

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 47/1976**

**REFERENCE NO. PS: 17/0/1II**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Half-yearly Returns of Leave**

DATE: 6<sup>th</sup> October, 1976.

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Public Service Commission's Circular No. 56/1969 dated 5<sup>th</sup> September, 1969, specified that in accordance with General Order No. 162, Ministries and Departments should forward half-yearly returns of all leave, (annual or vacation) granted employees, to the Permanent Secretary, Public Service Ministry, copied to the Secretary, Public Service Commission in January and July of each year.

2. It has now been decided that this practice should cease, since with the expansion of Personnel Divisions in all Ministries/Departments, this area of delegation can be monitored in the respective Personnel Divisions. Permanent Secretaries and Heads of Departments should, however, take steps to ensure that this is indeed done.
3. The relevant information must be stored for retrieval as the information may be required from time to time.
4. Please bring the contents of this circular to the attention of all employees in the Personnel Division/Divisions in your Ministry/Department.

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C. E. Douglas,  
Permanent Secretary.