
LEAVE**Section****1. General Principles**

- 101 Subject to Exigencies of the Service
- 102 Not Convertible for Cash
- 103 Not Leave Earning
- 104 Normal Rest days Included
- 105 School Holidays
- 106 Records to be kept
- 107 Approval of Leave
- 108 Leave Pay
- 109 Leave Rosters
- 110 Leave to attend special events

2. Annual Leave

- 201 Application
- 202 Leave Rates
- 203 Approval and Application
- 204 Accumulation of Leave
- 205 Qualification
- 206 Travel Time
- 208 Failure to Resume Duty on the Due Date
- 209 Annual Leave outstanding to an Officer on his Death
- 210 Travel Expenses
- 211 Compassionate Leave
- 212 Annual Leave: In-service Training Courses

3. Extensions of Leave

- 301 When Extensions of Leave may be granted
- 302 Effective Date of Extension
- 303 Extensions without Pay

4 Sick Leave

- 401 Sick Leave
- 402 Reporting Sickness
- 403 Reporting to a Medical Officer
- 404 Sickness Certificates
- 405 Minor Illness
- 406 Extended Illness
- 407 Recurrence of Extended Illness
- 408 Temporary Officers
- 409 Officers injured on Duty
- 410 Sick Leave – On Duty Outside Solomon Islands

5. Maternity Leave

- 501 Maternity Leave
- 502 Failure to resume on the due date

1. GENERAL PRINCIPLES**101 SUBJECT TO EXIGENCIES OF THE SERVICE**

All leave is subject to the exigencies of the Service and unless otherwise stated will be granted by the Government at its discretion.

102 NOT CONVERTIBLE FOR CASH

The object of leave is rest and relaxation with the object of maintaining and increasing an officer's efficiency and effectiveness. Subject to GO J209 and GO J204.3, leave is not therefore convertible for cash

Amendment No. 233/85

103 NOT LEAVE EARNING

Leave, except for annual leave and sick leave within Solomon Islands, is not leave earning.

104 NORMAL REST DAYS INCLUDED

Saturdays, Sundays or Public Holidays falling within any period of leave shall count as days of leave.

105 SCHOOL HOLIDAYS

Officers who work in schools or other institutions which, as part of their annual programme go into holiday recess, must take any annual leave for which they may be eligible during such recesses, if necessary dividing their leave between them.

106 RECORDS TO BE KEPT

Responsible Officers shall see that a proper record system of all leave, including sick leave under section 4 of this Chapter, taken by each officer in their office/Ministry is installed and kept up to date and is available for inspection by the Auditor-General and the Permanent Secretary for the Public Service on request. Annual leave record cards are available from the Government Printer.

107 APPROVAL OF LEAVE

1. Responsible Officers are the proper authorities to approve leave for those officers over whom their authority extends. They may delegate their authority to approve leave provided.

- (a) they do so in writing;
- (b) that no officer shall have authority to approve his own leave; and
- (c) delegation shall not be made to an officer holding a post graded below level 5.

2. The Secretary to Cabinet shall be the approving authority for Responsible Officers themselves.

Amendment No. 233/85

108 LEAVE PAY

Leave is taken at the rate of salary applicable to the officer at the date his leave commences, plus, subject to GO E301, any increment which falls due and is granted during leave.

109 LEAVE ROSTERS

All Responsible Officers shall prepare planned leave rosters for their respective offices/Ministries in November each year for the period of the next calendar year. Responsible Officers may amend the roster as the public interest may from time to time require in the course of the year.

110 LEAVE TO ATTEND SPECIAL EVENTS

1. When an officer is invited, and wishes to accept such invitation to attend a social or sporting event outside Solomon Islands as a member of a Solomon Islands delegation or team he should apply for leave of absence under GO C202.
2. When leave is granted the Permanent Secretary for the Public Service shall decide what proportion of such leave shall qualify as annual leave, leave on full pay or leave without pay.

