

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 14/1/24^{III}

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments not under
Ministerial Control and Regional
Regional Executive Officers.

SUBJECT:

Distribution of Annual Reports

DATE: 1983-05-11

Kindly refer to the guidelines for the preparation of Annual Reports for Government Ministries, Departments and Competent Authorities attached to my Circular No.22/1981 dated 1981-09-22 and add to the distribution list the under mentioned officers:-

- A. Permanent Secretary, Public Service Ministry
- B. Auditor General

Please bring this Memorandum to the attention of all officers responsible for preparation and distribution of Annual Reports.

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R. Sivanand
For Permanent Secretary
PUBLIC SERVICE MINISTRY