

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 20/1980**

**REFERENCE NO. PS: 16/0**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Creation of additional offices in  
Ministries/Departments.**

DATE: 18<sup>th</sup> August, 1980.

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I reproduce below for your information, the text of a memorandum No. ST: 10/4/8 dated 17<sup>th</sup> March, 1980, from the Secretary to the Treasury, in relation to the above subject.

“Your memorandum dated 25<sup>th</sup> February, 1980 refers. Except in cases where Cabinet has approved of the expansion of a Ministry and also in cases where I am satisfied that the requested Ministry has no surplus staff, this Ministry would not support the creation of new posts without the abolition of existing vacant posts which carry an equivalent money value”.

2. In consequence of the above, please be advised that effective immediately, all requests for additional offices must be carbon-copied in the Cdes Secretary to the Treasury, Chairman, State Planning Board and the Chief Planning Officer, State Planning Secretariat.

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H. Ali,  
for Permanent Secretary.