

**“PUBLIC SERVICE MANAGEMET OFFICE ”**

**PUBLIC SERVICE**  
**MINISTRY**

**CIRCULAR NO.**  
**16/2000**

**REFERENCE NO. PS:16**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**  
Protocol for employment and related matters

DATE: 2000-08-14

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Based on the request by few colleagues, the following guidelines are hereby restated.

Appointment of New Staff

A permanent Secretary /Head of department /Regional Executive Officer, in planning to the effect a new appointment must ensure that the vacant position is approved, in the first instance, by the Permanent Secretary, Public Service Management.

**i. Employment –fixed Establishment**

In seeking to employ officers on contract in positions on the inventory of the Authorized Positions, the Permanent Secretary /Head of Department /Regional Executive officer is required to seek the approval of the Permanent Secretary, Public Service Management with regard to the terms and conditions of the contract and to fill the vacancy. The Government Agency would then be informed of the decision of the HPS .If no objection is offered by the HPS, the Government Agency would then be informed of the decision of the HPS .If no objection is offered by the HPS, the Government Agency would then forward for appointment to the Secretary, Public Service Commission so that the Government Order could be issued and officer appointed. As soon as the officer is appointed, the Government Agency must forward a copy of the Officer's contract to the Public Service Management , for the purpose of the records .With respect to employment on the pensionable status the procedure

is the same but the position is filled by the Public Service Management for the purpose of the records. with respect to employment on the pensionable status the procedure is the same but the position is filed by the Public Service Commission after the Head of the Presidential secretariat has granted his lack of objection to the Public Service Management's recommendation.

### **Employment -Non Pensionable or Open Vote**

- ii. The permanent Secretary /Head of Department /Regional Executive Officer ,prior to consuming any service agreement should seek the concurrence of the Permanent secretary, Public Service Management with regard to the proposed terms and conditions of the contract.  
A recommendation is then sent to the Head of the Presidential Secretariat .Once approval is obtained, the Permanent Secretary /Head of Department /Regional Executive officer of the given Government Agency signs and executes the contract

### Renewal of Contract

With respect to the renewal of the contract in the fixed establishment the Permanent secretary /Head of Department /Regional Executive Officer should seek the concurrence of the Permanent Secretary, Public Service Management with regard to any renewal of a contract .A recommendation is then sent to the Head of the Presidential Secretariat .Once approved, the Government Agency recommends to the Secretary Public Service Commission the renewal of the contract. With respect to thee open –vote employees once the approval of the Head of the Presidential Secretariat is obtained via Public Service Management, the contract is executed by the Permanent Secretary /Head of Department /Regional Executive Officer of the respective Government Agency .A copy of the contract is then lodged with the Ministry for the purpose of the records .

### Payment of Gratuity

A contracted staff may receive gratuity at the rate of twenty-two point five per centum (22.5%) basic salary, calculated on the basis of completed periods of three-(3) month's service. Gratuity is paid only on the completion of the evidence of satisfactory service, which include general work conduct.

### Signing of Contract

After approval is obtained for the employment of Officers in the Public Service I accordance with the above mentioned procedures the secretary, Public Service Commission is authorized to sign and execute contracts for permanent positions while the Head of the Presidential Secretariat Permanent Secretaries,(not Ministers) Heads of Departments and The Regional Executive Officers are allowed to sign and execute contracts for the un-fixed or open vote positions in their respective agencies.

Kindly bring the contents of this circular to the attention of the Personnel Department and all relevant officers for appropriate action to be taken by them.

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N.K Gopaul  
Permanent Secretary  
Public Service Management  
Office of the President.