

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

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

CIRCULAR MEMORANDUM

REFERENCE NO. PS: 5/0

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

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

SUBJECT:

Form Design in the Public Service

DATE: 1992-04-28

One of the major objectives of the Public Service Reform Programme is to promote cost reduction/cost effectiveness measures. To this end, the Government of Guyana has begun to develop and implement policies relating to staffing levels, personnel and information management systems as well as other institutional reform issues. An obvious area of cost reduction is paper, as it relates to print and non-print forms.

Generally, service oriented agencies utilize vast amounts of paper. One major source of such usage is the production of printed forms which are used to facilitate the gathering and presentation of information as a support to operational systems.

The Management Services Division, Office of the President, Public Service Management traditionally was tasked with the responsibility of controlling the creation of forms. Due to a number of constraints, this function was discontinued for a number of years. However, in view of the present emphasis on institutional reform this function will be re-introduced.

With immediate effect, therefore, all agencies desirous of designing forms to support their operational procedures must utilize the services of the Management Services Division to assist in designing their forms.

This approach should also include any amendments that may be necessary to any/all existing forms currently in use by the agencies in the Public Service.

At a later stage a special exercise will be mounted to rationalize the size of ‘common’ forms in the system.

Please bring this Circular to the attention of all officials in your agency.

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