

PUBLIC SERVICE MINISTRY

CIRCULAR NO.22/1979

REFERENCE NO.PS:16/0^{TJ(16)}

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 16th November, 1979.

SUBJECT:

Placement of employees on the Permanent Establishment, Pensionable, on acquiring the relevant academic qualifications.

During the implementation of the new Integrated Classification Structure in 1973, "Open Vote" Employees, including those who were paid form Personal Emoluments Votes, were placed on the Permanent Establishment, Non-Pensionable, provided that at 31st December, 1972, they had acquired five (5) years continuous service. Also, in those cases where employees did not possess the qualifying period of service, but the positions they held were considered essential for the continuing need of the particular Ministry/Department, they were placed on the Temporary Establishment.

2. It is understood that there have been cases where incumbents in these positions, i.e. at the recruitment level in the Public Service viz. Clerk II, Typist/Clerk I etc., on the Permanent Establishment (Non Pensionable) and the Temporary Establishment, have, subsequent to January, 1973, obtained the relevant academic qualification requirements for appointment to such positions which traditionally are on the Permanent Establishment, Pensionable, but because of the unavailability of vacancies, they are not appointed thereto. It has therefore been decided that incumbents in such positions who have acquired the relevant academic qualifications should have their respective positions reflected under the Permanent Establishment, (Pensionable) and that recommendations be made for them to be formally appointed thereto by the Public Service Commission, with effect from a current date. In this regard, you are therefore requested to ascertain what academic qualifications such employees on the Permanent Establishment, (Non Pensionable) and the Temporary Establishment have acquired since 1973 and to take the necessary action to have them (if they qualify) appointed on the Permanent Establishment, Pensionable, as early as practicable.

3. In the event that there are at present vacancies caused by resignations, promotions or otherwise against such positions shown on the Temporary and Permanent (Non Pensionable) Establishments, they should not be filled, but, instead, an immediate approach should be made to this Ministry with a view to having these positions transferred to the Permanent Establishment, Pensionable.

4. Please bring the contents of this circular to the attention of all officers concerned, especially those of your Personnel Division/Section/Unit, to enable the require action to be taken without undue delay.

A.R. Brutus,
For Permanent Secretary,
Public Service Ministry.