

PUBLIC SERVICE MINISTRY

CIRCULAR /MEMORANDUM PS:20/4/0 VI

FROM: Permanent Secretary
Public Service Ministry

SUBJECT: Public Officers
Acting in positions up to the
GS:13 Scale

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

DATED: June 12, 2003

Our assessment, from the nature of requests coming to this Ministry, is that at every level of the Public Service, Officers have been acting in higher positions that are in most cases vacant.

2. We are now attempting to conduct a detailed analysis of the situation to determine its true extent and whether a remedy could be effected.

3. You are therefore being requested to submit to this Ministry before June 27, 2003, information required by the format below for all persons acting between GS: 1 to GS: 13.

RECORD OF ACTING APPOINTMENT

<i>Name & Designation</i>	<i>GS</i>	<i>Position Acting in</i>	<i>GS</i>	<i>Date of Birth</i>	<i>Date Acting Commenced</i>	<i>Reason for Acting</i>	<i>Is person qualified for appt to higher post?</i>
eg. John Isaccs Assistant Accountant	5	Accountant	8	1977-09-15	2000-02-01	Vacant	fully qualified for appt as Accountant
Joan Henry Personnel Officer II	6	Senior Personnel Officer	9	1964-05-01	1999-01-01	Substantive holder Acting up	fully qualified for appt as Senior Personnel Officer

4. Please ensure that your Personnel Department submits accurate information which should be vouched for by the Head of the Personnel Department.

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DR. N. K. GOPAUL
Permanent Secretary
PUBLIC SERVICE MINISTRY