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**1. THE PUBLIC SERVICE****101 THE PUBLIC SERVICE**

The Public Service of Solomon Islands is defined in the Constitution of Solomon Islands and shall comprise such offices as may be authorised by the National Parliament from time to time.

Amendment No.227/85

**104 POWER TO APPOINT**

Subject to the provisions of the Solomon Islands Constitution the power to appoint to public offices and to promote, transfer, terminate the appointment of, dismiss and exercise disciplinary control over public officers, is vested in the appropriate Service Commission.

Amendment No.227/85

**105 CATEGORIES OF THE PUBLIC SERVICE**

The public service divides into the following categories-

- (a) public offices graded Level 3 to Superscale II;
- (b) other employees of Government -
  - (i) non-established employees or labourers whose emoluments are expressed in daily rates of pay;
  - (ii) employees not covered by (i) above but employed against items of expenditure not included in the salaries and allowances subhead of the Estimates e.g. temporary clerical assistance.

Amendment No. 227/85

**107 APPOINTMENTS**

Selection and recommendations to the Public Service Commission will be on the basis of merit and with due regard to the need to be inclusive of men, women, workers from the provinces and people with a disability (Reference: Public Service Commission Regulation 21).

Subject to the provisions of the Constitution and the relevant Acts and Regulations, the appointment process will be different for the following levels:

**(a) Level 1-2**

These posts are non-established posts and are referred to in Chapter S of these General Orders. The recommendations for appointment to a non-established post do not go to the Public Service Commission. Permanent Secretaries will make recommendation for appointment to the Permanent Secretary for the Public Service who has the power to make appointment.

**(b) Level 3-13**

Permanent Secretaries have the authority to initiate and manage the selection processes and make recommendations for all appointment to the Public Service Commission.

(c) Level- SSI

Permanent Secretaries have the authority to manage the selection process and make recommendations for the appointment to the Permanent Secretary for the Public Service. The Permanent Secretary for the Public Service will submit the recommendation to the Public Service Commission. The Public Service Commission will consider the submission and appoint or promote suitably qualified candidates to vacant offices at this level.

Non-nationals shall only be appointed where the Commission is satisfied that no qualified national is available. Such an appointment can only be on a non-permanent basis for such time as may, in the view of the Commission, be necessary to obtain a qualified Solomon Islands Officer (Refer: Public Service Commission Regulation 21)

Amendments No.1/06  
Effective 6/02/06

## 109 APPOINTMENT PROCEDURE

The procedure to be followed to fill vacancies in the Public Service shall be as prescribed in the appropriate Commission's Regulations. When a vacancy occurs, a Permanent Secretary should consider whether the vacant post should be filled and if so in what manner.

- (a) Permanent Secretaries are to ensure that all job descriptions are up to date and include objective selection criteria that enables panels to rate one candidate against another.
- (b) Permanent Secretaries will advertise all establishment vacancies publicly, unless filling with a temporary officer for a period under three (3) months. Within their submission to the Public Service Commission when making recommendation for an appointment, they include the advertising strategy for each vacancy. (Refer: Public Service Commission Regulation 19)
- (c) Permanent Secretaries must ensure that the selection processes, for which they are responsible, must be based on merit and be transparent and accountable.
- (d) In most cases, a panel will be established in line with the requirements of the relevant Commission Regulations. If selection takes place without a panel process, the Permanent Secretary's submission to the relevant Commission must include the reasons for that approach.
- (e) Permanent Secretaries will submit their recommendation to the relevant Commission in line with the requirements of the Regulations and any procedures provided to them by the Permanent Secretary to the Public Service.
- (f) A copy of all submissions from Permanent Secretaries to the relevant Commission will be provided to the Permanent Secretary for the Public Service.

Amendments No.1/06  
Effective 6/02/06

## 110 DELEGATION OF POWERS

The Constitution makes provision for the Commission in its discretion to delegate powers relating to the public service including the power of making appointments. In exercising delegated powers officers must keep within the limits of the powers delegated and may not themselves delegate further. The exercise of delegated powers is subject to GO B109.

Amendment No. 227/85

**111 ESTABLISHMENT**

All appointments with the exception of those under GO B 105 (b) are subject to there being vacancies against the appropriate item in the salaries sub-head of the approved Estimates. The approved establishment may not be exceeded, save that –

- (a) When an officer is granted leave without pay under GO C 504.3 a replacement appointment may be made against his post for the period of his leave; and
- (b) With the approval of the Permanent Secretary for the Public Service appointments in excess of the establishment may be made against vacant posts in the same service in a higher grade.

Amendment No. 227/85

**112 KINDS OF APPOINTMENT**

Appointments may be:

- (a) Pensionable -
  - (i) On confirmation in a pensionable office following a probationary period or when the probationary period has been waived – citizens of Solomon Islands only.
  - (ii) from “other Public Service” in the Solomon Islands in which the officer is serving on pensionable terms – citizens of Solomon Islands only.
- (b) Non-pensionable -
  - (i) permanent and non-pensionable appointment – citizens of Solomon Islands only (Effective 1/1/76);
  - (ii) on probation to a permanent non-pensionable appointment – citizens of Solomon Islands only (Effective 1/1/76);
  - (iii) on trial to a non-pensionable public office with a view to eventual appointment on promotion – citizens of Solomon Islands only;
  - (iv) on monthly terms – by letter of appointment to a non-pensionable public office – citizens of Solomon Islands only;
  - (v) on temporary terms – by letter of appointment in accordance with the conditions set out in Section 10 of this Chapter of these Orders – locally appointed candidates only;
  - (vi) Non-Established Employees and Labourers employed in accordance with Chapter S of these Orders;
  - (vii) Officers seconded to Provinces;

- (c) Contractual term:-
- (i) on contract under a standard agreement of service which provides for a specific period of employment on conditions specified under relevant supplementation scheme as appropriate and where applicable with terminal gratuity – applicable to citizens of Solomon Islands under specified projects;
  - (ii) on fixed terms for a specified period but otherwise on conditions as for permanent and non-pensionable appointment –not restricted to citizens of Solomon Islands.

Amendment No. 227/85  
Amendment No. 7/86

### 113 MINIMUM EDUCATIONAL STANDARD

The minimum standard of education and qualification required for entry into an established office in the Public Service are set out in the relevant scheme of service, which shall be consistent with the criteria laid down in the paper entitled '*New Policy for the structure of the Public Service*' (National Parliament Paper No. 34/92) or any recent amendment.

Where no scheme of service has been published, the alternative standards shall be prescribed by the Permanent Secretary for the Public Service after consultation with the relevant Permanent Secretary with the concurrence of the appropriate Commission in each case.

Amendment No. 227/85

Permanent Secretary may seek to appoint a candidate who has less than the minimum entry requirements if there are no suitable qualified candidates. In making their recommendation to the relevant Commission, the Permanent Secretary must make note of the fact that the recommended candidate is not meeting the minimum entry requirements but is deemed to have sufficient experience to be able to undertake the job successfully. The relevant Commission will consult the Permanent Secretary for the Public Service before making the appointment.

Amendments No.1/06  
Effective 6/02/06

### 115 EFFECTIVE DATES OF APPOINTMENTS

1. For an officer selected for appointment from outside Solomon Islands his date of appointment shall be the date of embarkation for Solomon Islands: SAVE that where the travelling time taken exceeds that permitted by these Orders the date of embarkation shall be deemed to be the date on which the officer would have embarked making due allowance for the minimum travelling time permitted to have reached Solomon Islands on the date of his assumption of duty by the normal route.

2. The effective date of appointment for local candidates is the date of assumption of duty:

SAVE that where in an individual case the rule when applied is obviously inequitable the Permanent Secretary for the Public Service may prescribe the date of appointment.

Amendment No.227/85

**118 SPECIAL APPOINTMENTS**

The Permanent Secretary of the relevant department should seek the prior approval of the Permanent Secretary for the Public Service before making a submission to the relevant Commission on the appointment or re-appointment of any one who:

- (a) has previously been employed in the Government service and been dismissed or call upon or resign or retire therefrom; or
- (b) has retired from the Government service and is in receipt of a pension or annual allowance; or
- (c) has been convicted of a criminal offence other than a minor motor traffic offence.

