

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 23/1988

REFERENCE NO. PS: 16/01/1^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Official Writing

DATE: 1988-08-15

The 1987 Public Service Rules are hereby amended by the inclusion of the following:-

“F 17 – Style of Official Writing

Conciseness and brevity should be studied in all official writing, which should be clear and well considered in substance, couched in courteous terms with careful avoidance of offensive and abusive language and of any expression of personal feeling”.

“F 18 – Transmission of Correspondence

Any communication which an officer may address to the Head of another Ministry, Department or Region shall be sent in the first instance to the Permanent Secretary, Head of Department, Regional Executive Officer or other officer under whom he/she is serving, with a request that it be forwarded to the addressee. The officer’s Permanent Secretary, Head of Department, Regional Executive Officer or the other officer concerned shall forward the communication to the addressee with all reasonable dispatch, recommendations on the subject”.

“F 19 – Copying of Correspondence

Permanent Secretaries and other senior officials in their correspondence with their colleagues and other officials, must not copy that correspondence to the Cde President, Cde Prime Minister or to a Minister. A form of communication appropriate to the office must be adopted when it is deemed necessary to keep the Cde President or any Minister of Government informed”.

Failure to observe any of the above rules may result in disciplinary action being taken against the defaulter in terms of the penalty/penalties prescribed for ‘lack of courtesy and politeness’ in the Disciplinary Code.

2. Please bring this Circular to the attention of all staff in your organization, particularly those attached to the Personnel Unit.

J. E. Sinclair
Permanent Secretary
Public Service Ministry