

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 15/1986**

**REFERENCE NO. PS: 41<sup>I</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

SUBJECT:  
Visits to Ministries/Departments/Regions by Staff of  
Public Service Ministry

DATE: 1986-06-18

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I wish to inform you that the Public Service Ministry, in keeping with its role of assisting the Heads of Agencies to manage the Public Service efficiently and effectively, has recently decided to intensify the execution of its inspectorate function as part of our 1986 Work Programme. In this regard, staff have begun visits to the Regions, Ministries and Departments to facilitate the monitoring of the implementation of policies and procedures, including those in the personnel area, formulated by this Ministry and also to discuss and give advice on problems encountered by staff attached to your organization during the performance of their duties.

2. During the visits, teams from the Public Service Ministry, i.e. Personnel and Management Services Division, will pay attention to the following areas of work, among others:-
  - (a) Mission Statements and Work Programmes.
  - (b) Organizational Structures and Authorised Staff Establishments.
  - (c) Systems and Procedures.
  - (d) Manuals and other forms of Management Aids (e.g. circulars, staff lists, registers containing date on leave, telephone facilities and traveling allowances).

Assistance will be given, where necessary, in connection with the introduction and maintenance of relevant records and the correct application of certain personnel principles (e.g. salary computations and conversions). Each organization will be consulted beforehand on the proposed visit/s by the Public Service Ministry's Staff.

3. I should be grateful if you would kindly sensitize your staff so that they may be ready to give the necessary co-operation during the visits.

J.E. Sinclair  
Permanent Secretary