



SERVICE COMMISSIONS DEPARTMENT

CIRCULAR MEMORANDUM

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FROM: Director of Personnel Administration

TO: Permanent Secretaries and Heads of Departments

DATE: 11th January 2023

SUBJECT: **Investigating Officers –**
i) Submission of Investigating Officer's Report
ii) Letter Appointing Investigating Officer

Circular Memorandum No. E 18/07 of 2007 dated 4th April 2007 (copy attached) refers.

Public Service Commission, at its meeting of 6th December 2022, decided that Permanent Secretaries/Heads of Departments be reminded:

- a) of the provisions of Regulations 90(1) of the Public Service Commission Regulations, in particular, where allegations of indiscipline or misconduct are made against officers, same should immediately be forwarded to the Director of Personnel Administration and the officers should concurrently be warned in writing;
- b) that, when they appoint investigating officers in accordance with Regulations 90(2A) of the Public Service Commission Regulations, such letters of appointment should be immediately copied to the Director of Personnel Administration, for the information of the Commission.

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(ag)