

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

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

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

SUBJECT:

War on waste in the Public Service – Ways and means
for effecting economies

DATE: 1995-05-24

At this stage of our economic development, when your Government is faced with the problem of inadequacies in allocating limited and scarce financial resources to meet the several pressing demands for the construction and maintenance of basic infrastructures, the provision of health, education and other social services, poverty alleviation, etc. etc., not to forget, increasing further the levels of salaries of all public servants, it is absolutely necessary and timely to solicit the full co-operation and assistance of individual members of your staff, which this circular now seeks to do, to adopt/innovate and implement ways and means for effecting economies in all operations, particularly, in the proper use of goods and service equipment directly or indirectly under their charge/control.

2. It is estimated that up to 40% of “Other Charges” in the current Estimates of Expenditures of Ministries/Departments/regions/Agencies could be saved by conscientious efforts to economise in purchases, distribution control and in the proper usage of goods and equipment.
3. The following suggestions which are by no means exhaustive, and which, it is hoped you will add to, are some of the ways and means for effecting economies:-
 - (i) **IN THE USE OF PAPER:**
 - (a) Without depreciating on lay-out and legibility, typewriting/duplicating paper should be fully used on both sides. Especially so, in the preparation of documents such as reports, bills etc. (including drafts) when much paper has to be used.
 - (b) Where practicable, use half-sized writing, typewriting and memorandum papers.
 - (c) Use “Minute” sheets only for minutes to be kept on file.

(d) For “scrapbooks” and “casual notes” use discarded portions of typewriting/duplicating paper.

(ii) IN USE OF STENCILS:

(a) Type more than one matter or repeated matters on the same stencil, where the matters can be accommodated on a full sheet. The sheet can be cut to separate the matters.

(b) Label and store stencils carefully for future use.

(c) Keep correcting fluid fully corked to prevent evaporation.

(d) Limit the number of copies to actual requirements.

(iii) IN THE USE OF ENVELOPES AND FASTENERS:

(a) Over-sized envelopes should not be used where smaller ones will do.

(b) Used envelopes should be re-cycled in most cases.

(c) Paper clips, rubber bands and tapes should be re-used.

(iv) IN THE USE OF TYPEWRITERS, COMPUTERS ETC:

(a) Apart from the required normal care such as dust prevention etc. and the proper operation of these expensive office equipment, the manufactures’ instructions should be understood and complied with.

(b) Report defects or indications of impending breakdown immediately for attention by technicians.

(v) IN USE OF TELEPHONES:

(a) Answer calls promptly and courteously.

(b) Instead of holding up the line over a long period, to obtain information, hang up and call again.

(c) Always remember that office telephones are installed for official business.

(v) IN USE OF ELECTRIC POWER SUPPLY:

(a) Artificial lighting should not be used where natural light is abundant.

(b) Turn off electric lights if not required for work or for security reasons.

- (c) Ensure that air conditioning units are turned down or off during the luncheon period and at the end of each working day, as may be advised by the technical experts.

(vi) IN USE OF STATE-OWNED MOTOR VEHICLES:

- (a) As far as possible, it should be arranged for the vehicle to transport more than one officer traveling to same or contiguous area.
- (b) Apart from exercising due care and attention in the driving of vehicles as are required by law, drivers/chauffeurs should report immediately any fault or defect observed in the performance of the vehicles. Routine maintenance checks for servicing as set out in the manufacturers' manuals should be understood by drivers/chauffeurs so that such servicing should be arranged on time.

- 4. Active compliance in the terms as set out above, will no doubt be reflected in your Ministries'/Departments'/Regions'/Agencies' final expenditure figures at year end. And wherever this aspect of dedicated commitment to public service in the interest of national development is clearly established, there should be a merited record in the annual service performance report of the officer/s concerned.
- 5. Please bring the contents of this CIRCULAR to the attention of all officers/employees in your Ministry/Department/Region/Agency and invite them to suggest for implementation other areas on this subject – “War on Waste in the Public Service - Ways and Means for effecting Economies”.

(George E. Fung-On)
Minister

(R. Sivanand A.A.)
Permanent Secretary

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