



PUBLIC SERVICE PROCEDURES MANUAL

JANUARY 2011

THE PUBLIC SECTOR PROCEDURES MANUAL

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CHAPTER 1

INTRODUCTION AND THE ORGANISATION OF GOVERNMENT

1. DELEGATION: MONITORING OF AND REPORTING ON DELEGATED AUTHORITY – Order 19

- (a) Key elements of reporting on delegated matters shall include:
 - (i) The complete structure and functions of the Organisation;
 - (ii) Strategic Plan of the Organisation;
 - (iii) Periodic updates of the establishment register and payroll;
 - (iv) Employees' general terms and conditions of service;
 - (v) Salary structures;
 - (vi) Schemes of service for specific groups of workers;
 - (vii) Key employee documents for the public record, e.g. employee details, employee record card, copies of staff movement documents (appointments, promotions, transfers, termination of appointment), serious disciplinary matters and
 - (viii) Annual Report of the Activities of the Organisation.
- (b) Transfers of employees across Organisations shall be coordinated through the Authority responsible for Public Administration.
- (c) A periodic audit of administrative matters shall be undertaken, and organisations shall make available to the designated officer such information as may be required in order to carry out such audits effectively.

Monitoring

- (a) To allow for the efficient monitoring of Ministries/Departments and Budget-dependent organisations by the Authority responsible for Public Administration, of delegated authority of administrative and management practices and procedures, each case approved by the Chief Executive Officer must be copied to the Authority responsible for Public Administration, together with the relevant supporting documents.

- (b) Should any anomalies be identified by the Authority responsible for Public Administration, these will be communicated to the Chief Executive Officer concerned, for rectification.
- (c) Public sector organisations are to maintain records of the particulars of service including payment of all benefits of all members of their staff.
- (d) Commercial Public Enterprise organisations/Agencies shall provide copies of documents for records purposes to the Authority responsible for Public Administration as stipulated in their respective framework of delegation.

2. POLICE CLEARANCE – Order 16

(Refer to Annex 1)

Police clearance shall be sought for all staff movements and organisations shall complete the necessary formalities.

3. OFFICIAL SECRETS DECLARATION – Order 17

(Refer to Annex 2)

Upon signing of the Official Secrets Declaration in triplicate, a copy of the signed Declaration is to be filed in the employee's personal file with the employing organisation, with one copy forwarded to the Authority responsible for Public Administration. The remaining copy shall be handed to the employee for retention.

4-8 Unallocated

CHAPTER II

ENTRY AND PROGRESSION IN THE PUBLIC SERVICE

9. THE ESTABLISHMENT REGISTER – Order 29

- (a) Employees being appointed to a post should be placed against the relevant post title as it appears on the establishment register.
- (b) No appointment, promotion or transfer shall be made to any post unless provision for that post exists on the approved Establishment Register. This also applies to employees on fixed-term contracts, casual or relief employment. Employees whose employment is funded externally should also be allocated an unfunded post number.

10. VARIATIONS TO THE ESTABLISHMENT REGISTER – Order 30

In order to effect any variations to the establishment register, Public Service and budget-dependent organisations shall submit their revised functions and structures to the Authority responsible for Public Administration for approval.

Commercial public enterprise organizations shall provide copies of their establishment register as and when required by the Authority responsible for Public Administration.

1. Creation of Posts

(Refer to Annex 3)

- (a) Creation of new positions are undertaken to provide for new functions i.e. the terms of reference for the new division/section/unit should be established before posts are created. In addition where additional support is required and where employees are taking on additional workload, the required posts may be created.
- (b) Organisations may request the creation of a temporary position to accommodate an employee appointed temporarily in instances where a permanent employee has proceeded on an extended leave e.g. maternity, unpaid, paid or unpaid sick leave.
- (c) Organisations may create a bursar post to accommodate an employee proceeding on training if there is a need for a replacement. Such requests are considered for very technical areas where it is imperative that a replacement is employed.

- (d) When an employee proceeds on sabbatical/unpaid leave for a period exceeding one year the organisation may create unfunded positions to accommodate the employee.
- (e) Organisations may opt for deletion of a funded position which is no longer required in exchange for the creation or reclassification of another position.
- (f) For the creation of post the following are required:-
 - (i) Justification for the new position.
 - (ii) Clear job descriptions.
 - (iii) Clear delineation of role should be established.
 - (iv) The impact of the new post on other existing positions.
 - (v) All creations of posts should be subject to the availability of funds.
 - (vi) Job evaluation for a proposed creation of post shall be undertaken by the Authority responsible for Public Administration and is carried out so that:
 - i. The level and salary grade of the post can be established;
 - ii. The post is properly classified;
 - iii. The minimum entry requirements of the post are established based on the job evaluation results or in line with the relevant schemes of service.

2. Reclassification of Posts

(Refer to Annex 3)

Reclassification of post includes upgrading, downgrading of post and change in post titles and are undertaken whenever the responsibility and the duties have increased or decreased in the job content e.g.

- (a) When an organisation considers it necessary to enlarge the number of tasks for a position to:
 - (i) merge the duties of another position in order to optimize on the resources;
 - (ii) to cover additional duties.

- (b) When the contents of the job have decreased with a cessation of a function that was being discharged by the organisation.
- (c) When organisations have to surrender a vacant position that is no longer required in lieu of a new position required.
- (d) Before any reclassification is undertaken the following must be complied with:
 - (i) Organisations have to show clearly the change in their establishment that necessitates reclassification of the position.
 - (ii) Provision of a clear job description for the proposed reclassification as well as the job description of the current post.
 - (iii) The reclassification should not impact on existing positions otherwise.
 - (iv) Funding provisions.
- (e) A Job evaluation must be carried out for the reclassification of a post so that:
(Refer to Annex 4)
 - (i) The level and salary grade of the post can be established; and
 - (ii) The post is properly classified.

The minimum entry requirements of the post are established based on the job evaluation result for the creation/reclassification form.

3. Deletion of Posts

The deletion of established positions within an organisation may take place in the following circumstances:

- (a) When an established vacant or unfunded position is no longer required.
- (b) Upon the expiry period of a temporary, bursar or unfunded position.
- (c) A position that has been vacant or frozen for a number of years for which the organisation does not have the necessary funds for recruitment.

4. Transfer of Post

- (a) A request for transfer of a position from one unit/section/division to another shall be submitted to the Authority responsible for Public Administration for approval.
- (b) From one post title to another, if the position is not already an established position on the establishments register, the post will have to be subject to a job evaluation.
- (c) Organisations are required to provide the Authority responsible for Public Administration with the following information/documents before consideration and approval/non approval is given for the transfer of the position:
 - (i) Justification for the transfer.
 - (ii) Clear job specification. Organisations must have two job descriptions, one for the current post and one for the proposed position.
- (d) For all variations on the establishment register, organizations shall indicate their impact on other existing positions and show proof of the availability of funds.
- (e) In cases of transfer of portfolio responsibility or change of organizational name, organizations shall issue a letter to employees concerned, advising them of the change.

5. Organisational Re-structuring

Re-structuring usually occurs when new ministries, departments or other organisations are created or abolished upon port-folio allocation / changes or upon internal re-organisation. All cases of re-structuring must be approved by the Authority responsible for Public Administration.

The following documents must be submitted:

- (i) Existing and proposed Structure
- (ii) Existing and proposed functions
- (iii) Existing and proposed job descriptions, including the relevant form
- (iv) Copy of the latest payroll

11. APPOINTMENTS LIMITED BY THE ESTABLISHMENT REGISTER – Order 31

Manpower Budgeting Exercise

- (a) A Manpower Budgeting Exercise (MBE) allows organizations to make a forecast comparing the establishment register against the payroll and to ensure that both its present and proposed establishment matches the allocated personnel emoluments budget.

In undertaking an MBE the following documents are required:

- (i) A copy of the latest payroll;
 - (ii) The list of vacancies;
 - (iii) Copy of the most recent establishment register;
 - (iv) Proposed structural/establishment needs of the organisation;
 - (v) The list of additional remuneration resulting from any proposed upgrading, reclassification or promotion;
 - (vi) Increase in allowances resulting from implementation of new or existing schemes of service / remuneration.
- (b) Should a Manpower Budgeting Exercise result in a deficit, organisations shall be requested to re-prioritize their establishment needs which shall be reduced to match the allocated budget.

12. CONDITIONS AND PROCEDURES OF APPOINTMENTS – Order 32

1. Conditions of Appointments

- (a) Potential candidates may be engaged in the Public Service as per Order 32

(b) Probation

The probationary period of newly appointed employees to the establishment shall not exceed six months as per Employment Act 2 of 1995, section 70 unless approved otherwise. The period of probation should be regarded as a period of initial induction, guidance and assessment vis-à-vis the employee's suitability for the post. Employees should, therefore, not only be given all possible facilities for acquiring experience of the duties of the post but should be kept under continuous monitoring and guidance and, as far as practicable, should not be posted where such monitoring cannot be carried out effectively.

(c) Guidance and training

It is the responsibility of Heads of organisations to ensure that supervisors pay special attention to the training of employees on probation.

During the initial probationary period, the employee's performance will be assessed. One month prior to the expiry of the probationary period, the supervisor should determine whether the employee should be confirmed in post or whether an extension of probation/termination is required.

(d) Termination of Appointment on Probation

(i) The appointment of an employee on probation may be terminated by the Chief Executive Officer if he/she is satisfied that all avenues for improvement have been explored and have been to no avail.

(ii) In cases of misconduct termination of appointment is immediate. All cases of termination must be justified.

(iii) During the period of probation an employee may terminate his/her appointment by giving seven calendar days notice or paying seven calendar days salary in lieu of notice.

(e) Confirmation in post

If the employee on probation is found to be suitable and competent, a letter of confirmation in post is issued to the employee on or before the due date of the expiry of the probationary period. Upon expiry of the probationary period, if the employer fails to formally confirm the employee, the latter is deemed to have been confirmed in post. Any termination that follows must be subject to formalities application to employees who are confirmed in post.

2. Appointment Procedures

(a) A letter of appointment or contract of employment is to be issued, by the responsible organisation, to all public service employees below Senior Executive level, unless that respective organization has received delegated authority otherwise.

(b) In the case of commercial public enterprise organizations with delegated authority, letters of appointment or contract of employment shall be issued to all employees and copied to the Authority responsible for Public Administration.

- (c) The general conditions of employment may be modified by any contract or letters of appointment, of individual employees provided that the terms and conditions of employment are not less favourable to the employee.
- (d) For persons recruited under the technical cooperation agreement, the form of contract must be in line with the special conditions contained in the bilateral or multilateral agreement.
- (e) An appointment shall be effective from the date on which a person assumes duty
- (f) All appointments of citizens, including naturalised Seychellois, expatriates married to a Seychellois and non-citizens recruited locally to offices in the civil service, will be on local terms and conditions of employment.
- (g) The qualifications for entry into or promotion within the Police Force and the Prison Service shall be laid down from time to time by the Commissioner of Police and the Commissioner of Prisons, respectively.
- (h) All letters of appointment and contracts of employment will be issued by the employing organisation, and must be given to employees for acceptance and signature. All transactions should be made on the relevant forms and copied to the Authority responsible for Public Administration within two weeks of the appointment, for monitoring purposes.
- (i) Chief Executive Officers shall determine the duties of a public service employee and the place at which the duties are to be performed. The duties of employees include the usual duties of the post in which they are engaged and any other duties which the Head of department or other duly authorised officer may reasonably call upon them to perform.
- (j) The circumstances and conditions, in which persons may be engaged, may be limited and likewise, the extension of the terms and conditions, subject to the approval of the Chief Executive Officer.
- (k) It is the responsibility of the Chief Executive Officer to draw up or delegate the responsibility to draw up a job description and job specification for the post. These have to be issued to each employee on appointment, promotion or transfer to a post by the officer to whom the employee is responsible.
- (l) In the discharge of their duties, officers shall, at all times be courteous and polite both to fellow employees and to members of the public. Public Service employees shall also comply with any rules, established by the Authority responsible for Public Administration, setting an appropriate code of ethics and discipline and acceptable standards of dress and grooming in the work place.

