

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

**CIRCULAR MEMORANDUM**

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

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

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

**SUBJECT:**

**Annual Report -1998**

DATE: 1999-04-28

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Ministries, Departments and Regional Administrations are required to have their Annual Reports laid in the National Assembly by April 30<sup>th</sup>, of the following year. It is a requirement that all Annual Reports be vetted by the Public Service Management, Office of the President, before their final preparation and submission to Cabinet for Approval of them being laid in the National Assembly.

2. Permanent Secretaries, Heads of Departments and Regional Executive Officers are therefore hereby reminded that the contents of Public Service Ministry Circular No. 7/88 dated 1988-01-27 must be adhered to in the preparation of the Annual Report. A draft copy must be submitted to the Public Service Management in adequate time for vetting, prior to final preparation and submission for the April 30<sup>th</sup> deadline.
3. Any Agency requiring assistance with regard to the format of the Annual Report may contact the Management Services Division, Public Service Management on telephone Nos. 68867 or 51341 or visit the Office at 164 Waterloo Street, North Cummingsburg, Georgetown, to discuss the matter with the Chief Management Services Officer or Principal Management Services Officer who will assign an Officer to assist.
4. A copy of the Final Report should be delivered to this Office so as to facilitate the provision of updates to Cabinet as required.
5. For those Agencies with reports outstanding for previous years, it is expected that these will also be submitted without further delay.

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M. Haricharan  
For Permanent Secretary  
Public Service Management  
Office of the President.