

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 42/1/24/1

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT
**Opening and Closing of Government
Buildings**

DATE: 10th April, 2013

I refer to my circular # 7/2009 dated 2009/07/27 on the above subject.

Please be advised that the directive at paragraphs two (2) and three (3) of the above mentioned circular which are reproduced hereunder, must be adhered to:-

“With immediate effect, all Government Facilities must be opened and closed by the respective Permanent Secretary, Head of Department, Regional Executive Officer or Senior Officer as is delegated, thus maintaining the integrity and effective security of such facilities.

The regular practice of Office Assistants being in possession of keys to open and close Government Facilities must cease forthwith”

Please bring this Circular to the attention of all concerned.

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Permanent Secretary
Public Service Ministry