

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

CIRCULAR MEMORANDUM

REFERENCE NO. PS:2/0V

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Inventory of Photocopying Machines.

DATE: 1985-05-20

1. As a matter of urgency, this ministry is required to compile an inventory of all Government-owned Photocopying Machines in the public service; weather in operation or not.

2. Would you please therefore forward t me the relevant information relating to your agency as per format below:-

Name of Agency.....

Make and Model	Serial No.	Year Acquired	location	In operation or not. If not in operation, please state the reason why	any remarks

3. It would be appreciated if this information could be sent to me on or before May 27th 1985.

P. Sugrim Singh
for Permanent secretary
PUBLIC SERVICE MINISTRY.