

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 2/1980

REFERENCE NO. PS: 16/0/1

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Requests from the State Planning
Secretariat for information re Preparation of the 1980
Budget.**

DATE: 10th January, 1980.

Cabinet has directed that there must be prompt response to all requests from the State Planning Secretariat for information in connection with the preparation of the 1980 Budget.

2. All such requests must be given top priority and staff engaged in the compilation of the required information should be called on to give extra effort to ensure that all deadlines for submission of the information are met.
3. A serious view will be taken of any reports of a lack of co-operation or a failure to comply with requests of this nature.
4. This circular must be brought to the attention of all staff engaged in providing the information needed.

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A. R. Brutus,
for Permanent Secretary,
Public Service Ministry.

c.c. Chairman, State Planning Board,
Chief Planning Officer,
Secretary, Guystac.