

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/1987

REFERENCE NO. PS: 16/0/54

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 1987/02/12

SUBJECT:

**Updating Organization Structures of Ministries /
Departments and Regional Administrations.**

All Permanent secretaries and Heads of Departments are hereby requested to submit to Permanent secretary, Public Service Ministry, a current structure of the organization under your control on or before Friday, 1987/02/27.

Your submission should be in the following manner:-

- (a) A global structure of all Units / Sections / Divisions, showing both staff and line relationships;
- (b) A structure of each Unit / Section / Division showing both staff and line relationships consistent with the global structure.

An example of (a) and (b) is shown in this Appendix overleaf.

Should you encounter any problems in this exercise please contact the Chief Management services Officer of this Ministry for advice (Telephone Number 66415 or 68867).

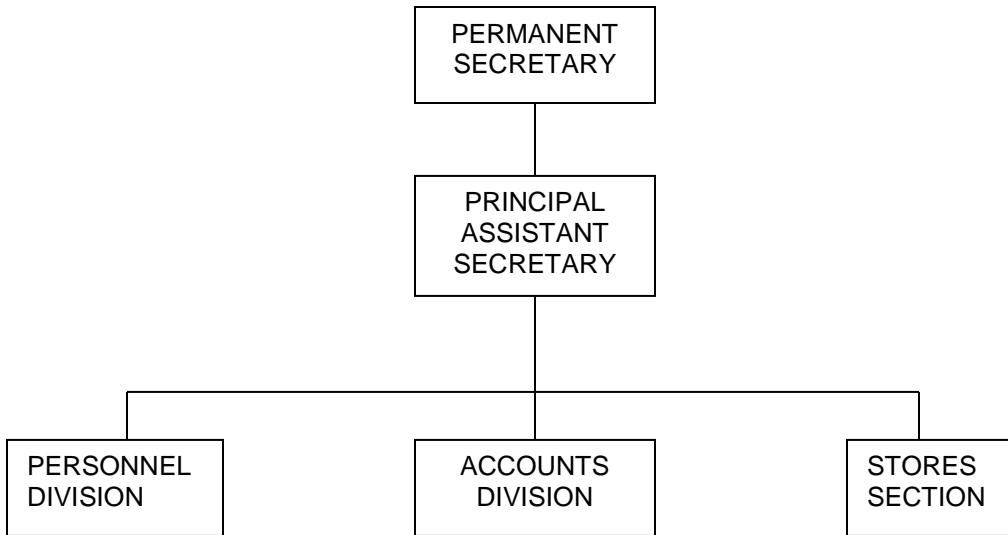
Permanent Secretaries and Heads of Departments are Kindly asked to ensure urgent and effective compliance with this circular.

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J.E. Sinclair,
Permanent Secretary,
Public Service Ministry.

N.B.

PLEASE SUBMIT WORK PROGRAMME FOR 1987 TO
PERMANENT SECRETARY, PUBLIC SERVICE MINISTRY
BY 27TH FEBRUARY, 1987.

(a) Global Structure



(b) Structure of unit / Section / Division

