

PUBLIC SERVICE COMMISSION

PART 1 – PRELIMINARY

- 1 (1) These regulations may be cited as the Public Service Commission Regulations.
- (2) These regulations shall apply to all public offices, other than public offices in respect of which the power to appoint persons to hold or act in such offices (including power to confirm appointments), to exercise disciplinary control over persons holding or acting in such offices and to remove such persons from office is, by virtue of section 89(3) of the Constitution, not vested in the Commission.

- 2 (1) In these regulations –

"appointment" means –

- (a) the conferment of an office of emolument in the public service, whether or not subject to subsequent confirmation, upon a person not in the public service;
- (aa) the conferment upon a public officer, following a selection exercise, of a public office other than the office to which the public officer is substantively appointed;

(Amended GN 177/2010)

- (b) the grant of permanent and pensionable terms of service in a public office to a person recruited and serving on contract terms of service or in an unestablished capacity in a pensionable or non-pensionable public office;
- (c) the engagement in a public office of a person on contract terms of service for a further period of service on the conclusion of his previous period of engagement on contract terms in the same or other public office;
- (d) the permanent transfer to an office in the public service of a member of the civil service of another country who is serving on temporary transfer in an office in the public service;
- (e) the transfer of an officer serving in one public office to another office in the public service carrying the same salary or salary scale;
- (f) the appointment of a public officer to act in any public office other than the office to which he is substantively appointed;

"Chairman" means the Chairman of the Commission, or any Deputy Chairman or Commissioner appointed to act temporarily as Chairman of the Commission under section 88(3) of the Constitution;

"Commission" means the Public Service Commission established by section 88 of the Constitution;

"Commissioner" means any Commissioner of the Commission and includes the Chairman, any Deputy Chairman and any person appointed to act as Commissioner under section 88(4) of the Constitution;

"Deputy Chairman" means any Deputy Chairman of the Commission;

"disciplinary control" includes control in so far as it relates to dismissal;

"office of emolument", in relation to the definition of public office in the Constitution, means any pensionable or non-pensionable office;

"official document" means any document prepared by any public officer in the course of his employment or any document which comes into the custody of any public officer in the course of such employment;

"promotion" means the conferment upon a person in the public service of a public office to which is attached a higher salary or salary scale than that attached to the public office to which he was last substantively appointed or promoted;

"responsible officer" means –

- (a) in relation to a public officer serving in a department specified in the first column of Part I of the First Schedule, the person holding the office specified opposite that department in the second column;
- (b) in relation to a public officer serving in a class or rank specified in the first column of Part II of the First Schedule, the person holding the office specified opposite that class or rank in the second column;
- (c) in relation to a public officer appointed to serve in Rodrigues and to whom paragraph (a) or (b) does not apply, the Island Chief Executive, Rodrigues;

(Amended GN 177/2010)

- (d) in relation to a public officer serving in a Ministry and to whom paragraph (a), (b) or (c) does not apply, the official head of the Ministry in or under which he is serving or as may be otherwise designated by the Secretary to Cabinet and Head of the Civil Service;

(Amended GN 177/2010)

- (e) in relation to any other public officer, the Secretary to Cabinet and Head of the Civil Service;

"salary" means basic salary attached to a public office;

"scheme of service", in relation to an office in the public service, means the scheme of service prescribed under regulation 15;

(Amended GN 177/2010)

"Secretary" means the Secretary to the Commission;

"Seniority" means the relative seniority of officers and, except as may be otherwise provided by the Commission or in these regulations, shall be determined and shall be regarded as having always been determined as follows –

- (a) as between officers of the same grade –
 - (i) by reference to the dates on which they respectively entered the grade;
 - (ii) in cases of appointment (including appointment on completion of training) or promotion, following a selection exercise, by reference to the order of merit determined by the Commission following that exercise, irrespective of the dates of their assumption of duty –

provided that –

- (A) where any officer had been allowed by the Commission to assume duty more than 2 months after the date on which he was initially requested to do so, his seniority shall be determined by reference to the date of his assumption of duty, and where 2 or more such officers assumed duty on the same date, by reference to their respective rank in the order of merit;
- (B) in the case of a trainee, where the trainee assumed duty after the period referred to in sub-subparagraph (A) or, during his traineeship, had taken leave for a period exceeding the period referred to in sub-subparagraph (A) or where the aggregate of the period approved by the Commission and any leave taken during the traineeship exceeded 2 months, his seniority shall be determined by reference to the date of his appointment on completion of training, and where 2 or more such officers were appointed on the same date, their seniority shall be determined by their respective rank in the order of merit;

- (b) as between officers promoted from one grade to another –
 - (i) by reference to the effective date of promotion and where 2 or more officers were promoted on the same date, their seniority shall be determined by reference to their relative seniority in the next lower grade;
 - (ii) where the promotion of 2 or more officers took effect from date of assumption of duty, by reference to their relative seniority in the next lower grade, irrespective of the dates of their assumption of duty –

provided that where any officer had been allowed by the Commission to assume duty more than 2 months after the date on which he was initially requested to do so, his seniority shall be determined by reference to the date of his assumption of duty;

- (c) as between officers of different classes –
 - (i) by reference to the maximum point on their salary scales, a flat rate of salary being regarded for this purpose as a salary scale with a maximum point equivalent to the flat rate;
 - (ii) on the same salary scale or on the same maximum point on their salary scales or the same flat rate of salary, by reference to the effective dates of their appointment –

provided that –

- (A) where any such officers in different classes were appointed or promoted in their respective grade or in their respective class on the same date, their seniority shall be determined by reference to their relative seniority in the next lower grade or class;
- (B) in case the seniority remains the same after consideration of the matter specified in sub-subparagraph (A), by reference to their respective seniority in the second lower grade in their class or in different classes, and if need be, by reference to their seniority in further lower grades in their class or in different classes; and
- (C) where the seniority remains the same, their relative seniority to each other shall be determined by reference to their respective ages:

Provided that when assessing the seniority of a pensionable public officer, unbroken service by himself or any other person in a

non-pensionable capacity shall only be taken into account in so far as during such service the officer or other person concerned was fully qualified to serve in the grade or class in question on pensionable terms;

(Amended GN 177/2010)

"transfer" –

- (a) means the conferment, upon a public officer, whether permanently or otherwise, of some public office other than that to which the officer was last substantively appointed, not being a promotion or an appointment following a selection exercise;
- (b) includes a transfer, which has been approved by the Commission under regulation 25 (2), of a public officer to an approved service;
- (c) does not include the posting of an officer between posts in the same grade, except where the posting is made to another Ministry or department where he falls under the responsibility of a different responsible officer.

