

**REPORT
OF
THE**



NATIONAL INSURANCE BOARD

**NATIONAL INSURANCE AND
SOCIAL SECURITY**

Guyana 1970

UNDER THE AUSPICES OF THE MINISTRY OF LABOUR AND SOCIAL SECURITY

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NATIONAL INSURANCE AND SOCIAL SECURITY

Minister	Hon. Winslow G. Carrington
Chairman — National Insurance Board	Mr. Claude A. Merriman
I.L.O. Adviser	Mr. Frank B. Matthews
Public Relations Adviser	Mr. Victor L. Forsythe

PRINCIPAL OFFICERS

Director	Mr. Ivor R. B. Robinson
Deputy Director/Legal Adviser	Mr. Lloyd A. E. Joseph
Medical Adviser	Dr. Charles C. Nicholson
Finance Officer	Mr. Carl D. Veacock
Assistant Director (Special Duties)	Mr. Milton D. M. Noble
Assistant Director (Insurance)	Mr. Roy A. A. Charles
Assistant Director (Est. & Org.)	Mr. Arnold A. Cholmondeley
Principal Executive Officer (Est.)	Mr. Sajiwan Singh
Principal Executive Officer (Local Offices)	Mr. Edmund O. Caleb
Principal Executive Officer (Benefits)	Mr. Alfred D. Allen
Principal Executive Officer (Contributions & Compliance)	Mr. Michael N. Parris
Secretary to the Board	Mr. Gaston L. Foster
Deputy Finance Officer	Mr. Victor F. Haynes
Personnel Officer	Mr. Gregory Scantlebury
Senior Executive Officer (Benefits)	Mr. C. Maurice Edinboro
Senior Executive Officer (Contributions)	Mr. Henry Harry
Senior Executive Officer (Finance)	Mr. George C. Irving
Senior Executive Officer (Special Duties)	Mr. Kelvin Browne
Senior Executive Officer (Training)	Mr. R. G. B. Field-Ridley
Senior Executive Officer (Estab.)	Mr. Hilbert L. Telman
Senior Executive Officer (Medical Care)	Mr. Samuel Monah
Senior Executive Officer (Records)	Miss Luna Debidin
Senior Executive Officer (Finance)	Mrs. Yvonne Alfred
Manager, Berbice Local Office	Mr. Vincent L. C. Walters
Manager, Linden Local Office	Mr. John R. T. Katchay
Manager, Essequibo Local Office	Mr. Dennison A. Beckles
Deputy Manager, Georgetown Local Office	Mr. Robert L. H. Duff

REPORT
OF THE
NATIONAL INSURANCE BOARD
NATIONAL INSURANCE AND SOCIAL SECURITY—GUYANA

INTRODUCTION

The ease with which workers and employers accepted the collective system of social protection against certain specified risks is a tribute to the nation's political leadership and demonstrates confidence in Government's policies of social justice and solidarity among the workers.

OBJECTS

2. In Guyana the basic objectives of National Insurance are that :—

- (a) rights to benefits must be earned by the payment of contributions.
- (b) The rates of contributions payable and the level of benefits receivable are related to the income earned.
- (c) Private pension schemes are encouraged especially for workers earning high incomes as National Insurance coverage is at present limited to the first \$217 of the monthly salary or the weekly equivalent of \$50.
- (d) Medical treatment and treatment required for functional rehabilitation are provided for insured victims of industrial accidents and those suffering from occupational diseases.
- (e) Registration of all employers and workers.

In addition the administrative and legal machinery through which these objectives can be speedily achieved and improved to meet the public needs, are the subject of constant review, study, research and evaluation.

REGISTRATION OF EMPLOYERS AND EMPLOYEES

3. The total number of employers registered with the Scheme totalled 7,340 at the 31st December, 1970. It is estimated that there should be a total of 10,000 employers.

4. The total number of contributors to the Scheme at 31st December 1969 was 89,244. During 1970, National Insurance intensified its bulk registration of insured persons, and at the end of the year the number of persons registered totalled 138,218.

5. The estimated registrable employed persons is in the vicinity of 150,000, and efforts are in progress to get employers of domestic servants and

those engaged in the building trade to comply with the National Insurance legislation. Experience showed that there is some reluctance on the part of domestics and building trade workers generally to comply with the legislation.

DUPLICATE REGISTRATION

6. Our experience of duplicate registration showed that this accounted for less than 1% of the total registered population. This problem was envisaged and the steps to be taken, and the administrative controls necessary to reduce the possibility of, and to correct duplicate registration, were provided for in the contributions procedure and the situation is being corrected.

7. Dual registration could not however have been avoided during the period of bulk registration. Registration for National Insurance purposes were closely tied up with the National Registration of the population fourteen years of age and above. Where insured persons were previously registered under National Registration there were few problems. Serious problems arose where there were no such registrations under National Registration or where insured persons refused or failed to submit their National Registration numbers, and had to be allocated temporary numbers.

8. The main reasons for dual registration under National Insurance were that —

- (i) different names were used on separate applications from the same or different employers.
- (ii) Applications made simultaneously or within a few days of each other could not be traced by cross reference with the alphabetical index.
- (iii) Checking is a tedious exercise, and although rotation of staff was practised, there still remained the possibility of human error.

INDUSTRIAL CASH BENEFITS

9. Prior to 1st January 1970, liability was imposed upon employers by the Workmen's Compensation Ordinance, Cap. 111 for the payment of compensation where certain categories of workers suffered injuries or death which occurred by accidents arising out of or in the course of their employments or contracted occupational diseases. The National

Insurance and Social Security Act, 1969, and the Industrial Benefit Regulations, 1969, made thereunder transferred this liability to the Scheme. The National Insurance legislation widened the scope and made variations in the fundamental principles of compensation. All persons who are employed in Guyana under a contract of service or apprenticeship irrespective of age, sex or remuneration are now covered for industrial benefits through the Scheme which is compulsory and the payment of industrial benefits is financed by contributions paid by employers only, being the equivalent of 1½% of the relevant wage of each employee, and which is separate and distinct, and is in addition to that payable for entitlement to other non-industrial benefits. Employers continue to be liable for their own negligence and are encouraged to insure against this risk with commercial insurance houses.

10. National Insurance commenced the payment of three basic industrial cash benefits (i.e. injury, disablement and death benefits) from 1st January, 1970. In addition persons injured or disabled in their employment or who have contracted occupational diseases are entitled to free medical care. Death benefit is payable to certain dependents who qualify for this benefit.

CONVERSION OF LUMP SUM INTO ANNUITIES

11. One of the aims of the Scheme was to provide periodical weekly payments to dependents in industrial death cases rather than lump sums which might be applied in uneconomic ventures. Whilst this aim was easy to achieve in normal cases where the only dependants were widows and/or children, it was less easy to achieve in those cases where the dependants left by the deceased were outside these classes and were somewhat numerous. The legislation provided that in such cases a lump sum should be divided between eligible dependants and that where the lump sum exceeded \$560 it should be converted into an annuity. The I.L.O. provided actuarial tables for the conversion of lump sums into annuities and these tables were approved by the National Insurance Board for application to those relatively few cases that might arise where lump sum payments in excess of \$560 became payable.

MEDICAL CARE

12. Medical care of persons injured and/or disabled through industrial accidents or who have contracted occupational diseases is a significant feature of the Scheme. The Scheme at present purchases medical and hospital services for these categories of persons. There were consultations with the Ministry of Health, owners of private hospitals and registered medical practitioners in private practice to determine the fees and rates to be paid for the medical care services required by the Scheme. The organisation of this type of service has been a difficult one and the co-operation and collaboration of employers, trade unions, patients, hospitals and doctors have contributed in some

measure in establishing a firm foundation on which to build an efficient medi-care service.

13. The quality of the service offered is identical to what is available and being given to the public as a whole and may vary from one area to another, but the Medical Adviser to the Scheme acts as chief co-ordinator and he is able to ensure that every individual receives the type and quality of medical care required for that case.

14. Payments made during 1970, for industrial injury, disablement and death cash benefits totalled \$381,501. The medical care and other related expenses actually paid for the same period totalled \$108,764. This figure did not include amounts due to the Ministry of Health for hospital and medicare treatment given by public hospitals throughout the country as well as similar expenses incurred by some private hospitals and in particular those operated by managements within the sugar industry. Details of the expenses incurred by these bodies had not been finally determined by 31st December, 1970. Detailed statistical data on industrial accidents and industrial benefits for the period under review are given in tables I to XIV.

ESTABLISHMENT OF APPEAL AUTHORITIES

15. In keeping with the Adjudication structure and procedure mentioned in the 1969 report, the remaining appeal authorities other than the Director were appointed in 1970.

16. His Excellency, the President of Guyana appointed Mr. R. S. Miller, a retired Puisne Judge of Guyana to be the National Insurance Commissioner. The Honourable Minister of Labour and Social Security appointed Mr. Donald A. A. Robinson, Barrister-at-Law to be the Chairman of the Appeal Tribunal. The National Insurance Board approved the appointment of panels of employers' and workers' representatives to serve on the Appeal Tribunal, whose names are given in Appendix A. The Board also approved the appointment of Registered Medical Practitioners in Appendix B and Appendix C as Medical Referees and members of Medical Boards respectively.

17. During 1970, in keeping with the procedure outlined in the National Insurance and Social Security (Determination of Medical Questions) Regulations, 1970, 141 medical questions arising under or in connection with the Act were referred to Medical Referees, and two to Medical Boards. At December 31st there were only six appeals for the attention of the Appeal Tribunal and these will be heard by the Tribunal in 1971. There were in consequence no matters for the consideration of the National Insurance Commissioner up to 31st December, 1970.

STATISTICAL DATA

18. Statutory responsibility for collecting and compiling statistical data on industrial injuries is placed on the Ministry of Labour and Social Secur-

ity through its Manpower and Research Division. It was decided that responsibility for such data should be transferred to the National Insurance Scheme, and the National Insurance and Social Security (Industrial Benefit) Regulations are being amended to transfer this statutory responsibility to the Scheme.

19. A statistical unit was established within the organisation responsible for the collation of statistics for the purposes of the National Insurance Fund, for general information in the annual report, for international comparison, for Government generally and for the Ministry of Labour and Social Security in particular as regards industrial accidents. The unit at 31st December, 1970 was staffed by four persons and has been producing data along the lines detailed in procedures which were devised for this purpose.

ADMINISTRATIVE ADVICE AND OPINION

20. Although detailed procedures were laid down for the guidance of the staff in connection with the processing and payment of benefits, there were during 1970, many problems on interpretation, procedure and work practices on which the staff needed further advice and guidance. Matters requiring further information and advice were referred to the administration by the staff concerned, and in some instances were detected by the administration during periods of inspection and/or of supervision.

21. These problems were invariably referred to the I.L.O. Adviser, who in turn did the necessary research and drafted detailed memoranda on the issues named. These memoranda were vetted by the administration and issued out as Administrative Advice and Opinions to the officers or departments concerned, and for the information of staff generally. The matters dealt with are listed in Appendix D.

NON-INDUSTRIAL BENEFITS

22. The legislation provided that on the payment of fifty contributions, an insured person who had satisfied certain conditions (in most respects where these other conditions were contributions conditions, they were automatically satisfied once 50 contributions were paid to the scheme) was entitled to receive short term benefits or grants on the happening of the prescribed contingency.

23. As the Scheme commenced on the 29th September, 1969, the payment of 50 contributions was possible by the 14th September, 1970. It was therefore from this latter date that the Scheme commenced the payment of the following benefits :—

- (a) Sickness benefit
- (b) Maternity benefit
- (c) Funeral grant
- (d) Survivors' grant
- (e) Invalidity grant, and
- (f) Old age grant

24. The following table gives details of the non-industrial claims received, allowed, disallowed and outstanding at 31st December, 1970.

Type of Benefit	Claims Received	Claims Allowed	Claims Dis-allowed	Claims Outstanding
Sickness	1465	1066	178	221
Maternity	329	280	14	35
Funeral	43	14	—	29
Survivors'	1	—	—	1
Old Age	5	1	4	—
TOTAL	1843	1361	196	286

25. There were no claims for invalidity benefit during the period under review.

26. Claims are submitted through the four Local Offices operating in Georgetown, New Amsterdam, Linden and Henrietta, and are processed centrally in Georgetown at the Insurance Department, and are paid by vouchers which are encashable at any of the district post offices which are situated throughout the country, and at the Finance Department in Georgetown. Sickness benefit claims formed the bulk of the non-industrial claims submitted, and 90% of these were processed within fourteen days of their receipt. Cases of delay in processing these claims outside the period of fourteen days turned mainly on the late submission of claims, or the submission of incorrect or insufficient information. Trade Union officials and employers who are involved in submitting claims and/or assisting and advising workers, received training in the preparation of the prescribed forms, and there is a planned programme for intensifying the training to be given to the staff of employers to overcome certain difficulties experienced by them in the presentation of information to the Scheme.

27. The monthly intake of Sickness and Maternity benefit claims are being progressively increased, and studies are being conducted to gear the staff to cope with the increased work load.

CLASSIFICATION AND INSURABILITY

28. Questions of classification and insurability under the legislation are reserved for determination by the National Insurance Board. These decisions are final subject only to appeal on a question of law to the High Court. The Board was asked to exercise its powers under Regulation 3 of the National Insurance and Social Security (Determination of Claims and Questions) Regulations, 1969 to determine whether, and did decide, that the part-time members of the Public Service and Police Service Commissions were in insurable employments.

29. Formal decisions on classification and insurability are asked for where there is disagreement with the routine decisions made by the Administration in seeking to register (or not to register) persons considered to be (or not to be) in insurable employments. There were no appeals to the High Court.

