

FROM: Permanent Secretary
Ministry of Education

TO: Regional Executive Officer, Regions 1 – 10
Principal Education Officer, Georgetown
Regional Education Officer, Regions 1 – 10

REF: ED: 20/14/25

DATE: June 29, 2021

SUBJECT: Payment of Clothing Allowance for Teachers, Tutorial Staff, Teacher's Training
College and Technical and Vocation Institutions for the years 2020 and 2021

The above subject refers.

1. The annual clothing allowance was paid to eligible teaching staff for the period 2016-2019.
2. This circular authorizes the payment of the annual clothing allowance to all eligible teaching staff for 2020 and 2021 as follows:

2020:

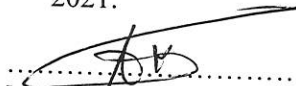
- For the 2020 period, all teachers employed as at December 2020 payroll for more than one year **AND** employed at the August 2021 payroll will be eligible for the payment.
- The teachers who were transferred or seconded during 2020 will be paid from the Regions or the Ministry of Education (MoE) as at December 2020 payroll, providing they were eligible.
- The payment of the 2020 annual clothing allowance will be processed for the August 2021 payroll.

2021:

- For the 2021 period, all teachers employed as at December 2021 payroll for more than one year **AND** employed at the December 2021 payroll will be eligible for the payment.
 - The teachers who were transferred or seconded during 2021 will be paid from the Regions or the Ministry of Education (MoE) as at December 2021 payroll, providing they were eligible.
 - The payment of the 2021 annual clothing allowance will be processed for the December 2021 payroll.
3. The list of active and inactive teachers for the December payrolls for 2020 and 2021 will be verified by the Regional Education Officers and certified by the Personnel Officer of the respective Regions.
 4. All teachers who retired, resigned, or were dismissed during 2020 and 2021 are not eligible.
 5. The expenditure for the allowance will be met from the voted provision of the Regions or Ministry of Education.



6. Where the expenditure cannot be met from the voted provision of the Regions or Ministry of Education, a request should be sent immediately to the Finance Secretary of the Ministry of Finance (for the attention of the Director of Budget) to pay the allowance from Programme 1: Chart of Accounts 6141, Other Employment costs, Ministry of Finance. The PL-4Y Form attached to the Circular should be completed and submitted with the request.
7. Please bring the content of this Circular to the attention of all Accounting and Personnel staff in your organization for appropriate action to be taken to ensure payments are made.
8. Payments must be processed in accordance with the Ministry of Finance Pay dates for the year 2021.


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Mr. Alfred King
Permanent Secretary

Permanent Secretary
Ministry of Education

- Copy:
- Ministry of Education
 - Ministry of Finance
 - Permanent Secretary, Ministry of Local Government and Regional Development
 - Finance Secretary
 - Director, Office of the Budget
 - Accountant General
 - Auditor General
 - Secretary, Teaching Service Commission
 - General Secretary, Guyana Teacher's Union
 - Chief Education Officer, Ministry of Education
 - Deputy Permanent Secretary 'F' Ministry of Education