

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

**CIRCULAR NO.**  
**11/1993**

**REFERENCE NO. PS:15/0IV**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

Use of Telephone-Submission of Monthly Records  
of Overseas Telephone Calls.

DATE: 1993-05-25

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I refer to the above subject and wish to inform you that the Head of the Presidential Secretariat has requested that the following information be submitted to him in respect of overseas telephone calls made from June 1, 1993, a monthly record of all overseas telephone calls made by your Ministry /Department/Regional Democratic Council:

- i. Indicating all authorized telephone calls; and
  - ii. The cost of all unauthorized telephone calls
2. I wish to re-emphasise the fact paragraph two (20) of The Public Service Ministry's Circular NO.17/1991 dated 5<sup>th</sup> of June, 1991 (Please see overleaf) and to advise that with immediate effect only Ministers, Permanent Secretaries, Heads of Departments and Regional Chairmen should be provided with the facility of International Direct Dialing.
  3. All other telephones are to be barred from using the International Direct Dialing System.
  4. Other Senior Officers who accept responsibility for all overseas –telephone calls under direct supervision in the execution of their official duties must utilize operator assisted overseas service.
  5. I shall be grateful if this circular is brought to the attention of all the relevant personnel in your organization.

L.A Parris  
For Permanent Secretary (ag)  
Office of the President  
Public Service Management.

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

**CIRCULAR NO.**  
**17/1991**

**REFERENCE NO. PS:15/0IV**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Use of Telephone.

DATE: 1991-06-05

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It has come to the attention that as a result of recent changes implemented by the Guyana Telephone and Telegraph Company, all existing Direct Exchange Line (DEL), the telephones now have the capability to be used for making overseas calls by way of direct dialing. This development has significantly increased the scope for irresponsible and unauthorized use of telephones in Government Ministries/Department for making overseas calls. In addition, there is great potential for unauthorized expenditure relating to such calls.

2. A senior official of the Telephone Company has advised that the company is in a position to debar any telephone from using the direct dialing system to make overseas calls provided a list of such telephone numbers is submitted to it immediately. In view therefore of the grave implications for Government expenditure. I have to request that you provide the Commercial Manager, Guyana Telephone and Telegraph Company, with a comprehensive list of all the telephone numbers in your Ministry/Department and regions which should not be provided with the facility for direct dialing for overseas calls. In order to avoid any misunderstanding, please also submit to the commercial manager a full revised list of telephones which you now wish to be provided with the facility of making overseas calls by way of direct dialing.
3. In view of the critical nature of this matter, I should be grateful if you would arrange for your submission to the Telephone Company to be made no later than Thursday, 6<sup>th</sup> June, 1991. Please forward a copy of the submission to the Head of the Presidential Secretariat and to the Permanent Secretary, Public Service Ministry.

Sgd. R.Sivanand  
R. Sivanand  
For Permanent Secretary  
Public Service Ministry