

The Co-operative Republic of Guyana

Annual Report

2017-2018

Public Service Appellate Tribunal

Submitted to: Mr. Sherlock Isaacs, A.A.

Clerk of the National Assembly

Date: 23rd March, 2020

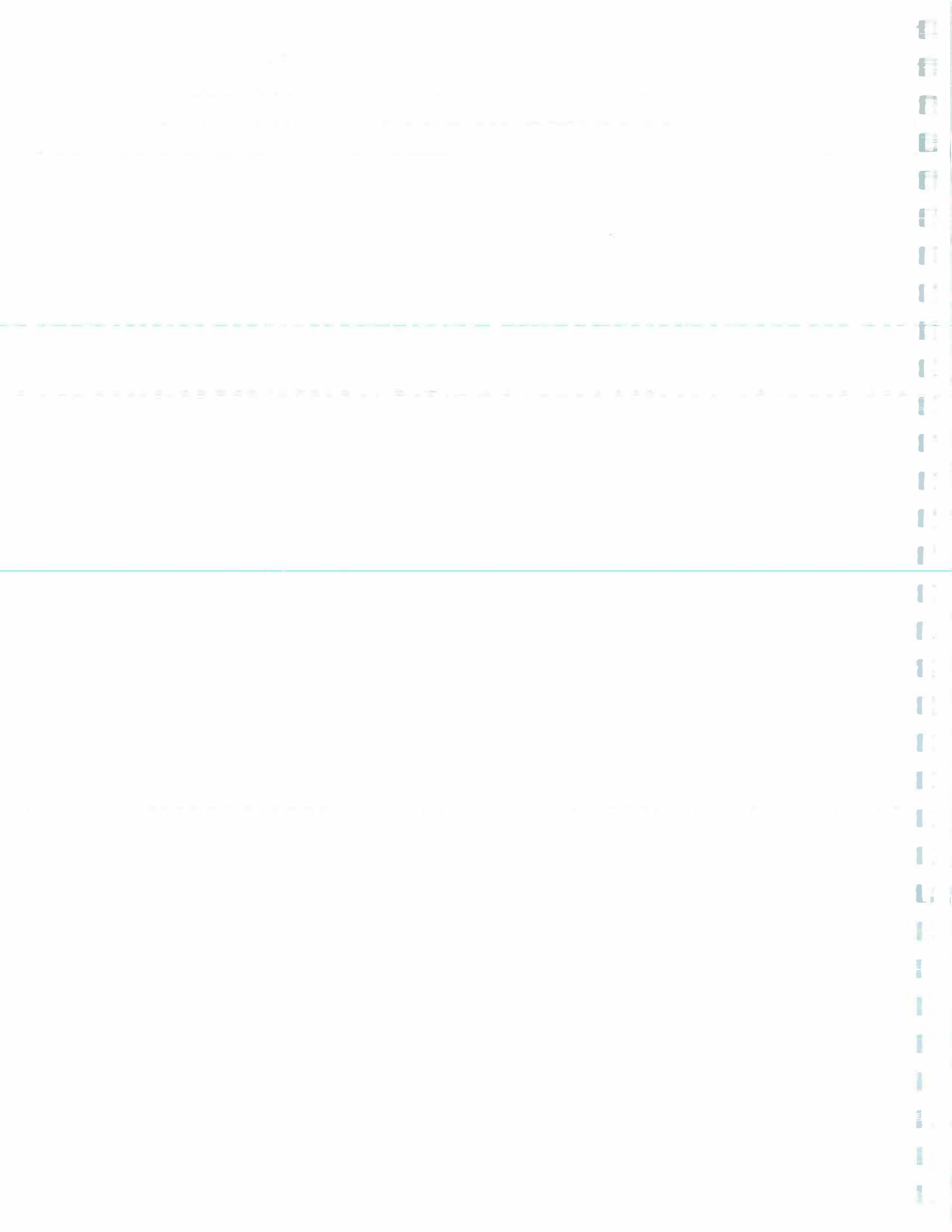
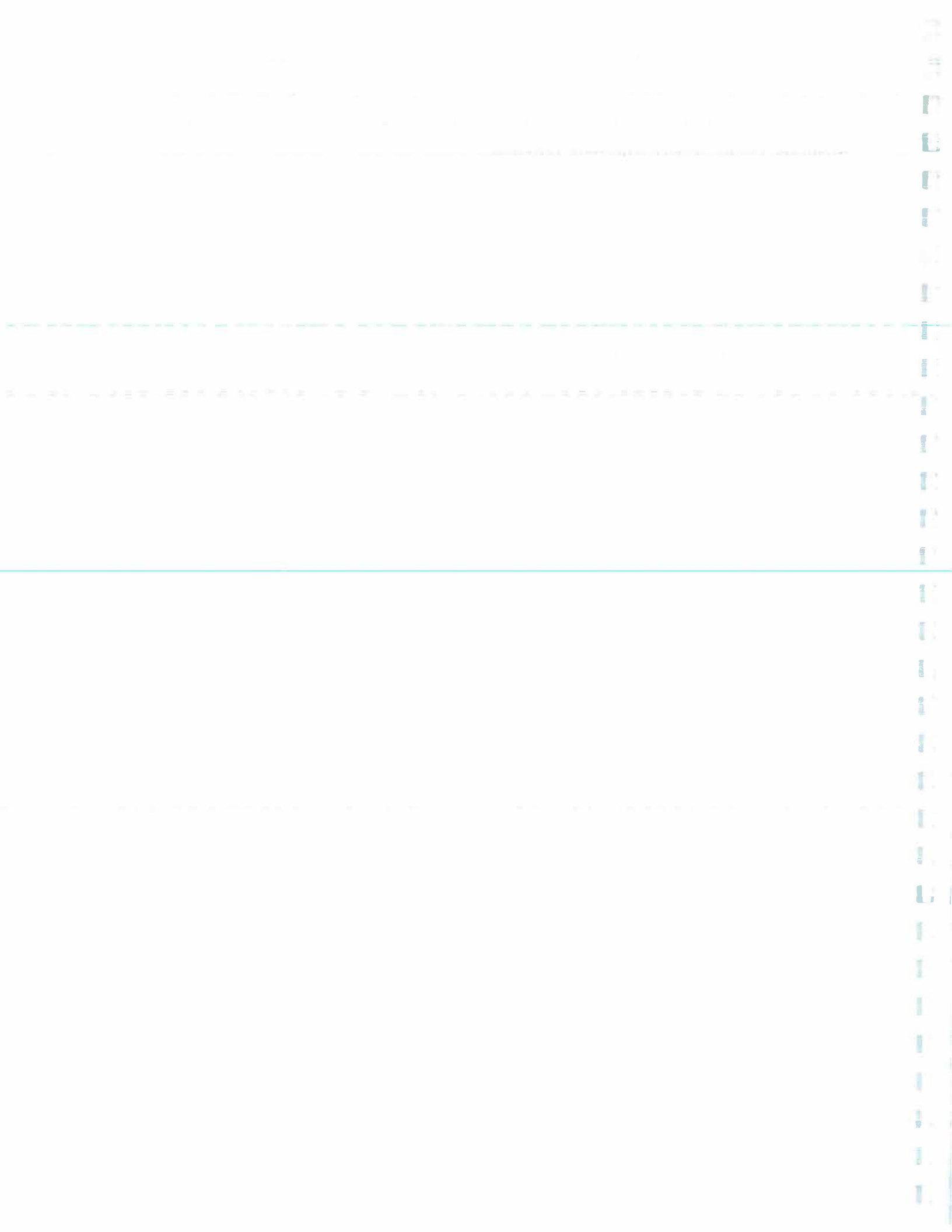


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About the Public Service Appellate Tribunal

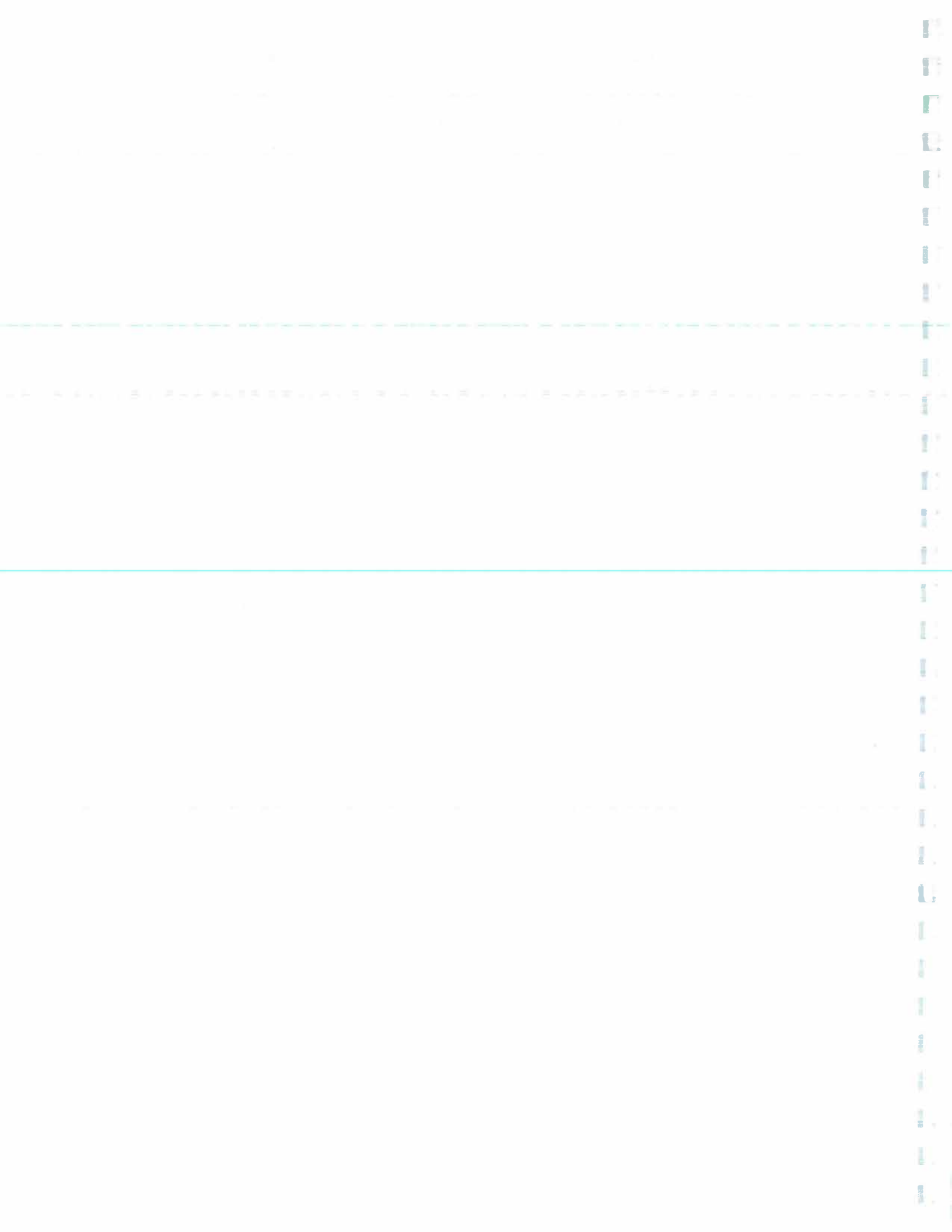
The Public Service Appellate Tribunal, hereinafter referred to as the “Tribunal”, was established by the Public Service Appellate Tribunal Act (**Cap. 27:01**) in 1984, hereinafter referred to as the “PSAT Act”, in accordance with Article 215A of the Constitution of the Co-operative Republic of Guyana, hereinafter referred to as the “Constitution”.

By virtue of s.9 of the Public Service Appellate Tribunal Act the Tribunal is empowered to hear and determine Appeals of aggrieved Public Officers from any decision of the Public Service Commission in respect of appointment by promotion of any person in a Public Office and exercise of disciplinary control over any person holding, or acting in, any Public Office.

An Appeal may be brought to the Tribunal by the aggrieved Officer within a period of ninety (90) days computed from:

- a) The date of receipt of the decision by him; or
- b) The date on which he otherwise came to know of the decision.

The Tribunal is an alternative to the Courts for the Public Officers under the jurisdiction of the Public Service Commission that is fair, cheaper, simpler and more expeditious.



Executive Summary

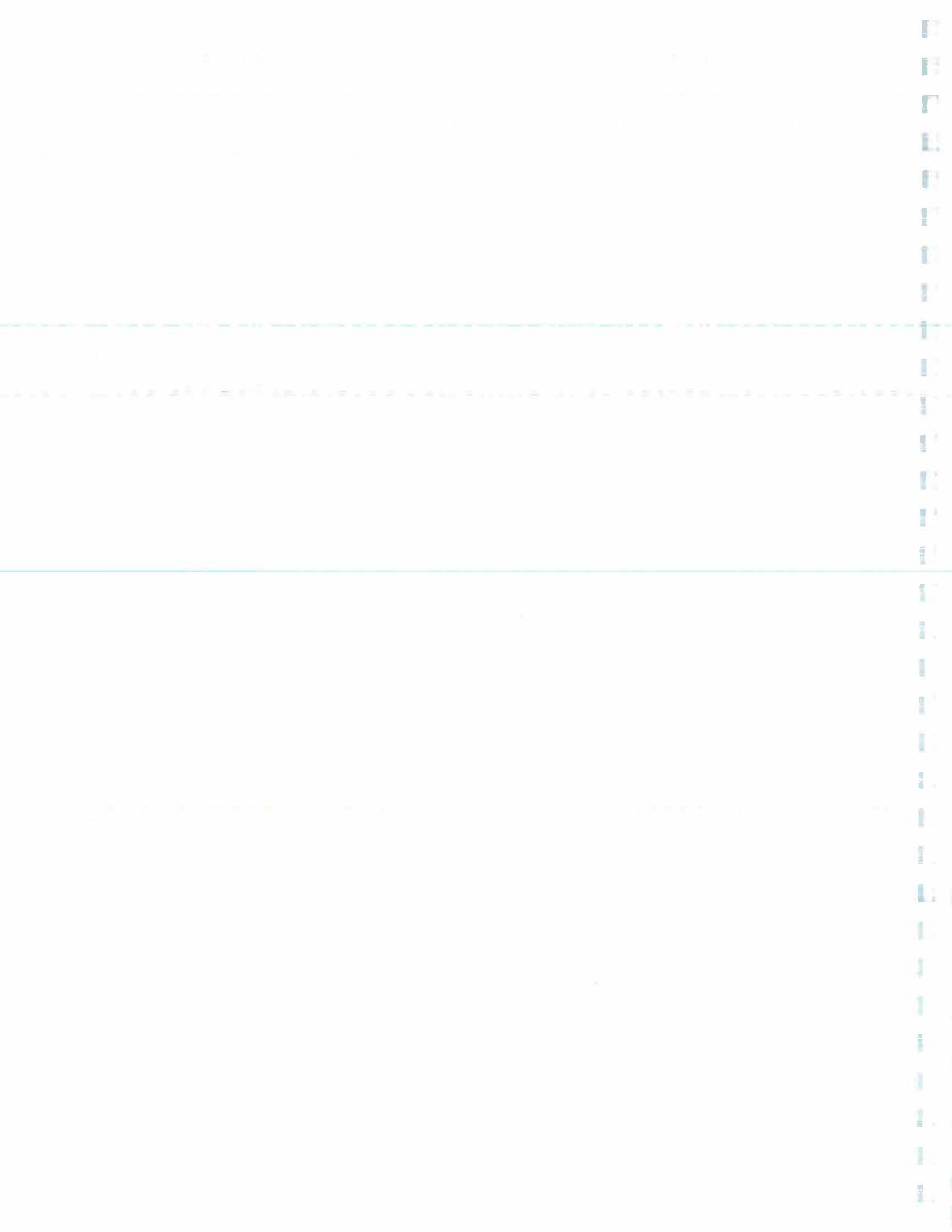
This Report seeks to highlight the passage of the Tribunal since its reconstitution in May, 2017 to December, 2018 and in so doing making an assessment of its stewardship and its probable repositioning for greater reach and effectiveness.

In order to effectively present a clear assessment of the Tribunal for the period under review, the Report is divided into sections bearing various headings and sub-headings.

There were inhibiting factors to the Tribunal's early efficient functioning such as national awareness/rebirth of its existence, delayed acquisition of the full complement of adequately trained support staff, appropriate accommodation and resurrection of important records to ensure continuity and abridge the hiatus from its antecedent.

Since this Bench of the Tribunal has been appointed, it has come to the informed conclusion that there exists the need for the expansion of the scope and functionality of Tribunal and compelling rationale therefor are vehemently articulated in this Report.

Other articulations within this Report include the enforceability of the decisions of the Tribunal, the need for minor legislative tinkering to address procedural issues and retooling to confront disabling factors that constrict the smooth functioning of the Tribunal.



