

**“YEAR OF RESOLUTELY STAYING ON COURSE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 2/1988**

**REFERENCE NO. PS:**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

**Review of list of positions which require the individual  
use of motor cars.**

DATE: 1988-01-08

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I wish to inform you that it has become necessary to undertake a review of the list of positions in your organization which now attract payment of motor car traveling allowances as indicated in the appendix hereto. In this regard, you are asked to make a very close examination of the nature of the duties of these positions, with a view to determining whether there is still a critical need for the provision of individual vehicles (i.e. motor cars) in each case for the effective and efficient performance of duties.

2. Accordingly, I should be grateful if you would study the Appendix and indicate to me the positions which you consider to be still critically in need of individual motor cars, and those which could utilize alternative means of transport (e.g. motor cycles/auto cycles/departmental vehicles/public transport). I would also like to mention the fact that although a particular position may be ranked as critical, it should still be possible for you to sub-rank in relation to the traveling needs of the several holders who may be stationed in different areas of Guyana. For example, if the position of Agricultural Field Assistant is ranked as critical, there may still not be the need for the individual use of motor cars in all the districts/areas served by the holders of the position having regard to the availability of public or other alternative means of transport. It would therefore, be necessary to delete some of the positions of Field Assistant from the “critical” group and rank them in the alternative group depending on the area(s) served.
3. Please note that it is extremely important that you undertake the above exercise immediately and submit the data to this Ministry not later than 22<sup>nd</sup> January, 1988.

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(R. Sivanand)  
For Permanent Secretary  
Public Service Ministry.