

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.20/1979**

**REFERENCE NO.PS:16/0/10<sup>TJ(1)</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

**Implementation of Classification Structure for Registry  
Personnel**

DATE: 12<sup>th</sup> November, 1979.

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Consequent upon the decision taken during 1977 to implement a revised classification pay structure for registry staff in the Public Service and the recent survey carried out to determine the level and number of new positions to be allocated to the various registries in Ministries/Departments, approval is now given for such positions to be allocated as shown in the attached schedule with effect from 1<sup>st</sup> January, 1980, on the Permanent Establishment (Pensionable).

2. As a result of the above allocation it will become necessary for the cessation of payment of Responsibility/Acting Allowances to persons in those registries where the survey has revealed that lower-level positions should be assigned rather than the present ones (e.g. where a position of Registry Supervisor, A14 Salary Range, has been allocated to a registry which is at present being supervised by an incumbent in receipt of an Acting Allowance at the level of Senior Clerk, A17 Salary Range, or where a position of Typist/Clerk III, A11 Salary Range, has been allocated to a Registry which at present being supervised by an incumbent at the level of Registry Supervisor, A14 Salary Range – this position is at the moment considered “Clerk III” until its formal creation, however, it should be noted that the minimum of the A14 Salary Range is \$370.39, which is the same as the commencing salary of the Clerk III on the A12 Salary Range). It will therefore be necessary for you to re-organise your registry staff in terms of your allocation so that by the 31<sup>st</sup> December, 1979 all redundant payments of Responsibility/Acting Allowance must cease.

3. It is recognized that in some cases it may not be possible for you to make the appropriate substitutions in terms of paragraph 3 or my Circular No. 22/77 dated 12<sup>th</sup> May, 1977 (e.g., there may not be a Vacant Senior Clerk position to be substituted for a new position of Senior Registry Supervisor which may have been allocated, but there may be a Vacant Clerk III position, and so on). In these special circumstances, approval will be given for a variation of the stipulated conditions of substitution when they are brought to the attention of this Ministry along with your proposals for substitution from “alternative” clerical grades where vacancies do exist. You are therefore required to take immediate steps to examine your staff vacancy position and to inform me by 19<sup>th</sup> November, 1979 how your allocation can be met so that the creation of the positions involved could be included in the estimates for 1980.

4. By a copy of this Circular the Secretary, Public Service Commission is being asked to withhold appointments to the vacant positions of Senior Clerk, Clerk III, Clerk II (General) and Typist/Clerk I/II until it is known exactly how many of these positions are needed to facilitate the implementation of this adjustment (i.e. substitution). As soon as this is ascertained you will be advised on the exact number of vacant positions required.

5. I wish to stress that the above exercise should be considered as “PRIORITY” and any delay in responding to this circular would result in a corresponding delay in the reflection of the adjustment in the 1980 Estimates.

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

C.C. Secty., P.S.C.

<u>MINISTRY/DEPARTMENT</u>	<u>Senior Registry Supervisor in substitution for Senior Clerk</u>	<u>Registry Supervisor in substitution for Clerk III</u>	<u>Typist/Clerk III in substitution for Clerk II or Typist/Clerk I/II</u>
<u>Supreme Court of Judicature</u>			(4) - Total
(a) Personnel Registry			1
(b) Magistrates' Court Registry			1
(c) Court of Appeal			1
(d) Judicial Registry			1
<u>Parliament Office</u>		(1)	- Total
<u>Audit</u>	(1)		(1) - Total
(a) Central Registry	(1)		1
<u>Ombudsman</u>			(1) - Total
<u>Public Service Commission</u>	(1)	(1)	(1) - Total
(a) Central Registry	1	1	
(b) Open Registry			1
<u>Office of the Prime Minister</u>		(2)	(1) - Total
(a) Central Registry		1	1
(b) Open Registry		1	
<u>Public Service Ministry</u>		(2)	(1) - Total
(a) Head Office		1	
(b) Training Division Registry		1	1
<u>Foreign Affairs</u>	(1)	(1)	(1) - Total
(a) Central Registry	1	1	1
<u>Attorney General</u>		(1)	(2) - Total
(a) Attorney General's Registry		1	1
(b) Deeds Registry			1
<u>Information</u>		(1)	(1) - Total
(a) Central Registry		1	
(b) Central Information Services			<u>1</u>
Sub-Total	<u>3</u>	<u>9</u>	<u>13</u>

