

"YEAR OF ENERGY"

PUBLIC SERVICE MINISTRY

CIRCULAR MEMORADUM.

REFERENCE NO.22/0/3II

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

**Breaches in keeping of proper records of union dues
and agency Fees received and in remitting same to
union.**

DATE: 18th May, 1981

It has been "brought to this Ministries attention that improper records are being kept in Ministries and Departments etc, in respect of deductions of Union Dues and Agency Fees. Also, in remitting Union Dues and Agency fees to the recognized Unions, both sets of monies are often lumped together and no Separate lists of the names of staff members in respect of whom deductions of Union Dues and Agency Fees are made, accompany the remittances. Further, Ministries and Departments etc are not submitting monthly returns of employees recruited to the Unions. The latter two lapses are in direct breach of Clause 5 of the Agency Shop Agreement.

2. Because of what is described above the unions are unable to differentiate between union dues and agency fees received and cannot therefore submit their annual accounts for audit. Separate accounts are required to be kept by the unions of union dues and agency fees.

3. There is immediate need to correct the existing situation and in this connection, you are required to send one or two representatives of your Ministry or Department etc, to attend a meeting at the Training Division of this Ministry on Thursday, 21st May, 1981 at 9:30 a.m. where the problems will be fully discussed and corrective action identified. It is expected that Chief Accountants and Accountants will attend the meeting. For the larger Ministries, one of the two representatives should be the P.A.S. (Finance).

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Sgd. D. Dahari.,
For Permanent Secretary,
PUBLIC SERVICE MINISTRY