

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM.**

REFERENCE NO. PS: 31/0II

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Supply of staff Performance Appraisal Report forms
for reporting on staff for the year 1988.

DATE: 1988/08/05

In my Circular memorandum No. PS: 31/0II dated 1987/06/11; the heads of agencies throughout the Public Service were requested to indicate their requirement of each type of staff performance Appraisal Form (including the appraisal Supplement form) to assess staff for the years 1987 and 1988, to this Ministry.

2. Having regards to the numbers communicated to this Ministry and the printing of the staff performance Appraisal forms, agencies were provided with the appropriate number of forms.
3. In order to prepare for the appraisal/staff in respect of 1988 and to ensure that each agency is in possession of the requisite of 1988 and to ensure that each agency is in possession of the requisite numbers of appraisal forms, please furnish this Ministry with the numbers of additional forms (including appraisal supplement forms) which you may need. This information is urgently required so as to obtain the unit cost of printing each form. When this is known, you will be asked to make payment accordingly and also the other for printing will be placed with the printers.
4. I expect to receive your reply not later than 25th August, 1988.

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D. Dahari,
For Permanent Secretary,
Public Service Ministry.