

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Regional Democratic Councils – Staffing
Arrangements.**

DATE: 5th December, 1980.

In connection with the establishment of Regional Democratic Councils in the ten Regions of Guyana, steps are being taken to examine and review the existing deployment of staff of Ministries and Departments in various parts of the country.

2. This exercise is being undertaken in order to assess the implications for staffing for the new Councils and to avoid any overlapping, duplication, or confusion that might arise.
3. Every Ministry/Department is accordingly required to submit to me in duplicate immediately, copied to the Secretary to the Treasury, a list of all personnel in every category now deployed in the existing Regions, indicating against each name exactly what duties are being performed. Please also submit in duplicate, (again copying to the Secretary to the Treasury) a list of all existing vacancies for personnel in Regions indicating the duties of each post. You should also give the cost of the emoluments paid to all personnel listed, and identify the Heads and Subheads from which such emoluments are met. Similar information on costs and Heads and subheads of charge is required in respect of existing vacancies.
4. Where existing vacancies occur in Regions for administrative, clerical (including accounting and personnel staff), and similar staff, no action should be initiated to fill such vacancies until further notice. This proviso will however not apply to the filling of vacancies for professional staff.
5. Your urgent and full co-operation in supplying the required information would be greatly appreciated.

.....
J. S. M. Worrell,
Permanent Secretary (ag).