



P.S.C.

PUBLIC SERVICE COMMISSION

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Reference: 29/299/10

6th July 2010

CIRCULAR MEMORANDUM

To: All Permanent Secretaries and Heads of Departments

Subject: **GOVERNMENT PAYROLL – UPDATING OF DATA**

The Ministry of Finance has sent to various Ministries and Departments memos on the above-named subject. The information required is essential for the effective record management and monitoring of the Government Payroll System.

The lists distributed by the Ministry of Finance identify only names of staff for which additional information is required. Information required include:-

- a) Full names of employees
- b) Date of birth
- c) FNPF Number
- d) Tax Identification Number (TIN)

It has also been highlighted that not all employees have TIN numbers. It is therefore requested that Permanent Secretaries and Head of Departments ensure that full details encompassing the above information is supplied to Ministry of Finance by 19th July 2010.

We look forward to your usual co-operation and facilitation in this regards.

Parmesh Chand

Permanent Secretary for the Public Service