2. ANNUAL LEAVE**201 APPLICATION**

Annual leave granted in accordance with this Section is leave for which all officer are eligible with the exception of :-

- (a) employees of the Government for whom provision for leave is made under Chapter S of these Orders;
- (b) expatriate officers whose contracts of service specify their leave rates and conditions;
- (c) locally engaged officers who are not employed full time; and
- (d) locally engaged officers who have not completed six months continuous service.

Amendment No. 233/85

202 LEAVE RATES

1. Annual leave rates are as follows:-

Level	Monthly leave rate	Annual leave rate
Level 3	2	24
Level 4 and 5	2½	30
Level 6	3	36
Level 7 and above	3½	42

2. Any seagoing staff of the Marine Division shall be eligible for paid leave in any one calendar year of service at the following rates:-

- (a) Level 3 - 35 calendar days
- (b) Level 4 and above - 42 calendar days

Amendment No. 233/85

203 APPROVAL AND APPLICATION

1. Formal application for annual leave is not required. The leave roster shall be the formal approval of the Responsible Officer for annual leave in his Office/Ministry for officers named therein.

2. When compiling the leave roster a Responsible Officer shall as far as is compatible with the organization of the Service take into account any personal wishes expressed by an officer about when his leave may be taken which need not all be at one time. It may be taken in parts if convenient to the Service.

3. The leave roster shall be widely circulated in each Office/Ministry so that each officer may be aware well in advance when his annual leave is to be taken.

4. Carefully prepared and planned leave rosters are essential if the absence from duty of too many officers on annual leave at any one time (particularly towards the end of a year) is to be avoided.
5. All leave taken is to be recorded on the officer's Personal Record Sheet. These forms, obtainable from the Government Printer, are accounting documents and shall be retained for audit scrutiny for such period as the Accountant General may prescribe from time to time.
6. Before he departs on annual leave, an officer shall be issued with an Annual Leave Certificate in the prescribed form fully completed, which shall show the amount of leave granted, the date of return to duty and the place at which the officer shall report on return.

204 ACCUMULATION OF LEAVE

1. Except as otherwise provided in this Order, annual leave shall be taken in the calendar year and may not be accumulated from one calendar year to another without the approval of the responsible Officer under delegated power. Such approval shall only be granted exceptionally. In the case of Responsible officer themselves application must be made to the Secretary to the Cabinet.
2. When an officer is -
 - (a) unable because of transport or distance difficulties to visit his home for a reasonable period annually because leave is too short; or
 - (b) the wife or child of an expatriate officer eligible for vacation leave overseashe may with the approval of the Responsible Officer accumulate leave over a period of two calendar years for the purpose of taking an extended leave. Such extended leave shall be taken during the second year or in the case of (b) above at the time the husband or parent takes vacation leave.
3. Application for accumulation of annual leave may not be considered unless it is made in the current calendar year. An officer who fails to apply for accumulation of leave within the current calendar year, shall have his leave for that current calendar year forfeited.
 - (a) No officers shall be recalled from leave without his consent and the prior authority of the Permanent Secretary, Ministry for the Public Service.
 - (b) An officer who is required to resume duty before the expiry of his leave shall, if he so desires, be paid appropriate compensation for his unutilized leave at the time of resumption of duty or carry forward his unutilized leave to be taken with annual leave for the next calendar year.

Amendment No. 216/85

Date of delegation: 13/3/85

Amendment No. 1/89

Effective date of J204 (3): 6/4/89

205 QUALIFICATION

Annual leave vests on the first day of January each calendar year for all officers who are employed on 1st January and it can be taken at any time during a particular calendar year.

PROVIDED that where an officer is not, nor is it anticipated that he will be on the payroll of the Government for a full calendar year, or is serving on temporary terms of service, the officer's leave will be assessed on the basis of completed months of service multiplied by the appropriate monthly rate shown in column 2 of GO J202 (1), subject always to such leave being taken within the calendar year in which it is earned.