**119 OFFER AND ACCEPTANCE**

Appointments are effective when a written offer has been made by the Permanent Secretary for the Public Service and accepted in writing by the candidate. Office of appointments to the candidate shall be made using the approved standard letter of offer.

**120 OATHS – OFFICIAL SECRETS ACT**

All appointments are subject to the candidates being prepared to take any oaths or affirmations which may be prescribed by the law (Cap. 11) or the Governor General and to confirm with Public Service procedure for the administration of the Official Secrets Act (Cap 23).

**121 NOTIFICATIONS ON APPOINTMENTS OF PUBLIC OFFICERS AND OTHER APPOINTEES**

1. Details of the following occurrences shall be published in the Public Service Commission monthly Circular Memorandum in respect of all officers. In addition to this, the appointments of officers in the Superscale 1 and above, including all Statutory appointees shall be gazetted:-

- (a) appointments on probation or on contract to established offices;
- (b) confirmation in appointment;
- (c) acting appointments, indicating the duration of appointment;
- (d) promotions
- (e) retirements, dismissals, including terminations of appointment for any other reason;
- (f) transfers

2. Responsible Officers are responsible for ensuring that the dates upon which officers relinquish acting appointments are promptly notified to the Permanent Secretary for the Public Service.

Amendment No. 227/85

**122 APPOINTMENTS ON TRIAL**

Whenever, a serving officer is appointed on trial in accordance with GO B 112(b) (iii) the vacancy thus arising in his substantive grade shall not be filled until it is known that he has been substantively appointed to the higher grade.

Amendment No. 227/85

**2. PROBATION****201 PROBATION**

All first appointments to permanent and non-pensionable office shall be preceded by a six (6) month probationary period which shall count from the date of appointment. The relevant Commission may determine to extend the probationary period on the advice of the relevant authority.

**202 ADMISSION TO PERMANENT OFFICE NOT OF RIGHT**

Appointment on probation to a permanent and non-pensionable office does not in itself confer any right to admission to that office.

Amendment No. 227/85

**203 NATURE OF PROBATION**

It is the responsibility of the relevant Permanent Secretary to ensure the probationary periods are well managed. When an officer is appointed on probation, there is a clear implication and understanding that the officer may count upon being confirmed and admitted to the permanent and non-pensionable office. However, the appointment remains conditional upon that officer adhering to the ethics and values of the Public Service and carrying out all responsibilities during the probationary period in a manner which is acceptable to management.

Amendments No.1/06  
Effective 6/02/06

**204 CONDUCT OF PROBATION**

The relevant Permanent Secretary must ensure that every probationary officer has a specified supervisor/manager.

- (a) This supervisor/manager is to be assigned for the period of probation, so as to work closely with, provide on-the-job training, advice and timely feedback to the probationary officer.
- (b) The Probationary officer's supervisor/manager will provide leadership to the officer and ensure that any opportunities for improvement are identified and supported.
- (c) The probationary officer's supervisor/manager will be monitored by the Permanent Secretary for their effectiveness of their support to the probationary officer.
- (d) Every probationary officer will be provided with an induction program that covers the function and operations of their department and the responsibilities of their unit/Division and their post. This induction will include information about Acts, regulations, rules and orders that relate to their job.

Amendments No.1/06  
Effective 6/02/06

**206 PROBATIONARY REPORTS**

The relevant Permanent Secretary shall submit the final report on the probationary officer under GO B501 to the Public Service Commission confirming the appointment, seeking an extension or recommending termination.

**207 ADVERSE COMMENT**

Any adverse comment in a probationary confidential report or any assessment of an officer which is below average for the grade should be brought to the attention of the officer in writing, by the Responsible Officer. If at any time during a probationary period a Responsible Officer thinks it is necessary to advise an officer that his conduct or performance in the post is falling short of what the Responsible Officer considers it should be, he shall address the officer accordingly giving him advice which might be of assistance to him in acquiring the necessary standard of conduct or performance.

**208 PROMOTION DURING PROBATION**

Only exceptionally will an officer on probation be considered for promotion during his probationary period.

**209 COURSES DURING PROBATIONARY PERIODS**

The Commission must for reasons stated in GOB 203 and GOB 204 above have an opportunity of observing a probationary officer for one year before giving its advice on his confirmation. It follows, therefore, that if the officer is awarded a Scholarship or granted study leave to pursue a course of higher education either locally or overseas, his probationary period shall be suspended until his return to office. The probationary period will then be resumed until such a time when, in aggregate, he has completed 12 months in office.

Amendment No. 1/92

**210 INCREMENTS**

1. An officer will receive increments during his probationary appointment except -
  - (a) When his appointment is interrupted by a course not strictly required by his job. The period of absence from duty is subject to the needs of the service and public interest and he will continue his probationary period after he resumes duty until 12 months in office is completed for confirmation.
  - (b) When his appointment is interrupted by a course in obtaining additional qualifications and skills which is relevant to the job, the incremental progression will continue.

Confirmation in the post will not be made until 12 months in office has been completed.

Amendment No. 1/92

**211 CONFIRMATION**

4. The Salary progression of a probationary officer confirmed on the due date is uninterrupted. When the probationary period of an officer is extended for reasons other than those laid down in GO B209, he will not be paid an increment on the first anniversary of his probationary appointment nor will any further increments be awarded until he is confirmed. On confirmation he will move to the point on the salary scale which he would have been on had he been confirmed on the due date and thereafter revert to his original incremental date. No arrears of increment for the period between the "due date" of his confirmation and the date of his actual confirmation will be paid.

Amendment No. 1/92

5. When an officer's probationary period is extended for reasons which are beyond his control or through no fault of his own the Responsible Officer may recommend to the Commission, giving a full explanation, that the officer be deemed to be confirmed in his appointment on the due date.

Amendment No.227/85

**212 TERMINATION OF PROBATIONARY APPOINTMENT**

1. An officer whose probationary appointment is terminated otherwise than by dismissal for misconduct may -
  - (a) be given a clear calendar month's notice which may run concurrently with any leave which may be awarded;
  - (b) be granted such leave on full pay as he may have earned to the day before that on which his leave commences;
  - (c) be granted the cost of transport back to his place of recruitment by the route for which Government is prepared to pay in accordance with the provisions of Chapter P of these Orders.
  - (d) on request, be given a Certificate of Service in which the Responsible Officer will have to state that the officer's probationary appointment was terminated. Nevertheless it should at the same time indicate any good qualities which the officer may have shown during his probation so as not to prejudice his further employment.
2. Notice of termination of probationary appointment shall be given in writing by the Responsible Officer in the form set out in appendix 2 of this Chapter of these General Orders.

Amendment No. 227/85

**213 EXAMINATIONS**

Save in exceptional circumstances where an officer has received exemption he will not be confirmed in his appointment until he has passed any examination prescribed to be passed during his probationary period.

**214 MATERNITY**

Maternity leave shall not count as part of probationary period. A probationary officer shall not be paid whilst on Maternity Leave.

Amendment No. 1/92

**3. SENIORITY****301 SENIORITY**

Seniority shall normally be determined by the effective date of appointment of an officer in his or her substantive grade. Officers can transfer from one cadre, group or class to another at the same grade level, if they are qualified and the transfer would be in the public interest, and retain their seniority.

Amendments No.1/06  
Effective 6/02/06

**302 APPOINTMENTS FROM OUTSIDE SOLOMON ISLANDS**

Unless otherwise provided, seniority as between officers selected for first appointment from outside Solomon Islands is determined by the date of assumption of duty in Solomon Islands, which is normally the date of arrival in Solomon Islands. Where, however, two or more persons selected from outside Solomon Islands arrive in Solomon Islands on the same day of first appointment, seniority between them is determined by the date of the communication addressed to each confirming his selection.

Amendment No. 227/85

**303 OFFICERS ON TRANSFER**

The seniority date of a seconded officer who is transferred on promotion from one Province to another shall be reckoned from the date on which the appropriate Commission approved the promotion. The substantive salary shall be drawn from the date the officer takes up the new appointment.

Amendment No. 227/85

**304 TRANSFERS WHEN PROMOTION IS NOT INVOLVED**

An officer transferred from another Province, the transfer not being in the nature of a promotion, is granted seniority in accordance with his service, in the equivalent grade in the Province from which he is transferring, but the appropriate Commission has power to determine the seniority of such an officer with regard to any special circumstances.

