

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

**OFFICE OF THE PRESIDENT**  
**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**  
**25/1991**

**REFERENCE NO. PS:**

FROM: Permanent Secretary,  
Office of the President,  
Public Service Ministry

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

**SUBJECT:**

Check-off system of Union Dues and Agency Fees. In favour of the Guyana Public Service Union.

DATE: 1991-10-24

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In accordance with the provisions of Clause 5 of the Agency Shop Agreement concerning the check-off of Agencies Fees, Ministries/Departments/Regions are required to submit monthly returns to the Union in relation to the recruitment of employees paying union dues and Agency fees together with remittances.

It has been brought to the attention of the Permanent Secretary, office of the President, Public service Management, that Ministries /Departments/Regions have not been complying with the above mentioned requirements of the Agreement. You are requested; therefore, to take the necessary action to have the requirements adhered to in your Agencies.

2. 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 prepare manually must contain legible handwriting;
- (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, retirements, resignations, transfers, deaths etc.).

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

Please bring the contents of this circular to the attention all staff of who are members of the Guyana Public service Union and the Union to those who are required to pay Agency Fees and those who deal with Personnel and Accounting matters.

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Paul A. Mohamed  
Permanent Secretary  
Office of The President  
Public Service Management.