Amendment No. 233/85

206 TRAVEL TIME

1. It is the intention that the whole of an officer's annual leave shall be deemed to be spent on his home island. Because of the uncertainty of transport arrangements within Solomon Islands, it is not possible to fix definite periods of travel time. Authorised officers must therefore taken into account the method of transport to the officer's home island at the time of approving annual leave and allow travel time to and from the officer's home island (not necessarily his home village), subject to a limit of 7 days in each direction, when fixing the period of authorised absence from duty and the date of resumption
2. Officers who do not travel to their home islands will not be granted travel time.
3. An officer is expected to take advantage of any return shipping opportunity which presents within 5 days of the date on which his leave expires, exclusive of traveling time. Subject to the Responsible Officer's approval, any out-standing balance of leave remaining untaken but not exceeding 5 days (not including any travel time allowed) will be carried forward to be taken when his next leave becomes due. In a case where an officer does not resume work immediately after the expiration of the authorised period of absence from duty, GO J208 shall apply.
4. Authorised officers may, at their discretion, in terms of GO P203 (b) approve travel by internal air service where the distance involved and the uncertainty of shipping to justify.

Amendment No. 233/85

208 FAILURE TO RESUME DUTY ON THE DUE DATE

1. When an officer fails to resume duty on the date specified by his Responsible Officer the officer shall be on leave without pay with effect from the date following that on which he should have resumed. The Responsible Officer should take immediate action with the Accountant General to stop the pay of the Officer from that date.
2. On return to duty the officer should be required to explain why he overstayed his leave. If he –
 - (a) has good reason the Responsible Officer may restore his pay with effect from the date it was stopped and any leave taken in excess of what was originally approved shall be deducted either from any accumulated leave under GO J204 (2) and (3b) or from the officer's future annual leave;
 - (b) has no good reason for not resuming duty at the proper time then his additional days of absence shall stand as leave without pay.

Where an officer overstays his leave by 10 days or more his Responsible Officer shall institute disciplinary action under the appropriate Commission's regulations.

Amendment No. 233/85

209 ANNUAL LEAVE OUTSTANDING TO AN OFFICER ON HIS DEATH

1. Where an officer dies in the service the monetary value of any accumulated leave outstanding under GO J204 (3) and (3b) and of any annual leave on a proportionate basis not taken in the calendar year in which the officer's death occurs shall be paid to the widow of the deceased officer or where there is no widow, to any surviving dependent children. Where there is no widow, or dependent children, payment shall be made into the deceased officer's estate.

2. In calculating the leave due to the officer, no account shall be taken of travel time.

Amendment No. 233/85

210 TRAVEL EXPENSES

1. An officer traveling on a passage at government expenses under G.O P202 (b) who is unable to find any transport from his port of disembarkation to his home island and is unavoidably stranded may with the approval of the Responsible Officer claim for traveling expense to assist him meet transport cost at the following rate:

2. (a) An officer traveling by road transport from the point of disembarkation to his respective village can claim up to five hundred dollars (\$500.00) one way or one thousand dollars (\$1000.00) both ways.

(b) An officer traveling by canoe (outboard motor) or small crafts from the point of disembarkation to his respective village can claim up to five hundred dollars (\$500.00) one way or one thousand dollars (\$1000.00) both ways.

(c) In the case of both husband and wife who are public officers and are administratively prevented from taking annual leave together within the year, who will spend their leave in different home islands shall be eligible to claim the travel expenses separately under (a) or (b) above, in each case up to the full amount in respect of the actual journeys.

3. Claim for such allowance must be supported with receipted bills or documentary evidence for approval by Responsible Officers.

Amendment No. 01/06

Effective date: 26/09/06

211 COMPASSIONATE LEAVE

Responsible Officers may approve leave on compassionate grounds under GO J107 in the circumstances prescribed in GO P202 (d). Where such leave is granted it shall be reckoned against the officer's annual leave eligibility under GO J202. Where in any calendar year no or insufficient annual leave remains for this purpose, the Responsible Officer may, at his discretion, permit up to half of the officer's annual leave eligibility for the following calendar year to be taken. Any leave taken in excess of this shall be leave without pay.

