

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR NO.
MEMO

REFERENCE NO. PS:31/0/III

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

PREPARATION AND SUBMISSION OF
ANNUAL APPRAISAL REPORTS

DATE: 1993-08-12

I wish to remind you that it is a requirement of the Public Service Rules that staff Performance Appraisal Reports is prepared in respect of monthly paid employees each year (Please see section C).

2. Since staff Performance Appraisal Reports are used for purposes other than awarding increased remunerations (e.g. to facilitate determination of an employee's eligibility for promotion, or to highlight need for training, appraisal must therefore be carried out, notwithstanding the discontinuance of payment of merit awards .You should therefore arrange to obtain your supply of current forms by using stencils to meet your needs.
3. I, therefore urge you to continue staff to prepare Staff Performance Appraisal Reports which calendar year (i.e. Reports on period January-December) as mentioned in paragraph 1 above, and to forward reports in respect of employees recruited by the Public Service Commission the Secretary, until further instructions.
4. Please bring the contents of this circular to the attention of those persons who are involved in the appraisal of staff, and in particular to those who deal with personnel matters in your organization.

G. Husbands
For Permanent Secretary
Office of the President
Public Service Management