

PUBLIC SERVICE MINISTRY

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FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Carbon copy initials used on external mail.

DATE: 1985-01-05

On more than one occasion this ministry has received complaints from our embassies overseas about the practice existing in some agencies locally of carbon copying correspondence sent to them when the original is for a foreign agency.

Often it is necessary for government officials to bring to the attention of a Guyana embassy some important piece of correspondence which is addressed to someone or some agency overseas. Unfortunately officers simply put a "c.c. Guyana embassy..." on the external mail.

Kindly instruct the relevant officers in your agency to desist from using the c.c method on external mail.

In 1985 this ministry hopes to have ready:

- (a) A revised manual of office instructions;
- (b) A revised typist manual.

Both of these will help to alleviate some of the many problem of procedure that now exist in matters such as these.

Best wishes to you fro high standards in 1985.

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Joyce E. Sinclair
Permanent Secretary.