

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.3/86**

**REFERENCE NO. PS:20/1**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Principle to be applied for the payment of Acting and  
Responsibility Allowance.

DATE: 1986-01-21

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Approval is hereby given for the principle governing the payment of acting and Responsibility Allowance to be amended with effect from 1<sup>st</sup> January, 1985, as set out hereunder:-

“The employee/officer should be paid the difference between his/her substantive salary and the adjusted minimum salary of the higher position in which he/she is required to function, on 5% of the adjusted salary of the higher position (rounded up to the nearest dollar), whichever is the greater”.

Public Service Ministry Circular No. 14/1978 dated 10<sup>th</sup> April 1987, is hereby withdrawn.

Please bring the contents of this Circular to the attention of all employees concerned, particularly those in the Personnel and Accounting Units of your Ministry/ Department/Region.

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D.I.N. Grant  
For Permanent Secretary.