TREASURY CIRCULAR No. 2 OF 1956

ACTION TO BE TAKEN ON REPORTS ISSUED BY THE ORGANISATION AND METHODS DIVISION

The Organisation and Methods Adviser at the conclusion of a major Organisation and Methods Survey will:

(i) consult the Secretary to the Treasury in the first instance on any proposal for changing the responsibilities of a Department or for transferring responsibilities from one Department to another;
(ii) consult the Federation Establishment Officer on any proposal which involve transferring work from one rade to another;
(iii)consult the Accountant-General and the Director of Audit on any proposal which would involve transferring work from one grade to another;
(iv) consult the Secretary to the Treasury on any proposal requiring an amendment to Financial General Orders;
(v) send a draft report for the comments of the Head of Department surveyed.

2. The Head of Department surveyed will, within one month of the draft report being issued, inform the Organisation and Methods Adviser of the following:

(i) Which recommendations are accepted and approximately when they will be implemented.
(ii)Which recommendations are rejected and the reasons in each case for such rejection.
(iii)Whether the draft report contains any errors in the recording of facts.
(iv) The number of copies of the faired report which will be required.

3. The Organisation and Methods Adviser will, on reaching agreement with the Head of Department surveyed about with-drawing or accepting any recommendations which have been rejected in the first instance by the Head of Department, prepare fair copies of the report for distribution as specified in paragraph 4 below. If the Head of Department surveyed and the Organisation and Methods Adviser will inform the Secretary to the Treasury will consult as necessary the Secretary to the Minister responsible for the Department surveyed, the Head of Department surveyed, and the Federation Establishment Officer. The decisions arising out of such consultation will be notified to the Head of the Department surveyed and the Organisation and Methods Adviser who will then prepare fair copies of the report.

4. The Organisation and Methods Adviser will distribute fair copies of the report as follows:

(i) Secretary to the Treasury ... ... 2 copies
(ii) Federation Establishment Officer ... ... 1 copy
(iii) Head of the Department surveyed ... ... (as requested by Head of Department in paragraph 2)
(iv) The Accountant-General and the Director of Audit ... ... (when the report recommends an amendment of Government accounting produce - 1 copy each)

5. The following action will be taken under the direction of the Secretary to the Treasury, on the issue of fair copies of the Organisation and Methods Adviser's Report:

(i) The Secretary to the Treasury will pass a copy of the report and issue instructions thereon to the Controller of Finance and Supply.

(ii) The Head of Department will notify the Organisation and Methods Adviser of the progress made in implementing the recommendations at three monthly intervals until final completion. These progress reports should include full details of any unexpected results or difficulties arising from the recommendations so that appropriate action may be taken.

(iii) The Controller of Finance and Supply will, in the event of a report recommending savings on a current year's expenditure of a Federal Department, freeze the amount of the funds to be saved on Other Charges or Personal Emouluments respectively and inform the Head of Department concerned when this has been done.
When a Personal Emoluments vote is affected, the Federation Establishment Officer will also be informed.

(iv) Recommendations made for the reduction of expenditure which should be considered when drafting the following year's estimates will be duly noted by the Controller of Finance and Supply, the Head of the Department concerned, and the Federation Establishment Officer when a Personal Emoluments vote is concerned. In addition, it shall be incumbent upon the Head of Department at the time the annual budget proposals are prepared to state whether or not his Department was subject to an Organisation and Methods Survey during the previous years, quoting the Treasury and Organisation and Methods Adviser's reference as the case may be.

6. The Federation Establishment Officer will ensure that any vacancies in respect of posts considered as redundant in an Organisation and Methods Report are not filled. In addition he will ensure that officers occupying posts declared as redundant in an Organisations and Methods Reports are removed by the time agreed (between the Head of Department and the Organisation and Methods Adviser).

MINOR REPORTS

7. The Organisation and Methods Adviser is requested from time to time by Heads of Federal Departments to advise on miscellaneous matters of organisation, methods, purchase of machines and special office equipment, and the printing of forms. The advice may be given prior or subsequent to the issue of a report on a major organisation and methods survey. When such advice includes recommendations for a reduction of voted or proposed voted expenditure, the Organisation and Methods Adviser will send copies of his recommendations to the requesting Department and to the Controller of Finance and Supply so that action to freeze the funds as described in paragraph 5 above may be taken.

* 8. Treasury Circular No. 8 of 1954 is hereby cancelled.

By Command,

C.R. FORSYTH,
Secretary to the Treasury

THE TREASURY,
Kuala Lumpur, 3rd January, 1956

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* Note. - Paragraph 8 of this circular re-numbered as paragraph 9 and a new paragraph has been inserted vide Try. Cir. No. 1/58.