

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.23/1983

REFERENCE NO. PS: 14/1

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Annual report 1983

DATE: 1983-11-07

You are hereby requested to submit to this Ministry a draft copy of your Annual Report for 1983, by January 20, 1984, for review and discussion so as to enable the completion of reports by the required date of February 28, 1984. Once again, Ministries and Agencies are reminded to follow the guidelines set out (a copy of which is attached) and to ensure compliance with the deadlines set.

Please bring this circular to the attention of all concerned.

Thanks for your ready co-operation.

.....
J.E. Sinclair
Permanent Secretary

GUIDLLINES FOR THE PREPERATION OF ANNUAL REPORTS FOR GOVERNMENT MINISTRIES, DEPARTMENTS AND COMPETENT AUTHORITIES.

A. PURPOSE

The annual report provides us with an invaluable record for assessing our work performance in the traditional public sector, and enables us both in the context of planning and the financial management of our resources, to make sensible decisions about the directions in which our various economic and service sectors are going. This report is required by law. It is an historical record that provides a measure of accountability and a management tool for improving the work programmes of our agencies.

To present format of the Annual Report was designed and approved by the Cabinet Sub-Committee on economic matters and attempts to provide the measure of consistency both in the manner of reporting and the preparation of the document.

Permanent Secretaries should take the responsibility for directing the work in the preparation of the report, and for ensuring that the guidelines are adhered to. The Sub-Committee welcome any suggestion for changes in the format for reporting in subsequent years.

B. DOCUMENT PREPARATION

1. GENERAL

No elaborate art work is required and must not be used in the cover design or the contents of the report. Expensive binding, paper and cover stock, section dividers, photographs etc. are unnecessary and must not be used. Unnecessary complex tables should be avoided if they can be reduced to simple bar charts, histograms or graphs which can help in the interpretation of data presented. Binding must be inexpensive but secure. Care should be given to content firstly, and also to concise reporting and writing. Reports should be editorially proof perfect.

2. TYPING

Reports are to be reproduced on standard bound paper 8½×11 inches with the following margins:

| | | |
|--------|---|--------|
| Left | - | 1 inch |
| Right | - | ¾ inch |
| Top | - | 1 inch |
| Bottom | - | ¾ inch |

Typing should be single-spaced except between paragraphs, section titles and headlines, and each major section of the report should be started on a new page. Pages are to be numbered consecutively including the appendices, and page numbers are to be centered at the top of the page with the number followed by a period – example, page thirty is 30.

When reproducing Annual Reports, pages must be backed to eliminate the waste of paper.

The cover of the report must be identify the name of the agency, year of the report, and Authority for the report as follows and centered on the cover page.

Co-operative Republic of Guyana
Annual Report
Ministry of Economic Planning and Finance
Submitted Pursuant to :*

(below submitted pursuant to : Cite the appropriate legislation or authority under which the report is prepared and submitted.

3. DEADLINE AND DISTRIBUTION

Commencing in 1982, each Agency must prepare an Annual Report for 1981 and thereafter for each ensuing year by February 28, so that annual reports can be tabled in Parliament on or before April 30, as is the statutory deadline.

Annual report must be distributed as follows:

| | |
|--|----------|
| 1. Secretary, Cabinet Sub- Committee on Economic Matters | 4 Copies |
| 2. Office of the President | 1 Copy |
| 3. Office of the Prime Minister | 1 Copy |
| 4. Chief Planning officer, State Planning Secretariat | 1 Copy |
| 5. National Archives | 2 Copies |
| 6. National Library | 2 Copies |
| 7. University of Guyana Library | 2 Copies |
| 8. Senior Department Heads <u>within</u> the Agency | 1 Copy |
| 9. Public Service Ministry | 3 Copies |

4. CONTENTS OF THE ANNUAL REPORT

The following Table of Contents is to be used in preparing Annual Reports with sections appearing in the order shown and following the numbering system provided.