- (m) Certain categories of Public Sector employees will have to undergo a medical examination by a registered medical practitioner or a medical practitioner approved by Government, and passed as fully physically fit.

3. Re-appointment of employees terminated on grounds other than misconduct:

- (i) No person who has been convicted of a serious criminal offence or who had previously been employed within the Public Service and had either been dismissed or had his/her appointment terminated or had prematurely retire wherefrom may be engaged for employment in the Public Service without prior sanction of the Minister. If it is desired to engage such a person, the circumstances justifying the proposal shall be fully reported to the Chief executive Officer of the Authority responsible for Public Administration to enable him/her to process the matter to the Minister. If any such employee is found to have concealed past record in respect of the above, the employee shall be liable to summary dismissal as soon as the facts are known.
- (ii) The re-appointment of a person, who had previously been employed within the Public Service and had his/her appointment terminated as a result of him/her failing his/her probationary, need not be referred to the Authority responsible for public Administration for approval for posts allocated to Salary Grade 8 and below.

4. Employees who have resigned from the service:

When an application for employment is received from an officer who has previously resigned from the Public Service, the circumstances which led to the resignation shall be investigated by the Chief Executive Officer before a decision is taken on the application.

13. RECRUITMENT AND SELECTION – Orders 34, 16, 35, 37, 43.

1. Vacancy notification

- (a) The organisation having established a vacant post may advertise the vacancy, internally or externally.
- (b) Potential candidates should complete an employment application form to be obtained from the relevant organization or Employment Agency.

(Refer to Annex 5)

2. Pre-Selection

- (a) The organisation compiles a short-list of suitable candidates to attend an interview and those not meeting the vacancy requirements are notified accordingly within 15 days.
- (b) References and any other relevant documents are sought on the short-listed candidates.

3. Interview

(Refer to Annex 6)

- (a) The Interview should be carried out within three weeks of the closing date of the vacancy.
- (b) The organisation selects an interview panel, at least one week prior to the interview date with a minimum of three members and issues them with copies of the vacancy job description and a shortlist of candidates.
- (c) The interview panel checks each applicant's qualifications against their application forms. An assessment is made of the relative suitability of each candidate for the duties of the post advertised through a competitive selection process or a job interview.
- (d) During the interview, the panel focuses on whether the relative capacity of the candidate is suited for the organisation and its mission. It assesses the relationship between the candidate's skills, interests, aptitude and the work-related qualities genuinely required for the position. This assessment should be the primary consideration in making the decision.
- (e) Once the interview of each candidate has been carried out members of the interview panel completes an Interview Record Form on each candidate summarising the views of the panel.

Note: the same principles should apply for acting appointments and external transfers.

4. Police Clearance

The organisation completes a Police Clearance form providing the details of the selected candidate and submits it to the Director of the National Intelligence Service, Seychelles Police Headquarters.

5. Unsuccessful Candidates

The other interviewed candidates are notified in writing, within two weeks, that they have not been successful.

6. Medical examination before appointment

(Refer to Annex 7)

- (a) Medical examination shall be compulsory in cases of appointments where there is a legal requirement and in other cases as determined by the employing organisation before a letter of appointment is issued.
- (b) All expatriate candidates for appointment and re-engagement and their family will be required to undergo a medical examination by a registered medical practitioner in the country of origin and repeated 14 days after arrival in the country.
- (c) Further to the provisions of (a) and (b), Public Service employees must be requested to undergo a review of the annual medical examination.

Appointment and Commencement of Work

7. Recommendations for Appointment

(Refer to Annex 8)

The Police clearance, interview record, medical certificate (where necessary), qualifications and references of the candidate are checked and if found satisfactory, the organisation completes the first section of the 'Recommendation for Appointment' Form which is then approved by the Minister and the Chief Executive Officer of the organisation. The selected candidate is then notified in writing.

8. Letters of Appointment and Contracts of Employment

(Refer to Annex 9)

- (a) All letters of appointment and contracts of employment as well as the Employee profile will be issued by the appointing organisation on the day the person assumes duty.
- (b) In the case of expatriate employees, the respective organisation submits the original documents to the Authority responsible for Public Administration for final approval and issue of the contract.

- (c) In the case of commercial public enterprise organizations, the Authority responsible for Public Administration sends the contract in triplicate to the Authority responsible for Employment to be attested and requests the employing organisation to pay the required attestation fees.
- (d) The organisation requests the selected candidate to sign the letter/contract together with the 'Official Secrets Declaration' form and employee 'Code of Ethics' on the day of assumption of duty. *(Refer to Annex 10)*
- (e) The letter of Appointment should state the period of probation

9. Effective Date of Appointment

Subject to the provision of the Orders the effective date of appointment is the date on which the person assumes duty. In the case of employees under technical cooperation agreements, the effective date starts on the date that they arrive in the country.

10. Documents for records

Upon assumption of duty the organization must submit copies of the following documents on the employee to the Authority responsible for Public Administration :- a copy of the letter of appointment, the Recommendation Form for Appointment, the Interview Record Form, the Employees Application Form, Employee Profile Form *(Refer to Annex 11)*, the Job Description including the specifications required for the post, the signed Official Secrets Declaration Act, Code of Ethics Form, the employee's certificates and references.

11. Payroll Notice

- (a) The Human Resources Officer of the organisation completes the payroll input form which includes a unique post number that corresponds to the post the employee is occupying and forwards it to the Accounts Section for payment of salary.

12. Personal File

(Refer to Annex 12)

- (a) On the first appointment of an employee to the Public Service, the Human Resource Officer will have established a personal file for the employee which will contain: - the employee's application for employment, the interview record form, the letter of appointment, the contract of employment, the job description, the employee profile and employee record form, minute sheet, and a signed copy of the Official Secrets Declaration Act and Code of Ethics and other relevant documents.

It is in the interest of the organisations to maintain an electronic human resource information system for storage and retrieval of information.

- (b) An employee will be permitted to have access to his/her personal file in the presence of an officer designated by the Chief Executive Officer. However the minute sheet should be removed prior to the viewing.

13. Next-of kin

On first appointment, an employee is required to notify the Human Resource Officer, of the names and addresses of not more than two persons to be contacted in the event of an accident, serious illness or death. Any changes in those particulars should be notified promptly to the Human Resource Officer.

14. DEVELOPING A SCHEME OF SERVICE– Order 45

Schemes of Service are developed to cater for specific categories of employees and Human Resource Officers shall ensure that where there is a scheme, the provisions of the Scheme are adhered to.

1. Closed Cadres

Organisations submit a first draft of a proposed scheme specifying the different technical issues involved. The different components that an organisation has to take into consideration when developing a Scheme of Service are as follows:

- (a) The Background - The organisation is requested to give a brief description of the scheme.
- (b) The posts' minimum entry criteria and proposed salary scales: The organisation should list all the posts that would be covered under this scheme and also prepare a proposed salary scale. Note: Approval of the post titles and salary scales will depend on job evaluations.
- (c) A Scheme of Service does not in itself constitute authority for creation or upgrading of posts. Any new posts required under a new Scheme of Service must be submitted to the Authority responsible for Public Administration for verification of the availability of funds and necessity of the posts.
- (d) The duties and appointment specifications: The criteria should be further broken down into the following sub-criteria:
 - (i) Duties and Responsibilities

- (ii) Purpose and Scope: The organisation will have to establish the purpose of that particular post and what an employee entering the scheme at that level can aspire to become in the future.
- (iii) Recognised qualifications and requirements for the post: This should be in accordance with the relevant qualifications offered by:
 - The Seychelles Polytechnic
 - Other locally recognised training institutions
 - University or College
- (iv) Enhancement within the salary band: In some schemes of service, the salary band may be extended to provide room for progression. Taking that into consideration, the organisation will have to calculate an appropriate increase based on the work experience of the employee who has moved from one end of the band to the other.
- (v) Performance Indicators: the organisation is expected to develop Performance Indicators for their employees to progress within the scheme. This provides for fairness and encourages the employees to perform to the best of their abilities.
- (e) Allowances: This is not an essential part of the schemes of service and organisations have to provide proper justifications when submitting for proposals within their schemes.
- (f) Training: The organisation has to highlight all the training which will be given to employees under that particular scheme. Types of training will depend on the technicalities of the scheme and the level of employees falling within the scheme. For some schemes, the organisation will employ the employee fresh out of Secondary school or other post secondary institutions and provide them with the training required as laid down in that particular scheme. Training that can be listed in a scheme of service could include the following:
 - (i) On the job training
 - (ii) In-House training
 - (iii) In-Service

Note: Training should not involve only what the organisations can offer the employees but also training programmes that can be secured by the employee.

2. Common Cadres

Common Cadres are reviewed by the Authority responsible for Public Administration and circulated to organisations where the positions covered in the scheme are most relevant. These organisations are requested to provide comments and suggestions they may have in order that the final Scheme may represent adequately the needs of all sectors. Organisations may be invited for consultation meetings depending on the schemes being reviewed.

- (a) **Qualifications:** Once the different levels of a scheme have been established and the scheme has been approved, no employee shall enter at any level:
 - (i) If it is considered necessary to employ, promote or transfer a person who does not hold the required qualifications, the case should be fully justified and forwarded to the Authority responsible for Public Administration.
 - (ii) Overtime entitlement may be considered under the Scheme only upon confirmation of the incumbent in the post. Such payment shall be considered only on a claim basis.
 - (iii) Employees on Probation shall be entitled to the Scheme of Service Allowance, if any.

15. EMPLOYEES RECRUITED ON THE PUBLIC SECTOR COMMISSION (PSC) – Order 39

1. Emoluments

The remuneration fixed by the contract comprises two components:

- (a) **Basic Salary-** an amount equal to the entry point of the post or personal salary of the officers.
- (b) **Supplementation Allowance:**

A PSC contract holder shall not be paid any other allowance unless this has been approved by the Public Sector Commission.

2. The process

- (a) The organisation recommends an employee for an appointment or promotion to a PSC level post and submits same to the Authority responsible for Public Administration for consideration. Upon approval of the request the case is submitted to the PSC for consideration.

- (b) The employee is requested to submit his/her plans and targets to the Public Sector Commission. The submission is studied by members of the commission and in certain cases discussed with the person concerned.
- (c) Should the commission accept the submission; the PSC will draw up the terms and conditions of employment for the employee and send it to the person for agreement and signature.
- (d) The terms and conditions are drawn up and issued in triplicate by the Secretary of the Commission and sent to the successful candidate for acceptance and signature together with the Official Secrets Declaration form. The signed documents, once returned by the employee are signed by the Secretary of the Commission. Two copies are returned to the organisation of which one copy is retained by the employee.
- (e) Should there be a review in salary or supplementation allowance, the Commission notifies the person, the organisation and the Chief Accountant of Treasury and the Auditor General.

3. Non-Entitlement

Salary progressions are not granted during a contract.

4. External interest

As a matter of policy, no permission is given to external interest which directly conflicts with or in any way affects the duties of the person engaged. All employees on contract who wish to acquire outside interest of any kind should in the first instance and before any acquisition, seek approval of the Government through the Chief Executive of the Authority responsible for Public Administration.

5. Declaration of Assets

The Declaration of Interests, Income, Assets and Liabilities applies to chief and senior executives; those appointed, nominated, or designated or vested with a public mandate, including members of the Judiciary and Constitutional Appointees; whether on duty or on leave; within Seychelles or outside, and this includes Ambassadors and Consuls. These Officers are required to complete the declaration of assets forms.

6. Promotion during contract

A person engaged may be considered for promotion to a higher level post during the contract period. While other terms and conditions remain the same, the basic salary, normally at the entry point of the higher post becomes payable and the supplementation allowance established as appropriate.

