

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

**PUBLIC SERVICE MINISTRY**

**CIRCULAR MEMORADUM**

**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: 1988-02-19

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Please refer to my Circular No. 2/1988 dated 8<sup>th</sup> January, 1988, on the above subject. Despite my earlier request for the relevant return to be submitted by 22<sup>nd</sup> January, 1988, I have noted with much concern that to date no reply has been received from three Ministries in Georgetown and the ten Administrative regions. This concern has already been communicated orally to the Permanent Secretaries of the Ministries.

2. At a meeting of Permanent Secretaries and Heads of Departments which was held on Thursday 18<sup>th</sup> February, 1988, the Acting Secretary to the Treasury, Cde H.O.Thompson, briefed those present on the latest position with respect to the question of increases in commuted traveling allowances. He also made a request that Permanent Secretaries/Heads of Departments and Regional Executive Officers should urgently further review the list of positions in their respective agencies which currently attract commuted traveling allowances (this list was sent to you under cover of my Circular No. 2/1988) and rank the positions under the following headings:-
  - (i) Desperately critical
  - (ii) Critical
  - (iii) Important
3. The response in relation this request should be submitted to the Permanent Secretary, Public Service Ministry by 26<sup>th</sup> February, 1988, the date agreed upon at the meeting after discussion with those present. Please note that it is extremely important that the responses be submitted as requested so as to facilitate further work being done by the Ministry of Finance on this matter, preparatory to a submission being made to Cabinet.
4. This memorandum therefore seeks to confirm the request made by the Acting Secretary to the Treasury, and at the same time to bring it to the attention of all those persons who were not present at the meeting. Your co-operation in attending to this matter will be appreciated.

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(R. Sivanand)  
For Permanent Secretary  
Public Service Ministry