<u>"YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT"</u>

PUBLIC SERVICE MINISTRY,
164 WATERLOO STREET,
GEORGETOWN.

1987/04/22

Reference No. 16/0^{VI}

Dear Cde   Permanent Secretary /
Head of Department /
Regional Executive officer.

<u>INVENTORY OF MANPOWER IN THE PUBLIC SERVICE</u>

Further to the issue of Public Service Ministry's Circular No. 5/1987 dated 28th January, 1987 on the subject "Actual number of persons employed in the Traditional Public Service in Central Ministries / Regions at 15th January, 1987", it has been decided that a Manpower Inventory should be prepared reflecting existing staff in the Public Service. To this end, you are requested to prepare and submit to the Public Service Ministry a staff list with the names of persons employed against positions in the Authorised Inventory of Positions in accordance with the attached format at Appendix 'A' by 14th May, 1987. This list would also be of great use to the Public Service Commission Secretariat, which is responsible for keeping a master list of the holders of all Permanent Pensionable Positions in the Public Service and their locations. Consequently, a copy should be forwarded to that Agency also. <u>All staff employed by your organization should be accounted for, including those outside of the Authorised Inventory</u>. The latter should be shown on a separate list and their designations and places of operation should be stated. (Please see Appendix 'B').

2.   It is expected that you would be aware of the location of staff who are not currently performing their substantive duties. Hence, in such cases, suitable remarks should be made to indicate their temporary absences. For example, an employee may be absent on X years study leave at a particular institution of learning, or on X months special assignment on a particular project within or outside of his / her Ministry / Department / Region, or on interdiction from duty for some period, or on X months special / maternity / sick / annual vacation / or no-pay leave. In other words, if an employee is not on the job performing his / her substantive duties, his / her whereabouts must be known.

3.   It is extremely important that accurate information be given in this exercise within the time specified. Consequently, you are requested to sign the submission forwarded by your Agency, and will be held liable for its accuracy.

Yours co-operatively,

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Y. Harewood-Benn,
Senior Minister of Information and the
Public Service.

PERMANENT PENSIONABLE AND NON-PENSIONABLE EMPLOYEES

Authorised Number of each position in each category	Category, Occupation Group and Occupation	Names and total number of Pensionable Employees					*Names and total number of Non-Pensionable Employees					Number of vacancies in each position in each Category
	Please list the positions in each Category	Male		Remarks	Female		Remarks	Male		Remarks	Female		Remarks	
		No.	Name		No.	Name		No.	Name		No.	Name	
	Category A: Administrative (Please list the position/s)												
	Category B: Senior Technical												
	Category D: Other Technical and Craft Skilled												
	Category E: Clerical and Office Support												
	Category F: Semi-skilled Operatives and Unskilled												

NOTE: * Permanent Non-Pensionable employees whose positions have been transferred to the Pensionable establishment, but who have not been formally appointed, should be shown in the return as Non-Pensionable employees.

OPEN-VOTE AND PROJECT EMPLOYEES

Category, Occupational Group and Occupation	Names and Total Number of Employees			
	Male	Remarks	Female	Remarks
Category A: Administrative (Please list the position/s)				
Category B: Senior Technical				
Category D: Other Technical and Craft Skilled				
Category E: Clerical and Office Support				
Category F: Semi-Skilled Operatives and Unskilled				

NOTE: Indicated information re project employees separately.