

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 22/1986

REFERENCE NO. PS:37/3/3^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Maintenance of the Environment.

DATE: 1986-09-10

Despite repeated requests from this Ministry and also from the Cde President and Prime Minister, it has been observed that some government building and compounds are still not maintained in an acceptable state.

2. Quite recently, the attention of this Ministry was drawn to this fact by the Cde Prime Minister in his capacity as acting President when he visited certain government departments.
3. You are by this circular reminded to brighten the interior of your offices and to ensure that repairs to office furniture are done if they need to be done. Torn and tattered flags should be replaced and the exterior of your buildings should be kept clean and tidy.
4. I hope that you have been monitoring the activities on your environment 1986 programme and that you are satisfied with the achievement of your targets.
5. Permanent Secretaries are hereby requested to take note and to personally ensure that they are satisfied with the conditions of all buildings and compounds under their control.

J. E. Sinclair
Permanent Secretary
Public Service Ministry.

“YEAR OF STANDING UP FOR GUYANA”

Public Service Ministry
164, Waterloo Street,
Georgetown
1986-01-08

Ref No. PS: 16/0/1^{TJ}

Dear Cde Permanent Secretary,

Provision for Environment Programmes 1986

In April of 1985 Cde H.D Hoyte when he was Prime minister launched a campaign in the Public service for the improvement of the physical environment of our Ministries /Departments .We do urge you to

- Do general cleaning up, paint the interior and exterior of our buildings where necessary
- Remove unserviceable articles which clutter offices and compounds
- Repair tables, desks and cupboards, re-upholster torn up seats in chairs
- Remove old posters, cards, notices etc. and replace them with new ones
- Repaint sign boards, notice boards, fences
- Clear bushes and remove broken down vehicles from compounds.

Between July and September as teams from the Public Service Ministry visited various Ministries to monitor the progress of this programme we were told in some cases that because financial provision was not requested in the 1985 budget for work of this kind, the rehabilitation programme suffered.

It is now early January. Our budgets have not yet been finalised. You are hereby reminded as manager of your Ministry to make some modest provisions for brightening up your worker amenities programme in 1986.

Our visits in 1985 to some Ministries/Departments revealed that lighting in some areas needed some attention and there needed to be provision of fans, additional cupboards, chairs in the waiting areas and repairs to some chairs and tables already provided in such areas. In general more attention needed to be paid to

- The work environment of Accounts Departments
- Areas where gestetner machines are operated
- Areas housing sanitary facilities

Some locations also needed additional external dustbins. Waste paper baskets within some agencies needed changing. In very many cases, cupboards needed repairs and walls needed painting.

Please be reminded also to make provision for the maintenance of your office equipment. Your machines will last a little longer. The Public Service Ministry is continuing the survey of the state of typewriters and Gestetner machines in our Ministries, with a view to organizing for improvements for the entire Public Service.

Let us continue to strive for the improvement of the physical environment of our work places. This helps to create a pleasant environment that will be conducive to improved morale and increased productivity.

An environment programme is on-going. All Ministries/Departments are therefore expected to prepare their 1986 environment programme by the end of January 1986. This must be submitted to the Public Service Ministry by Monday February 3rd. Please include in your 1986 programme what was incomplete in your 1985 programme.

Permanent Secretaries and Heads of Departments are also asked to ensure that their cleaning staff is made aware of and participate in these environment programmes. You must ensure that efforts are made to improve the standard of work of cleaners.

LET US STRIVE FOR CLEAN, ORDERLY, CHEERFUL SURROUNDINGS.

The Public Service Ministry will shortly begin again its visits to Ministries as part of its programme of physical environment improvement.

Yours co-operatively

J.E Sinclair
Permanent Secretary
Public Service Ministry