

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 4/1986**

**REFERENCE NO. PS: 20/2**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Increase in the Responsibility Allowance paid to  
Clerk IIs who function as Clerk III.

DATE: 1986-01-21

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Subject to what is stated at paragraph two (2) below, approval is given for the Responsibility Allowance (formerly called Duty Allowance) paid to Clerk II who function as Clerk III to be increased from thirty-two (\$32.00) dollars per month to eighty-four (\$84.00) per month with effect from 1<sup>st</sup> January, 1985, inclusive, and for those persons who were/are in receipt of twenty-four (\$24.00) dollars per month (i.e. 75% of thirty-two dollars) to be paid at the rate of sixty-three (\$63.00) per month (i.e. 75% of eighty-four dollars) with effect from 1<sup>st</sup> January, 1985, inclusive.

2. However, the total amount payable to an officer who functions as a Clerk III (i.e. the substantive salary plus the Responsibility Allowance) should not exceed the adjusted minimum salary of the Clerk III position.
3. Please bring the contents of this circular to the attention of all those concerned but particularly to those in the Personnel Units of your Ministry/Department/Region.

D.I.N. Grant  
for Permanent Secretary.