

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 14/1987

REFERENCE NO. PS: 22/1/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Enforcement of deduction orders in favour of the Guyana
Public service Co-operative Credit Union Limited.

DATE: 1987/03/26

The Guyana Public Service Co-operative Credit Union Limited has drawn to the attention of this Ministry that deduction orders executed by employees in the Public Service / Sector who are members of the Credit Union, to effect deductions from their salaries in favour of that agency, have in many instances been ignored or varied by Ministries, Department, Regions and Public Sector Agencies without the prior permission of the Credit Union. On some occasions, the Credit Union became aware of the departure of an employee from the organization in which he / she was employed only when enquires were made regarding the cessation of deductions from his / her salary. In this regard, the Credit Union has emphasized that deduction orders executed by members are irrevocable and the enforcement of these orders should not cease or be varied without its permission.

2. The Credit Union has also pointed out that there have been cases where members were granted loans by falsely representing that they were still in the employment of a Ministry, Department, Region or Public Sector Agency when in fact they had already left the organization. The reason for this is that the Credit Union is not being notified when a member leaves the organization. In the light of the foregoing, you are requested to: -
 - (a) ensure that deduction orders executed by employees for deductions to be made from their salaries in favour of the Guyana Public Service Co-operative Credit Union Limited are faithfully observed and not varied except with the written permission of that body;
 - (b) include the above named Credit Union among the Agencies to be informed when an employee who is one of its members, leaves his / her organization as a result of transfer, secondment, resignation, retirement, death, dismissal or termination of services.
3. Please bring the contents of this Circular to the attention of all staff within your organization, particularly the Salaries Clerks in your Accountant Unit and staff attached to the Personnel Division / Section.

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J. McCurdy,
For Permanent Secretary,
PUBLIC SERVICE MINISTRY,

c.c. Chief Executive Officer,
Guystac.