

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 5/1989

REFERENCE NO. PS: 16/0^{VI}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Preparation and Maintenance of Staff lists on an
Annual Basis.

DATE: 1989-01-30

Kindly continue to observe the instructions given in my Circular No. 35/1987 dated 1987-12-17 (which is attached).

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J. McCurdy,
For Permanent Secretary,
Public Service Ministry.

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Preparation and Maintenance of Staff lists on an
Annual Basis.**

DATE: 1987-12-17

The Public Service Ministry wishes to remind you of the need to prepare, by 31st March of each year, a Staff List of all personnel in your Ministry / Department / Region holding positions shown in the Authorised Inventory of Positions. The list should be prepared in accordance with the format shown in Appendix I and maintained throughout the year, taking account of separations from and additions to your Establishment.

2. This list would assist in the identification of staff in your Agency and would be of great value to the Public Service Commission Secretariat, which is responsible for keeping a master list of the location of the holders of all Permanent Pensionable positions in the Public Service. Consequently, a copy should be submitted to the Secretary, Public Service Commission and to the Public Service Ministry also. Persons who are not employed against positions shown in the Inventory should also be accounted for in a separate list, and their designations and places of operation should be stated. (Please see format in Appendix II).

3. The following points must be taken into account in preparing the Staff Lists: -

- (a) Full names of officers should be given;
- (b) In the case of a female, there should be an indication against her name signifying whether she is married or single (e.g. fm or fs);
- (c) Where an employee is on secondment to another agency, or is on contract, interdiction or study leave, or is temporarily employed in a vacant pensionable position, an appropriate indication must be clearly indicated in the "Remarks" column;
- (d) All vacant positions must be clearly stated.

4. It is extremely important that accurate information be given in the Staff List. Care should therefore be taken in its preparation and the submission should be signed by an officer not below the level of a Principal Assistant Secretary / Principal Personnel Officer.

5. Please bring this Circular to the attention of the appropriate staff in your organizations, particularly those attached to the Personnel Divisions / Units.

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J. McCurdy,
For Permanent Secretary,
Public Service Ministry.

APPENDIX II

MINISTRY / DEPARTMENT / REGION

YEAR

STAFF LIST – OTHER EMPLOYEES (e.g. PROJECT)

NO. OF POSITIONS	POSITION	GS GRADE	FULL NAME OF EMPLOYEE	DATE OF BIRTH	DATE OF FIRST EMPLOYMENT	DATE OF PRESENT EMPLOYMENT	REMARKS