

PUBLIC SERVICE MANAGEMENT
OFFICE OF THE PRESIDENT

CIRCULAR No 9/2001

PS: Ref 16/0/1.

**From: Permanent Secretary
Public Service Management
Office of the President**

**SUBJECT
Unlawful removal of documents
from Offices.**

**To: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers.**

Date: 2001-05-21

It has been brought to the attention of this Ministry that documents (Files, Circulars, Memoranda etc) which are the property of the Government, are being taken out of the office by officers without the permission of his/her Head of Department.

2. I wish to advise that any officer wishing to remove any document or file, from his/her office must seek the prior approval of his/her Permanent Secretary, Head of Department or Regional Executive Officer.
3. It is expected that strict compliance with the foregoing will be met with immediate effect.
4. Please bring the contents of this Circular to all employees in your Ministry, Department and Region.

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