(Amended GN 177/2010)

- (2) Nothing in these regulations empowering a responsible officer or any other person to perform any function shall preclude the Commission from itself performing that function in any particular case.

PART II – GENERAL

- 3** The Commission shall appoint a Secretary to the Commission, who shall not be a Commissioner of the Commission, and such other staff as may be authorised.

(Amended GN 117/97)

- 4** Every meeting of the Commission shall be presided over by the Chairman.

- 5** A record shall be kept of the Commissioners present and of the business transacted at every meeting of the Commission.

(Amended GN 117/97)

- 6** Decisions may be made by the Commission without a meeting by circulation of the relevant papers among the Commissioners and the expression of their views in writing, but any Commissioner shall be entitled to require that any such decision shall be deferred until the subject-matter is considered at a meeting of the Commission.

(Amended GN 117/97)

- 7** Any Commissioner shall be entitled to dissent from a decision of the Commission and to have his dissent and his reasons therefore set out in the records of the Commission.

(Amended GN 117/97)

- 8** The Chairman and 3 Commissioners will constitute a quorum for a meeting of the Commission and a like number of Commissioners will be required for a decision of the Commission arrived at by the circulation of written papers.

(Amended GN 117/97)

- 9**
- (1) The Commission may require any public officer to attend and give information before it concerning any matter which it is required to consider in exercise of its functions.
 - (2) The Commission may require the production of any official document relevant to any exercise of its functions, and any public officer who submits any matter for the consideration of the Commission shall ensure that all relevant documents and papers are made available to the Commission.
 - (3) Any public officer who without reasonable excuse fails to appear before the Commission when notified to do so, or who fails to comply with any request lawfully and properly made by the Commission, shall be guilty of a breach of discipline and the Commission may direct the person responsible for initiating disciplinary proceedings against such public officer that disciplinary proceedings should be instituted against him.

- 10** The Commission shall, at the request of a responsible officer, hear him or his representative personally in connection with any matter referred by him to the Commission.
- 11** (1) In carrying out its duties under the Constitution and these regulations, the Commission shall not take into account any representations made to it otherwise than in accordance with the Constitution or with these regulations.
- (2) Nothing in paragraph (1) shall be deemed to prohibit the Commission taking into account a bona fide reference or testimonial of service.
- 12** (1) Every Commissioner shall, on appointment, take an oath in the form set out in the Second Schedule.
- (2) The Secretary and such other member or members of the staff of the Commission as the Chairman may require so to do, shall, on appointment, take an oath in the form set out in the Second Schedule.
- (3) Every oath or affirmation taken by a Commissioner shall be administered by a Judge and every oath or affirmation taken by the Secretary or any other member of the staff of the Commission shall be administered by the Chairman.

(Amended GN 117/97)

PART III - APPOINTMENTS, PROMOTIONS, CONFIRMATION OF APPOINTMENTS, AND TERMINATION OF APPOINTMENTS (OTHERWISE THAN BY DISCIPLINARY PROCEEDINGS)

13 In order to discharge its duties under this Part, the Commission shall exercise supervision over and approve –

- (a) all schemes for admission to any public office by examination, whether specified or not in the relevant schemes of service, and all schemes for the award of scholarships for special training for the public service; and
- (b) all methods of recruitment, including the appointment and procedure of boards for the selection of candidates.

(Revoked & Replaced-GN 177/2010)

14 (1) In exercising its powers of appointment and promotion, including, subject to paragraph (5), promotion by selection, the Commission shall –

- (a) have regard to the maintenance of the high standard of efficiency necessary in the public service;
- (b) give due consideration to qualified officers serving in the public service and to other Mauritian citizens provided they hold the required qualifications; and
- (c) in the case of officers serving in the public service, take into account qualifications, experience, merit and suitability for the office in question before seniority.

(2) Where a public office cannot be filled –

- (a) either by the appointment or promotion of a suitable public officer in the same Ministry, department or general service; or
- (b) by the appointment of a suitable public officer specially trained for the office in question, whether wholly or partly at public expense,

the Commission shall, subject to paragraph (3), call for applications, by public advertisement, from –

- (i) all public officers; or
- (ii) the general public, including all public officers.

(3) Notwithstanding paragraphs (1) and (2), the Commission may, where it is satisfied that no suitable candidates with the requisite qualifications are available in Mauritius or for any other special reason, decide that –

- (a) no applications by public advertisement shall be called;
 - (b) recruitment shall be undertaken by some agency outside Mauritius and arrangements for such recruitment shall be carried out.
- (4) Recommendations made to the Commission for promotion, in cases other than those covered under paragraph (5), shall state whether the person recommended is the senior public officer in the particular class or grade eligible for promotion and, where this is not the case, detailed reasons shall be given in respect of each person in that same class or grade over whom it is proposed that the person recommended should be promoted.
 - (5) Where the scheme of service of a post specifically provides for promotion of public officers to that post through a selection exercise, the Commission may require the responsible officer to make a report on each of the candidates on any matter related to the scheme of service.
 - (6) Subject to the provisions pertaining to seniority in regulation 2, a candidate shall be available to assume the functions of the office to which he has been appointed or promoted, within such reasonable period of time as may be specified or approved by the Commission.

(Revoked & Replaced-GN 177/2010)

- 15** (1) The Commission shall, where a scheme of service is to be prescribed for a public office, consider and agree to the statement of qualifications and duties for, and, where appropriate, the mode of appointment to, the public office before the scheme of service is prescribed.
- (2) Any scheme of service under paragraph (1) shall be prescribed by the supervising officer of the Ministry responsible for the civil service.
- (3) The scheme of service shall specify the salary attached to, the qualifications required for and duties of, and, where appropriate, the mode of appointment to, the office to which it relates.

(Revoked & Replaced-GN 177/2010)

- 15A** (1) The Commission shall determine the form of advertisement to be issued in accordance with regulation 14.
- (2) The advertisement shall include the qualifications specified in the scheme of service for the public office in respect of which the vacancy has occurred.
- (3) Paragraphs (1) and (2) shall be without prejudice to the powers of the Commission under regulation 13.

(GN 177/2010)

- 16** (1) In exercising its powers in connection with appointment or promotion to any office in the public service, the Commission may –
- (a) consult with any other person or persons; and
 - (b) seek the advice of a selection board constituted by the Commission who may appoint to it Commissioners and other persons who are not Commissioners.
- (2) The Chairman shall, where he is satisfied that a Commissioner, or any other person, on a selection board is unable to take part in an ongoing interviewing exercise, in respect of one or more candidates, on account of a direct interest or for any other reason, appoint another Commissioner or any other person to replace that Commissioner or person on the selection board in respect of the said candidate or candidates.