Amendment No. 227/85

**305 PROMOTIONS ON THE SAME DATE**

Where two or more officers are promoted to a higher office with effect from the same date, their relative seniority one to other in the pre-promotion grade will be maintained on promotion.

Amendment No. 227/85

**306 RE-APPOINTMENT**

The seniority of an officer who leaves the service and is re-appointed to it will be reckoned from the date of re-appointment.

Amendment No. 227/85

**307 SENIORITY CAN BE RETARDED**

An officer may suffer a loss of seniority for disciplinary reasons as when an increment is deferred.

Amendment No. 227/85

**308 SAVING**

Nothing in this General Order shall affect the appropriate Commission's power to determine the seniority of an officer in any special circumstances which may arise.

Amendment No. 227/85

**4. WOMEN OFFICERS****401 DUTIES**

A married woman officer is subject to all conditions under which other officers are required to serve including liability to be posted anywhere in Solomon Islands. Generally, Responsible Officers will endeavour to employ a married woman officer at the same station as her husband but where this is not possible a separate posting must be accepted or the officer must resign her appointment.

**402 PASSAGES**

1. Reference should be made to Section 2 of Chapter P of these Orders for the conditions under which locally engaged women officers receive passages but the general rule is that a married woman officer has passages in her own right only if her husband is not a public officer or is a public officer without passages entitlement for his family.
2. A locally engaged married woman officer may not be granted passages within Solomon Islands on annual leave if she is eligible for overseas passages by virtue of her husband's eligibility under Special Conditions of service.

**403 MATERNITY**

1. A woman officer must discontinue the performance of the functions of her office when her confinement is estimated to be within six weeks. She may not resume duty until six weeks after the birth of her child.
2. The certificate of a Government Medical Officer stating that a woman officer is within six weeks of confinement shall be final and maternity leave under Section 5 of Chapter J of these Orders shall be subject to such a certificate being produced.

**5. CONFIDENTIAL REPORTS****501 SUBMISSION OF CONFIDENTIAL REPORTS**

1. Staff Reports on PS Form 10 are required to be completed annually on all Public Officers graded Level 3 and above, and more frequently in certain circumstances (see Sections 510(1) (2) & (3) & 511 (1) & (2)). A copy of PS Form 10 is at ANNEX A, and is to be completed as follows:

(a) The ISSUING OFFICER (see Section 507) will enter the name of the officer on whom the report is required, his Ministry and Division, the period to be covered by the report, and the date it is due for return.

(b) THE OFFICER TO BE REPORTED ON will complete PART 1.

(c) THE REPORTING OFFICER completes PART 2. He should be the officer's immediate supervising officer in the line of management, subject to his grade being LEVEL 5 or above (excluding officers on probation, but including officers acting on trial, if they have served in the higher grade for at least 6 months).

(d) The FIRST COUNTERSIGNING OFFICER or Reporting Officer, as appropriate, completes PART 3. He should be the next senior officer in the line of management. The first countersigning Officer also completes Part 4.

(e) The SECOND COUNTERSIGNING OFFICER completes PART 5. He should be the next senior officer, normally at Head of Division level or above.

Amendment No. 227 / 85

**502 SECOND COUNTERSIGNING OFFICER**

Reports should not be endorsed above the level of the SECOND COUNTERSIGNING OFFICER, though they may be seen by senior officers at their discretion so long as their return is not delayed.

**503 NO SECOND COUNTERSIGNING OFFICER**

Where, because of the senior level for the officer being reported on, there is no SECOND COUNTERSIGNING OFFICER, PART 5 should be left blank. If there is no FIRST OR SECOND COUNTERSIGNING OFFICER, PART 4 should be completed by the REPORTING OFFICER.

Amendment No. 227 / 85

**504 RETURNING OF REPORTS TO THE ISSUING OFFICER**

The SECOND COUNTERSIGNING OFFICER will be personally responsible for the return of his reports by the due date, except in the cases referred to in Section 503, where it will be the responsibility of the most senior officer concerned in completing the report. The reports must be returned to the ISSUING OFFICER in sealed envelopes marked on the outside in the top left hand corner.

“STAFF REPORTS

From: (name of SECOND COUNTERSIGNING OFFICER)  
(name of officers whose Reports are enclosed)”

**505 COMPLETION OF REPORTS**

The ISSUING OFFICER having noted his records, will immediately forward the envelopes UNOPENED to the Ministry of the Public Service.

**506 GUIDE FOR REPORTING AND COUNTERSIGNING OFFICERS**

A GUIDE FOR REPORTING AND COUNTERSIGNING OFFICERS on the completion of Staff Reports is at ANNEX B. Training courses will also be held as necessary.

**507 ISSUING OFFICER**

An ISSUING OFFICER will be appointed in each Ministry (or other Office) to be responsible for the issue and return of all Staff Reports. In Ministries this should normally be the Personnel Officer.

**508 PROCEDURE FOR THE ISSUE AND RETURN OF STAFF REPORTS**

The procedure to be followed by ISSUING OFFICERS for the issue and return of Staff Reports is at ANNEX C.

**509 TIME OF SUBMISSION**

The reporting year will be from 1 September to 31 August for all staff. Staff Report forms are to be issued by ISSUING OFFICERS by 1 July each year. They will be sent to the SECOND COUNTERSIGNING OFFICER (or most senior officer completing the Report – see Section 503) who will be responsible for distributing them to the staff to be reported on.

2. The OFFICER TO BE REPORTED ON is required to complete PART 1 and give it to his REPORTING OFFICER before the end of July. Any officer who does not get a Staff Report form by the middle of July should report the fact to his senior officer.

3. After completion by the REPORTING AND COUNTERSIGNING OFFICERS, staff Reports are due for return to the ISSUING OFFICER by 30 September.

Amendment No. 227 / 85

**510 BREAK REPORTS**

1. Where the OFFICER TO BE REPORTED ON moves to a different post under another Reporting Officer AFTER February in any reporting year, a Staff Report is to be completed on the officer at the time he is posted.

2. Where a REPORTING OFFICER moves to a different post AFTER FEBRUARY in any year he is to complete Staff Reports on all Staff under his charge for the period up to his date of posting.

3. The ISSUING OFFICER should arrange for Staff Report Forms to be issued as necessary to the appropriate SECOND COUNTERSIGNING OFFICER as soon as possible BEFORE the date of posting.

Amendment No. 227 / 85

**511 SPECIAL REPORTS**

1. A Staff Report may be submitted on an officer at any time when the Reporting or Countersigning Officer considers it appropriate (e.g. if an officer's conduct or performance is unacceptable).
2. Special Staff Reports may also be called for when required by the Public Service Commission or the Permanent Secretary for the Public Service (e.g. for officers on probation or trial, being considered for promotion, when a recent Staff Report is not available.)

Amendment No 227 / 85

**6. RESIGNATIONS****602 NOTICE**

On resignation, proper notice under Section 7 of Chapter B of these Orders shall be given and an officer may not leave his office until his notice is accepted and he is informed of the date he may vacate his office.

**603 EFFECT OF RESIGNATION**

Save as is otherwise preserved under the provisions of Section 7 (B) (2) of the Pension Act, Cap. 110, on resignation an officer forfeits all rights and privileges of his office.

Amendment No. 20 / 86

**604 LIABILITIES AND PRIVILEGES ON RESIGNATION**

1. **On first appointment.** When an officer resigns his appointment within six months of assuming duty on first appointment he shall be liable to repay  $x/6$ ths of any passages costs incurred under section 2 of Chapter P of these Orders, where  $x$  = the number of completed months by which his service falls short of six.
2. **Following annual Leave.** Where an officer is granted annual leave and passages under these Orders in anticipation of his completing a fully year's service but resigns before doing so, he shall be liable to repay the Government.
  - (a) salary for the period of leave taken in excess of his eligibility in terms of GO J202 and J205; and
  - (b)  $x/12$ ths of the leave passage costs for the officer and his family incurred in respect of any leave taken in that calendar year, where  $x$  = the number of complete months remaining unserved in that year at the date of resignation.
3. **Homeward passages.** Where an officer resigns -
  - (a) within six months of assuming duty on first appointment or of resuming duty following annual leave in respect of which he has been granted passages at Government expense, he will be personally responsible for the repatriation expenses of himself and his family to his home island;
  - (b) having served not less than six months since first appointment or since resuming duty following annual leave in respect of which he has been granted passages at Government expense, he will receive a passage grant of  $x/6$ ths of the costs of passages to his home island for himself, his wife and up to four dependent children, where  $x$  = the number of months served in excess of six months since the officer assumed duty on first appointment or last enjoyed passage privileges.