Message from the Chairman



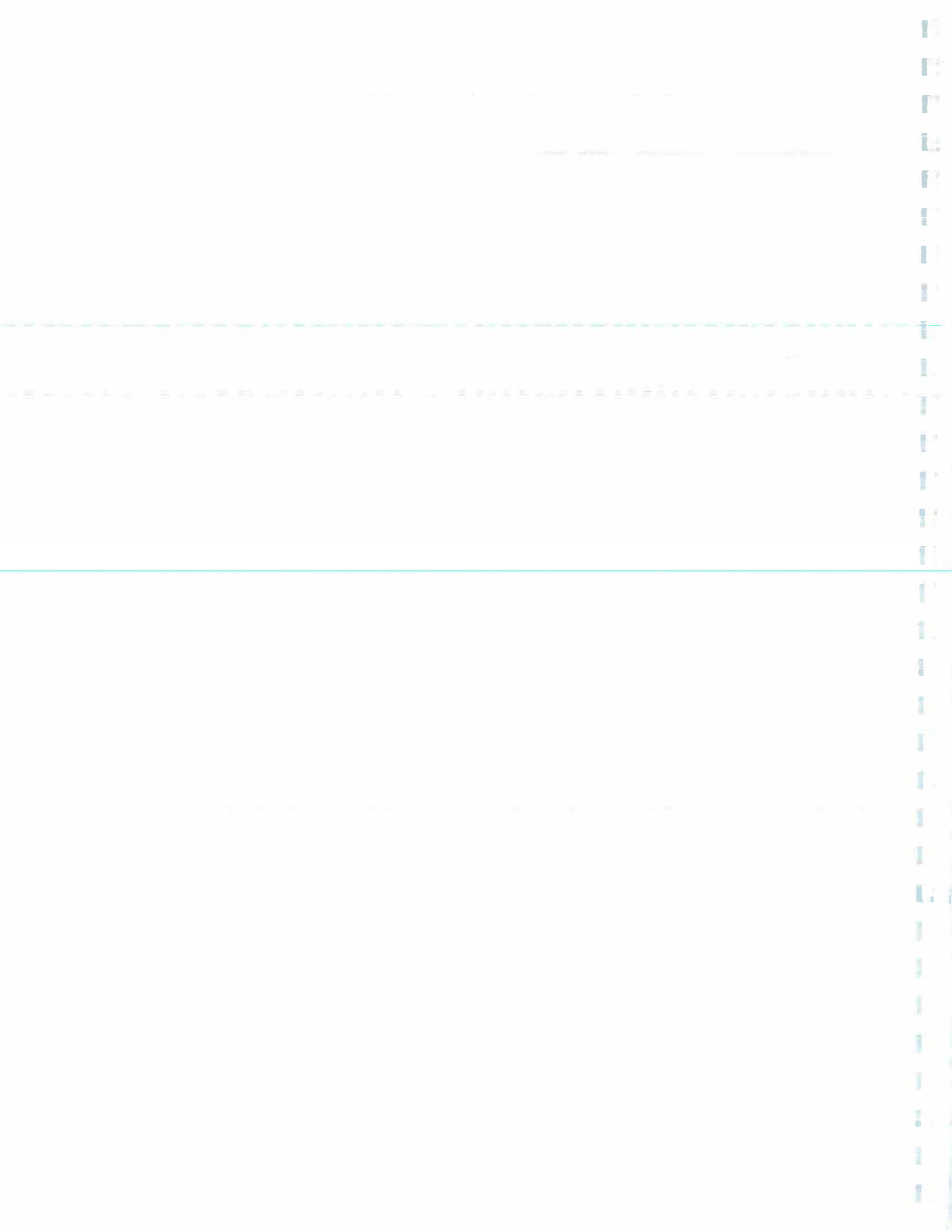
The first Tribunal was appointed in 1988, headed by Justice Crane C.C.H., former Chancellor of the Judiciary. His term ended in 1991, after which former Chief Justice Rudolph Harper C.C.H., who served three (3) terms was appointed. He demitted Office in 2001. In 2002, former Court of Appeal Judge, Justice Lennox Perry C.C.H., was appointed and his term of service ended in 2005 and this left the Public officers

to the mercy of the Public Service Commission.

For twelve (12) years, from 2005 to 2017, the Tribunal was dormant and non-functional because it was not reconstituted thereby causing aggrieved Public Officers, with desire to seek redress, to expend considerable sums of money in the High Court which was expensive and time-consuming.

The Tribunal was forgotten by Public Officers after it was euthanised by the powers that be in 2005 until its resurrection in 2017 when His Excellency, President David Granger MSS, reconstituted it.

Upon its reconstitution, Mr. Winston Browne, Attorney-at-Law Abiola Wong-Inniss and I made up the Bench of the Tribunal. It is an honour to work with such outstanding Members who displayed efficiency and brilliance throughout the period under review.



Additionally, the importance of the support staff of the Tribunal cannot be understated. They have contributed immensely to the effectiveness and efficiency with which the Tribunal has been able to execute its mandate.

The Tribunal, a creature of statute, is an independent constitutional body and is not subject to the direction or control of any person or authority. The relationship with the responsible Minister who acts as a conduit for administrative matters is only symbiotic.

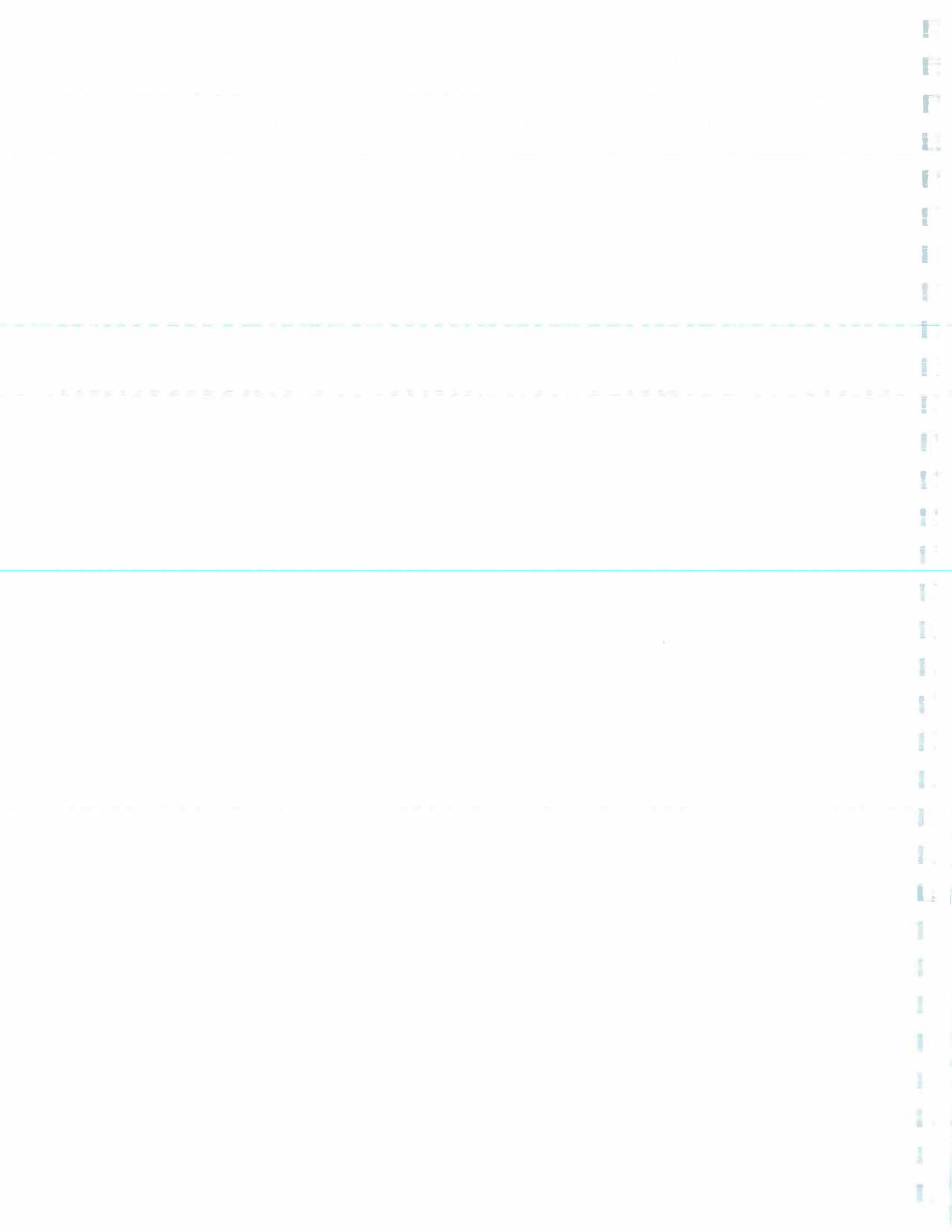
Since the remit of the Tribunal is to dispense justice of aggrieved Public Officers, no Public Officer should ever be afraid to approach the Tribunal if he/she feels wronged or aggrieved. The decision of the Tribunal must be complied with and every person to whom any power of the Public Service Commission has been delegated and every Public Officer, whether or not he/she is a person to whom any such power has been delegated, and authority shall give effect as expeditiously as possible to the decision of the Tribunal.

It has also been observed that there are Public Officers who are ignorant of the existence of the Tribunal. As the Tribunal works to eliminate such ignorance by publications and outreaches, it is hoped that the Public Officers, for whom the Tribunal has been established, utilise it.

For the period under review, we were able to expand our reach to Public Officers via the circulation of memoranda.

✓ **Projection for the Future**

In the year 2019, the Tribunal would be paying more attention to expanding its reach by, for instance, creating its website and having a social media presence so as to bring it more in line with what is expected of a forward-thinking Tribunal.



The Tribunal is making every effort to continually examine and re-examine its processes and procedures so as to find ways to improve its effectiveness and efficiency.

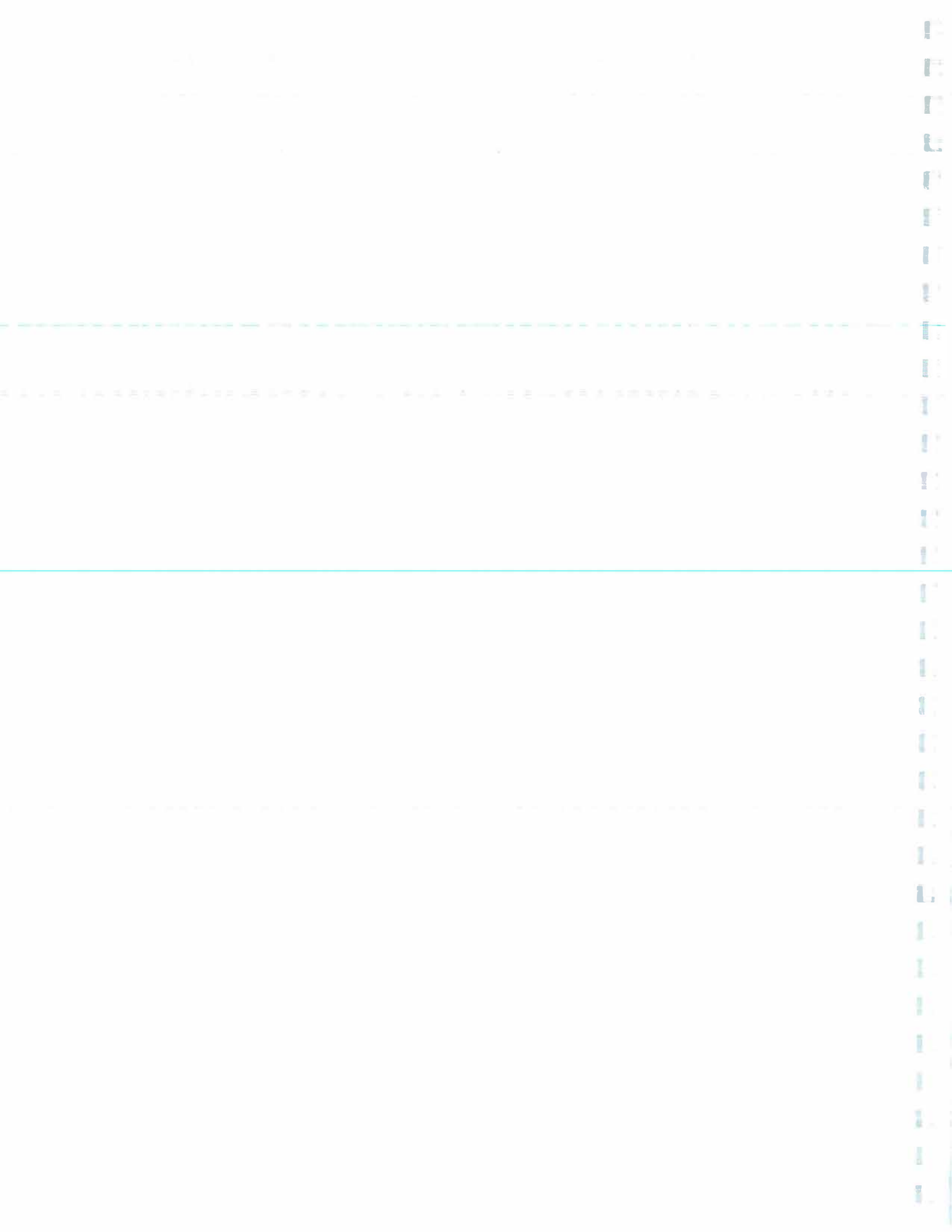
We, the Members of the Bench of the Tribunal, do not take lightly the trust that has been placed in us and we have displayed that trust with due propriety.

Even though we are proud of the work that we have been able to accomplish for the period under review, we are striving to ensure that there is continuous improvement in all areas of the Tribunal.



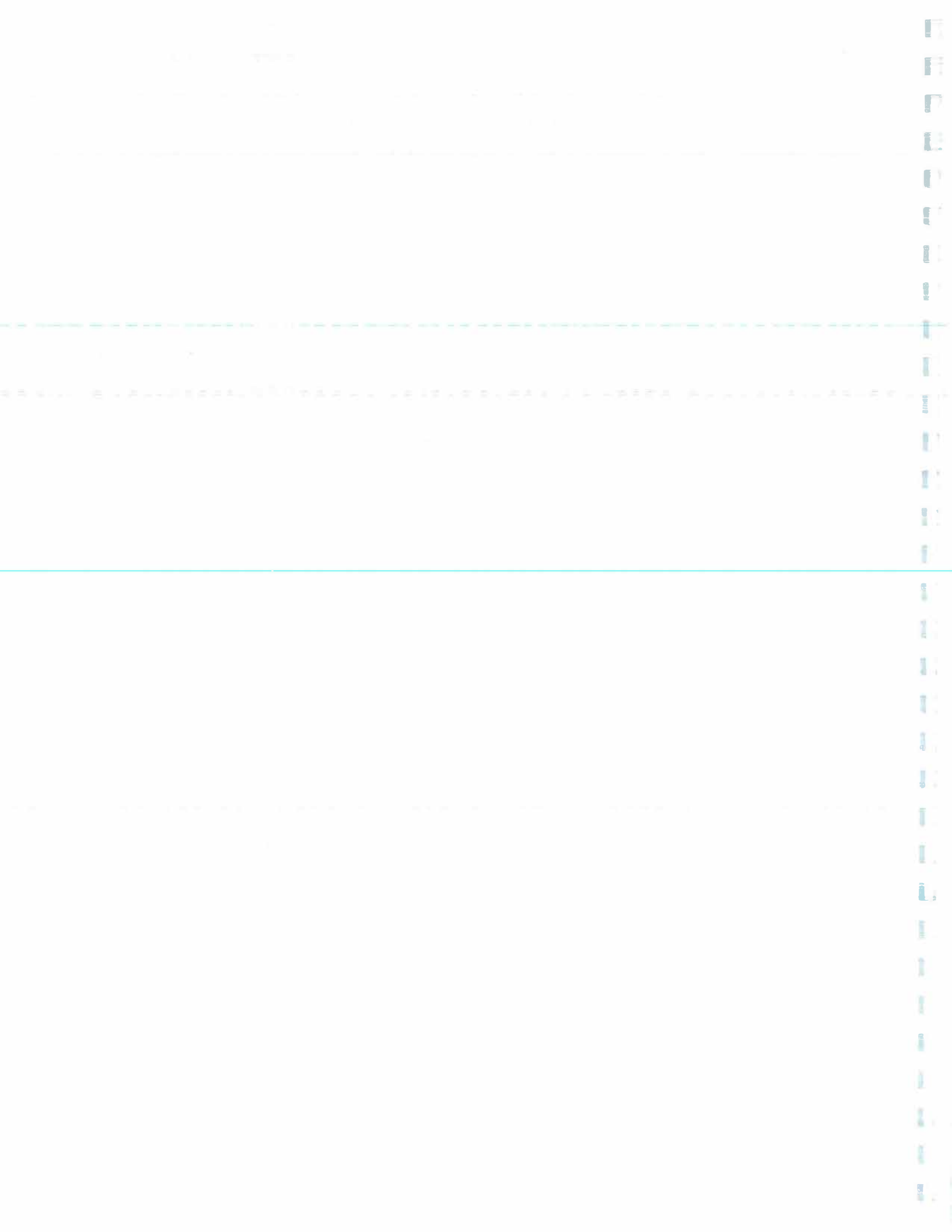
.....
Hon. Justice (Rtd) Nandram Kissoon
Chairman





Mission Statement

In keeping with s. 9 of the PSAT Act, the mission of the Tribunal is to see justice granted to any person holding or acting in any public office aggrieved by the decision of the Public Service Commission in respect of appointments by promotion and exercise of disciplinary control



Overview

❖ Challenges and Observations

Although the Tribunal was reconstituted on the 17th May, 2017, it was hamstrung by the extensive renovations that were ongoing at the building of the Tribunal, the Land Court still being in the occupation of same along with delayed furnishing and the non-appointment of the Registrar until September, 2017 followed by the taking of the oath of office by same in October, 2017 thereby compromising the *raison d'etre* and its organic functioning during the early period of its renaissance.

