

“YEAR OF DEFENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.12/1982

REFERENCE NO.PS:11/1/2^{IV}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

1982 Staff Lists

DATE: 1982-04-03

I would be grateful if up-to-date staff lists could be prepared in duplicate of all members of staff under your control, in accordance with the new format as outlined in the 1982 Estimates. Under each broad category, you are required to list the names of the officers attached to each sub-category, and also to indicate whether there are any existing vacancies, especially on the Pensionable Establishment.

You are also reminded that officers who are on study leave should not be issued with letters of termination, but should remain on your respective staff establishments.

Kindly treat this exercise as urgent and all lists should be submitted to this ministry not later than Wednesday, 7th April, 1982.

Appended hereto is a format, which should serve as a guide in the presentation of the required information.

K.S. Williams,
Permanent Secretary (ag).

C.C Cde Vice President,
Min. of Economic Planning and Finance.
Cde Minister of Finance.
Cde Chairman, State Planning Board.

FORMAT

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MAGISTRATES

<u>STAFFING</u>		<u>I) WAGES AND SALARIES</u>			
1982	21	NAME OF OFFICER	SUBSTANTIVE POSITION	PENSIONABLE	GENERAL REMARKS e.g. whether on study leave
	a) Administrative b) Other Senior Administrative Staff c) Clerks II				