**605 LEAVE ON RESIGNATION**

1. An officer who is eligible for vacation leave who resigns before completing a prescribed tour of duty may take any deferred leave standing to his credit and vacation leave earned during his current tour.
2. An officer who is eligible for annual leave who has not already taken his annual leave may take such leave as he has earned in accordance with the Proviso to GO J205.

**607 LIMITATION OF APPLICATION OF GO B604 and B605**

The privileges of GO B604 and B605 shall not extend to an officer who is dismissed from the service nor to an officer who the Permanent Secretary for the Public Service considers has had resignation compelled upon him by reason of serious misconduct.

Amendment No. 227 / 85

## 7. NOTICE

## 702 NOTICE

1. Without prejudice to the Constitution, notice of termination of appointment in the Service shall be in accordance with the following table: -

Cause of Termination	Notice to be given by Government	Notice to be given by the Officer
(a) dismissal for misconduct	Nil	
(b) retirement on the due date (S7 (1) (a) (i), Cap. 110)		3 months (1)
(c) termination of probationary appointment for reasons other than (a) above	1 month	1 month
(d) compulsory retirement:		
I. on reaching retiring age (S.9 Cap. 100)	6 months	-
II. on abolition of office	2 months	-
III. to facilitate improvement	2 months	-
IV. to effect economy	2 months	-
V. in public interest	2 months	-
(e) voluntary resignation of a pensionable officer		3 months
(f) retirement on medical grounds at least (but subject to Consultant's advice)	2 months	-
(g) termination of agreement before contracted period completed	3 months	3 months
(h) termination (temporary terms)	1 month (2)	1 month (2)
(i) termination of fixed term appointment before expiry of specified period	3 months	3 months
(j) termination of permanent non-pensionable appointment	3 months	3 months

**NOTES**

- (1) Prior to date of departure on pre-retirement leave. In addition, officers retiring at the age of 45 or 50 under section 7(1) (a) (ii) of Cap. 110 are required to give six months notice prior to the date of retirement. The Permanent Secretary of the Public Service in his discretion may waive this requirement.
- (2) Or as may be prescribed in the terms of the appointment.
- (3) In all causes of termination not covered by Notes (1) and (2) notice may be of such shorter period as the Permanent Secretary for the Public Service may with the consent of the officer determine.

2. Notice of termination of appointment shall always be in writing, and without prejudice to the provision of GO B 704, the prescribed notice period must be served in full and any outstanding leave entitlement shall be taken at the end of that period.

Effective date: 24 / 10 / 85

Amendment No. 227 / 85

Amendment No. 8 / 86

**703 NATURE OF NOTICE**

Whenever notice is expressed it shall be consecutive days' or months' notice including Saturday s, Sunday s and Public Holidays that fall therein and shall exclude the day of service but include the day of discharge.

**704 SALARY IN LIEU OF NOTICE**

- (a) Nothing herein expressed shall prevent the Government or the officer from paying salary in lieu of the appropriate period of notice under GO B702.1
- (b) If the officer leaves during the period of notice he/she shall pay salary in lieu of the balance of the period unserved.

Effective date: 29 / 11 / 83

Amendment No. 212 / 83

Amendment No. 227 / 85

**705 DISMISSAL**

Without prejudice to the provisions of Section 7 (B) (2) of the Pension Act, Cap 110, an officer who is dismissed the service forfeits all rights and privileges attaching to his appointment.

Amendment No.8 / 86

**8. CERTIFICATE OF SERVICE****801 CERTIFICATE OF SERVICE**

An officer who on termination of his appointment wishes to be furnished with a Certificate of Service will be provided by his Responsible Officer with a certificate in the following form:

**SOLOMON ISLANDS**

Certificate of Service under the Government of Solomon Islands.

Name of Officer:.....  
 Age(at date of leaving the service): .....  
 Position held and Ministry: .....  
 Period of Service from:.....to.....  
 Cause of termination of engagement: .....  
 Efficiency:.....  
 ...  
 General  
 Conduct:.....  
 ...

(Signed)

Designation of Responsible Officer

Date:

Efficiency and general conduct should be assessed "Very good" "Good" or "Fair"; no further comments may be added on the certificate, except that positions and appointments may be listed in detail on the reverse of the certificate.

**802 TESTIMONIALS**

No form of testimonial other than the above-mentioned certificate may be given to an officer relinquishing his appointment, except with the prior permission of the Permanent Secretary of the Public Service.

**9. VALEDICTORY LETTERS****901 VALEDICTORY LETTERS**

A valedictory letter on retirement from office or on termination of appointment is issued to an officer graded Level 3 or higher who –

- (a) has completed at least 15 years' service, and –
  - (i) his service has been meritorious; and
  - (ii) his record of service justifies, in the opinion of the Responsible Officer, the issue of such a letter; or
- (b) has completed less than 15 years' service, and –
  - (i) his service has been meritorious; and
  - (ii) his office is graded Level 9 or higher; or
  - (iii) his service is of special merit; or
  - (iv) he is retired prematurely for medical reasons or under a formal scheme for premature retirement.

Amendment No. 227 / 85

**902 PREPARATION**

Valedictory letters shall be drafted by Responsible Officers and sent to the Permanent Secretary for the Public Service for signature to reach him two weeks before the retiring officer stops work.

**10. TEMPORARY APPOINTMENTS****1001 APPLICATION**

This section applies to all temporary appointments. A temporary appointment is an appointment which is on a monthly, weekly, or hourly basis, and the officer is not-

- (a) on probation to permanent office; or
- (b) confirmed in a permanent office; or
- (c) on a fixed term appointment; or
- (d) on agreement of service, with a specified gratuity at the expiry thereof; or
- (e) appointed as a non-established employee or casual worker.

**1002 APPOINTMENT OF TEMPORARY OFFICERS**

All appointments whether temporary or permanent shall be on the basis of merit. Appointments on temporary terms of service against a vacant established post may be made by the Commission after consideration of the recommendation made to them by the Permanent Secretary. The Process shall be:

- (a) Up to three (3) months can be filled at the Permanent Secretary's discretion, with and advertising process.
- (b) If the temporary appointment is proposed to be over three (3) months but less than six (6) months, then the procedures for selection must be demonstrated that a fair equitable selection process has been undertaken.
- (c) Between three (3) to six (6) months- the vacancy must be advertised using at least one form of advertisement.
- (d) If the temporary appointment is proposed to be more than six (6) months, the vacancy must be advertised in line with the requirements of GO Chapter B-109.

Amendments No.1/06  
Effective 6/02/06

**1003 PROCEDURES FOR MAKING APPOINTMENTS**

Appointments on a temporary basis may be made to a vacant established post. In the submission by the relevant Permanent Secretary to a Commission seeking the appointment to be approved, the reasons for determining to appoint on a temporary basis must be explained. Where it is envisaged at the outset that a temporary appointment is likely to continue for a period exceeding six (6) months, the relevant permanent Secretary shall forward the recommendation for filling the vacancy to relevant Commission.

Should the Commission require further information or advice, they will request this from the Permanent Secretary for the Public Service, before making a decision. If a temporary appointment has been made for less than six (6) months and the Permanent Secretary is seeking to have the appointment extended, the Permanent Secretary for the Public Service will be required to provide advice to relevant Commissioner, before a decision is made on the extension by that Commission. Close monitoring will ensure that this will not be a process used to avoid undertaking a selection process based on merit.