NATIONAL INSURANCE BOARD

30. Responsibility for the administration of the Scheme, and for implementing policies materially affecting the social and economic life of workers generally, has been entrusted to the National Insurance Board which works under the aegis of the Minister of Labour and Social Security. Under the legislation, the Board also has responsibility for all questions of administration of the National Insurance Fund, including routine matters of administration such as procedures and forms and detailed questions of administration in connection with individual cases apart from those already mentioned on insurability and classification.

31. The Board met on sixteen occasions during 1970. Meetings were held as often as the business of the Scheme required, but at least once monthly, on the third Thursday of each month. During the period, seven committees of the Board were appointed to examine particular matters in detail to facilitate the efficient working of the Board.

32. The term of office of eleven members of the Board expired during the year. The Minister of Labour re-appointed the entire membership of the Board for another period of one year. During the period under review an additional member was appointed to serve on the Board for a period of one year. At 31st December, 1970 the Board had its full statutory complement of twelve members, and their names are listed in Appendix E.

33. Under the legislation, the Board was given many specific powers and duties on contributions and benefit matters which are necessarily of a routine nature. The Director has the responsibility for the decision-making process on claims for benefits which involves adjudication of each claimant's legal right or otherwise to benefit subject to appeal to the other statutory adjudication authorities. The Board therefore has delegated to the Director certain of its powers as regards —

- (a) power to approve that an injured person who has applied for and is entitled to medical care should remain under the care and treatment of the registered medical practitioner to whom he first applied for general practitioner care unless in the opinion of the Director (prior to delegation, it was the Board) the general practitioner care should be continued by another registered medical practitioner or a hospital: (Regulation 6 (a) of the Industrial Benefit Medical Care Regulations);

- (b) power to authorise payment of up to three-quarters (75%) of benefit to dependents of persons undergoing imprisonment or detention in legal custody and who are disqualified for receiving such benefits: (regulation 29 of the Industrial Benefit Regulations, and regulation 43 of the Benefit Regulations);

- (c) power to the Director and other officers of the Board to initiate legal proceedings on behalf of the Board for non-compliance with the provisions of the Act and the Regulations made thereunder in connection with contributions matters.

INTERNATIONAL SOCIAL SECURITY ASSOCIATION

34. The Board approved of National Insurance — Guyana applying for membership of the International Social Security Association, so that Guyana can participate in and benefit from the activities of the Association in the whole range of its services and international contacts with other social security administrations, particularly those from countries with similar economic, cultural and social conditions.

LEGISLATION

35. The Act, Regulations and notices which comprise the National Insurance and Social Security legislation at the 31st December, 1970 are listed at Appendix F. On the 30th July, 1970 the Minister of Labour and Social Security made the National Insurance and Social Security (Determination of Medical Questions) Regulations, 1970, regulating the manner and procedure in which any medical questions arising under or in connection with the National Insurance and Social Security Act shall be determined and the authority for determining such questions.

36. The Minister had given an undertaking that with the introduction of a programme of National Insurance and Social Security, workers injured in the course of their employment or who contracted occupational diseases should not be worse off under National Insurance than they were under the provisions of the Workmen's Compensation Ordinance, Cap. 111.

37. The Minister consulted with the Trades Union Council, the Consultative Association of Guyanese Industries and Opposition members of Parliament on the industrial benefit provisions of National Insurance as compared with the Workmen's Compensation Ordinance, and agreed to consider amendments to the Industrial Benefit Regulations. Opportunity was also taken to consider other possible amendments to existing Legislation which were consequential on the amendments proposed to the Industrial Benefit Regulations, and others for improving the administration of the Scheme.

38. Amendments were accordingly drafted during 1970, as approved by the Minister and would

become law early in 1971. These amendments would amend the following principal Regulations—

- (i) National Insurance and Social Security (Collection of Contributions) Regulations, 1969.
- (ii) National Insurance and Social Security (Industrial Benefit) Regulations, 1969.
- (iii) National Insurance and Social Security (Industrial Benefit — Medical Care) Regulations, 1969.
- (iv) National Insurance and Social Security (Benefit) Regulations, 1969.
- (v) National Insurance and Social Security (Determination of Claims and Questions) Regulations, 1969.
- (vi) National Insurance and Social Security (Claims and Payments) Regulations, 1969.

SELF-EMPLOYED PERSONS

39. The Minister decided that self-employed persons would be included in National Insurance from 5th April, 1971 and that their inclusion as regards being compulsory and income related should be the same as in the case of employed persons.

40. Under Section 12 of the Act "the Minister may by regulations provide for the insurance under the Act of self-employed persons . . . in respect of any of the several contingencies in relation to which benefits are provided under this Act, and such regulations may provide for such modifications of the provisions of this Act or may make such other provisions as may be necessary for the purpose of giving effect to this section."

41. Regulations were therefore drafted to bring the self-employed under the provisions of the National Insurance and Social Security legislation.

These draft Regulations were :

- (a) **National Insurance and Social Security (Self-employed Persons) Regulations—** allowing self-employed persons to be included in National Insurance by modifying certain sections of the Act, and other Regulations, so that they may be applied or not applied to self-employed persons.
- (b) **National Insurance and Social Security (Collection of Contributions — Self-employed Persons) Regulations —** providing for the application, issue, form, period of currency, custody, exchange, destruction, loss, access to and return of contribution cards. The rates, times, manner of payment of contributions, the purchase of stamps. These Regulations will provide for employment as both an employed and a self-employed person.

42. The machinery was set in motion to meet the deadline set by the Minister. Procedures for registration of the self-employed, collection of contributions procedures, and the Inspectors' Guide with specific relevance to the self-employed were drafted by the I.L.O. Adviser and were vetted by a Committee appointed for this purpose. In addition by 31st December, 1970, the draft legislation had been approved by the Minister and the National Insurance Board, and it seemed certain to become law in sufficient time to allow the self-employed to be included in the fabric of Social Security by 5th April, 1971.

FINANCIAL ADMINISTRATION

43. The Scheme is financed by the contributions paid by the employer and insured persons, the employer paying contribution assessed at 4½% of the relevant wage of the insured person, the insured person contributing at the rate of 3% of the relevant wage. Of the employer's share of the contributions 1½% of the relevant wage represents the employer's liability for industrial protection. Only persons between the ages of 16 and 65 are liable to pay contributions. Table XV sets out the rates of contributions payable and relevant wage for the purpose of contributions and benefits.

44. The stamp system is used for the collection of contributions. A pilot project of scheduled payments exists with the Demerara Bauxite Company, and certain employers have approached the Scheme with a view to introducing within their establishments a system of stamping cards by Neopost franking machines, and this is receiving the attention of the administration.

45. Employers are required to pay both the employer's and insured person's share of the contributions, but to deduct the employer's share of the contributions before paying to him the wages due from that employer.

46. Subject to certain safeguards the Board is the body responsible for the management and control of the National Insurance Fund into which all contributions, interests on investments etc. are paid. The Board is also responsible for payments out of the Funds for benefits and the expenses relating to the general administration of the Scheme.

47. At the 31st December, 1970, the income related contributions paid by employers and insured persons for 1970 was \$12,943,308. Of this figure \$7,387,146 represented the sale of insurance stamps at Post Offices and \$4,586,642 the sale of stamps at the Finance Department of the Board. The surplus funds represent capital accumulations to meet foreseeable commitments and have been invested in securities. At 31st December 1970 long and short term investments totalled \$13,051,586. For details of the audited Balance Sheet and Revenue Account for the period under review see Tables XVI and XVII.

48. The first actuarial review of the National Insurance Fund must be conducted during the period ending 31st December, 1973, in terms of section 37 of the Act, and the Board will soon turn its attention to this vital area of management and financial control.

PROCEDURE FOR CLAIMS TO SICKNESS AND INJURY BENEFIT IN CONDITIONS OF EMERGENCY

49. Consideration was given to the situation in which doctors generally (or any particular doctor) are so overwhelmed with applications for medical certificates for National Insurance benefits that they (or he) are unable to carry out ordinary medical examinations. Such a situation could arise mainly in periods of severe epidemics but could also arise in other circumstances. Emergency procedures to meet such conditions were therefore prepared under the provisions of regulation 3 (1) of the National Insurance and Social Security (Medical Certification) Regulations, 1969, which allows the claimant to furnish "evidence of incapacity by a medical certificate . . . or by such other means as the determining authority may accept as sufficient in the circumstances of any particular case or class of cases."

50. This emergency procedure would not be put into operation without the authority of the Director who is the determining authority, and requests for implementing the emergency machinery would receive the attention of the Medical Adviser to the Scheme.

COMMON SEAL

51. The Board acquired a common seal with two dies, one of which will appear on documents as determined by the Board by resolution, and the other for use on appropriate administrative and principal financial forms and documents.

LOCAL OFFICES ADMINISTRATION

52. In addition to the four local offices there have been established ten National Insurance centres (caller offices). Appendix G gives their names and geographic locations. The establishment of National Insurance centres allows easy and regular access to National Insurance personnel (mainly inspectors) by employers and insured persons.

53. During 1970, local offices mainly through their inspectors concentrated on the registration of employers and workers, dealt with queries on claims for benefits, and the investigation of industrial accidents whenever circumstances demanded this, and to a lesser degree in checking employers' records to ensure that the appropriate rates of contributions were being paid, and to ensure compliance with the other provisions of the legislation.

54. Some employers including public authorities showed indifference in the regular stamping of contribution cards. The staff assigned to these tasks and responsibilities approached their work with dilatoriness and this interfered considerably with card exchanges. The seriousness and consequence of these omissions were publicised and by 31st December, 1970 there was a genuine attempt being made by some of these bodies to comply with the law and procedures of National Insurance but there still remained considerable room for improvement.

55. Contribution cards of the A stagger were due for exchange during March/April, 1970 and B stagger cards in September/October, 1970. The staff who handled the first card exchange were specially trained for this exercise. The nature of the work and its novelty dictated that the processes be handled cautiously, but the exercise seemed to have worked well. The main problems involved were found to be due to poor, improper and in some cases incorrect stamping by employers; but the results of the B stagger exchange of cards showed that employers had been able to improve on their knowledge and understanding of stamping and exchange of cards.

56. The legislation provided that contribution cards should be returned to the local office in the area by the employer whenever an employee ceases to be employed by him, and that the new employer should request that card from the local office concerned. Employers took some time to grapple with their responsibilities towards former or new employees, and Inspectors had to be deployed to collect and or trace those cards which in many cases were still with the former employers. The net result was that the insured person's record of stamping required adjustment and created unnecessary delays when during the interval, he had applied for non-industrial benefits. The proposed amendments to the legislation would eventually rule out this problem as it is proposed that each employee should be given his card by his employer on cessation of his employment.

STAFFING NATIONAL INSURANCE

57. Section 30 of the National Insurance and Social Security Act, 1969, gives the National Insurance Board responsibility for the appointment, remuneration and conditions of service of the staff of National Insurance. The prior approval of the Minister is required for appointments to posts which attract salaries in excess of \$600 per month and to the assignment of a salary of \$500 per month to any post.

58. The Board has approved of the practice whereby the Director has functional responsibility for appointments of staff with salaries below \$600 and that appointments be first considered by one of the two Appointments and Promotions Staff Committees.

59. The Senior Appointments and Promotions Committee considers appointments and promotions to posts of Senior Executive Officer level and above and comprise the following functionaries:—

- (a) Director — Chairman
- (b) Assistant Director (Est. & Org.)
- (c) Personnel Officer, and
- (d) the Head of the Department/Division in which the officer will serve.

The Junior Appointments and Promotions Committee considers appointments and promotions to posts of Executive Officer level and below. This Committee comprise the following persons :—

- (a) Assistant Director (Est. & Org.)—Chairman
- (b) Personnel Officer, and
- (c) Head of the Department/Division in which the officer will serve.

The recommendations of the Junior Appointments and Promotions Committee are submitted to the Director for his consideration.

60. Prior notification of all appointments and promotions are submitted through the Chairman of the Board to the Minister before appointments can be effected. All salary adjustments by way of increments or otherwise are by letter forwarded through the Chairman to the Minister for approval.

61. During the period under review the following appointments were made:—

Executive Officers (including Inspectors) ..	7
Grade 1 Clerks	11
Grade II Clerks	87
General Office Assistants	36
Temporary Clerks*	50
Messengers	5
Charwomen	5
	201

* Temporary clerks were engaged principally for the exchange of contribution cards.

At 31st December the staff totalled 371 persons.

62. Forty-four persons were promoted during 1970. Promotion from the level of Grade II to Grade I clerks was mainly on the basis of seniority. Promotions to more senior positions are considered by the appropriate Appointments and Promotions Committee where applicable and vacancies are advertised through staff circulars.

63. Nineteen persons who made up the number of the middle and top management staff were established serving public officers who were on secondment to the Scheme. Thirteen of them accepted permanent appointments and were transferred to the Scheme. Two officers on request reverted to their

substantive posts within the public service. The services of one officer was no longer required and he also reverted to his substantive post. At 31st December, 1970, three officers were still on secondment to the Scheme.

STAFF TRAINING

64. Staff training within the organisation was a continuous everyday activity, and was acquired informally (i.e. on the job) and through attendance at formal training courses. During the year there were twenty training courses organised and supervised by the Training Officer.

65. Two Assistant Directors and the Finance Officer were awarded I.L.O. fellowships. These three officers' programme of studies in social security administration related to their individual functional responsibilities and the systems studied were those found in the United Kingdom, Cyprus, Malta and Barbados. The experience gained by them in those countries were on their return utilised in the general administration of the Scheme, and more particularly in improving their individual performances in the administration of their individual departments. The three Fellows submitted reports on their studies overseas to the I.L.O. and through these reports informed the Board on what was accomplished by them. A fourth I.L.O. fellowship was awarded to a Senior Executive Officer to study training methodology in Turin. On his return that officer was assigned duties within the Training Division to strengthen the techniques on management training. Applications were made for three further I.L.O. Fellowships for studies during 1971 in the field of social security.

