

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 3rd February, 1979.

SUBJECT:

Transfer/Secondment of Public Servants to Public Corporations and other Organisations.

Reproduced hereunder is the text of a semi-official letter No. PS:23/0/4^{TJ(4)} dated 10th January, 1974, which was sent to you on the above subject:-

"It has come to my attention that there may be cases where Public Servants have been released to take up appointments, temporary or otherwise – with Public Corporations or other organizations in which service has been determined to be public service for the purposes of the Pension (Consolidation) Ordinance, 1957.

I am writing to remind you, if this is indeed necessary, that the secondment or transfer, temporary or otherwise, of public servants to any of these institutions requires the prior approval of the Public Service Commission, which represents the employer, the Government of Guyana, in these matters. I should be grateful if you will ensure that this procedure is strictly observed as unauthorized releases are not only irregular but can rebound to the disadvantage of the employee".

2. Since the issue of that letter, the Public Sector has expanded considerably and this has brought about more requests from public officers for secondments and transfers. However, I have noted that in many instances such requests are made after the officers have been 'released' without proper authority or without allowing enough time for processing of the requests. This type of occurrence has been a source of general concern and I therefore wish to ask again that the procedure outlined above be adhere to in the future.

3. Please bring this circular to the attention of all employees in your Ministries/Departments and in particular those who deal with personnel matters.

A.R. Brutus,
For Permanent Secretary,
Public Service Ministry.