

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

**OFFICE OF THE PRESIDENT,  
PUBLIC SERVICE  
MANAGEMENT**

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS: 16/0/1<sup>II</sup>**

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

**SUBJECT:**

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

Delegation of Responsibility for Office Service Roles  
and Functions to Ministries, Departments and  
Regional Administrations.

DATE: 1992-04-28

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1. Please be advised that as from the 1<sup>st</sup> May, 1992 in accordance with the implementation strategies of the Public Service Reform Programme the Office of the President, Public Service Management will no longer be responsible for granting approval for the purchase of office equipment etc., and the installation of telephones.
2. Managers of Public Service Agencies should purchase office equipment, preferably on a planned priority and on a ‘needs basis’ and ensure that appropriate systems be put in place to ensure accountability maintenance and value for money.
3. Accounting Officers are therefore advised to form a Committee comprising the:-
  - (a) Head of the Accounting Unit i.e., PAS (F) or Chief Accountant, whichever is applicable.
  - (b) Field Auditor or person responsible for field audit.
  - (c) Head of the Administration Unit.

The relevant Head of the Division / Section making a request to purchase item(s) should be advisor to the Committee. This position would therefore vary in relation to the request.

4. The following procedure should be adopted before the Accounting Officer grants any approval.

On receipt of the request the Committee must: -

- (i) Investigate / examine the request and establish the ‘need’ and the benefits to be derived.
- (ii) Determine alternatives.

- (iii) Ensure that funds are budgeted to cover the cost of the item(s).
  - (iv) Arrange to have quotations from at least three (3) suppliers and indicate the most cost-effective considering type, make, compatibility with existing equipment, etc.
  - (v) Advise the Accounting Officer who is the authority to grant approval whether or not the request should be entertained.
5. On receipt of the equipment the Storekeeper must observe the prescribed procedures and practices as is indicated in the Financial and Stores Regulations before the item is issued to the Section / Department. The item(s) so acquired should be recorded by its vital statistics, e.g., serial number, manufacturer's information on a Master Inventory / Asset Register.
6. On receipt of the equipment the Head of Section / Department must:-
- (i) Ensure the equipment is of the correct model, size, etc., and record same on the Section / Department's inventory.
  - (ii) Develop and implement proper and effective systems for the usage and control of the equipment, e.g., if it is a photocopier a formal system whereby requests for usage should be documented and relevant senior officers given the responsibility to approve such requests to reduce / eliminate the incidence of abuse.
  - (iii) Ensure that only one person is responsible for the equipment.
  - (iv) If maintenance is required, ensure that a proper maintenance schedule is developed and adhered to.
7. Heads of Sections / Departments who have equipment under their control should also develop appropriate systems to monitor the use of equipment to ensure compliance with prescribed procedures and systems.
8. A quarterly audit on all office equipment must be done by the Field Audit Section in each Ministry and sent to the Accounting Officer – i.e., Permanent Secretary for his information and any remedial action.
9. It should be noted that the existing procedure for the acquisition of residential telephones for officers under your control remains the same.
10. Please note that the Management Services Division, Office of the President will periodically review these actual management practices employed in order to ascertain degree of compliance with these guidelines.
11. Please bring this circular to the attention of all officers concerned.

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