

PUBLIC SERVICE MANAGEMENT CIRCULAR MEMORANDUM Ref No. PS: 16/0/23.
OFFICE OF THE PRESIDENT

From: Permanent Secretary,
Public Service Mangement
Office of the President

SUBJECT
PREPARATION OF POSITION
INVENTORY.

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

Date: 2001-05-02.

In the year 1998, the Government of Guyana introduced the concept of Programme Budgeting within the Budget and Payroll systems to provide the Government with a system to determine the efficiency and to evaluate the effectiveness of Government expenditure. This meant that the original conceptual representations of the staff establishment of **the Executive arm of Government** shifted from **Agency – Office to Agency – Programme**. To date, all agencies submit their budget and staffing information to the Ministry of Finance using the Agency – Programme structure.

2. Notwithstanding the change at Ministry of Finance, the Authorised Inventory of Positions that is maintained by Public Service Management is not reflective of this new structure. Hence, there is duplication of effort by agencies to simultaneously support the old and new structures when making budgetary and/or staffing submissions to Public Service Management and Ministry of Finance.

3. Heads are hereby informed that the Central Personnel Division will therefore immediately apply this new structure to the Authorised Inventory of Positions to enable a single format for submissions and reporting. This adoption will significantly accelerate our efforts towards an integrated Human Resources and Payroll Management System for the Public Service.

4. THE WORKSHEET

The enclosed worksheet is provided to enable this exercise and displays the following:

- The listing of authorized positions for an agency.
The list is ordered by category and decreasing grade.
- The **summarized authorized amount** for each position at the agency level.
This number is derived from adding up all the authorized amounts in all the offices that belong to the agency.
- Provision for recording the authorised amount for each position in each programme that was presented for Budget for the agency.
Empty boxes that represent each programme are provided for these numbers.

5. THE EXERCISE

This worksheet must be completed based on the following guidelines:

- For each position, the summary of all authorized amounts in all programmes must balance with the **summarized** authorized amount at the agency level.
This exercise is not intended to create or abolish positions.
- For any one agency, numbers should only be placed in programmes that have been approved for the agency.
- A sub-total for each programme within the category should be placed at the bottom of the programme.
This allows for reconciliation with category sub-totals.

- Worksheets must be endorsed by the Permanent Secretary or Regional Executive Officer.

6. Permanent Secretaries, Heads of Departments and Regional Executive Officers are hereby requested to co-operate fully with this Ministry to ensure that this “Exercise” is completed before May10, 2001 in order to accomplish the deadline for the presentation of the 2001 Budget. This Ministry will be in contact with you to allow those officers who are directly responsible for the preparation of the 2001 Estimates to visit our office to complete this exercise. Please ensure that your staff lists are accurately prepared to allow for easy transfer of the information on the worksheet. This will allow for the reconciliation with category sub-heads.

7. You are also aware that there are a number of positions, which have been vacant for a considerable period of time and for which there is no acting incumbent. Please also list these positions on the attached separate sheet in order for us to conduct a review.

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