

OFFICE OF THE PRESIDENT

CIRCULAR NO.17/1995

REFERENCE NO:16/0/9^{II}

PUBLIC SERVICE MANAGEMENT

FROM: Permanent Secretary,
Office of the president,
Public Service Ministry

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

SUBJECT:
Submission of Requests for filling of Vacancies.

DATE: 1995/09/18

In considering requests from Ministries/Departments/Regions for the filling of vacancies, it has been observed that inadequate supporting information is often provided. This sometimes necessitates several requests being made for additional information so as to facilitate a proper examination. Consequently, undue delays are experienced in obtaining the required approvals.

In order therefore to expedite the examination of requests for filling of vacancies for all categories of workers, these should be submitted in accordance with the format shown hereunder.

**REQUIRED FORMAT RELATING TO REQUESTS BY MINISTRIES/DEPARTMENTS/REGIONS
IN RESPECT OF FILLING VACANCIES**

1. Job title.....
2. No. of Positions in the inventory of Authorized Positions.....
3. No. of positions filled.....
4. No. of positions vacant.....
5. How long post(s) has/have been vacant?.....
6. No. of positions to be filled.....
7. Why is there need now to fill the post(s)?.....

Kindly ensure that the contents of this circular are brought to the attention of all of the officers in your personnel divisions/Sections.

(R. Sivanand, A.A.)
Permanent Secretary,
Office of the President,
Public Service Management.