66. Training during the early months of 1970 touched principally on the first exchange of contribution cards and later on procedures which related to the payment of other non-industrial benefits, the payment of which commenced in September, 1970. Training courses included other non-technical social security subjects such as leadership training, industrial relations training, public and human relations training and other subjects aimed at the highlighting the social service aspect of the work of National Insurance.

SICK LEAVE

67. The Board viewed with concern the fact that two thousand, two hundred and thirty-four man days were lost in 1970, due to sickness on the part of its staff, and has through staff circulars expressed its concern in the matter and urged the staff to do better in 1971. Certain new procedures have been implemented which should curtail the amount of sick leave being taken, as there were indications that the former procedure for the application and grant of leave was being abused.

DISCIPLINARY PROCEDURES

68. There were five disciplinary cases during 1970, and these were handled by separate Disciplinary Committees which were set up for the purpose from

time to time. The findings of the committees led to the dismissal of three persons, the temporary suspension of another, and the fifth person was severely reprimanded.

DISMISSALS

69. Two other officers were dismissed for inefficiency.

TRADE UNION REPRESENTATION

70. The Transport and General Workers' Trade Union was recognised by the Board as the sole bargaining agent for employees from the level of Senior Executive Officers downwards. The executive of the Union and the administration met as regularly as was possible to settle common problems.

CONDITIONS OF SERVICE

71. The Transport and General Workers' Union and the administration have also been discussing conditions of service for officers up to the level of Senior Executive Officers. The Board has approved conditions of service referable to messengers, and it is hoped that agreement will be reached in 1971 on the other categories of staff.

STAFF WELFARE

72. A choral group consisting of 30 staff members was officially formed in June, 1970. A Sports Club was also launched in October, 1970. The Minister of Labour is the patron of both the choral group and the club. The Director is Honorary President of the Club and the Personnel Officer, president of the choral group.

CO-OPERATIVE CREDIT UNION

73. In keeping with the co-operative republican status of the nation, the staff received instruction on co-operative organisation and management, and there is in existence within the organisation a co-operative credit union which by its objects, aims to satisfy the credit, thrift and other co-operative needs of the staff. Particular emphasis will be placed on education along co-operative principles.

PUBLIC RELATIONS AND PUBLIC INFORMATION SERVICE

74. Throughout the year, the staff of the Public Relations Division in particular, and other staff when performing public relations functions, informed workers and their trade unions, employers and associations of employers, service clubs and professional bodies on the law, regulations, procedures and practices of the Scheme. Appendix H lists the public relations activities carried out during the several months of the year. Appendix I is a list of the leaflets distributed to the public.

75. Towards the end of 1970, the Chief Information Officer, Ministry of Information and Culture became Adviser to the Scheme on Public Relations

matters. The Division also publishes the "National Insurance Scheme News", a monthly magazine circulated to the staff, the Government Information Service and other related organisations. This magazine, primarily informs the staff on public information and staff policies, reproduces articles on the technical aspects of the Scheme, decisions of the U.K. Commissioners on National Insurance matters, and changes in the law, policies and staff. The unit has acquired a public address system and a tape recorder which are valuable aids in giving and receiving public information on the operation of the Scheme.

LEGAL DIVISION

76. This Division is headed by the Deputy Director acting as Legal Adviser. He is assisted by an executive officer who was recruited for his general experience in court administration as regards Workmen's Compensation matters, and his responsibilities also include the registry work associated with the Appeal Tribunal. Other officers who will be attached to this Division are in training at the Insurance Department gathering technical knowledge on insurance matters.

77. The work covered during the year turned mainly on the preparation of:—

- (a) Adjudication Procedures
- (b) Guide for the Investigation of Fraud
- (c) Preparation of draft specimen charges
- (d) Procedures for the Appeal Tribunal
- (e) Preparation of forms for use by the Appeal Tribunal
- (f) Advising Compliance Division on the preparation of reports for bringing cases to the stage of prosecution.

78. No prosecutions were undertaken during 1970. Inspectors received instructions from this Division on the manner and procedure of the conduct of investigations. In addition the Division advised on suspected irregularities in individual cases of non-compliance. The Division analyses for publication decisions of the United Kingdom Commissioners on National Insurance.

RECIPROCAL UNDERSTANDING

79. Information reached the Director of the stoppage of Social Security benefits payable by the United States Social Security Administration to a Guyanese citizen who had resettled in this country. It was established that the Guyanese concerned had dis-entitled herself from receiving this benefit by remaining out of the United States of America for a period of over six months, and payments would only continue for her while in Guyana, and other Guyanese similarly placed, if the Governments of Guyana and the United States of America came to an understanding on a basis of reciprocity under their respective Social Security legislations.

80. Informal correspondence and discussions between the Ministry of Labour and Social Security, the Director of National Insurance and the United States Embassy in Guyana settled the technical basis for such understanding which, under the legislation of the U.S.A. could not have the quality of a formal agreement, but which was sufficient to realise the objectives of both countries under their respective Social Security legislation.

81. The practical effect of the understanding would be that Old-Age Benefits, Invalidity Benefits and Survivors' Benefits would be payable by either Government in the territory of the other. By 31st December, 1970 informal correspondence and discussions were completed, and would be followed by a formal diplomatic approach by the Ministry of External Affairs to the United States Embassy by exchange of notes between the two Governments on the understanding after which steps would be taken by the Minister of Labour and Social Security to make an Order under section 49 of the National Insurance and Social Security Act, 1969, to give effect to the understanding.

PREMISES

82. The Head Office staff continued to be housed at three separate buildings in Georgetown. Formal training courses were also held at a fourth location within the precincts of the city. Apart from the Training Centre which is located at the Ministry of Labour and Social Security Building and occupied under the kind courtesy of the Minister of Labour, all the other offices in the Georgetown area are occupied under agreements of tenancy.

83. Two sites have been obtained for the construction of suitable and permanent offices for the staff; one at Brickdam and Winter Place, west of the Palms, for the Georgetown Local Office, and the other in Hadfield Street, Lodge, East of the Guyana Broadcasting Service building, for the Head Office building.

84. Construction of the Georgetown Local Office building commenced in August, 1970, and should be ready for occupation during the latter half of 1971. Architectural designs for the Head Office building have been prepared and are being studied by the administration.

85. The Local Offices in the outlying areas are also held under lease except the Berbice Local Office, which is located at premises in which the staff of the Ministry of Labour and Social Security are also accommodated, for which no rent is payable.

I.L.O. ADVISER

86. Mr. Frank B. Matthews, I.L.O. Adviser, was attached to the Scheme since December, 1968. He assisted in the final stages of the preparation of the National Insurance Legislation and advised on

the appropriate date to bring the Scheme into operation. He also assisted in the training of staff, and in addition, he formulated the procedures listed at Appendix J. These procedures spelt out the detailed work methods and techniques to be applied by the staff in carrying out their assignments. During 1970, the I.L.O. Adviser was concerned mainly in assisting and advising the staff on the day-to-day problems that arose in the administration of the Scheme and in particular with the drafting of the legislation, the preparation of procedural and administrative plans for extending National Insurance coverage to the self-employed, and also the drafting of amendments to the existing legislation for improving the efficiency of the administration of the Scheme.

87. The Board wishes to extend sincere thanks on behalf of the Minister, Officials of the Ministry of Labour and Social Security, and the National Insurance Scheme, and the Board itself, to Mr. Matthews, for the zeal, devotion and inspiration with which he gave invaluable assistance and advice as regards the economic, legal, actuarial interpretation, medical, sociological and administrative matters which related to social security planning and administration.

OVERSEAS SOCIAL SECURITY ADMINISTRATIONS

88. The Board is appreciative of the training given to its senior officers during 1970, by the Social Security Administrations in Great Britain, Cyprus, Malta and Barbados through Fellowships awarded by the International Labour Organisation. The I.L.O. has also been responsible for providing training in Training Methodology in Turin to another officer of the Board, and has committed itself to offer in 1971 opportunity for other officers to receive training similar to that offered in 1970. For affording these opportunities to its staff, the Board is indebted to the International Labour Organisation.

APPRECIATION

89. The sustained interest shown by the Cabinet in the operations of the Scheme was an inspiration to the Board and its officers. The Board is grateful to the Honourable Minister of Labour and Social Security for the daily interest evinced in the work of the Board and the operations of the Scheme generally. Without the assistance of the Attorney-General and his officers, particularly that of Mr. B. T. I. Pollard, Chief Parliamentary Counsel, the legislative aspects of the Board's work would not have moved as swiftly as it did.

90. Finally, the Board is appreciative of the hard work put in by the Director and every member of his staff during this formative period of the Board's operations and looks forward to a very long period of progress, economic and social stability in consequence of the policies and activities of National Insurance —Guyana.

TABLE I.
ANALYSIS OF ACCIDENTS ACCORDING TO INDUSTRY AND CAUSATION
JANUARY — DECEMBER 1970.
 (Reference paragraph 14 of the Report)

INDUSTRY	MACHINERY										Accidents Caused Otherwise Than By Machinery, Handling Goods Or By Means of Transport										Total (23)		
	POWER DRIVEN					Other than Power Driven Machinery.					Means of Transport					Other causes							
	(1) Prime Movers	(2) Transmission	(3) Lifting	(4) Other	(5) Lifting	(6) Other	(7) Handling goods without machinery	(8) Power Driven	(9) Other	(10) Fire or Explosion	(11) Other hot or corrosive substances	(12) Electric Shock	(13) Persons falling	(14) Falling Objects	(15) Flying Objects	(16) Stepping on sharp or pointed objects	(17) Striking against or coming into contact with objects	(18) Use of Cutlasses	(19) Use of Handtools (excluding cutlasses)	(20) Animals		(21) Other causes	(22) Not Stated
I																							
Agriculture, forestry, hunting and fishing																							
Agriculture and livestock production (excluding sugar and rice)																							
Sugar-cane planting and harvesting	5	5		4+1	30	1	39+1	10+2	3	15+1		1037+8*1	118+3	100+1	299	1243+13	1431+17	38	51	236+4	*3	5	5009+51*4
Rice Planting and harvesting						1		1		1		1	2		1	3	2	3	1	3		1	20
Forestry and logging	6	2		1	3		2		1			14*1	18	2	3	38*2	7	16	3	3*2		1	124*5
Hunting, trapping and game propagation																							
Fishing																							
TOTAL 0.	11	8		6+1	35	2	42+1	12+2	7	16+1		1077+8*2	150+3	207+1	317	1320+13*2	1483+17	66	60	330+4	*6	8	5349+51*10
Mining and quarrying																							
Coal mining																							
Metal mining																							
Crude petroleum and natural gas	3	7+2		3+1	9		4		24	42	3	63*1	45+3	48	13	127+1*1	2	22+2	1	43*1	3	3	480+9*3
Stone quarrying, clay and sand pits																							
Non-metallic mining and quarrying	1	6		1	1		1		5	3	1	7	15	4	2	21	1	4				*1	75*1
TOTAL 1	4	13+2		4+1	10	1	5		29	45	4	72*1	63+3	52	15	150+1*1	4	26+2	1	43*1	3*1		562+9*4
Manufacturing																							
Food manufacturing industries except sugar, rice and cereals																							
Sugar, rice and cereals	4	4+1	1	2	1	1	1		4	4	1	24	21	10	5	64+1	4	3	4	17	7	185+2	
Sugar milling	4	4		1	7		1		7	4	1	18*7	18	10	4	60	2	5	1	12	4	161	
Rice milling	5	7	1	2	3		1		7	1	3	18	27	15	4	49+1	1	4	2	19		191+2	

TABLE I. (contd)

ANALYSIS OF ACCIDENTS ACCORDING TO INDUSTRY AND CAUSATION

JANUARY — DECEMBER 1970.

(Reference paragraph 14 of the Report).