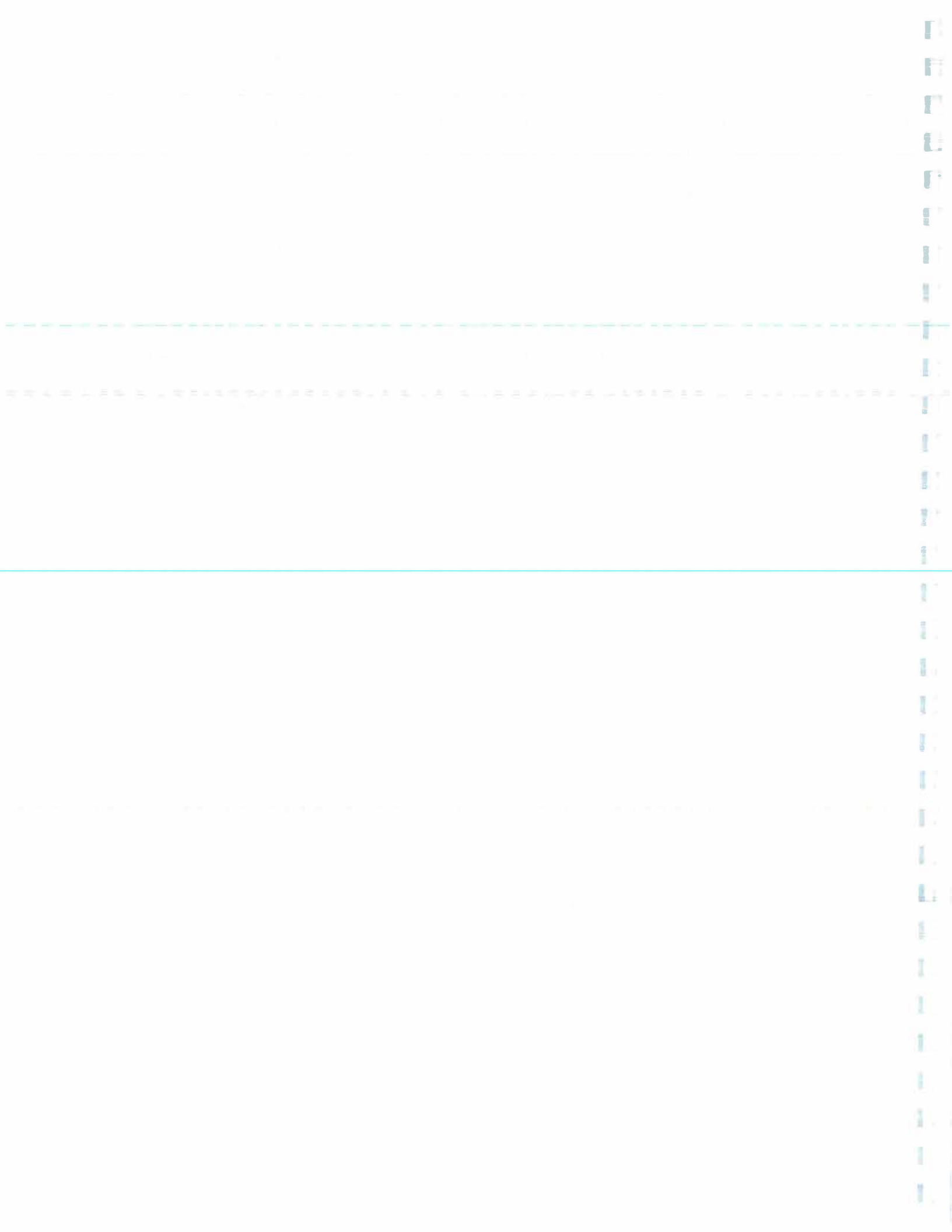
✓ Registrar and the Oath of Office

By virtue of s.7 of the PSAT Act, it is mandatory that the Registrar take an oath of office before the President before commencing on the duties of the office. It is recommended that such requirement be removed since the office of the Registrar is not a constitutional one and no other Registrar is required to do same.

For example, the manner in which the Secretary of the Public Service Commission takes the oath or affirmation is worth emulating. Rule 3(4) of the Public Service Commission Rules provides that the Secretary of the Public Service Commission shall, on appointment, take the oath or affirmation which should be administered by or made before the Chairman of the Public Service Commission.

Therefore, the provision of s.7 of the PSAT Act should be substituted with:

“The Members and the Registrar of the Tribunal shall, before entering on the duties of office, take an oath or affirmation of office. Such oath or affirmation shall, in the case of the



Members, be administered by or made before the President, and in the case of the Registrar shall be administered by or before the Chairman of the Tribunal, in such form as may be prescribed by the Minister by regulations.”

✓ **Expansion of the Jurisdiction of the Tribunal**

Section 9 of the PSAT Act shows that the jurisdiction of the Tribunal remains the same as it was from its inception, that is, it is only empowered to hear and determine appeals from decisions of the Public Service Commission in relation to appointment by promotion of any person to a public office which results in supersession and the exercise of disciplinary control over any person holding or acting in any public office.

There were representations by the Hon. Justice V. Crane C.C.H, Justice R. H. Harper C.C.H and Justice L. L. Perry C.C.H, when they were each Chairman of the Tribunal, for the expansion of the jurisdiction of the Tribunal to include the Teaching Service Commission and the Police Service Commission; the expansion to include such entities is permitted by Art. 215A(5) of the Constitution. That Article also provides for such related decisions of the Commissioner of Police to be under the jurisdiction of the Tribunal. This Tribunal wishes to fully endorse the initiatives by that coterie of legal luminaries for an upgrade of the Tribunal in furtherance of the fulfillment of this noble objective.

To quote the relevant portions of Article 215A(5) of the Constitution verbatim:

“Where a Tribunal has been established under paragraph (1), an appeal shall lie to the Tribunal, subject to such conditions (if any) as may be specified by or under the law that by which it is established, in respect of any matter specified, being a matter in respect of which the Public Service Commission, the Teaching Service Commission, the Police Service

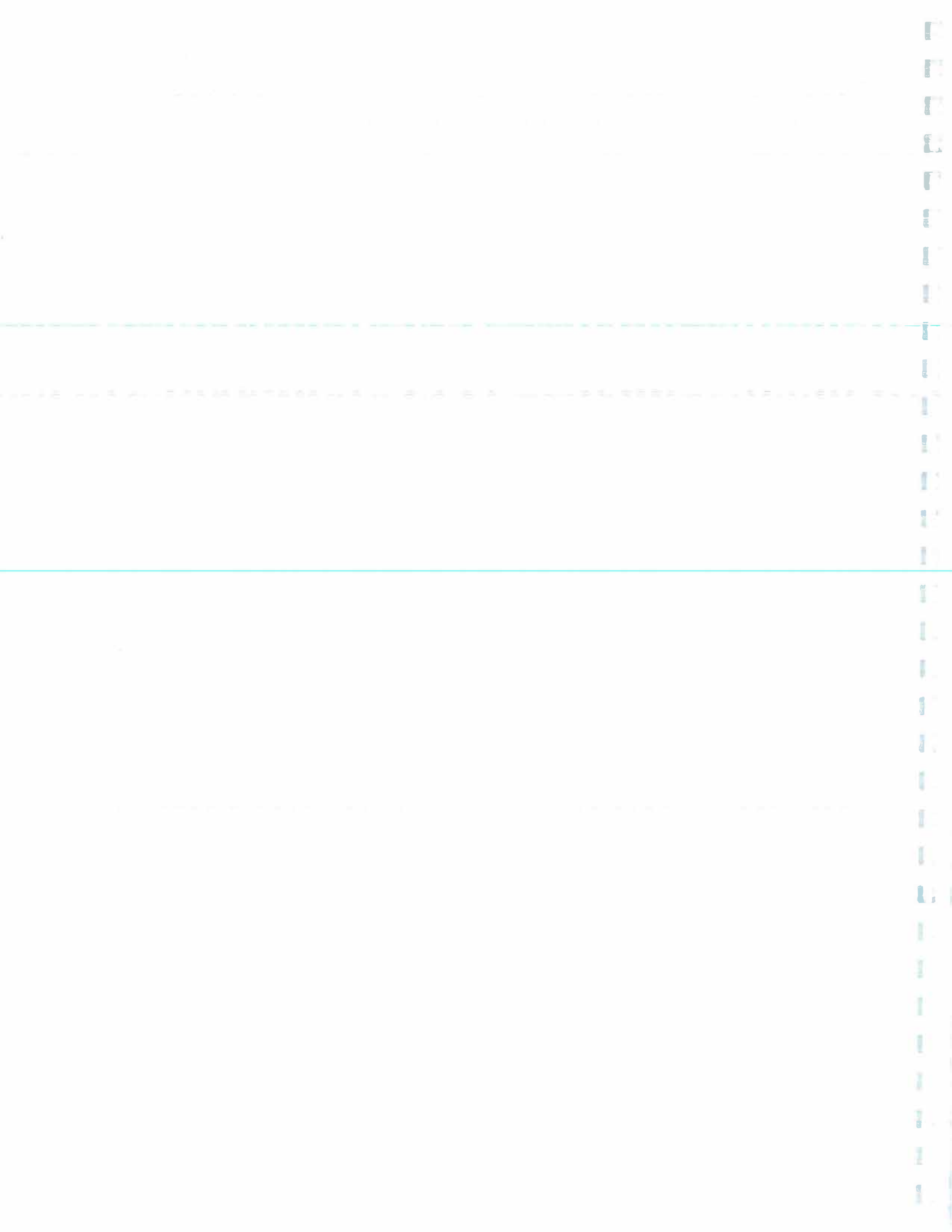
Commission or the Commissioner of Police is empowered to make a decision under any provision of this Constitution...” [Emphasis mine]

Furthermore, as everything ever made, designed or conceived, there is no eternal potency, perennial acceptability for maximal performance. There is always the occasional need for strategic review for obsolescence and redesign in consonance with new realities and expectations in an evolutionary process.

✓ **Rationale for Legislative Tinkering**

What was originally conceived as a novel idea at the time when there was no appellate recourse to give coverage to a select set of public servants by the establishment of PSAT has now morphed itself into what could be termed/considered legislative or judicial apartheid. Public Officers aggrieved by the decision of the Public Service Commission for specific matters have an alternative to the Courts that is fair, cheaper, simpler and more expeditious while all other public servants of the State are bereft of any such coverage, for example the police officers and teachers.

A review of the *status quo* is considered quite appropriate to create a refuge for other public servants to appeal security of tenure against unfair decisions. In fairness to all, the notion “what’s good for the goose is good for the gander” should be instructive in evincing action; this could prove to be a welcomed (and added) insulation especially for the police officers who are prohibited from being a part of Trade Unions (*Part X of the Police Act (Cap. 16:01)*) thereby lacking representation in that regard.

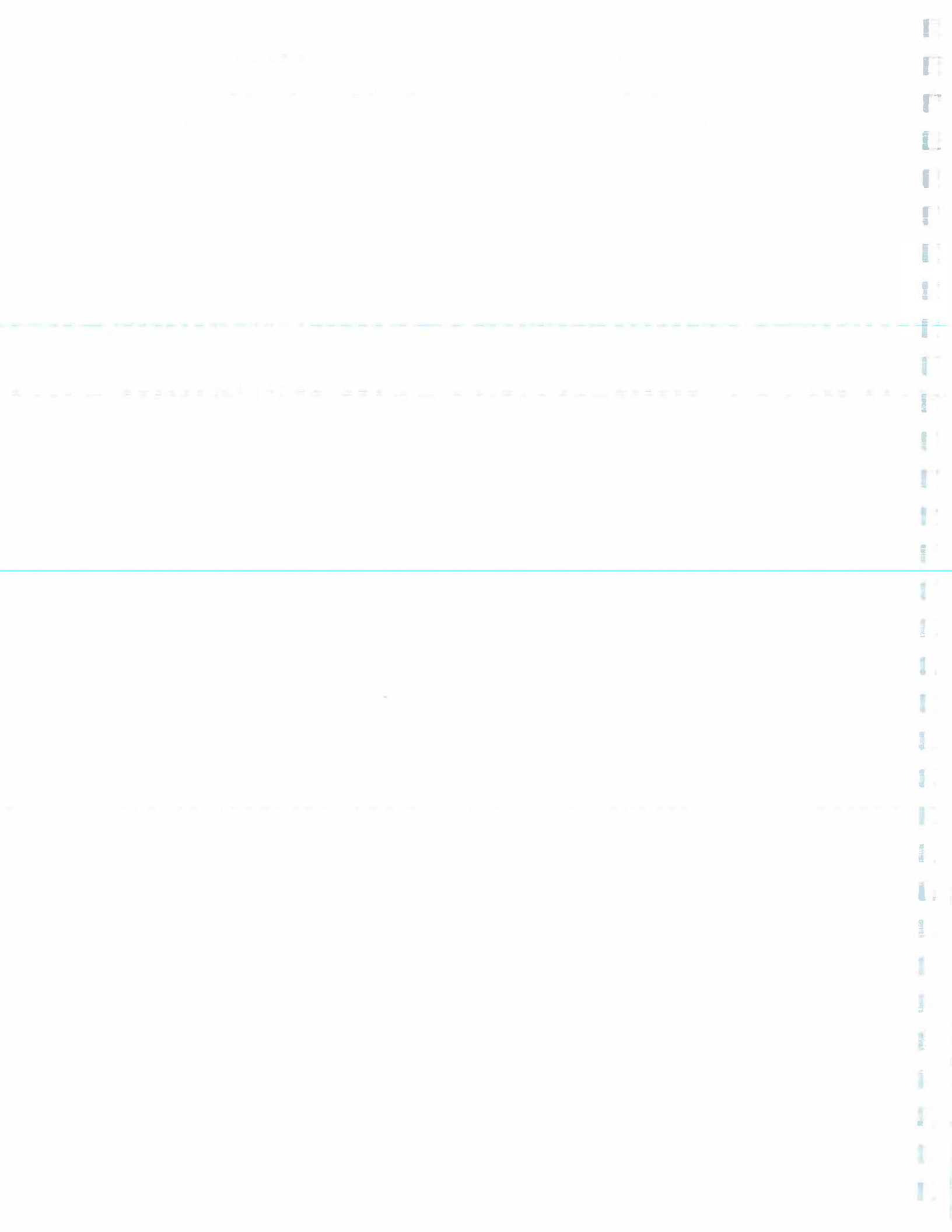


Currently, it is safe to conclude that teachers and police officers are driven to dissipate their time, energy and money in courtroom battles whenever they are aggrieved by the decision of their respective Commissions or the Commissioner of Police.

Bringing the Police Service Commission, Teaching Service Commission and Commissioner of Police within the ambit of the Tribunal will not only be a welcomed alternative to the Courts for police officers and teachers but will also increase the scope of work for the Tribunal. The Tribunal will also have the potential to save the Courts from the avalanche of actions and appeals from public officers.

It must be pointed out that to facilitate the expansion of the jurisdiction of the Tribunal, the PSAT Act should be amended as follows:

- s.2(g) of the Act should read “ *‘public office’ means an office of emolument in the public service including the Police Service Commission, Office of the Commissioner of Police, Public Service Commission and Teaching Service Commission, but excluding an office within the jurisdiction of the Judicial Service Commission*” instead of “ *‘public office’ means an office of emolument in the public service, other than an office within the jurisdiction of the Judicial Service Commission or the Teaching Service Commission or the Office of the Commissioner of Police or any other office in the Police Force*”
- s.2(j) of the Act should read “ *‘Service Commission’ means the Public Service Commission, Teaching Service Commission and Police Service Commission*” instead of “ *‘Service Commission’ means the Public Service Commission*”
- Each section that has the word “*Commission*” should be substituted with “*Commission/Office of the Commissioner of Police*”.