(Amended GNs 117/97;177/2010)

- 17** (1) The Commission shall determine the procedure to be followed in dealing with applications for appointment to the public service, including the proceedings of any selection board appointed by the Commission to interview candidates.
- (2) The Commission shall determine the forms to be used in connection with the discharge of its functions.
- 18** In order to discharge its duties under this Part, the Commission may issue such directions as it may see fit for the maintenance of a reporting system on public officers and for their safe custody.

(Amended GN177/2010)

- 19** (1) (a) Where a vacancy occurs, or it is known that a vacancy will occur in any public office in any Ministry or department or general service, the responsible officer shall, if he desires that the vacancy be filled immediately and after ascertaining that the details of the vacancy have been verified and that there is no establishment or financial or other objection to the vacancy being filled, report the fact to the Secretary as soon as possible.
- (b) The report shall include a recommendation as to the manner in which the vacancy should be filled and whether or not the vacancy should be advertised, and a copy of the report of the vacancy shall be forwarded to the supervising officer of the Ministry responsible for the civil service.
- (2) Where the responsible officer is unable to recommend that the vacancy should be filled immediately, he shall so inform the Secretary and state

the reasons therefor and the temporary arrangements he is making for the performance of the duties of the vacant office.

- (3) (a) Where the responsible officer recommends, in accordance with the mode of appointment provided for in the scheme of service, that such vacancy should be filled by the promotion of a public officer serving in the Ministry or department or general service in which the vacancy has occurred or will occur, he shall forward the particulars of service of that officer and state whether the officer satisfies the requirements of that office.
 - (b) Where a recommendation made under paragraph (a) involves the supersession of any officer, the responsible officer shall forward a list of all eligible officers who are senior to the recommended officer, together with their particulars of service and give his reasons for recommending their supersession.
- (4) The responsible officer shall, when so required by the special or general directions of the Commission, constitute a promotion board to advise him on any matter relating to the filling of vacancies.
- (5) Where the responsible officer recommends, in accordance with the mode of appointment provided for in the scheme of service, that the vacancy should be filled by selection from –
 - (a) public officers serving in the Ministry or department or general service in which the vacancy has occurred or will occur;
 - (b) all public officers; or
 - (c) the general public, including all public officers,he shall, when reporting the vacancy to the Secretary, submit a draft advertisement setting out the details of the vacant office and the duties and qualifications attached to it and recommend the manner in which the vacancy should be filled.
- (6) No appointment or promotion to a vacancy in the public service may be made before the Commission has determined the suitability of the person concerned.
- (7) Where the Commission has decided that a person should be appointed or promoted to a vacancy in the public service, the responsible officer shall be informed of the appointment or promotion authorised in his Ministry or department or general service and he shall issue the letter of appointment or promotion to the person concerned and shall make such further arrangements as may be necessary to complete the procedure for the appointment or promotion.

- (8) Where the Commission has taken a decision following an appointment exercise from among public officers, it shall arrange for the public notification of the decision.

(Revoked & Replaced-GN 177/2010)

- 19A** The procedure for filling vacancies shall be followed where it is desired to nominate or select an officer for a scholarship, or a special course of training, which is designed to prepare him for a higher office or which may enhance his qualifications for appointment to a higher office or for promotion.
(GN 177/2010)

- 20** Where a vacancy is to be filled –

- (a) according to the results of examinations which are conducted by or supervised by the Commission; or
- (b) on the successful completion of a course of study or training by a person who has been selected for such study or training with the intention that, when trained, he shall be appointed to or promoted within the public service,

The Commission may make such arrangements as it considers appropriate.

- 21** (1) All first appointments to pensionable offices on permanent terms shall be on 12 months' probation.
- (2) Notwithstanding paragraph (1), where a public officer reckons satisfactory service in a temporary or supernumerary capacity or employment to give assistance –
- (a) in the same pensionable post as the one to which the officer is subsequently appointed on permanent terms; or
- (b) in a pensionable post the duties and responsibilities of which are in the opinion of the Commission similar to those of the one to which the officer is subsequently appointed on permanent terms, that satisfactory previous non-pensionable service before the date of first appointment on permanent terms shall be counted towards the required period of twelve months' probation.
- (3) Where a public officer has been appointed on probation, the responsible officer shall, six months after the commencement of the probationary period, inform the Commission if he considers the work or conduct of the public officer to be unsatisfactory, and not less than one month before the expiration of the probationary period the responsible officer shall inform the Commission whether in his opinion –
- (a) the public officer should be confirmed in his office;

- (b) the probationary period should be extended so as to afford the public officer further opportunity to pass any examination, the passing of which is a condition for confirmation, his service otherwise being satisfactory;
 - (c) the probationary period should be extended to afford the public officer the opportunity of improvement in any respect in which his work or conduct has been adversely reported on; or
 - (d) the public officer's appointment should be terminated.
- (4)
- (a) The responsible officer shall not recommend the extension or termination of an appointment under paragraph (3)(c) or (d) unless he has first, by letter, informed the public officer of his intention and of the right of the public officer to make representations thereon within a period to be specified in such letter.
 - (b) The responsible officer shall attach copies of all such correspondence to his recommendation.
- (5) Where a public officer who is on probation has been granted -
- (a) sick leave in excess of 21 days;
- (Amended GN 15/2012)**
- (b) vacation leave taken overseas or locally;
 - (c) vacation leave taken as casual leave;
 - (d) leave without pay;
 - (e) study leave without pay;
 - (f) extension of study leave, while he is on study leave with pay, in case of failure at examination or awaiting results before resuming duty;
 - (g) maternity leave; or
 - (h) injury leave,

the probationary period shall be extended by an equivalent period.

(Amended GN 100/90)

- 22** (1) Where the holder of a public office is for any reason unable to perform the functions of his office and the responsible officer is of the opinion that some other public officer should be appointed to act in such office, the responsible officer shall report the matter to the Secretary and shall submit, for the consideration of the Commission, the name of the public officer whom he recommends should be appointed to act in such office.

