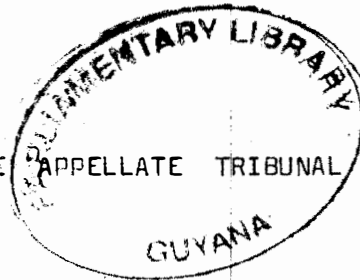


CO-OPERATIVE REPUBLIC OF GUYANA

ANNUAL REPORT

1995

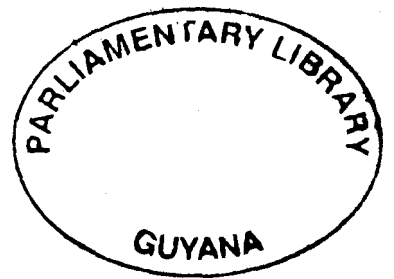
PUBLIC SERVICE APPELLATE TRIBUNAL



Submitted Pursuant to Office of the President
Public Service Management.

Dated 1996-08-06.

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1.0 EXECUTIVE SUMMARY

The Public Service Appellate Tribunal established in 1984 and started sitting in 1988 is known to most public servants for whose interest and welfare it is concerned. As is expected not many such matters will reach the forum where there is a principled Public Service Commission. During the year in review two complaints were filed but both were later withdrawn.

Since the jurisdiction of the Tribunal is extremely limited it may be advisable to extend same by -

- (a) Give it the power to award damages or compensation for losses.;
- (b) Empower it to hear appeals against the Teaching Service Commission also.

The Tribunal serves the purpose, perhaps primary, of expediting the hearing of appeals of/by pensionable public servants instead of having them join the long list of matters in the High Court that must go through the normal course of action.

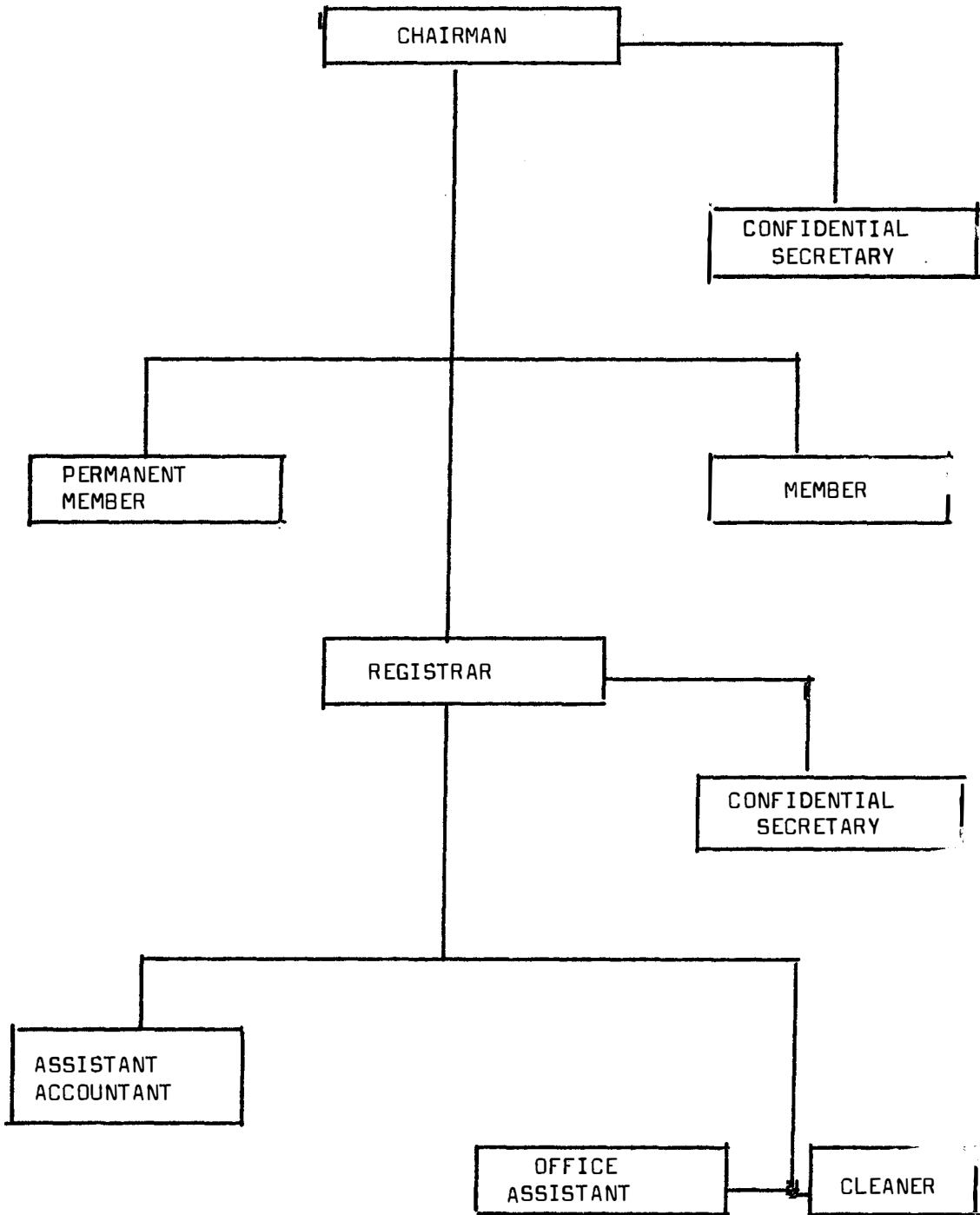

I. SPENCER
REGISTRAR (ag.)
PUBLIC SERVICE APPELLATE TRIBUNAL
1996-08-06.

2.0 MISSION STATEMENT

The mission of this office is to see justice granted to all pensionable public servants in relation to appointment by promotion of any person to a public office, and the exercise of disciplinary control over any person holding, or acting in any public office.

