

**“YEAR OF SUSTAINED AND DISCIPLINED WORK”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 14/1989**

**REFERENCE NO. PS: 22/0/3<sup>IV</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Restoration of check-off system of Union dues and  
Agency fees for the Guyana Public Service Union.

DATE: 1989-05-11

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As you are aware, deductions from the salaries / wages of workers in respect of Union dues and Agency fees payable to the Guyana Public Service Union were discontinued with effect from November, 1988, because of the Union's failure to comply with the provisions of the Agency Shop Agreement and to submit its financial statement for the years 1984 to 1987 to the Auditor General for audit. Consequent however, upon representations from the Guyana Trades Union Congress and the Guyana Public Service Union for re-commencement of the deductions the position has been reviewed recently.

2. The Union has since undertaken to submit the outstanding financial statement for audit and to have all the required records brought up-to-date with a view to the entire exercise being completed by 30<sup>th</sup> September, 1989. In the circumstances, it has been decided that deduction of Union dues and Agency fees through the check-off system in favour of the Guyana Public Service Union should re-commence with effect from May, 1989. Please therefore take the necessary action to have this decision implemented in your Agencies.
3. In seeking to comply, please be reminded that:-
  - (i) Separate lists of persons paying Union dues and Agency fees should be submitted monthly to the Union in order to enable it to distinguish between Dues and Fees paid over;
  - (ii) Lists prepared manually must contain legible writing;
  - (iii) Full names must be inserted on the lists instead of initials;
  - (iv) The Union should be kept informed of separation of workers from the organization (i.e. dismissals, resignations, transfers, deaths, etc.), as well as new employees.

Your full co-operation in ensuring that these things are done will greatly assist this Ministry and the Union to have the records brought up-to-date by the required time, and also to maintain them.

4. The contents of this Circular must be brought to the attention of all staff who are members of the Guyana Public Service Union, those who are required to pay Agency fees, and those who deal with personnel and accounting matters.

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