212 ANNUAL LEAVE: IN-SERVICE TRAINING COURSES**(a) Overseas Training**

When an officer is requested to undertake an approved full-time course of training overseas, the period of course shall be regarded as absence of duty, and since he will be eligible for the course vacation periods prescribed by the institute concerned, no part of the course shall count towards his annual leave entitlement.

(b) Local Training

- (i) When an officer is requested to undertake an approval full-time course of training within Solomon Islands, and since he will be eligible for the course vacation periods prescribed by the institute concerned, he shall be entitled to take such vacation periods;

Provided that any such vacation period in any year does not exceed his annual leave entitlement as prescribed in GO J202 or that the aggregate of the total vacation periods in any year does not exceed his annual leave entitlement as prescribed in GO J202.

- (ii) Any excess period in breach of the above mentioned provision shall be treated as leave without pay pursuant to GO J208(i) and where appropriate the provision of GO J208(2) shall apply according to each particular case.

3 EXTENSION OF LEAVE**301 WHEN EXTENSIONS OF LEAVE MAY BE GRANTED**

Extension of leave may be granted to officers:

- (a) on the ground of public interest on, except where otherwise directed, full salary;
- (b) because of extended illness or illness on leave under the provisions of Section 4 of this Chapter.

Amendment No. 233/85

302 EFFECTIVE DATE OF EXTENSION

Extension of leave shall be dated from the expiration of the original leave and not from the date on which the officer would have had to embark if his leave had not been extended.

Amendment No. 1/92

303 EXTENSIONS WITHOUT PAY

Extensions of leave, other than extensions granted under the authority of General Orders, shall be without pay.

4 SICK LEAVE**401 SICK LEAVE**

Any period during which an officer is absent from duty because of illness or convalescence shall be considered sick leave.

402 REPORTING SICKNESS

An officer holding or acting in a post graded level 9 or above who is absent from work because of illness shall report the fact to his Responsible Officer immediately by such means as are appropriate in the circumstances. Any other officer shall report the fact immediately to his immediate superior who shall notify his Responsible Officer immediately. Responsible Officers shall notify the Permanent Secretary for the Public Service.

403 REPORTING TO A MEDICAL OFFICER

Any officer who is absent from duty through sickness must also report the fact to a Government Medical Officer where this is possible within 48 hours of absenting himself. Where it is not possible, to report to a Government Medical Officer within 48 hours, then as soon thereafter as possible.

404 SICKNESS CERTIFICATES

A Medical Officer shall if he considers the officer's absence from duty is justified because of illness, issue a certificate duly signed by him to the officer's Responsible Officer assessing the period he thinks the officer may be absent on sick leave. In those cases where an officer has no access to a Medical Officer, it is sufficient that a Responsible Officer certified that he is satisfied that it is a genuine case of illness necessitating absence from duty PROVIDED the period of sick leave does not exceed 28 days.

405 MINOR ILLNESS

Pensionable Officers, permanent and non-pensionable officers and contract officers are entitled to up to 28 days sick leave on full pay in any calendar year. This period may be extended on the recommendation of a Medical Officer to 42 days with the approval of the officer's Responsible officer. Periods of sick leave in excess of 42 days shall be regarded as annual or vacation leave; provided that any accumulated leave, deferred or vacation leave as may be the case, standing to the credit of the officer shall first be taken.

Amendment No. 233/85

406 EXTENDED ILLNESS

1. Pensionable Officers and permanent and non pensionable officers. In cases of serious illness extending beyond 42 days continuous absence from duty the following procedure shall apply:

- (a) the first 42 days will be regarded as sick leave on full pay;
- (b) the officer will then be required to use up any accumulated leave (or vacation leave as may be the case) standing to his credit followed by annual leave on full pay until this has been exhausted.

