

**PUBLIC SERVICE MINISTRY**      **CIRCULAR /MEMORANDUM PS:16 /0/1 II**

**FROM:**            *Permanent Secretary  
Public Service Ministry*

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

**DATED:**         *July 28, 2004*

**SUBJECT:** *Request for the  
Signature of Permanent  
Secretaries/Heads of  
Departments/Regional  
Executive Officers on  
Correspondence*

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*Please be informed that at the last meeting of Permanent Secretaries it was decided that all recommendations coming from Ministries/Departments/Regions to the Public Service Ministry on human resource and other matters must have the initials of the Head of the Ministry/Department/Region.*

- 2. Commencing from 2004-08-15 correspondence received in this Ministry without the initials requested would not be entertained.*
- 3. Please bring the contents of this Memorandum to the attention of all officers concerned especially those in the Personnel Units.*

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