

**“YEAR OF STAYING RESOLUTELY ON COURSE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 9/1988**

**REFERENCE NO. PS: 16/0<sup>VI</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Inventory of persons on secondment/special  
assignment.

DATE: 1988-03-03

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I should be grateful if you would make immediate arrangements to have a list prepared and submitted to the Public Service Ministry with information relating to persons employed against positions in the Inventory of Authorised Positions who are assigned duties outside of your organisation on secondment/special assignment.

2. The above data should be submitted by 14<sup>th</sup> March, 1988, in accordance with the attached format in which an example is given. It is extremely important that accurate information be given in this exercise within the time specified.

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J. Mc Curdy  
For Permanent Secretary  
Public Service Ministry

pm:

FORMAT

MINISTRY/DEPARTMENT TO WHICH OFFICER IS APPOINTED: HEALTH

| NAME OF OFFICER<br><br><br>(1) | SUBSTANTIVE DESIGNATION<br><br><br>(2) | SUBSTANTIVE SALARY<br><br><br>(3) | NATURE OF ABSENCE AND EFFECTIVE DATE<br><br><br>(4) | PROPOSED DURATION OF ABSENCE<br><br><br>(5) | NAME OF AGENCY TO WHICH SECONDED/ ASSIGNED<br><br><br>(6) | NAME OF AGENCY PAYING OFFICER'S SALARY DURING HIS/HER ABSENCE<br><br><br>(7) | REMARKS<br><br><br>(8) |
|--------------------------------|--|-----------------------------------|---|---|---|--|------------------------|
| JOHN HINDS                     | ADMINISTRATIVE OFFICER                 | \$1,500.00 PER MONTH              | SECONDEMENT WITH EFFECT FROM 86-01-12               | 3 YEARS                                     | MINISTRY OF TRADE   | MINISTRY OF TRADE  |                        |