

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

**PUBLIC SERVICE MINISTRY**

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS: 31/0<sup>III</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

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

DATE: 1988/09/28

---

With reference to my Circular Memorandum No. PS: 31/0<sup>II</sup> dated 1988/08/05, on the above subject and to your response thereto, please be informed that the unit cost per form will be as follows :-

NO.	TYPE OF FORM	UNIT COST
1	A1 – Senior Administrative	\$6.00
2	Form 2 – Junior Administrative and Clerical	\$6.00
3	Form B – Professional and Technical	\$6.00
4	Form B (old) – For Machine and Telephone Operators, Stenographers and Typists/Clerks, etc.	\$1.60
5	Form C (old) – For subordinate non-clerical staff (Office Assistance, Chauffeurs, Attendants, etc.	\$1.35
6	Supplement to the above- mentioned forms (with the new rating factors).	\$1.30

Kindly forward to this Ministry not later than 1988/10/07 an Inter- Departmental Warrant representing the total cost of the forms needed by your agency.

.....  
G. Husbans  
For Permanent Secretary  
Public Service Ministry.