

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/1986

REFERENCE NO. PS: 16/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Procedures relating to the processing of requests for
creation of additional positions in
Ministries/Departments/Regions.

DATE: 1986-01-30

For sometime now it has been observed that Ministries/Departments/Regions have been approaching the Public Service Ministry with requests for the creation of new/additional positions on their establishments on a basis. It has been decided that this practice should cease and, to this end, the following procedures are being re-introduced and should be followed when submitting these requests. This is in order to facilitate a proper examinations:-

- (i) Each Ministry/Department/Region should establish early in the preceding year the staff establishment increases that are needed for the following year in order to effectively and efficiently carry out its work programme for that year.
- (ii) These requests should be submitted by June of the preceeding year to ensure budgetary allocation at the appropriate time, since the need for the creation of the positions will have been determined by the Public Service Ministry and approval will have been given.
- (iii) There will be occasions when requests for positions will need to be made at times other than the time of submission of the annual requests. Those will most likely arise from the launching of some previously unforeseen exercises. Such requests will naturally continue to be dealt with separately.

Consequent on the above, it is expected that all requests for establishment increases for 1987 will be forwarded to the Public Service Ministry not later than June 30th, 1986, along the lines set cut in the attachment. It is realized that the re-introduction of this system will require forward planning within your Agency to determine the type of organizational structure which will best serve your future needs.

Please bring this circular to the attention of the relevant Officers in your Ministry/Department/Region, particularly those attached to the Personnel Unit.

J.E.Sinclair
Permanent Secretary
Public Service Ministry

REQUIRED FORMAT RELATING TO REQUESTS BY MINISTRIES/DEPARTMENTS FOR INCREASES IN THEIR ESTABLISHMENT.

1. Division/Section of Ministry/Department in which position(s) is/are required.

2. Number and Designations of position(s) requested and existing and/or proposed classification(s).

3. Head(s) and Sub-Head(s) of Charge.

4. Number of existing positions in the grade(s).

5. (a) Number of vacancies in respect of existing positions and reason therefore:

(b) Action taken, if any, to fill vacant positions.

6. Detailed summary of reasons for the proposed increase(s).

7. Copy of an existing functional organisational chart of the unit in respect of which the position(s) is/are required should be submitted.

8. Copy of a proposed functional organisational chart of the unit in respect of which the position(s) is/are required reflecting the allocation of the existing position(s), as well as the additional position(s) should be submitted.

9. Where the position(s) is/are not a new class in the existing approved Public Service classification plan, the duties and responsibilities of the positions(s) should be supplied as an attachment.

10. In the case of new position(s) not previously included in the existing approved Public Service classification plan, a comprehensive Job Analysis Schedule should be supplied as an attachment.

11. Additional financial provision required in full year and whether this could be met from lapsing funds. If so state Head and Sub-Head of Charge and amount (approximate) available.

12. Other remarks (if any).
