

<b>PUBLIC SERVICE MINISTRY</b>	<b>CIRCULAR MEMORANDUM</b>	<b>REFERENCE NO. PS: 2/0<sup>V</sup></b>
<p><b>FROM:</b> Permanent Secretary, Public Service Ministry.</p> <p><b>TO:</b> All Permanent Secretaries, Heads of Departments.</p> <p><b>DATE:</b> 1985-08-13</p>	<p style="text-align: center;"><b>SUBJECT:</b> Surplus and Repairable Office Furniture and Office Equipment.</p>	

The Cde Prime Minister had requested the completion of an inventory of surplus furniture etc. during recent visits by the officers of the Public Service Ministry to Ministries/ Departments in Georgetown, it was observe that many agencies had serviceable desk, chairs, metal cupboards, filing cabinet typewriters and Venetian blinds which was in excess of the current needs and will occupy valuable storage space. There were also many such items, which could apparently be repaired at an economical cost.

2. Regrettably, the exercise has not progressed satisfactorily due t a failure of a majority of ministries/departments to respond to the oral requests to submitted the required information. It is necessary for the inventory to be completed quickly since a dire need exists for these items in the regions. Especially those were the staff complement and scope of operations was increased drastically in 1985 due to further regionalisation.

3. Accordingly, if you have any such items, I should be grateful if you would submitted to the ministry by 31<sup>st</sup> August 1985 a list showing: -

- (a) Type and quantity of officer furniture (including size(s) of venetian blinds were applicable);
  - (b) Type and quantity of office equipment;
  - (c) Their present condition, i.e. (working or not in the case of typewriters), need minor/major repairs.
4. Your early attention and co-operation will be appreciated.

(R. Sivanand)  
for Permanent Secretary  
PUBLIC SERVICE MINISTRY