

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR MEMO

REFERENCE NO. PS:31/0II

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Supply of Staff Performance Appraisal Report forms
for reporting on staff for the years 1985 and 1986

DATE: 1986-02-17

In order to facilitate the timely appraisal of staff members for the 1985 and 1986, there is urgent need for each Ministry, Department and Region to be in possession of the various types of staff performance appraisal report forms in sufficient numbers. Where stocks of the appraisal forms are available, the assessment of staff in respect of 1985 should be pursued without delay. The appraising of staff during the last quarter of 1986 will require the use of an appraisal form supplement (with the new rating factors) in conjunction with the appropriate (existing) appraisal form.

2. It is imperative that all the appraisal mechanisms should be in place by March 31st, 1986, so as to permit the assessment of performance for the grant of “merit increments”. This Ministry therefore considers it prudent for one order for appraisal forms reflecting the needs of the entire Public Service to be submitted to the printers. Consequently, it would be extremely helpful if each agency could assess its needs for the forms and forward such information to the Public Service Ministry on the attached format not later than 22nd March, 1986. The Public Service Ministry will in turn approach the printers. The forwarded to this Ministry at the same time.
3. Please note that the supplement to the appraisal forms is not required for appraising staff for 1985, but for 1986 and onwards. Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to ensure that the appropriate mechanisms are in place to allow for the appraisal of all staff on time. If any clarification is needed, please contact Cd. D. Dahari or A. Hing (telephone nos. 62963, 51563 and 60412) of the Personnel Division of this Ministry.
4. Please bring the contents of this Circular Memorandum to the attention of the relevant officers in your agency.

J. McCurdy
for Permanent Secretary.

REQUEST FOR SUPPLY OF STAFF
 PERFORMANCE APPRAISAL REPORT FORMS
 MINISTRY/DEPARTMENT/REGION _____

	Type of form	Amount in Stock	Requirement of appraisal forms for 1985 assessment	Requirement of appraisal forms for 1986 assessment	Unit Cost of Form	Cost for amount of each type of form required.
1	Form A1 – Senior Administrative				\$2.75	
2	Form A2 – Junior Administrative and Clerical				\$2.50	
3	Form B – Professional and Technical				\$2.75	
4	Form B (old) – for Machine and Telephone Operators, Stenographers and Typists.				\$.95	
5	Form C (old). For subordinate non-clerical staff (Office Assistants, chauffeurs, Attendants, etc)				\$.90	
6	Supplement to the abovementioned forms (with the new rating factors)				\$.66	

Total Cost

\$