DEPARTMENT OF PUBLIC SERVICE CIRCULAR NO. 1/2016 REFERENCE NO. PS: 16/0/23^{II}

FROM: Permanent Secretary,

Ministry of the Presidency Department of Public Service

TO: All Permanent Secretaries,

Heads of Departments and Regional Executive Officers

DATE: 2016-01-04

SUBJECT Request for Manpower Inventory Analysis

I wish to inform you that the Commission of Inquiry is in its final stage of completing its mandate as set out in the terms of reference and is about to begin the formulation of their report.

In this endeavor, this Department is requesting your assistance in furnishing on the attached format, some pertinent Manpower information. This request is to enable the Commission of Inquiry to better provide the requisite statistics for an informed deliberation by the government as to the way forward towards an indepth analysis and resolution of a comprehensive Public Service Reform.

Grateful if this information could be submitted to this Department not later than 2016-01-14.

Your urgent attention is greatly appreciated.

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Reginald Brotherson
Permanent Secretary
Ministry of the Presidency
Department of the Public Service.

MANPOWER INVENTORY AND ANALYSIS OF CONTRACT STAFF

Department: Ministry: Region:

Project:

Qualification	Levels				
No. of Staff	ш				
No	Σ				
Classification					
Job Title					

MANPOWER INVENTORY AND ANALYSIS FOR PENSIONABLE STAFF

Ministry: Department: Department: Classification Classification Classification Classification Classification Classification Scale year Female Staff:	Region:				
Designation Classification GS during Scale year	Ministry:	Ĩ			
Band Classification GS Scale	Department:				
esignation Classification Scale Strength during Scale year					
Female Staff:	Designation	Classification	Band GS Scale	Average strength during year	Qualification Levels
	Female Staff:				

Internal Training & Certification

Designation Classification GS during Levels Certification Staff:			Band	Average		Internal
Staff;	Designation	Classification	GS Scale	strength during year	Qualification Levels	Training & Certification
	Male Staff:					