✓ **Enforceability of the Decision of the Tribunal**

The enforceability of the judgments of the Tribunal is worth noting. The fundamental point is that coercive relief is generally unnecessary against the Public Service Commission and governmental authorities; normally a declaration of the law is enough and no coercive backing is needed to compel officials to observe the law or to remain or to be kept within the bounds of legality. It is apparent that it was not in the minds of drafters of Art. 215A(10) of the Constitution and the PSAT Act that public and/or governmental authorities would disregard a decision in favour of an Appellant by the Tribunal and consequently, the Public Service Commission.

Reading Article 215A (10) in conjunction with the PSAT Act and the Delegation in respect of the Disciplinary Code published in the Official Gazette (Legal Supplement) of 12th December, 1987, the Public Service Commission, Permanent Secretaries, Heads of Department, Deputy Regional Executive Officers and every other Public Officer whether or not he or she is a person to whom any power has been delegated, and authority shall give effect as expeditiously as possible to the decision of the Tribunal on any appeal brought to it or any application made to it. Further, by virtue of s. 20(5) of the PSAT Act, the decision of the Tribunal on any appeal brought to it and on any application or other interlocutory proceedings in the appeal shall be final.

While it is not a common occurrence, it has been reported to the Tribunal of the tendency to slothfully implement or to resist implementation of the decisions of the Tribunal may be creeping into the psyche of executives who should be unreservedly compliant.

Take for instance an Appeal where the Tribunal declared that the dismissal of the Appellant was void and the Public Service Commission issues a Government Order for the reinstatement of the

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2. $2x^2 - 7x + 10$
3. $x^2 - 4x + 6$
4. $3x^2 + 8x - 2$
5. $x^2 + 5x - 7$

1. $\frac{1}{2}x^2 + 3x - 5$
2. $2x^2 - 7x + 10$
3. $x^2 - 4x + 6$
4. $3x^2 + 8x - 2$
5. $x^2 + 5x - 7$

Appellant but the Appellant is being deferred and ignored regarding resuming his job by the concerned Ministry/Region that he has been reinstated.

✓ **Temporary Replacement Members**

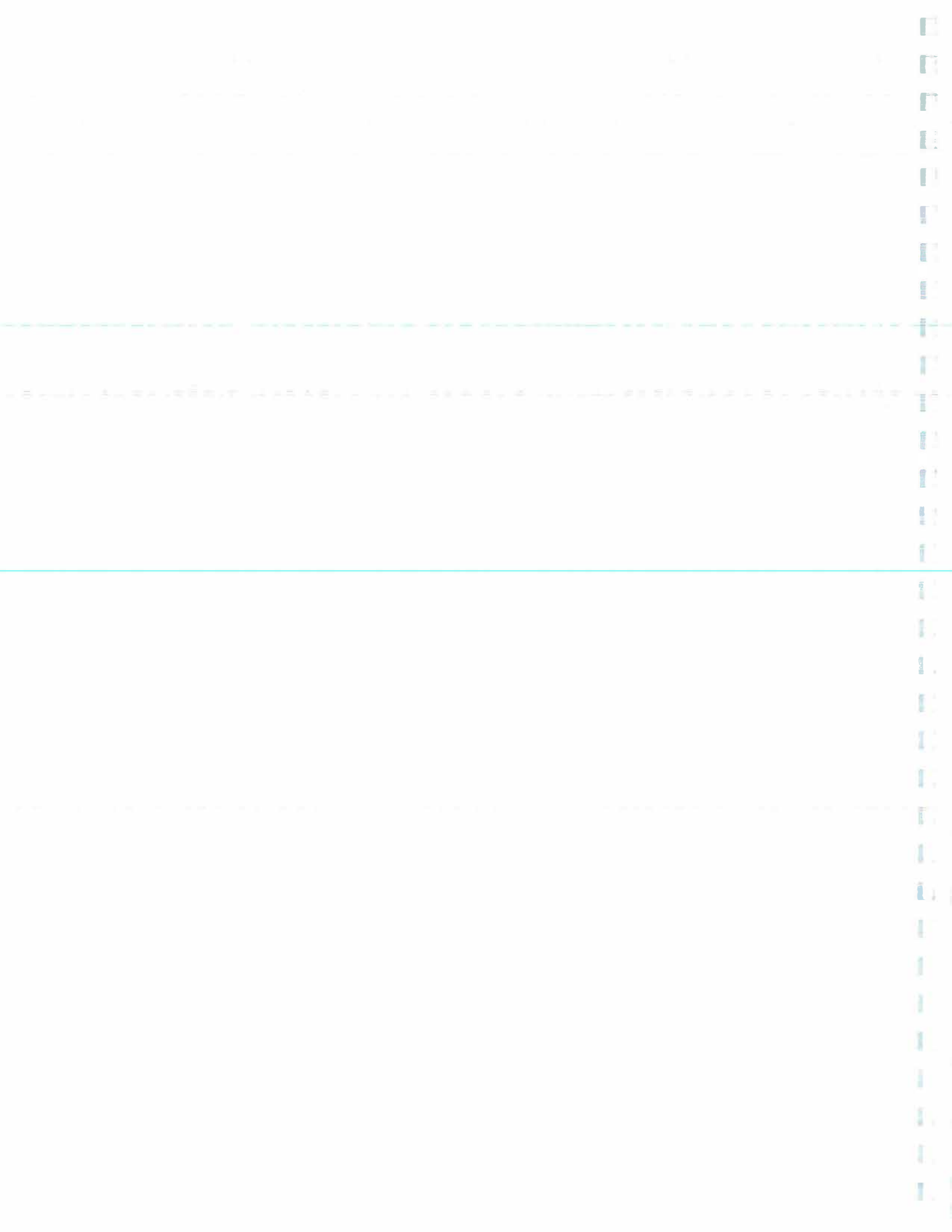
It is recommended that provision be made in the PSAT Act for temporary/provisional replacement Members to be appointed by the President. This is to be done so that proceedings at the Tribunal will not be halted if a Member is unable to sit, whether by the need for recusal or other debilitating factors, in such proceedings. If a Member is unable to sit for any reason, there will be a lack of quorum then the result would be that justice will be delayed to aggrieved officers and justice delayed is justice denied.

✓ **Contract and Agency Workers**

Since the reconstitution of the Tribunal, contract and agency workers have approached the Tribunal to lodge appeals.

However, the Tribunal does not have jurisdiction over such workers but took the time to carefully explain its remit and current frontier of operations.

Although agencies were established for greater efficiency, there is no alternative to the Courts afforded to such workers to appeal unfair decisions. Also, the contract workers are in the same position as agency workers regarding the availability of an alternative to the Courts to appeal unfair decisions.



❖ **Assessment of Performance**

✓ **Activities of the Bench of the Tribunal**

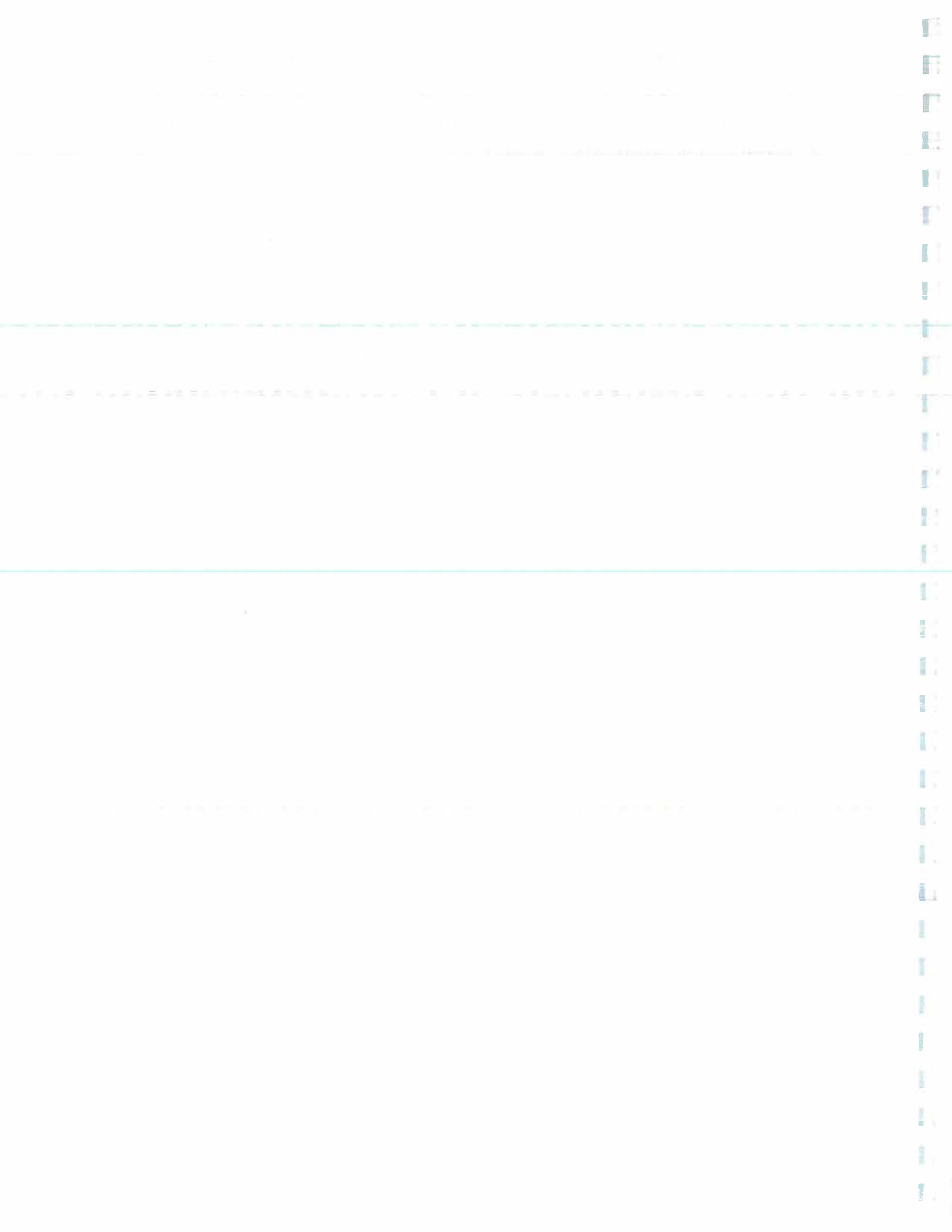
For the period under review, the work of the Tribunal was dispatched with efficiency for the most part. While there were a few glitches to the delivery of fair/just decisions, there were also impediments in terms of principles of laws.

Notwithstanding the obstacles that were infused in the year of reconstitution, by the end of the period of review, the Tribunal concluded four (4) of the seven (7) Appeals filed with the Tribunal.

Of the remaining three (3) Appeals, hearings were completed for two (2) of them with the Tribunal being tasked with setting a date to deliver such decisions and the other Appeal was and still is in abeyance as a result of being in engagement with the High Court which could have been obviated had there been statutory provisions for temporary replacement Members to facilitate recusal.

As it regards the expeditiousness with dealing with Appeals, the Bench of the Tribunal did not conclude Appeals as speedily as it anticipated and this can be attributed to a number of factors, but principally that of leniency and reconstitution of the Tribunal after a hiatus which lasted for more than a decade. As it regards the latter, the hiatus together with the Members being new to this system and only being in possession of pieces of old records of the Tribunal, the Bench may have operated as a new agency trying to find its way and firmament for successful navigation.

As it regards the factor of leniency, the Bench exercised a high level of leniency and this in turn impacted the pace at which the Appeals were concluded.



For instance, approximately sixty percent (60%) of the Appeals filed with the Tribunal were done out of time. As a result of the such expiration of time, the Bench granted leave to the concerned Appellants to file Affidavit to show cause why the Bench should exercise its discretion to extend the time to file the various Appeals. Further, there were instances where the Bench granted leave to Parties to an Appeal to file and serve Affidavits and the like within specified periods. However, on many occasions, a Party was served with an Affidavit on the adjourned date of a hearing. Common sense would dictate that such a situation will prove disadvantageous to the Party on the receiving end who would not have been afforded ample opportunity to peruse the Affidavit or whatsoever document served upon them. This in turn will likely hinder the Party's ability to provide a carefully crafted response, if a response is warranted. In such instances, the Bench of the Tribunal granted leave to the concerned Party to file a response at a later date.

It must be noted that apart from the Appeals properly filed with the Tribunal, there were instances where Public Servants approached the Tribunal to make inquiries and/or file Appeals but were informed that the Tribunal could not entertain such Appeals because it lacked jurisdiction. Some of the Public Servants were from the Central, Housing and Planning Authority (CHPA), the Guyana Defence Force, Guyana Revenue and Authority (GRA), the National Insurance Scheme and some were on contract. Further, some of the decisions that the Public Servants desired to Appeal included their pension, gratuity, NIS contributions and salary. The Tribunal, having no jurisdiction for the above, recommended that the concerned Public Servant either approach the Office of the Ombudsman or seek means to approach the High Court to resolve such matters.

✓ **Correlation between the non-reconstitution of the Public Service Commission and Appeals to the Tribunal**

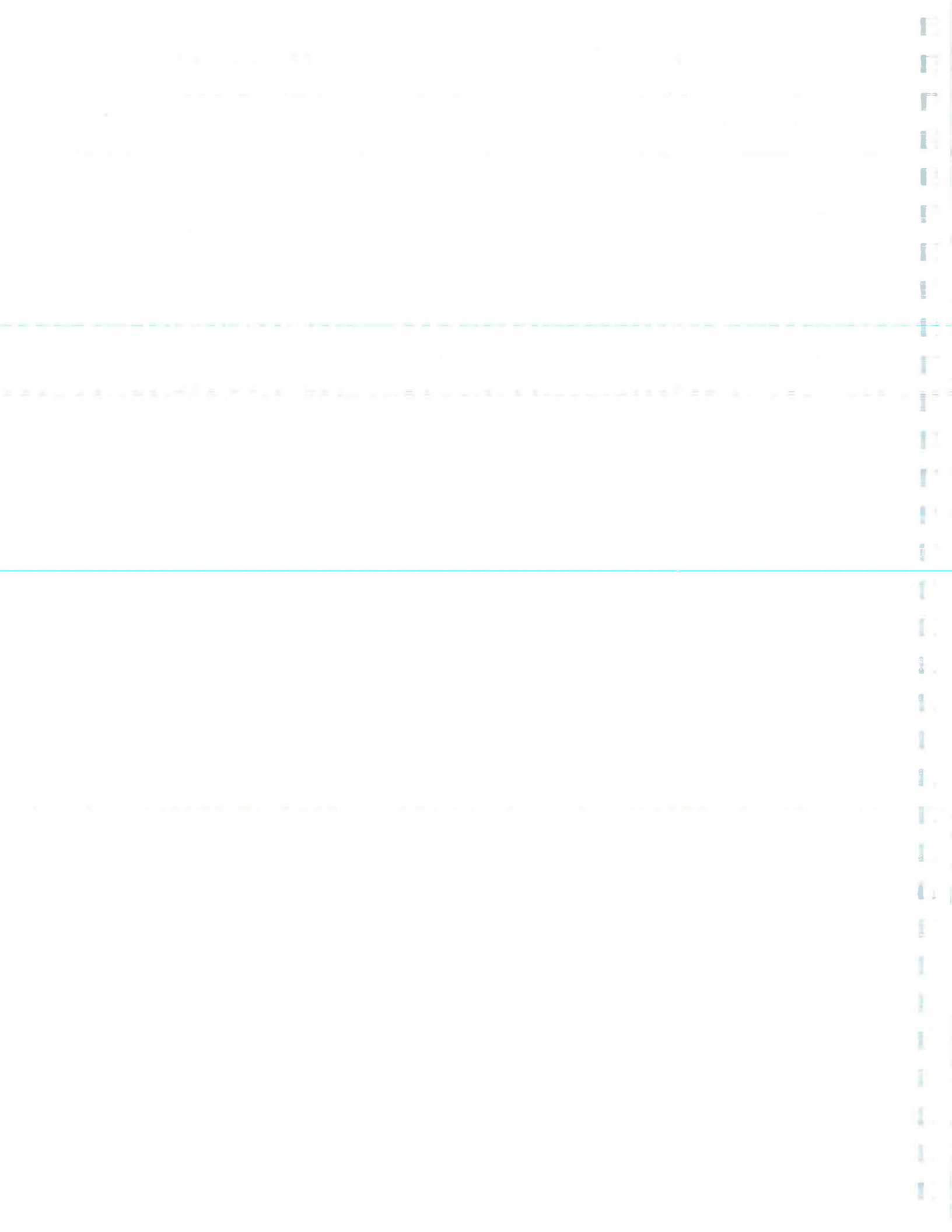
Statutorily, the Public Service Commission plays an integral role in the workload of the Tribunal. After the life of the Public Service Commission came to an end on 31st August, 2017, it was not until August, 2018 that it was reconstituted. In the absence of the Public Service Commission, there could have been no decision made by same, hence no appeal from decision for that period to the Tribunal. Further, during that period, the Department of Public Service made temporary appointments and appointments by contract and this placed such appointees out of the reach of the Tribunal. It is evident that the transposition of management functions from the Public Service Commission to the Department of Public Service persists today. This situation diminishes the work of the Tribunal and negatively impacts the Public Servants who are outside of the ambit of the Public Service Commission and by extension, the Tribunal.

