

PSC CIRCULAR

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PSC CIRCULAR No: 61/2011

To: All Permanent Secretaries and
Heads of Departments

File Ref: 29/500/9-8

Subject: **CONTAINING COSTS OF OFFICE
ACCOMMODATION**

Date: 18th October, 2011

Permanent Secretaries and Heads of Departments are requested to assist the Public Service Commission [PSC] in containing the costs of Office Accommodation. This is third year in a row that the expenses are much more than the budgeted \$19 million for Office Accommodation. We cannot afford to continue as such. The following measures are accordingly introduced:

New Office Space

There will be no new Office space rented, if it involves new or additional rental and new or extra fitouts. Ministries, Departments and Agencies are requested to assist PSC through strictly abiding by this decision.

Identification of Wasted or Unused Office Space

Please actively identify wasted or unused office space in your respective Ministries, Departments and Agencies and inform PSC accordingly for full utilization of such space. It is also possible that some Offices are larger than what is catered for in Office Accommodation Policy and there could be other wasted space such as wide corridors, large waiting areas and unutilized conference rooms. Please include all such areas in your efforts to identify wasted or underutilized Office spaces and let PSC know accordingly.

Payment of Market Rental

The PSC is on a progressive basis identifying those properties, which through previous arrangements, have rentals fixed at levels higher than market rates. The rentals for such premises will be renegotiated and brought to market rates as determined through valuations taken by Department of Lands. This exercise will be completed by 31st December, 2011.

Permanent Secretaries and Heads of Departments are requested to assist PSC in effectively implementing all the above, please.


Parmesh Chand

Permanent Secretary for the Public Service