

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 11/1986**

**REFERENCE NO. PS: 37/3**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Monitoring Performance of Agencies – Submission of  
Revised and Operational Work Programme for 1986.

DATE: 1986-04-19

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In keeping with the functions of the Public Service Ministry, the Management Services Division is charged with the responsibility for monitoring the performance of all Government Ministries, Departments, Agencies and Regions to ensure their effective and efficient management of Work Programme and Budgetary allocations.

2. To this end, this Ministry proposes setting up a monitoring mechanism this year in each agency in three (3) phases as follows:-
  - (a) Phase I This consists of ensuring that Revised and Operational Work Programme are in place in every Unit, Section or Division of your agency.
  - (b) Phase II this involves putting Reporting Mechanism in agencies where they do not exist.
  - (c) Phase III This deals with the institution of Management Committees in agencies where they do not exist.
3. With regard to Phase I which is to be instituted in all agencies, you are required to submit to this Ministry, not later than 10<sup>th</sup> May, 1986, your Revised Work Programme for the year 1986 in accordance with the attached format which would indicate:-
  - (a) Activity Breakdown
  - (b) Time element indicating starting and completion dates for each activity; and
  - (c) The purpose or objective of executing the total number of activities or programmes.
4. Please note that your Work Programme must be comprehensive and all embracing in nature and should include any programme you may have for:-
  - (a) Staff Development
  - (b) Management of Assets

- (c) Office accommodation (special reference to regions).
  - (d) Arrears of work.
  - (e) Improved standards of work performance.
  - (f) Cost reduction activities e.g. electricity, fuel, telephones, etc.
  - (g) Environment Programmes. (These have been submitted separately by most agencies).
5. In addition to the preparation of your Work Programme, in accordance with the prescribed format attached, each Divisional or Sectional Head in all agencies must also have a detailed breakdown of his/her programme to guide operations through out the year. You are therefore not requested to submit such details to the Ministry. Retain these in your agency for operational purposes.
  6. The institution of Phase II and III would depend on the completion of phase I in all agencies. When we have arrived at that stage, further information would be provided by this Ministry.
  7. Should you have any difficulty in preparing this Programme, please feel free to contact this Ministry for advice by telephoning 66415,68867 or 51341.
  8. Please bring this circular to the immediate attention of all Divisional and sectional Heads of your agency as a matter of great importance and urgency.

J.E. Sinclair  
Permanent Secretary  
Public Service Ministry

Cc: Head of Presidential Secretariat  
P.S., Office of the Prime Minister  
Vice Presidents  
Deputy Prime Minister - Planning and Development  
Deputy Prime Minister – Agriculture  
Ministers  
Regional Chairman