- (2) Where a recommendation involves the supersession of any more senior officer serving in the Ministry or department, the responsible officer shall inform the Secretary of his reasons for recommending the supersession of each such officer.
- (3) In considering recommendations for acting appointments, the Commission shall apply the standards prescribed in regulation 14, except that consideration may also be given to the interests of departmental efficiency.
- (4) Notwithstanding paragraph (3), a responsible officer may recommend that a public officer be assigned the duties of another office and the Commission may so assign such duties where –
 - (a) the public officer cannot be appointed to perform the functions of that other office in an acting capacity because the officer –
 - (i) does not hold the official qualifications applicable to that office; or
 - (ii) is not the most senior officer serving in the particular class or grade from which an appointment in an acting capacity would normally be made; and
 - (b) such assignment of duties is considered to be in the interests of departmental efficiency and desirable on the ground of administrative convenience.

(Amended GN 11/98)

- 23**
- (1) Where a responsible officer is of the opinion that a public officer who is serving in his Ministry or a department within his Ministry and who holds a pensionable office should be called upon to retire from the public service on the grounds that he has attained the age at which he can, under any enactment lawfully be required to retire from the public service, he shall –
 - (a) inform the officer that he intends to recommend that he be compulsorily retired from the public service;
 - (b) ask the officer concerned whether he wishes to make, within a period of time appointed by the responsible officer, any representations why he should not be so retired; and
 - (c) after the expiration of the period, forward his recommendations to the Secretary, together with a copy of any representations made by the officer concerned and his comments on them, and the Commission shall decide whether the public officer should be called upon to retire.

- (2) On being advised of the decision of the Commission, the responsible officer shall notify the public officer and, where the public officer is to be retired, the responsible officer shall make such further arrangements as may be necessary to complete the procedure for the retirement of the public officer.
 - (3) A public officer whose compulsory retirement is under consideration under this regulation may, where possible, be given the option to retire voluntarily provided that the reasons for requiring his retirement do not involve disciplinary action.
- 24**
- (1) Where it appears to a responsible officer that a public officer is incapable by reason of any infirmity of mind or body of discharging the functions of his public office, he may call upon such public officer to present himself before a medical board (which shall be appointed by the Permanent Secretary of the Ministry of Health) with a view to its being ascertained whether or not such public officer is incapable.
 - (2)
 - (a) After the public officer has been examined, the Permanent Secretary of the Ministry of Health shall forward the medical board's proceedings, together with his comments, to the responsible officer who in turn shall forward them together with his own observations on the case to the Secretary.
 - (b) Unless the Commission considers that further inquiry is necessary, in which case it will issue directions to the responsible officer accordingly, it shall decide forthwith whether the public officer should be called upon to retire on medical grounds.
 - (3) On being advised of the decision of the Commission, the responsible officer shall notify the public officer and, where the public officer is to be retired on medical grounds, he shall make such further arrangements as may be necessary to complete the procedure for the retirement of the public officer.
- 25**
- (1) No public officer may be transferred from his present Ministry or Department to another Ministry or Department unless approval for such transfer has been given by the Commission, but the posting of an officer between posts in the same grade within the same Ministry or Department or the posting of an officer in a general service from one Ministry or Department to another Ministry or Department shall not be regarded as a transfer for the purpose of this regulation.
 - (2) Subject to a statutory body or an international organisation being an approved service as defined in the Pensions Act, the Commission may approve the permanent transfer of a public officer to serve in the statutory body or in the international organisation on such terms and conditions as the Commission may approve.

- (3) **(Revoked GN 177/2010)**
- (4) The Commission may also approve the temporary transfer of a public officer to serve in another Ministry or Department or in a statutory body or in an international organisation or institution having legal existence on the following terms and conditions -
- (a) that during the period of his temporary transfer the officer is responsible to the designated responsible officer of the Ministry/Department concerned, in all matters of discipline, including the right to take proceedings with a view to dismissal;
- (b) that the resumption of duty of the officer in the parent Ministry/Department concerned will not be considered if during the period of his temporary transfer he has committed an act of misconduct involving fraud or dishonesty to the detriment of the Government or the institution concerned.
- (5) The Commission may take disciplinary action under Part IV of these regulations against a public officer on temporary transfer to any body, organisation or institution referred to in paragraph (4), where –
- (a) he is dismissed from the service of the institution for any reason involving fraud, dishonesty, willful mismanagement or misbehaviour;
- (b) he is convicted of an offence involving fraud or dishonesty.
- (6) No public officer who is on temporary transfer to any body, organisation or institution referred to in paragraph (4) may resume duty in the public service where –
- (a) proceedings are being taken for his dismissal; or
- (b) criminal proceedings are being taken which are likely to result in his dismissal, from the service of the body, organisation or institution to which he has been transferred.
- (Amended GNs 136/85; 177/2010)**

26 Where a public officer is serving on a contract or agreement and is willing to engage for a further terms of service, the responsible officer shall forward to the Secretary, 6 months before the officer is due to proceed on leave on the expiration of his contract or agreement, a notification of the date of the expiration of the contract or agreement and his recommendation whether it should be renewed or not.

27 Any public officer attempting to bring influence to bear on the Commission or any of its Commissioners for the purpose of obtaining an appointment or promotion may be disqualified for such appointment or promotion and render himself liable to disciplinary action.

(Amended GN 117/97)

- 28** Where the Commission is satisfied that the interest of the public service requires that any matter relating to the appointment, promotion, transfer or confirmation in his appointment of a public officer be dealt with otherwise than in accordance with the procedure laid down in this Part, it shall take such action or issue such directions with regard to that matter as appears to it to be most appropriate in the circumstances.

(Amended GN 177/2010)

- 29** This Part shall not apply to public offices in respect of which the power to make or terminate appointments has been delegated to any public officer or class of public officer by directions under section 89(2) of the Constitution, except in so far as may be required by such directions.

PART IV - DISCIPLINE

- 30** The Commission shall not exercise its powers in connection with the disciplinary punishment of any officer in the public service except in accordance with these regulations or such other regulations as may be made by the Commission.

(Amended GN 76/03)

- 31** (1) Where a responsible officer considers that the interest of the public service requires that a public officer should instantly cease to exercise the powers and functions of his office, he may interdict the officer at once from the exercise of those powers and functions where proceedings for dismissal are being taken, or where criminal proceedings are being instituted, or where proceedings for retirement on grounds of interest of the public service are being taken against him, informing the Secretary that he has done so and applying for covering authority from the Commission.
- (2) An officer who is under interdiction may not leave Mauritius without the permission of the responsible officer.

