

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 23/1986

REFERENCE NO. PS:20/15/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Half yearly Travelling Returns of Mileage done by
each officer.

DATE: 1986-09-25

It has been observed that Ministries, Departments and Regions are not complying with the instructions given in my circulars no. 1 and 14 of 1969, when submitting their half yearly travelling returns. Reproduced below are relevant extracts of those circulars:-

“Circular no. 1 of 1969

2. The fixing of mileage ceilings will, with effect from 1st January, 1969, be the responsibility of Permanent Secretaries and Heads of Departments who are required to submit twice annually to this Ministry, within three weeks of 30th April and 31st October each year, a return showing the ceilings allocated to each post and the monthly mileage covered over the preceding six months by the officers holding these posts. In addition a return showing the ceilings allocated each post should be forwarded to the Accountant General and Director of Audit not later than 15th January each year”.

“Circular no. 14 of 1969

.....It has therefore been decided that the required returns should be submitted as in the attached specimen form, a separate return being provided in respect of each of scales ‘A’, ‘B’ and ‘C’

3. Please take immediate action to correct the situation by bringing this circular to the attention of the officers who are responsible for compiling and submitting the returns.

J. McCurdy
for Permanent Secretary
Public Service Ministry

RETURN OF TRAVELLING OVER SIX MONTH PERIOD ENDING -----19---

MINISTRY OF HOME AFFAIRS

DEPARTMENT OF THE PROBATION AND WELFARE SERVICE

SCALE A

POST	WHERE MILEAGE IS DONE	MILEAGE CEILING	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	REMARKS
Probation and welfare officer	West Demerara	600 miles per Mensem	450 miles	500miles	625 miles	550 miles	608 miles	575 miles	