

PUBLIC SERVICE COMMISSION CIRCULAR NO. 1 OF 2020

Ref : PSC/20/132

To : Responsible Officers of Ministries/Departments

Filling of Vacancies/Acting Appointment/Assignment of Duties

Following the Circular (SEC/COV/VAC/1) dated 23 June 2020 from the Secretary to Cabinet and Head of the Civil Service, Responsible Officers of Ministries/Departments are, hereby, informed that the Public Service Commission will proceed with the filling of vacancies, including those already reported to the Commission, **only upon confirmation of availability of funds** in Financial Year 2020/2021.

As regards vacant posts for which provision has not been made in the Budget 2020/2021, Responsible Officers are requested to obtain the approval of the Committee set up under the chairmanship of the Secretary to Cabinet and Head of the Civil Service.

For Acting Appointment/Assignment of Duties, Responsible Officers are also requested to confirm availability of funds in respect of recommendations made for the period concerned prior to submission to the Commission.

Concerning delegation of power granted to Responsible Officers for appointment in respect of specific grades in their respective Ministry/Department and for Acting Appointment/Assignment of Duties in accordance with PSC Circular No. 1 of 2011, the same principle as above would apply.

Date: 10 July 2020

**Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.**