

**PUBLIC SERVICE**  
**MINISTRY**

**CIRCULAR**  
**MEMORANDUM**

REF. No.Ps:16/0/23<sup>II</sup>

FROM: Permanent Secretary  
Public Service Ministry

TO: Permanent Secretaries  
Head of Division  
Regional Executive Officers

SUBJECT:  
**Stafflists Database Maintenance**

DATED: 2003-05-28

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The Information Systems Division within the Public Service Ministry is conducting small workshops for Personnel Officers to discuss issues pertaining to the maintenance of the staffing inventory.

There are two workshop sessions per day as follows:

**Morning: 09:30hrs - 11:00hrs**  
**Afternoon: 13:30hrs - 15:30hrs**

It is mandatory that you schedule the attendance of a workshop with your Personnel Officer responsible for stafflists maintenance. Please make arrangements with the Systems Development Coordinator at telephone number 226-6415 for the scheduling of this workshop for various Ministries, Departments and Regions.

Those agencies who have already attended workshops may ignore this correspondence.

Thanking your for your usual co-operation.

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Dr N K GOPAUL  
Permanent Secretary  
PUBLIC SERVICE MINISTRY