"YEAR OF DEFENCE"

PUBLIC SERVICE MINISTRY

CIRCULAR NO.25/1982

REFERENCE NO.CPS:12/1/12

FROM: Permanent Secretary,

Public Service Ministry

All Permanent Secretaries.

Heads of Departments and Regional Executive Officers

DATE: 1982-10-04

TO:

SUBJECT:

Costing Exercise consequent upon retrenchment in

the public service.

In order that Government may carry out a costing exercise due to retrenchment in the public service, you are requested to submit before October, 30th 1982, information as per the attached format, in respect of all pensionable and non-pensionable employees who were retrenched in 1982, and who have not to date, been re-engaged.

- 2. The format should be prepared in quintuplicate (five copies) and one copy should be sent to each of the following:-
 - (i) Permanent Secretary, Public Service Ministry.
 - (ii) Secretary, Public Service Commission.
 - (iii) Permanent Secretary, Ministry of Labour, Manufacturing and Industrial Development.
 - (iv) Accountant General.
 - (v) Auditor General.

K.S. Williams, Permanent Secretary (ag), Public Service Ministry.

PARTICULARS ON RETRENCHED PERSONNEL

PENSIONABLE ESTABLISHMENT

Name	Substantive post held on Dec. 31, 1981	Substantive post held at date of retrenchment	Date of Birth	Certified copy of Record of Service.	officer has held post for the last three years or over, or average		Due	of Leave	Leave Remarks Passage
				To be certified by P.S. or H.O.D. or an officer not below the grade of P.A.S.		Vacation	Annual		entitlement at date of retrenchment

PARTICULARS ON RETRENCHED PERSONNEL

PENSIONABLE ESTABLISHMENT

Name	post held on Dec. 31,	Substantive post held at date of retrenchment	Date of retrenchment	Date Birth		Non- Pensionable		Certified copy of Record of	Final salary	Vacation leave due	lieu	in of	Remarks
						Approved Appt.	Non-approved appt.	Record of Service. To be certified by P.S. or H.O.D. or an officer not below the grade of P.A.S.			Leave		