- (c) the officer may then on the recommendation of the Permanent Secretary, Health and Medical Services, be granted a further period of sick leave on full pay up to 138 days;
- (d) any further extension of sick leave on the recommendation of the Permanent Secretary, Health and Medical Services, will be on half pay for a period not exceeding 180 days;
- (e) if an officer is then still not fit to resume duty the Permanent Secretary for the Public Service shall ask the Permanent Secretary, Health and Medical Services, to convene a Medical Board to assess whether the officer is capable of discharging the duties of his office or is likely to be capable within reasonable time; if not the Board may recommend retirement on medical grounds;
- (f) exceptionally, on the advice of the Permanent Secretary Health and Medical Services, after a Medical Board, the Permanent Secretary for the Public Service may approve a further extension with half pay or without pay. Sick leave without pay is not pensionable, but is qualifying service.

The provisions of this Section will apply whether the officer remains in Solomon Islands or is sent to another country during his illness either for treatment or convalescence.

PROVIDED that when the officer is not in Solomon Islands medical advice shall be given by the Consultant Physician to the Minister for Overseas Development Administration in the United Kingdom or a medical practitioner appointed by the Government or its Agents if elsewhere;

PROVIDED ALSO that where an officer is absent from duty on the grounds of ill health and his case does not comply with the requirements above at any stage any period of absence shall be regarded as annual leave and deducted from his leave at the time of taking his next leave or on termination of his appointment whichever is the sooner.

2. Contract officers may be granted such sick leave as a Responsible Officer may decide up to and including 1(b) in GO J406. Any extension beyond this will be subject to approval by the Permanent Secretary for the Public Service after recommendation by the Government's medical adviser,

PROVIDED that no extension shall exceed that granted to pensionable officers.

Amendment No. 233/85

407 RECURRENCE OF EXTENDED ILLNESS

Where the periods of leave prescribed in GO J406 1 (a) (b) and (c) have been exhausted before the officer's return to duty a period of not less than six months must elapse from the date of such resumption of duty before the officer is again entitled to the periods of leave so prescribed. If the officer falls sick within six months of resuming duty in these circumstances the period of sickness shall be deemed to be continuous for the purpose of GO J406.

408 TEMPORARY OFFICERS

A Responsible Officer may approve sick leave for a temporary officer up to 7 days in any one calendar year after which the officer if he cannot resume duty because of continued sickness may take annual leave. The Responsible officer may at his discretion grant a further period of leave, without pay, not exceeding 14 days. If the officer cannot then resume duty his appointment should be terminated by giving the proper notice.

409 OFFICERS INJURED ON DUTY

Where ANY officer's absence from duty because of illness is due to injury in the actual discharge of his duty or a disease to which he is exposed by the nature of his duties not being an injury or disease wholly or mainly due to or seriously aggravated by his own serious and culpable negligence or misconduct THEN paragraph J406 shall apply except that 1 (f) may with the approval of the Permanent Secretary for the Public Service be on full pay.

Amendment No. 233/85

410 SICK LEAVE – ON DUTY OUTSIDE SOLOMON ISLANDS

When an officer becomes ill while on duty outside Solomon Islands his Responsible Officer may at his discretion apply the provisions of GO J405 or J406 as may be appropriate.

Amendment No. 233/85

5. MATERNITY LEAVE**501. MATERNITY LEAVE**

A woman officer who ceases duty in accordance with GO B403 shall during her absence be considered to be on maternity leave. She shall on ceasing work in anticipation of confinement, continue to receive full salary.

Effective date: 1/1/89
Amendment No. 3/89

502 FAILURE TO RESUME DUTY ON THE DUE DATE

When a woman officer who is on maternity leave fails to resume duty on expiration of six weeks from the birth of her child then-

- (a) if she is serving on temporary terms, she shall be deemed to have resigned her temporary appointment with effect from the day following the expiration of six weeks period from the date of birth of her child;
- (b) if she is serving on probationary, pensionable or permanent and non pensionable terms she may continue on leave without pay for a period to bring her absence after the date of birth of her child up to 90 days but if she is unable to resume duty by then she shall be called upon to resign her appointment.

