

Mohamed Boudiaf University of M'sila- Algeria
Faculty of Economics, Business, and Management
Department of management

Dr. Mohamed Diab – Lecturer Professor

mohamed.diab@univ-msila.dz

Communication and administrative writing
Courses for master's degree in management
The academic year 2023/2024

Administrative publication (Circular)

Administrative publication is an administrative document of an internal nature directed by the hierarchical authority to the employees under its orders. The administrative publication may take the form of a memorandum or a letter addressed to several authorities.

If the administrative publication is prepared for a group of authorities, administrations, or departments for the purpose of dissemination, it contains either instructions issued by the highest authority or local directives for the execution of a specific administrative task in an appropriate manner.

In contrast to the temporary nature of a departmental memorandum related to the administrative publication the latter holds continuous importance. The subject of the administrative publication is to clarify the practical implementation of regulations. Thus, the administrative publication facilitates the work of departments responsible for implementing these regulations. However, the scope of the administrative publication is limited to explaining the measures stipulated by regulatory text (such as a decree), meaning it cannot supplement or enact laws as that falls within the domain of implementation decrees.

The primary purpose of the administrative publication is to clarify ambiguous points or solve practical application problems. Therefore, the text of the administrative publication should be precise, presented clearly, and its sections should be evident.

As a means to achieve the unity of implementing regulations by public authorities, the administrative publication only concerns the internal functioning of the administration. It is not the right of the public to access it.

Regarding the preparation of the administrative publication it follows the same principles as any administrative document: introduction, clarification, and conclusion. Additionally, the administrative publication includes (before the text and

after the date) a title where the word administrative publication is written, followed by the sender's mention.

Title: Circular

People's Democratic Republic of Algeria

Ministry of National Education

Directorate of Personnel in Algeria....

Educational and Administrative Employees Circular

Sub-Directorate to the Directors of Secondary Schools

for Administrative Employees - For Review and Distribution

Document Number:

Subject: Registration in the Qualification Lists for Administrative Positions.

I am pleased to address the registered teachers, holders of a secondary education professorship degree, aged 25 or older. They can register themselves in the qualification lists for administrative positions to obtain the position of supervisor or secondary school director.

Candidates are kindly requested to fill out the accompanying documents accurately and to specify the five secondary schools where they wish to work, all of which should be outside the capital. The work of the equalization committee begins at the beginning of May, so candidates should submit their files to the directors of secondary schools before the month of April.

Signature:

On behalf of the Director of Educational and Administrative Employees

Deputy Director of Administrative Employees