<u>MINISTRY/DEPARTMENT</u>	<u>Senior Registry Supervisor in substitution for Senior Clerk</u>	<u>Registry Supervisor in substitution for Clerk III</u>	<u>Typist/Clerk III in substitution for Clerk II or Typist/Clerk I/II</u>
<u>Home Affairs</u>		(1)	(3) - Total
(a) General Registry		1	
(b) Police Registry			1
(c) Prisons Registry			1
(d) Registration and Elections			1
<u>Agriculture</u>	(2)	(5)	(8) - Total
(a) General Registry	1	1	2
(b) Personnel Registry		1	1
(c) Hydraulics Registry		1	1
(d) Mon Repos Registry		1	
(e) Onverwagt Registry			1
(f) Lands Registry	1	1	3
<u>Energy &amp; Natural Resources</u>		(1)	- Total
(a) Head Office Registry		1	
<u>Economic Development</u>		(1)	(2) - Total
(a) Central Registry		1	1
(b) Statistical Bureau Registry			1
<u>Regional Development</u>	(1)	(3)	(6) - Total
(a) Central Registry	1	2	1
(b) Local Gov't. Registry			1
(c) Co-operative Development Registry		1	
(d) District Offices:			
(i) New Amsterdam Registry			1
(ii) Paradise Registry			1
(iii) Vreed-en-Hoop			1
(iv) Rupununi			1
<u>Housing</u>		(3)	- Total
(a) Personnel Registry		1	
(b) T. & C.P. Registry		1	
(c) Central Registry		1	
Sub-Total	<u>6</u>	<u>23</u>	<u>32</u>

<u>MINISTRY/DEPARTMENT</u>	<u>Senior Registry Supervisor in substitution for Senior Clerk</u>	<u>Registry Supervisor in substitution for Clerk III</u>	<u>Typist/Clerk III in substitution for Clerk II or Typist/Clerk I/II</u>
<u>Works &amp; Transport (Works)</u>	(1)	(6)	(7) - Total
(a) Personnel Registry	1	1	1
(b) Accounts Registry		1	1
(c) Architects Registry			1
(d) Surveys Registry		1	
(e) Buildings Registry		1	
(f) Roads Registry		1	
(g) Central Workshop Registry			1
(h) Hydromet Registry			1
(i) Maintenance Registry		1	
(j) East Berbice Registry			1
(k) Administration			1
<u>Education</u>	(1)	(7)	(3) - Total
(a) Head Office Central Registry	1	1	1
(b) Personnel Registry		1	
(c) Teacher's Personnel Registry		1	1
(d) 68 Brickdam Registry		1	
(e) G.T.I. Registry		1	
(f) Cyril Potter Registry		1	
(g) Probation & Welfare Registry			1
(h) N.A.T.I. Registry		1	
<u>Health</u>	(1)	(2)	(2) - Total
(a) Central Registry	1	1	1
(b) Personnel Registry		1	1
<u>Finance</u>	(1)	(4)	(1) - Total
(a) Accountant General	1		
(b) Accountant General Personnel Registry		1	
(c) Accountant General General Registry		1	
(d) Typing Pool			1
(e) S.T. Registry		1	
(f) Customs Registry		1	
Sub-Total	<u>10</u>	<u>42</u>	<u>45</u>

<u>MINISTRY/DEPARTMENT</u>	<u>Senior Registry Supervisor in substitution for Senior Clerk</u>	<u>Registry Supervisor in substitution for Clerk III</u>	<u>Typist/Clerk III in substitution for Clerk II or Typist/Clerk I/II</u>
<u>Labour</u>		(1)	(1) - Total
(a) General Registry		1	
(b) Social Assistance Registry			1
<u>Trade &amp; Consumer Protection</u>		(1)	- Total
(a) Central Registry		1	
<u>Works &amp; Transport (Transport)</u>		(1)	- Total
(a) Central Registry		1	
Grand Total	<u>10</u>	<u>45</u>	<u>46</u>