Amendments No.1/06  
Effective 6/02/06

**1004 TERMS OF SERVICE**

1. Temporary appointments will be made on the terms of service laid down in this Section and the following will be stated in letters of appointment:

- (a) Date of appointment – which will be the date of assumption of duty in accordance with B115
- (b) Designation – which will be the name of the office shown in the Establishment Register, preceded by the word “Temporary”, for example Temporary Nursing Officer.
- (c) Salary will be the appropriate salary level or hourly rate for the post.
- (d) Starting salary level – depending on the appropriate qualification and training the starting salary level or the hourly rate for the post will be in accordance with GO E202.
- (e) Incremental date – will be the anniversary of the date of appointment.
- (f) Leave – Annual leave will be earned monthly in accordance with GO J202, for the appropriate level for each completed calendar month on full time service. Accumulation of leave is subject to GO J204. The provisions of Section 2 of Chapter J of these Orders will apply generally to all temporary appointments under this Section.
- (g) Sick Leave – shall be granted in accordance with GO J408.

PROVIDED that –

- (i) the provisions of paragraph (f) will not apply to part-time appointments; and
- (ii) the provisions of paragraph (e), (f) and (g) will not apply to part-time appointments or appointments on an hourly basis.

2. Letters of temporary appointment shall be in the form set out in Appendix 3 to this Chapter of these Orders.

**1005 HOURLY RATES**

1. Responsible Officers may employ persons against vacancies in Establishment on an hourly basis for up to tern hours a week without reference to the Permanent Secretary for the Public Service or the Public Service Commission. Officers appointed under this General Order should be paid the hourly rate appropriate to the salary scale of the post the duties of which they are engaged upon and qualified to undertake, in accordance with the following scale:

“Level”	“Hourly Rate”
	\$
3	1.67
4	2.54
5	3.43
6	4.35
7	5.31

The above rates are effective from 1/1/86

Amendment No.222/85

Amendment No. 9/86

2. Five cents per hour will be paid in addition to the hourly rates stated above where the officer uses his own typewriter or other office machinery

**1006 APPLICATION OF PUBLIC SERVICE LAW, REGULATIONS AND GENERAL ORDERS**

Temporary appointments are subject to the Solomon Islands Constitution, Statutory Legislation, Financial Instructions and General Orders to the extent that they are applied by this Section, from time to time in force.

Amendment No. 227/85

**1007 PART TIME EMPLOYMENT**

Any person who is employed on a mornings only basis will receive 3/5ths and persons employed in the afternoons only will receive 2/5ths of the full rate.

**1008 APPLICATION FORMS AND APPOINTMENT LETTERS**

A copy of all submissions form the Permanent Secretary to the relevant Commission in respect of the temporary employees will be provided to the Permanent Secretary for the Public Service.

Amendments No.1/06

Effective 6/02/06

**1009 SPECIAL DUTIES**

If any circumstances arise in relation to temporary or part time employment for which no suitable provision is made herein such circumstances must be put in writing to the Permanent Secretary for the Public Service who shall direct what terms shall be offered.

**11. TEMPORARY CLERICAL ASSISTANCE****1101 APPLICATION**

This Section shall apply in circumstances where it is necessary to employ persons on clerical and analogous duties against sub-heads in the current Estimates other than the Salaries sub-head.

Amendment No. 227 / 85

**1102 APPOINTMENTS**

Responsible Officers may make appointments under this Section provided the hours of employment do not exceed 28 hours in any week and the period of employment does not exceed 3 months. If it is necessary to exceed these limitations the authority to do so must be sought from the Permanent Secretary for the Public Service on every occasion.

**1103 RATES OF PAY**

The hourly rates laid down in GO B1005 shall apply. When it is considered that a rate higher than that for the Level 4 scale is justified approval must first be sought from the Permanent Secretary for the Public Service on each occasion but there must be no circumvention of the principle that all rates are to be paid equally for the same work.

**1104 ESTABLISHMENT**

Temporary clerical assistance is not a substitute for established posts. When there is a continuing need to employ temporary clerical assistance full time, application should be made to the Permanent Secretary for the Public Service for an additional post to be established, when the workloads will be properly examined.

**12. RENEWAL OF CONTRACTS****1201 RENEWAL OF APPOINTMENT**

1. Where it is desired to renew or extend the appointment of an officer serving under agreement of service or on a fixed term it is necessary to know in good time whether the officer wishes to accept the renewal or extension. In the case of local recruitment a period of 3-6 months is usually adequate, but for overseas recruitment a longer period, preferably at least 9 months, is desirable

2. Responsible Officers who wish to recommend the renewal or extension of appointment of officers serving on these terms should enquire in good time from the officer concerned what his wishes are in this respect. It is in the interest of the service and the officer that a decision in the matter can be take at a reasonably early date before the expiration or the appointment.

3. Similarly, where the initiative for the renewal or extension application comes from the officer, he must apply in good time and normally at least six months before the expiration of the appointment.

4. An application or proposal for renewal or extension of appointment shall be processed in accordance with the procedures set out in this Section. Where a Responsible Officer does not intend to recommend to a Commission the re-appointment or extension he should so inform the officer concerned as soon as possible, but the matter remains subject to the Commission's consideration.

Amendment No. 227/85

**1202 PROCEDURE**

1. Responsible Officers shall forward proposals, or applications for renewal or extension of appointments to the Permanent Secretary for Public Service together with their recommendations. The Permanent Secretary for the Public shall forward the papers to the Commission with his comments.

2. Where the office does not come within the purview of the Commission then a Responsible Officer shall make his recommendations to the Permanent Secretary for the Public Service in memorandum form.

3. **RENEWAL FORMS.** When the Commission's decision is known the Permanent Secretary for the Public Service shall issue renewal of contract forms for signature by the officer which will contain any variations to the original contract incorporated therein. When signed an entirely new and separate contract from the original one has been negotiated. This agreement does not come into force until –

- (a) a local officer resumes duty under it ; or
- (c) an overseas officer leaves his country of origin to return to Solomon Islands.

Amendment No. 227/85

**1204 SAVING FRO CONTINUED EFFICIENCY AND GOOD CONDUCT**

Where an officer is informed during a tour that his contract will be renewed such renewal is always subject to continued efficiency and good conduct for the remainder of the current contract.

**13. DISABLE PERSONS****1301 DEFINITION**

In this section “disable person” means a person who has lost the use of any part of his body either through injury or sickness or congenital deformity and whose prospects of securing and retaining suitable employment and of undertaking work on his own account are substantially reduced thereby; but does not include a person who is suffering from tuberculosis, leprosy or a chronic heart condition.

**1302 EMPLOYMENT OF DISABLE PERSONS**

It is the policy of the Government that the public service shall, so far as is possible, provide an example to other employers and afford employment to disable persons who live in urban areas without necessarily attracting them away from their villages in rural areas where they are usually usefully and gainfully occupied.

**1303 STANDARDS**

1. In employing disabled persons it is not intended that the intellectual standard required for any post in terms of academic or other qualifications shall be reduced. With regard to physical disablement however, it is only necessary that the disabled person shall have the minimum physical capacity to enable him to carry out the duties of the post proficiently.
2. In considering appointment to any public office, the Public Service Commission or where authority to make appointments has been delegated, Responsible Officers, shall, where a disabled person satisfies the criteria set out in paragraph 1 of this Order, give preference to such candidates.

**1304 REGISTRATION**

The registration of employable disable persons is the responsibility of the Permanent Secretary/Ministry of Health and Medical Services, who is required to work in close co-operation with Responsible Officers and the Secretary to the Public Service Commission. Responsible Officers and the Secretary shall keep the Permanent Secretary, Ministry of Health and Medical Services informed of opportunities for employment of disabled person in the public service.

**1305 PROCEDURE**

1. When vacancies, which come within the purview of the Public Service Commission, occur, Responsible Officers, in submitting vacancy forms to the Permanent Secretary for the Public Service are required to state whether they consider that an appointment could satisfactorily be filled by a disabled person. The Permanent Secretary for the Public Service shall consult the Permanent Secretary, Ministry of Health & Medical Services when advertising such vacancies so that the vacancies and vacancy forms may be brought to the attention of suitably qualified and registered disabled persons.
2. Responsible Officers are required to keep the Permanent Secretary, Ministry of Health & Medical Services informed of all vacancies in their Ministries which do not come within the purview of the Public Service Commission and which could be filled by disabled persons.

