

Circular/Memorandum

FROM: Permanent Secretary
Public Service Ministry

Our Ref. #: PS: 17/11/1

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

SUBJECT
Standardisation of Contracts

DATE: 13th December 2007

Please refer to this Ministry's Circular 2/2001 Ref. No. PS: 17/11/1 (copy attached) and be reminded that you are required to use the attached specimen contract in respect of the executing/renewal of contracts for employees who have been recommended for employment/re-employment on contract/gratuity terms.

Please bring this Circular/Memorandum to the attention of the Personnel Department and all relevant Officers in your Ministry, Department and Region.

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Permanent Secretary
Public Service Ministry

[Ref: Circular NO. 2/2001](#)