

# *Circular Memorandum*

**FROM:** Permanent Secretary,  
Public Service Ministry

Reference NO: PS:2/0/22 II

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

**Subject**  
Cleaning of Ministry's Vehicles

**DATE:** 06<sup>th</sup>. June, 2013

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It has been brought to the attention of this Ministry that some Ministries, Departments and Regional Democratic councils are paying Drivers extra remuneration other than their salaries for cleaning of vehicles assigned to them to perform their duties.

**You are hereby advised that this practice should cease immediately.**

Please be reminded that cleaning of the assigned vehicles to drivers is part of their daily responsibilities.

Kindly bring this circular memorandum to the attention of all concerned especially those in the Administrative and Accounting Departments.

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