**14. APPOINTMENT TO ACT****1401 WHEN APPOINTMENTS TO ACT MAY BE MADE**

An appointment to act in an office is an appointment of a temporary nature made under the provisions of the appropriate Service Commission Regulations, and may be made by the Permanent Secretary for the Public Service when an office is vacant or when for any reasons the substantive holder of the office cannot exercise the functions of the office and it is necessary that those functions should be exercised.

Amendment No. 227 / 85

**1402 GENERAL GUIDANCE**

1. An appointment to act will not automatically be made merely because the functions of the officer are not being exercised. The mere fact of the absence of a substantive holder of an office does not of itself justify an acting appointment.

2. Appointments for less than 30 consecutive days duration will not normally be made. Exceptionally, with the prior approval of the Permanent Secretary for the Public Service, such an acting appointment may be made where it is necessary to comply with a statutory requirement or for some other special reason.

3. Whenever possible, and particularly to cover short periods, the work of an office be re-allocated.

Amendment No. 227 / 85

**1403 OFFICES TO WHICH APPOINTMENTS MAY BE MADE**

Appointments to act may be made by the appropriate Service Commission in respect of offices graded in Level 5 or higher.

Amendment No. 227 / 85

**1404 OFFICERS ELIGIBLE TO ACT**

1. An officer who possesses the qualifications required for the performance of the functions of the office may be appointed to act in it. Normally an acting appointment will only be made if the officer nominated is expected to perform the full range of functions of the office, and subject to the guidance in GO B1402.

2. In recommending an officer to be appointed to act in an office the Commission will have due regard to his experience and ability to perform the functions of that office.

3. The decision on the rate of allowance to be paid to an officer acting in a higher office is an management function and is dealt with in GO Chapter F Section 3.

NOTE: When it is necessary for an officer not qualified in terms of paragraph 1 to GO B 1404 to perform some functions of another office the matter should be considered and dealt with in terms of GO Chapter F Section 4 – Charge Allowance.

Amendment No. 227 / 85

**1405 LIMITATION**

An appointment to act may not extend beyond a period of six months without it being reviewed by the Permanent Secretary for the Public Service and the Commission approving the extension.

Amendment No. 227 / 85

**1406 OFFICES EXCLUDED FROM THE COMMISSION'S CONSIDERATION**

Submissions in respect of offices not subject to Commission's consideration shall be addressed to the Permanent Secretary of the Public Service.

**Model Letter of Probationary Appointment**

(GO B.119)

Dear Mr/Mrs/Miss,

**I am pleased to tell you that the Public Service Commission has appointed you on permanent and non-pensionable terms on probation with effect from the date you take up the duties of the appointment on the terms and conditions set out in this letter.**

2. You are required to complete a Medical Questionnaire, obtainable from your Responsible Officer. After completion it must be forwarded by you to the Under-Secretary (Health care), Ministry of Health and Medical Services, under "In Confidence" cover.

3. The post of.....is graded Level.....and on appointment your salary will by \$.....per fortnight in the fortnightly salary scale. -  
Subject to efficient service you will be eligible for normal increments in the above scale.

4. During your period of probation your appointment will be subject to one month's notice of termination of appointment or payment of one month's salary in lieu of notice by either yourself or by the Government.

5. Should you resign your appointment or should it be terminated on grounds of misconduct before you have completed six months service you may be required to repay the whole or part of any passage costs incurred in respect of yourself or your family on first appointment.

6. Your duties will be those normally attached to your appointment but you may be required to carry out other duties, which may be allocated to you. You will be liable to serve anywhere within Solomon Islands.

7. This appointment is subject to the provisions of the regulations of the Service from time to time in force.

8. For leave passage purposes, your home Island is deemed to be.....

9. You have been posted to.....  
with effect from.....

10. Should you at any time during your service with Solomon Islands Government be selected to undergo a course of training on full salary you will be required, before commencing the course, to sign an agreement to re-enter full time employment in the Public Service on completion thereof for a continuous period equal to that spent on the course. Failure to comply with the agreement will result in a financial penalty being imposed on you.

11. If you are willing to accept the appointment on the terms and conditions set out above, please sign one copy of this letter in the place provided below and return it to me as soon as possible.

Yours Sincerely,

For: Permanent Secretary  
Ministry of the Public Service

cc: Accountant General  
cc: Permanent Secretary/Ministry (concerned)

**NB** PS/ (concerned) is asked to inform copy addresses of the date the officer takes up his/her appointment.

I accept the offer of probationary appointment made to me on the terms and conditions set out above.

**Signed:**..... **Date:**.....

**Model Letter of Notice of Termination  
of Probation Appointment  
(GO B212)**

Dear Sir/Madam

I regret to tell you that the Public Service Commission has decided that your probationary appointment as .....Level.....be terminated.

2. Accordingly, your last day of employment will be .....and you will proceed on leave pending termination on .....  
Your last day of service will be .....

3. Should you wish to have a certificate of service in respect of your probationary appointment it will be provided on request.

Yours faithfully

For:Permanent Secretary

Cc:Accountant – General/ MOF  
Cc:Permanent Secretary/Ministry (concerned)

**Model Letter of Temporary Appointment  
(GO B1004)**

Dear Mr/Mrs/Miss,

I am pleased to offer you to offer you appointment as a temporary..... in the Public Service with effect from the date of your assuming the duties of the appointment on the terms and conditions set out in this letter.

2. The period of employment is expected to be for ..... weeks/months and will be subject to one week's/months notice of termination of appointment or payment of one week's/months salary in lieu of notice by yourself or by the Government.

3. The post to which you are appointed is graded Level.....and your salary will be at the rate of \$.....per fortnight in the fortnightly salary scale – should your service in terms of the appointment extend beyond 12 months you will be eligible for an increment within the scale on the anniversary of your appointment.

4. You will earn leave at the rate of .....days per annum which may not be accumulated save as provided for in General Orders.

5. You will be eligible for sick leave up to a maximum of 7 days in any calendar year, following which you will be required to take any annual leave earned if still unfit for duty  
Salary will cease on the last day of such leave if duty has not been resumed.

6. The appointment is subject to the provisions of the regulations of the Service from time to time in force.

7. If you are willing to accept the appointment on the terms and conditions set out above, please inform me in writing as soon as possible.

Yours sincerely,

(Designation of responsible Officer)

Cc:Permanent Secretary/MPS  
Cc:Accountant General/MOF

Amendment No.

(Paragraphs 4 and 5 not for hourly or part-time appointments)

## SOLOMON ISLANDS

## STAFF IN CONFIDENCE

<b>PUBLIC SERVICE</b>  <b>STAFF REPORT</b>	Name:	Mr Mrs Miss
	Ministry:	Division:
	Period covered by this report, from:	to:

**Part 1 To be filled in by the person being reported on as far as possible: Leave blank where information is not known.**

Designation:	Date of birth:
Substantive grade level:	Date entered substantive grade:
Qualifications (underline any obtained during report period):	
Job description (set out main duties performed during report period; if more than one job, show duties separately and give approximate dates):	
The officer to be reported on can, if he wishes, comment here on his present job, work preferences, or training:	
Details of any course of instruction or training being undertaken, or undertaken during report period:	
<u>Course</u>	<u>Duration</u> <u>Place</u>

## Part 2 –To be completed by the Reporting Officer

- a. Do you and the person to be reported upon agree to the job description overleaf? YES/NO\*  
If not please discuss with him and record any unresolved differences under GENERAL REMARKS
- b. How long has the officer served under you?  
.....years.....months
- c. Please read the Guide for Reporting and Countersigning Officers before you go on to complete this report.

