

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR**  
**MEMORANDUM.**

**REFERENCE NO. PS:12/1/34**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**  
Five-Day Work Week

DATE: 1986-05-13

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Permanent Secretaries, Heads of Departments, Regional Executive officers and senior staff in all Ministries /Departments are requested to attend a meeting at the Sophia Auditorium on Wednesday 21<sup>st</sup> of May, 1986 at 9.00 a.m. to discuss some of the implications of the implementation of the 5-Day Work Week on 1<sup>st</sup> June 1986.

The meeting would be addressed by Senior Minister of Information and the Public Service, Cde Yvonne Harewood-Benn.

Attendance at this meeting is of extreme importance.

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J.E Sinclair  
Permanent Secretary

PUBLIC SERVICE  
NON-CONTROVERSIAL AREAS WHERE 5-DAY CAN BE APPLIED

APPENDIX I

<u>MINISTRY/DEPARTMENT</u>	<u>AREA OF OPERATION</u>
Agriculture	Office
Attorney General's chambers	-do-
Public Prosecutions	
Deeds Registry	
State Solicitor's Department	
Supreme Court	
Co-operatives	-do-
Education	-do-
Teaching Service Commission	
Government Technical Institute	
Energy and Mines	-do-
Finance	-do-
Forestry	-do-
Foreign Affairs	-do-
Housing and Environment	-do-
Health	Clinics, health Centres, Office
Home Affairs	Office
Secretariat	
Police	
Registration and Elections	
General Register Office	
Information	-do-
Inland Revenue	-do-
Manpower	-do-
National Mobilisation	-do-
Office of the Ombudsman	-do-
Office of the President	-do-
Office of the Prime Minister	-do-
Parliament Office	-do-
Public Service Ministry	-do-

Public Service Commission	-do-
Regional Development	-do-
Trade	-do-
Transport	-do-
Works	-do-
Civil Defence Commission	-do-
Dependants' Pension Fund	-do-
Plant Maintenance and Hire Division	-do-
Statistical Bureau	-do-
Customs and Excise	-do-
Region Nos. 1 – 10	-do-
State Audit Department	-do-

### OTHER PUBLIC SECTOR AGENCIES

<u>AGENCY</u>	<u>AREA OF OPERATION</u>
Construction Management Combine Limited	Office
Guyana Forestry Commission	-do-
National Dairy Development Programme	-do-
Guyana Geology and Mines Commission	-do-
Guyana Gold Board	-do-
Guyana Water Authority	-do-

COFA INSTITUTION

AGENCY

DAYS AND HOURS

Guyana Agricultural Industrial Development Bank	Monday to Thursday 8.00am – 12.00 noon 1.00pm – 4.30pm
Guyana Co-operative Insurance Service	Friday 8.00am – 12.00 noon 1.00pm – 3.30pm
Guyana National Co-operative Bank Trust Company	
Guyana Mortgage Finance Bank	
National Insurance Scheme	
Commercial Banks	Monday to Thursday 8.00am – 12.30pm
Customer Service	Friday 8.00am – 12.30pm 3.00pm – 5.00pm
Bank of Guyana	Monday to Thursday 8.00am – 12.00pm
Tellers	Friday 8.00am – 12.00 noon 2.00pm – 4.00pm
Other Business	Monday to Thursday 8.00am – 12.00pm 2.00pm – 3.30pm  Friday 9.00am – 12.00 noon 2.00pm – 4.00pm

PUBLIC SERVICE/SECTOR

AGENCIES WHICH HAVE NOT RESPONDED AS AT 1986-05-27

National Agricultural Research Institute  
MMA/ADA  
Expert Promotions Council  
New Guyana Marketing Corporation  
National Data Management Authority

Guyana Museum  
Guyana National Energy Authority  
National Library.