

"YEAR OF ENERGY"

PUBLIC SERVICE MINISTRY

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FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Mail Delivery Procedures

DATE: 1981-06-16

It has been brought to my attention that mail which can easily be hand-delivered within a reasonable distance by an Office Assistant is being posted.

This method which is wasteful results in delay of urgent deliveries, causes embarrassment, and should cease with immediate effect.

Ministries and Departments are now requested to adhere strictly to the following procedures with regard to the delivery of mail:-

A. SORTING

All mail-must be sorted promptly to determine those that are urgent, confidential etc. Mail in the former category is to be endorsed "URGENT", "IMMEDIATE" and/or "CONFIDENTIA" by the Registry Supervisor/Dispatch Clerk who should take appropriate follow-up action.

B. ORDINARY MAIL

(i) Mail to be dispatched within a radius of 3,2 kilometers (two (2) miles) is to be delivered by the Office Assistant by hand, preferably using his bicycle, e.g. within the following boundaries of Georgetown:-

*East by Kitty Avenue/Sheriff Street

*West by Demerara River

*North by the Atlantic Ocean

*South by Middle Road, La Penitence

In other districts Permanent Secretaries/Regional Executive Officers are requested to have the boundaries within which their Office Assistants are to deliver mail by hand defined along these guidelines.

(ii) Mail to be dispatched to areas outside a radius of more than 3,2 kilometers'(two (2) miles) may be posted of dispatched by a vehicle of your Ministry proceeding in the same direction around the same dispatch-time intended, depending on urgency, confidentiality etc.

C. URGENT MAIL

- (i) Mail of an 'urgent' or 'immediate' nature must be given priority in dispatch and delivery.
- (ii) 'Confidential' mail must be given appropriate consideration.
- (iii) Where delivery targets in relation to specified time period(s) can be achieved by the use of a bicycle, mail of an urgent, immediate or confidential nature is to be delivered by the Office Assistant by this means of transport.
- (iv) In the cases where delivery targets at (iii) above cannot be met by use of bicycle or by walking, arrangements should be made for such mail to be delivered by vehicle when necessary.

D. IMMEDIATE MAIL

Immediate mail is to be treated with a very high degree of urgency and special and effective delivery arrangements, should be made by the Registry Supervisor who should take follow-up action.

Permanent Secretaries and Heads of Departments are kindly asked to ensure the immediate and effective implementation of these procedures.

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Sgd. K.S. WILLIAMS,
DEPUTY PERMANENT SECRETARY
PUBLIC SERVICE MINISTRY.