

“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”

OFFICE OF THE PRESIDENT,
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 4/1992

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

FROM: Permanent Secretary,
Office of the President,
Public Service Management.

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

SUBJECT:

Annual Report 1991.

DATE: 1992-01-13

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

2. This Circular therefore serves to remind all agencies that Annual Reports for 1991 have to be completed by April 30, 1992 and submitted in accordance with the Public Service Ministry circular Ref. PS: 14/1^{III} dated 1986-11-13.
3. Should agencies require any assistance in the preparation of such reports or a review of their draft reports please feel free to seek assistance from the Management Services Division of this Ministry. The telephone number is 68867 or 51341.
4. Please note that a copy of the final report should be submitted to the Permanent Secretary, Office of the President, Public Service Management, 164 Waterloo Street, North Cummingsburg by the above mentioned date.
5. With best wishes for a successful and innovative year 1992.

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Paula A. Mohamed,
Permanent Secretary,
Office of the President,
Public Service Management.