

OFFICE OF THE PRESIDENT

CIRCULAR NO.10/2001

REFERENCE NO:PS: 16/0/1^{II}

PUBLIC SERVICE MANAGEMENT

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

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

SUBJECT:

Issuing of Statements/Comments to the
press/Electronic Media.

DATE:2001/06/26

Recently it has been observed that some Public Servants have been making statements to the Press and Electronic Media without seeking prior approval.

Such practices depict a blatant disregard for existing procedures and also contravenes Rules F15 and F16 of the Public Service Rules which are reproduced hereunder for information and guidance: -

F15(1) Public Servants are forbidden to be editors of newspapers or directly or indirectly to take part in the management of newspapers. They are also forbidden to contribute to any newspaper in Guyana or elsewhere on questions, which can properly be called political or administrative though they may furnish articles upon subjects of general interests.

- (2) Statements to the Press involving policy shall not be made by Public Servants without the prior permission of the Minister concerned.
- (3) Statements for publication involving factual or technical information may be made by the Permanent Secretary /Heads of Departments and other senior officers if authorized by the Minister concerned.
- (4) Whether on duty or on leave absence, a Public Servant shall not allow himself/herself to be interviewed on questions of public policy or on matter relating to national security, unless his/her official duties require him/her to do so.
- (5) No Public Servant may, without approval of the Minister concerned, make Public or communicate to the press or cause to be made public or so communicated to the press or to unauthorized individuals any documents, Papers or information which may come into his/ her possession in his/her official capacity or make private copies of any such document or papers.

F16 Public Servants are forbidden to give broadcasts talks or to engage in any discussion which is being broadcast on any subject which may properly be regarded as of a political or administrative nature without the prior permission of the Minister concerned.

Public Servants are hereby reminded that there exist administrative mechanism to deal with any disputes which may emerge between a Public Servant and his/her supervisor at any level of the hierarchy. In summary such disputes/disagreements/difficulties are expected to be resolved departmentally. If satisfactory resolution does not occur, then the Public Servant has the right to channel the issue to this Ministry and/or the Public Service Commission through his/her Permanent Secretary, Head of Department or Regional Executive Officer for redress. In such an event, the administrative Head is obliged to forward the correspondence to the ultimate addressee.

Public Servants should be aware of the fact that adherence to these rules and all others under section F Of the Public Service Rules, which deal with official conduct, are mandatory, and non- compliance would lead to disciplinary action, which can result in dismissal from the service, being taken against any defaulter(s).

Please ensure that this Circular is brought to the attention of every officer under your control. Instances of non-compliance should be reported to us immediately in order for us to proceed to the Public service commission for the necessary action to be taken.

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