(Amended GN 76/03)

- 32** (1) Where a preliminary investigation or a disciplinary inquiry discloses that an offence against any law may have been committed by a public officer, the responsible officer shall forthwith refer the case to the Commissioner of Police who shall, promptly, take necessary action.
- (2) Where the Director of Public Prosecutions does not advise a prosecution but advises that disciplinary action should be taken against the public officer, the responsible officer shall institute disciplinary proceedings against the public officer in accordance with either regulation 37 or regulation 38.
- (3) Where the Director of Public Prosecutions advises no further action against the public officer following a criminal investigation, the responsible officer shall, where the officer was under interdiction in connection with the criminal investigation, reinstate the public officer and inform the Secretary accordingly.
- (4) Where the Director of Public Prosecutions decides to discontinue criminal proceedings against a public officer, the responsible officer shall reinstate the public officer and inform the Secretary accordingly.

(Amended GN 177/2010)

- 33** Where criminal proceedings of a nature likely to warrant disciplinary proceedings are instituted against a public officer in any court, the responsible

officer shall forthwith report the facts to the Secretary with a statement as to whether the officer has or has not been interdicted from the exercise of his powers and duties, and thereafter the matter shall be dealt with as provided for by regulation 35 or 36, as the case may be.

- 34**
- (1) No disciplinary proceedings against an officer upon any grounds involved in a criminal charge shall be instituted until the conclusion of the criminal proceedings and the determination of the appeal, if any.
 - (2) Nothing in this regulation shall be construed as prohibiting or restricting the power of the responsible officer to interdict such public officer.

(Amended GN 76/03)

- 35**
- (1) A public officer acquitted of a criminal charge in any Court or in relation to whom proceedings have been discontinued under regulation 32(4) shall not be dismissed or otherwise punished on any charge upon which he has been acquitted or dealt with as specified in regulation 32(4), but nothing in this regulation shall prevent his being dismissed or otherwise punished on any other charges arising out of his conduct in the matter, provided that the Solicitor-General is of the opinion that they do not raise substantially the same issue as that on which he has been acquitted or dealt with as specified in regulation 32(4), and, if the Commission thinks fit, proceedings under these regulations may be taken for the purpose.
 - (2) In all cases in which a public officer is acquitted of a criminal charge in any court, the responsible officer shall forward to the Secretary a copy of the judgment and of the proceedings of the court if they are available, provided that the charge is not in respect of minor offences which would not in any event warrant disciplinary proceedings.
 - (3) Where a public officer who is under interdiction is acquitted of a criminal charge in any court, the responsible officer shall reinstate him and inform the Secretary accordingly.
 - (4) **(Revoked GN 177/2010)**

(Amended GN 177/2010)

- 35A** Where further proceedings are instituted against the public officer under regulation 35(1), interdiction, if that course is decided upon, shall not have effect from any earlier date than that on which the new proceedings are instituted.

(GN 177/2010)

- 36**
- (1) (a) Where a public officer is adjudged guilty in any court of a criminal charge likely to warrant disciplinary proceedings, the responsible officer shall forthwith forward to the Secretary a

copy of the charge and of the judgment and of the proceedings of the court if they are available, and his own recommendation.

- (b) The Commission shall determine whether the officer should be dismissed or retired in the interest of the public service or subjected to some lesser disciplinary punishment if the proceedings disclose grounds for doing so, without any of the proceedings prescribed in regulation 37, 38 or 39 being instituted.
- (2)
 - (a) Disciplinary proceedings subsequent to a conviction in a court of law should normally be confined to cases in which the conviction was in respect of an offence under any law where a prison sentence may be imposed other than in default of payment of a fine.
 - (b) Disciplinary proceedings subsequent to a conviction should not normally be instituted in respect of minor offences under the Road Traffic Act, and of minor offences not entailing fraud or dishonesty and not related to an officer's employment.
- 37** (1) Where a responsible officer considers it necessary to institute disciplinary proceedings against a public officer on the grounds of misconduct which, if proved, would justify his dismissal from the public service, he shall, after such preliminary investigation as he considers necessary and after seeking the advice of the Solicitor-General on the terms of the charge or charges to be preferred against the officer, forward to the officer a statement of the charge or charges preferred against him together with a brief statement of the allegations, in so far as they are not clear from the charges themselves, on which each charge is based, and call upon such officer to state in writing before a day to be specified by the responsible officer any grounds on which he relies to exculpate himself.
- (2) Where the officer does not furnish a reply to any charge forwarded under paragraph (1) within the period specified or where in the opinion of the responsible officer he fails to exculpate himself, the responsible officer shall forward to the Secretary copies of his report, the statement of the charge or charges, the reply, if any, of the accused officer and his own comments on it.
- (3)
 - (a) Where, upon consideration of the responsible officer's report, the Commission is of the opinion that proceedings for the dismissal of the officer should be continued, it shall appoint a committee, which shall consist of not less than three members, who shall be public officers or former public officers, to inquire into the matter.
 - (b) The Chairperson of the committee shall be a Judge, Magistrate or a public officer who is or has been a barrister, and all members

shall be selected with due regard to the status of the accused officer.

- (c) Neither the responsible officer nor any public officer who is serving, or has for any period during the five years preceding the alleged misconduct served, in the accused officer's Ministry or Department, shall be a member of the committee.
- (4) The committee shall inform the accused officer that on a specified day the charges made against him will be investigated and that he will be allowed or, where the committee so determines, will be required to appear before it to defend himself.
- (5) Where witnesses are examined by the committee, the accused officer shall be given an opportunity of being present and of putting questions on his own behalf to the witnesses and no documentary evidence shall be used against him unless he has previously been supplied with a copy of it or given access to it.
- (6)
 - (a) The committee may permit the prosecuting party or the accused officer to be represented by a public officer or a legal practitioner.
 - (b) Where the committee permits the prosecuting party to be represented, it shall permit the accused officer to be represented in a similar manner.
- (7) Where during the course of the inquiry grounds for the preferment of additional charges are disclosed, the committee shall so inform the responsible officer who shall follow the same procedure as was adopted in preferring the original charges.
- (8)
 - (a) The committee, having inquired into the matter, shall forward its report to the Commission –
 - (i) together with the record of the charges preferred, the evidence led, the defence and other proceedings relevant to the inquiry;
 - (ii) as far as is reasonably practicable, within a period not exceeding 6 months as from the date of its appointment.
 - (b) The report of the committee shall include -
 - (i) a statement whether in the committee's opinion the accused officer has or has not committed the offence or offences charged and a brief statement of the reasons for their opinion;

- (ii) details of any matters which in the committee's opinion aggravate or alleviate the gravity of the case; and
 - (iii) a summing up and such comments as will indicate clearly the opinion of the committee on the matter under inquiry.
- (9) The committee shall not make any recommendations regarding the form of punishment.
 - (10) The Commission, after consideration of the report of the committee, may, if it is of the opinion that the report should be amplified in any way or that further investigation is desirable, refer the matter back to the committee for further investigation and report within a period to be determined by the Commission.
 - (11) The Commission, after consideration of the report of the committee, or of any further report called for under paragraph (10), shall determine the punishment, if any, which should be inflicted on the accused officer.

