

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: April 2, 2009

SUBJECT
Signature of correspondence

Further to the Public Service Ministry's Circular Memorandum dated 2004-07-28 and Circular No. 2/2000 dated 2000-01-11 on the above subject, please be reminded that Permanent Secretaries should only be dealing with their counterparts in other Ministries on issues relating to the Public Service and not be writing the Ministers.

Please be advised that any matter requiring a legal opinion should be addressed directly to the Permanent Secretary in the Ministry of Legal Affairs, who would then channel the request to the competent authority in the Ministry for their attention.

It has been observed that, Clerk 11's & 111's are signing correspondence for their Permanent Secretaries and Regional Executive Officers. Please be advised that this practice should be discontinued immediately.

Please bring this Circular to the attention of all officers in your Ministry/Department/Region.

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**Permanent Secretary,
Public Service Ministry.**