

FROM: *Permanent Secretary
Public Service Ministry*

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

SUBJECT
*Inventory of Authorised Positions (IAP) for
each Ministry/Constitutional
Agency/Region*

DATED: *July 26, 2004*

*As we are in the process of integrating the personnel database at PSM and the payroll at Ministry of Finance, it has now become necessary for the IAP for each central government agency to reflect absolute correctness in its stafflist, in particular the **authorised amount** for each position within each **programme**.*

2. *It has been recently noted in a stafflist summary report that many stafflists currently reflect **more incumbents** than **authorised amounts** for some positions. If appointment procedures have been adhered to within the last year then this situation can only occur because of one the following reasons:*
 - i. *Your agency has not been submitting monthly returns*
 - ii. *Our ministry has not reflected the approved changes that we have approved by way of a memo in our stafflist database*
 - iii. *Information submitted for the inventory of position exercise during 2002 was submitted with errors/omissions*

3. *If your agency is reflecting this anomaly then this situation must be corrected immediately with the appropriate action depending on your analysis of each such occurrence.*

4. *We enclose a form on which you will report the changes to your authorised amounts positions that are required. Please submit the necessary documentation (reference to memo or correction to 2002 exercise)*
5. *We also enclose the Monthly Return Form to be used by those agencies who **have not** submitted all forms up to July 2004 showing movements for permanent, temporary and contracted employees. We will make the necessary updates to your stafflist and return a copy to you to be scrutinized against your positions.*
6. *Your completed forms should be supplied by August 5th, 2004 at which time PSM will analyse each position identified on a case by case basis in order to make the necessary corrections.*
7. *Please bring the contents of this Circular to the attention of all employees within your agency especially those who work in the Personnel and Accounting Units.*

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DR. N. K. GOPAUL
PERMANENT SECRETARY
PUBLIC SERVICE MINISTRY