Please comment fully below for each aspect and tick appropriate box on the right. Where an aspect is not appropriate write, 'NA'	TOP MARK	Outstanding	Good	Satisfactory	Fair	Poor	BOTTOM MARK
1. Interest and responsibility	Shows interest and prepared to take responsibility						Lacks interest and avoid responsibility
2. Alertness and understanding	very quick to understand						Dull and slow at understanding
3. Organization of work	Tackles any job in a direct and orderly manner						Approach to work confused and untidy
4. Quality of work & reliability	Consistently sound and reliable						Unreliable and makes frequent errors
5. Output	Gets through a lot of work without fuss						Very low output
6. Expression	Makes his points clearly and concisely						Confused and fails to make meaning clear
7. Management of staff	Trains and inspires staff to give their best						An unsatisfactory supervisor who cannot control Staff
8. Relations with others	Well respected & effective in relations with people						
9. Drive and determination	Full of energy and determined to carry a task through to the end						Lazy and easily put off by difficulties

DELETE AS APPROPRIATE

PLEASE WRITE CLEARLY

	TOP MARK	Outstanding	Good	Satisfactory	Fair	Poor	BOTTOM MARK
10. Response to pressure	Unflustered and competent at all times						Cannot cope even normal pressures
11. Foresight	Looks ahead and seeks solutions in advance						Handles problems only after they Arise
12. Powers of analysis and judgment	Goes straight to the roots of a problem						Never sees below the surface of a problem
13. Constructive thinking	Full of new and practical ideas						Few ideas has no creative ability
OVERALL ASSESSMENT OF PERFORMANCE OF DUTIES	<p>Exceptional in capacity and performance _____</p> <p>A very able and effective officer _____</p> <p>An efficient officer _____</p> <p>Performs duties moderately _____</p> <p>Not up to the duties of the grade _____</p>						
GENERAL REMARKS	Include any additional comments needed to give a complete picture of the officer; note any special factors which may have affected performance and draw attention to any aptitudes, which might fit the officer for particular posts.						
NAME (Block letters)	Signature:	Designation:					Level:
<b>Part 3 – To be completed for professional &amp; specialist staff by Reporting Office on 1<sup>st</sup> Countersigning Officer</b>							
PROFESSIONAL COMPETENCE							
NAME (Block letters)	Signature:	Designation:					Level:

PLEASE WRITE CLEARLY



## STAFF REPORTS

### A GUIDE FOR REPORTING AND COUNTERSIGNING OFFICERS

1. You should first familiarize yourself with G.O. Chapter B Section 5, which sets out the regulations for staff reporting. In particular this tells you when Staff Reports are required, who will issue them, who should complete them and who is responsible for their return.
2. Good Staff Reports are essential for maintaining an efficient Public Service and their completion is an important part of the duties of all those in management positions.
3. Staff Reports are a means to better staff management. Completing them helps Reporting and Countersigning Officers to analyse and review the performance of their staff, consider what training they need, whether having regard to their aptitudes they are in the right job, and assess their fitness for further advancement.
4. Staff Reports are not easy to complete properly and they require careful thought and attention. A good Report is one that assesses objectively and fairly the officer's performance and potential for promotion, and provides sufficient comments to give those who will read the Staff Report a clear and complete picture of that officer.
5. The following notes are to help you complete the Staff Report form properly. They are not intended to be comprehensive and there will also be the opportunity to attend training courses where necessary.

## REPORTING OFFICERS

### PART 1

6. The Reporting Officer's first responsibility is to see that Part 1 has been correctly filled in by the officer to be reported on. If it is incomplete, or if the officer is not available to complete it, the Reporting Officer should fill it in as far as he can.

#### Designation

7. This means the officer's substantive grade title e.g. Nursing Officer, Assistant Marine Officer, Foreman (Mechanical), Clerk I, Senior Forest Officer, etc.

#### Substantive grade level

8. The salary level only should be entered e.g. L4. It is not necessary to state the amount of salary, or the point on the scale.

#### Date entered

9. This refers to the date on which the officer appointed or promoted to his substantive grade.

#### Qualifications

10. It is helpful if, in the case of qualifications such as Scholl Certificates, Degrees etc., the major subjects passed are also stated.

**Job Description**

11. This will normally follow the list of duties in the desk file where one exists, but should not include any, which the officer has not in fact carried out during the period of the Report. Descriptions should be brief, but clear and informative. Vague phrases such as “responsibility for” or “assists” which do not indicate the nature or level of responsibility of the work should not be used.

**Officer’s comments on his job etc.**

12. It is important that these should be followed up by the Reporting Officer, for example by interview, arranging training, recommendation for transfers, etc. in most cases it will be advisable for the Reporting Officer to discuss the action to be taken with the First Countersigning Officer.

**Training**

13. The correct titles of courses should be given where possible so as to avoid confusion.

**PART 2**

14. Although the Reporting Officer will make his assessment in the light of his knowledge of the officer during the whole of the time he has been working for him, it is important that incidents from previous years should not influence his appraisal. The Reporting Officer’s task is to assess the performance of the officer **during the period covered by the Report.**

**Assessment of performance**

15. The Reporting Officer’s comments on the various aspects of the officer’s performance listed should add to or qualify the information provided by the rating given in the boxes on the right. For instance, under heading 1. “interest and responsibility”, the Reporting Officer might comment that the officer shows great interest in certain aspects of his work, but lacks interest in others. Some explanation is particularly needed about an “outstanding” or “poor” mark. The aim should always be to provide a brief but clear assessment for each aspect of his performance.
16. In setting standards as a basis of assessment, the officer should be considered not just by comparison with others in his own section, but on a general basis of what should be expected of an officer in his grade.
17. As the officer has to be assessed on the work which he has actually been doing, it follows that if he has been engaged on duties, which are different from those of his substantive appointment (e.g. when “acting”) it is on his performance of these duties that the assessment should be based. In such situations the basis of the assessment should be stated under GENERAL REMARKS.
18. Heading 6, “Expression”, is concerned with the officer’s ability to communicate with others in the course of his duties; that is his ability to make himself understood and to understand. In most cases this will refer to the use of English, but if an officer’s work mainly necessitates the use of Pidgin, the Reporting Officer should not this in his comments.

**Overall assessment of performance of duties**

19. The Officer will normally have been given different markings of the various aspects of his performance. It is task of the Reporting Officer to consider the significance of these marks in relation to the officer’s duties and to arrive at an overall assessment, which is consistent with them.

**Training**

20. The Reporting Officer should consider what the officer needs to further his development, to increase his range of skills in his present grade, or to remedy any shortcomings mentioned in the assessment. Where a specific course is considered suitable it should be stated. If a course is not known, the training need should be fully explained. The Training Liaison Officer may be able to identify suitable training, in consultation with Ministry of the Public Service or the Ministry of Education and Training.

**General remarks**

21. The points to be covered under this heading are stated on the Staff Report form. Its main purpose is to complete the picture of the officer by adding any comments not covered elsewhere in the report. These might include any special aptitudes, or outside activities, which indicated organizational ability, leadership, or social conscience. It is particularly important to note any special factors such as sickness or personal problems, which may have affected the officer's performance.

**FIRST COUNTERSIGNING OFFICER****PART 4**

22. The First Countersigning Officer should check the assessment of the Reporting Officer, ensuring that it is fair and objective, and consistent with the standards of marking of his other Reporting Officers, and shows no prejudice or favoritism.
23. If he does not agree with the assessment, or the reporting is unsatisfactory in any way, he should discuss the matter with the Reporting Officer. He should then add his comments and ticks (if different) to Part 2 in red ink, but he should not cross out or erase the Reporting Officer's assessments. Any general comments on Part 2 should be recorded under COMMENTS in Part 4.
24. You are asked to say whether you have discussed the officer's performance with him during the past year. This is an important management task, which may best be done at the time when a Staff Report is being completed; but it should also be done at other times if it seems necessary. Although Staff Reports are confidential it is important for the well being of staff that they should know how they stand and to give them an opportunity, if they have weaknesses, to correct them. Likewise praise when earned is encouraging to staff. But to give staff the impression that their Staff Reports are more favorable than in fact they are in the end does more harm than good.
25. If an officer has been given a 'poor' marking on any aspect of his performance, he must be informed in writing, unless there are special reasons why it is considered to be not in the best interests of the officer or the Public Service to do so, in which case the reasons must be given under COMMENTS. However, if an officer is likely to get an adverse report the matter should have been discussed with him during the preceding year, so that he will have a chance to improve before his Staff Report is due.
26. Countersigning Officers should consider the Officer's comments on his job, work preferences or training and where appropriate discuss these too with the officer in the light of the Reporting Officer's assessment and any training, which he recommends. He should see that any necessary actions are taken and, if an officer's wishes cannot be met, that he is clearly informed and where possible given the reasons.

