

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 10/90

REFERENCE NO. PS: 14/1 ^{iv}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Annual Report 1989

DATE: 1990-02-28

As a customary, at the beginning of a new year, it is time for agencies to reflect on their performance over the past year and to give a detailed account of their operations in the form of an Annual Report.

2. The submission date for 1989 Annual Report is 30th April, 1990.
3. It must be stressed that reports must be presented by all Agencies in the standard format – given by the Public Service Ministry vide its Memo ref. PS: 14/1^{III} dated 1986-01-12.
4. Ministries/Agencies are reminded that a total of copies should be printed to ensure total distribution. A copy of the Annual Report must be sent to this Ministry at the time of submission.
5. Finally, it must be stressed that great importance is attached to the timeliness of submission.

L. Parris
For Permanent Secretary
Public Service Ministry