

**“YEAR OF WILL”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.12/1983**

**REFERENCE NO. PS: 17/0<sup>VI</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments,  
General Managers of Public  
Corporations and Regional  
Regional Executive Officers.

**SUBJECT:**

Absence from district- Staff not regionalised

DATE: 1983-04-15

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Staff in regionalised Ministries fall under the full control and supervision of the regions to which they are attached.

However the position regarding staff in the Ministries/Government Departments not regionalised is not clear in respect of their relationship with their head offices and the region and the present system, for example, of permitting such officers to leave the regions on leave and for other purposes is, at the moment, somewhat confusing.

In order to clarify the issue, in relation to Ministries/Government Departments not regionalised the following steps should be adopted:-

- I. All applications for leave should be submitted to Head Office and copied to the Regional Executive Officer
- II. Absences from districts for reasons other than leave purposes should be brought to the attention of the Regional Executive Officer before the employee leaves the Region.

Kindly bring this circular to the attention of all concerned.

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H.Ali  
For Permanent Secretary

HA/jd