

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.27/1986

REFERENCE NO. PS:18/0 III

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Introduction of Merit Increment Scheme in the Public Service and payment of Merit Increment in 1986 – submission of return for approval to pay.

DATE: 1986-12-12

It has come to the attention that notwithstanding what is stated at paragraph 7 of my circular no. 24/1986 dated 3rd November, 1986, the Heads of some Agencies still do not fully understand the restriction placed in relation to the percentage of the actual 1986 wage bill which could be used to make payment of merit increments in 1986. In the circumstances, it has been decided that the following should be done immediately:-

- (a) the reporting instructions outlines at paragraph II of circular no. 24/1986 dated 3rd November, 1986, should be amended by substituting the revised Appendix II overleaf for Appendix II mentioned therein;
 - (b) the revised Appendix II should be completed and submitted to the Secretary to the Treasury with copies to the Permanent Secretary, Public Service Ministry, the Accountant General and the Chief Planning Officer, State Planning Secretariat, as soon as the assessments have been completed and you are in a position to determine the total amount to be paid out as merit increments in 1986 to the workers in your respective agencies;
 - (c) No actual payment of merit increment is to be made by any Agency unless the above mentioned return is submitted and approval to pay is received from the Secretary to the Treasury.
2. I should be grateful if you will arrange for the appropriate officers in your Agencies to note the abovementioned changes and to ensure strict compliance.

R. Sivanand
for Permanent Secretary
Public Service Ministry

REVISED APPENDIX II TO PUBLIC SERVICE MINISTRY'S CIRCULAR NO. 24/1986 DATED 3RD
NOVEMBER, 1986

REPORTING – PROPOSED TOTAL INCREMENT PAYOUT 1986

MINISTRY/DEPARTMENT/REGION

| (1) Head of Expenditure | (2) Computed Wage Bill 1986 | (3) Actual Wage Bill 1986 | (4) 5% of Computes Wage Bill 1986 | (5) 5% of Actual Wage Bill 1986 | (6) Total Proposed Increment Payout |
|-------------------------------|-----------------------------------|---------------------------------|---|---------------------------------------|---|
| | | | | | Please give details as in format below. |
| | | | | | |

(Details in respect of Column 6 above)

| SIZE OF INCREMENT | NO. OF EMPLOYEES QUALIFIED FOR EACH SIZE OF INCREMENT | TOTAL COST FOR EACH SIZE OF INCREMENT |
|--------------------|--|--|
| 12% of salary/wage | | \$ |
| 10% of salary/wage | | \$ |
| 7% of salary/wage | | \$ |
| 5% of salary/wage | | \$ |
| 0% of salary/wage | | \$ |
| Total | | \$ |

Signed by:
Permanent Secretary /Head of Department/Regional Executive Officer

Dated: December, 1986.

NOTES ON PREPARATION OF STATEMENT

1. Column 1 self explanatory
2. Column 2 represents figure in column 4 of statement of appendix I
3. Column 3 represents actual wages /salaries paid from paid January to December 1986
4. Column 4 represents 5% of figure in column 2

5. Column 5 represents 5% of actual wages /salaries paid from paid January to December 1986 as shown in Column 3
6. Column 6 represents proposed increment payout for 1986

The statement must be signed by an officer not below the level of a Chief Accountant/Principal Assistant Secretary (Finance).

The original of this statement must be sent to the Secretary to the Treasury with copies to the Accountant General, Permanent Secretary, Public Service Ministry and the Chief Planning Officer, State Planning Secretariat.