

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR
MEMORANDUM

REFERENCE NO PS:/16/0/23^{II}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

No. of Filled Positions on Staffing Inventory

DATE: 2002-08-02

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1. I am attaching herewith a copy of your agency's authorized staffing inventory as per programme, together with a list of those persons currently occupying positions on the said inventory.
 2. You are required to prepare a staff list using data supplied, arranging the names and designations etc of those persons in employment, **against their respective programme.**
 3. If you have other person(s) currently in your employment whose names do not appear on the attachment, you should add these to the list, but at the same time you should supply a copy of the relevant Public Service Ministry/Head of the Presidential Secretariat, approval for their recruitment.
 4. Since this exercise bears a direct relationship with the Government's 2003 Budget presentation, the need for accuracy at this stage cannot be over-emphasized.
 5. Please ensure that your agency's staff list is returned to this Ministry on or before the 8th August, 2002.

L. Nickram
Chief Personnel Officer (ag)
for Permanent Secretary
Public Service Ministry

Description of Report 1: Authorised Positions

This report shows the current Inventory of Authorised Positions within each programme in an agency.

The number each programme indicates the authorized amount of filled positions. The underline on the right of this number will be used to record the actual amount of filled positions which also refers to the number of employees.

Description of Report 2: Payroll Audit

This report shows the results of the Ministry of Finance Payroll Audit that was completed during .

The report is ordered by Position Description (also called job title) and it shows a summary count for each job title.

The summary count refers to the actual number of employees in the computerized payroll and is to be used to verify the number of filled positions stated in report number 1.