INDUSTRY	MACHINERY POWER DRIVEN				Accidents Caused Otherwise Than By Machinery, Handling Goods Or By Means of Transport										Total (23)										
	Prime Movers (1)	Transmission (2)	Lifting (3)	Other (4)	Other than Power Driven Machinery			Means of Transport			Fire or Explosion (10)	Other hot or Corrosive substances (11)	Electric Shock (12)	Persons falling (13)		Falling Objects (14)	Flying Objects (15)	Stepping on sharp or pointed objects (16)	Striking against or coming into contact with objects (17)	Use of Cutlasses (18)	Use of Handtools (excluding cutlasses) (19)	Animals (20)	Other causes (21)	Not Stated (22)	
					Lifting (5)	Other (6)	Handling Goods Without machinery (7)	Power Driven (8)	Other (9)																
CONSTRUCTION																									
Construction	9+3	2+1	—	6+1	8	1	9	5	—	—	5	1	57	45+1 *1	19	8	67	—	20	—	—	—	12 *1	3	257+6 *3
TOTAL 4.	9+3	2+1	—	6+1	8	1	9	5	—	—	5	1	37	45+1 *1	19	8	67	—	20	—	—	—	12 *1	3	257+6 *3
Electricity, gas, water and sanitary services	1	2	—	—	3	—	5	7	—	2	—	2	11	10	10	5	32	1	5	4	—	8	6	114	
Water and sanitary services	1	1	—	1	1	—	2	—	—	1	1	—	6	6	5	2	6	—	3	—	—	3	—	49	
TOTAL 5.	2	3	—	1	4	—	7	7	—	3	1	2	17	16	15	7	38	11	8	4	—	11	6	163	
COMMERCE																									
Wholesale and retail trade	2	—	—	2	1	—	3	1 *1	—	1	1	1	16	16	2	2	35+1	1	6	—	—	16	2	108+1 *1	
Banks and other financial institutions	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1	
Insurance	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	2	—	—	—	—	—	—	3	
Real estate	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
TOTAL 6.	2	—	—	2	1	—	3	1 *1	—	1	1	1	16	16	2	2	37+1	1	6	—	—	17 *1	2	112+1 *2	
Transport, storage and communication	8+1	—	—	3+1	5	—	3	2	—	3	2	—	29	25	8	6	41+2	—	3	1	—	8+1	1	139+5	
Transport and storage	—	—	1	—	—	—	1	—	—	—	—	—	—	—	—	—	9+1	2	1	—	—	—	—	15+1	
Warehousing	2	—	2	—	1	—	2	3	—	—	1	—	27	11	1	1	34	—	4	—	—	6	1	96	
Communication	10+1	—	3	4+1	6	—	6	5	—	3	3	—	47	36	9	7	84+3	2	8	1	—	14+1	2	250+6	
TOTAL 7.	10+1	—	3	4+1	6	—	6	5	—	3	3	—	47	36	9	7	84+3	2	8	1	—	14+1	2	250+6	
Services																									
Government services	7	6+1	—	12+2	9	—	12	7 *1	—	1	9	1	38	49+1	18+2	19	125+2	69+2	22+1	5	—	34 *6	8	451+11 *4	
Community and business services	5+2	—	—	4	4	—	7	4	—	3	4	2	23	19 *2	9	15	60	26	10	2	—	20	—	219+2 *2	
Recreation services	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1	—	—	—	—	1	—	3	
Personal services	—	—	—	—	—	—	—	—	—	—	—	—	2	—	—	—	1	—	—	—	—	—	—	4	
TOTAL 8.	12+2	6+1	—	16+2	13	—	19	11 *1	—	4	13	4	63	68+1 *2	27+2	34	187+2	95+2	33+1	7	—	55 *3	10	677+13 *5	

ACTIVITIES NOT ADEQUATELY DESCRIBED	97-7	97+13	6	60+8	107	6	406	81+1*2	12+2	69	104+1	23	1462+9*12	625+9*4	922+3	2	1	14	3	10	8	2	77+1 *1
Activities not adequately described	2	2	1	2	1	1	3	1	2	1	1	2	13+1 *1	12	2	1	14	3	10	8	2	77+1 *1	
TOTAL 9.	2	2	1	2	1	1	3	1	2	1	1	2	13+1 *1	12	2	1	14	3	10	8	2	77+1 *1	
TOTAL 0-9	97+7	97+13	6	60+8	107	6	406	81+1*2	12+2	69	104+1	23	1462+9*12	625+9*4	922+3	2	1	14	3	10	8	2	77+1 *1
																		2844+26*3	1607+19	210+3	82+1	52*1	8765+109*24

Total Accidents :- injury cases .. 8765
 disablement cases .. 109
 death cases .. 34
8908

Note :- (+) — plus sign denotes — “disablement cases”

(*) — asterisk — denotes “death cases”

(—) — nil or negligible

TABLE II
INCIDENCE OF ACCIDENTS ACCORDING TO INDUSTRY AND DEGREE
JANUARY — DECEMBER, 1970
(Reference paragraph 14 of the Report)

INDUSTRY	FATAL			PERMANENT						TEMPORARY DISABILITY				TOTAL (ALL ACCIDENTS)						
	(1) M	(2) F	(3) J	TOTAL DISABILITY			PARTIAL DISABILITY			(10) M	(11) F	(12) J	(13) M	(14) F	(15) J	(16) M	(17) F	(18) J	(19) No.	(20) Percentage
				(4) M	(5) F	(6) J	(7) M	(8) F	(9) J											
I																				
0. Agriculture, forestry, hunting and fishing, stock production (excluding sugar and rice)																				
01a: Sugar-cane planting and harvesting	4							42	9			162	21	8	162	21	8	191	2.14	
01b: Rice planting and harvesting												4,363	563	143	4,363	512	143	5,064	56.85	
02 Forestry and logging	6											18	1	1	18	1	1	20	0.22	
03: Hunting, trapping and game propagation												117			117		7	130	1.46	
04: Fishing												5			5			5	0.06	
Total 0	10							42	9			4,685	525	159	4,685	534	159	5,410	60.73	
I. Mining and quarrying																				
11. Coal Mining																				
12. Metal Mining	3							9				477	3		480	3		492	5.52	
13. Crude petroleum and natural gas																				
14. Stone quarrying, clay and sand pits	1											72		3	73		3	76	0.85	
19. Non-Metallic mining and quarrying												6	1		6	1		7	0.09	
Total 1	4							9				555	4	3	568	4	3	575	6.46	
2-3. Manufacturing																				
20: Food manufacturing industries, except sugar, rice and beverage industries																				
20a. Sugar milling	7							2				147	22	16	149	22	16	187	2.10	
20b. Rice milling								1				155	3	4	162	3	4	168	1.89	
21. Beverage industries								2				176		12	177	5	12	193	2.17	
22. Tobacco manufacturers												39		3	41		3	46	0.52	
23. Manufacture of textiles, apparel, other wearing, textile goods and make-up	1											4	1		5	1		5	0.06	
24. Manufacture of footwear, other wearing, textile goods and make-up								1				7	7		8	7		15	0.17	
25. Manufacture of wood and cork, except manufacture of furniture																				
26. Manufacture of furniture and fixtures								8				452	1	61	460	1	61	522	5.86	
27. Manufacture of paper and paper products												14	1	1	14	1	1	16	0.18	
28. Printing, publishing and allied industries												2			2			2	0.02	
29. Manufacture of leather and leather products except foot wear								2				31	10	3	33	10	3	46	0.52	
30. Manufacture of rubber products																				
31. Manufacture of chemicals and chemical products																				

TABLE III.
ANALYSIS OF INDUSTRIAL ACCIDENTS
AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)
JANUARY — DECEMBER 1970.

(Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)							TOTAL
		HEAD (1)		TRUNK (2) (INCLUDING THE UROGENITAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	GENERAL INJURIES (5) WHICH CAN- NOT BE LOCATED TO ANY PARTI- CULAR PART OF THE BODY	
		EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)			
HEAD(S)	SUB-HEAD(S)								
1. Tuberculosis of res- piratory system ..		--	--	--	--	--	--	--	--
TOTAL 1.		--	--	--	--	--	--	--	--
2. Tuberculosis, other forms ..		--	--	--	--	--	--	--	--
TOTAL 2.		--	--	--	--	--	--	--	--
3. Syphilis and its sequelae ..		--	--	--	--	--	--	--	--
TOTAL 3.		--	--	--	--	--	--	--	--
4. Gonococcal, infection ..		--	--	--	--	--	--	--	--
TOTAL 4.		--	--	--	--	--	--	--	--
5. Dysentery, all forms		--	--	--	--	--	--	--	--
TOTAL 5.		--	--	--	--	--	--	--	--
6. Other infective diseases commonly arising in intestinal tract ..		--	--	--	--	--	--	--	--
	6a: Cholera	--	--	--	--	--	--	--	--
	6b: Enteric fever	--	--	--	--	--	--	--	--
	6c: Other infective diseases	--	--	--	--	--	--	--	--
TOTAL 6.		--	--	--	--	--	--	--	--
7. Certain diseases common among children ..		--	--	--	--	--	--	--	--
	7a: Scarlet fever	--	--	--	--	--	--	--	--
	7b: Diphtheria	--	--	--	--	--	--	--	--
	7c: Whooping cough	--	--	--	--	--	--	--	--
	7d: Measles	--	--	--	--	--	--	--	--
	7e: Mumps	--	--	--	--	--	--	--	--
	7f: Chicken pox	--	--	--	--	--	--	--	--
TOTAL 7.		--	--	--	--	--	--	--	--
8. Typhus and other ricketsial diseases ..		--	--	--	--	--	--	--	--
TOTAL 8.		--	--	--	--	--	--	--	--
9. Malaria ..		--	--	--	--	--	--	--	--
TOTAL 9.		--	--	--	--	--	--	--	--
10. Diseases due to helminths ..		--	--	--	--	--	--	--	--
	10a: Filariasis	--	--	--	--	--	--	--	--
	10b: Ankylosto- miasis	--	--	--	--	--	--	--	--
	10c: Other Hel- minths	--	--	--	--	--	--	--	--
TOTAL 10.		--	--	--	--	--	--	--	--

TABLE III. (contd.)
ANALYSIS OF INDUSTRIAL ACCIDENTS
AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)
JANUARY — DECEMBER 1970.

(Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)							TOTAL
		HEAD (1)		TRUNK (2) (INCLUDING THE UROGENITAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	GENERAL INJURIES (5) WHICH CAN NOT BE LOCATED TO ANY PARTI- CULAR PART OF THE BODY	
		EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)			
HEAD(S)	SUB-HEAD(S)								
11. All other diseases classified as infec- tive and parasitic ..	11a: Mening- ococcal infection (cene- brospinal fever)	—	—	—	—	—	—	—	—
	11b: Plague	—	—	—	—	—	—	—	—
	11c: Small-pox	—	—	—	—	—	—	—	—
	11d: Leprosy	—	—	—	—	—	—	—	—
	11e: Kala-azar	—	—	—	—	—	—	—	—
	11f: Parasitic skin infections	—	—	—	—	—	—	—	—
	11g: Tetanus	—	—	—	—	—	1	—	1
	11h: Yaws (Fram- boesia)	—	—	—	—	—	—	—	—
	11i: Infectious hepatitis (cetarthal jaundice)	—	—	—	—	—	—	—	—
	11j: Other in- fectious and parasitic diseases	—	1	1	1	1	3	1	8
	TOTAL 11.	—	1	1	1	1	4	1	9
12. Malignant neoplasms, includ- ing neoplasms of lymphatic and haematopoietic tissues ..		—	—	—	—	—	—	—	—
	TOTAL 12.	—	—	—	—	—	—	—	—
13. Benign neoplasms and neoplasms of unspecified nature ..		—	—	—	—	—	—	—	—
	TOTAL 13.	—	—	—	—	—	—	—	—
14. Allergic disorders ..		—	—	—	—	—	1	1	2
	TOTAL 14.	—	—	—	—	—	1	1	2
15. Diseases of thyroid gland ..		—	—	—	—	—	—	—	—
	TOTAL 15.	—	—	—	—	—	—	—	—
16. Diabetes Mellitus		—	—	—	—	—	—	—	—
	TOTAL 16.	—	—	—	—	—	—	—	—
17. Avitaminosis and other deficiency states ..		—	—	—	—	—	—	—	—
	TOTAL 17.	—	—	—	—	—	—	—	—
18. Anaemias ..		—	—	—	—	—	—	—	—
	TOTAL 18.	—	—	—	—	—	—	—	—
19. Psychoneurosis and psychosis ..		—	—	—	—	—	—	—	—
	TOTAL 19.	—	—	—	—	—	—	—	—

TABLE III. (contd.)
 ANALYSIS OF INDUSTRIAL ACCIDENTS
 AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)
 JANUARY — DECEMBER 1970.
 (Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)							TOT
		HEAD (1)		TRUNK (2) (INCLUDING THE OROGENITAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	GENERAL INJURIES (5) WHICH CAN NOT BE LOCATED TO ANY PARTI- CULAR PART OF THE BODY	
		EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)			
HEAD(S)	SUB-HEAD(S)								
20. Vascular lesions affecting central nervous system ..		--	--	--	--	--	--	--	--
TOTAL 20.		--	--	--	--	--	--	--	--
21. Diseases of eye ..	21a: Trachoma	--	--	--	--	--	--	--	--
	21b: Cataract	--	--	--	--	--	--	--	--
	21c: Other di- seases	324	--	--	--	--	--	--	324
	21d: Injury Eye	301	--	--	--	--	--	--	301
TOTAL 21.		625	--	--	--	--	--	--	625
22. Diseases of ear and mastoid process ..		--	1	--	--	--	--	--	--
TOTAL 22.		--	1	--	--	--	--	--	--
23. Rheumatic fever ..		--	--	--	--	--	--	--	--
TOTAL 23.		--	--	--	--	--	--	--	--
24. Chronic rheumatic heart disease ..		--	--	--	--	--	--	--	--
TOTAL 24.		--	--	--	--	--	--	--	--
25. Arteriosclerotic and Degenerative heart disease ..		--	--	--	--	--	--	--	--
TOTAL 25.		--	--	--	--	--	--	--	--
26. Hypertensive disease ..		--	1	--	--	--	--	1	--
TOTAL 26.		--	1	--	--	--	--	1	--
27. Diseases of veins ..		--	--	--	--	1	--	--	--
TOTAL 27.		--	--	--	--	1	--	--	--
28. Acute naso-pharyngitis (common cold) ..		--	--	--	--	--	--	--	--
TOTAL 28.		--	--	--	--	--	--	--	--
29. Acute pharyngitis and tonsillitis and hypertrophy of tonsils and adenoids ..		--	--	--	--	--	--	--	--
TOTAL 29.		--	--	--	--	--	--	--	--
30. Influenza ..		--	--	--	--	--	--	--	--
TOTAL 30.		--	--	--	--	--	--	--	--
31. Pneumonia ..		--	--	--	--	--	--	2	--
TOTAL 31.		--	--	--	--	--	--	2	--
32. Bronchitis ..		--	--	--	1	--	--	--	--
TOTAL 32.		--	--	--	1	--	--	--	--
33. Silicosis and occupational pulmonary fibrosis ..		--	1	--	--	--	--	--	--
TOTAL 33.		--	1	--	--	--	--	--	--

