

afford and on the other hand to the need for the Department to develop and maintain a favourable career structure for career officers, the Department develop a policy on lateral recruitment providing for a modest annual intake; and that such lateral recruitment be employed primarily to make good important deficiencies of a particular kind at the intermediate level.

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| R-6 | That the Department inaugurate a formal programme of manpower planning as outlined in Volume II Chapter III, section (c) and as described in detail in Appendix II of Volume II. | Manpower Planning |
| R-7 | <p>a) That the Department, in co-operation with the Bureau of Classification Revision, design and develop a system for analysing and recording its FSO work requirements and listing its job packages in a form suitable for easy annual revision;</p> <p>b) that the record provide information for officers concerned with manpower accounting, training, postings and assignments, appraisals, career planning, and utilization;</p> <p>c) that the record employ a simplified grading system for FSO jobs (e.g. the division of FSO jobs into three categories - junior, intermediate and senior); and</p> <p>d) that such records supersede the existing departmental establishment for FSOs.</p> | |
| R-8 | That the Personnel Branch take steps to organize in convenient form all information about FSOs likely to be of use to the officers of the Personnel Branch, either on new personnel record cards or in special files; and that Personnel Branch organize a reliable system for reporting FSO strength, additions to strength and losses. | |
| R-9 | <p>That in order to build up information about separations from the foreign service which is essential for manpower planning,</p> <p>a) the Department draw up a check list of the type of information that should be recorded in connection with each separation;</p> <p>b) that this check list be in the hands of the officer who conducts the exit interview; and</p> <p>c) that information about FSO separations be tabulated, analysed and reported as outlined in the separations section of Appendix II, Volume II.</p> | Separations |