

PUBLIC SERVICE MINISTRY

**CIRCULAR
MEMORANDUM**

REFERENCE NO. PS: 16/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT

**Signature of correspondence to Ministries of
Government**

DATE: 13th May, 2013

With reference to the above subject, please be advised that the procedure for signing of correspondence which emanate from Ministries/ Regional Democratic Councils and other Departments must be in keeping with Public Service Ministry Circular No. 2/2000 dated 2000-01-11.

In light of the above, with immediate effect all correspondence must be signed as set in the format below:

Examples:

John Jones-C.P.O (for)
.....
Ms. Sally May
Permanent Secretary
Ministry of Information

John Jones-C.P.O. (for)
.....
Ms. Sally May
Regional Executive Officer
Region # 11

Please be reminded that all correspondence which are signed on behalf of the Permanent Secretary/ Head of Department/ Regional Executive Officer, must be initialed by them. Please bring this memorandum to the attention of al concerned, especially those who work in the Personnel Division.

.....
Mr. Hydar Ally
Permanent Secretary
Public Service Ministry