TABLE III. (contd.)
 ANALYSIS OF INDUSTRIAL ACCIDENTS
 AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)
 JANUARY — DECEMBER 1970.
 (Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)							TOTAL
		HEAD (1)		TRUNK (2) (INCLUDING THE UROGENITAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	GENERAL INJURIES (5) WHICH CAN NOT BE LOCATED TO ANY PARTI- CULAR PART OF THE BODY	
		EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)			
HEAD(S)	SUB-HEAD(S)								
34. All other Respiratory diseases ..		—	—	—	—	—	—	—	—
TOTAL 34.		—	—	—	—	—	—	—	—
35. Diseases of stomach and duodenum except cancer ..		—	—	1	—	—	—	—	1
TOTAL 35.		—	—	1	—	—	—	—	1
36. Appendicitis ..		—	—	1	—	—	—	—	1
TOTAL 36.		—	—	1	—	—	—	—	1
37. Hernia of abdominal cavity ..		—	—	14	—	—	—	—	14
TOTAL 37.		—	—	14	—	—	—	—	14
38. Diarrhoea and enteritis ..		—	—	—	—	—	—	—	—
TOTAL 38.		—	—	—	—	—	—	—	—
39. Diseases of gallbladder and bile ducts ..		—	—	—	—	—	—	—	—
TOTAL 39.		—	—	—	—	—	—	—	—
40. Other diseases of digestive system ..	40a: Diseases of teeth	—	—	—	—	—	—	—	—
	40b: Other diseases	—	—	—	—	—	—	—	—
TOTAL 40.		—	—	—	—	—	—	—	—
41. Nephritis and nephrosis ..		—	—	—	—	—	—	—	—
TOTAL 41.		—	—	—	—	—	—	—	—
42. Diseases of genital organs ..	42a: Diseases of male genital organs	—	—	3	—	—	—	—	3
	42b: Diseases of female genital organs	—	—	3	—	—	—	—	3
TOTAL 42.		—	—	6	—	—	—	—	6
43. Deliveries, complications of pregnancy, child birth and the puerperium ..	43a: Normal deliveries	—	—	—	—	—	—	—	—
	43b: Complica- tions of pregnancy, childbirth and puerperium	—	—	—	—	—	—	—	—
TOTAL 43.		—	—	—	—	—	—	—	—

TABLE III. (contd.)
ANALYSIS OF INDUSTRIAL ACCIDENTS
AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)
JANUARY — DECEMBER 1970.
(Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)							TOTAL
		HEAD (1)		TRUNK (2) (INCLUDING THE CROGENIAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	GENERAL INJURIES (5) WHICH CAN- NOT BE LOCATED TO ANY PARTI- CULAR PART OF THE BODY	
		EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)			
HEAD(S)	SUB-HEAD(S)								
44. Boil, abscess, cellulitis and other skin infections ..		—	4	6	10	14	48	—	82
TOTAL 44.		—	4	6	10	14	48	—	82
45. Other diseases of skin ..		—	—	—	—	1	—	1	2
TOTAL 45.		—	—	—	—	1	—	1	2
46. Arthritis and rheuma- tism, except rheumatic fever ..		—	2	17	—	1	7	2	29
TOTAL 46.		—	2	17	—	1	7	2	29
47. Diseases of bones and other organs of movement ..		—	2	4	2	5	11	—	24
TOTAL 47.		—	2	4	2	5	11	—	24
48. Congenital malformations and diseases peculiar to early infancy ..		—	—	—	—	—	—	—	—
TOTAL 48.		—	—	—	—	—	—	—	—
49. Other speci- fied and ill- defined diseases ..	49a: Epilepsy	—	—	—	—	—	—	—	—
	49b: Diseases of nerves and peri- pheral ganglia	—	—	—	—	—	1	—	1
	49c: Urinary calculus	—	—	—	—	—	—	—	—
	49d: Other diseases of urinary system	—	—	—	—	—	—	—	—
	49e: Other specified and ill- defined diseases	—	8	7	1	2	4	17	39
TOTAL 49.		—	8	7	1	2	5	17	40
50. Accidents, poisonings and violence ..	50a: Open frac- tures (all sites)	—	—	—	2	3	5	—	10
	50b: Closed fractures (all sites)	—	13	37	17	53	70	2	192
	50c: Complicated fractures (all sites and compli- cations)	—	14	1	3	1	6	—	25
	50d: Disloca- tions (all sites)	—	—	7	2	1	1	—	11

TABLE III. (contd.)

ANALYSIS OF INDUSTRIAL ACCIDENTS
AND PRESCRIBED DISEASES ACCORDING TO DIAGNOSIS(ES) AND LOCATION(S)

JANUARY — DECEMBER 1970.

(Reference paragraph 14 of the Report)

DIAGNOSIS(ES)		L O C A T I O N (S)						TOTAL
		HEAD (1)		TRUNK (2) (INCLUDING THE UROGENITAL ORGANS)	UPPER EX- TREMITIES (3)		LOWER EX- TREMITIES (4) (LEGS AND FEET)	
HEAD(S)	SUB-HEAD(S)	EYES (a)	OTHER (b)		FING- ERS (a)	OTHER (b)		
	50e: Head injury excluding fracture	—	10	—	—	—	—	10
	50f: Internal injury, chest, abdomen and pelvis	—	—	26	—	—	1	29
	50g: Lacerated, open and contused wounds	23	121	49	889	666	2496	4276
	50h: Burns and scalds	23	7	16	12	37	40	169
	50i: Occupational poisoning	—	—	—	—	—	—	—
	50j: Other poisoning	—	—	—	—	1	6	9
	50k: Other violence	—	—	—	—	1	—	2
	50l: Strain and sprain	—	78	685	11	60	158	997
	50m: Contusion (other than contused wound) and abrasions	59	119	762	113	263	734	2191
TOTAL 50.		105	362	1583	1049	1036	3517	7621
TOTAL 1-50		730	382	1640	1064	1110	3594	8764

Not stated: 1
8765

N.B. The various codes used for the diagnosis(es) above are according to the 'special list of 50 Groups of Causes of Morbidity for Social Security Purposes' provided for in Annex I.

TABLE: IV
DISTRIBUTION OF INDUSTRIAL DISABLEMENT AND DEATH CASES ACCORDING TO NATURE
AND LOCATION OF LOSS OF FACULTY

JANUARY — DECEMBER, 1970

(Reference Paragraph 14 of the Report)

NATURE	1. HEAD		2. TRUNK INCLUDING THE URO-GENITAL ORGANS		3. UPPER EXTREMITIES		4. LOWER EXTREMITIES (Legs and Feet)	5. GENERAL INJURIES WHICH CAN BE LOCATED TO ANY PARTICULAR PART OF THE BODY	TOTAL
	(a) EYES		(b) OTHER		3a. FINGERS	3b. OTHER			
	LOCATION		LOCATION		LOCATION				
1. Contusions and abrasions ..	+1								+1
2. Burns and Scalds ..								+1	+1
3. Concussions ..		*1							*1
4. Cuts and Lacerations ..	+1				+3				+19
5. Punctured wounds ..	+2				+2			*2	+4
6. Amputations ..					+27		+5		+40
6a. Post-traumatic ankylosis of joints ..				+1					+22
6b. Post-traumatic paralysis of limbs or parts of the body ..									
7. Dislocations ..	+1								+1
8. Fractures ..		*2				+2			+8
9. Sprains and strains ..		+1		+4					+5
10. Asphyxiation ..								*8	*8
11. Drowning (for death cases only) ..	+5			+1				*5	*5
12. Other injuries ..		*2				+1		+1	+8
TOTAL 1-12 ..	+10	+4	+5	+6	+2	+48	+17	+3	+109
Number of death certificates not submitted ..								*26	*26
TOTAL OF ALL CASES ..									+1
									+109

N.B. (+) Plus sign denotes "Disablement cases".
 (*) Asterisk denotes "Death Cases".

TABLE: V

NUMBER OF INDUSTRIAL BENEFITS PAID IN THE VARIOUS GROUPS
AND THE TOTAL NUMBER OF DISALLOWANCES

JANUARY — DECEMBER, 1970.

(Reference Paragraph 14 of the Report)

Wage Group(s)	Numbers Paid
Group I	781 + 14 * 3
Group II	2,373 + 27 * 8
Group III	2,199 + 36 * 9
Group IV	1,218 + 13 * 4
Group V	880 + 19 * 8
Total: —I — V	7,451 + 109 * 32
	7,592
Number of disallowances	1,314
Total:—	8,906

(+) Plus sign denotes "disablement benefit".

(*) Asterisk denotes "death benefit".

N.B. :—

There were two (2) wage groups which were not stated in two (2) "death cases". These two (2) plus the 8,906 cases give the total number of accidents i.e. (2 + 8,906 = 8,908).

TABLE VI
PERIODS OF INDUSTRIAL BENEFIT FOR CASES PAID DURING THE
PERIOD JANUARY — DECEMBER, 1970
 (Reference Paragraph 14 of the Report)

PERIOD (S)	NUMBER OF CASES
1 :— Two weeks or less	5,781
2 :— Over two weeks but not more than four	1,041
3 :— Over four weeks but not more than thirteen	550
4 :— Over thirteen weeks but not more than six months	79
Total 1 — 4	7,451
Number of disallowances	1,314
Total	8,765

N.B.:—

There were 34 "death cases" and 109 "disablement cases" from which no periods of benefit could be extracted. This (34 + 109) + 8,765 gives the total number of accidents:—(34 + 109 + 8,765) = 8,908.

TABLE: VII

PERIODS OF SICKNESS FOR INJURY CASES OCCURRING DURING THE PERIOD JANUARY — DECEMBER, 1970 AND THE NUMBER OF CASES STILL IN PAYMENT AT THE END OF THE YEAR

(Reference Paragraph 14 of the Report)

PERIOD(S)	NUMBER OF CASES
1 :— Two weeks or less	4,700
2 :— Over two weeks but not more than four ..	2,267
3 :— Over four weeks but not more than thirteen	893
4 :— Over thirteen weeks but not more than six months	125
Total:— 1 — 4	7,985

N.B :---

This table includes "cases" where benefit was disallowed, because the wages paid by the employer disqualified the beneficiary.

(b) Number of cases still in payment at the end of the year: 531.

TABLE : VIII
TEMPORARY CODE FOR INDUSTRIAL ACCIDENTS FOR THE YEAR 1970
 (Reference Paragraph 14 of the Report)

	JAN.		FEB.		MAR.		APRIL		MAY		JUNE		JULY		AUG.		SEPT.		OCT.		NOV.		DEC.		TOTAL	
	Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Number Allowed %		Total Allowed %	
(a) ON THE JOB ..	94.77		90.79		93.06		94.83		90.38		92.91		93.74		91.63		92.01		91.26		89.97		90.46		92.15	
(b) OFF THE JOB, BUT IN EMPLOYER'S COMPOUND ..	1.25		2.02		2.31		2.11		2.98		2.19		1.33		2.35		2.30		2.85		4.51		2.57		2.40	
(c) IN EMPLOYER'S TRANSPORT ..	0.57		4.87		1.78		.76		3.18		2.07		1.60		2.55		3.06		3.51		3.26		3.12		2.53	
(d) OTHER ..	3.41		2.32		2.85		2.30		3.46		2.83		3.33		3.47		2.63		2.38		2.26		3.85		2.92	
TOTAL ALLOWED %	100		100		100		100		100		100		100		100		100		100		100		100		100	

TABLE IX

ANALYSIS OF ACCIDENTS ACCORDING TO THE VARIOUS "AGE GROUPS"

JANUARY — DECEMBER, 1970.

(Reference Paragraph 14 of the Report)

AGE GROUP(S)	NUMBER OF CASES
1:— Under sixteen (16) years	181 +1
2:— Sixteen (16) to sixty-four (64) years ..	8,557 +108 *34
3:— Of sixty-five (65) years and over	15
Total 1 — 3	8,753 +109 *34
	8,896

(+) Plus sign denotes "disablement cases".

(*) Asterisk denotes "death cases".

N.B.:— There were twelve (12) injury cases in which no age group(s) were stated. This twelve (12) plus 8,896 gives the total number of accidents; i.e. (12 + 8,896 = 8,908).

TABLE X
GENERAL INFORMATION ON INDUSTRIAL DISABLEMENT CASES OCCURRING
DURING THE PERIOD

JANUARY — DECEMBER, 1970.

(1) Nature of loss of faculty:—

Nature : Groups Number of Cases
(Reference Paragraph 14 of the Report)

Code 1 : Contusions & Abrasions	Note 3 Regulation 21	1
Code 2 : Burns and Scalds	Note 3 Regulation 21	1
Code 4 : Cuts and Lacerations	36	2
" " do.	54	1
" " do.	68(vi)	1
" " do.	68(vii)	5
" " do.	68(ix)	1
" " do.	68(xiii)	1
" " do.	68(xvi)	1
" " do.	Note 3 Regulation 21	7
Code 5 : Punctured Wounds	66	2
" " do.	68(vii)	1
" " do.	68 (viii)	1
Code 6 : Amputations	16	3
" " do.	21	2
" " do.	22	5
" " do.	24	3
" " do.	25	2
" " do.	27	5
" " do.	28	1
" " do.	30	2
" " do.	31	1
" " do.	36	8
" " do.	50	1
" " do.	57	2
" " do.	59	1
" " do.	60	1
Code 6a: Post traumatic ankylosis of joints	Note 3 Regulation 21	1
" " do.	10	1
" " do.	68(iv)	2
" " do.	68(vi)	2
" " do.	68(vii)	7
" " do.	68(viii)	7
" " do.	68(x)	1
" " do.	68(xv)	1
" " do.	68(xvi)	1
Code 7 : Dislocations	Note 3 Regulation 21	2
Code 8 : Fractures	66	1
" " do.	10	3
" " do.	68(vi)	1
" " do.	68(xii)	1
" " do.	68(xv)	1
" " do.	Note 3 Regulation 21	1
Code 9 : Sprains and Strains	Provisional Assessment	1
" " do.	68(i)	1
" " do.	68(xi)	1
" " do.	Note 3 Regulation 21	1
Code 12 : Other injuries	Provisional Assessment	2
" " do.	10	1
" " do.	65	2
" " do.	66	1
" " do.	Note 3 Regulation 21	3
" " do.	Provisional Assessment	1
	TOTAL	109

(2) Location of loss of faculty

Location:

	Number of Cases
Code 1a:—Injuries to the eye	10
Code 1b: Injuries to the head including neck	4
Code 2 : Injuries to the trunk, including the urogenital organs ..	5
Code 3a: Injuries to the fingers	49
Code 3b: Injuries to the upper extremities i.e. arms and hands excluding fingers	21
Code 4 : Injuries to the lower extremities i.e. the legs and feet ..	17
Code 5 : General injuries which cannot be located to any particular part of the body	3
TOTAL	109

(3) Nature of Benefit:

	No.(s)
Pensions	43
Gratuities	66
TOTAL	109

N.B. Number of pensions in payment at end of year:— 43.

