

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**

**REFERENCE NO. PS:**

FROM: Permanent Secretary,  
Public Service Ministry

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

DATE: 1986-03-11

**SUBJECT:**

Supply of staff Performance Appraisal Report forms  
for reporting on staff for the years 1985 and 1986.

---

My Circular memorandum No.PS:31/0 dated 1986-02-17, on the above subject refers.

- 2) The Accountant General has advised that the remittance of funds from your agency to this Ministry to cover the cost of appraisal forms required, should be by the way of a Departmental Warrant, and not by cash or check. Please be good enough, therefore, to ensure that you forward a Departmental Warrant along with your estimate for appraisal forms.

-----  
A.Hing,  
For Permanent Secretary.