



SERVICE COMMISSIONS DEPARTMENT

CIRCULAR MEMORANDUM

P: 15/1/51 Vol. 4 Temp. 10

E:060 /22

FROM: Director of Personnel Administration

TO: Permanent Secretaries and Heads of Departments

DATE: *ict* November 2022

SUBJECT: **Eligible officers not recommended for acting appointments – provision of evidence**

Public Service Commission by Circular Memorandum No. E:055/22, dated 19th October 2022 directed Permanent Secretaries/Heads of Departments as follows:

...in instances where officers are being overlooked for an acting appointment in their Ministry/Department, Permanent Secretaries and Heads of Departments should indicate in their recommendations whether the officers who were being overlooked for the acting appointments had been informed of the reasons for being so overlooked.

Further to the above, the Commissions directs that in future, Permanent Secretaries/Heads of Departments should provide evidence of their informing eligible officers that were not being recommended for acting appointments under Regulations 26 (1) of the Public Service Commission Regulations because of their inability to assume and discharge the duties of the respective offices.

Please bring this Circular Memorandum to the attention of the staff in your Human Resource Management Unit in your Ministry/Department and be guided accordingly.

Director of Personnel Administration