

PUBLIC SERVICE MINISTRY

CIRCULAR NO.19/1981

REFERENCE NO.PS: 8/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Organization Structure of
Ministries/ Departments in
the Public Service .

DATE: 1981-08-14

All Permanent Secretaries and head and departments are hereby requested to submit to Permanent Secretary, Public Service Ministry, and a current structure of the organization under your control or before Tuesday 1981-19-08.

Your submission should be in the following manner:-

- (a) A global structure of all Units/Section/Divisions showing both staff and line relationships.
- (b) A structure of each Unit/Section/Division showing both Staff and line relationships consistent with the global structure.

Should you need any advice assistant, please contact the Chief Management Services Officers of the Ministry (telephone Number 66415 or 68867)

Permanent Secretary and head of Departments who are unable the meet this deadline are advised to bring this immediately to the attention of the Deputy Permanent Secretary.

Sgd. K.S. Williams
Deputy Permanent Secretary
PUBLIC SERVICE MINISTRY

C.c. Chairman, State Planning Board
Secretary, Public Service Commission