

PUBLIC SERVICE MINISTRY

CIRCULAR # 3/2010

REFERENCE NO. PS: 17/11 v

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT
Termination of Service - Contract Employees

DATE: May 18, 2010

It has been observed by this Ministry that, Permanent Secretaries / Heads of Departments and Regional Executive Officers have been terminating the services of contracted employees without prior communication with the Public Service Ministry.

This practice should cease immediately and all contracted employees whose services are to be terminated should be recommended to the Public Service Ministry with the relevant information pertaining to the cause for termination of service. The enforcement of this practice will serve to ensure that justice prevails.

Please bring this Circular to the attention of all concerned, especially those who work in the Personnel Division.

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Permanent Secretary,
Public Service Ministry.