

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Particulars required when applying for Duty Free
Concession**

DATE: 25th May, 2006

This Ministry's Circular #7/2001 and 5/2002 dated 2001-05-09 and 2002-07-05 respectively, outlined the procedures and some particulars required when Public Servants are attempting to access Duty Free Concessions. Another Circular #6/2003 currently in forces stipulates the requirements which must be submitted to this Ministry when duty free concession is required by public officers. These are restated hereunder, in this circular, for ease of reference.

2. Permanent Secretaries, Heads of Departments, and Regional Executive Officers are required to submit for this Ministry a certified copy of the following particulars when applying for the grant of a Duty Free Concession for the purchase of motor vehicles, on behalf of Public Servants under their charge:

- i. Valid Driver's Licence
- ii. Vehicle Registration for last vehicle purchased with Duty Free Concession or if it is the first application, this should be stated.
- iii. Officer's Date of Birth
- iv. Officer's date of present appointment
- v. Pro forma Invoice from vendor which must show the following:-
 - a) Make of vehicle
 - b) Model of vehicle
 - c) Cubic capacity
 - d) Duty – applied Cost of Motor Vehicle
 - e) Duty – free Cost of Vehicle

3. There are problems at the Guyana Revenue Authority end for contractual employees whose conditions of service are not clearly defined. Therefore, all those public servants who hold travelling posts and are serving on contract/gratuity terms will not benefit from duty free concession, unless there is a clause in the contract, which specifically addresses this issue. We may therefore have to revisit these contracts and have a duty free clause inserted in all contracts for persons who are occupying traveling positions. You will therefore need to request PSM's permission to amend the contracts that do not carry the specific clause in them.

4. Permanent Secretaries/Heads of Departments/Regional Executive Officers are reminded that they are still required to personally sign all requests for duty free concession coming to this Ministry. They must also ensure that persons requesting duty free concession must have at least three years of service prior to retirement for those on the pensionable establishment or three years of contractual arrangement with the Government for those on contract who occupy travelling

posts. For those with shorter contracts, the Permanent Secretary or Head of Department must indicate that the employee will be offered additional employment with the Government to cover the unexpired period of the duty free concession.

5. Applications reaching this Ministry without any of the above particulars will not be considered.

6. Please bring the contents of this Circular to attention of all employees under your control especially those who are attached to the Personnel Units.

Dr. N. K. GOPAUL
Permanent Secretary
Public Service Ministry