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RE: STENOTYPE SERVICES

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that our Office continues to experience a severe shortage of Stenotype Writers, and this has impacted our ability to meet all the demands for Stenotype Services across the Public Sector.

In order to better serve our clients, you are hereby advised that all requests for the use of Stenotype Services require a minimum of two (2) weeks' advance notice. Ideally, the availability of Stenotype Writers should be ascertained prior to the setting of meetings, hearings and other events which will require such services.

Your co-operation is anticipated.

Please ensure that this circular is brought to the attention of all officers responsible for making such arrangements.


Lois Parkes, PhD
Chief Personnel Officer