(Amended GNs 76/03; 177/2010)

- 38**
- (1) Where a responsible officer considers it necessary to institute disciplinary proceedings against a public officer but is of the opinion that the misconduct alleged, if proved, would not be serious enough to warrant dismissal under regulation 37, he shall, after such preliminary investigation as he considers necessary, forward to the officer a statement of the charge or charges against him and shall call upon him to state in writing before a date to be specified any grounds on which he relies to exculpate himself.
 - (2) Where such officer does not furnish a reply to the charge or charges preferred against him within the period specified or does not, in the opinion of the responsible officer, exculpate himself, the responsible officer shall appoint a disciplinary committee to inquire into the matter.
 - (3) The disciplinary committee shall consist of 3 members chosen from a panel of public officers or former public officers drawn up on a yearly basis by the Secretary to Cabinet and Head of the Civil Service after consultation with the Commission.
 - (4) The Chairperson and members of the committee shall be selected with due regard to the status of the accused officer.
 - (5) Neither the responsible officer nor any public officer who is serving, or has for any period during the 5 years preceding the alleged misconduct served, in the accused officer's Ministry or Department, shall be a member of the committee.

- (6) The accused officer shall be entitled to know the whole case against him and shall have an adequate opportunity of making his defence.
- (7) The committee shall inform the accused officer that on a specified day the charges made against him will be investigated and that he will be allowed or, where the committee so determines, will be required to appear before it to defend himself.
- (8) Where witnesses are examined by the committee, the accused officer shall be given an opportunity of being present and of putting questions on his own behalf to the witnesses and no documentary evidence shall be used against him unless he has previously been supplied with a copy of it or given access to it.
- (9) The accused officer shall be allowed to defend himself personally or be represented by another public officer.
- (10) The committee shall, within 14 days of the conclusion of proceedings, submit its report to the responsible officer together with the record of the charges preferred, the evidence led, the defence and other proceedings relevant to the inquiry, and its report shall include –
 - (a) a statement whether in its opinion the accused officer has or has not committed the offence or offences charged and a brief statement of the reasons for its opinion;
 - (b) details of any matters which in its opinion aggravate, or alleviate the gravity of, the case; and
 - (c) a summing up and such other comments as will indicate clearly its opinion on the matter under inquiry.
- (11) The committee shall not make any recommendation regarding the form of punishment.
- (12) The committee shall, as far as is reasonably practicable, submit its report to the responsible officer within a period not exceeding 3 months as from the date of its appointment.
- (13) The responsible officer may, where he considers that the report of the Committee should be amplified in any way or that further investigation is desirable, refer the matter back to the committee for further inquiry and report within a period to be determined by the responsible officer.
- (14) The responsible officer, on consideration of the report submitted by the committee, shall determine what punishment, if any (other than dismissal and retirement in the interest of the public service), should be inflicted on the officer.
- (15) The responsible officer, where he considers that the punishment to be

inflicted on the officer should be a reduction in rank or seniority, or stoppage or deferment of increment beyond one year, shall seek the approval of the Commission before inflicting the punishment.

- (16) Notwithstanding paragraphs (1) to (15), where at any stage during proceedings instituted under this regulation it appears to the responsible officer that the offence, if proved, would justify dismissal or retirement in the interest of the public service, the proceedings so instituted shall be discontinued and the procedure prescribed in regulation 37 or 39, as the case may be, shall be followed.

(Amended GN 76/03)

- 39** (1) Where the Secretary to Cabinet and Head of the Civil Service or a responsible officer, after having considered every report in his possession made with regard to a public officer, is of the opinion that it is desirable in the interest of the public service that the service of the public officer should be terminated on grounds which cannot be suitably dealt with under any other provisions of these regulations, he shall notify the public officer, in writing specifying the complaints by reason of which his retirement is contemplated, together with the substance of any report or part thereof that is detrimental to the public officer.
- (2) Where the responsible officer, after giving the public officer an opportunity of showing cause why he should not be retired in the interest of the public service, is satisfied that the public officer should be required to retire in the interest of the public service, he shall forward to the Secretary the report on the case, the public officer's reply and his own recommendation, and the Commission shall decide whether the public officer should be required to retire in the interest of the public service.

(Amended GN 3/92, 117/97, 76/03)

- 40** Notwithstanding regulations 37, 38 and 39, a responsible officer may represent to the Commission that a public officer has been guilty of misconduct or unsatisfactory service and where the Commission is of the opinion that the misconduct or unsatisfactory service warrants proceedings with a view to dismissal or to retirement in the interest of the public service or to a lesser punishment, the Commission may cause proceedings to be instituted against the public officer in accordance with the procedure prescribed in this Part as appropriate.

(Amended GN 76/03)

- 41** (1) The following punishments may be inflicted on any public officer as a result of proceedings under this Part –
- (a) dismissal;
 - (b) retirement in the interest of the public service;
 - (c) reduction in rank or seniority;
 - (d) stoppage of increment;

- (e) deferment of increment;
 - (f) suspension from work without pay for a period not less than one day and not more than 4 days; **(Amended GN 15/2012)**
 - (g) severe reprimand;
 - (h) reprimand.
- (2) No punishment shall be inflicted on any public officer which would be contrary to any enactment.

(Amended GNs 100/90, 76/03)

42 (1) Subject to paragraph (2), but notwithstanding any other regulation, a responsible officer may, without reference to the Commission-

- (a) after investigation (which will be recorded) and after seeking the explanations of a public officer in writing, inflict upon him any of the following punishments, on grounds of unsatisfactory service or conduct -
 - (i) stoppage of increment for a period not exceeding one year;
 - (ii) deferment of increment for a period not exceeding one year;
 - (iii) suspension from work without pay for a period of not less than one day and not more than 4 days;
(Amended GN 15/2012)
 - (iv) severe reprimand;
 - (v) reprimand;
- (b) deduct from the salary of a public officer who has been absent without leave or without reasonable excuse an amount which bears the same relation to his monthly salary as such period of absence bears to one month;
- (c) deduct from the salary of a public officer who is consistently late for work an amount representing the number of work hours lost over a period of one month.

(2) Where any stoppage or deferment under paragraph (1) (a) is recommended to be continued beyond one year, the matter shall be referred to the Commission for its decision.

