

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 27/1977

REFERENCE NO. PS: 2/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT: Inventory of Office Equipment.

DATE: 14th June, 1977.

This Ministry has commenced the compilation of data on office equipment aimed primarily at:-

- (a) the preparation of a master inventory of such equipment in all Ministries/Departments; and
 - (b) identifying the replacement dates for equipment when their economic life would have been realized.
2. Towards this effort officers of the Management Services Division of this Ministry will be visiting Ministries/Departments with a view to examining equipment and/or inventory records and extracting the relevant data. It will be appreciated if the usual co-operation is given in this exercise.
 3. Please bring this circular to the attention of the officers concerned.

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C. E. Douglas,
Permanent Secretary.