✓ **Aborted Outreach Plans**

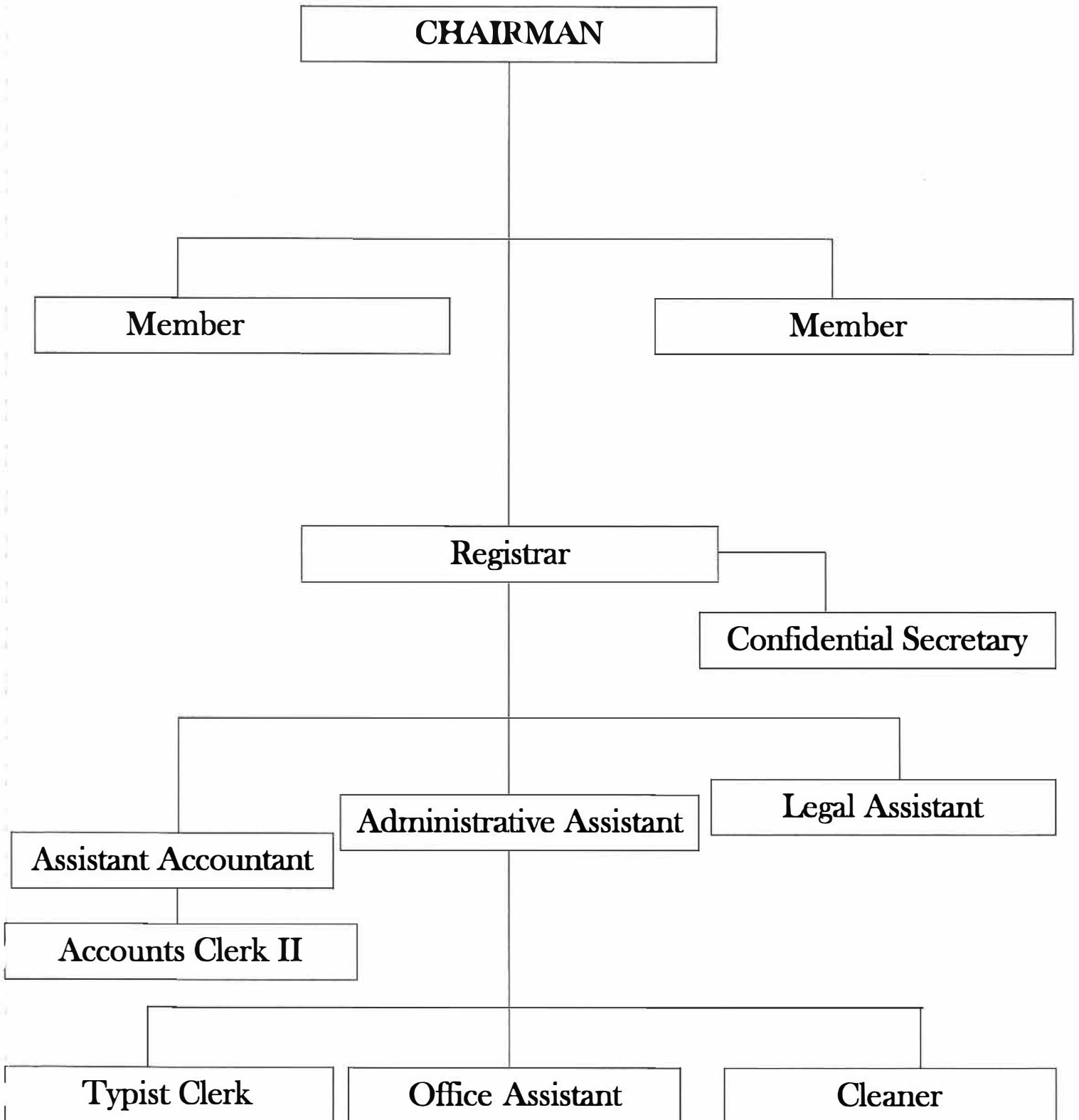
The Tribunal planned to host outreaches in the ten (10) administrative regions in 2018. However, the Tribunal was facing financial constraints and was forced to abort the plans for the outreach and restricted itself to circulating memoranda to various ministries to increase awareness amongst Public Servants. The outreaches may have increased the number of Appeals filed with the Tribunal.

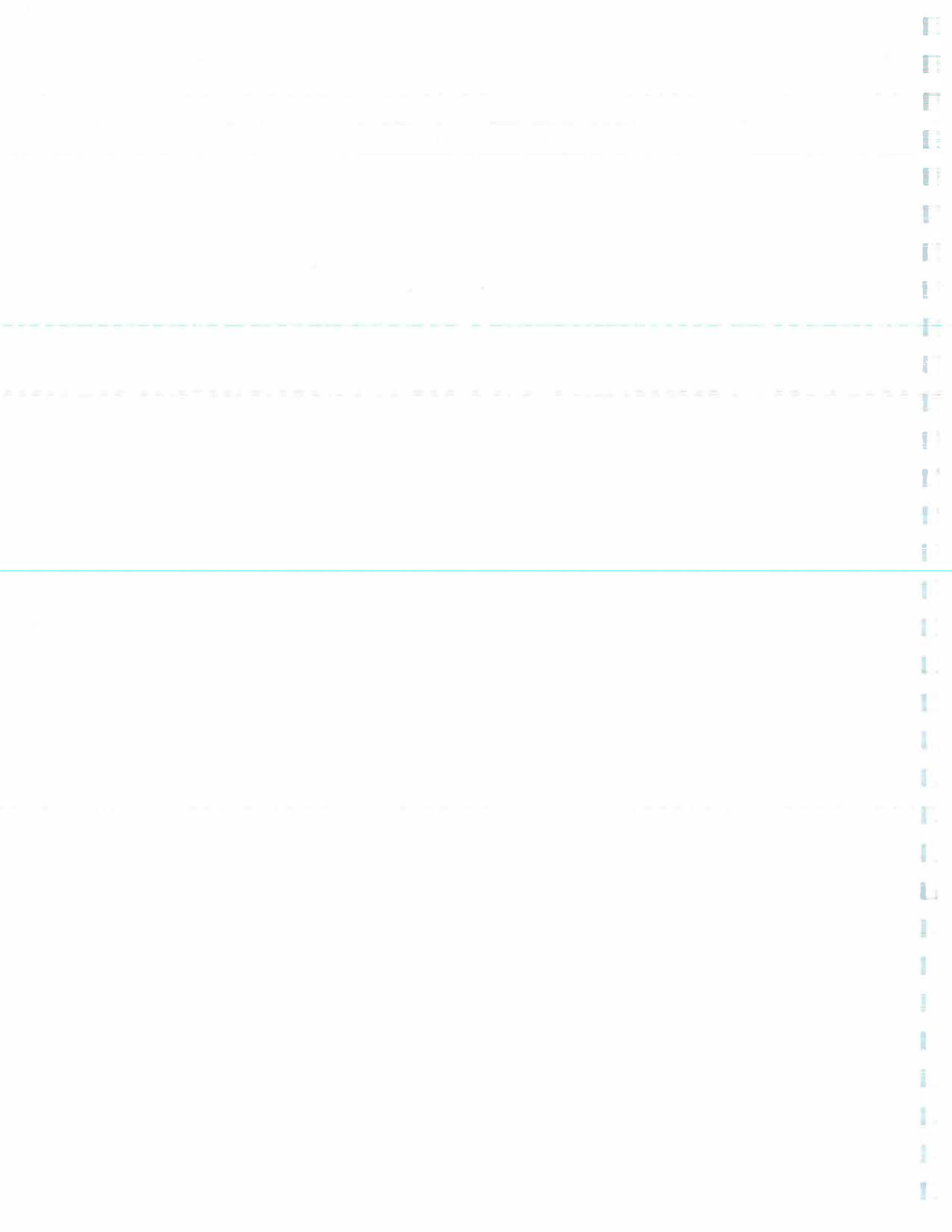
✓ **Conclusion**

For the period under review, the work of the Tribunal could be considered reasonably impactful. There is still more that can be done and the coming years are anticipated to be better than this period under review.



Organisation and Management
Organisational Chart





Organisation and Management (Cont'd)

Description of Divisions and Departments

The Tribunal consists of two sections:

- ✓ Administrative
- ✓ Legal

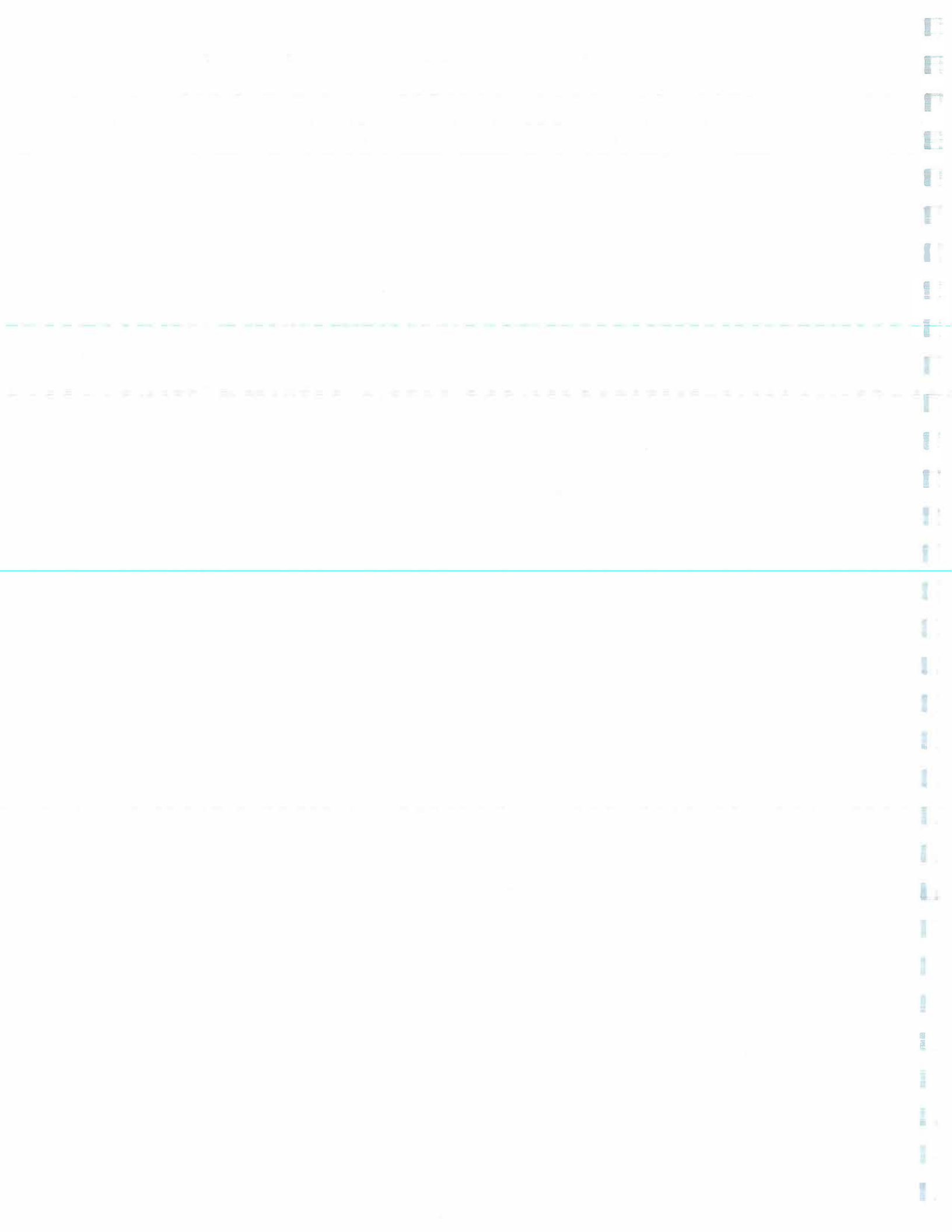
The Administrative Section

This section is supervised by the Registrar of the Tribunal and is responsible for the general administration of the Office and the smooth running of the departments. The Registrar handles, with the assistance of the Administrative Assistant, all personnel matters such as leave, resignations, Staff Appraisal Reports and the overall discipline of the office staff. The Typist Clerk aids in the typing of the various correspondence and the Office Assistant delivers same.

Accounting matters are handled by the Assistant Accountant with the assistance of the Accounts Clerk II. The Assistant Accountant reports to the Registrar. Accounting matters entail the preparation of pay sheets, remittances and withdrawals from the Consolidated Fund, recoupment of Imprest, keeping of Imprest, payment vouchers, cheque orders, bank deposits, taking vouchers to the Treasury, preparing monthly Financial Statements and Imprest Ledgers along with other related accounting duties.

The Legal Section

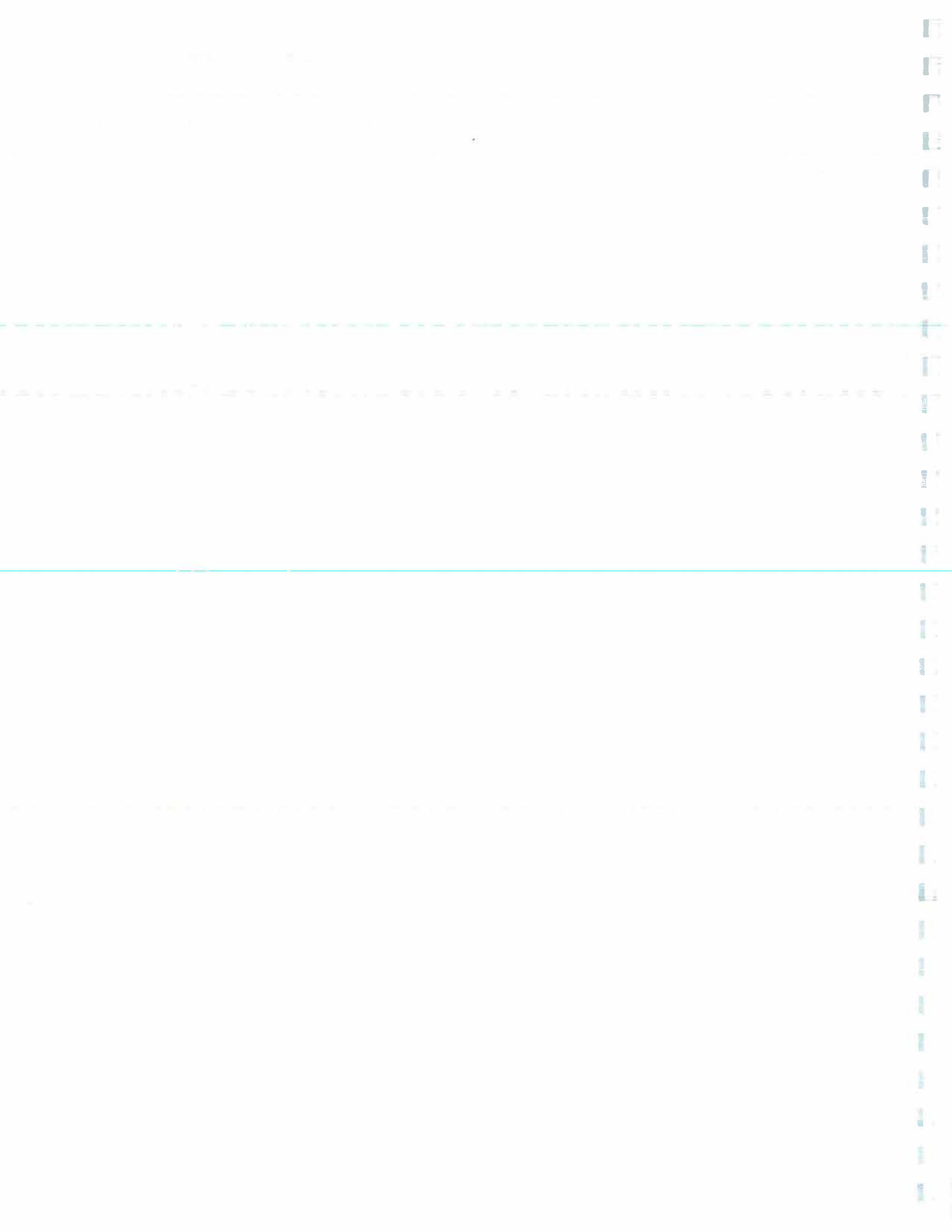
This section comes directly under the purview of the Chairman who is *primus inter pares* as it regards the other two (2) Members. This section deals expeditiously with all the appeals that come to the Tribunal from the Public Officers.



