

**PUBLIC SERVICE MINISTRY    CIRCULAR/MEMORANDUM    PS : 16/0/23.**

FROM:            Permanent Secretary,  
                     Public Service Ministry.

SUBJECT  
Revised Authorised Inventory – 2003.

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

DATE:            2002-09-18.

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1.     I attach hereto a copy of your revised Authorised Inventory for the Year 2003.
  2.     This revised Inventory is determined primarily upon the number of positions reflected as “filled” by substantive and acting appointments as submitted by your Ministry/Department/Region in August 2002.
  3.     Although this is the Inventory of Positions that will inform your agency’s budgetary submissions for salaries and wages for the year 2003, it should also be regarded as having come into effect from 1<sup>st</sup> September 2002.
  4.     You, together with your Personnel and Accounting Units, have the responsibility to ensure that the number of positions now reflected as authorised, against each post is at no time exceeded.
  5.     Please ensure that a copy of this revised Inventory of Authorised Positions is kept by both these units and is referred to each time a request to fill positions is being considered.

***L. Nickram,***  
Chief Personnel Officer,  
For Permanent Secretary,  
Public Service Ministry