

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MANAGEMENT

CIRCULAR NO.3/1998

REFERENCE NO:PS16/0/1II

FROM: Permanent Secretary,
Public Service Management,
Office of the President.

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

SUBJECT:

Handling of Grievance by Public Servants

DATE:1998/06/25

Recently, it has been observed that some Public Servants, who have grievances, relating to the workplace, have seen it fit to air these grievances on the electronic media.

Such practices depict a blatant disregard for existing procedures and also contravenes Rule F16 of the Public Service Rules which is reproduced hereunder for information and guidance: -

- F16 “Public Servants are forbidden to give broadcast talks or to engage in any discussion which is being broadcast on any subject which may properly be regarded as of a political or administrative nature without the prior permission of the Minister concerned”.

Public Servants are hereby reminded that there exists administrative mechanisms to deal with any dispute which may emerge between a Public Servant and his/her supervisor at any level of the hierarchy. In summary, such disputes/disagreements/difficulties are expected to be resolved departmentally. If satisfactory resolution does not occur, then the Public Servant has the right to channel the issue to the ministry and/ or the Public Service Commission through Permanent Secretary, Head of Department or Regional Executive officer. In such an event, the administrative Head is obliged to forward the correspondence to the ultimate addressee.

Public Servants should be aware of the fact that adherence to this Rule and all others under section F of the Public Service Rules, which deal with official conduct, is mandatory, and non-compliance would lead to disciplinary action, which can result in dismissal from the service, being taken against the defaulter.

Please ensure that this Circular is brought to the attention of every officer under control. Instances of non-compliance should be dealt with immediately and also brought to the attention of this Ministry.

L. Parris
For Permanent Secretary
Public Service management
Office of the President