TABLE XI

GENERAL INFORMATION ON INDUSTRIAL DEATH CASES OCCURRING DURING
THE PERIOD

JANUARY — DECEMBER, 1970

(Reference Paragraph 14 of the Report)

(1)

Status of Beneficiary :—	No. (s)
W — Widow	25
P — Parent	7
Oth — Other	1
Cl — Common-Law "widow"	1
	Total 34

(2)

Age of Beneficiary :—	No. (s)
Code 2 : (Age 18 to 64 years) =	34

(3)

N.B. :—Number of Dependents included in Benefits =	54
Number of Decisions allowed =	27
Number of Decisions disallowed =	7
Number of Pensions =	26
Number of Pensions still in payment at the end of the year =	11
Number of annuity(ies) =	1
Number of annuity (ies) still in payment at the end of the year =	1

TABLE XII

DISTRIBUTION OF ACCIDENTS OCCURRING WITHIN THE VARIOUS SUGAR BELTS

JULY — DECEMBER, 1970

(Reference Paragraph 14 of the Report)

NUMBER	ESTATE	CODE LETTERS	NUMBER OF ACCIDENTS
1	ALBION	A	282
2	BLAIRMONT	B	452
3	DIAMOND	D	551
4	ENMORE	E	243
5	HOUSTON	H	31
6	LA BONNE INTENTION	L,B.I.	299
7	LEONORA	L,E.O.	343
8	LOCHABER	LOCH.	3
9	OGLE	O	31
10	ROSE HALL	RH	285
11	SKELDON	S	198
12	UITVLUGT	U	419
13	VERSAILLES	V	138
14	WEST BANK ESTATES (WALES)	WB	256
TOTAL 1 — 14			3531

N.B. The above coding is in accordance with the information supplied on National Insurance Circular, Number N.I. 44/2.

TABLE XIII
NUMBER OF MAN DAYS LOST THROUGH INDUSTRIAL ACCIDENTS ACCORDING TO INDUSTRY
AND DEGREE
JANUARY — DECEMBER, 1970
(Reference paragraph 14 of the Report)

INDUSTRY I	Fatal	PERMANENT		Total	Temporary Disability	Total Man Da Lost
		Total Disability	Partial Disability			
C. Agriculture, forestry, hunting and fishing ..						
O1. Agriculture and livestock production (Excluding sugar & rice) ..	—	—	—	—	2,697	2,69
O1a. Sugar cane planting & harvesting ..	24,000	6,000	11,041	17,041	67,038	108,07
O1b. Rice Planting and harvesting ..	—	—	—	—	179	17
O2. Forestry and logging ..	36,000	—	—	—	1,826	37,82
O3. Hunting, trapping and game propagation ..	—	—	—	—	—	—
O4. Fishing ..	—	—	—	—	36	3
TOTAL O	60,000	6,000	11,041	17,041	71,776	148,81
1. Mining and quarrying ..						
11. Coal Mining ..	—	—	—	—	—	—
12. Metal Mining ..	18,000	—	3,350	3,350	2,454	23,80
13. Crude petroleum and natural gas ..	—	—	—	—	—	—
14. Stone quarrying, clay and sand pits ..	6,000	—	—	—	945	6,94
19. Non-Metallic mining & quarrying ..	—	—	—	—	75	7
TOTAL 1	24,000	—	3,350	3,350	3,474	30,82
2-3 Manufacturing						
20. Food manufacturing industries, except sugar, rice and beverage industries ..	—	6,000	6,000	12,000	2,014	14,01
20a. Sugar Milling ..	42,000	—	—	—	1,748	43,74
20b. Rice milling ..	—	—	375	375	1,659	2,03
21. Beverage industries ..	—	—	300	300	311	611
22. Tobacco manufactures ..	—	—	—	—	83	3
23. Manufacture of textiles ..	6,000	—	—	—	25	6,02
24. Manufacture of footwear, other wearing apparel and made-up textile goods ..	—	—	250	250	138	38
25. Manufacture of wood and cork, except manufacture of furniture ..	—	—	1,600	1,600	6,496	8,09
26. Manufacture of furniture and fixtures ..	—	—	—	—	149	14
27. Manufacture of paper and paper products ..	—	—	—	—	17	1
28. Printing, publishing and allied industries ..	—	12,000	—	12,000	512	12,51
29. Manufacture of leather and leather pro- ducts except footwear ..	—	—	—	—	—	—
30. Manufacture of rubber products ..	—	—	—	—	—	—
31. Manufacture of chemicals and chemical products ..	—	—	—	—	251	25
32. Manufacture of products of petroleum and coal ..	—	—	—	—	37	3
33. Manufacture of non-metallic mineral pro- ducts, except oridycts of petroleum and coal ..	—	—	—	—	28	2
34. Basic metal industries ..	—	—	—	—	280	28
35. Manufacture of metal products except machinery and transport equipment ..	—	—	—	—	17	17
36. Manufacture of machinery, except elec- trical machinery ..	—	—	—	—	31	31
37. Manufacture of electrical machinery, apparatus, appliances and supplies ..	—	—	—	—	—	—
38. Manufacture of transport equipment ..	—	—	—	—	7	7
39. Miscellaneous manufacturing industries ..	—	—	4,240	4,240	1,172	5,41
TOTAL 2 - 3	48,000	18,000	12,765	30,765	14,921	93,68

TABLE XIII (contd.)

NUMBER OF MAN DAYS LOST THROUGH INDUSTRIAL ACCIDENTS ACCORDING TO INDUSTRY AND DEGREE

JANUARY — DECEMBER, 1970

(Reference paragraph 14 of the Report)

INDUSTRY	Fatal	PERMANENT		Total	Temporary Disability	Total Man Days Lost
		Total Disability	Partial Disability			
4. Construction						
40. Construction	18,000	—	3,350	3,350	3,763	25,113
TOTAL 4	18,000	—	3,350	3,350	3,763	25,113
5. Electricity, gas, water and sanitary services						
51. Electricity, gas and steam	—	—	—	—	691	691
52. Water and Sanitary services	—	—	—	—	634	634
TOTAL 5	—	—	—	—	1,325	1,325
6. Commerce						
61. Wholesale and retail trade	6,000	—	20	20	857	6,877
62. Banks and other financial institutions	6,000	—	—	—	8	6,008
63. Insurance	—	—	—	—	23	23
64. Real estate	—	—	—	—	—	—
TOTAL 6	12,000	—	20	20	888	12,908
7. Transport, storage and communication						
71. Transport	—	—	800	800	1,486	2,286
72. Storage and warehousing	—	—	84	84	139	233
73. Communication	—	—	—	—	1,042	1,042
TOTAL 7	—	—	884	884	2,667	3,551
8. Services						
81. Government services	24,000	—	10,050	10,050	6,152	40,202
82. Community and business services	12,000	—	350	350	2,301	14,651
83. Recreation services	—	—	—	—	59	59
84. Personal services	—	—	—	—	44	44
TOTAL 8	36,000	—	10,400	10,400	8,556	54,956
9. Activities not adequately described						
90. Activities not adequately described	6,000	—	400	400	773	7,173
TOTAL 9	6,000	—	400	400	773	7,173
TOTAL 0—9	204,000	24,000	42,210	66,210	108,143	378,353

TABLE XIV
 DISTRIBUTION OF ACCIDENTS ACCORDING TO NATURE
 AND LOCATION OF LOSS OF FACULTY

JANUARY — DECEMBER 1970.

(Reference Paragraph 14 of the Report)

NATURE	LOCATION.										TOTAL
	(1) HEAD		(2) TRUNK INCLUDING THE UROGENITAL ORGANS	(3) UPPER EXTREMITIES		(4) LOWER EXTREMITIES (Legs & Feet)	(5) GENERAL INJURIES WHICH CANNOT BE LOCATED TO ANY PARTICULAR PART OF THE BODY				
	EYES (a)	OTHER (b)		FINGERS (a)	OTHER (b)						
1. Contusions and Abrasions.	685	119	762	119	263	734	141			2823	
2. Burns and scalds	23	7	16	12	37	40	35			170	
3. Concussions	—	11	—	—	—	—	—			11	
4. Cuts and lacerations	22	109	45	851	626	2196	31			3880	
5. Punctured wounds	4	14	4	54	46	305	4			431	
6. Amputations	—	—	—	27	8	5	—			40	
6a. Post-traumatic ankylosis of joints	—	—	—	—	—	—	—			—	
6b. Post-traumatic paralysis of limbs or parts of the body	—	—	—	—	—	—	—			—	
7. Dislocations	1	—	7	2	1	1	—			12	
8. Fractures	—	30	39	22	59	86	2			238	
9. Sprains and strains	—	79	689	11	62	160	5			1006	
10. Asphyxiation	—	—	—	—	—	—	8			8	
11. Drowning (for death cases only)	—	—	—	—	—	—	5			5	
12. Other injuries	5	22	85	16	28	84	44			284	
Total 1-12	740	391	1647	1114	1130	3611	275			8908	

TABLE XV

(Reference paragraph 43 of the Report)

Table of contributions and in column 7 the relevant wage for each group on which contributions and benefits are calculated

Group	Actual weekly earnings	Corresponding rounded monthly earnings	Employed person's weekly contribution	Employer's weekly contribution	Total weekly contribution	Relevant wage for the purpose of contributions and benefits
1.	2.	3.	4.	5.	6.	7.
I All insured persons	Under \$10 :—	Under \$43 :—	.25c.	.90c.	\$1.15	\$15.00
do.	\$10 — \$19.99	\$ 43 — \$ 86.99	.45c.	.70c.	do.	do.
II do.	\$20 — \$29.99	\$ 87 — \$129.99	.75c.	\$1.15	\$1.90	\$25.00
III do.	\$30 — \$39.99	\$130 — \$172.99	\$1.05	\$1.55	\$2.60	\$35.00
IV do.	\$40 — \$49.99	\$173 — \$216.99	\$1.40	\$2.00	\$3.40	\$45.00
V do.	\$50 and upwards	\$217 and upwards	\$1.60	\$2.50	\$4.10	\$55.00
				.50c.	.50c.	

* Persons under 16 years or 65 years and over, whatever their wages :—

TABLE XVI

(Reference paragraph 47 of the Report)

NATIONAL INSURANCE BOARD

REVENUE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1970.

1969	\$	INCOME	\$
	766,617	Sale of Stamps at Head Office	4,586,642
	<u>1,325,784</u>	Sale of Stamps at Post Office	<u>7,387,146</u>
	2,092,401	TOTAL SALE OF STAMPS	11,973,788
	<u>301,805</u>	Other Contributions Less Refunds	<u>969,520</u>
	2,394,206	TOTAL N.I.S. CONTRIBUTIONS	12,943,308
	<u>10,191</u>	Other Income (Note 1)	<u>463,429</u>
	<u>\$2,404,397</u>	TOTAL INCOME	<u>13,406,737</u>
EXPENDITURE			
	190,526	Administration Expenses	1,106,690
	—	Printing and Transportation of National Insurance Stamps	<u>12,403</u>
			1,118,493
EXPENDITURE ON BENEFITS			
Industrial Benefits :—			
	—	Injury	344,427
	—	Disablement	21,447
	—	Death	<u>15,627</u>
			381,501
Other Benefits:—			
	—	Sickness	23,735
	—	Maternity	21,570
	—	Funeral Grants	900
	—	Old Age Grants	<u>46</u>
			46,251
			427,752
	—	Medical Care Expenses	108,764
	<u>2,213,871</u>	Net Surplus Carried Forward	<u>11,751,728</u>
	<u>\$2,404,397</u>		<u>13,406,737</u>

TABLE XVII
(Reference Paragraph 47 of the report)
NATIONAL INSURANCE BOARD
BALANCE SHEET AS AT 31ST DECEMBER, 1970.

1969		
\$	SOURCE OF FUND:	\$
2,213,871	Accumulated Surplus Brought Forward	2,213,871
<u>—</u>	Add: Surplus for the Year	<u>11,751,728</u>
<u>\$2,213,871</u>		813,965,599
REPRESENTED BY:		
FIXED ASSETS		
		Depre- ciation
		\$
3,865	Furniture, Fixtures & Fittings	23,733
3,177	Office Equipment	34,688
9,000	Work-in-Progress	141,128
3,967	Building Improvements	3,967
<u>\$20,009</u>		<u>\$210,790</u> <u>\$7,274</u> <u>\$203,516</u>
INVESTMENTS		
1,396,318	Government Debentures at Cost (Note 2)	9,138,818
CURRENT ASSETS		
Short Term Investments		
—	Treasury Bills	2,662,768
—	Fixed Deposits	<u>1,250,000</u> 3,912,768
1,620	Stock of Stationery	4,108
415,939	Staff Advances & Sundry Debtors	592,434
—	Accrued Income	205,253
5,471	Prepayments	3,191
398,371	Cash-at-Bank	56,642
6,670	Cash-in-Hand	<u>2,555</u>
<u>\$828,071</u>		4,776,951
Deduct:		
CURRENT LIABILITIES		
—	Unpaid Benefits	22,645
30,527	Sundry Creditors	57,690
—	Sundry Creditor — P.M.G.	73,351 153,686
<u>30,527</u>		
<u>797,544</u>		<u>4,623,265</u>
<u>\$2,213,871</u>		<u>\$13,965,599</u>

Note: The Notes attached hereto form an integral part of these accounts.