**Comments on performance of duties**

27. If the First Countersigning Officer agrees with the Reporting Officer's assessment, no detailed comments are necessary except to add any further information or views, together with any points arising from the matters referred to in paragraph 23 to 26 above, e.g. as to training or the need for the officer to have a change of duties.

**Fitness for promotion**

28. The First Countersigning Officer should assess an officer's fitness for promotion on all the evidence available to him. This should include his personal knowledge of the officer, and the report and views of the Reporting Officer.
29. In judging an officer's fitness for promotion, it is not enough to consider whether he could carry out the higher duties in his present work area. Nor should it be automatically assumed that because he carried out his present duties very well, that he has the qualities needed for a higher grade, which may involve personal qualities, which he does not have.
30. However, if the First Countersigning Officer is satisfied that he officer could effectively fill some of the posts at a higher level, and has the capability of mastering others with training and experience, he should not be withheld because he is thought to be too young, or too junior to be promoted.
31. No one, however, should be marked fitted for promotion unless the Countersigning Officer is completely confident of his assessment. It is no kindness to recommend any one of promotion merely because he has served a long time in his present grade, if he is not fitted for higher duties and would be unhappy in them.
32. The assessment of fitness for promotion is normally made with reference to the next level above the officer's substantive level. However, circumstances might be such that it would be appropriate and possible to make a recommendation for promotion to a higher level. For example where the intermediate level is not used or only occasionally, as in the case of level 8 in the Administration Group.
33. The assessment of fitness for promotion must invariably be supported by the reasons for the Countersigning Officer's conclusion. These should not be in vague or general terms, but should state the specific factors, which have influenced the decision.

**SECOND COUNTERSIGNING OFFICER****PART 5**

34. The Second Countersigning Officer need not add any comments, unless he wishes to do so. An opinion about the officer's promotability would, however, be valuable if he knows him well enough.
35. The main duty of the Second Countersigning Officer is to keep an oversight of staff reporting in his organization, ensure that proper standards are maintained, obtain an overall view of the strengths and weaknesses of his staff, and their potential for advancement and, not least, to see that Staff Reports are completed and returned on time.

**ISSUE AND RETURN OF STAFF REPORTS.  
PROCEDURE FOR ISSUING OFFICERS**

**ANNUAL REPORTS (GOs B 508-500)**

1. **In June each year** the ISSUING OFFICER should prepare lists in triplicate of the staff in his Ministry (or Office) using the Issuing Form at ANNEX C1. Separate sheets should be used for the staff under each SECOND COUNTERSIGNING OFFICER (this will usually be the Permanent Secretary, a head of Division, or head of Section according to the graded level of the staff concerned). On the forms he should enter the names and levels of the officers to be reported on, and the names and levels of the REPORTING OFFICERS, AND COUNTERSIGNING OFFICERS.
2. In the case of staff seconded to Provinces and Issuing Officer in the parent Ministry will be responsible for the issue and return of staff reports. Reporting and Countersigning Officers will normally be in the same professional or technical cadre as the officer being reported on, and where necessary reports will pass from the most senior officer of the cadre in the Provinces to the appropriate supervising officer in the parent Ministry. For staff in the Common Services administration group the Ministry Affairs and Provincial Government will be the parent Ministry.
3. The ISSUING OFFICER should also obtain the required number of Staff Report forms (PS Form 10) and complete the top box on the first page of each with the officer's name, Ministry and Division, and the period covered by the report (1 September 19.... To 31 August 19.... In the case of annual reports) and date due for return (30 September).
4. **On 1 July** he should send a copy of the relevant Issuing Form to each SECOND COUNTERSIGNING OFFICER enclosing the Staff Reports for the officers in his area of responsibility. He should also send a COMPLETE SET of the Issuing Forms to the Ministry of the Public Service, and keep one set himself on which to record the progress and return of the completed Staff Reports.
5. Completed reports should be returned to the ISSUING OFFICER by the SECOND COUNTERSIGNING OFFICER in a sealed envelope marked on the outside top left hand corner:

## **STAFF REPORTS**

From: (name of SECOND COUNTERSIGNING OFFICER)

For: (names of officers whose reports are enclosed)

When received the ISSUING OFFICER should not his copy of the Issuing Form, and immediately forward the envelope UNOPENED to the Ministry of the Public Service.

6. Reports are due for return by 30 September (that is one month after the end of reporting period). Where Staff Reports have not been received by the ISSUING OFFICER 2 WEEKS AFTER THE DUE DATE FOR RETURN, he should issue a reminder to the SECOND COUNTERSIGNING OFFICER using the first Reminder Form at ANNEX C2 showing the details of the Reports outstanding.
7. For Staff Reports still outstanding 4 WEEKS AFTER THE DUE DATE FOR RETURN he should send a further reminder using the Second Reminder Form at ANNEX C3.
8. Any still outstanding 6 WEEKS AFTER THE DUE DATE should be reported in writing to the Responsible Office for appropriate action, and a copy sent to the Ministry of the Public Service.

### **BREAK REPORTS (GO B 510)**

9. THE ISSUING OFFICER is responsible for issuing the necessary Staff Report forms to the appropriate SECOND COUNTERSIGNING OFFICER where an officer to be reported on, or his REPORTING OFFICER, moves to a different post after February in the Reporting year. Staff Report forms should be issued immediately it is known that an officer is moving. The top box should normally be from 1 September to the date on which the officer is being posted, and the date due for return should be one month after the date of issue.

If they are not received by the due date reminders should be sent as set out in paragraphs 6, 7 and 8 above. When received they should be sent to the Ministry of the Public Service at once.

10. In the case of staff seconded to Councils/Provinces it will be the responsibility of the Council/Province Personnel Officer to draw the attention of the Issuing Officer in the parent Ministry to any staff transfers within the Council/Province which will necessitate back reports.

### **SPECIAL REPORTS (GO B 511)**

11. Where Special Reports are required the ISSUING OFFICER should complete the top box on the first page of the Staff Report form and issue it to the appropriate SECOND COUNTERSIGNING OFFICER and ensure that it is promptly returned and sent to the Ministry of the Public Service. Special Reports may be required urgently, and a date for return specified by the Permanent Secretary for the Public Service.

**STAFF REPORTS**  
**Memorandum**

To:..... From ISSUING OFFICER  
(Second Countersigning Officer) Ministry/Officer.....

Division:..... Date:.....

Cc: Permanent Secretary/MPS

**STAFF REPORTS**

Would you please arrange for the attached Staff Reports for the officers listed in column 3 below to be completed and returned to me by.....

Signature:.....ISSUING OFFICER

**Col.1**

**Col.2**

**Col.3**

**Col.4**

First Countersigning Officer	L E V E L	Reporting Officer	L E V E L	Officer to be Reported on	L E V E L	Date returned/ Received

**\*Note: Col. 4 should be used by:**

- (a) The second Countersigning Officer to record, on his copy, the date on which completed reports are returned to the Issuing Officer
- (b) The Issuing Officer to record, on his copy, the date on which completed reports are returned to the Ministry of the Public Service
- (c) The Ministry of the Public Service to record, on its copy, the receipt of the completed reports.

**STAFF REPORTS****Memorandum**

**To:**.....**From: ISSUING OFFICER**  
 (Second Countersigning Officer) Ministry/Office.....

Division: .....Ref:.....Date:.....

**STAFF REPORTS, REMINDER**

Completed Staff Report(s) on the office(s) listed below have not yet been received. Would you please investigate the positions, and let me have the report(s) below within 7 days.

Signature.....ISSUING OFFICER

Name of Officer(s) to be reported L E V E L	Report(s) was/were – completed and despatched on:	Report(s) will be despatched by: (date)	Any special reasons for delays in return

**STAFF REPORTS**

**Memorandum**

To:.....From: ISSUING OFFICER  
(Second Countersigning Officer) Ministry/Office:.....

Division..... Ref:..... Date:.....

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**STAFF REPORTS, SECOND REMINDER**

According to our records Staff Reports on the officers listed below are still outstanding. As these reports are required by the Ministry of the Public Service, and are now one month overdue. I must ask you to take steps to have them completed and returned without further delay. If you are unable to do so, would you please advise me in writing of the circumstances.

Signature.....ISSUING OFFICER

**Officers on whom Reports are still outstanding.  
(LIST)**