

**OFFICE OF THE PRESIDENT**  
**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**  
**12/1994**

**REFERENCE NO. PS: 16/0 VII**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

Preparation and Maintenance of monthly and  
quarterly manpower Statistics

DATE: 1994-09-14

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I refer to my circular No.29/1991 dated 13<sup>th</sup> November, 1991 .on the above subject and wish to remind you that the following information in respect to your agency should be submitted to this Ministry in accordance to paragraph (5) thereof.

- (a) Monthly staff summary
- (b) Quarterly staff turnover analysis;

The above information must be submitted in accordance with the format shown in the Appendix thereof

2. Further, steps should be taken to ensure that you continue to maintain in your organisation a manpower statistics system comprising the following components: -
  - Staff list
  - Monthly staff summary
  - Leavers, joiners, transfers, promotions and vacancies register
  - Quarterly staff turnover analysis
3. Please be reminded that the need for a sound system of manpower statistics is to provide basic information for human resource planning and policy formulation. The data requested would be utilized in the maintenance of the Personnel Record keeping System (PRKS) which is one of the mechanisms being used with a view to ensuring that the Publics Service operate in a more efficient and effective manner.

4. Please bring this circular to the attention of your staff, particularly those employed in the Personnel Divisions.

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R.Sivanand, A.A  
Permanent Secretary  
Office of the President  
Public service Management