

**“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”**

**OFFICE OF THE PRESIDENT,**  
**PUBLIC SERVICE**  
**MANAGEMENT**

**CIRCULAR NO. 15/1992**

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

FROM: Permanent Secretary,  
Office of the President,  
Public Service Management.

**SUBJECT:**

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

Submission of Union Dues and Agency Fees to the  
Guyana Public Service Union.

DATE: 1992-06-26

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In accordance with the Memorandum of Agreement between the Public Service Ministry and the Guyana Public Service Union, all persons who enter the Public Service on or before 1<sup>st</sup> March, 1976, and thereafter, are required to pay Agency Fees to the Guyana Public Service Union unless they choose to become members of the Union. The Agency Fees would be equivalent to the amount paid as Union Dues.

2. The Union has brought to the attention of the Public Service Management that:
  - (i) A number of Ministries / Departments / Regions is delinquent in the deduction of Dues / Agency Fees from the salaries of persons who joined the Public Service on or after 1<sup>st</sup> March, 1976;
  - (ii) Ministries / Department / Regions have not been submitting monthly returns in relation to the recruitment of employees;

This constitutes a breach of Clause 5 of the Agreement.

3. You are requested to adhere to the contents of my Circular No. 25/1991 dated 1992-01-03, attached hereto.
4. Further, you are requested to inform new employees (recruits) and those granted pensionable status whose positions fall within the bargaining unit of the Guyana Public Service Union of their eligibility for union membership when issuing letters of employment / appointment. They should also be advised to consult with the Branch Representatives for further advice on benefits of membership of the Union.
5. Please bring this circular to the attention of all relevant officers in your organization and particularly staff of the Accounting Division / Personnel Division.

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Paula A. Mohamed,  
Permanent Secretary,  
Office of the President,  
Public Service Management.

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

**OFFICE OF THE PRESIDENT,**  
**PUBLIC SERVICE**  
**MANAGEMENT**

**CIRCULAR NO. 25/1991**

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

FROM: Permanent Secretary,  
Office of the President,  
Public Service Management.

**SUBJECT:**

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

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 Agency 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.

2. 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 abovementioned requirements of the Agreement. You are requested, therefore, to take necessary action to have the requirements adhered to 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 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 the records brought up-to-date by the required time, and also to maintain them.

4. Please bring the contents of this circular 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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Paula A. Mohamed,  
Permanent Secretary,  
Office of the President,  
Public Service Management.