

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MANAGEMENT

CIRCULAR
MEMORANDUM

REFERENCE NO:PS: 16/0

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

SUBJECT:

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

- (i) Submission of Staff Lists
- (ii) Preparation and Maintenance of Monthly
and Quarterly Statistics.

DATE: 1998/07/20

Please refer to my circular No.29/1991 dated 1991/11/13 and 12/1994 dated 1994/09/14 in which you were requested to submit a copy of your staff list, and there after, a monthly staff summary by the 13th day of each month and the quarterly staff turnover analysis by the 14th day of January, April, July and October every year.

Since then under the Personnel Management component of the Public Administration Project, PSM has taken initiatives to provide computer equipment to certain Ministries/Departments/Regions, trained their staff at the National Data Management Authority in some basic computer applications, visit the workplace, installed the machines and showed staff how to use them, all with a view to facilitating the work referred to in paragraph 1 above. Despite all of this effort, the returns are not being submitted as requested and the work of PSM is being hindered unduly.

Please note that the data is needed for the maintenance of the Personnel Record Keeping System (PRKS) at PSM. Therefore, care should be taken in its preparation and submission so as to provide a reliable system of manpower statistics comprising basic information for human resources planning, policy formulation and decision-making especially in relation to pay increases. This is one of the mechanisms being used with a view to ensuring that the Public Service operates in a more efficient and effective manner.

Having regard to the foregoing, you are kindly requested to arrange for the Head of your Personnel Division/Unit (i.e. Principal Personnel Officer or Senior Personnel Officer or Personnel Officer 11) to attend a meeting in the Boardroom of this Ministry on Friday 24th July, 1998, at 2:00 p.m.. The purpose is to discuss with me any problems encountered in the preparation and submission of the required staff list and data and to say when PSM can expect to receive the returns and staff lists now outstanding from your Ministry/Department/Region.

Your assistance in having the appropriate officer (who has been advised by telephone) attendance will be appreciated.

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

c.c. to all Heads of all Personnel Divisions/Sections/Units in Public Service