

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 26/1988

REFERENCE NO. PS: 16/0/1^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Official Writing – Amendment No. 8 to Public Service
Rules 1987.**

DATE: 1988-10-05

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

“F 20 – COPYING OF CORRESPONDENCE TO UNAUTHORISED PERSONS

Any official correspondence which a Public Servant has to transmit to another, and to other officials, in the course of his/her duty must not be copied to unauthorized persons. Such persons are those who are not employed in the Public Service/Public Sector, and those who may be so employed but are not concerned directly with the subject matter of the particular correspondence.”

Failure to observe the above rule may result in disciplinary action being taken against the defaulters in terms of the penalty/penalties prescribed for ‘improper conduct’ in the Disciplinary Code.

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

J. E. Sinclair
Permanent Secretary
Public Service Ministry