



SERVICE COMMISSIONS DEPARTMENT

CIRCULAR MEMORANDUM

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E/ 004/21

FROM: Director of Personnel Administration

TO: Permanent Secretaries and Heads of Departments

DATE: ^{3rd} February, 2021

SUBJECT: Court Charges

Permanent Secretaries and Heads of Departments are reminded of Regulation 148 of the Civil Service (Code of Conduct) Regulations, which states:

“An officer who is charged with a criminal offence which carries a penalty of imprisonment shall report the matter without delay to the Permanent Secretary/Head of Department.”

Public Service Commission has decided that further to the above Regulation, any new court matter relating to any public officer (Civil, Fire and Prison) charged by the Commissioner of Police, the officer so charged should be informed that the Commission had instructed that he/she is to provide written updates to their respective Permanent Secretary/Head of Department as regards to the adjourned dates of the proceedings concerning the disposition of the charges and the date of final determination as soon as same is known to them.

Permanent Secretaries and Heads of Departments are to ensure that this Circular Memorandum is brought to the attention of the staff in their Human Resource Management Unit and receives the widest circulation.

Please be guided accordingly.

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Director of Personnel Administration (Ag)