

FROM: Permanent Secretary,  
Public Service Ministry

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

DATE: 16<sup>th</sup> June 1981

**SUBJECT:**

Matters of personal all Permanent Secretaries and Heads of  
Departments

(i) Environment;

(ii) Prompt payment of Electricity and Telephone Bills

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**(i) Environment**

With the closing of activities to observe World Environmental Day, all Permanent Secretaries and Heads of Departments are asked to take a personal interest in ensuring that the high standards of cleanliness, cultural awareness and aesthetics achieved during Environmental Week should be maintained on a permanent basis as an aim of policy.

Please feel free to discuss any aspect of your environment with Permanent Secretary, Ministry of the environment and Water Supply, Home stretch Avenue, Telephone 61541 .

**(ii) Prompt payment of Electricity and Telephone Bills**

Permanent Secretaries and Heads of Departments are also being requested to take a personal interest in ensuring that all electricity and telephone bills are received promptly from the respective Corporations and that payments are effected with the greatest dispatch.

Non-arrival of bills should be no excuse for non-settlement of your respective accounts. It is hoped, nonetheless, that the Corporations, concerned would be much more prompt with their billing than in the past.

It is advised that should any problems arise that the Finance officer of the particular Corporation would be contacted forthwith.

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Sgd. (K.S. Williams)  
Deputy Permanent Secretary,  
PUBLIC SERVICE MINISTRY.

Vice President, Economic Planning and Finance.  
Vice President, Public Welfare.