7. Training during contract

A person in employment may participate in training approved by the Government during the contract period. Where the period of training exceeds 3 months the supplementation allowance of the person engaged in Category A and B, and other allowances of person engaged in category B, will be discontinued during the whole period of training. Furthermore, if the contract expires whilst the person engaged is still on training, the contract will be extended until the completion of the training. A new contract may be negotiated when the person resumes duty.

8. Possibility of transfer or assignment

- (a) During the term of engagement under the contract the person engaged may be transferred to any other office in the Public Sector, the duties of which the person engaged may be reasonably called upon to perform in that those duties fall within the competence or experience of the person engaged. Where the person engaged is so transferred, this Agreement shall, subject to the necessary change, continue to apply to the parties.
- (b) Where the parties agree, Government as a party to the contract may assign its rights and obligations to a statutory body or any corporate body in which the Government is a major shareholder or which is under the control of the Government.
- (c) Where the parties do not agree, the Government may determine the contract under Clause 7 of the contract.

9. Extension, renewal and non-renewal of contract

Where the parties agree, a contract may be extended on the same terms and conditions or as negotiated. Where both parties agree, and through negotiations, a contract may be renewed on Government terms and conditions unless the person engaged have agreed otherwise.

10. Leave

- (a) The person engaged shall be entitled to paid leave at the rate of 1.75 days for each completed month of engagement under the contract, subject to a maximum of 21 days leave per year and shall take the leave during the period for which the person is engaged under the contract.

The person shall not be entitled to any payment in lieu of leave unless the Government and the person engaged have agreed otherwise.

- (b) Should leave without pay be approved by the government and if the contract expires whilst on unpaid leave, the contract shall be deemed to have lapsed and a new contract may be negotiated upon resumption of duties.

11. Termination and Determination of contract

(a) Determination by Government

The person engaged forfeits notice, emoluments and any rights or privilege under the contract. Government may determine a contract by giving three months notice or paying two-month's basic salary in lieu.

(b) Determination by the person engaged

A person engaged may determine his contract by giving three months notice or paying two months' basic salary in lieu of notice.

(c) Termination for on grounds of misconduct

The termination of a contract will take place upon willful negligence or unreasonable refusal to perform duties in a proper disclosure of information of the affairs of Government.

12. Invalidity on grounds of ill health

Where the Medical Board (Social Security Act 1987) finds the person engaged incapable in the context of Clause 7 of the PSC contract for continuing to perform the duties for which the person was engaged, the Government may determine the contract in accordance with this clause.

13. Liability and liquidated damages.

Liquidated damages: In accordance with clause 9 of the contract, a person engaged is liable to pay the Government as liquidated damages a sum equal to two months basic salary if he determines his contract otherwise than in accordance with Clause 8.

Liability to make good damages: Clause 10 of the contact provides for deduction from the salary and allowance reasonable amounts to make good the damages suffered by Government.

16. INSTITUTIONAL FRAMEWORK FOR EXPATRIATE EMPLOYMENT AND THE LOCALISATION POLICY – Order 44

1. General Issues

- (a) In accordance with the Employment Act, 1995, Section 18 (1) Chief Executive Officers shall not employ a non-citizen unless:
 - (i) There are no Seychellois meeting the qualifications of the post;
 - (ii) No Seychellois having the qualification is, presently not available for employment;
 - (iii) The Minister/Chief Executive Officer are satisfied that there are no Seychellois available for employment in the vacant post.
- (b) All requests for recruitment of an expatriate shall be submitted to the Authority responsible for Public Administration for approval.
- (c) Constant monitoring of expatriate employment – (quantity, position, number of contracts and qualifications) should be undertaken.

2. Understudy to an expatriate

- (a) For each non-citizen employee, a Seychellois understudy must be identified, and held against a post slightly lower than that to which the employee is understudying. It is imperative that a training programme tailored for the candidates' work-related qualifications and the requirements of the post be prepared and implemented during the contracted period of employment of the expatriate.
- (b) Periodic reports on the progress of the understudy must be prepared by the expatriate and submitted to the head of their employing organisation and copied to the Authority responsible for Public Administration for monitoring purposes.

3. Expatriates recruited locally

- (a) An expatriate recruited locally shall be appointed on the same terms and conditions as a citizen, i.e. letter of appointment and shall not be appointed to the Public Sector on contract terms applicable to expatriate employees recruited overseas.

- (b) Notwithstanding the above, before the appointment formalities are finalised, the recruiting organisation must ensure that the expatriate concerned complies with the procedures for obtaining Security Bond at the Immigration Division.
- (c) In the event of a candidate not taking up employment, the organisation concerned shall notify the Authority responsible for Public Administration.

4. Expatriates recruited under technical cooperation agreements

- (a) All requests for the recruitment of an expatriate under technical cooperation agreement shall be submitted to the Authority responsible for Public Administration for approval in the first instance. The latter shall consequently submit all the requirements to the Authority responsible for Foreign Affairs for further negotiation with the relevant Government or Agency.
- (b) The employing organisation is sent, through the Authority responsible for Public Administration, a short list of candidates with the relevant information, or, the sponsoring agency may recommend the choice of a candidate.
- (c) Employing organizations shall not enter into any other agreements other than those specified in the bilateral or multilateral agreement with the employee concerned.
- (d) Recruitment and selection of expatriate candidates under bilateral or multilateral agreements may vary according to the procedures of the Government or agency concerned.

5. Terms and conditions

- (a) Once approval has been granted for the recruitment of an expatriate, the Authority responsible for Public Administration shall prepare the contract for signature by the successful candidate and forward a copy to the employing organisation, to the Immigration Division.
- (b) Expatriates are entitled to:
 - (i) The cheapest and most direct air passages for the expatriate, the spouse and up to four children, from the person's place of recruitment, or domicile as appropriate, to and from Seychelles.
 - (ii) Accommodation and basic furniture and facilities for which rent will be payable at the rates specified according to the type of accommodation provided.

- (iii) Paid leave of 42 days that may be taken as earned leave during the contract period.

6. Renewal, extension and non-renewal of contracts/completion of contracts

(Refer to Annex 13)

- (a) The formalities for the above should be initiated at least six months prior to the expiry of the current contract.
- (b) The organisation will advertise the vacancy six months prior to the expiry of the contract.
- (c) If there are no suitable candidates the approval of the Authority responsible for Employment is obtained for renewal or extension of the employee's contract and sends it to the Authority responsible for Public Administration for approval. The Authority responsible for Public Administration processes the request and if approved, draws up a new contract.
- (d) The Authority responsible for Immigration is notified of the renewal/extension of the expatriate's contract and its effective date.

7. Non-renewal of Contract

Upon non-renewal or on completion of a contract, an expatriate employee will be expected to leave the country and the Authority responsible for Immigration shall be advised accordingly.

8. Customary marriages of expatriates

- (i) The Laws in Seychelles does not recognise 'customary marriages' and therefore the customary partner/s cannot be granted passage under the contract of the expatriate engaged.
- (ii) In the case of civil marriage in the country of origin, the said marriage will be recognized in Seychelles. However, if a customary marriage has no legal effect at all or is not recognised by the law in the country of origin as having the same legal effect as a civil marriage, the spouse cannot be considered as a 'legal spouse' for the purpose of the contract signed in Seychelles.

- (iii) In Seychelles to be a 'legal spouse', the person who is invoking the claim should prove that they have been married as per the provisions of the Civil Status Act (Cap.34).

9. Citizenship

- (i) If an expatriate during the term of contract marries a Seychellois, the employee shall be issued with local terms and conditions, after the expiry of the contract.
- (ii) Once an expatriate has acquired Seychellois nationality the terms and conditions of employment as applied to a Seychellois, will apply to the naturalised Seychellois.
- (iii) The spouse of the naturalised Seychellois will also revert to local terms and conditions if a second contract is undertaken, even though the foreign nationality is retained.
- (iv) The spouse of an expatriate not employed by government is deemed to be the dependant of the employed expatriate. Should the spouse wish to take up employment, and once the terms set down by the Authority responsible for Employment for the recruitment of an expatriate has been complied with, the person is engaged under local terms and conditions of service.

17. STAFF MOVEMENTS – Order 46, 47

1. Transfers

(a) Internal Transfer

Procedures for internal transfers within the public service, with or without a change in salary to a:

- (i) different post of the same level,
- (ii) post within the same division.

The organisation completes the first two parts of the '**Request for Transfer**' **Form**, which is approved by the Chief Executive Officer. Once approved, copies of the form and related documents are copied to the Authority responsible for Public Administration for monitoring purposes.

(b) External Transfer (all employees)

Procedures for external transfers can only be undertaken within public sector organization in consultation with the employee. The recruiting organisation completes **Part I of the ‘Request for Transfer’ Form** which is then forwarded to the Chief Executive Officer/Minister for approval.

The completed documents are sent to the current employing organisation for endorsement of Part II and forwarded to the Authority responsible for Public Administration for final approval. The latter shall consequently issue the employee with the letter of transfer, before he/she physically moves to his/her new organisation.

A maximum time-frame of six weeks should be taken for the employing organisation to release the employee who is requesting the transfer. Upon finalization of the transfer, all the entitlement of the employee is also transferred, i.e. gratuity, compensation and cash equivalent of earned leave.

2. Internal Transfer to a lower Salary Grade

- (a) The reason for the transfer shall be discussed or negotiated with the employee concerned and the written consent of the employee shall be obtained.
- (b) The request for transfer form shall be completed if the employee is agreeable and the letter of transfer issued by the employing organisation.
- (c) In such cases full justification must be provided. The employee shall maintain his/her personal salary and the salary progression awards received throughout the period of employment. However, payment of the allowances that pertained to the previous post shall be discontinued.
- (d) Where a person who is being transferred and does not meet the full requirements of the post, approval shall be sought from the Authority responsible for Public Administration.

The procedures for transfer will be that of either internal or external transfer as the case may be. (*Refer to Annexes 14 and 15*)

3. Secondment to approved institutions

- (a) A secondment takes place upon mutual agreement between two organizations for the temporary assistance of a technical staff. The employing organization which is seconding the staff continues to pay the employee’s salary and any relevant allowances (Terms and Conditions remain unchanged).

- (b) Secondment should be on a temporary basis. However, if it is for more than one year the procedure for external transfer shall be initiated.
- (c) The organisation to which the employee is seconded should not pay any allowances, unless for overtime.
- (d) In carrying out the duties and responsibilities, the employee concerned shall be subject to the functional control of the institution to which the person has been seconded to.

4. Promotion

(Refer to Annexes 16 and 17)

- (a) The formalities for promotion are completed (request for promotion form, police clearance, new job description, completed employee performance appraisal review form and updated employee profile form). The letter of promotion including the new job description is issued to the employee.
- (b) The effective date of promotion is the date on which the promotion is approved and the employee assumes the new duties. No backdating is allowed.

5. Being held against a post

- (a) A person should be held against the post for a specific period of time or as determined by the relevant scheme of service, during which time the employee's performance is continually assessed in view of the imminent promotion.
- (b) During that period that the person should remain on his/her existing post and not be placed on the vacant position on the establishment register.

6. Acting Appointments

- (a) Only an employee who is properly qualified to undertake the full duties and assume all the additional responsibilities of the office should be selected for an acting appointment.
- (b) For statutory reasons, where it is necessary for an employee to be required to assume duties of a post for a short period of which normally, acting appointments are made, the approval of the appropriate authority is to be obtained before the date on which the employee is called upon to perform the statutory functions.

7. Re-Appointments

1. Redeployment of incapacitated employees

In an attempt to redeploy an incapacitated employee, the employer should undertake the following steps:

- (a) Once a Chief Executive Officer is notified that an employee is "unfit to perform the normal duties" as stated by an Occupational Health practitioner, but is able to perform other duties, a counselling interview may be necessary and a modified duty assignment will be provided to the employee. Monitoring of the situation should take place.
- (b) In such a case the following procedures should be undertaken:
 - (i) Consider redeployment in the same or similar skills area in the employee's organisation or in another work environment. If retraining is required the organization shall try to assist and at the same time ascertain whether other options are available.
 - (ii) If other options are not possible in the same organisation, consideration should be given to redeployment to a different organization. An employee so redeployed will be subject to a six-month trial period.
 - (iii) Pending redeployment the employee will continue to be paid by the employing organisation, if necessary on a paid leave arrangement, for a period not exceeding two months. If redeployment is not possible, the employing organisation should proceed with termination in the public interest.
 - (iv) In the event that redeployment takes place within the organisation, the staff movement documents should be forwarded to the Authority responsible for Public Administration for record purposes.
 - (v) Any external redeployment shall be submitted to the Authority responsible for Public Administration for approval.

