



P.S.C.

PUBLIC SERVICE COMMISSION

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Date: 5th May 2009

CIRCULAR MEMORANDUM

To : The Permanent Secretaries and Heads of Departments

Subject: COST REDUCTION IN THE CIVIL SERVICE

- 1.0 PSC Circulars Nos. 31/2008, 34/2008 and 18/2009, on the above, are relevant. At the outset, all Permanent Secretaries and Heads of Departments are commended for their support and assistance in facilitating the reduction of operational costs in their respective Ministries and Departments.
- 2.0 You are now being requested to **quantify the amount of reduction, in percentage terms**, that will become part of the Government's overall cost reduction strategy and at the same time rationalize service operations, with the view of enabling the civil service to become leaner but more efficient.
- 3.0 Please clearly articulate the areas of focus in your Standard Expenditure Groups (SEG) that can be reduced, with clear indications of corresponding savings.
- 4.0 In this exercise, commitments to Capital Expenditure from the 2009 Budget is not to be reduced, and there is to be no compromise on the deliverables articulated in the 2009 Annual Corporate Plans.
- 5.0 Your feedback, by close of business on **Thursday 7 May 2009**, will allow the Commission to make a presentation to the Hon. Prime Minister and the Minister of Finance on our joint commitment to this national exercise.
- 6.0 Your usual cooperation and support is requested.

Parmesh Chand

PERMANENT SECRETARY FOR THE PUBLIC SERVICE