

**“YEAR OF RESOURCEFULNESS “**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 5/1984**

**REFERENCE NO. PS:16/24/3/5**

FROM: Permanent Secretary,  
Public Service Ministry

SUBJECT:

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

Transfer of Electronic Data Processing Division to  
the Ministry of Finance.

DATE: 1984-02-10

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1. I wish to inform you that responsibility for the Electronic Data Processing Division of this Ministry has been transferred to the Ministry of Finance, with effect from the 1<sup>st</sup> January, 1984. As you are aware, this Division is responsible for the preparation of the payrolls of some Ministries and Departments in addition to the processing and production of financial statements and accounting reports for the entire Public Service.
  2. In view of the above, any enquiry or correspondence dealing with the work of the Division should be directed to the Secretary to the Treasury at the Ministry of Finance or to the Data Processing Manager, who is the Head of the Division. There has been no change in the physical location of the Division.
  3. Please bring this Circular to the attention of the relevant officers in your organisation and in particular to those who work in your Accounting Division/Units.

**J.E.SINCLAIR  
PERMANENT SECRETARY  
PUBLIC SERVICE MINISTRY**