In addition to the administrative functions, the Registrar accepts appeals from Public Officers and processes same for hearing by the Bench of the Tribunal, takes notes at the various hearings and dispatches the required notices of hearings.

The Legal Assistant conducts research for the Bench of the Tribunal.

After the appeals are heard, the decisions are given in writing. These decisions can be obtained from the Registrar for the payment of a small fee.



Summary and Review of the Programme (2017)

Legal Section

There were five (5) appeals to the Tribunal.

Two (2) of the appeals were dismissed because the Tribunal lacked jurisdiction. The remaining three (3) of the appeals were partly heard.

Bench of the Tribunal

The Bench of the Tribunal was reconstituted on 17th May, 2017.

The Chairman of the Tribunal is Hon. Justice (Rtd) Nandram Kissoon.

The other two Members are:

- ✓ Mr. Winston Browne –
- ✓ Mrs. Abiola Wong-Inniss – an Attorney-at-Law who is the nominee of the Guyana Public Service Union

Administrative Section

In 2017, the members of staff were as follows:

- | | | |
|-------|------------------|--------------------------------------------|
| (i) | Amoura Giddings | – Registrar |
| (ii) | Akeeta Kingston | – Legal Assistant |
| (iii) | Cleyon McPhoy | – Assistant Accountant |
| (iv) | Jon Felicien | – Confidential Secretary to the Registrar* |
| (v) | Luani King | – Typist Clerk* |
| (vi) | Terief McPherson | – Accounts Clerk II |
| (vii) | Kelvin English | – Office Assistant |

(viii) Earlester Grant

– Cleaner

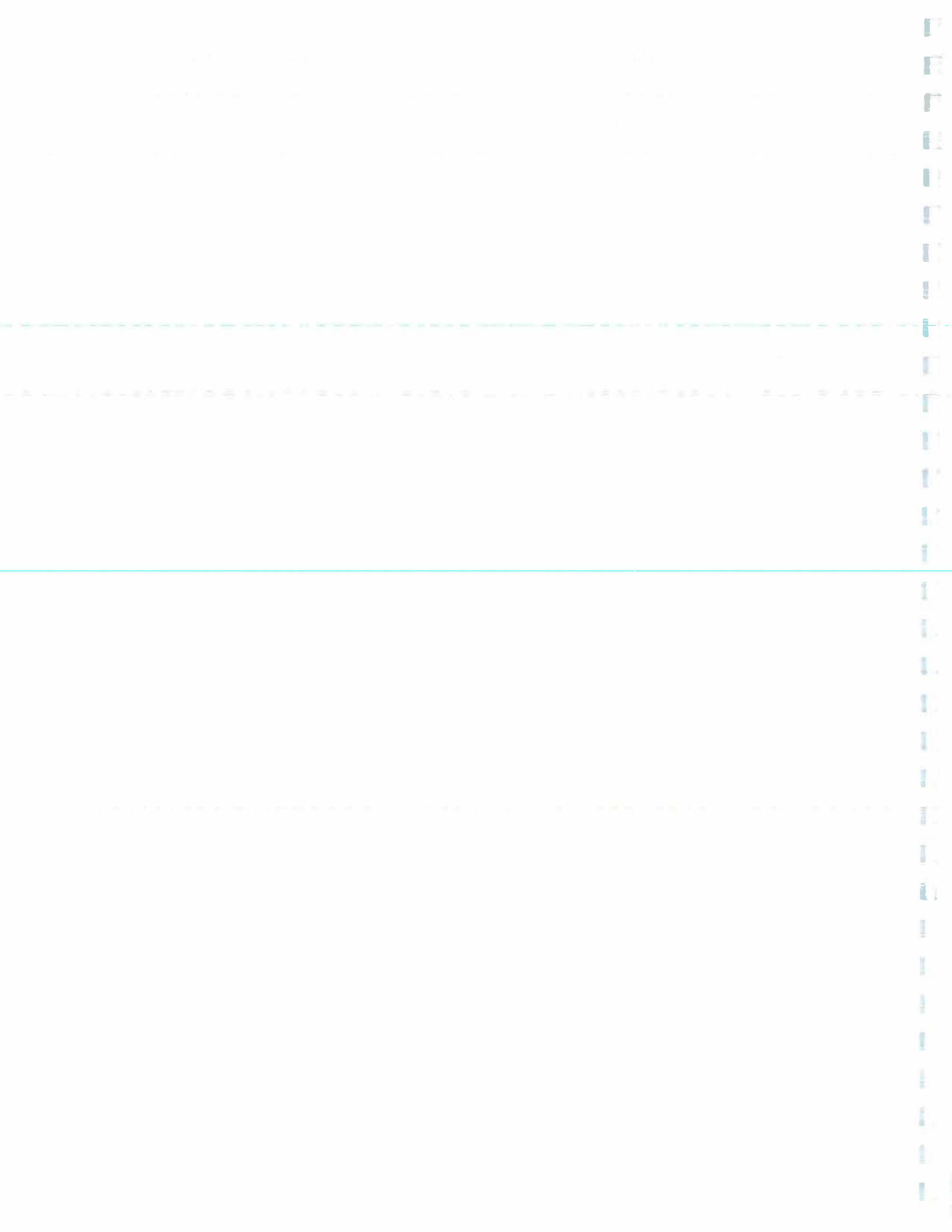
Note: Ms. King is a staff of the Department of Public Service, Ministry of the Presidency as a Typist Clerk but has unofficially been transferred to the Tribunal; she is being paid by the Department of Public Service. Ms. Jon Felicien was appointed as the Confidential Secretary to the Registrar prior to the hiatus. During the hiatus, she worked at the Department of Public Service still holding the title of Confidential Secretary to the Tribunal, pending the reconstitution of the Tribunal. Ms. Felicien did not resume duties at the Tribunal in 2017.

Remarks on Performance of the Staff of the Administrative Section

Except for the Confidential Secretary to the Registrar, the members of staff were new to the Public Service Appellate Tribunal.

The Registrar must be commended for the work she did in 2017. Even though she was appointed late in the year, she was able to have many tasks completed as she used her initiative. If a situation arose whereby she was not equipped with the knowledge on how to deal with same, she sought the assistance of senior personnel of the Department of Public Service, Ministry of the Presidency. The Registrar went above and beyond her call of duty to the extent that she worked late hours and some weekends so that tasks were completed.

The Legal Assistant, Assistant Accountant, Accounts Clerk II and the Office Assistant were working for the first time in the Public Service. Even though a Public Servant is furnished with a Job Description upon entering the Public Service, it is understood that they will need some time to “learn the ropes” of the institution and guidance for same.



In order to facilitate the “learning of the ropes”, the Legal Assistant was required to spend the first two (2) weeks of her appointment at the High Court which aided immensely in her understanding of the procedure regarding acceptance of appeals, documenting and filing same.

From July 2017, the Legal Assistant and the Accounts Clerk II occupied an office space at the Office of the Ombudsman and during this time, they were taught by the staff of the Office of the Ombudsman how to perform some duties on their respective job descriptions.

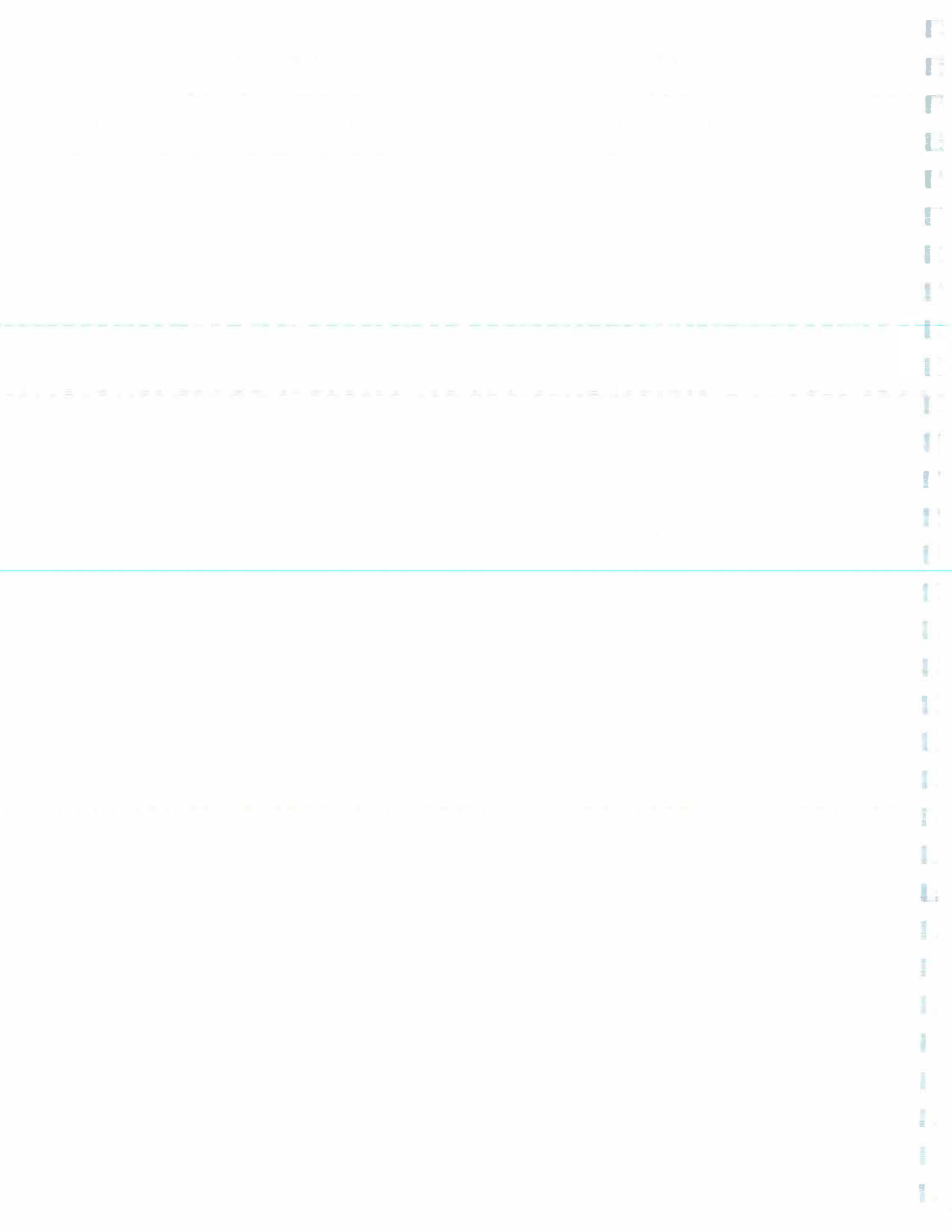
From September, 2017, the Assistant Accountant and the Accounts Clerk II were placed at Department of Public Service, Ministry of the Presidency for two (2) months to work alongside the Chief Accountant so as to equip themselves with the knowledge regarding the accounting procedure and also to seek guidance to conduct readily accounts-related activities for the Tribunal. This was a good initiative for this resulted in the accounting department running smoothly.

The Cleaner and the Office Assistant effectively performed their tasks. Initially, the Office Assistant was not *au fait* with the location of many offices at which he was required to dispatch correspondence but with the help of the Typist Clerk, he was able to learn quickly the locations and therefore dispatched mails efficiently and effectively.

During the weekends, most of the renovations of the building were done and some members of staff were present from time to time to oversee the work being done.

It is also apt to note that the Typist Clerk played a particularly integral role in guiding the staff regarding many inquiries and she assumed the role of a receptionist.

All in all, the members of staff aided immensely in the smooth functioning of the Tribunal.



Summary and Review of the Programme (2018)

Legal Section

There were two (2) appeals to the Tribunal filed against the Public Service Commission.

Bench of the Tribunal

There has been no change during this year to the Bench of the Tribunal.

Administrative Section

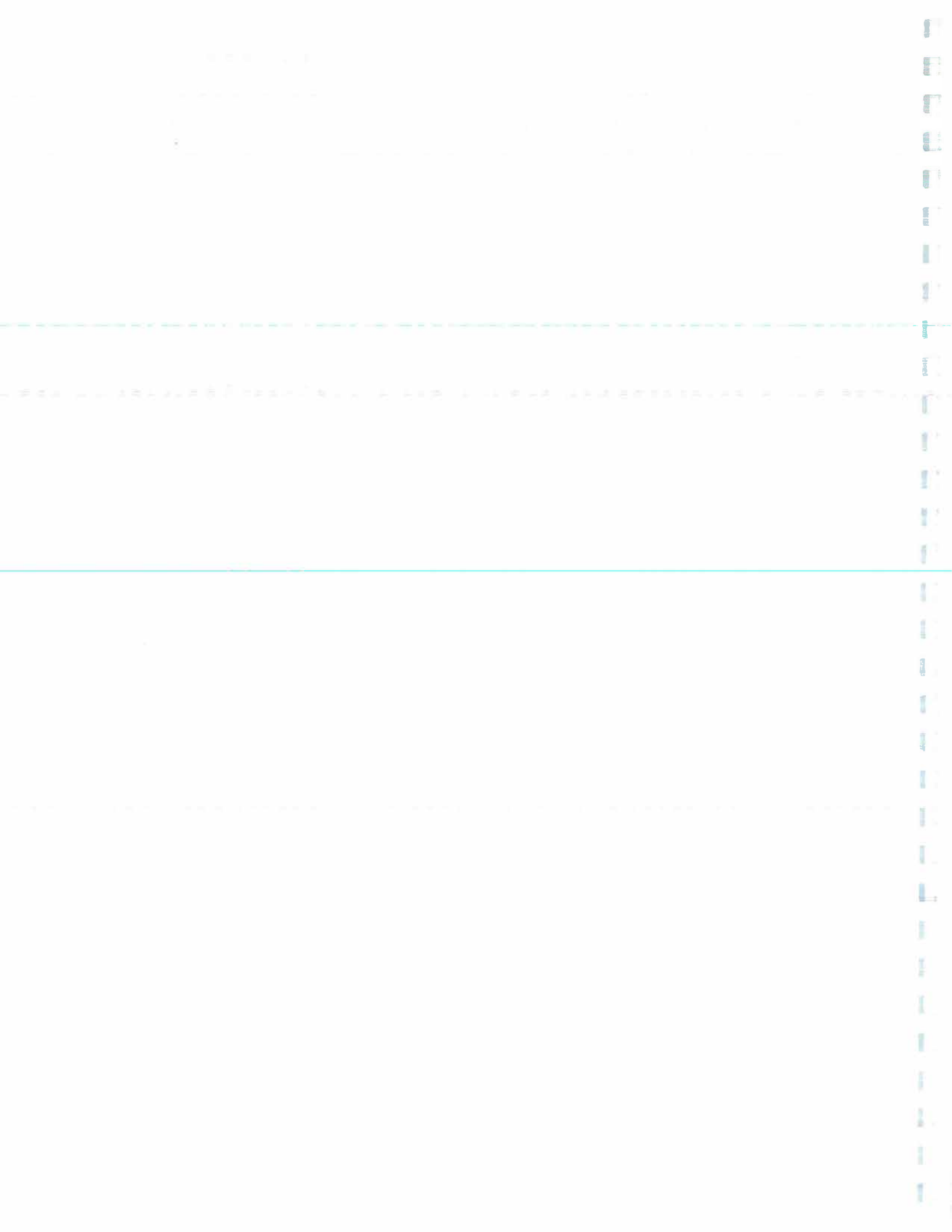
Staff Changes

The staff changes that occurred were as follows:

- (i) Petronilla Browne – Stewart – Registrar with effect from 23rd July, 2018
- (ii) Jon Felicien – Administrative Assistant with effect from
2nd January, 2018
- (iii) Cypriana Barry – Typist Clerk with effect from 16th January, 2018

Note:

Ms. Amoura Giddings was dismissed from the public service with effect from 27th March, 2018 and Ms. Akeeta Kingston tendered her resignation to pursue studies with effect from 25th July, 2018.



Remarks on Performance of the Staff of the Administrative Section

The staff as of 2017 continued to work in a diligent manner.