Amendment No. 233/85

1. GENERAL

- 101 Establishment
- 102 Staffing
- 103 Salaries
- 104 Personnel Records and Career Development

2. POSTING ARRANGEMENTS

- 201 Correspondence on postings between parent Ministries and Provinces
- 202 Posting arrangements
- 203 Record of postings in force

3. GENERAL ORDERS AND OTHER INSTRUCTIONS

- 301 Application of General Orders and Provincial Government Staff Instructions to Public Officers posted to Provinces.
- 302 Loyalty of Public Officers to Provincial Authorities

4. CONDUCT OF CORRESPONDENCE

- 401 Correspondence with Parent Ministries

5. PUBLIC INTEREST

- 501 Cases when the Public Interest is endangered
- Appendix 1 - Specimen notice of proposed posting
- Appendix 2 - Specimen letter of posting to Province
- Appendix 3 – Specimen letter of posting within a Province

1. GENERAL**101 ESTABLISHMENT**

The numbers and grades of Public Services posts in Provinces will be agreed between the Ministry of Home Affairs and Provincial Government and the Permanent Secretary for the Public Service and the parent Ministry concerned.

Amendment No. 234/85

102 STAFFING

The staffing of posts approved in accordance with GO K101 will be the responsibility of the Ministry of Home Affairs and Provincial Government in consultation with parent Ministries.

NOTE

Provincial Assemblies will not be permitted to employ persons to fill Public Service posts on their establishment except with the specific approval of the Ministry of Home Affairs and Provincial Government and the concurrence of the Ministry of the Public Service. Such approval will normally only be given where a vacancy cannot be filled by a Public Officer and only temporary appointments will be allowed. In such cases consideration will be given to assisting Assemblies with salary costs.

Amendment No. 234/ 85

103 SALARIES

Public Officers posted to Provinces will be paid direct by the Public Service central salaries system.

Amendment No. 234/85

104 PERSONNEL RECORDS AND CAREER DEVELOPMENT

The officer's parent Ministry (or the Head Cadre for common cadre officers) will retain responsibility for his personnel records and career development.

Amendment No. 234/85

2 POSTING ARRANGEMENTS**201 CORRESPONDENCE ON POSTINGS BETWEEN PARENT MINISTRIES AND PROVINCES**

Parent Ministries will normally inform the Ministry of Home Affairs and Provincial Government in advance of any matters they wish to discuss with Provincial Secretaries relating to postings of public officers to ensure that any factors about which the Ministry of Home Affairs and Provincial Government is particularly concerned are taken fully into account.

Amendment No. 234/85

202 POSTING ARRANGEMENTS

1. Postings of officers from Ministries other than the Ministry of Home Affairs and Provincial Government may not be made or altered except by agreement between the parent Ministry and the Ministry of Home Affairs and Provincial Government and after consultation with the Provincial Secretary concerned. Twelve weeks notice in the form set out in Appendix 1 to this Chapter shall be given by the parent Ministry in the case of any posting or alteration to a posting, and three weeks will be allowed for the Ministry of Home Affairs and Provincial Government and the Provincial Secretary to comment to the parent Ministry on the proposed posting.

2. Public officers will be notified of postings by the parent Ministry concerned by letter in the form set out in Appendix 2 to this Chapter, copied to the Ministry of Home Affairs and Provincial Government and the Provincial Secretary to Province. Six weeks notice of postings will normally be given and in no case will such notice be less than three weeks.

3. Postings of public officers within a Province will be subject to the procedure in paragraph 1 of this General Order. The officer will be notified by letter in the form set out in Appendix 3 to this Chapter.

Amendment No. 234/85

203 RECORD OF POSTINGS IN FORCE

The Ministry of Home Affairs and Provincial Government will keep a record of postings in force.

Amendment No. 234/85

3. GENERAL ORDERS AND OTHER INSTRUCTIONS**301 APPLICATION OF GENERAL ORDERS AND PROVINCIAL GOVERNMENT STAFF INSTRUCTIONS TO PUBLIC OFFICERS POSTED TO PROVINCES**

Public Officers posted to Provinces will be subject to both General Orders and to Provincial Government Staff Instructions. In matters not covered by Provincial Government staff Instructions or where such instructions conflict with General Orders the latter will apply.

