

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 15/1976

REFERENCE NO. PS: 16/0

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Format to be used when submitting
requests for establishment increases.**

DATE: 5th April, 1976.

In order to facilitate a proper examination of the need for such additional staff increases as are sought by you from time to time, and thereby obviate unnecessary delay in processing these requests because of insufficient supporting data, all future applications for increases in your establishment strength should be submitted as in the attached format.

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C. E. Douglas,
Permanent Secretary.