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OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 4/1999

REFERENCE NO. PS: 18^{VIII}

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

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

SUBJECT:

Advance Payment of Salary to Public Servants

DATE: 1999-07-08

Consequent upon the Terms of Resumption of Work Agreement reached between the Government of Guyana, the Guyana Public Service Union and the Federation of Unions of Government Employees on 23rd June, 1999, and pending the award of the arbitration tribunal, approval has been given for an advance payment of salary to be effected in three tranches to public servants in the traditional Public Service i.e. Central Ministries, Departments and Regional Administrations. The entire advance payment will comprise one initial lump sum payment which will be payable with immediate effect together with two further monthly payments in July and August, 1999.

2. The amounts to be paid are detailed in the attached Appendix 1 against each grade in the salary scale. Payments will relate to the applicable scale of the post holder prior to June 24, 1999.
3. All public servants who were employed on or before December 31, 1998, and thereafter and are still in employment are eligible to receive this payment. In addition, public servants who satisfy this condition but have retired or died in service during the period 1.1. '99 to 31.7.'99, or whose services have been terminated will also benefit from the proposed payments on a 'pro-rated' basis.
4. Since the total advance payment agreed to was computed on the basis of the total number of employees in the Public Service prior to the signing of the agreement (i.e. June 23, 1999), no person employed after that date shall be eligible to receive this advance payment.
5. The principles outlined above in relation to monthly paid staff are applicable to daily paid workers.
6. This payment is not applicable to workers employed on projects or to those holding contractual appointments, since their conditions of employment are specified in their contracts. Representations should be made to the Secretary to the Treasury for all those categories not covered by this Circular.
7. Particular attention should be given to the following directives:-

- (i) Payments in respect of overtime, acting, responsibility and duty allowances and any other overhead expenses associated with salary/wage must not be adjusted as a result of the grant of the advance payments;
 - (ii) The approved salary scales for the Public Service have not been adjusted as a result of the grant of these payments;
8. The expenditure will be met from Agency 03 – Ministry of Finance, Programme 1 – Ministry Administration, Chart of Account 271 Revision of wages and salaries. Agencies are asked to submit their requests to the Secretary to the Treasury (Attention: Director of Budget) on the prescribed form PL4X or PL4Y, which are attached at Appendices IIA and IIB.
 9. A separate request for payment to employees represented by the Guyana Public Service Union and the Federation of Unions of Government Employees who fall within chart of Account 231 Subsidies and Contribution to Local Organisations must be made by the Head of each Agency to the Ministry of Finance.
 10. The Ministry of Finance is in the process of approaching the National Assembly for a supplementary vote to meet this payment.
 11. Kindly bring the contents of this Circular to the attention of all relevant personnel in your organizations and make the necessary arrangements to commence the payment of this advance, commencing with the “lump sum” payment, as soon as funds are available.

L. Parris
for Permanent Secretary
Public Service Management
Office of the President

APPENDIX 1

SCHEDULE OF SALARY SCALES AND THE ADVANCE PAYMENT TO BE EFFECTED IN ACCORDANCE WITH THE TERMS OF RESUMPTION OF WORK AGREEMENT, JUNE 23, 1999.

Description of Salary Grades

Advance Payments

Band	Minimum \$	Maximum \$	Tranche 1: Lump Sum with immediate effect \$	Tranche 2: Single Payment (end of July) \$	Tranche 3 Single Payment (end of August) \$
1	11,445	13,060	14,300	2,860	2,860
2	12,487	14,469	15,600	3,120	3,120
3	13,497	15,721	17,350	3,470	3,470
4	14,113	16,501	17,640,	3,528	3,528
5	15,900	20,023	19,875	3,975	3,975
6	18,304	23,065	22,880	4,576	4,576
7	21,079	31,177	26,345	5,269	5,269
8	25,701	38,530	32,135	6,427	6,427
9	31,112	48,450	38,890	7,778	7,778
10	38,476	62,982	48,095	9,619	9,619
11	48,390	80,469	29,030	5,806	5,806
12	59,570	104,904	26,800	5,360	5,360
13	75,401	132,781	18,950	3,790	3,790
14	91,753	170,346	22,900	4,580	4,580

Daily Rates

Description of Salary Grades

Advance Payments

Band	Minimum \$	Maximum \$	Tranche 1: Lump Sum with immediate effect	Tranche 2: Single Payment (per day end of July) \$	Tranche 3 Single Payment (end of August) \$
1	481	547	Pro-rated according	120	120
2	524	607	To days worked to	131	131
3	567	660	31/05/99	146	146
4	592	691		148	148

5	667	840		167	167
6	768	968		192	192
7	885	1,309		221	221

LUMP – SUM PAYMENT

For the month of _____ 1999
FORM

FORM PL-4X: ADVANCE PAYMENT

Form PL-4X: Advance Payment		AGENCY NUMBER:		
[1]	[2]	[3]	[4]	[8]
Salary Scale	Monthly Increase	Number of Employees To be Paid	Total Amount to be paid this Month	Explanations for Changes from Previous Month
14	4,580			
13	3,790			
12	5,360			
11	5,806			
10	9,619			
9	7,778			
8	6,427			
7	5,269			
6	4,576			
5	3,975			
4	3,528			
3	3,470			
2	3,120			
1	2,860			
TOTAL				

PLEASE NOTE: This form is applicable to employees on the GS1-14 Scale; represented by the GPSU and FUGE only.

Certified Correct by:

Date

Office of the Budget
form.
Ministry of Finance

Please type or clearly handwrite data DIRECTLY onto this

LUMP – SUM PAYMENT

For the month of _____ 1999
FORM

FORM PL-4X: ADVANCE PAYMENT

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[1]	[2]	[3]	[4]	[8]
Salary Scale	Monthly Increase	Number of Employees To be Paid	Total Amount to be paid this Month	Explanations for Changes from Previous Month
14	22,900			
13	18,950			
12	26,800			
11	29,030			
10	48,095			
9	38,890			
8	32,135			
7	26,345			
6	22,880			
5	19,875			
4	17,640			
3	17,350			
2	15,600			
1	14,300			
TOTAL				

PLEASE NOTE: This form is applicable to employees on the GS1-14 Scale; represented by the GPSU and FUGE only.

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