



MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

Public Service Commission

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Circular Memorandum

TO: Chief Executive Officers & Heads of Divisions

DATE: 8/01/07

SUBJECT: Establishment Audit

FILE: 29/299/54

The cooperation of the ministries is being sought in the conduct of an establishment review by the commission. The review is intended to reconcile the precise number of posts vi-a-vis the persons attached to them in the total establishment. The review is also intended to examine the number of existing aged vacancies and help guide the commission in the establishment of a framework for rationalization and realignment of the civil service.

In the next few weeks a team comprising of representatives from the PSC and the ministry of Finance and National Planning will be visiting ministries and departments to discuss with them possible areas for adjustment in their work programme.

Your cooperation in this matter will be humbly appreciated.



N. Masirewa

Chief Executive Officer - Public Service