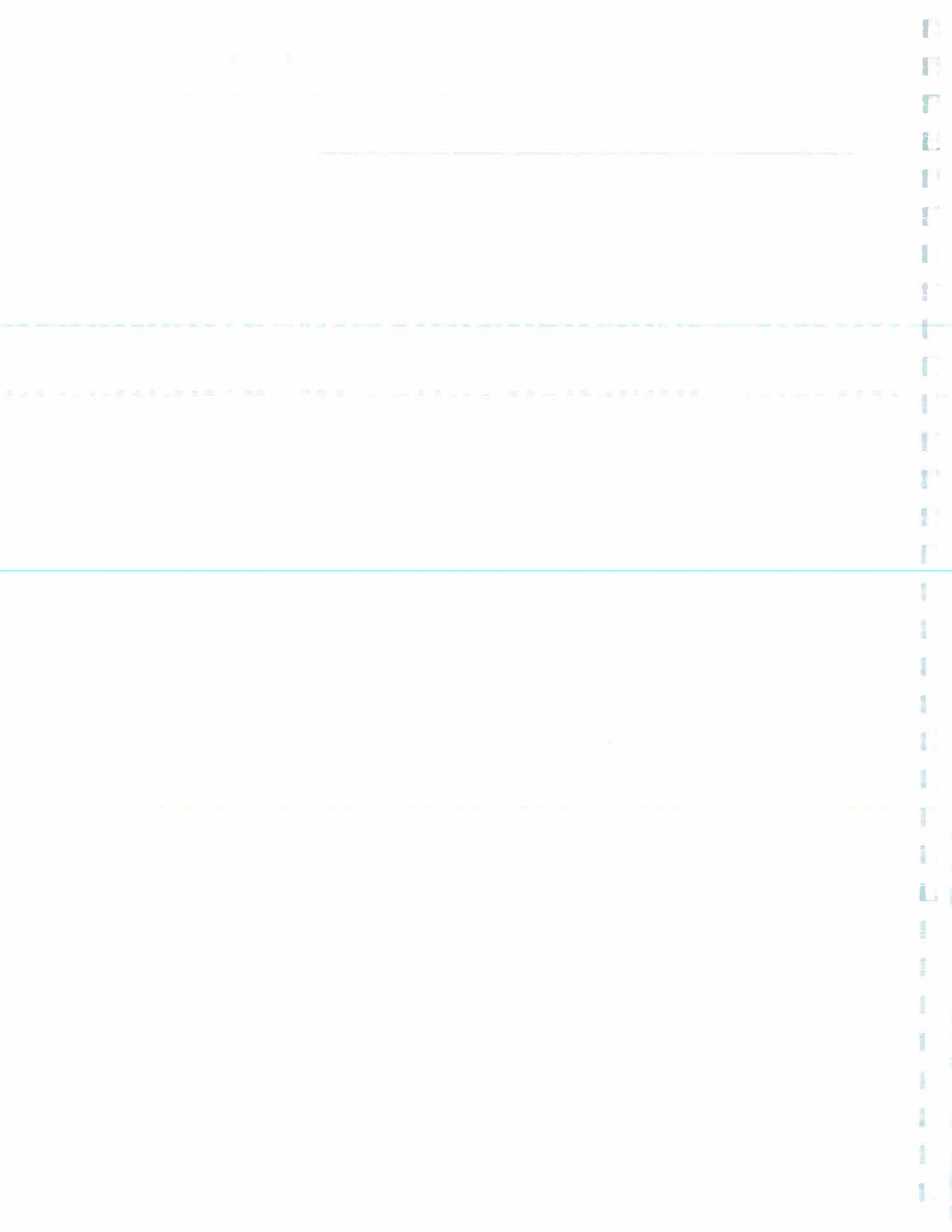
As it regards the additions, they were not different in terms of dedication to the work when compared with the staff of 2017.

The Administrative Assistant went above and beyond her call of duty so as to ensure the smooth administration of the office. Following the dismissal of the then Registrar in March, 2018, the Administrative Assistant performed the administrative duties of the post of Registrar with due diligence for almost five (5) months while the Legal Assistant performed the legal aspect.

Since the Tribunal did not have the position of a Stores Clerk in its inventory, the Typist Clerk assumed the duties of a Stores Clerk and this aided immensely in updating the stocks inventory thereby resulting in the staff of Tribunal having the relevant supplies to carry out their various tasks.

The Typist Clerk of the Department of Public Service, who is attached to the Tribunal, functioned as the Confidential Secretary to the Registrar and has been diligently performing the said duties.;

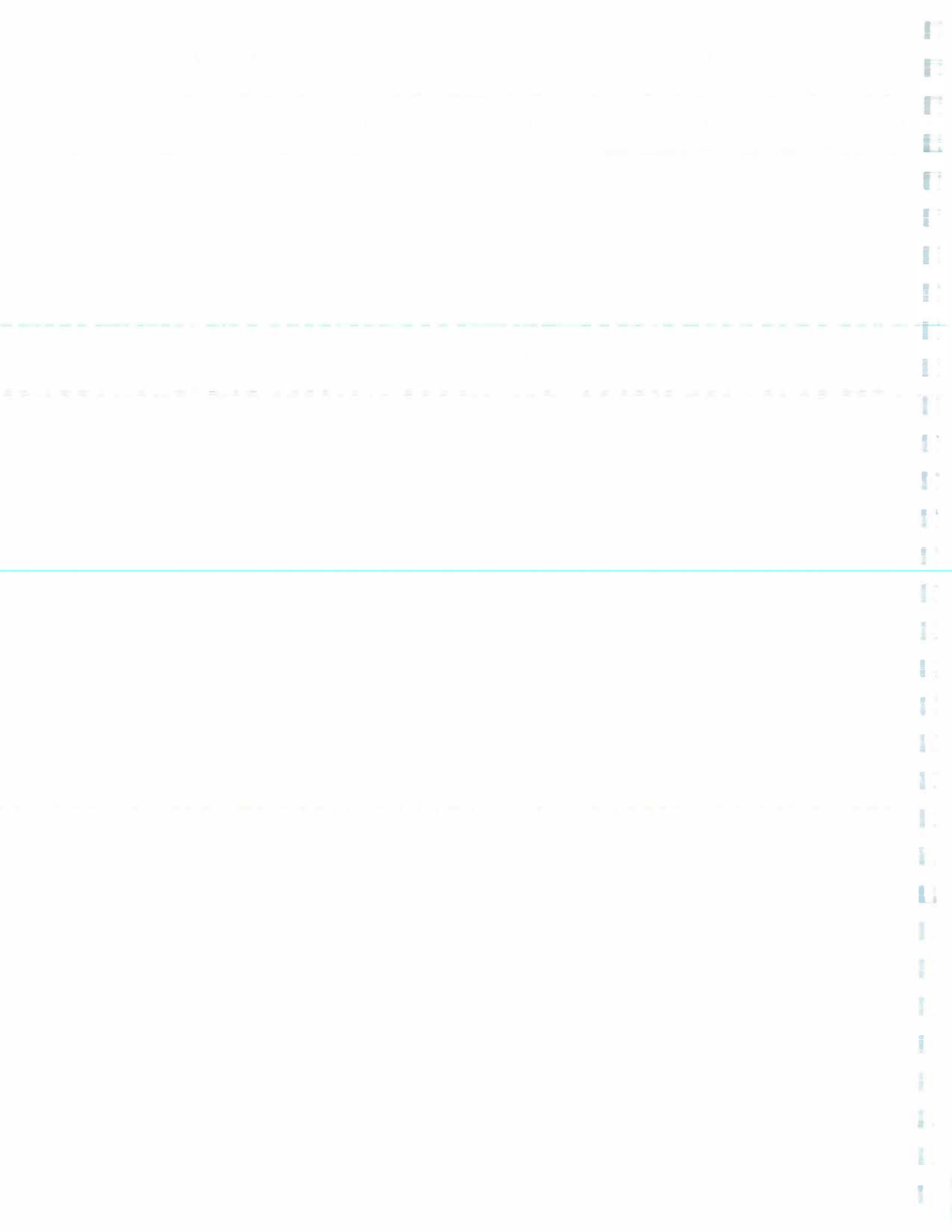
The Registrar must be commended for always having tasks completed in an efficient manner both in the legal and administrative sections.



Review of Special Initiatives in 2018

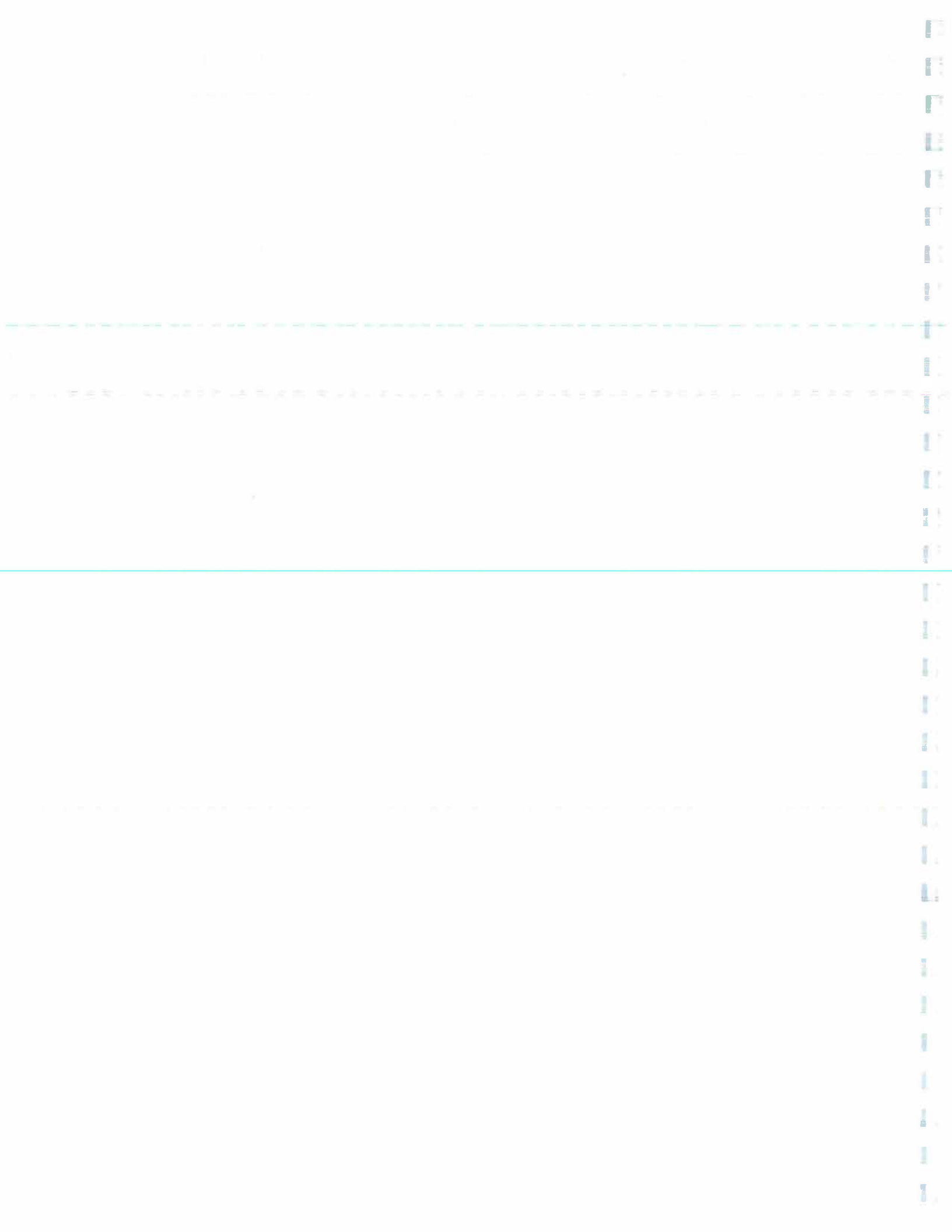
Purchase of Legal Texts

The Tribunal, as a constitutional agency responsible for hearing and determining appeals, would need certain legal books, reports and the like to aid it in its work. To assist the Tribunal in its work, legal texts were purchased.





APPENDIX



PUBLIC SERVICE APPELATE TRIBUNAL
NOTES TO FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

5. Receipts

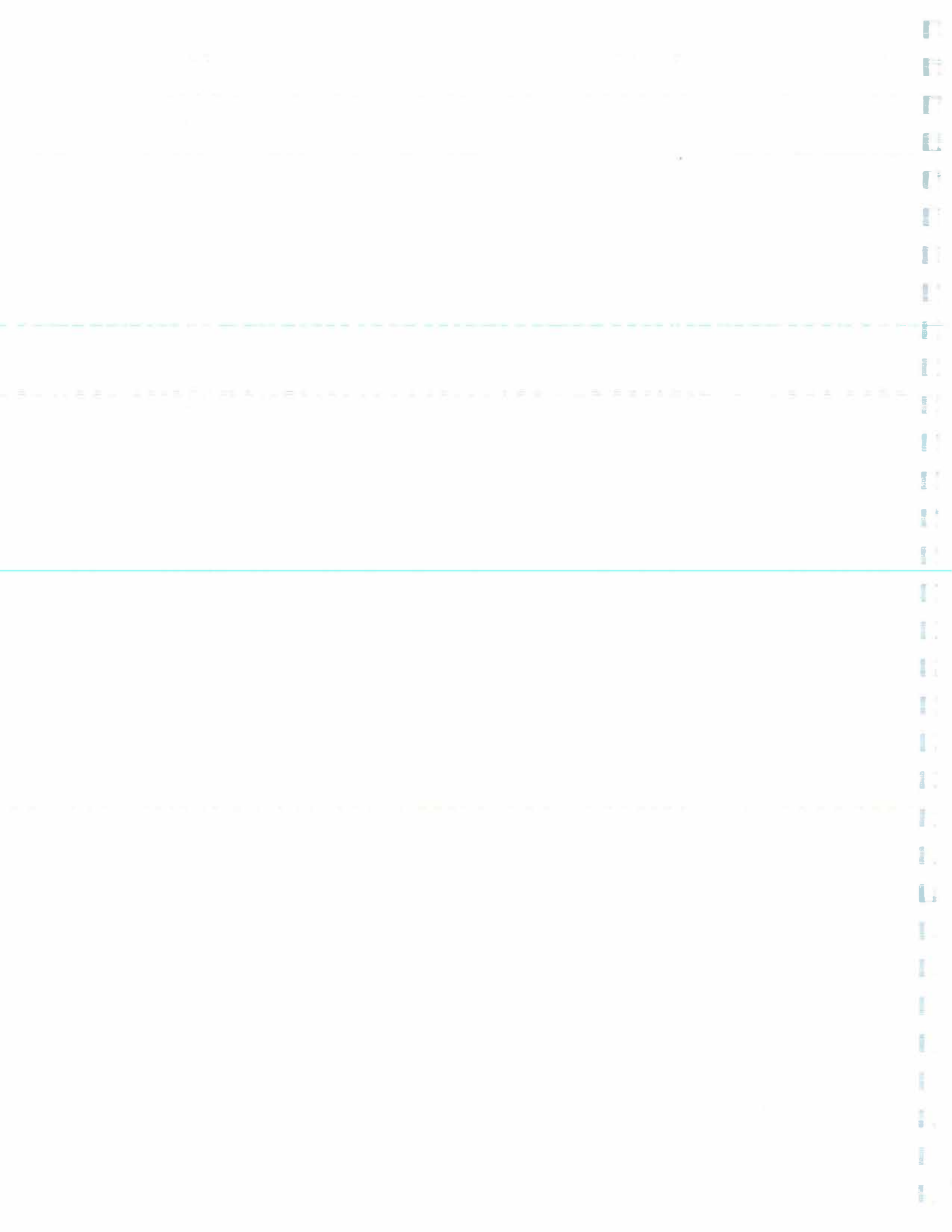
Income comprises of subvention received from Government.

