

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/2000

REFERENCE NO.PS:17/16

FROM:Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Granting of time off to full time employees to attend
University of Guyana and Critchlow Labour College.

DATE:2000-01-28

It has brought to our attention that employees within Ministries, Departments and Regions, having been taking unauthorized time off to attend courses at the Critchlow Labour College and the University of Guyana.

2. You are hereby advised that with immediate effect, no time off should be granted to new applicants for the purpose of attending courses at these institutions while they are employed on a full time basis with the Government. Only in cases where scholarships have been awarded and/or where authorization is obtained for training programmes approved by this Ministry, must study leave be given.
3. Please note that employees not on scholarship, who are already attending University and have completed two (2) years or more study may be granted up to five (5) hours per week provided that such leave is deducted from their accrued vacation leave.
4. Please bring the contents of this circular to the attention of all officers concerned and those who work in the Accounts and Personnel Divisions/ Sections.

N. K. Gopaul
Permanent Secretary
Public Service Management
Office of the President