2. Employees with a criminal offence

- (a) Persons who have been convicted of a criminal offence may be engaged for employment in the Public Sector after the following have been obtained and examined by the Chief Executive Officer:

- (i) a security and character clearance;
 - (ii) a report from the previous employer and any other references.
- (b) An employee found to have concealed any past record in respect of the above in the last five years; shall be liable to summary dismissal as soon as the facts are known.

**18. VARIATIONS OF TERMS AND CONDITIONS OF APPOINTMENT
(EMPLOYMENT ACT49) –Order 48**

All movements and procedures undertaken under variations of terms and conditions of appointments should be copied to the Authority responsible for Public Administration for monitoring purposes.

19. CONSULTANTS AND CONSULTANCIES – Order 49

(Refer to Annexes 18 and 19)

- (a) Employees may undertake a consultancy only after providing specific written notification to their Chief Executive Officer (CEO) who must certify that:
- (i) The consultancy is in accordance with the Policy and Procedures;
 - (ii) The employee is satisfactorily performing their normal duties of employment in accordance with their contract of employment;
 - (iii) The amount of time taken up by the employee in providing a consultancy, does not exceed, an average of 20% of the time that is allowed for normal duties and that the additional amount of time designated to perform the consultancy described herein will not adversely affect the employee's performance of normal duties.
 - (iv) The address or the stationery of the employing organisation is not to be used in any communications with the client concerning a private consultancy.
- (b) Before engaging in a consultancy, a public service employee must provide government through its employing organisation, a signed 'Declaration Form for Undertaking Consultancies'. The consultant will undertake to notify any person or body for whom the consultancy is carried out that:

- (i) The consultancy is being undertaken in their private capacity;
 - (ii) The employing organisation is not involved in the consultancy in any way;
 - (iii) The government is therefore not liable for any claim whatsoever arising out of the consultancy arrangement.
- (c) If the applicant is also a CEO, the Principal Secretary of the Authority responsible for Public Administration must sign the declaration.
- (d) The '60 day rule' relates to any consultancy work engaged in while simultaneously undertaking government duties on days when an individual would be expected to attend work, but not to consultancies which are carried out during private time (this may include evenings, weekends, holiday leave or statutory leave days).
- (e) Where the maximum period of 60 days per calendar year for consultancy activities is exceeded, that is, days when an individual would be expected to attend work, but not to consultancies which are carried out during private time (which may include evenings, weekends, holiday leave or statutory leave days), then annual leave, leave without pay, or other appropriate absences will be negotiated.
- (f) Notifications for single or aggregated periods of a consultancy are only valid for one (1) year – renewals are required annually. The Chief Executive Officer shall monitor and ensure that the consultancy activity does not interfere with the discharge of normal duties.
- (g) Public Service organisations shall pursue recovery of any costs and damages to which the government has been exposed to as a result of a breach of the consultancy agreement.

20-23 Unallocated

CHAPTER III

SALARIES AND ALLOWANCES

I. SALARIES

24. APPOINTMENT BELOW THE MINIMUM OF THE GRADE OF THE POST

- (a) Where the normal educational requirements for appointment to a particular grade or post has been prescribed, a candidate with lesser experience/and or of a lower educational standard, in the absence of a scheme, who is suitable in other respects may be appointed one or two grades below the minimum of the scale attached to the post.
- (b) This is especially in cases where designated positions are created to appoint a person as an understudy to a substantive holder of a position e.g. to an expatriate or to a senior executive, or in instances where a person who does not meet the full requirements for a job in carrying out the functions of the post while undergoing training for the said post.

25. PAYMENT OF SALARY – Order 57

- (a) Chief Executive Officers shall ensure that payment of salaries of employees occupying posts allocated to Salary Grade 5 and above are affected in arrears by bank transfers before the end of each calendar month.
- (b) Detailed instructions on payment of salaries are contained in the Financial Instructions issued, from time to time, by the Authority responsible for Finance.
- (c) Human Resource Officers shall immediately notify the Accounts section of any changes to be made in salary for employees proceeding on overseas training and advise to stop payment of salary for employees proceeding on sabbatical leave, unpaid leave and unpaid sick leave, upon suspension, resignation and termination of appointments.

26. PART-TIME SALARY – Order 57

Part time employees are entitled to salary progression that should be calculated on a proportionate basis.

The formula for the calculation of the salary of part-time employees is:

$$\frac{\text{Salary /month} \times 12}{52 \times 35} = \text{hourly rate}$$

The formula for the calculation of salary progression of part-time employees is:

$$\frac{\text{Amount of salary progression} \times \text{number of hours}}{7\text{hrs}} = \text{Amount due}$$

27. SALARY PROGRESSION – Order 57

- (a) Under the current salary structure the minimum and maximum increase in personal basic salary, based on an above average performance appraisal over a period of not less than one year will be R100 per month, that is SR 1200 per annum.
- (b) The Authority responsible for Public Administration shall be notified of any salary progression awarded to deserving employees, for record and monitoring purposes.
- (c) Employees on fixed term contracts and those on Public Service Commission contracts are not eligible for a salary progression.

28. SALARY SUPPLEMENTATION – Order 57

- (a) An employee will not be rewarded for having learnt one or all three of the Seychelles national languages unless a training scheme is in place for such rewards.
- (b) The same applies, in the case of additional languages, whereby no supplementation will be entertained.

29. DEDUCTIONS FROM SALARY – Order 58

An employer shall make deductions from the wages of a worker in respect of:

- (i) Any amount which the employer is required or empowered to deduct from the wages under any written law or court order;
- (ii) The recovery of the cost of any damage done to, or loss of, any property lawfully in the possession or custody of the employer occasioned by the willful default of the worker;
- (iii) Any amount paid to the worker in error as wages in excess of the amount of wages due to the worker;
- (iv) an amount equal to the amount of any shortage of money arising through the negligence or dishonesty of a worker, who, by virtue of the occupation of the worker, is entrusted with the receipt, custody and payment of money;

- (v) Such other amounts as the worker may in writing authorise.

In line with the provisions of the Employment Act, deductions should not amount to more than two-thirds of an employee's salary.

30. PAYMENT OF SALARY IN ADVANCE – Order 60

- (a) All applications for advances will be forwarded, through the Chief Executive Officer of the organisation concerned to the Authority responsible for Finance.
- (b) Once the payment of salary in advance has been authorized by the Chief Executive Officer, the Human Resource Officer must immediately instruct the Accounts Section to affect a stop payment of salary for an employee who has taken an advance and is proceeding on overseas training; this for the period that the advance has been granted.

31. SALARY WHILST ON TRAINING ABROAD – Orders 62-63

1. Payment Procedure.

- (a) If an organisation earmarks a fresh graduate from a post secondary institution for overseas training, the candidate should complete a minimum of 2 years employment before proceeding overseas, and only then will the person be considered as an in-service student.
- (b) In the event that training materialises before the 2 years, the candidate will be considered as a pre-service student and so will not earn a salary whilst on overseas training. In the circumstance, the person will have to resign from the service prior to proceeding overseas.

2. Refund of training expenses

Upon successful completion of the approved training programme, related to the job or in line with the scheme of service, a refund of costs related to training may be considered. All applications for refund shall be supported by documentary evidence for the expenditure incurred and submitted to the Authority responsible for Public Administration for approval.

32. WAGES/ALLOWANCES FOR STUDENTS ON TEMPORARY ATTACHMENT – Order 64

Secondary and Post- secondary

Students should be encouraged to undertake a part-time job in the Public Service and they should be compensated as follows:

- (i) S4/S5 students R300 per week
- (ii) All post–secondary students R500 per week.

33-37 Unallocated

II. ALLOWANCES

38. ALLOWANCES – Order 68

(Refer to Annexes 22 and 23)

Documents for payment of allowances approved under delegated authority shall be forwarded, not later than 1 week after implementation, to the Authority responsible for Public Administration for monitoring and audit purposes.

39. SUBSISTENCE ALLOWANCE – Order 70

1. Procedures for payment of subsistence allowance for duty allowance within the Republic (Not involving transfers)

- (a) Reasonable expenses for board and lodging per night is refunded on production of receipts as follows:
 - (i) The employee must submit the claim on the prescribed form to the Accounts Officer who will, only on the production of receipted bills, make payment within seven days of the employee’s return.
 - (ii) If the subsistence allowance was paid to the employee in advance, the employee shall have to produce the receipted bills on return to support the advance payment made.

- (iii) If credit facilities are obtained from the service provider, the organisation has to issue a local purchase order in the name of the service provider with clear instructions on what is allowed. On receipt of the invoice from the service provider the Accounts Section will organise payment within seven days of receipt of the invoice.
- (iv) Where the employee is accommodated otherwise than in an hotel or guest house and payment has not been made in advance, the employee has to file the claim for reimbursement on the prescribed form, and payment is to take place within seven days of the submission of the claim.
- (v) Where an employee is accommodated otherwise than in a hotel or guest house, no receipts are required. The usual prescribed form needs to be completed to support payment of the allowance. The Accounts Officer has to be satisfied that the employee actually travelled and stayed overnight in accordance with the employee's claim.
- (vi) All claims must be submitted on the prescribed form and duly endorsed by the designated officer. No claims will be allowed in respect of alcoholic drinks, additional meals for guests or for entertainment.

2. Subsistence allowance for duty journeys outside the Republic

- (a) Subsistence allowance will be paid to officers whose overseas travel has been approved, by the President's Office, in accordance with the appropriate rate.
- (b) A transit allowance shall be paid to an employee travelling on official duty and who has to transit for more than 12 hours before taking the connecting flight to the final destination. The rate applicable shall be that of the country of transit as prescribed.
- (c) Subsistence allowance shall be paid as follows:
 - (i) Where an employee accompanies the President or a Minister on an official visit outside the Republic, the employee will be entitled to receive subsistence allowance at rates applicable to Ministers.
 - (ii) When the subsistence expenses of an employee are met by another Government/ organisation concerned with the visit, the employee shall be entitled to payment of the allowance at the reduced rate.

- (iii) Where an employee, in the course of duty outside the Republic incurs, for good reasons, expenditure in excess of the specified allowance, the employee will be eligible to claim reimbursement of actual expenditure on production of receipted accounts and acceptable reasons for incurring the expenditure.
 - (iv) “Head of delegation” for the purpose of this Order is an employee who has been so designated by the Government of Seychelles, or when the host country or organisation requires that a delegation is formally headed or when an official invitation so requires.
- (d) Payment for the per diem/ subsistence allowance shall be effected according to the rates established as per Appendix II

40. REFUND OF MEAL CHARGES – Order 71

- (a) On production of a receipted bill, the Accounting Officer must take note that:
 - (i) The cost of lunch taken during the day at a hotel, guest house or restaurant must not exceed R200, the cost of tea or coffee included.
 - (ii) The cost of alcoholic beverages taken is not reimbursable.
- (b) Claims for the refund of meal charges must be certified by a senior officer especially designated by the head of organisation before payment is made.

41. OUTFIT ALLOWANCE – Order 74

The outfit allowance shall not be payable where provision is made for the payment of a similar allowance under a sponsorship, scholarship or aided study programme for which the employee has been accepted.

42. HOUSING ALLOWANCE FOR RETURNING GRADUATES – Order 76

(Refer to Annex 24)

- (a) An employee who meets the criteria may on return, be assisted by the provision of a temporary housing allowance to allow the person the opportunity to obtain permanent accommodation.

