

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 3/1985

REFERENCE NO. PS:14/1<sup>111</sup>

FROM: Permanent Secretary,  
Public Service Ministry

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

SUBJECT:

Annual Report- 1984

DATE: 1985-02-06

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You are now requested to submit your annual report for the year 1984, as per the guidelines set out, a copy of which is attached.

The deadline for the submission of the report is March 14, 1985.

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

## **Guidelines for the preparation 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. The 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.

The present format of the annual report was designed and approved by the cabinet sub- committee on Economic matters and attempts to provide measure of consistency both in the manner of reporting and presentation 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 adhere to. The Sub- Committee welcomes any suggestion for change 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 content of th report. Expensive binding, paper and cover stock, section dividers, photographers etc. are necessary and must not be use. Unnecessary complex tables should be avoided if the can be reduced to simply bar charts, histograms or graphics 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 bond paper 8 ½ × 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 headings, and each major section of the report should be started on a new page. Pages are to be numbered constructively 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 paper. The cover of the report must 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 Reports 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 within the Agency             | - 1 copy   |
| 9) Public Service Ministry                               | - 3 copies |
| 10) Auditor General                                      | - 1 copies |

(c) Contents of the Annual Report

The following table of content 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 section 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 Departments
- 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 and 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 paper 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

Organizational chart, Self explanatory and a description of each division or department shown in the Organizational chart, this should include the organizational structure of the division; staffing; specific objectives of the department or division (not work programmes or targets but objectives) And some discussion as to how the departments or divisions work relates to and is integrated into the overall functioning of the Agency.

### Summary 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 success 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 programmes of national concern such as incentives; workers' welfare, ideological development, training and welfare; women'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 may highlight outstanding workers, status of industrial relations etc.

### Appendices

Recurrent Expenditure

Table I, attached

Capital expenditure:

Table II, attached

The appendix may also include tables, graphs and charts if reference is made to them in the body 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 routine documents.

Appendix I  
Budgeted and Actual Recurrent Expenditure

Expenditure	Budgeted 1983	Actual 1983
TOTAL DIVISION		
EMPLOYMENT COST		
Wages and salaries*		
Administrative and Supervisory		
Professional and technical		
Clerical and Office support		
Skilled Craft		
unskilled		
BENEFITS AND ALLOWANCES		
N.I.S		
Insurance medical and life		
Pensions and Social Assistance		
Payments		
Travel Allowance		
Duty Allowance		
Entertainment		
Uniform and Safety Gear		
Overtime		
Incentive Payments		
Other		
OTHER CHARGES		
Transport, Travel & Communication		
Local Travel & subsistence		
Overseas Conference and Official Visits		
Vehicle Operation & Maintenance		
Postage and Telephones		
SERVICES		
Equipment Rental & Maintenance		
Commercial Printing & Duplicating		
Consultant Services		
*(use the occupational categories suggested in PSM circulars)		

Materials, equipment &supplies		
Drugs and Medical Supplies		
Office Materials Suppliers		
Field materials & Suppliers		
Books, newspapers & Journalism		
Welfare		
Defense and national development		
Grants Scholarship		
Staff Training & Tuition & Adult		
Education		
Education Subventions		
Entertainment and Meals		
Fees and Expenses		
Contributions to international organizations		
Rates and Taxes & subventions to local Authorities		
Subsides		
Facilities Rentals & Maintenance		
Lease and Rentals		
Custodial & Security Service		
Janitorial & Cleaning Services		
Electricity Charges		
Maintenance of Buildings		
Maintenance of infrastructure		
Miscellaneous		
Refund of revenue		
Other Miscellaneous charges		





