

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.19/1986

REFERENCE NO. PS:20/10

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Civil Service Rules 1972 and 1976 Editions –
Amendment No. 4 – Advance to purchase protective
clothing.

DATE: 1986-08-22

The Civil Service Rules are hereby amended as follows:-

Rule L13 – Advance to purchase protective clothing

“When a Public Servant is required to work under conditions that require the frequent use of wet weather clothing, approval may be given by the Permanent Secretary, Head of Department or Regional Executive Officer for the grant of an advance of three hundred dollars (\$300.00) to the Public Servant to purchase the necessary protective clothing subject to the following conditions:-

- (i) the advance is granted at not less than three-yearly intervals;
- (ii) the advance is repayable by deductions from the employee’s salary/wage within one year, repayment being at the rate of six dollars (\$6.00) per week in the case of weekly paid Public Servants and twenty five dollars (\$25.00) per month in the case of monthly paid Public Servants;
- (iii) the advance is not granted to the Public Servants whose services are of a temporary nature or who are due to retire within one year; and
- (iv) receipts must be produced within one month from the date the Public Servant uplifts the advance and any unexpended portion of the advance must be refunded immediately.

2. Please bring this circular to the attention of your staff.

J. McCurdy
for Permanent Secretary
Public Service Ministry