

“Year of Staying Resolutely On Course”

Public Service Ministry
164 Waterloo Street
Georgetown.

Ref. No. PS:37/3/11

1988-04-27

Dear Colleague,

Physical Environment Programme, 1988

I refer to the above subject and ask that you prepare and submit to this Ministry by Saturday May 14, 1988, your Ministry's/Department's programme of work for 1988.

The programme should include the following:

- (i) Cleaning up, improving (and painting where possible) the interior and exterior of buildings.
- (ii) Removing unserviceable articles which clutter up offices and compounds of Ministries.
- (iii) Repairing tables, desks and cupboards
- (iv) Removing unsightly posters, etc., in buildings and replacing them with new ones.
- (v) Repainting, repairing or otherwise re-habilitating signboards, notice boards, fences etc.
- (vi) Clearing bushes and removing broken down vehicles form compound.

The overall objective is to make the Ministry/department as clean and tidy as possible and create a pleasant environment that will be conducive to improved morale and increased productivity.

I took forward to your continued co-operation.

Yours co-operatively,

J. E. Sinclair
Permanent Secretary
Public Service Ministry.