

**THE OFFICIAL GAZETTE 15<sup>TH</sup> FEBRUARY, 2011  
LEGAL SUPPLEMENT — B**

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GUYANA

No. 1 of 2011

**REGULATIONS**

**Made Under**

**THE AUDIT ACT 2004**

**(ACT No. 5 of 2004)**

**IN EXERCISE OF THE POWERS CONFERRED UPON ME BY SECTION 11 OF THE AUDIT  
ACT 2004, AND WITH THE APPROVAL OF THE PUBLIC ACCOUNTS COMMITTEE, I  
HEREBY MAKE THE FOLLOWING REGULATIONS:-**

- |   |  |
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| <b>Citation.</b>  | <b>1. These Regulations may be cited as the Rules, Policies and Procedures Manual (Amendment) Regulations 2011.</b>  |
| <b>Amendment of<br/>Volume 1 of<br/>The Rules,<br/>And<br/>Procedures<br/>Manual.</b> | <b>2. Volume 1 of the Rules, Policies and Procedures Manual, which forms part of the Audit Regulations 2005 (Regulations No. 10 of 2005) by virtue of Regulation 15 of the said Regulations is amended by the substitution for TABLE 4.1 and TABLE 4.2 of the following TABLES -</b> |

**APPENDIX I**  
**The Audit Office**  
**AMENDED RATIONALISED JOB/POSITION TITLES**

Current Title	Proposed New Title
<b>Audit Office</b>	
Auditor General	Auditor General
Confidential Secretary	Administrative Assistant
Confidential Secretary	Confidential Secretary
<b>Audit Operations</b>	
Senior Deputy Auditor General	Audit Director, Operations & Management Services
Deputy Auditor General	Audit Director, Operations
Assistant Auditor General	Audit Manager, Operations
Principal Auditor	Audit Supervisor
Auditor	Auditor
Assistant Auditor	Assistant Auditor
Senior Audit Clerk	Senior Audit Clerk
Audit Clerk	Audit Clerk
	Confidential Secretary
<b>Works and Structures</b>	
Senior Engineer	Director, Works and Structures
	Manager, Works and Structures
Engineer	Engineer
<b>Human Resources Division</b>	
	Human Resources Manager
	Deputy Manager, Training and Development
Personnel Officer II	Human Resources Officer
Confidential Secretary	Confidential Secretary
	Benefits & Compensation Assistant
	Employment Administration Clerk
Registry Supervisor	Registry Supervisor
	Registry Assistant
Typist Clerk III	Confidential Secretary
Clerk Stenographer II	
Typist Clerk II	Computer Operator
Typist Clerk I	
Senior Office Assistant	
Office Assistant	Office Assistant
Driver	Driver
Cleaner	Maid/Cleaner
<b>Finance and Accounts Division</b>	
	Finance and Accounts Manager
	Accountant
	Accounting Assistant, Receipts & Payments
	Senior Accounts Clerk, Expenditure Planning & Management
	Accounts Clerk, Payments
	Accounts Clerk, Expenditure of Votes
	Stores Clerk
<b>Information Technology Division</b>	
	Information Systems Manager
	Network Administrator
	Programmer
	Supervisor, Computer Operations
	Computer Service Technician
	Computer Operator

**APPENDIX II  
ADJUSTED MANNING LEVEL CHART**

AUDIT OFFICE JOB / POSITION TITLES		AUTHORISED STRENGTH		
		SMT	SUP	N-MGT
<b>AUDITOR GENERAL'S SECRETARIAT</b>				
	Auditor General	1		
	Administrative Assistant		1	
	Confidential Secretary		1	
	<b>SUB TOTAL</b>	<b>1</b>	<b>2</b>	<b>0</b>
<b>AUDIT OPERATIONS DIVISION</b>				
	Audit Director	3		
	Audit Manager	12		
	Audit Supervisor		30	
	Auditor			31
	Assistant Auditor			31
	Senior Audit Clerk			31
	Audit Clerk			50
	<b>SUB TOTAL</b>	<b>15</b>	<b>30</b>	<b>143</b>
<b>WORKS AND STRUCTURES</b>				
	Director Works and Structures	1		
	Manager, Works and Structures	1		
	Engineer		2	
	<b>SUB TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>HUMAN RESOURCES AND ADMINISTRATIVE DIVISION</b>				
	Human Resources Manager	1		
	Deputy Human Resources Manager, Training & Development	1		
	Human Resources Officer	1		
	Confidential Secretary		1	
	Benefits and Compensation Clerk			1
	Employment Administration Clerk			1
	Driver			3
	Office Assistant			3
	Maid Cleaner			3
	Handyman			1
	Registry Supervisor		1	
	Registry Assistant			1
	<b>SUB TOTAL</b>	<b>3</b>	<b>2</b>	<b>13</b>
<b>FINANCE AND ACCOUNTS DIVISION</b>				
	Finance & Accounts Manager	1		
	Accountant	1		
	Accounting Assistant, Payments & Receipts		1	
	Accounting Assistant, Expenditure Planning & Management		1	
	Accounts Clerk, Payments			1
	Accounts Clerk, Expenditure of Votes			1
	Stores Clerk			1
	<b>SUB TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>INFORMATION SYSTEMS DIVISION</b>				
	Information Systems Manager	1		
	Network Administrator	1		
	Programmer	1		
	Supervisor, Operations		1	
	Computer Service Technician			1
	Computer Operator			2
	<b>SUB TOTAL</b>	<b>3</b>	<b>1</b>	<b>3</b>
	<b>TOTAL</b>	<b>26</b>	<b>39</b>	<b>162</b>
	<b>GRAND TOTAL</b>		<b>227</b>	

SMT: Senior Management; SUP: Supervisory; N-MGT: Non-Management

Made this .....14<sup>th</sup>..... day of February, 2011

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Auditor General (Ag.)