3.0 ORGANISATION AND MANAGEMENT

3.1. Organisational Chart



ORGANISATION AND MANAGEMENT (CONT'D).

3.2 Description of Divisions and Departments

The Public Service Appellate Tribunal consists of an Administrative and a Legal Section.

1. The Administrative 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 Department. The Registrar handles all personnel matters, such as leave, resignations, Annual Confidential Reports and the overall discipline of the office staff. Also with the administrative functions the Registrar accepts appeals from Public Officers and processes same for hearing by the Bench of the Tribunal.

Accounting matters are handled by an Assistant Accountant who reports to the Registrar. This entailed the preparation of paysheets, remittances and withdrawals from the Consolidated Fund, recoupment of Imprest, keeping of Imprest, payment vouchers, cheque orders, bank deposits, taking vouchers to the Treasury and collecting cheques, returning cheque order vouchers to Treasury, preparing monthly Financial Statements, keeping votes, salaries, travelling and imprest ledgers along with other related accounting duties.

2. The Legal Section - comes directly under the purview of the Chairman who is ably assisted by a permanent member and two part-time members. This section expeditiously deals with all the appeals that come in from Public Officers. At least three members sit on the Tribunal to hear an appeal. The appellant is normally represented by Counsel while the Public Service Commission is represented by the Attorney General's Chambers. After appeals are heard decisions are given orally or written as is appropriate. These Decisions can be obtained from the Registrar for the payment of a small fee.

4.0 SUMMARY REVIEW OF CURRENT YEAR'S PROGRAMME

4.1 Legal Section

Two appeals were filed against the Public Service Commission by Herbert King and Sahid F. Kamara in February 1995. However both were withdrawn by way of 'Notice' filed by Counsel for the Appellants in April 1995.

Changes on the Bench of the Tribunal

The Chairman, Mr. R.H. Harper, demitted office on 25th August, 1995 at the end of his three-year term.

4.2 Administrative Section

Changes on Staff of Registry

There has been no staff changes during the year under review.

5.0 REVIEW OF SPECIAL INITIATIVES

There is nothing to be said under this heading.

6.8 APPENDICES

6.1 Budgeted and Actual Recurrent Expenditure

HEAD NO.: 11

DESCRIPTION: PUBLIC SERVICE APPELLATE TRIBUNAL

Sub-Head No.	Account Code No.	Description	Voted Provision	Accumulated Releases	Total Expenditure & Lia at the end of Period	Balance on Accumulated Releases	Balance on Voted Provision
101	101-000	Wages and Salaries ADMINISTRATIVE	375	375	339	36	-
103	103-000	Other Technical & Craft Skilled	104	104	103	1	-
104	104-000	Clerical & Office Support	249	249	248	1	-
105	105-000	Semi-Skilled Operatives & Unskilled	66	66	66	-	-
		TOTAL	794	794	756	38	-
		EMPLOYMENT OVER-HEAD EXPENSES	228	136	134	2	92
201	201-000	Other Direct Labour Costs	73	-	-	-	73
203	203-000	Benefits & Allowances	76	57	56	1	19
204	204-000	National Insurance Scheme	79	79	78	1	-
		TOTAL EMPLOYMENT COSTS	1022	930	890	40	92
302	302-000	Materials, Equip, and Supplies	47	47	45	2	-
302	302-003	Office Materials and Supplies	41	41	40	1	-
302	302-004	Print and Non-Print Materials	6	6	5	1	-
304	304-000	Rental & Maintenance of Buldg.	1	-	-	-	1
304	304-002	Maintenance of Buld.	1	-	-	-	1
306	306-000	Electricity Charges	1	-	-	-	1
307	307-000	Transport, Travel and Postage	11	5	5	-	6
307	307-001	Local Travel & Subsistence	10	5	5	-	5
307	307-003	Postage, Telex and Cablegrams	1	-	-	-	1
308	308-000	Telephone Charges	11	10	9	1	1
309	309-000	Services Purchased	600	523	521	2	77
314	314-000	OTHER	8	8	7	1	-
		TOTAL OTHER CHARGES	679	593	587	6	86
		GRAND TOTAL	1701	1523	1477	46	178
001	001-000	Salaries & Wages (Statutory)	2055	1820	1820	-	235
002	002-000	Employment Overhead Expenses (Statutory)	450	275	275	-	175
		TOTAL	2505	2095	2095	-	410