Amendment No. 234/85

302 LOYALTY OF PUBLIC OFFICERS TO PROVINCIAL AUTHORITIES

Public Officers assigned to duty posts with Provincial Authorities are required to serve the Provincial Authority fully and loyally in every respect.

NOTE:

The Position of a public officer serving a Provincial Authority is similar to that of a common cadre officer in relation to a Ministry, ie, he belongs to a public service cadre which is responsible for his career development but he is under the day-to-day direction and control of the Provincial Secretary.

Amendment No. 234/85

LETTER OF POSTING TO PROVINCE (GO K202.2)

Dear

With effect from (date) you will be posted to the position of (name of post) at (station)..... in the service of the Province.

2. You will continue to be subject to General Orders.
3. Your terms and conditions of service remain unchanged.
4. The remains your Responsible Officer, but you will be under the day-to-day direction and control of the (name post of supervising officer)
5. During the period of your service with the Province you will place yourself fully and loyally at the service of the Province.

Your sincerely

for: Permanent Secretary
Ministry of

Copied to: Provincial Secretary/
Ministry of Home Affairs & Provincial Government
(where parent ministry is other than MHAPG)

LETTER OF POSTING WITHIN A PROVINCE (GO K.202.3)

Dear

The posting notified to you in my letter (reference) dated (date) is to be revised.

2. With effect from (date) you will be posted to the position of (name of post) at (station)

3. The remains your Responsible Officer but you will be under the day-to-day direction and control of (name post of supervising officer)

4. You will remain in the service of the Province.

Yours sincerely

for: Permanent Secretary
Ministry of

cc: Provincial Secretary/
Ministry of Home Affairs & Provincial Government)
(where parent Ministry is other than MHAPG)

4. CONDUCT OF CORRESPONDENCE**401 CORRESPONDENCE WITH PARENT MINISTRIES**

1. Public Officers seconded to Provinces may correspond through the Provincial Secretary with their parent Ministry or another Ministry as follows:-
 - (a) through the Provincial Secretary with parent Ministry, copy to the Provincial Secretary, on matters relating to their career development:
 - (b) through the Provincial Secretary with the parent or other Ministry with such copies as the Provincial Secretary may direct, on technical matters, e.g. questions of design, professional advice on methods, scientific queries; and
 - (c) direct with the Ministry on whose behalf the officer is separately appointed to carry out special functions, eg, those of a magistrate, in respect of those functions only.
2. Public Officers seconded to Provinces may not correspond direct with their parent Ministries on matters of Provincial or Central government policy or matters in which the relationship of the Provincial Administration with any Ministry is called into question. Such correspondence may be carried out only with the specific authority of the Provincial Secretary in which case it is undertaken on his behalf and purports only to represent the views and position of the Province.

Amendment No. 234/85

5. PUBLIC INTEREST**501 CASES WHEN THE PUBLIC INTEREST IS ENDANGERED**

If a Public Officer seconded to a Province and responsible for providing professional or technical advice to the Provincial Executive considers that his advice has been disregarded by the Provincial Executive after being written down and properly explained and that as a result the public interest is endangered in some material way he shall report the matter in writing to his Provincial Secretary.

NOTE:

In accordance with Provincial Government Staff Instructions the Provincial Secretary will immediately report the matter to the Ministry of Home Affairs and Provincial Government together with any comments or additional information he thinks relevant and shall send a copy of his report to the parent Ministry of the officer concerned.

Amendment No. 234/85

STAFF-IN-CONFIDENCE

TO: Ministry of Home Affairs and Provincial Government
Provincial Secretary to Province:

NOTICE OF PROPOSED POSTING

In accordance with GO K202.1 I give notice of my intention to make the following postings to/from theProvince:-

Name	Posting	Proposed Effective Date
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1.
2.
etc.

2. Please let me have your comments within three weeks of the date of this notice.
3. The officer(s) concerned will not be notified of the proposed postings until I have received a reply and we have discussed your comments, provided that these are received by me within three weeks.

For: Permanent Secretary
(Parent Ministry)