

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.20/1986

REFERENCE NO. PS:20/10

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Annual issue of uniform to Office Assistants and other employees. Payment in lieu thereof.

DATE: 1986-08-22

Please refer to my circular no. 24/1983 dated 9th November, 1983, which is reproduced at the back hereof.

2. In view of the rising costs of materials, it has been decided to increase the present rate of allowance granted for the purchase of uniforms to Office Assistants and other categories of employees, who are eligible as a condition of service for such uniforms, from two hundred and fifty eight dollars (\$258.00) to five hundred dollars (\$500.00) per annum, with effect from 1st January, 1986.
3. The annual issue of uniform remain as stated in my Circular under reference. Employees should be granted the actual cost of the uniforms purchased where such cost is less than five hundred dollars (\$500.00). The limit of five hundred dollars (\$500.00) specified above should not be exceeded unless prior approval is received from the Public Service Ministry to do so, and the items of uniform which constitute the annual issue have been determined and approved by this Ministry beforehand.
4. Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to ensure that:-
 - (i) employees to whom advances are granted to purchase uniforms clear such advances promptly by submitting valid bills and receipts for the purchases made; and
 - (ii) such employees wear the uniforms when on duty.
5. Please bring the contents of this Circular to the attention of all relevant personnel in your organizations

R. Sivanand
for Permanent Secretary
Public Service Ministry

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.24/1983

REFERENCE NO. PS:20/10 II

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Uniforms for Office Assistants

Payment in lieu of uniform.

DATE: 1983-11-09

Further to my circular no. 9/1978 dated 8th April, 1978, approval is given for the annual issue of uniforms to Office Assistants to continue to be as follows:-

Four (40) shirts (white)

Two (2) pairs black trousers terylene and worsted

One (1) pair black shoes.

The maximum amount to be spent on these items annual is with effect from 1st January, 1984.

2. Office Assistants are also entitled on first appointment, renewable every third year if necessary, to the issues:-

One (1) rain coat
One (1) pair long rubber boots or galoshes
3. Public servants to whom uniforms are issued must always wear their uniforms when on duty, and I should be grateful if you would ensure that this is done.
4. Where a public servant who is entitled to the issue of uniform annual is not provided with the relevant items by December, payment in lieu of uniform not issued for a particular year, may be made, limited to the actual cost of providing the uniform or either of the amounts stated hereunder whichever is less.
 - (i) in respect of 1993 - \$170.00
 - (ii) from 1984-01-01 onwards - \$258.00
5. The amount payable should be reduced by the cost of any item of uniform already issued.

Sgd. R. Sivanand
For Permanent Secretary
Public Service Ministry