

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR
MEMORANDUM

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 for 1993

DATE: 1994-01-23

-
1. It is appropriate at this time that Agencies should reflect on their performance over the past year and give a detailed account of their operations in the form of an Annual Report. This memorandum therefore serves to remind you that compilation of these reports should conform to the standard format as presented in Public Service Ministry Circular No. 7/88 dated 88-01-27, and be submitted to Cabinet by April 30, 1994.
 2. Any Agency which requires assistance in the review of their draft report may seek assistance from the Management Services Division of this Ministry. Requests for assistance should be made to the Chief Management Services Officer through telephone Nos. 68867 or 51341.
 3. It has been observed that some Ministries, Departments and Regions still have reports outstanding for the year 1992. These reports should be submitted not later than February 18, 1994.
 4. Please note that a copy of the final report must be submitted to the Permanent Secretary, Office of the President, Public Service Management, 164, Waterloo Street, North Cummingsburg, Georgetown by the above mentioned date.

L. Parris
For Permanent Secretary
Office of the President
Public Service Management.