

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

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

**SUBJECT**  
**Format of Official Documents**

**DATE:** 16<sup>th</sup> January 2017

---

In an effort to ensure that all citizens optimize on the benefits of the “Green Economy” in keeping with the Government’s agenda and which this circular is an advance on previous circulars with regards to efficiency and economy in the daily use of stationery in the Public Service.

I wish to advise that with regards to the above, the following directive must be adhered to with immediate effect:-

- a) Agendas, briefs, minutes, papers, reports and other supplementary documents are to be printed on letter size paper as par as practicable.
- b) Weights, distances and other measurements are to be indicated in SI Units (i.e. metric) and only if necessary in imperial units which must be shown in brackets e.g. pound (lb), yard (yd), foot (ft), inches (in) as far as practicable.

Please bring the contents of this circular to all employees in the Public Service but more particularly those in the Personnel, Registry and Administrative Divisions.

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