

FROM: Permanent Secretary,
Ministry of the Presidency
Department of Public Service

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

SUBJECT
Request for Manpower Inventory Analysis

DATE: 2016-01-04

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 in-depth 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 FOR PENSIONABLE STAFF

Region: _____

Ministry: _____

Department: _____

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

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Male Staff:					