

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

**CIRCULAR NO. 10/
1985**

REFERENCE NO. PS:16/0 /4^{II}

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Absence or impending absence of Public Servants
from Guyana.

DATE: 1985-05-06

Please be reminded of the following public service Rules:

H73. “When a Public Servant due to return to duty had failed to do so, the Permanent Secretary or Head of department, as the case may be, must report the fact to the Permanent Secretary, Public Service Ministry and the Secretary, Public Service commission. A Public Servant who fails to return to duty at the proper time without justifiable excuse is liable to disciplinary Action.”

H74. “ Permanent secretary or heads of department may grant Permission to Public Servants to spend their annual leave or other short periods of leave of absence out of the country. Approval of the Permanent secretary, Public Service Ministry will, However, be necessary before Permanent Secretaries or heads of Departments can Proceed on Such Leave of Absence out of the Country.

H75. “Permanent Secretaries or Heads Of Departments must notify the Permanent Secretaries, Public Service Ministry of the name and rank of any Public Servant who is required to be absent from the country on duty whether as a member of or officer to an official delegation or otherwise. Such notification should be submitted prior to a public servant’s departure and copied to the Permanent Secretary, officer of the prime Minister and Secretary, public Service Commission.”

This is for your guidance please.

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J.E. Sinclair
Permanent Secretary