- (3) (a) Nothing in these regulations shall prevent a responsible officer or a head of department, without reference to the Commission, from administering a warning to any officer in his Ministry or department on the ground of unsatisfactory work or conduct.
- (b) The intention to administer a warning shall be communicated to the officer in writing, and he shall be given an opportunity to reply.

- (c) A warning, where administered, shall be entered in the officer's personal file and the officer shall be so informed.
- (4) A responsible officer exercising the powers conferred on him by this regulation shall act in accordance with these regulations and any other appropriate regulation as may be in force.

(Amended GNs 347/81; 100/90; 76/03)

- 42A (a) Nothing in these regulations shall preclude the Secretary to Cabinet and Head of the Civil Service from instituting disciplinary proceedings against any public officer on grounds of misconduct or unsatisfactory service which, if proved, would justify his dismissal or retirement in the interest of the public service, or a lesser punishment.
- (b) Where the Secretary to Cabinet and Head of the Civil Service intends to initiate disciplinary action against a public officer, he shall follow the procedures laid down in regulation 37, 38, 39 or 42 as appropriate.

(Amended GN 76 /03, Reprint No. 2 of 2003)

- 42B (1) (a) A public officer aggrieved by the decision of a responsible officer to inflict upon him a punishment under regulation 38(14) or 42 (1)(a), or by the decision of the Secretary to Cabinet and Head of the Civil Service to inflict upon him a punishment other than dismissal or retirement in the interest of the public service pursuant to regulation 42A, may appeal to the Commission.
- (b) The Commission may approve, vary or remit the punishment provided that the appeal is so made in writing within 21 days of the notification of the punishment.
- (2) A public officer aggrieved by the decision of the Commission to inflict upon him a punishment under regulation 37, 38(15) or 39 may appeal to the Commission for a review of its decision provided this is done within 21 days of the notification of the punishment and new arguments are put forward to support his appeal.

(Amended GN 76/03)

- 43 A public officer who is absent from duty without leave or who fails to return to duty on expiry of leave granted is liable to be treated as having vacated his office or to be summarily dismissed, and such absence from duty shall be reported by the responsible officer to the Commission which may declare the office of the public officer to be vacant or summarily dismiss the officer.
- 44 (1) All acts of misconduct by public officers shall be dealt with under this Part as soon as possible after their occurrence.
- (2) Where disciplinary proceedings are instituted against a public officer under this Part, the Secretary to Cabinet and Head of the Civil Service or the responsible officer shall ensure that at each stage of the proceedings

the Secretary is kept informed of the action taken, and where the Commission thinks fit, it shall be open to the Commission in any particular case to provide for or to discontinue disciplinary proceedings against a public officer.

(Amended GN 76/03)

- 45** Where proceedings have been taken against a public officer under this Part, such officer shall be informed –
- (a) of the findings on each charge which has been preferred against him;
and
 - (b) of the punishment to be imposed.
- 46** This Part shall not apply to public officers in respect of whom the power of disciplinary control has been delegated to any public officer or class of public officer by directions under section 89(2) of the Constitution, except in so far as may be required by such directions.

**PART IVA – DISCIPLINARY CONTROL THROUGH STATUTORY
DISCIPLINARY BODY**

- 46A** (1) Where the Commission, in pursuance of section 89(2)(b)(i) of the Constitution, delegates its powers to enquire and report, in the case of any professional misconduct or negligence committed by a public officer in the performance of his duties, to any appropriate statutory disciplinary body, such delegation shall be subject to the conditions set out in this Part.
- (2) The statutory disciplinary body, to which the Commission has delegated its powers, shall forthwith inform the Commission and, where the relevant responsible officer has not himself so informed the statutory disciplinary body, the relevant responsible officer, of any *prima facie* act of professional misconduct, malpractice, fraud, dishonesty, negligence or act constituting a breach of any applicable code of practice or ethics.
- (3) (a) The responsible officer may, whether on being informed under Paragraph (2), or after becoming aware of a report from any source that such an act or breach may have been committed –
- (i) require a public officer to instantly cease to exercise the powers and functions of his office where he considers that it is in the interest of the public service to do so and shall forthwith apply for the covering approval of the Commission; and
 - (ii) decide to refer the act or breach under paragraph (2) to the statutory disciplinary body.
- (b) Where the responsible officer makes a referral under subparagraph (a), he shall, having regard to the nature of the act or breach, specify in the referral whether disciplinary proceedings should be envisaged with a view to the officer being –
- (i) dismissed;
 - (ii) retired in the interest of the public service; or
 - (iii) subjected to any other form of punishment as specified in regulation 46E(5)(b).
- (4) A public officer under interdiction may not leave Mauritius without the permission of the responsible officer.
- (5) Where a preliminary investigation or a disciplinary inquiry into any such act or breach discloses that an offence against any law may have been committed by the public officer, the statutory disciplinary body shall forthwith –
- (a) refer the case to the Commissioner of Police who shall, promptly, take necessary action; and

- (b) inform the Commission and the relevant responsible officer of the referral.
 - (6) Where the Director of Public Prosecutions does not advise prosecution but advises that disciplinary action should be taken against the public officer, the responsible officer shall seek the approval of the Commission thereon and refer the matter to the statutory disciplinary body which shall –
 - (a) proceed with disciplinary proceedings against the public officer in accordance with this Part; and
 - (b) inform the Commission and the relevant responsible officer of any action taken under subparagraph (a).
 - (7) Where the Director of Public Prosecutions advises disciplinary action for an act or other wrong which does not fall under the ambit of the delegated power, the responsible officer shall institute proceedings in accordance with regulation 32 (2).
- 46B**
- (1) No disciplinary proceedings against a public officer under this Part upon any grounds involved in a criminal charge shall be instituted until the conclusion of the criminal proceedings and the determination of the appeal, if any.
 - (2) Nothing in this regulation shall be construed as prohibiting or restricting the power of the responsible officer to interdict such public officer.
- 46C**
- (1) Where after such preliminary investigation as may be necessary, a statutory disciplinary body considers it necessary to prefer charges against a public officer, it shall, after seeking legal advice, where appropriate, on the charges to be preferred, forward to the officer a statement of the charges to be preferred against him together with a brief statement of the allegations, in so far as they are not clear from the charges themselves, and call upon such officer to state in writing, before a date to be specified by the statutory disciplinary body, any grounds on which he relies to exculpate himself.
 - (2) The officer shall also be informed by the statutory disciplinary body of the punishment envisaged, being a punishment referred to in the referral under regulation 46A(3)(b).
- 46D** A statutory disciplinary body shall follow such procedures as may be established by or under its enabling Act, or related regulations, for the conduct of disciplinary proceedings.
- 46E**
- (1) The statutory disciplinary body, having inquired into the charges, shall forward its report to the Commission together with the record of the charges preferred, the evidence led, the defence and other proceedings relevant to the inquiry.

