

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 17/1976**

**REFERENCE NO. PS: 16/0/9**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Temporary appointments/employment in  
respect of vacancies on the Permanent Pensionable  
and Permanent Non-Pensionable Establishments.**

DATE: 21<sup>st</sup> April, 1976.

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There has been lately a tendency for some Ministries/Departments to approach the Public Service Ministry for its approval of temporary appointments to positions on the Permanent Pensionable and Permanent Non-Pensionable Establishments. The Public Service Ministry is not authorized to make temporary appointments. The Public Service Commission is solely vested with such authority, pending the promulgation of a new code of delegation. Now that the position has been clarified by this circular, it is hoped that in future all requests for temporary appointments will be channeled only to the Public Service Commission and not, as in the recent past, in some cases to this Ministry.

2. There is also the practice for Ministries/Departments to approach the Public Service Ministry for approval for temporary employment of suitably qualified persons against such vacancies (pending their filling by the Public Service Commission) on the ground that the urgency of the need for the staff in question justifies the necessity for this action. The Ministry's approval in such cases would be tantamount to sanctioning the virtual pre-selection of persons for permanent positions in respect of which Ministries/Departments would subsequently merely approach the Public Service Commission for the confirmation of those persons in their appointments when it comes to the stage of filling the vacancies permanently. Rather, in every case of extreme urgency, Ministries/Departments should seek to clearly impress upon the Public Service Commission Secretariat the absoluteness and immediacy of the need with a view to inducing the Public Service Commission to make an early temporary or permanent appointment. At any rate, it would be pointless for Ministries/Departments to submit applications for temporary employment of this nature to the Public Service Ministry.
3. Those requests for temporary employment which may still be forwarded to the Public Service Ministry for its consideration are strictly confined to those specified on paragraph 2 of my Circular No. 16/1976.

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C. E. Douglas,  
Permanent Secretary.