civil Service Rules N3 – N7, N11 – N12 and N18 should be retained and the other rules of the section deleted or modified as appropriate; Rule N9 should be modified to read 4,000 sq. ft. instead of 10,000 sq. ft.

2. Action will be taken as soon as practicable, and where necessary, to incorporate the foregoing recommendations into the Civil Service Rules as well as to reflect the required modifications in keeping with Recommendation (xviii).

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S. M. Z. Insanally,  
for Permanent Secretary.