

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 2/2000

REFERENCE NO. PS:16/0/1

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Signature of correspondence to ministries of the
Government.

DATE: 2000-01-11

A colleague Permanent Secretary has written to enquire about the level of officers who are entitled to sign letters to Ministers of the Government. This Circular is intended to address that issue as well as other minor ancillary matters.

Within a Ministry, any Permanent Secretary can write to his or her subject Minister should there be need for clarification or advice on any given issue. Other Departmental Heads can also similarly write through their Permanent Secretaries. This however does not necessarily mean that other workers are prohibited from raising any issue of concern on any grievance or on any matter, which has been ventilated to the level of Permanent Secretaries and to which he or she is pursuing without receiving any satisfactory settlement.

With respect to external correspondence, it is recommended that a Permanent Secretary who may wish to have an issue addressed by a Minister outside of his Ministry should pursue the matter through his/her subject Minister. Of course, a Permanent Secretary can respond to any minister if the Minister were to address the correspondence directly to the Permanent Secretary. The desirable thing however, is that administratively, Permanent Secretaries should deal with their counterparts in other Ministries on issues dealing with the Public Service.

The other feature, which require stricter observance, is the question of reference to letters. When responding to a given correspondence, we should ensure at all times that the reference number of correspondence and the date as well as the subject matter of the correspondence referred to are inserted when we are replying to any request.

Finally, we should also let the persons signing, if he or she is not the permanent secretary/Head of Department/Regional Executive officer who is the authorized officer of the Ministry/Department or Region, to sign his or her name which should be printed at the bottom as well as his or her name which should be printed at the bottom as well as his or her designation (John Jones, Principle Personnel Officer for Permanent Secretary/Head of Department/Regional Executive Officer). In this way, we would be made aware as to the person's designation that is signing the correspondence. The date should also be made clearly written, e.g. January 10, 2000 or 2000-01-10 and not 10/1/00.

Kindly bring this Circular to the attention of all officers in your Ministry/Department/Region.

N.K. Gopaul
Permanent Secretary
Public Service Management
Office of the President.