

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR MEMORANDUM NO**  
**31/88**

**REFERENCE NO. PS: PS:37/3/3 III**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Physical Environment Programme 1989

DATE: 1988-11-24

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I refer to the above subject and ask that you prepare and submit to this Ministry by 19<sup>th</sup> December 1988 your Ministry's/Department's programme of work for 1989.

2. The programme should include the following.
  - (i) cleaning up, improving (and painting where possible) the interior and exterior of building.
  - (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 rehabilitating sign boards, notice boards, fences, etc.
  - (vi) Cleaning bushes and removing broken down vehicles from compound.
3. 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.
4. I look forward to your continued co-operation.

J.E.Sinclair  
Permanent Secretary  
PUBLIC SERVICE MINISTRY.