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**Ministry of Civil Service Affairs and Administrative Reforms**

25 November 2004

**Ministry of Civil Service Affairs and Administrative Reforms**  
**Circular Letter No. 60 of 2004**  
**E/160/2/44 V4**

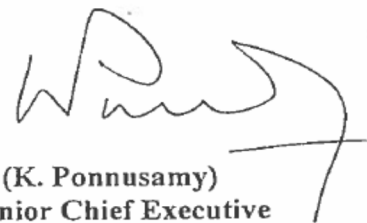
From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

**Release of Officers**

The attention of Supervising Officers is invited to the fact that Ministries/Departments will be asked shortly to submit their establishment proposals for the financial year 2005/2006. We have also been informed that the circular on expenditure proposals for the next financial year will soon be issued by the Financial Secretary. The proposals will have to be submitted within specified deadlines and meetings are expected to be held early next year.

2. Supervising Officers are requested to ensure that there is adequate manpower operating in Ministries/Departments during the period December 2004–January 2005 to respond to the requirements of the budgetary exercise.



(K. Ponnusamy)  
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service