

**PUBLIC SERVICE  
MANAGEMENT,  
OFFICE OF THE PRESIDENT**

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS: 14/1<sup>v</sup>**

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

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

**SUBJECT:**

Submission of Annual Report

DATE: 1996-02-05

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It is appropriate at this time to remind all Government Agencies of the Policy of reporting on our performance over the past year by providing a detailed account of operations, in the form of an Annual Report.

This memorandum therefore serves as a reminder of the need to compile these reports for submission to cabinet on or before 1996-04-30, and also reiterates the stipulations as contained in the Public Service Management circular No. 7/88 dated 1988-01-27.

Any Agency requiring assistance with regard to the format of the report may contact the Management services Division, Public Service management on telephone No. 51341 or visit the Office at 164 Waterloo Street, North Cummingsburg, Georgetown.

A copy of the Final Report must be delivered to the Office for our records and to facilitate our monitoring role, so as to update cabinet on the response of these submissions.

For those Agencies with reports outstanding for previous years, it is expected that these will also be submitted.

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