

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 18/1988

REFERENCE NO. PS: 16/0/1^{II}

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

State Planning Commission relationship with
Government agencies

DATE: 1988-05-12

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1. It has been brought to the attention of this Ministry that there is some degree of uncertainty among some government agencies regarding the role of the State Planning Secretariat and its relationship with these agencies. This uncertainty or misunderstanding has, to some extent, been affecting the work of the Secretariat.
 2. In order to correct this uncertainty or misunderstanding and so facilitate the work of the State Planning Secretariat, it is therefore necessary that all government agencies have a clear understanding of its role and relationship with these agencies.
 3. The state Planning Secretariat is the technical and administrative arm of the State Planning Board which had been set by an Act of Parliament.
 4. The State Planning Secretariat derived its role from the State Planning Act, No. 24/1977 and embraces the following board functions:
 - (i) Advising on, stimulating, facilitating, monitoring, co-ordinating and reviewing the plans and activities of the various institutions and sectors which comprise the overall economy. The role covers the public, private and co-operative sectors of the economy.
 - (ii) Within the context of the role of advisor, stimulator and facilitator, there is the need to adopt a systems analytical approach to the working of the economy.
 - (iii) The broad guidelines which determine the general directions which the economy should pursue are to be culled from the official statements of the political directorate. It is the task of the State Planning Secretariat to help translate these statements into implementable plans with internally consistent quantifiable objectives.
 - (iv) The Planning function does not consist of detailed directives issued from the center through the State Planning Secretariat. Instead the function is one of guiding, through a consultative process, all the various sectors and sections of the economy with a coherent planning and

- implementation effort to give maximum play to individual, group, institutional, sectoral and regional entrepreneurship in keeping with our tri-sectoral realities.
- (v) In the complex task as outlined in (iv) above, the State Planning Secretariat must focus specific attention on the matter of Regional Planning.
 - (vi) In the final analysis, the overall objective which must continue to be pursued can be encompassed in nine (9) categories all of roughly equal interdependent importance.

These are:

Nutrition, Health, Education, Housing, Recreation and Culture, Utilisation of Human Resources and Productive Capacity, Income, Investment and National Security.

- 5. In order for the State Planning Secretariat to carry out its overall planning functions, it requires information from governmental and other agencies on a timely basis. The State Planning Secretariat therefore cannot exist without being fed with information. In fact, the supply of information to the Secretariat on request is mandatory on the part of all agencies and it carries certain sanctions for non-compliance as can be seen from an extract of the Act which is attached for ease of reference.
- 6. Permanent Secretaries, regional Executive Officers and Heads of Departments are therefore requested to do the following to facilitate the effective functioning of the State Planning Secretariat
 - (i) Furnish information requested on a timely basis.
 - (ii) Become familiar with the State Planning Act.
 - (iii) Bring the contents of this circular to the attention of all senior officers.
 - (iv) Establish a working relationship with the Secretariat.

J. E. Sinclair
Permanent Secretary
Public Service Ministry

EXTRACT FROM ACT NO. 24 OF 1977
STATE PLANNING COMMISSION ACT 1977

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| <ol style="list-style-type: none">1. The Commission shall be responsible for the central planning of the economy within the framework of the socialist philosophy and objectives of the Government.2. Without prejudice to the generally of subsection (1) the functions of the Commission shall be –<ol style="list-style-type: none">(a) To advise the Government on the planning of<ol style="list-style-type: none">(i) The orderly, balanced economic and social development of Guyana;(ii) The most effective, efficient and rational utilization of the human material and financial resources of Guyana in order to achieve the most rapid economic growth consistent with the continuous improvement in the standard of living, the quality of life and the general material and cultural well-being of the nation;(b) To prepare, pursuant to the directions of the Minister, such development plans for Guyana in conformity with the general policies and objectives of the Government.(c) To monitor, review and evaluate the performance of the national development plans, of the planning mechanisms, procedures methodology and strategies and the performance of the national economy;(d) To pursue such research as may be necessary to enable it to perform its functions effectively;(e) To give advice, guidance and directions to all agencies, enterprises and institutions in the public sector so as to ensure their efficient operation within the framework of the national development plans;(f) To perform such other functions relating to the planning of the development of the resources of Guyana as may be referred to it by the Minister;(g) Generally to do all things necessary to ensure the effective discharge of its functions and responsibilities. | <p>Functions of the Commission.</p> |
| <ol style="list-style-type: none">1. Subject to subsection (4) and notwithstanding anything to the contrary in any other law it shall be lawful for the Commission to request any person to supply to the Commission such information as the Commission deems necessary to carry out the functions imposed upon it by this act either by an authorized officer or by way of the completion by that person of a form sent to his known address by the Commission.2. Any person having the custody or charge of any public records or documents, or of the records or documents of any person from which, in the opinion of any authorized officer of the Commission information necessary to the Commission for the carrying out its functions can be obtained, shall grant to the authorized officer, access to such records or documents for the purpose of obtaining such information there from.3. A person shall not be required to supply information under this Act | <p>Power to obtain information</p> |

which involves the disclosure of any technical process or trade secret in or relating to the undertaking of which he is the owner or in the conduct or supervision of which he is engaged.

4. Where a person to whom a request has been made under subsection (1) satisfies the Minister by representations made to him in writing within seven days of the receipt of such request that undue hardship is imposed upon him by reason of request be waived or be modified to such extent as he deems fit.

Offences. 12.4 Any person who -

- (a) Hinders or obstructs any authorized officer in the exercise of any of his powers or the discharge of any of his duties under this Act;
- (b) Without lawful excuse refuses or fails to supply the particulars required in any return, form or other document lawfully left with or sent to him, or who refuses or fails to answer any question or enquiry addressed to him under the authority of this act; or
- (c) Without lawful excuse refuses or fails to comply with any directions issued by the Commission pursuant to section 4 (2) (e);
- (d) Knowingly or recklessly makes in any return, form or other document completed or supplied pursuant to this Act in any answer to any questions asked him under the authority of this Act, any statement which untrue in any material particular; or
- (e) Without lawful authority suppresses from the Commission or, with intent to deprive the Commission, of the benefit thereof, destroys, defaces, or mutilates, any return, form or other document containing particulars collected or requested under this Act.