

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR NO.
MEMORANDUM

REFERENCE NO. PS: 3/0 III

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Preparation and submission of Annual Appraisal
Reports

DATE: 1994-11-30

I wish to remind you once again that it is a requirement of the Public Service rules that Staff Performance Appraisal reports are prepared in respect of monthly paid employees each year. (Please see Section C).

2. Since the Staff Performance Appraisal reports are used for purposes other than awarding increased remuneration (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 dis-continuance 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 urge you to continue to prepare Staff Performance Appraisal reports each Calendar year (i.e. Reports on period January –December) as mentioned in paragraph one(1) above and to forwards reports in respect of employees recruited by the Public Service Commission to the Secretary, Public Service Commission 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 organisation.

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