

PUBLIC SERVICE MINISTRY CIRCULAR #2/2003 REF. #PS:16/0/1 II

*FROM: Permanent Secretary
Public Service Ministry*

*SUBJECT: Timely
Processing of Recommendations*

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

DATED: February 20, 2003

Within recent months this Ministry has attempted to demonstrate that recommendations, on Human Resources' issues that are submitted late are either denied in their entirety **or** are allowed but with effect from a current date.

2. The objective of our decisions is to alert Permanent Secretaries/Heads of Departments/Regional Executive Officers and their Personnel Heads of the urgent need for organisational efficiency, driven by effective planning.

3. Because of a lack of the appropriate response it has now become necessary to highlight some areas of operations that need your urgent attention and require your personal input.

4. **LEAVE DEFERMENT:**

- i. Public Service Rules H 16 (2) expressly requires the approval of the Permanent Secretary, Public Service Ministry for leave to be deferred for more than one year. In spite of this ruling however, this Ministry continues to be inundated with request for deferment dating back from as far as 1985. These will not be allowed.
- ii. This situation described above developed as a result of the failure of Heads of Ministries/Departments/Regions and their Personnel Heads especially, to properly manage leave through the implementation of well thought out rosters as required by Public Service Rule H 14 and Public Service Ministry Circulars #10/2000 and 3/2002.

- iii. It is important to reiterate that leave-taking is an important aspect of organisational life. Hence, the requirement for a carefully thought out and well-managed leave roster has now become an **imperative**.
- iv. Requests for deferment unless properly mitigated will not be entertained. Similarly leave not applied for **or** deferred by this Ministry will be forfeited. Further, Public Service Ministry will advise workers who have been made to suffer as a result of the failure of Heads or Permanent Secretaries to seek redress against those senior officers who are responsible for the loss of benefits through their inaction.

5. **ALLOWANCES**

- i. It has also been observed that requests continue to come to this Ministry for all sorts of allowances with distant retroactive dates.
- ii. Sufficient provisions exist in the Rules and Circulars requiring that these requests be submitted before their effective dates. Failing to comply with the proper procedures on these matters will result in the request not being entertained.
- iii. It is recognised however, that there are going to be cases of emergency which do not allow for submission dates to precede effective dates.
- iv. In such cases where a decision has to be taken as an emergency measure, you should ensure that within seventy-two (72) hours thereafter, your request for approval reaches this Ministry. Any request that is delivered outside of this time-frame without an acceptable explanation will also not be entertained.

6. In order to operate at the level of efficiency now required, Permanent Secretaries/Heads of Departments/Regional Executive Officers and their Personnel Heads may need to seriously re-visit the methodology currently applied in processing correspondence and develop short-cuts that will narrow the time span that now exist between entry and exit of each correspondence.

7. Please **discuss** at your next meeting, with all senior managers under your control including the Heads of your Personnel Unit, the implications inherent in this Circular. As a pre-requisite also all managers must co-ordinate with your Personnel Division, on matters affecting their staff so as to ensure implementation within the time-frame specified herein.

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Dr N K GOPAUL
Permanent Secretary
PUBLIC SERVICE MINISTRY