- (b) The allowance will be at the maximum rate of SR2, 000 per month for a maximum period of 36 months. Applications for a temporary housing allowance should be submitted to the Chief Executive Officer of the employing organisation within two years of the employee's return otherwise it will be time-barred.

43. OVERTIME ALLOWANCE – Order 77

(Refer to Annex 25)

1. Circumstances under which Overtime may be paid

Chief Executive Officers may authorise the payment of overtime based on hours of overtime worked, to an employee where the following conditions are fully satisfied:

- (a) The work is of an irregular nature and does not justify the engagement of additional staff;
- (b) The employee concerned has been personally attending to the public outside normal working hours, undertaking work that cannot be done during the normal working hours;
- (c) The employee cannot be compensated by time off during normal working hours.

2. Rate and method of computation

- (a) In line with the Employment Act, 1995, an employee undertaking to work overtime shall be paid at the rate of:
 - (i) On weekdays which includes Saturdays: 1.5 hour's pay for 1 hour's work.
 - (ii) On Sundays and Public Holidays: 2 hours' pay for 1 hour's work.
- (b) In the case of a shift-worker:
 - (i) For additional hours on any day, including Sundays but not Public Holidays: the rate of 1.5 hour's pay for 1 hour's work.
 - (ii) On a Public Holiday: the rate of 3 hours' pay for 1 hour's work on that day.

- (c) The hourly overtime is calculated as follows:

$$\frac{\text{Salary per year}}{52 \times \text{weekly working hours}} = \text{hourly rate.}$$

- (d) Hours worked as overtime shall not exceed 60 hours per month or an aggregate of 15 additional hours per day.
- (e) Where there is no independent supervision or checking of the work done outside normal hours, claims for overtime payment may not be entertained.
- (f) A mutual agreement has to be reached on the mode of compensation prior to undertaking overtime work.
- (g) Overtime worked has to be logged in the Overtime Register by the employee and verified and certified by the supervisor.
- (h) The overtime undertaken must be compiled and certified by the supervisor and forwarded to the Accounts section for computation and payment with the monthly salary.

3. Time off in lieu of payment

- (a) Where an employee qualifies for overtime payment, the person may, at the discretion of the Chief Executive Officer be given time off in lieu of payment.
- (b) In cases where time off is to be given for the overtime worked, this should be equivalent to the number of hours earned as overtime instead of payment.e.g. for 1hr worked on a Saturday, time-off will be equivalent to 1½hrs and likewise for Sunday and Public Holiday.
- (c) In cases where the employer and the employee have agreed for payment to be made for the overtime worked instead of time off, the overtime hours worked may then be converted into cash, in accordance with the Employment Act.

4. Commuted overtime allowance.

- (a) Payment of commuted overtime allowance is confined to employees up to the level of Senior Officer level, SG11
- (b) Payment of the allowance is to be discontinued when the employee is absent from duty for more than 21 working days.

- (c) Overtime is to be logged for 3 consecutive months before a commuted allowance is considered for approval. Calculation of commuted allowance should be based on duration of 48 weeks rather than 52 weeks. This is to facilitate continuation of payment of such allowance when the employee proceeds on paid leave.

The formula for calculating commuted overtime allowance is:-

$$\frac{\text{Salary per annum} \times \text{average no. hours o/t} \times 1.5 \text{ or } 2\text{hrs (PH)}}{48 \times \text{no. hrs/week}}$$

44. TRANSPORT ALLOWANCE – Order 78

1. General

- (a) An employee, except those whose contract of service otherwise stipulates, may, with the approval of the Chief Executive Officer or Head of Department, be paid a transport allowance in respect of travel on official business where the employee's personal vehicle is used. The allowance is payable at the following rates:

Motor cars:

- (i) SR 4.15 per kilometer for the first 100 kilometers of journeys in any calendar month, and thereafter SR 3.50 per kilometer.

Motor cycle:

- (i) SR 3.55 per kilometer for the first 100 kilometers of journey in any calendar month, and thereafter SR 2.98 per kilometer.

- (b) Employee claiming transport allowance shall keep a log of duty journeys using the prescribed form in accordance with established procedures:
- (i) The log sheet should bear the number of the vehicle and this verified and endorsed by the Accounts Officer.
- (ii) Claims for transport allowance accompanied by log sheets, should be submitted to the Accounts Officer at the end of each month.
- (iii) Heads of Divisions/Sections shall certify all claims.
- (iv) The certifying officers may disallow a journey that they do not consider to have been essential in the public interest.

- (c) Where an employee who is eligible to claim a transport allowance is necessarily required to undertake journeys using the personal vehicle between the residence and place of work outside normal working hours, to carry out work which cannot be performed at any other time, the employee may claim normal transport allowance in respect of such journeys.
- (d) If it is necessary to transfer the transport allowance to another employee, the Chief Executive Officer Officer/Head of Department will consider the allowance based on full justification.

2. Commuted Transport Allowance

- (a) Where an employee regularly requires motor transport for the proper discharge of his/her duties, he/she may apply to the Accounting Officer to be paid a monthly commuted transport allowance. (This however does not apply to those whose contract specifies otherwise). The amount to be paid will be determined by the Authority responsible for Public Administration based on the average monthly distance travelled and the transport rates in force at the time. The basis of calculation should be retained for inspection by audit and should be reviewed at least once a year.
- (b) The amount to be paid will be determined by the Chief Executive Officer based on the analysis of at least three months' certified logged claims and the rates in force at the time. The basis of calculation should be retained for audit inspection. Commuted transport allowances should be reviewed once a year.
- (c) Where an employee in receipt of a commuted transport allowance is absent on leave, on training, or on duty overseas for a period of more than one week, the employee will be paid a proportional allowance based on the number of days which the employee was at work or during each month affected by the absence.
- (d) If it is necessary to transfer the commuted transport allowance to another employee, full justification will need to be sent to the Chief Executive Officer.
- (d) Where an employee, in receipt of a commuted transport allowance is unable to use the personal vehicle for official business for any reason for a period of more than one week, the employee will be paid a proportional allowance based on the number of days of availability of the vehicle during each month affected.

- (e) Payment of the allowance shall be discontinued when the employee proceeds on leave.

45. DRIVING ALLOWANCE – Order 80

- (a) A driving allowance may be paid when the employee is responsible for a Government vehicle allocated for the purpose of carrying out the driving duties;
- (b) Where an employee in receipt of a driving allowance is absent for any reason including leave for more than one week in any calendar month the person will be paid a proportional allowance based on the number of days which the employee was at work;
- (c) If it is necessary to transfer the driving allowance to another employee, full justification will need to be submitted to the Chief Executive Officer.

46. BAGGAGE ALLOWANCE – Order 81

- (a) This allowance is for the specific purpose of transporting excess baggage and may not be used for any other purpose or converted into cash. Any unused excess baggage allowance vouchers will not be renewed and must be surrendered to the Authority responsible for Public Administration.
- (b) Expatriate employees who do not utilise their full entitlement are to surrender the unused baggage vouchers to their respective organisation. Failure to do so would render their entitlement of baggage allowance due at the end of the contract to be withheld until the requested vouchers are produced.
- (c) All ticket and excess baggage stubs must be collected by the employing/recruiting organisation upon the arrival of the expatriate and must be returned to the Authority responsible for Public Administration.
- (d) Excess baggage vouchers must be restricted in line with the period of validity of the air ticket

47. RESPONSIBILITY ALLOWANCE – Order 83

- (a) Justification must be given in cases where a person is being transferred to a higher level post but does not meet the full criteria. The person shall be held against the post for a specific period during which time a responsibility allowance shall be paid.

- (b) If there is a need to renew further, the following shall be undertaken:
 - (i) the extra duties and responsibilities of the post shall be incorporated in the job description, and the post re-evaluated,
 - (ii) a vacant post is to be filled;
 - (iii) the structure shall be revisited to establish if additional post is required.
- (c) After six months, the employee should either be considered for promotion, or the higher post advertised.

48. DUTY ALLOWANCE – Order 84

- (a) Payment of duty allowance shall apply only in the case of staff shortages and recruitment of staff is difficult, and for no less than two months. The Chief Executive Officer should ensure that active recruitment is carried out while the employee is undertaking extra duties. Such a situation should not continue for more than six months.
- (b) Should such a situation persist, the permission to continue paying a duty allowance should be authorised by the Authority responsible for Public Administration.

49-53 Unallocated

CHAPTER IV

LEAVE

54. ANNUAL LEAVE – Order 93

1. Application for annual leave

(Refer to Annex 26)

- (a) Application for Annual leave shall be made on the on the appropriate Leave Application Form. For local leave this should be submitted two weeks in advance of the requested commencement date and for overseas leave this should be submitted one month in advance of the commencement date and they will require the approval of the Head of the Division or Section concerned as per the internal Delegation.
- (b) Heads of Divisions will require the approval of the Chief Executive Officer.
- (c) All approved leave for Chief Executive Officers of Public Enterprises must be copied to the Authority responsible for Public Administration prior to him/her proceeding on leave.

2. Computation and grant of leave

Annual leave shall be computed in working days.

3. Annual leaves arrangements and accumulation of leave

- (a) The annual leave cycle commences on the 1st January of each year and leave is due to be taken as earned and in arrears.
- (b) No newly appointed employee should be granted leave before completing six months' service from the date of the first appointment. Any leave earned, by newly appointed employees, for the period of service prior to the commencement of the annual leave-cycle on 1st January shall be added to the first year's leave.
- (c) Employees who have been reminded in writing on more than two occasions to take their leave and do not do so, and who have not requested special permission to accumulate leave, will have the days carried over for which approval was not obtained, forfeited.

- (d) It will be in order for an employee to commence their leave in one cycle and for their entitlement to expire in the following leave cycle.
- (e) Employees engaged in schools and other training establishments shall take their annual leave during school holidays.
- (f) It shall be ensured that all employees take a minimum period of 14 days earned leave each year, unless the employee has received approval to accumulate the leave entitlement. Such arrangement shall not apply to those employed on special terms and conditions.

4. Accumulation of leave

Accumulated leave must not exceed 42 days. Any exception must be in the interest of the service and have the written endorsement of the Chief Executive Officer.

5. Extension of annual leave

An employee seeking an extension of leave shall in the absence of exceptional circumstances apply to the Chief Executive Officer in sufficient time for a decision on the application to be communicated to the person before the expiry of the leave granted.

6. Extension of annual leave on medical grounds

Should the employee fail to notify the Chief Executive Officer in such a case and a medical certificate is not produced, the period of illness whereby the employee was unable to resume duty on the expiry of annual leave taken, shall be counted against annual leave.

55. CONVERSION OF ANNUAL LEAVE INTO CASH – Order 94

- (a) Conversion of leave within up to 42 days may be approved by the Chief Executive Officer.

The following formula shall be used to convert accumulated leave into cash:

$$\frac{\text{Annual Salary} \times \text{Number of days leave earned}}{365 \text{ days}}$$

Note: the annual salary includes the supplementation allowance.

- (b) Accumulated leave may be converted into cash only in exceptional circumstances and not as a means of financial gain.
- (c) When calculating the leave, the following elements which constitute the basic salary, should be used:
 - (i) Basic salary and the supplementation allowance, which is the allowance paid alongside the salary of persons on contract;
 - (ii) Scheme of Service Allowance, including other payments made through a scheme of service, that is, shift, night shift, on call, stand by and inducement allowances;
 - (iii) Responsibility and/or duty allowance, acting allowance above six months, long standing allowances which are ongoing and are directly related to the duties of the post and cannot be replaced by someone else.

56–59 Unallocated

CHAPTER V

CODE OF CONDUCT AND DISCIPLINE

60. RESTRICTION ON EXTERNAL INTERESTS – Order 113

- (a) Prior permission to engage in external interest must be sought in writing through the employee's Chief Executive Officer whose views must also be forwarded to the Authority responsible for Public Administration. The employee will be required to forward the following information as applicable, together with the application:
 - (i) Memorandum of Association;
 - (ii) Article of Association;
 - (iii) The number of shares held;
- (b) Part-time employment should in no way affect full day official duty of the employee and no overtime allowance should be entertained.
- (c) All Public Service employees including Chief Executive Officers shall seek permission in writing from the Authority responsible for Public Administration.
- (d) Full details of private work or any other which may create a conflict of interest for which permission is sought, together with particulars of the remuneration offered and or when the work is to be performed, must accompany the application. Failure to obtain prior approval will render officers liable to disciplinary proceedings.