	G\$ 2017	G\$ 2016
Subvention received from MOF (Current)	30,052,272	<u>2,317,527</u>
Warrant from MOF	3,968,872	-
Subvention received from MOF (Capital)	5,000,000	-
Total	<u>39,021,144</u>	<u>2,317,527</u>

	G\$ 2017	G\$ 2016
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6. PAYMENTS

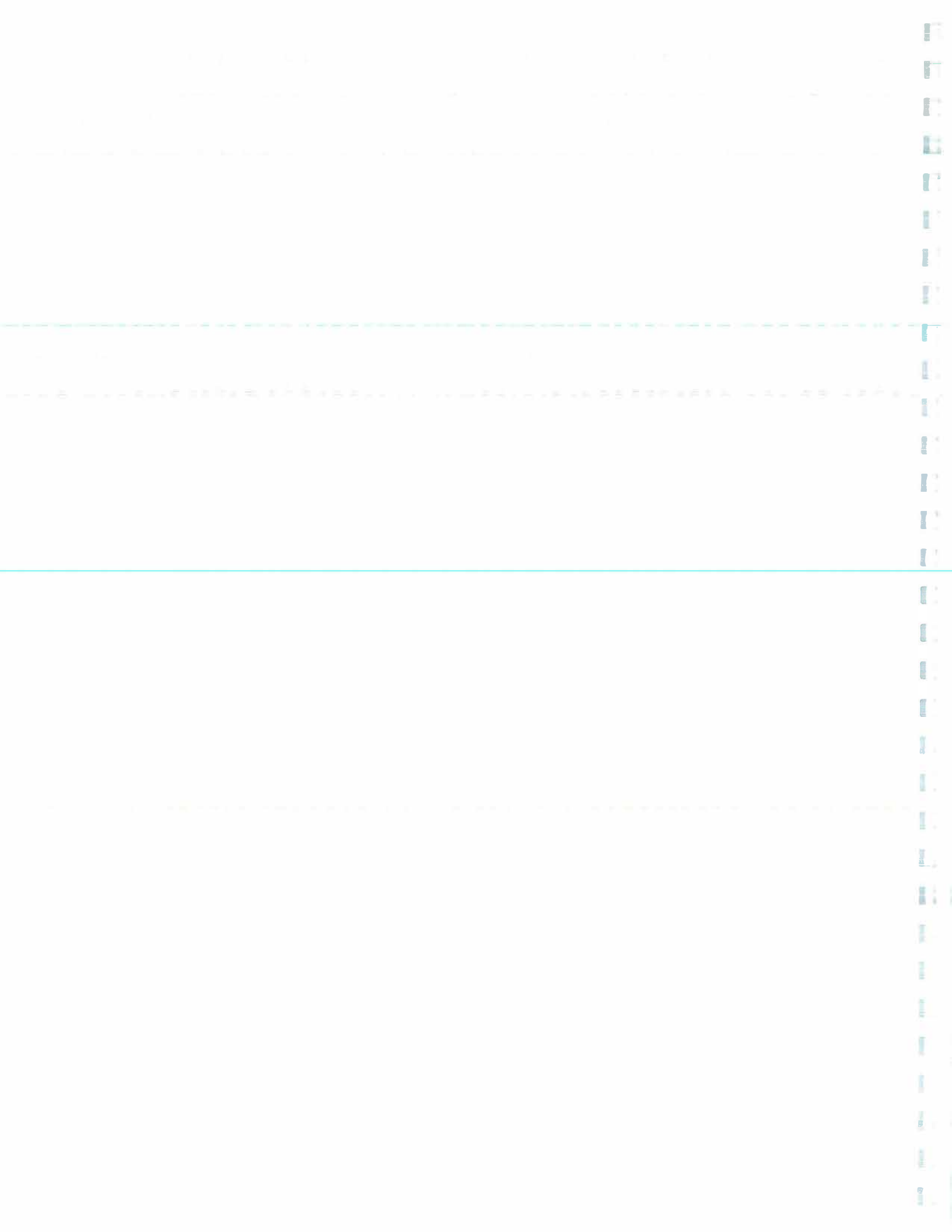
Statutory Wages & Salaries	16,090,605	-
Statutory Benefits & Allowances	374,696	-
Wages & Salaries	5,272,950	1,365,887
Material, Equipment & Supplies	732,667	-
Janitorial Supplies	246,149	-
Postage and Cable	144,500	-
Local Travel & Subsistence	33,972	-
Telephone	200,505	19,093
Electricity	441,000	129,382
Water	152,070	168,525
Meals & Refreshments	287,707	-
Other Expenses	10,044,323	634,640
Capital – Furniture & Equipment	4,545,668	-
Returns to consolidated fund	454,332	-
Total	<u>39,021,144</u>	<u>2,317,527</u>



PUBLIC SERVICE APPELLATE TRIBUNAL

**CURRENT APPROPRIATION ACCOUNTS FOR THE FISCAL YEAR
ENDED 31st DECEMBER, 2018**

SUB HEAD	DESCRIPTION	VOTED PROVISION	SUPPLEMENTARY PROVISION	YEAR TO DATE VIREMENT	REVISED PROVISION	TOTAL EXPENDITURE	UNDER THE REVISED ESTIMATES	OVER THE REVISED ESTIMATES
6011	Statutory Wages and Salaries	18372	-	-	18372	25776	-	7404
6012	Statutory Benefits and Allowances	5432	-	-	5432	7100	-	1668
6111	Administrative	-	-	-	-	-	-	-
6113	Other Technical and Craft Skilled	-	-	-	-	-	-	-
6114	Clerical and Office Support	901	-	-	901	1120	-	219
6115	Semi-Skilled Operatives and Unskilled	-	-	-	-	-	-	-
6116	Contracted Employees	24743	-	-	8299	9645	-	1346
6117	Temporary Employees	-	-	-	2341	2341	-	-
6131	Other Direct Labour Costs	180	-	-	180	180	-	-
6133	Benefits and Allowances	75	-	-	75	107	-	32
6134	National Insurance	76	-	-	76	94	-	18
6221	Drugs and Medical Supplies	40	-	-	40	25	15	-
6223	Office Materials and Supplies	1500	-	-	750	750	-	-
6224	Print and Non-Print Materials	750	-	-	1500	1500	-	-
6231	Fuel and Lubricants	1000	-	-	-	-	-	-
6242	Maintenance of Buildings	2700	-	-	200	200	-	-
6243	Janitorial and Cleaning Supplies	950	-	-	1259	1259	-	-
6261	Local Travel and Subsistence	3800	-	-	910	910	-	-
6263	Postage, Telex and Cablegrams	120	-	-	-	-	-	-
6264	Vehicle Spares and Services	750	-	-	-	-	-	-
6265	Other	5000	-	-	-	-	-	-
6271	Telephone Charges	775	-	-	549	549	-	-
6272	Electricity Charges	3000	-	-	2200	2200	-	-
6273	Water Charges	-	-	-	792	792	-	-
6282	Equipment Maintenance	2500	-	-	600	600	-	-
6283	Cleaning and Extermination Services	-	-	-	248	248	-	-
6284	Other	4000	-	-	110	110	-	-
6291	National and Other Events	700	-	-	-	-	-	-
6293	Refreshments and Meals	1200	-	-	900	900	-	-
6294	Other	3200	-	-	420	420	-	-
6311	Rates and Taxes	1200	-	-	730	730	-	-



PUBLIC SERVICE APPELLATE TRIBUNAL

CURRENT APPROPRIATION ACCOUNTS FOR THE FISCAL YEAR
ENDED 31st DECEMBER, 2018

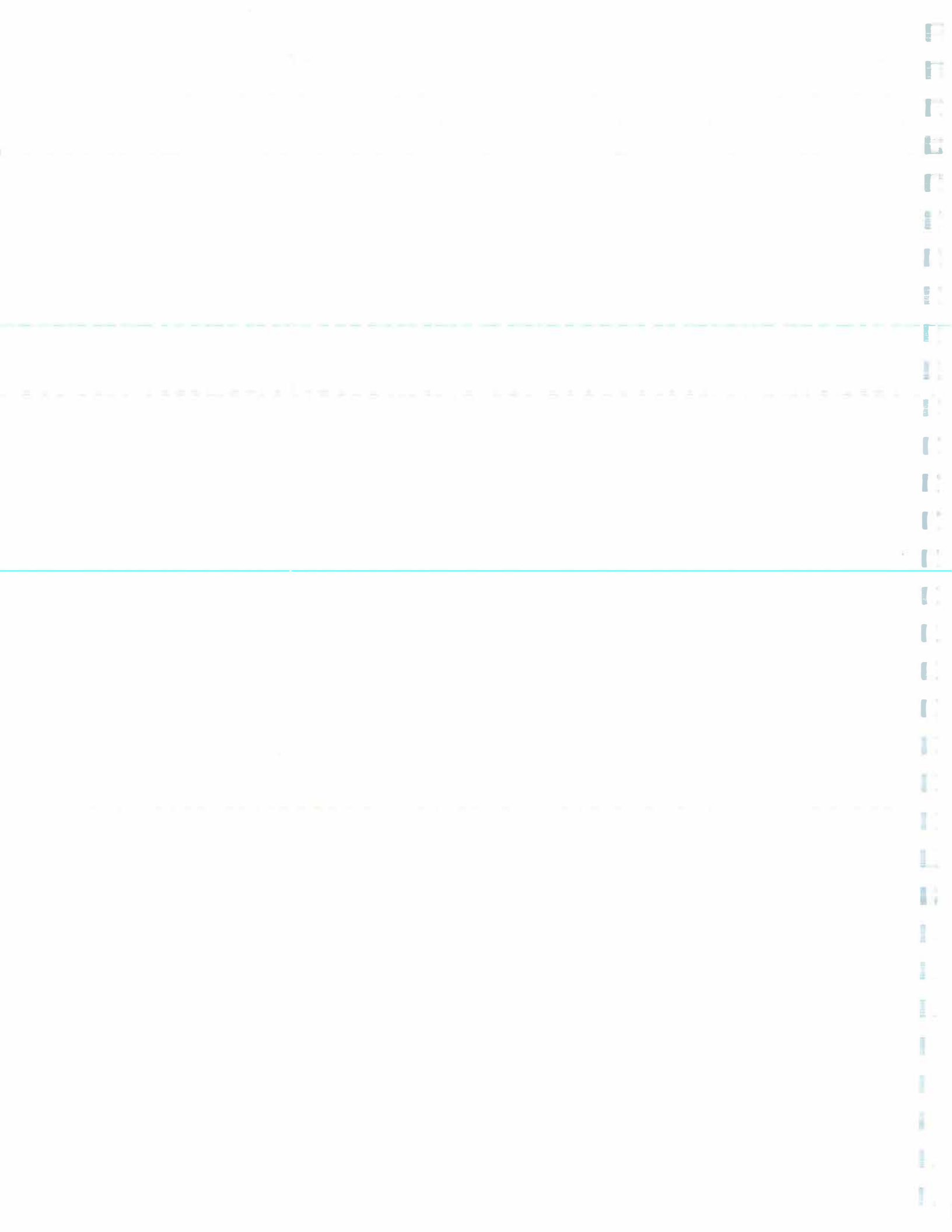
6321	Local Organisations	1500	-	-	-	-	-	-
	TOTAL	84464	-	-	46884	57556	15	10687

Voted Provision refers to the funds requested by the Tribunal

Revised Provision refers to the funds granted to the Tribunal by Parliament

Total Expenditure refers to the total funds spent by the Tribunal.

NOTE: The shortfall experienced by the Tribunal was satisfied through Inter/Intra Departmental Allocation Warrant #97/2018 dated 2018/12/20 (Ministry of Finance) and direct payment from the Ministry of Finance.



INTER/INTRA DEPARTMENTAL ALLOCATION WARRANT

FILE No.....

DATE 2018/12/20

WARRANT #97/2018

Public Service Appellate Tribunal

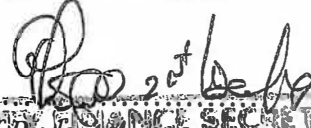
As Accounting Officer appointed under Section 4 of the Financial Administration and Audit Ordinance, 1961, of the vote shown on the schedule hereunder. I hereby allocate to you the sum stated on the under mentioned Schedule for the purpose of performing the work or services indicated thereon for the period **December, 2018** within the current financial year. This allocation must only be spent for these Specified Purposes on your authority; the accounts being certified by you or by the Officers so authorized. The number of this warrant is to be quoted on the related vouchers.

SCHEDULE

Vote (Head and Sub-Head of Charge)	Amount Allocated	Purposes for which Allocation is made
<u>03- Ministry of Finance</u> <u>031-: Policy & Administration</u> <u>0310103 – Policy Formulation & Implementation</u> <u>6141 – Revision of Wages & Salaries</u>	\$5,212,167	This amount was approved to meet shortfall in payment of salary increases and salary for December 2018 for Prog. #1.

The expenditure incurred under each allocation shown on this warrant must be so arranged and limited as to be kept within the sum allocated.

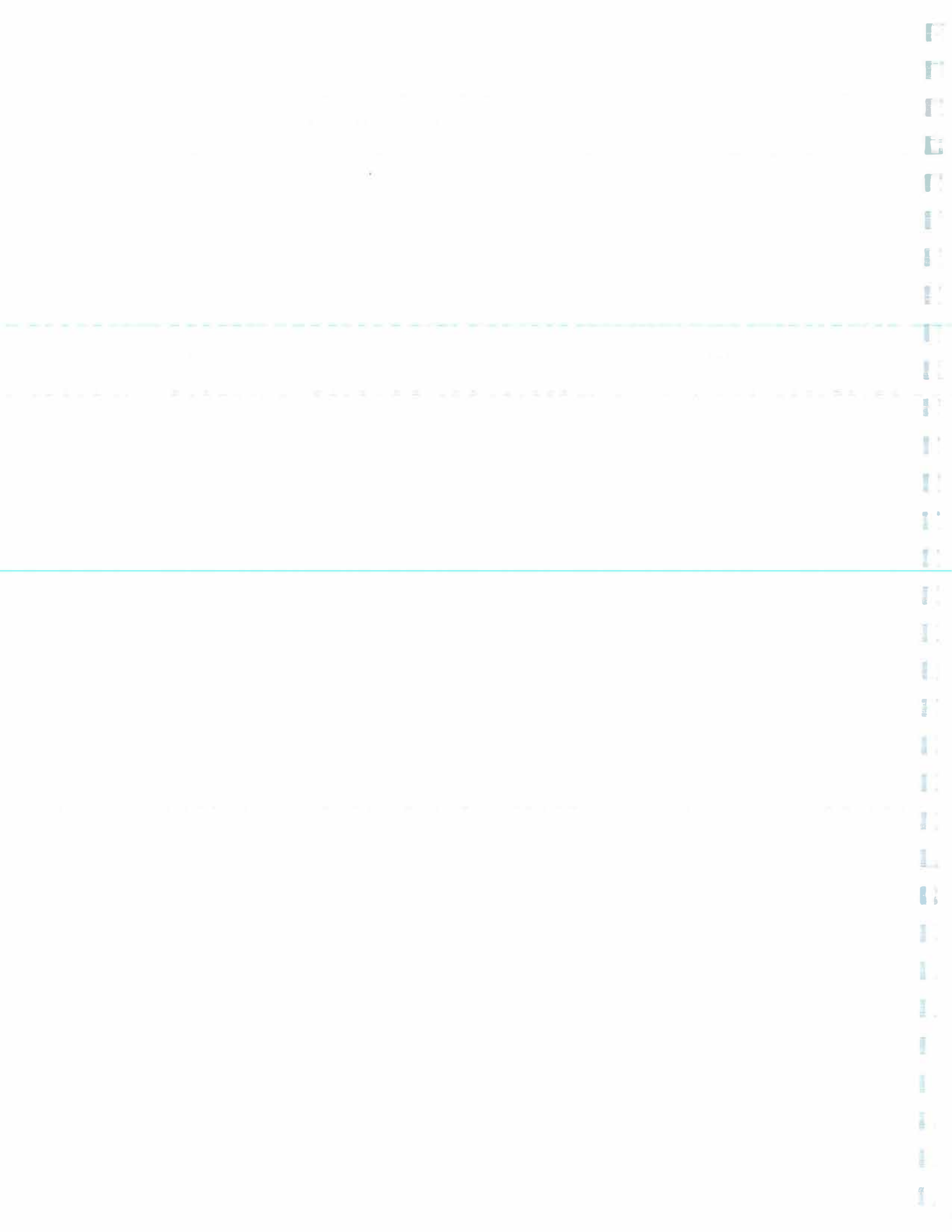
You are required to keep a Vote Account Book on the prescribed form and in the approved manner and to furnish me with a monthly Financial Return in the form General No. 108. Whenever necessary a 'NIL' return must be submitted.

Signed: 
Head of Budget Agency
MINISTRY OF FINANCE

*DELETE WHENEVER NECESSARY

N.B. A copy of this warrant must be sent to the Accountant General, Director of Audit and the Chief Accountant or the Officer in Charge of the Accounts Branch of the related Ministry / Department. This warrant must be signed by the Accounting Officer personally or by his Finance Officer.

GENERAL – No. 113



FINANCIAL RETURN

Ministry: Public Service Appellate Tribunal

for the month of December, 2018

IDAW No. - 197/2018 d/d 20/12/2018

Head and Sub-Head of Charge	Allocation for period January to December 2018	Expenditure passed to payment to date	Outstanding Liabilities to date	Expenditure passed for payment and outstanding Liabilities	Balance Available to Date
5810101 - Public Service Appellate Tribunal			0	0	0
6141 - Revision of Wages & Salaries	IDAW No. 97/18 \$5,212,167	\$5,212,167	0	0	0
			0	0	0



EU 19.01.04

