

**OFFICE OF THE PRESIDENT**

**CIRCULAR**  
**MEMORANDUM**

**REFERENCE NO:PS: 14/1**

**PUBLIC SERVICE MANAGEMENT**

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

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

**SUBJECT:**

Annual Reports for 1997

DATE: 1998/08/24

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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 Annual Report.

This memorandum therefore serves as a reminder of the need to compile these reports and also reiterates the stipulations as contained in the PSM circular #7/88 dated 1998-01-27.

Any agency requiring assistance with regard to the format of the report may contact the Management Service Division, Public Service Management on telephone # 51341 or visit the office at 164 Waterloo. Street, North Cummingsburg, Georgetown.

A copy of the Final Report must be delivered to this 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.

R. Trotman  
For Permanent Secretary  
Office of the President