61. PRESENTS AND GIFTS – Order 119

- (a) The restriction on the acceptance of a gift or advantage does not apply in the following circumstances:
 - (i) where it has been made collectively by a number of colleagues to mark an appropriate occasion such as marriage, birth of a child, departure from a post or retirement;
 - (ii) where it is in the form of private or official hospitality or entertainment given on an appropriate occasion in appropriate surroundings;

- (iii) where it is received in circumstances in which it cannot be refused without detriment to the public interest and receipt of the gift is reported to the employee's Chief Executive Officer who will give instructions for its disposal.
- (b) If an employee has any doubt about the propriety of accepting the gift or advantage in any of these circumstances, he/she should report the matter without delay to the immediate supervisor.

62. OFFICE HOURS AND ATTENDANCE – Order 128

- (a) Government offices with official hours of opening and closing set to meet the requirements of the public must ensure that the aggregate number of official hours of duty normally applicable to the Public Service is adhered. All alternative arrangements shall be subject to the prior approval of the Authority responsible for Public Administration.
- (b) All offices shall be opened at the official times, both in the morning and the afternoon, and employees shall observe these times, or earlier where required, specifically:
 - (i) Employees shall not be absent during official duty hours without the approval of the supervisor.
 - (ii) An employee shall be liable to disciplinary proceedings for frequent lateness for work and for poor attendance.

63. LEGAL PROCEEDINGS AGAINST EMPLOYEES – ORDER 124

- (a) In the event that any legal proceedings are threatened or instituted against an employee for any act committed or omitted in good faith in the course of his/her duties, the Chief Executive Officer will immediately report the matter to the Attorney General and ask for arrangements to be made for the employee's defense.
- (b) In making reports to the Attorney-General under paragraph (b), the Chief Executive Officer will include a written statement as to the interpretation of guidelines contained in that paragraph.
- (c) If the Attorney General is satisfied that it is proper to do so, the Chief Executive Officer will, with the consent of the employee concerned, arrange for the employee's defense. The cost of the employee's defense will then be met by Government.

- (d) If, in a case in which the defense has been arranged under paragraph (d), and the employee loses the case and is required to pay any sum by way of damage, costs, fine or compensation, such payment may be met from public funds.
- (e) Government, however, has the right to obtain a contribution from the employee in the event of judgment being entered against the person. If the employee is successful in the case, and is awarded costs and/or damages, the person will be required to refund to Government the amount of the financial help received, or the amount of damages or costs recovered, whichever is the lesser amount.

64. DISCIPLINARY PROCEDURES – Order 136

1. Record of disciplinary punishments

Any disciplinary punishments irrespective of category shall be recorded on the employee's personal file kept by his/her employer:

(a) Verbal reprimand or warning.

This may be issued by a supervisor in respect of a minor case of unsatisfactory work or conduct by an employee under the supervisor's control.

(b) Summary proceedings.

Shall be instituted where, in the opinion of the disciplinary authority, the offence which the employee is alleged to have committed is more serious than in (a) above but is not of such gravity as to warrant, in the event of being found guilty, dismissal, demotion or reduction in salary.

(c) Formal proceedings.

Shall be instituted where, in the opinion of the disciplinary authority, the offence which the employee is alleged to have committed, is of such gravity that, where the person is found guilty, might warrant the employee's dismissal, demotion or reduction in salary.

(d) Suspected criminal offence.

Where the Chief Executive Officer has reason to believe that a member of staff has committed a serious criminal offence, the matter should be reported immediately to the Police for action. Where losses of public monies, stores or other assets are involved, the procedure to be followed is set out in Financial Instructions 1103.

65. CATEGORIES OF DISCIPLINARY OFFENCES – Order 135

1. Minor disciplinary offences:

- (a) Within a period of 12 months, fails to observe working hours on two and not more than four occasions;
- (b) Within a period of 12 months, fails to report for work on one, and not more than, two occasions;
- (c) Is absent without permission from the normal place of work or from the location of a posting during working hours;
- (d) Fails to obey reasonable orders or instructions given by the employer or representative of the employer;
- (e) Makes any illicit or unauthorised use of the property or equipment of the employer;
- (f) Negligently causes minor damage to the property of the employer;
- (g) Fails to keep a secret connected with the work of the employee, the production of goods or the provision of services, where required by law or by the rules of the employer to keep it;
- (h) Fails to comply with the rules and regulations of the employer;
- (i) Appears at work whilst visibly under the influence of alcohol or dangerous drugs or consumes alcohol or dangerous drugs while at work or during an undertaking;
- (j) Knowingly makes false statements during investigation of accidents at work or of breaches of discipline.

2. Serious disciplinary offences:-

- (a) Fails to observe working hours or is absent from work without authorisation on three, or more occasions, within a period of 12 months;
- (b) Is absent from work without justification for a whole day on three, or more occasions, within a period of 12 months;
- (c) Fails repeatedly to obey reasonable orders or instructions given by the employer or representative of the employer including orders or instructions relating to the use or care of equipment;

- (d) Fails to keep a secret connected with the work of the employee, the production of goods or the provision of services, where the failure results in serious prejudice to the employer or the general interests of the Government.
- (e) Willfully or intentionally damages the property of the employer thereby causing a reduction or stoppage of production or serious prejudice to the employer;
- (f) Is unable to carry out assigned duties due to the effect of alcohol or dangerous drugs or refuses to comply with a requirement of an employer under the relevant legislation;
- (g) Commits any offence involving dishonesty, robbery, breach of trust, deception or other fraudulent practice within the workplace or during the performance of the work of the employee;
- (h) In the course of the employment the worker assaults, or inflicts bodily injury upon a client of the employer or another worker;
- (i) Commits any active or passive bribery or corruption;
- (j) Commits an offence whereby the employee causes serious prejudice to the employer or employer's undertaking;
- (k) Does any act, not necessarily related to the work of the employee, which reflects seriously upon the loyalty or integrity of the employee and causes serious prejudice to the employer's undertaking;
- (l) Shows a lack of respect to, insults or threatens a client of the employer or another worker whether it is a superior, a subordinate or a colleague;
- (m) Willfully, repeatedly and without justification fails to achieve a normal output as fixed in accordance with standards applicable to the employee's work

66. SUSPENSION FROM DUTY - Order 137

- (a) Where formal proceedings have been instituted in relation to a serious disciplinary offence, the employee may not be suspended from duty without pay for longer than one month for the purpose of investigating the case.

- (b) If the investigation is completed within the specified one month period and in consequence, results in the termination of appointment on grounds of misconduct, the employee's salary shall be paid up to the date prior to the suspension plus any leave due.
- (c) If the investigation is completed within the specified one month period and in consequence, results in the reinstatement of the employee, the employee's salary shall be restored from the date of suspension.
- (d) In some instance the period of investigation may be prolonged over the one month period and when this happens the following shall be borne in mind:
 - (i) If the period of suspension has exceeded one month, and the investigation has not yet been completed, the employee's salary shall be restored immediately after the period of suspension has elapsed;
 - (ii) The employee should stay away from work on full pay until a final decision is taken regarding the case.
 - (iii) When a decision is taken which results in the termination of the employees' appointment for misconduct, the effective date should be the date approval was conveyed for the termination of appointment.
- (e) Where a case involving an alleged serious offence has been reported to the Police for their action, the employee shall be suspended from duty forthwith without pay. The suspension may continue until the outcome of the trial and in these cases the provision of the Employment Act 1990 Section 54 will apply.

67. SUMMARY PROCEEDINGS – Order 124

- (a) Where the disciplinary authority decides to institute summary proceedings against an accused employee, the authority concerned shall prepare a statement giving particulars of the charge or charges and arrange for it to be handed to the accused.
- (b) The disciplinary authority shall appoint the date, time and place for the investigation of the charge or charges, which shall be within fourteen days of the decision, to institute summary proceedings, giving the accused seven days notice of the same.
- (c) The accused shall have a right to be present at the investigation to defend him/her; provided that failure by the accused to be present at the investigation shall not invalidate the proceedings.

- (d) The investigation of the charge or charges shall be carried out in such manner as the disciplinary authority may determine.
- (e) Upon the conclusion of the investigation, the disciplinary authority shall pronounce whether the accused is guilty as charged and if so, the authority shall proceed to establish the appropriate disciplinary measure. Should this be dismissal, demotion or reduction in salary, the disciplinary authority shall make recommendations to the Authority responsible for Public Administration.
- (f) Where an investigation under this Order is being, or has been held, the disciplinary authority may at any time before taking the appropriate disciplinary measure, institute formal proceedings against the accused if the evidence given discloses facts which add to the gravity of the charge or charges or which show that the accused has or may have committed other disciplinary offences warranting formal proceedings.

68. FORMAL PROCEEDINGS – Order 124

1. Preliminary Action

- (a) No formal proceedings for a disciplinary offence shall be instituted against an employee unless he/she has been served with a copy of the charge setting out the offence which he/she is alleged to have committed. The charge shall set out in a concise form the allegations made against him/her.
- (b) The charge shall be prepared by the disciplinary authority after such preliminary investigations as he/she may consider necessary, and he/she may consult the Attorney-General if he/she so wishes.
- (c) After a disciplinary charge has been drawn up, the disciplinary authority shall arrange for it to be handed to the accused.
- (d) Every charge shall be accompanied by a notice addressed to the accused inviting him/her to state, in writing, within such period as may be specified in the notice being not less than fifteen days, the grounds upon which he/she relies to exculpate himself/herself.
- (e) No formal proceedings instituted under this Order shall be invalid by reason only of any irregularity in the framing of the charge.
- (f) Where the disciplinary authority is satisfied that the representations made by the accused amount to a complete admission of the charge or charges against him/her, it shall not be necessary to hold any further inquiry. The disciplinary authority shall thereupon record a finding of guilt.

- (g) Where an employee has been served with a charge and fails to make representations in writing giving the grounds upon which he/she relies to exculpate himself/herself, or makes representations which, in the opinion of the disciplinary authority, do not amount to a complete defense to the charge, the disciplinary authority shall, after informing the trade union where appropriate, either himself/herself conduct an inquiry or appoint one or more Inquiry Officers to hold the inquiry.
- (h) Persons not to be appointed Inquiry Officers.
 - (i) No employee shall be appointed an Inquiry Officer unless he/she is the holder of a post allocated to a higher salary band than that attached to the post held by the accused.
 - (ii) Notwithstanding the provisions of paragraph (i), where the accused occupies a post allocated to the Senior Officers' Salary Band and above, no person shall be appointed as an Inquiry Officer unless he/she is at the level of SE 2, Salary Band SP 59 – 64 or is a Chief Executive Officer/Head of Department.

2. Procedure on Inquiry

- (a) In this context the term "officer conducting inquiry" means the Inquiry Officer and includes the disciplinary authority.
- (b) Where the inquiry officer wishes to be assisted by persons with professional or technical competence concerning matters likely to arise in the course of the proceedings, he/she may request that assistance.
- (c) The inquiry officer shall notify the accused of the date, time and place upon and at which the inquiry shall be held within fourteen days of the decision to hold an inquiry.
- (d) The accused shall have a right to be present, examine witnesses and be heard at the inquiry. Failure by the accused to be present or represented at the inquiry shall not invalidate the proceedings.
- (e) The inquiry officer may permit the accused and the disciplinary authority to be represented by an employee or advocate; provided that where either party is permitted to be so represented the other party shall also be so permitted.
- (f) The accused or his/her representative shall have a right:-

- (i) to cross-examine any witness examined by the inquiry officer or by the disciplinary authority or his/her representative;
 - (ii) to examine and make copies of any document produced as evidence against him/her,
 - (iii) to call witnesses on his/her own behalf and produce any document relevant to the inquiry.
- (g) The inquiry officer may take into consideration any evidence which he/she considers relevant to the subject of the inquiry before him/her, notwithstanding that such evidence would not be admissible under the law relating to evidence.
- (h) The inquiry officer shall record the essentials of the evidence given before him/her.
- (i) An inquiry heard under this Order shall not be open to other employees or to the members of the public.
- (j) If, during the course of the inquiry, it appears that the evidence given discloses grounds for an additional charge, the officer conducting the inquiry shall formulate such charge and give a copy to the accused.
- (k) Where any such additional charge is formulated the inquiry officer shall proceed to inquire into the same and may recall any witness for further examination or cross-examination.
- (l) Subject to the foregoing provisions of this Order, an inquiry officer may regulate the procedure at the inquiry in such manner as he/she may think fit in order to reach a speedy and just conclusion.

