PUBLIC SERVICE MINISTRY   CIRCULAR #7/2003   REF. #PS:20/4/0 VI

FROM: *Permanent Secretary*
Public Service Ministry

TO: *All Permanent Secretaries*   *SUBJECT*
Head of Departments and   *Assurance that "Funds are*
Regional Executive Officers   *Available" to Meet*
Expenditure

DATE: *November 12, 2003*

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*Every request coming to this Ministry for filling of positions, whether substantively or by acting arrangement, or for the payment of allowances, have implications for the National Budget and **more precisely** for funds allocated to your respective agency.*

2. A decision therefore, to approve a request from you must consciously consider the "availability of funds" to meet the associated expenditure.

*3. With immediate effect therefore, the Accounting Officer of each agency **must** ensure that every request leaving his/her Ministry, Department or Region has a clear statement to the effect that: "funds are available to meet this expenditure".*

4. In cases where an agency may be sending several requests to this Ministry, care should be taken to ensure that each request is costed separately and appropriate liability records maintained in the Accounting Unit.

*5. This new procedure will now necessitate greater involvement of the Accounting Unit and the Accounting Officer at the "request" level. In order to avoid unnecessary delays, **Accounting Officers** are expected to meet with his/her Personnel and Accounting Staff and work out "work flow" systems and time frames as early as possible.*

*6. It is important to note at this juncture that late requests **will not** be processed unless they could be accommodated with effect **from** the date they were received in this Ministry. In this connection, paragraph 5 of this Ministry's Circular #2/2003 is still relevant.*

7. Please bring the contents of this Circular to the attention of all staff under your control especially Programme Heads and those who work with the Personnel and Accounting Units.

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Dr. N. K. GOPAUL
Permanent Secretary
PUBLIC SERVICE MINISTRY