

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

**CIRCULAR NO. 7/1993**

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

FROM: Permanent Secretary,  
Public Service Ministry

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

SUBJECT:

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

DATE: 1993-05-05

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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 on entry to pay Agency Fees to the Guyana Public Service Union unless they choose to become members of the Union. The Agency Fees are 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/Departments/Regions have not been submitting monthly returns in relation to the recruitment of employees.

This constitutes a breach of Clause 5 of the Agreement and should cease immediately.

3. You are therefore requested to adhere to the contents of my Circular No. 25/1991 dated 1991-01-24, attached hereto.
4. I wish to remind you that as the Accounting Officer in your organisation, it is your responsibility to ensure that the relevant staff in the Accounting Division/Unit who make deductions of Union Dues/Agency Fees from the wages/salaries or employees also pay over the sums to the respective Unions promptly and obtain the necessary receipts.
5. Please bring this circular to the attention of all relevant officers in your organisation and particularly those of the Accounting and personnel Divisions.

J. Mc. Curdy  
For Permanent Secretary  
Office of the President  
Public Service Management

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YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

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

**CIRCULAR NO. 25/1991**

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

FROM: Permanent Secretary,  
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

DATED: 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.

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 above mentioned requirements of the Agreement. You are requested; therefore, to take the 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 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.

4. 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.

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