

“PUBLIC SERVICE MANAGEMENT OFFICE OF THE PRESIDENT”

PUBLIC SERVICE
MINISTRY

CIRCULAR NO.
22/2000

REFERENCE NO.PS:22/2

FROM:Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Executing of Contracts

DATE:2000-12-27

Please refer to my circular No.16/2000 dated 2000-08-14 on the subject ‘Protocol for Employment and related matters ‘

- 2) It has been brought to this Ministry’s attention that Permanent Secretaries , Heads of Departments and Regional Executive Officers are experiencing some difficulties in the formalizing of the employment with respect to the executing /renewal of contracts for employees who have been recommended for employment /re-employment on contract /gratuity terms.
- 3) As a consequence ,the following amendment to my Circular under reference is hereby may be with regards the following :

- i. Employment – Fixed Establishment

In seeking to employ officers on the contract/gratuity terms in positions on the Inventory of 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 regards to the terms and conditions of the contract to fill the vacancy.

Once the Public Service Management is satisfied that there are compelling reasons for an appointment to be made, this Ministry would seek the approval of the Head of the Presidential Secretariat to fill the vacancy .the Government Agency would then be informed of the decision of the head of the Presidential Secretariat If no objection is offered by the Head of the

Presidential Secretariat, the government Agency would then forward the contract document in draft to the Ministry for vetting. Thereafter the contract document will be sent to the Head of the Presidential Secretariat who will execute same with the person recruited. The Public Service management will then issue the necessary approval with a copy of the executed contract to the agency or Department concerned.

- 4) My Circular No.16/2000 dated 2000-08-14 is hereby amended accordingly.
- 5) Please ensure that you bring this Circular to the attention of the Personnel Department and all relevant officers in your Ministry /Department and region.

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