3. Procedure on the conclusion of inquiry

- (a) Upon the conclusion of an inquiry, the inquiry officer shall, except where such officer himself/herself is the disciplinary authority, forward the record of proceedings before him/her together with his/her report thereon to the disciplinary authority.
- (b) Every report under paragraph (1) by the inquiry officer shall state:
- (i) whether in his/her opinion the charges against the accused have been proven;

- (ii) the reason for such opinion;
 - (iii) any fact which aggravates or mitigates the gravity of the charges;
 - (iv) any other fact which in his/her opinion is relevant, provided that no such report shall contain any recommendation as to the form or nature of the punishment to be awarded.
- (c) Where the disciplinary authority is of the opinion that further investigation into the case is necessary, it may refer the matter back to the inquiry officer with such directions as it considers necessary, and such officer shall re-open the inquiry.
 - (d) The disciplinary authority shall, after considering the evidence, and, where the inquiry was not conducted by the authority, the report of the inquiry officer, make and record a finding whether the accused is guilty of the disciplinary offence with which he/she was charged.
 - (e) Where the disciplinary authority's findings as to the guilt or innocence of the employee is contrary to the opinion of the inquiry officer as expressed in his/her report, the disciplinary authority shall record its reasons for the finding.
 - (f) Where the disciplinary authority finds the employee guilty, it shall proceed to award punishment
 - (g) It should be clarified for the avoidance of any doubt that in all cases of disciplinary proceedings against an employee holding an office allocated to the SG 13 and above, or against a bonded employee, the record of such proceedings on the conclusion of the inquiry shall be forwarded to the Chief Executive Officer of the Authority responsible for Public Administration for necessary action.

4. General

- (a) Where an employee is alleged to have committed a disciplinary offence and that offence also constitutes a criminal offence under any written law, the following rules shall apply:
 - (i) if no disciplinary proceedings under these Orders have been commenced, but proceedings for the criminal offence (hereinafter referred to as "criminal proceedings ") have been instituted against the accused in any court of law, then no disciplinary proceedings

shall be commenced until after the conclusion of the criminal proceedings. It is therefore necessary that disciplinary offence is dealt with without delay so that a decision could be taken before the case opens in court.

- (ii) if disciplinary proceedings have been commenced and during such proceedings criminal proceedings are instituted, the disciplinary proceedings shall be stopped and no further steps shall be taken in respect thereof until after the conclusion of the criminal proceedings.
- (b) Where criminal proceedings have been concluded against the accused and where the accused is acquitted of the criminal charge, such acquittal shall not be a bar to disciplinary proceedings being instituted against him/her on a charge based on other aspects of his/her conduct in the matter, provided that the issues raised are different from those contained in the charge on which he/she was acquitted. Such disciplinary proceedings may be instituted against the accused who may, if found guilty, be punished, therefore, as if no criminal proceedings had been instituted against him/her;
- (c) Where the accused has been convicted of a criminal offence, he/she shall be deemed to have been found guilty under the provisions of these Orders of a disciplinary offence based upon the same facts, and the disciplinary authority shall, without continuing or instituting any disciplinary proceedings, proceed to punish the accused in respect of the disciplinary offence provided that no employee shall be punished in terms of this paragraph until he/she has been served with a notice specifying:
 - (i) the disciplinary offence of which he/she has been found guilty;
 - (ii) the punishment which the disciplinary authority is to impose;
 - (iii) the time within which the employee may make a plea in mitigation, and the disciplinary authority having taken into consideration any plea made by the employee within the time specified in the notice;
- (d) Where a notice under the proviso to sub-paragraph (d) of paragraph (1) is given to the employee, the disciplinary authority, having taken into consideration any plea made by the employee under the said proviso, shall not be bound to impose the same punishment as that specified in the notice but may impose any lesser punishment;

- (e) Where an employee has been convicted of a criminal offence, but prior to the commencement of the criminal proceedings, he/she was found guilty by a disciplinary authority of a disciplinary offence based on the same facts as the criminal charge, the disciplinary authority may substitute for the disciplinary punishment imposed upon the accused, any other disciplinary punishment which is warranted in view of the conviction and punishment of the accused with regard to the criminal offence.
- (f) For this purpose, criminal proceedings shall be deemed to be concluded:
 - (i) where there has been no appeal against the conviction, upon the expiry of the time allowed for such appeal;
 - (ii) where there has been an appeal against the conviction, upon the expiry of the time allowed for any further appeal.
- (g) Where there has been an appeal or a further appeal against a conviction, the judgment of the appellate tribunal shall be the deciding factor in determining whether the employee has been convicted.
- (h) Nothing in the proviso to sub-paragraph (d) of paragraph (1) above shall preclude the disciplinary authority from instituting disciplinary proceedings against the employee convicted of a criminal offence at the conclusion of criminal proceedings independently of his/her conviction.
- (i) Where, consequent upon his/her conviction on a criminal charge involving fraud or theft or other offence which is similarly serious on his/her part an accused person is punished by dismissal from the service for a disciplinary offence based on the same facts, his/her dismissal shall take effect from the date upon which he/she was suspended from the Service.

69. DISCIPLINARY MEASURES

Disciplinary measures consist of:

1. Written warning
2. Redeployment
3. Suspension from work without pay for a period of up to 14 days
4. Demotion
5. Termination on grounds of misconduct
6. Non payment of wages

Whilst it is not practical to determine a rigid code assigning particular punishment to particular offences, it is important that there is as much uniformity and consistency as possible in this matter. For this reason a schedule showing the range of disciplinary offences is set out below.

Guidelines for applying disciplinary action

OFFENCE	SUGGESTED ACTION					6
	1	2	3	4	5	
1. A misdemeanor or omission.	+					
2. A series of misdemeanors or omissions.		+	+	+		
3. Avoidable pecuniary embarrassment or recklessness.		+	+			
4. Conviction of a criminal offence		+	+	+	+	
5. Insubordination or misconduct.	+		+	+	+	
6. Disclosure or use, without permission of verbal or written material regarding Government activities (Short of an offence under State Security Act.)	+	+	+	+	+	
7. Disloyalty	+	+	+	+	+	
8. Inciting others to be disloyal.	+	+	+	+	+	
9. Drunkenness on duty; drunkenness in public to the extent that Government's image becomes tarnished.			+	+	+	
10. Failure, without good reason, to carry out a reasonable instruction(s).	+	+	+	+	+	
11. Failure to comply with rules and regulations.	+		+	+	+	
12. Gross negligence or recklessness (generally, a single act).			+	+	+	
13. Inefficiency.	+	+	+	+	+	
14. Unauthorised absence(s).	+	+	+	+	+	+
15. Unauthorised use of Government's resources.	+	+	+	+	+	+
16. Breach of trust.			+	+	+	
17. Fraudulent practice.			+	+	+	
18. Dishonesty.			+	+	+	

Notes:

1. Conviction of a criminal offence, No. 4, must result in disciplinary action. The nature of that action necessarily depends on the seriousness of the offence and whether it is a first offence or not - hence the wide range of suggested action.
2. Where a wide range of action is suggested, e.g., No. 5 and 10, it is to enable both severity and/or frequency of the offence to be accommodated. It should be noted that three minor offences may be considered a serious offence.

3. Suspension from duty without pay is the appropriate action to take following a suspected offence. The final action, following inquiry, can be any of those suggested above, with or without the restoration of duty and restoration of pay. Where the final action is dismissal, pay stopped from the date of suspension shall not be restored.
4. Officers inquiring into alleged breaches of discipline should take steps to assemble the full facts before them and obtain the accused's reaction before making recommendations. Dismissal from the Public Service is the most serious punishment and follows a proven disciplinary offence. A dismissed worker loses all privileges, e.g. period of notice/pay in lieu. If on contract the officer loses all advantages enshrined in the contract.
5. It should be clarified for the avoidance of any doubt that in all cases of disciplinary proceedings against an employee holding an office allocated to the Senior Officers' Salary Band or above, or against a bonded employee (all levels), the record of such proceedings on the conclusion of the inquiry shall be forwarded to the Chief Executive Officer responsible for Public Administration for necessary action.
6. The schedule is intended to provide guidelines for all disciplinary authorities and shall not in any way be interpreted as restricting a disciplinary authority from imposing any punishment, as they deem appropriate, in any particular instance. Additional guidelines are as follows:
 - (a) Occasional minor offences e.g.; infrequent lateness or unauthorized absence, small oversights, omissions, untidiness, occasional low productivity, periodic unwillingness etc., should be dealt with by verbal reprimand. If such occurrences become a regular feature or more serious matters are at issue, e.g., laziness, drunkenness, poor performance, carelessness, etc., a written letter of warning should be issued. In this context an employee who has not committed a further minor offence for twelve months from the date warned shall be considered to have a clear record.
 - (b) Serious breaches of discipline or regulations or culpable neglect will normally justify a more severe penalty e.g. demotion, restitution payment or dismissal.
 - (c) Where an employee is suspected of having committed a criminal offence e.g., theft, corruption, etc., or thought to be guilty of a serious breach of discipline, e.g., disclosure of confidential information, sabotage, gross insubordination, etc., the employee should be suspended immediately pending an investigation.

An employee charged with a relevant criminal offence (see sub-paragraph (f) below) must at once be suspended until the outcome of the case is known. An employee convicted of a relevant criminal offence shall remain suspended pending disciplinary action. If the employee appeals against the conviction, the suspension shall continue until the appeal is adjudged. Conviction upon a relevant criminal offence will normally lead to dismissal.

- (d) If an employee who has been suspended is acquitted or the appeal upheld, the person may be reinstated and the withheld salary restored.
- (e) An employee who has been suspended under (c) above, may terminate the contract of employment with notice.
- (f) Disciplinary action may be required if an employee is charged with a criminal offence. Certain minor criminal offences will not normally warrant disciplinary proceedings, e.g., vehicle parking offences. Criminal offences involving fraud or theft will always entail disciplinary action. The Commissioner of Police shall advise the organisation concerned as well as the authority responsible for Public Administration whenever an employee is charged with or convicted or acquitted of a criminal offence.
- (g) It is the duty of the employee charged with a criminal offence to advise the Chief Executive Officer of the charge. Chief Executive Officers should consult the Authority responsible for Public Administration in particular instances, when they are uncertain whether a criminal charge or conviction against an employee warrants disciplinary action.

70. PUNISHMENT FOR DISCIPLINARY OFFENCES

(Refer to Annex 27)

The following punishment may be imposed upon an employee as a result of disciplinary proceedings:-

- (a) Dismissal, that is termination of appointment with forfeiture of all privileges in accordance with the provisions of any form of agreement or law for the time being in force;
- (b) Demotion, that is, removal to a post allocated on a lower salary grade carrying an immediate reduction in salary;
- (c) A written warning, which may be copied to the Union of which the employee is a member, if any;

- (d) Non-payment of salary for any unauthorised absence from work provided that the employer may deduct the equivalent of three days salary for each day of unauthorised absence from work for each second or subsequent unauthorised absences within a period of 12 months;
- (e) In addition to any of the punishments as specified under (a) to (d) above, restitution payment, that is, the recovery of the amount of any loss, damage, destruction or reparation caused to Government or the value of any property of Government by the employee, by any willful act or omission or by reason of the person's failure to take reasonable care or to discharge duties in a reasonable manner.

