

**“PUBLIC SERVICE MANAGEMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**  
**MEORANDUM**

**REFERENCE NO.PS:16/0/1/1**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

The Use of the Photocopier and other Electronic  
Equipment

DATE: 2000-12-22

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I wish to remind you that the use of the photocopying machine and other Electronic Equipment at your disposal should be adequately monitored to ensure their proper usage. Documents to be copied should be done within a reasonable time frame with the maximum of supervision by a senior officer within your Ministry /Region .Documents that are required for photocopying must have your prior approval and the worked supervised by a responsible officer. Computers and other electronic equipment in use must also be adequately supervised/ monitored.

- 2) Please also ensure that all materials needed for the effective operations of the machines as well as replacements i.e. (paper, toner, etc.,) are issued with the full knowledge of a senior officer who must witness the operations .At no time must the photocopier be used without a senior official supervising its operations .The logbook must also be properly filled out and endorsed by a senior official.
- 3) You should also warn officers that disciplinary action would be taken against anyone found to be using the photocopier and other electronic equipment without your authority of for use other than that related to work.
- 4) Please ensure strict compliance with the foregoing.

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