

PUBLIC SERVICE MINISTRY

CIRCULAR NO.7/1978

REFERENCE NO. PS:17/0 V

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Grant of Leave Passage Entitlements.

DATE: 16th. March, 1978

Please refer to my circular No. 33/1977 dated 12th. July, 1977, which notified increases with effect from 1st. January, 1975, in the rates of leave passage entitlements payable to employees in the Public Service.

As you are aware, except in cases where the approval of this Ministry is obtained beforehand, the leave passage entitlements may not be used for overseas travel but should be invested in approved securities and/or used for travel to the hinterland of Guyana; subject to the conditions outlined in Secretary to the Treasury Circular No. 12/1974 dated 16th. July, 1974, and/or the relevant Civil Service Rules. In addition, it has been the standing practice in the Public Service not to grant leave passage entitlement on an individual basis, either for overseas travel or for investment, to a husband and wife who may be employed in the Service and who, by virtue of their positions, are both qualified for passages for "self and spouse" as set out at categories A and B of my circular referred to at paragraph 1 above. The practice has been for the employees to take the more favourable of the two entitlements.

Cabinet has decided that the conditions outlined above in regard to the use of leave passage entitlements by employees in the traditional Public service should also apply to all employees in other parts of the Public Sector (i.e. GUYSTAC and organizations under its control, and all who qualifies for leave passage entitlement for "self and spouse" in terms of my circular referred to above, should be granted such entitlement only on the submission by the officer of documentary evidence to show in the event that his/her spouse is elsewhere employed in the Public Sector, that the spouse has not been granted leave passage entitlement. Such evidence should be to the satisfaction of the Accountant General and the Permanent Secretary or Head of Department approving the grant of the entitlement.

Please bring this circular to the attention to all employees in your Ministries/Departments and in particular to the attention of those who work in Personnel Divisions and are responsible for processing leave matters.

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C.E DOUGLAS,
Permanent Secretary.