

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT: Approvals for temporary appointments consequent on the installation of new classification structure for the Public Service and pending the promulgation of a new code of delegation.

DATE: 5th April, 1976.

In my Circular No. 33/1973 dated 29th November, 1973 on the above subject, I had informed you of Cabinet's decision that 'Open Vote' appointments should not be made except in the following cases:-

- (a) persons employed for seasonal work;
 - (b) persons employed for part-time work;
 - (c) persons employed temporarily to relieve shift workers;
 - (d) persons employed on a casual basis for peak periods;
 - (e) persons temporarily employed on a special project of a specified duration;
 - (f) persons employed as Ministerial Private Secretaries.
2. In Circular No. 33/1973 I had also indicated that in the event that there were circumstances where 'Open Vote' appointments other than those specified at paragraph 1 above were vital for the efficient functioning of a Ministry or Department not under Ministerial control the prior approval of the Minister responsible for the Public Service should be obtained.
 3. The question of temporary employment has since been reviewed in the context of these decisions and while temporary employment is still to be made strictly in accordance with them, it has further been decided that the Public Service Ministry will, until a further directive to the contrary, no longer be entertaining any request for the temporary recruitment of Clerk I's. In other words, save and except in the case of special projects, recruitment of Clerk I's should cease forthwith.
 4. In the above regard, it has been noticed that there are increasing signs of Ministries, in particular sub-accounting Ministries, making unauthorized temporary appointments in cases such as those referred to in paragraph 2 above, in spite of injunctions to the contrary and notwithstanding repeated verbal queries by officers in this Ministry – as clearly evidenced by letters of appointments being issued by defaulting Ministries to appointees long after they are employed without the requisite authority, and then merely carbon-copied to the Public Service Ministry for its information.
 5. In the circumstances, I cannot but strongly urge all Permanent Secretaries and Heads of Departments not under Ministerial Control to ensure that there is strict compliance with the Cabinet decisions referred to above. As an added expedient measure to arrest this sudden upsurge of temporary employment requiring this Ministry's approval being made without the necessary authority being sought, the Personnel Officer(s) in your ministry/Department is/are requested to quote in the letter of appointment to the temporary employee concerned the relevant Public Service Ministry instrument of approval in the case of all 'Open Vote' appointments referred to in paragraph 2 above.
 6. Further, in submitting to this Ministry requests for temporary employment of the nature specified in paragraph 2 above, Ministries/Departments should confirm that funds are available to meet the expenditure involved and the case presented for such employment must always satisfy the criterion of

absoluteness and immediacy of need. It is required, therefore, that every such case be supported by conclusive proof that it is not possible to redeploy the available manpower resources in your Ministry/Department to obviate the need for temporary assistance.

7. I also take this opportunity to remind you of the absolute need to observe the following requirements that are implicit in the making of temporary appointments, viz:-

- i) appointments to positions (e.g. Typist Clerk I or Accounts Clerk II) must be made on the basis that candidates are fully qualified in accordance with the approved specifications for such positions;
- ii) action must be taken to ensure that the level of work compares favourably with the jobs being done by serving officers of same status – in accordance with the principle of 'equal pay for equal work'.

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C. E. Douglas,
Permanent Secretary.