NATIONAL INSURANCE BOARD

NOTES TO THE ACCOUNTS AS AT 31ST DECEMBER, 1970.

NOTE 1.

OTHER INCOME

Interest on Advances	\$	1,836
Investment Income		460,668
Sale of Publications		667
Miscellaneous		258
					<u>\$463,429</u>

NOTE 2.

INVESTMENTS COMPRISED OF :-

			Face Value	Book Value
7 % Guyana Government Debentures 1969/70	1,250,000	1,250,000
7 % Guyana Government Debentures 1970/80	7,500,000	7,500,000
7½% St. Vincent Statehood Bonds 1969/70	150,000	146,318
7½% St. Christopher-Nevis-Anguilla Debentures 1970/80	250,000	242,500
			<u>\$9,150,000</u>	<u>\$9,138,818</u>

NOTE 3.

The total value of completed work-in-progress including materials on site at Brickdam and Winter Place certified by the Architect as at 31st December, 1970 was \$126,000, leaving a contractual liability of \$324,607.

APPENDIX A

(Reference paragraph 16 of the Report)

Panels of Employers and Insured Persons' Representatives

A — Employers' Representatives

1. Mr. R. A. Chung
2. Mr. D. A. Grandsoult
3. Mr. P. E. Fredericks
4. Mr. S. J. Oppenheimer
5. Mrs. Thelma Edwards (nee Rodney)
6. Mr. A. Hooton
7. Mr. D. P. Sankar

Note : Appointed after consultation with the Consultative Association of Guyanese Industries.

B — Insured Persons' Representatives

1. Mr. D. R. Persaud
2. Mr. B. Bangaree
3. Mr. M. Rambajan
4. Mr. B. Blair
5. Mr. B. J. Nichols
6. Mr. P. Benjamin
7. Mr. E. Punch
8. Mr. E. Sills
9. Mr. T. G. Mayers
10. Mr. W. Orderson

Note : Appointed after consultation with the Trades Union Congress.

APPENDIX 'B'

(Reference paragraph 16 of the Report)

LIST OF MEDICAL REFEREES

- Mr. Gordon Baird, M.D. (Howard), F.R.C.S. (Edin.) Surgeon, Georgetown Hospital.
- Dr. Kenneth Basil Bender, M.R.C.S. (Eng.), L.R.C.P. (London) Medical Arts Centre, Thomas Street, Georgetown.
- Mr. N. Bhattacharya, M.B.B.S. (Calcutta), F.R.C.S. Senior Surgeon, Georgetown Hospital.
- Dr. P. Brahman, M.B., B.S. (Madras), M.R.C.P., Physician, Lusignan, East Coast, Demerara.
- Dr. Kamala Bose, M.B., M.R.C.O.G., Senior Obstetrician and Gynaecologist, Georgetown Hospital.
- Dr. Horace Ivelaw Cholmondeley, M.D. (Howard) Board Eligible in Psychiatry, 232 Middle Street, Cummingsburg.
- Dr. Enid Denbow, M.B. (Women's Medical College of Penn. Phila. U.S.A.) M.R.C.P. (Edin.), Senior Physician, Georgetown Hospital.
- Mr. Das Gupta, M.B., F.R.C.S (London), Senior Ear, Nose and Throat Surgeon, Georgetown Hospital.
- Dr. Cyril Mootoo, L.L.M., R.C.P. (Irel.), D.P.H: (Edin.), 67 Brickdam & Brummell Place, Georgetown.
- Mr. James-Robert Munroe, M.B., B.S. (London), F.R.C.S. (Eng.), Surgeon, Georgetown Hospital.
- Dr. W. C. G. Murray, M.B., Ch.B. (Edin.), D.O.M.S., Ophthalmologist, 244 New Market Street, Cummingsburg, Georgetown.
- Dr. R. C. Nauth-Misir, M.B., B.S. (Lond.), D.P.H., Social Diseases' Specialist & Dermatologist, Georgetown Hospital.
- Dr. Q. R. Niazi, M.B., B.S. (Punjab), Chest Physician, Best Hospital.
- Dr. Mohamed Arif Hassan Rayman, M.B., Ch.B. (Liverpool), Medical Arts Centre, Thomas Street, Georgetown.
- Dr. Charles F. Roza, M.B., Ch.B. (Edin.), Chief Medical Officer, Mackenzie Hospital.
- Dr. D: L. Seunauth, M.B., M.R.C.P., D.P.H., D.C.H: Physician, Vryheid Street, New Amsterdam, Berbice.
- Mr. D. P. Sharma, M.B., Ch.B., B.A.O. (Dublin), M.D. (Dublin), F.R.C.S. (Irel.), Resident Surgeon, New Amsterdam Hospital.
- Mr. Punraj Singh, M.B., B.S. (London), F.R.C.S., Surgeon, Georgetown Hospital.
- Mr. Ram Singh, F.R.C.S., Surgeon, St. Joseph Mercy Hospital.
- Dr. Sookraj, M.B., M.R.C.O.G., Obstetrician & Gynaecologist, New Amsterdam Hospital.
- Dr. C. R. Subryan, M.B., Ch.B., D.P.H. (Ireland), Albion Estate.
- Dr. Jose Tiongson, M.D. (Philippines), Orthopaedic Surgeon — Ministry of Health, (Queen's College Compound).
- Dr. B. D. Tiwari, M.B., B.S. (Utkel), D.O., Senior Ophthalmologist, New Amsterdam Hospital.

APPENDIX 'C'

(Reference paragraph 16 of the Report)

LIST OF MEDICAL BOARD MEMBERS

- Mr. Emran Ali, M.B., B.S. (Lond.), F.R.C.S., Senior Surgeon, Georgetown Hospital.
- Dr. A. B. Da Costa, M.B., Ch.B., (Edin.), M.R.C.P. (Edin.), Physician, 132, Carmichael Street, Georgetown.
- Dr. Silvio Bettencourt-Gomes, M.B., Ch.B., M.R.C.P. (Edin.) Physician, St. Joseph Mercy Hospital.
- Dr. J. N. Ghose, M.B., D.M.R.D., Senior Radiologist, Georgetown Hospital.
- Dr. George Giglioli, O.B.E., M.D. (Pisa), F.R.C.P., Physician, Mon Repos, East Coast, Demerara.
- Dr. J. Goel, M.B., B.S. (Bombay), D.O., Senior Ophthalmologist, Georgetown Hospital.
- Dr. H. Hamilton, M.B., B.S. (London), M.R.C.P. (London), Senior Physician, Georgetown Hospital.
- Mr. H. C. Hugh, M.B., B.S. (Lond.), F.R.C.S. (Eng.), Physician, 266, Forshaw Street, Georgetown.
- Dr. Ovid Johnson, M.B., B.S. (Lond.), D.O., D.L.O., Senior Ophthalmologist, Georgetown Hospital.
- Dr. Thomas Reginald Jones, M.B., B.S., D.P.H. (London), D.T.C.D. (Wales);
- Mr. Albert T. Klautky, M.D. (Univ. Ruperto Carola), Surgeon, Medical Arts Centre.
- Mr. W. I. Lee, M.B., B.S. (London), F.R.C.S. (Eng.), Surgeon, Georgetown Hospital.
- Dr. W. C. G. Murray, M.B., Ch.B. (Edin.) D.O.M.S., Ophthalmologist, 244, New Market Street, Georgetown.
- Dr. Balwant Singh, M.R.C.S. (Eng.), L.R.C.P. (Lond.) D.C.P. (Lond) MC (Path.) Senior Government Pathologist, Georgetown Hospital.
- Dr. Horace Taitt, M.D. (Cornell), D.P.M. (Lond.), Psychiatrist, Georgetown Hospital.
- Dr. Frank Williams, M.B., B.S. (Lond.), M.R.C.P. (Edin.) Physician, Medical Arts Centre, Thomas Street, Georgetown.

APPENDIX D

(Reference Paragraph 21 of the Report)

MATTERS ON WHICH ADMINISTRATIVE ADVICE AND OPINION CIRCULARS WERE ISSUED

1. Medical Care — What was included and what was not.
2. Determination of claims for cash benefits.
3. Common Law spouses.
4. Doubtful claims to injury benefits.
5. Damage to property of a claimant who alleges that damage was due to an industrial accident.
6. Inconsiderable employments.
7. Sick leave pay by an employer to an injury benefit case.
8. Procedure for the submission of Industrial Benefit Form (Form IB 1).
9. Credits for periods of injury benefit.
10. Commencement of incapacity.
11. Cases of misconduct involving disqualification for benefit.
12. Prescribed diseases.
13. Claims to sickness benefit, including cases where incapacity commenced before 14th September, 1970 (the earliest date anyone could have qualified for receipt of this benefit).
14. The meanings of "engaged in insurable employment" and "employed in insurable employment" in relation to sickness and maternity benefits respectively.
15. Benefit entitlement of persons undergoing imprisonment or legal detention.
16. Burial expenses where death was due to an industrial accident.
17. Offences in connection with insurance stamps.
18. Exchange of contribution cards.

APPENDIX E

(Reference Paragraph 32 of the Report)

MEMBERSHIP OF THE NATIONAL INSURANCE BOARD
AT 31ST DECEMBER, 1970

Mr. Claude A. Merriman	Chairman
Mr. Carl D'Aguiar	Deputy Chairman
Mr. Ivor R. B. Robinson	Director
Mr. Richard A. Ishmael	
Mr. Henry F. Barber	
Mrs. Philomena Rayman	
Mr. Roy C. Drakes	
Mr. Leo J. R. Matthews	
Mr. Stephen F. Jackman	
Mr. E. L. Mayers, J.P.	
Mr. Bholu Nauth, J.P.	
Mrs. Catherine S. Porter	
with Mr. G. L. Foster	Secretary

APPENDIX F

(Reference paragraph 35 of the Report)

List and General Purport of National Insurance Legislation

Number	TITLE OF LEGISLATION
A — Act	
1. No. 15 of 1969.	National Insurance and Social Security Act, 1969. —An enabling Act for the setting up of a system of National Insurance and Social Security, providing pecuniary payments by way of old age benefit, invalidity benefit, survivors' benefit, sickness benefit, maternity benefit and funeral benefit, and substituting for compensation under the Workmen's Compensation Ordinance, a system of insurance against injury or death caused by accident arising out of and in the course of employment or resulting from disease due to the nature of employment, establishing a National Insurance Fund and providing for matters connected with or incidental thereto.
B — Regulations	
2. No. 18 of 1969	National Insurance and Social Security (Classification) Regulations, 1969. —Classifying certain persons into employed, self-employed and non-employed persons for the purposes of the Act.
3. No. 19 of 1969	National Insurance and Social Security (Insurance Stamps) Regulations, 1969. —Adapting penal provisions of the Stamp Duties (Management) Ordinance, and of the Post and Telegraph Ordinance so as to provide for similar offences in relation to illegally hawking, defacing, forging, etc., insurance stamps.
4. No. 20 of 1969	National Insurance and Social Security (Persons Abroad and Voluntary Contributors) Regulations, 1969. —Providing for limited insurance for persons abroad for a temporary period and for the continuation of insurance on a voluntary basis when compulsory contributions are no longer payable.
5. No. 21 of 1969	National Insurance and Social Security (Contributions) Regulations, 1969. —Providing for certain exemptions from payment of contributions, refund of contributions to late-age entrants; and the treatment for benefit of the late paid or unpaid contributions.
6. No. 22 of 1969	National Insurance and Social Security (Collection of Contributions) Regulations, 1969. —Providing for the method of payment of contributions by adhesive stamps affixed to contribution cards; rates of contributions; and matters incidental thereto.
7. No. 26 of 1969	National Insurance and Social Security (Determination of Claims and Questions) Regulations, 1969. —Setting up a 3-tiered system of adjudication of claims by the Director, an Appeal Tribunal and finally, a National Insurance Commissioner.
8. No. 27 of 1969	National Insurance and Social Security (Claims and Payments) Regulations, 1969. —Dealing with the manner of making claims; the methods of payment; prescribed times for claiming and extinguishment of rights to benefit.

9. No. 33 of 1969 National Insurance and Social Security (Benefit) Regulations, 1969.
 —Covering the provisions for the six non-industrial benefits payable to insured persons.
10. No. 34 of 1969 National Insurance and Social Security (Industrial Benefit) Regulations, 1969.
 —Providing for the three industrial cash benefits (injury, disablement and death) for employed persons.
11. No. 35 of 1969 National Insurance and Social Security (Industrial Benefit Medical Care) Regulations 1969
 —Detailing the kinds of medical care for industrial benefits and the manner in which they are to be provided.
12. No. 36 of 1969. National Insurance and Social Security (Medical Certification) Regulations, 1969.
 —Prescribing the forms of Medical Certificate and the circumstances in which they may be furnished to the determining authorities as evidence of incapacity for work.
13. No. 37 of 1969. National Insurance and Social Security (Collection of Contributions) (Amendment) Regulations, 1969.
 — Amending the Principal Regulations to exclude Christmas bonuses and certain other payments from gross earnings for the purposes of contributions.
14. No. 15 of 1970. National Insurance and Social Security (Determination of Medical Questions) Regulations, 1970.
 — Enabling the Director to refer medical questions for decision by a medical referee, subject to appeal to a Medical Board.
- C. — Notices
15. No. 326 C of 1969. Appointed Day Notice, 1969.
 — Appointing 29th September, 1969, as the day on which the Act generally was to come into force for employed persons.
16. No. 707 A of 1969. Declared Day Notice, 1969.
 — Declaring 1st January, 1970, as the day on which industrial benefits should commence to be paid.

