

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

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS: 37/2/18**

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

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

**SUBJECT:**

Survey on computerization in the Public service.

DATE: 1996-08-15

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The Public Service Reform Committee has contracted the National Data Management Authority (NDMA) to conduct a survey on Computerisation in the Public Service.

The objectives of the survey are:

- (a) to gather information from within the agencies of the “traditional” public service in order to exploit at the most practical, optimum level, the potential of the technology and in so doing to achieve, on the medium term, greater organisation effectiveness;
  - (b) to provide a basis for identifying appropriate structure and skills, necessary to realize such potential.
2. In order to complete this assignment, it will be necessary for officers of the NDMA to visit your organisation for the purpose of interviewing, the responsible persons and observing your operations as they relate to computerization.
  3. The General Manager of the NDMA, Mr. Godfrey Proctor, is finalizing plans to begin visits from Monday August 19, 1996 and will be in touch with you to set a specific date for the visit.
  4. You are hereby requested to give the fullest co-operation in this task so as to facilitate its successful completion.

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