

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 21/1976

REFERENCE NO. PS: 10/0/7

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT: Manual for the Typist.

DATE: 3RD May, 1976.

Copies of "Manual for the Typist" are forwarded.

2. It is necessary that all registry personnel, confidential secretaries and stenographers read and understand the suggestions and directions set out in the manual. It should be used for on-the-job training for typist etc. and must be constantly used as a reference document.
3. Although the manual is specially for typists, it is hoped that all officers would read it so that they could assist in the setting and maintenance of good standards in typing.
4. Portions of the manual considered very necessary for typing personnel could be stenciled and circulated to them, as the copies sent are not adequate for everyone to be supplied with a copy.
5. It is intended to review the manual from time to time and as such it would be appreciated if officers within your Ministry/Department could be encouraged to put forward suggestions aimed at further development of the manual. These suggestions should then be forwarded to this Ministry.

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C. E. Douglas,
Permanent Secretary.