

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments

DATE: 1981-09-22

SUBJECT:

Guidelines for Annual Report

The attached Guidelines for the preparation of Annual Reports were approved by Cabinet Sub-Committee on economic matters on Friday, September 11th 1981.

You are requested to take the necessary steps to ensure that Annual Report are prepared strictly in confirmation with these guidelines. The new format for the presentation of these reports comes into effect immediately, and you are required to formulate your report for 1981, in accordance with these guidelines.

Please bring this circular to the attention of all concerned.

Sgd. K.S. Williams

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Deputy Permanent Secretary
Public Service Ministry

GUIDELINES FOR THE PREPERATION OF ANNUAL REPORTS FOR GOVERNMENT MINISTRIES,
DEPARTMENT AND MOMPETENT AUTHORITIES.

A. Purpose

The Annual Report provides us with an individual record for assessing our work performance in the traditional public sector, and enables us both in the context of planning and the financial management of our resources, to make sensible decisions about the directions in which our various economic and service sectors