



## SERVICE COMMISSIONS DEPARTMENT

### CIRCULAR MEMORANDUM

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**FROM:** Director of Personnel Administration

**TO:** Permanent Secretaries and Heads of Departments

**DATE:** 19 October 2022

**SUBJECT: Public Officers Overlooked for Acting Appointments**

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Public Service Commission, at its meeting of 6<sup>th</sup> September 2022, directed, that 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.

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*