

OFFICE OF THE PRESIDENT

**CIRCULAR
MEMORANDUM**

REFERENCE NO:PS: 4/0/5

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:

Personnel Data for Registry Staff

DATE:2001/11/05

The Public Service Ministry is seeking to comply information on staff currently executing the records function in registries.

To facilitate the efficient and accurate gathering of such data, Ministries/agencies/Departments/Regions are requested to submit to the Management Services Divisions (MSD) Public Service Ministries (PSM) information regarding the:

- Actual number of each category of staff within the registry Division/Unit.
(Senior Registry Supervisor to Office assistant, where applicable)
- Individual's name, age, qualification, training (on- the -job or otherwise) and experience (in registry)

For further information contact can be made with: -
Mr. Colin Chichester- Chief Management Service Officer (ag)
Ms. Janice Wilson- Management Service Officer 1

Contact Numbers 226-8867 or 225-1341

.....
Colin Chichester
Chief Management Service Officer (ag)