

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

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

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 6/0

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

SUBJECT:

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

Survey of qualifications of personnel in Accounting
Units.

DATE: 1992-12-09

The Management Services Division of the Office of the President, Public Service Management is currently in the process of conducting a review of the existing financial arrangements within the Guyana Public Service.

2. The establishment of a database of the existing levels of qualifications currently held by Officers in your Accounting Units is essential to this exercise.
3. I should therefore, be grateful if you would prepare and submit the information as per attached schedule not later than December 18th, 1992. Please also forward a copy of the organisation chart of the Unit.
4. Your prompt and accurate response is urgently solicited.

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Joan McCurdy,
for Permanent Secretary,
Office of the President,
Public Service Management.

MINISTRY/REGION:

Data base re qualifications of Accounting Personnel in the Public Service.

1. Name or Organisation:
2. Authorised Positions as at 1992-11-30.

POST	NO. ON ESTAB.	NO. FILLED	VACANCIES
(a) Principal Assistant Secretary (F)			
(b) Chief Accountant			
(c) Accountant			
(d) Assistant Accountant			
(e) Clerk III			
(f) Clerk II			
(g) Clerk I			

DETAILS OF QUALIFICATIONS

NAME	SUBSTANTIVE POST	IF ACTING, PLEASE STATE POST IN WHICH ACTING	NO. OF YEARS ACTING/SUBSTANTIVE	QUALIFICATIONS	YEARS OF SERVICE