

“THE YEAR OF CONTINUITY, INNOVATIVE ACTION AND SUPREME CONFIDENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/1991

REFERENCE NO. PS: 22/0/3^v

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Submission of Data Re-Union Dues and Agency Fees.

DATE: 1991-03-15

Please refer to the following extract from paragraph 3 of my Circular No. 14/1989 dated 1989-05-11, on the subject “Restoration of check-off system of Union Dues and Agency Fees for the Guyana Public Service Union: -“

“ 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.”

2. It has come to the attention of the Public Service Ministry that public service agencies have not been submitting statements to the Guyana Public Service Union with regard to changes in staffing as indicated above.

3. I should therefore be grateful if you would continue to observe the instruction given the circular under reference and provide the Public Service Ministry with the documents mentioned at (1) of paragraph (3) thereof.

J. E. Sinclair
Permanent Secretary
Public Service Ministry