

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 31/0II

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Supply of Staff Performance Appraisal Report forms
for reporting on staff for the year 1989.

DATE: 1989-07-19

I should appreciate if you would indicate the number of each type of staff Appraisal Form as well as the supplement that you require to complete the assessment of employees in your agency in respect of the year 1989. The information should be submitted in accordance with the format shown overleaf not later than 1989-08-21.

2. The unit cost per form is dependent upon the total quantity of forms required. When the cost is known it will be communicated to you with a request that you submit an Inter-Departmental Warrant to cover the cost of the forms.
3. Please therefore send your response by the deadline.

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

REQUEST FOR SUPPLY OF STAFF

PERFORMANCE APPRAISAL REPORT FORMS

No	Type of Form	Amount in Stock	Amount required for 1989 assessment	Total Amount of each type of form required
1	Form A1 – Senior Administrative			
2	Form A2 – Junior Administrative and Clerical			
3	Form B – Professional and Technical			
4	Form B (old) – For Machine and Telephone Operators, Stenographers and Typist			
5	Form C – For Subordinate non-clerical staff (Office Assistants, Chauffeurs, Attendants, etc).			
6	Supplement to the above – mentioned forms (with the new factors)			