- (2) The report of the statutory disciplinary body shall include –
- (a) a statement, as to whether, in the opinion of the statutory disciplinary body, the accused officer has or has not committed the offence or offences and a brief statement of the reasons for its opinion;
 - (b) details of any matter which, in the opinion of the statutory disciplinary body, aggravates or alleviates the gravity of the case; and
 - (c) a summing up and such comments as will indicate clearly the opinion of the statutory disciplinary body on the matter under inquiry.
- (3) The statutory disciplinary body shall not make any recommendations regarding the form of punishment.
- (4) The Commission, on considering the report of the statutory disciplinary body, may, where it is of the opinion that the report should be amplified in any way or that further investigation is desirable, refer the matter back to the statutory disciplinary body for further investigation and report within a period to be determined by the Commission.
- (5) (a) The Commission, after consideration of the report of the statutory disciplinary body or of any further report called for under paragraph (4), shall determine the punishment, if any, which should be inflicted on the accused officer.
- (b) The following punishments may be inflicted on any public officer as a result of proceedings under this Part –
- (i) dismissal;
 - (ii) retirement in the interest of the public service;
 - (iii) reduction in rank or seniority;
 - (iv) stoppage of increment;
 - (v) deferment of increment;
 - (vi) suspension from work without pay for a period of not less than one day and not more than 4 days; (**Amended GN 15/2012**)
 - (vii) severe reprimand;
 - (viii) reprimand.

46F Nothing in this Part shall preclude a responsible officer and the Commission from exercising disciplinary control in conformity with this Part on a public officer over whom the statutory disciplinary body may exercise disciplinary control where the act or breach in question-

- (a) was not done by the officer in the performance of his duties; or
- (b) is not covered by the delegation of powers to the statutory disciplinary body.

(GN 177/2010)

PART V – MISCELLANEOUS

- 47** Where under these regulations –
- (a) it is necessary either -
 - (i) to serve any notice, charge or other document upon a public officer; or
 - (ii) to communicate any information to any public officer who has absented himself from duty; and
 - (b) it is not possible to effect the service upon or communicate the information to the public officer personally, it shall be sufficient if the notice, charge or other document, or a letter containing the information, is sent by registered post addressed to his usual or last known address.
- 48** –
- 49** The Secretary shall advise the responsible officer concerned of the decision of the Commission on any particular matter and the responsible officer shall take the appropriate action.
- 50** All correspondence for the Commission from responsible officers and other persons shall be addressed to the Secretary.
- 51** Any case not covered by these regulations shall be dealt with in accordance with such instructions as the Commission may issue.

SCHEDULE

[Regulation 19]

FIRST SCHEDULE

[Regulation 2]

PART I

Attorney-General's Office	Solicitor-General
Central Statistics Office	Director of Statistics
Civil Aviation Department	Director of Civil Aviation
Electoral Commissioner's Office	Electoral Commissioner
Employment Relations Tribunal	President, Employment Relations Tribunal
Fire Services	Chief Fire Officer
The Judiciary	Judge in Bankruptcy and Master and Registrar
Local Government Service Commission	Secretary, Local Government Service Commission
Mauritius Prisons Service	Commissioner of Prisons
Meteorological Services	Director
National Archives	Director
National Assembly	Clerk of the National Assembly
National Audit Office	Director of Audit
National Transport Authority	Road Transport Commissioner
Office of the Director of Public Prosecutions	Director of Public Prosecutions
Office of the President	Secretary to the President
Office of the Vice-President	Secretary for Home Affairs
Ombudsman's Office	Senior Investigations Officer, Ombudsman's Office
Ombudsperson for Children's Office	Secretary, Ombudsperson for Children's Office
Pay Research Bureau	Director
Police	Commissioner of Police
Printing Department	Government Printer
Public Service Commission and Disciplined Forces Service Commission	Secretary, Public and Disciplined Forces Service Commissions

Registrar-General's Department

Treasury

Valuation Department

Registrar-General

Accountant-General

Director, Valuation and Real Estate
Consultancy Services

PART II

Administrative Cadre

Secretary to Cabinet and Head of the Civil
Service

Financial Operations Cadre

Financial Secretary

Procurement and Supply Cadre

Financial Secretary

Internal Control Cadre

Financial Secretary

Library Cadre

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of education

Human Resource Management Cadre

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Office Superintendent

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Higher Executive Officer

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Executive Officer

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Office Supervisor

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Special Clerical Officer

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Clerical Officer/Higher Clerical Officer

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Confidential Secretary

Senior Chief Executive or other
supervising officer, Ministry responsible
for the subject of civil service

Senior Word Processing Operator	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Word Processing Operator	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Clerical Assistant/Senior Clerical Assistant	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Office Management Executive	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Senior Officer	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Officer	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Office Care Attendant Cadre	Senior Chief Executive or other supervising officer, Ministry responsible for the subject of civil service
Senior Receptionist/Telephone Operator	Permanent Secretary or other supervising officer, Ministry responsible for the subject of information technology
Receptionist/Telephone Operator	Permanent Secretary or other supervising officer, Ministry responsible for the subject of information technology
Machine Minder/Senior Machine Minder (Bindery)	Government Printer

(GN 177/2010)

SECOND SCHEDULE
(regulation 12)

OATH OF COMMISSIONER

I,, having been appointed as Chairman/Deputy Chairman/Commissioner of the Public Service Commission do swear/solemnly and sincerely declare and affirm that I will without fear or favour, affection or ill-will, discharge the functions of the office of Chairman/Deputy Chairman/Commissioner of the Public Service Commission, and that I will not, directly or indirectly, reveal any matters relating to such functions to any unauthorised persons otherwise than in the course of duty.

Sworn/affirmed before me this day of 20.....

.....
Judge of the Supreme Court

OATH OF SECRETARY AND OTHER STAFF OF COMMISSION

I,, being called upon to exercise the functions of Secretary to/a member of the staff of the Public Service Commission, do swear/solemnly and sincerely declare and affirm that I will not, directly or indirectly, reveal to any unauthorised person otherwise than in the course of duty the contents or any part of the contents of any documents, communication or information whatsoever which may come to my knowledge in the course of my duties as such.

Sworn/affirmed before me this day of 20.....

.....
Chairman of Public Service Commission

(Amended GN 117/97)