

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 10/0

FROM: Permanent Secretary,
Public Service Ministry

TO: Permanent Secretaries,
Heads of Departments, Regional
Executive Officers.

SUBJECT:

Functional Guide.

DATE: 1983-10-05

I attach for your information and retention in the Personnel Division of your organisation, copy/copies of the Functional Guide. This gives advice on the procedure to be adopted and relevant information to be furnished by your organisation when submitting matters to this Ministry for examination by the wages and salaries Administration Section of the Personnel Division. It also deals with corresponding action to be taken by officers attached to that section.

Please ensure that the guide is retained by the officer-in-charge of the Personnel Division and that it remains the property of the Personnel Division when that officer is transferred so that his/her successor and staff may have access to it.

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J.E. Sinclair,
Permanent Secretary
PUBLIC SERVICE MINISTRY.