APPENDIX G

(Reference paragraph 52 of the Report)

LOCAL OFFICES AND NATIONAL INSURANCE CENTRES

A — Local Offices

- | | |
|----------------------------|---|
| 1. Georgetown Local Office | Lot D Brickdam, Georgetown. |
| 2. Berbice Local Office | Princess Elizabeth Road, New Amsterdam. |
| 3. Linden Local Office | 645 Industrial Area, Linden. |
| 4. Henrietta Local Office | Henrietta, Essequibo Coast. |

B — National Insurance Centres

- | | |
|---|---------------------------------------|
| 1. Inland Revenue Office | Springlands, Corentyne. |
| 2. Ministry of Works, Hydraulics and Supply | Benab (No. 63 Village), Corentyne. |
| 3. Credit Corporation Office | No. 54 Village, Corentyne. |
| 4. Court Room | Albion, Corentyne |
| 5. Court Room | Blairmont, West Coast, Berbice. |
| 6. Court Room | Fort Wellington, West Coast, Berbice. |
| 7. Village Office | Woodley Park, West Coast, Berbice. |
| 8. Ministry of Works, Hydraulics and Supply | Timehri, East Bank, Demerara. |
| 9. Post Office | Providence, East Bank, Demerara. |
| 10. Village Office | Agricola, Greater Georgetown. |

APPENDIX — H.

(Reference paragraph 74 of the Report)

JANUARY

1. Publicity arrangements for the payment of the first Industrial Injury Benefit to Mr. Clement Braithwaite of Agricola—voucher presented by Minister of Labour and Social Security, Mr. Winslow Carrington—on Tuesday, January 13, at the Head Office.
2. Completed preparation and publication of the 'Industrial Injury Benefit' Booklet — Distribution commenced.
3. Publicity arrangements for the payment of the first Industrial Death Benefit to the seven widows of the Rose Hall Estate tragedy—vouchers presented by Minister of Labour and Social Security, Mr. Winslow Carrington on Wednesday, January 28, at the Berbice Local Office.
4. Publicity arrangements for the payment of the first Industrial Injury Benefit in the Mackenzie area to Mr. Egbert Johannes, an employee of Demba — voucher presented by Mr. Lloyd Joseph, Deputy Director, on Saturday, January 24, at the Mackenzie Local Office.
5. Public Relations programme of lectures and meetings in the Berbice area — January 14 to January 21.
6. Distribution of 1970 calendars continued from 1969.
7. Publication and Distribution of leaflet on "Medical Care for Industrial Injuries".
8. Commencement of the advertising series of Questions and Answers for the National Insurance Information Desk in the Graphic newspaper.

FEBRUARY

1. Participation in the Republic Float Parade and Costume Band Competition on Republic Day, February 23, — by means of a Float depicting National Insurance and the umbrella of Social Security which is provided for the workers of Guyana.
2. Lecture — on the philosophy, operation and benefits of National Insurance by the Deputy Director to the Conference of Amerindian Leaders at Queen's College, Georgetown, on Monday, February 9 — each of the approximately 300 delegates received packets containing National Insurance pamphlets, booklets and calendars.
3. Construction of Information Booth at the National Exhibition of Local Products, Guyana Sports Club ground, Saturday, February 21 to Saturday, February 28. Posters and photographs depicting the activities of National Insurance since its inauguration and also informational forms on the Registration, Benefits and Contribution procedures were exhibited. Informational pamphlets and booklets were distributed.
4. Public Lecture Programme for Essequibo Coast and the Islands of Wakenaam, Leguan — Sunday, February 8 to Wednesday, February 18. Lectures given at schools, places of work, etc.

Highlight of tour, a Public Seminar on "National Insurance: The Co-operative Republic and National Progress" at the Anna Regina Secondary School. Panelists were, Essequibo Local Office Manager, Mr. Samuel Monah, Chairman; Clinton Bostwick, Principal Assistant Secretary, Ministry of Labour and Social Security; Lloyd Joseph, Deputy Director and Senior Executive Officer (E & O) acting, Vibert Cambridge.

5. Continuation of Information Desk advertising series in the Graphic newspapers.

MARCH

1. Preparation of advertisements and the commencement of publication of advertisements on the first exchange of Distribution Cards (A Stagger) which took place from the week commencing March 30.

2. North West District Public Relations Programme — Friday, March 20, to Tuesday, March 24 — Messrs. Lloyd Joseph, Deputy Director, Vibert Cambridge, acting S.E.O. (E. & O.) and C. D. Bascom, E.O. (P.R.) addressed workers at Matthews Ridge and Port Kaituma and distributed informational literature. Officers also looked into the registration of workers and the distribution of Social Security Cards in the area.
3. Continuation of Information Desk advertising series in the Graphic newspapers.

APRIL

1. Public Relations Programme in Berbice covering the New Amsterdam, Albion, Rose Hall and Port Mourant areas — April 2 to 6.
2. Publicity arrangements for the payment of the first Industrial Disablement Benefit to Mr. Cyril Blanchard, an employee of Demba.
3. Programme of Lectures to Schools in the Upper East Coast, Demerara area — April 14 to 16.
4. Programme of Lectures to workers in the Mackenzie area — April 29 to 30.
5. Continuation of advertising and publicity campaign re: First Exchange of Contribution Cards.

MAY

1. Public Relations Programme in the Berbice area (Upper Corentyne Coast and Corentyne River areas), May 24 to 31.
2. Public Relations Programme in the Central Rupununi area. May 15 to May 18 — visits to Lethem, Central Ranch, St. Ignatius, Manari, Moco-Moco, where officers held meetings and assisted employers and employees to complete registration forms.
3. Programme of Lectures in New Amsterdam and its environs. Wednesday, May 6 to Friday, May 8.
4. Lectures to Schools Programme in the Lower East Coast Demerara area — May 11 to 14.

JUNE

1. Preparation of manuscripts of booklets on the six benefits payable as from September 14, 1970.

JULY

1. Completion of survey to ascertain whether the Staff of National Insurance seriously desired a change in their working hours — a questionnaire was prepared and circulated to permanent employees — results forwarded to Director — July 21.
2. Public Relations Programme in Bartica Riverain area — Sunday, July 26 to Saturday, August 1.
3. Information Booth at Ascria Afro Fair and Fete, Wismar Hill School — Friday, July 31 to Sunday, August 2.

AUGUST

1. Publication of Funeral and Maternity Benefits Booklets — Distribution commenced.

SEPTEMBER

1. Preparation of advertisements and commencement of the publication of advertisements re: Exchange of B Stagger (green) Contribution Cards — after week commencing Monday, September 23.
2. Visit to Berbice, Monday, September 7 to Wednesday, September 9 by Mr. Carlton Bascom — (a) to assist Dr. C. C. Nicholson, Medical Adviser with the Public Relations aspect of his visit; and (b) to look into plans for a proposed Public Relations programme for the Berbice area.

3. Publication of poster on six new benefits and advertisements in the daily press from September 6, announcing the commencement of the payment of Old Age Grant, Invalidity Grant, Survivors', Sickness, Maternity and Funeral Benefits — which became payable on September 24. Distribution of 'posters commenced.
4. Public Relations Programme in Berbice area — September 18 to 24 and 29 to 30.
5. Public Relations programme including visit by Medical Adviser, to Essequibo Coast — September 14 to September 17.
6. Public Relations programme for Essequibo Islands — Leguan and Wakenaam — September 26 to 27.
7. Public Relations programme on East Coast, East Bank, West Bank, Demerara areas — October 18 to October 23 — lectures on the six new benefits introduced.
8. Publication and distribution of Old Age and Invalidity Benefits' Booklets—Distribution commenced.
9. One Day Seminar and Panel Discussion on National Insurance at the L.B.I. Compound — on Wednesday, September 23 for Personnel and Salaries Clerks attached to the Bata Shoe Co. (Guyana) Ltd.; Demerara Shirt and Garment Factory, Ltd.; L.B.I. Estate; the Ministry of Works, Hydraulics and Supply; Vryheid's Lust Government School; the University of Guyana and Bayley's Ltd.

OCTOBER

1. Continuation of advertising campaign on the exchange of B Stagger Contribution Cards.
2. Information Booth at the Mackenzie Fair — Thursday, October 17 to Saturday, October 19.
3. Information Booth at Maha Sabha Deepavali Jalsa — Everest Cricket Club Ground — Friday, October 30 and Saturday, October 31.
4. Publication of Sickness and Survivors' Benefits Booklets — Distribution commenced.
5. One Day Seminar for C.A.G.I. affiliates — on Thursday, October 22 at the Guyana Civil Service Association Hall, Georgetown — opened by Minister of Labour and Social Security, Mr. Winslow Carrington — covered in detail the conditions for entitlement to the benefits of National Insurance and also the procedure to be adopted for claiming payments.
6. Publicity arrangements for the payment of the first Maternity Benefit to Mrs. Theresa Diana Pemberton, of Alberttown, Georgetown, and the first Sickness Benefit payment to Miss Epiphane Smith of Lodge, Greater Georgetown — payment vouchers presented by Mr. Claude Merriman, Chairman of the National Insurance Board and Executive Officer, Mrs. Marva Murray.
7. Informational advertising in newspaper on 'How to cancel National Insurance Stamps.'

NOVEMBER

1. Continuation of Informational advertising in newspapers on: 'How to cancel National Insurance Stamps.'

DECEMBER

1. Publicity arrangements for payment of first Old Age Grant to Mr. Albert Philadelphia — on Thursday, December 24 — voucher presented by Director, Mr. Ivor Robinson at the Georgetown Local Office Building.
2. Preparation of manuscript for leaflet on 'National Insurance for the Self-employed — How it will work'.
3. Preparation of questions for taped interviews from various types of self-employed persons for use on radio programmes in 1971.

2. North West District Public Relations Programme -- Friday, March 20, to Tuesday, March 24 -- Messrs. Lloyd Joseph, Deputy Director, Vibert Cambridge acting S.E.O. (E. & O.) and C. D. Bascom. E.O. (P.R.) addressed workers at Matthews Ridge and Port Kaituma and distributed informational literature. Officers also looked into the registration of workers and the distribution of Social Security Cards in the area.
3. Continuation of Information Desk advertising series in the Graphic newspapers.

APRIL

1. Public Relations Programme in Berbice covering the New Amsterdam, Albion, Rose Hall and Port Mourant areas -- April 2 to 6.
2. Publicity arrangements for the payment of the first Industrial Disablement Benefit to Mr. Cyril Blanchard, an employee of Demba.
3. Programme of Lectures to Schools in the Upper East Coast, Demerara area -- April 14 to 16.
4. Programme of Lectures to workers in the Mackenzie area -- April 29 to 30.
5. Continuation of advertising and publicity campaign re: First Exchange of Contribution Cards.

MAY

1. Public Relations Programme in the Berbice area (Upper Corentyne Coast and Corentyne River areas), May 24 to 31.
2. Public Relations Programme in the Central Rupununi area. May 15 to May 18 -- visits to Lethem Central Ranch, St. Ignatius, Manari, Moco-Moco, where officers held meetings and assisted employers and employees to complete registration forms.
3. Programme of Lectures in New Amsterdam and its environs. Wednesday, May 6 to Friday, May 8.
4. Lectures to Schools Programme in the Lower East Coast Demerara area -- May 11 to 14.

JUNE

1. Preparation of manuscripts of booklets on the six benefits payable as from September 14, 1970.

JULY

1. Completion of survey to ascertain whether the Staff of National Insurance seriously desired a change in their working hours -- a questionnaire was prepared and circulated to permanent employees -- results forwarded to Director -- July 21.
2. Public Relations Programme in Bartica Riverain area -- Sunday, July 26 to Saturday, August 1.
3. Information Booth at Ascria Afro Fair and Fete, Wismar Hill School -- Friday, July 31 to Sunday, August 2.

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3. Preparation of questions for taped interviews from various types of self-employed persons for use on radio programmes in 1971.

APPENDIX I.

(Reference Paragraph 74 of the Report)

LEAFLETS AVAILABLE TO THE PUBLIC

1. How it will work — a general leaflet on the Scheme as initially devised.
2. Guide for Employers.
3. What Employers must do.
4. Guide for the Insured Person.
5. What Workers must do.
6. Effect on existing Employer Schemes.
7. Industrial Injury Benefit.
8. Industrial Disablement Benefit.
9. Industrial Death Benefit.
10. Sickness Benefit.
11. Maternity Benefit.
12. Old Age Benefit.
13. Invalidity Benefit.
14. Survivors' Benefit.
15. Funeral Benefit.

Note :

There were in draft at 31st December, 1970, two leaflets on the proposed self-employed Scheme. These were —

- (a) How it will work — a general leaflet explaining the Scheme in outline for self-employed persons.
- (b) Guide for self-employed insured persons.

APPENDIX J.

(Reference Paragraph 86 of the Report)

LIST OF PROCEDURES

1. Registration of employers and employed persons.
2. Contributions.
3. Guide for Inspectors on compliance work.
4. Injury benefit.
5. Disablement and Death benefit.
6. Medical care.
7. Guide for medical referees and medical boards on the determination of medical questions.
8. Sickness benefit.
9. Maternity benefit.
10. Invalidity benefit.
11. Old age benefit.
12. Survivors' benefit.
13. Funeral benefit.
14. Overlapping benefits.
15. Completion of shuttle cards and benefit history sheets.
16. Statistics.
17. Conversion of lump sum payment into annuities.