

PUBLIC SERVICE MANAGEMENT

FROM: Permanent Secretary,
Office of the president,
Public Service Ministry

SUBJECT:

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

Submission of requests for filling of vacancies by
substantive, acting and temporary appointments.

DATE: 1995/09/21

In considering requests from Ministry/Departments/Regions for the filling of vacancies by way of substantive, acting and/or temporary appointments, it has been observed that inadequate supporting information is often provided. This sometimes necessitates several requests being made for additional information so as to facilitate a proper examination. Consequently, undue delays are experienced in obtaining the required approvals.

In order therefore to expedite the examination of requests for filling of vacancies for all categories of workers, these should be submitted in accordance with the format shown hereunder.

**REQUIRED FORMAT RELATING TO REQUESTS BY MINISTRIES/DEPARTMENTS/REGIONS
IN RESPECT OF FILLING OF VACANCIES**

1. Job
Title.....
.....
2. No. Of positions in the inventory of Authorized
Positions.....
3. No. of positions filled by:
 - (a) Substantive
Appointments.....
 - (b) Temporary
Appointments.....
 - (c) Acting
Appointments.....

- 4. Net No. Of positions vacant.....
- 5. How long post(s) has/have been vacant?.....
- 6. No. Of positions to be filled now by substantive/acting/temporary appointments.....
- 7. Why is there need now to fill the post(s).....
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Kindly ensure that the contents of this circular are brought to the attention of all officers in your personnel Division/Sections.

This circular replaces my circular No. 17/95 dated 18th September, 1995, which is hereby cancelled.

(R.Sivanand, A.A)
Permanent Secretary,
Office of the President,
Public Service Management.