

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR NO.
17/1993

REFERENCE NO. PS: 18v

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

TO: All Permanent Secretaries,
Heads of Department,
Regional Executive Officers,
And the Chief Statistician,
Statistical Bureau.

SUBJECT:
Payment of further increases on salaries /wages for
1993.

DATE: 7th October, 1993

Consequent upon an agreement reached between the Government of Guyana and officials of four Trade Unions representing certain categories of workers, I have to inform you that pending the finalisation and implementation of new salary scales under the salary enhancement component of the Guyana Public administration project, approval has been given for the payment of an advance (without tax deduction) with effect from July 1st, 1993, inclusive, calculated at the rate of twenty percent (20%) of the individual basic salary/wage received by each employee at December 31, 1992, payable monthly to each worker in employment at 1 July, 1993, in the Public service (i.e. the Central Ministries, Departments and Regional Administrations) and the Statistical Bureau.

2. Payment of the abovementioned advance on salary must however not be made to workers employed at the Guyana Water Authority, Guyana Manufacturing and Industrial Development Agency, State Planning secretariat and the National Agricultural Research Institute, in view of reviews being undertaken in those agencies. The Ministry of Finance will issue further instructions relating to payment for these agencies.
3. Kindly note the following carefully: -
 - (i) Payments in respect of market supplements, overtime, acting and responsibility allowances and any other overhead expenses associated with salary/wage must not be adjusted as a result of the grant of the advance.
 - (ii) Approved salary scales for the public service and the bureau of statistics have not been adjusted as a result of the grant of the advance.

4. The advances payable are to be charged to funds allocated under Head 53, Ministry of Finance Subhead III – Revision of wages and salaries. Payment should be made on the basis of inter-departmental warrants to be issued by the Accounting General.
5. Permanent Secretaries, Heads of Departments and Regional Executive Officers and the Chief Statistician should send their applications in duplicate for funds to make the payout to the Secretary to the treasury..... (Attention Mr. C.I.France) in the attached format.
6. Please bring this circular to the attention of all the relevant personnel in your organizations and make immediate arrangements to pay the advances early, but not later than October 31, 1993.

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(R. Sivanand
Permanent Secretary
Office of the President
Public Service Management

Request For Funds to Make Payments of Twenty Percent (20%) Advance on Salary

	Basic Salary at December 31,1992 for one Month	20% of Basic Salary	Amount Requested July -October
Administrative			
Senior Technical			
Other technical and craft Skilled			
Clerical and office Support			
Semi-Skilled Operatives and Unskilled			
Total			

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PUBLIC SERVICE MINISTRY

CIRCULAR NO.
17/1993

REFERENCE NO. PS: 18v

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

TO: General Manager, Transport and Harbours
Department General Manager,
Mahaica/Mahaicony/Abary
Agricultural Development Authority
Chairman, National Parks Commission
Chief Engineer Georgetown Sewerage and
Water Commission Director, Institute of
Applied Science and Technology, and Heads
of Other Public service Related Agencies.

SUBJECT:
Payment of further increases on salaries /wages for
1993.

DATE: 7th October, 1993

Please be informed that Government has approved the payment of a twenty percent (20%) salary increase with the effect from 1st of July, 1993, inclusive calculated on the individual basic salary/wage at 31st December, 1992, of each employee in employment at 1st July, 1993, whose Department of Agency is financed wholly or partly through the Government's Budget and is not included under the salary component of the Guyana Public Administration Project. These include the Transport and harbours Department, the Mahaica /Mahaicony/Abary agricultural Development Authority, the Georgetown Sewerage and Water Commission The National Parks Commission and the Institute of Applied Science and Technology. This circular does not therefore apply to the workers employed in organization mentioned in my Circular No. 16/1993 dated 1993-10-07.

2. As a consequence of the above, you will need to consider and organize appropriate adjustments to the minima and maxima of your approved salary scales with effect from 1st July 1993, inclusive.
3. Where necessary, the increase payable are to be charged to funds allocated under 53, Ministry of Finance –subhead III –revision of wages and Salaries, and should be made on the basis of Inter-Departmental Warrants to be issued by the Accountant General.

4. Those agencies, which receive salaries from Government by way subvention from Ministries, must make their requests for funds through their respective Permanent Secretaries. Permanent Secretaries and Heads of Related Agencies should send their applications in duplicate for funds to make the payout to the Secretary to the Treasury (Attention Mr. C.I France) on the attached format
5. Please note that all those areas and issues not dealt with in this circular should be construed in the light of instructions given in the Public Service Ministry's previous salary/wage adjustment circulars, in particular Circular No. 11/1989 dated 7th April 1989 and No.20/1989 dated 27th September 1989.
6. Please bring this Circular to the attention of all the relevant personnel in your organization and make immediate arrangements to pay the increase early, but not later than 31st October 1993.

(R. Sivanand)
Permanent Secretary
Office of the President
Public Service Management.

Request For Funds to Make Payments of Twenty Percent (20%) Advance on Salary

	Basic Salary at December 31,1992 for one Month	20% of Basic Salary	Amount Requested July -October
Administrative			
Senior Technical			
Other technical and craft Skilled			
Clerical and office Support			
Semi-Skilled Operatives and Unskilled			
Total			