



SERVICE COMMISSIONS DEPARTMENT

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CIRCULAR MEMORANDUM

P: 15/1/51 Vol. 1 Temp. 27

No. E/21/17

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Department

DATE : *29th* March 2017

SUBJECT : **Refusal of Acting Appointments**

By Circular Memorandum dated 23rd October 1975, Permanent Secretaries and Heads of Department were informed that they should obtain written statements from senior officers who were not interested in an acting appointment and were being passed over. The statements were to be forwarded to the Director of Personnel Administration along with the memorandum containing the proposals for the acting appointment.

The Public Service Commission at its meeting of 1st November 2016, noted the high number of cancellations of acting appointments due to refusal by Public Officers to act in the higher offices. As such, the Commission has decided that:

- i. Public Officers who decline an acting appointment which was already approved by the Commission, must indicate in writing the reason(s) for the refusal; and
- ii. the correspondence must be returned to the Permanent Secretary/Head of Department for submission of the reason(s) from the officer for the refusal to act in the higher office.

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.

A handwritten signature in black ink, appearing to be 'A. M. ...', written in a cursive style.

Director of Personnel Administration