The numbering system is as follows:

| | |
|----------------------|-----------------------------------|
| 1.0; 2.0; 3.0; | - major sections |
| 1.1; 2.1; 3.1; | - sub sections in a major section |
| 1.1.1; 2.1.1; 3.1.1; | - sub-sub sections |

1. Table of Contents

| | |
|-----|---|
| 1.0 | Executive Summary |
| 2.0 | Mission Statement |
| 3.0 | Organisation and Management |
| 3.1 | Organizational Chart |
| 3.2 | Description of Divisions and Department |

- 4.0 Summary and Review of Current Year's Programme
 - 4.1 Division 1
 - 4.2 Division 2
 - 4.3 Division 3 etc.
- 5.0 Review of Special initiatives
- 6.0 Appendices
 - 6.1 Budgeted and Actual Recurrent Expenditure
 - 6.2 Budgeted and Actual Capital Expenditure

2. EXPLANATION OF CONTENTS

Executive Summary

This Section should be limited to four (4) Single spaced typed pages presented as a continuous narrative without section titles. The summary must present as simple and concise a manner as possible, a synopsis of the Annual Report highlighting the salient points in the report. The Executive Summary must conclude with the Signature of the Permanent Secretary, date, year, and agency at the bottom right hand corner of the last page of the summary as follows:

Sgd, H. Jones
Permanent Secretary
Ministry of Public Welfare
Georgetown

February 28,1984.

Mission Statement

A concise statement of the Mission of the Agency arising out of its policy mandate, and how the mission relates to our overall ideological and development thrust, and how it attempts to reflect and integrate the focus of other agencies to achieve global societal objectives.

Organisation and Management

Organisational Chart, Self Explanatory and a description of each Division or Department shown in the Organisational Chart, this should include the Organisational structure of the Division; Staffing; Specific objectives of the department or division (Not work Programme or targets but Objectives); and some discussion as to how the departments' or divisions work relates to and is integrate into the overall functioning of the Agency.

Summery and review of current year's programme

A detailed narrative summary (do not include log frames) of the work Programme during the year for each department or division of the Agency; a critical review of successes and failures in the work programme in relation to target achievement and an analysis of factors giving rise to such successes or failures. This analysis should include an appraisal of the impact of the Agency's activities on the sector for which it has jurisdictional (policy) responsibility.\

Review of Special Initiatives

a summary narrative of the work done in the reporting year by the agency with particular emphasis on programme of national concern such as incentives; workers' welfare ideological development, training and welfare; woman's programme and programmes for the handicapped and community development. This section can be used also to identify special projects and assignments undertaken by the Agency in the reporting year, and My highlight outstanding workers status of industrial relations etc.

Appendices

Recurrent Expenditure

Table 1, Attached

Capital Expenditure

Table 11, Attached

The appendix may also include tables, graphs and charts if references is made to them in the bed of the document and if they help to provide an understanding of the work done in the Agency or the sector. Do not pad the Appendix with unnecessary material such as pictures, letters, brochures and other routing documents.

APPENDIX 1

Budgeted and Actual Recurrent Expenditure

| Expenditure | Budgeted 1983 | Actual 1983 |
|---|------------------|----------------|
| TOTAL DIVISION | | |
| <p>EMPLOYMENT COST</p> <p>Wages and Salaries*</p> <p>Administrative and Supervisory</p> <p>Professional and Technical</p> <p>Clerical and Office Support</p> <p>Skilled Craft</p> <p>Unskilled</p> <p>Benefits and Allowances</p> <p>N.I.S</p> <p>Insurance medical and Life</p> <p>Pensions and social Assistance</p> <p>Payments</p> <p>Travel Allowance</p> <p>Duty Allowance</p> <p>Entertainment</p> <p>Uniform and Safety Gear</p> <p>Overtime</p> <p>Incentive Payments</p> <p>Other</p> | | |
| <p>OTHER CHARGES</p> <p>Transportation, Travel & communication</p> <p>Local Travel & Subsistances</p> <p>Overseas Confrences and Official Visits</p> | | |

| | | |
|---|--|--|
| Vehicle Operation & Maintenance Postage and Telephone | | |
| SERVICES Equipment rental & maintenance Commercial Printing & Duplicating Consultant Services | | |

*(Use the Occupational Categories suggested in PSM Circular)

APPENDIX 1 (Cont'd)

| Expenditure | Budgeted 1983 | Actual 1983 |
|---|------------------|----------------|
| <p>Materials, Equipment & Supplies Drugs and Medical Supplies Office materials & supplies Field materials & supplies Books, Newspaper & Journals</p> <p>Welfare Defense and National Development Grants and Scholarships Staff Training & Tuition & Adult Education Education Subventions Entertainment & Meals Fees and Expenses Contribution to International Organisations Rates & Taxes & Subventions to Local Authorities Subsidies</p> <p>Facilities Rentals & Maintenances Lease and Rentals Custodial & Security Services Janitorial & Cleaning Services Electricity Charges Maintenances of Buildings Maintenance of infrastructural</p> <p>Miscellaneous Refunds of Revenue</p> | | |

| | | |
|-----------------------------|--|--|
| Other Miscellaneous Charges | | |
|-----------------------------|--|--|

