

**“YEAR OF DEFENCE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.17/1982**

**REFERENCE NO.PS:2/24**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

**Inventory of Furniture and Office Equipment available  
for redistribution consequent upon the retrenchment  
exercise.**

DATE: 1982-06-03

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It has been brought to the attention of this Ministry that, consequent upon the reduction of manpower in the Public Service arising out of the recent retrenchment exercise, there are surplus items of furniture and office equipment in certain Ministries/Departments (e.g., desks, chairs, duplicating machines, typewriters, electric fans, etc.).

2. I am therefore seeking your cooperation in compiling and submitting to this Ministry an inventory of the abovementioned items which may be lying in your organization for re-distribution to other agencies where the need exists for additional furniture and equipment.

3. The returns should indicate clearly where these items are located (i.e., at headquarters or some other location) and your assistance may be needed in transporting them to the new agencies.

4. It would be appreciated if every effort is made to submit these returns by June 12, 1982. A 'nil' return should be sent in cases where no excess furniture/equipment exists.

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D.Dahani,  
For Permanent Secretary,  
Public Service Ministry.

C.C Auditor General.