71. TERMINATION IN THE PUBLIC INTEREST - Order 138

Examples of circumstances under which termination in the public interest could be considered:

- (a) Where an employee is unable to discharge his/her duties owing to:
 - (i) ill-health – but the employee has not been medically boarded;
 - (ii) frustration of contracts in legal terms as per Employment Act 4 of 2006; and
 - (iii) where redeployment is not possible or has not been successful.
- (b) Where an employee cannot be permitted to remain in a post for security reasons.
- (c) Where a person's continued employment has been rendered impracticable owing to the specific circumstances of the case; e.g. an employee has successfully appealed against his/her dismissal, but the employee/employer cannot continue to work together.
- (d) Where an employee's private interests are deemed by Government to be in conflict with his/her official duties or position.
- (e) Where a person is taking up appointment in an external organisation at the request of, or with the specific approval of, Government.
- (f) Where an employee is appointed to the Office of Minister.

72. APPEALS AGAINST DISCIPLINARY PUNISHMENTS -Order 141

- (a) The aggrieved employee or representative shall prepare the grounds of appeal and forward them to the Authority responsible for Public Administration through the person's Chief Executive Officer in the first instance.
- (b) The Chief Executive Officer of the Authority responsible for Public Administration shall appoint a panel to conduct an enquiry into the complaint.
- (c) Following consideration, the decision shall be conveyed to the employee or representative, as the case may be. This decision shall be notified within 28 days of the appeal being registered.
- (d) The employee, may, not later than 14 days after being notified of the decision, register an appeal in writing to the Authority responsible for Public Administration against the panel's decision. The Authority responsible for Public Administration shall make a final decision within 28 days of the second appeal being registered.
- (e) Where an employee is still aggrieved with the final decision of the Authority responsible for Public Administration and having exhausted all avenues for finding a solution to the complaint, the employee may further register their complaint with the Public Service Appeals Board (PSAB), not later than six months from the date of the decision.

73-77 Unallocated

CHAPTER VI

HUMAN RESOURCE DEVELOPMENT AND TRAINING

78. NATIONAL HUMAN RESOURCES DEVELOPMENT - Order 147

Responsibility for Human Resources Development by the various partners

(a) Chief Executive Officers

Chief Executive Officers shall be responsible for determining the training needs of the organisation and shall adhere to the provisions and implementation of the National Human Resources Development (HRD) Policy by creating opportunities and supporting continuous learning for the development of their employees. They shall uphold staff development as a key competency requirement.

(b) Trainers and Human Resources Development Coordinators

Trainers shall spearhead the training and development of human resources to engage in the formulation of organisational training plans, coordination and conduct of training and professional development programmes.

(c) Human Resources Managers

Human Resources Managers shall effectively manage, utilise and develop the employees of their respective organisations through planning for their human resources, career management, optimum utilisation of skills and professional development.

(d) Supervisors

Supervisors shall coach, counsel, train, mentor, provide on the job training and development of their subordinate staff to harness their potential to the optimum.

79. THE NATIONAL HUMAN RESOURCES DEVELOPMENT COUNCIL

Human Resources Lead Agency

The functions of the NHRDC are as follows:

- (a) formulate and review the national human resources development policy, strategies and procedures and a long term national human resources development plan;

- (b) coordinate national human resources planning and utilisation and development of human resources in the public and private sectors;
- (c) promote a culture of training and development of human resources in the public and private sectors;
- (d) promote a culture of training and development and life long learning in individuals and organisations;
- (e) establish mechanisms for the provision of training to meet the human resources needs of the country;
- (f) initiate research in the field of human resources development ; and
- (g) Provide a forum for consultation of stakeholders on matters related to human resources development.

80. ORGANISATIONAL HUMAN RESOURCES INFORMATION

(a) Employee profile

Organisations should keep a comprehensive updated profile of all its employees.

(b) Training/HRD reports

An employee who proceeds on training whether overseas or local should submit to the respective organisation, a written report in the prescribed format. The organisation shall in turn compile the training reports and submit it to the National HRD Council and to the Authority responsible for Public Service Administration.

(c) Human Resource Development Audit

Organisations should keep the following information for the purpose of HRD Audit:

- (i) Name and address of the Organisation
- (ii) Audit period and Name/post title of person responsible for HRD
- (iii) Role, vision, mission, functions and structure of the organization
- (iv) Number of employees in post + vacancies + staff profile
- (v) HRD Policy and strategy

- (vi) Organisational training plan – staff career management and development, in-house training,
 - (vii) HRD culture and staff talent utilisation,
 - (viii) Requisite competencies, HRD alignment to organisational goals
- (d) Provision of Information as required by the NHRDC.**
- (i) Particulars of plans of employers for training employees including succession plans
 - (ii) Reports on human resources planning and development activities;
 - (iii) Information on the supply and demand aspects of human resources;
 - (iv) Information in respect of studies and surveys relating to human resources; and any other information as may be specified by the Council
- (e) Short Professional Development Courses**

All professional development courses which do not lead to a recognised qualification (usually courses of less than 6 months) will be decentralised to organisations except for the Commonwealth (CFTC) funded courses which should be endorsed by the Commonwealth Point of Contact. However, organisations are required to submit a monthly report in a prescribed format to the National HRD Council and to the Authority responsible for Public Administration for information and monitoring purpose.

81. BONDING POLICY - Order 150

(Refer to Annexes 28 and 29)

The cost of the training includes:

Tuition fees, stipend and allowances, air fares for overseas training, course materials for local training and proportionate salary for in-service students.

Students who are awarded full scholarship for approved high priority training areas are bonded for 5 years.

The priority areas are subject to change. In the event of any change in cost of training or extension of the duration of the training, the bonding agreement shall be revised and endorsed by the student and guarantor.

Self-financing students or foreign funded courses whereby students receive a salary whilst on training shall be bonded for the duration that the salary is being paid during the training period.

Criteria for Guarantor

A guarantor should not guarantee more than 2 students at the same time and should meet the following criteria:

- (i) Be a Seychellois who resides in Seychelles;
- (ii) Must be physically and mentally fit (medical certificate to be provided in case of doubt);
- (iii) Be financially capable to repay the training costs in the event of breach of bond;
- (iv) Should not have breached previous bonding agreement;
- (v) Should complete and sign the certification of financial soundness and declaration of assets;
- (vi) Should sign the bonding agreement in person at the authority responsible for Training
- (vii) Should inform the authority responsible for Training of changes in contact address in writing.
- (viii) Should also sign a certificate of acknowledgement of debt.

82. ENFORCEMENT OF BONDING AGREEMENT

The bonding agreement is effective on signature. The student should start serving the bond at least 2 months upon course completion or on employment date, whichever is the earlier.

After signature of the bonding agreement, a legalized copy shall be sent to all parties concerned within a period of three months.

A register of bonded students shall be kept by the Authority responsible for Training, indicating name and contact address of the bonded student, name and contact address of the guarantor, training programme, venue, course dates-beginning and end course costs and any other relevant information.

The Authority responsible for Training shall keep a register of bonded pre-service and in-service students. A copy of the bonding agreement shall be sent to the employing organisation and to the authority responsible for Public Administration for information/records.

A system shall be put in place to enable the Seychelles Government to place first line mortgage on Immovable assets/properties being used as guarantees for bonding agreement. Deferment to serve bond will not be entertained, but for exceptional justifiable circumstances. The amount of repayment of training cost will be determined by the court or the authority responsible for Public Administration.

Breach of bond

Candidates who fail to honour their bonding agreements are considered as defaulters and as such will be pursued immediately for breach of bond. Legal action will be instituted within the first year of breach in liaison with the Attorney General's Office.

83-87 Unallocated

CHAPTER VII

EXIT FROM THE PUBLIC SERVICE

I. EXIT

88. RETIREMENT – Order 162

1. Retirement Age

- (a) Chief Executive Officers shall comply with the procedures for retirement. Employees retiring from the service should be given one month's notice in writing or one month's basic salary in lieu of notice. Upon retirement, employees are entitled to payment of:
 - (i) Salary up to the last day of work
 - (ii) Any earned leave.
 - (iii) Payment of compensation and pro-rata gratuity.
- (b) Public Administration practitioners shall advise employees of the option of voluntary retirement at 60 years of age, at least six months prior to the employee attaining 60 years old.
- (c) Management should, whilst giving one month's written notice to the employee, start the process for the replacement hence avoiding the need to request unnecessary extension.

2. Retention beyond national retirement age

(Refer to Annex 30)

- (a) Retention beyond national retirement age of 63 years should in principle, not be entertained. Instead suitably qualified serving officers or outside candidates should be prepared for appointment or promotion to replace the employee retiring.
- (b) Retaining an employee beyond the normal retirement age for whatever period of time must therefore be strongly justified and supported by a medical fitness certificate from a Government medical officer. It must also be guaranteed that the prospects of serving employees are not prejudiced.
- (c) Upon approval by the Authority responsible for Public Administration and based on statutory requirements, the organisation requests the final approval from the Authority responsible for Employment.

A copy of the approval obtained is forwarded to the Authority responsible for Public Administration.

- (d) Only under exceptional circumstances shall retention be considered for more than one year beyond the employee's normal retiring age and no promotion shall be effected during the extended service.
- (e) The employee shall only be notified of the period of retention once the final approval has been given and at the same time the employer must show evidence of succession plan.
- (f) During the course of retention, the employee shall be subject to reviews through a performance appraisal, and be subject to a yearly medical examination.

3. All monies owed to government

All outstanding financial obligations owed to the government shall be deducted from the employee's final dues.

89. RESIGNATION – Order 163

(Refer to Annexes 31 and 32)

- (a) A Chief Executive Officer may accept the resignation of an employee, including those who held pensionable office as at 31st December 1978, when one month's notice in writing is given or by payment to Government of one month's gross basic salary in lieu of such notice.
- (b) A Chief Executive Officer may accept the resignation of an employee serving on a special contract or agreement terms, if it is in accordance with the relevant provisions of the contract or agreement. Where no such specific provision has been made, the person will be required to give one month's notice in writing or by paying the Government one month's gross basic salary in lieu of notice.

90. TERMINATION OF APPOINTMENT (*Other than by misconduct*) – Order 164

(Refer to Annex 33)

1. Negotiation Procedure for the Termination of Appointment

- (a) Where the Chief Executive Officer considers it necessary to terminate the appointment of any employee on grounds other than misconduct, he/she shall, as soon as it appears necessary to terminate the appointment of the employee and unless there are very exceptional circumstances, shall notify the Authority responsible for Public Administration not less than two months before such notification of termination of appointment.
- (b) The following must be submitted:
 - (i) The reasons for the proposed termination;
 - (ii) The number of employees whose appointment it is proposed to be terminated;
 - (iii) The occupation, age, dates when first employed in the public service and the salaries drawn by these employees;
 - (iv) Criteria used for selecting any employee whose appointment is to be terminated.
- (c) The employing organisation shall also provide any further information which the Authority responsible for Public Administration may request
- (d) The Authority responsible for Public Administration in consultation with the Minister shall make a determination in the matter not later than two months after the notification has been received.
- (e) No action shall be taken by the employing organisation in connection with the proposed termination including giving to any employee notice of termination until the Authority responsible for Public Administration has made a determination.

2. Termination of appointment other than dismissal

- (a) Any employee who wishes to apply for a review of a termination of contract of employment shall within two weeks of receiving notice of termination or of the termination taking effect (whichever is earlier) make an application for review to the employing organization in the first instance.

- (b) If no agreement is reached within two weeks of the application, the employee or his/her representatives shall apply to the Authority responsible for Public Administration for a review of the termination.

The employing organisation, the employee and his/her representative shall enter into consultation, and where possible, a joint submission shall be made to the Authority responsible for Public Administration.

- (c) Where an agreement can be arrived at as a result of the consultations referred to in (b), a joint proposal may be submitted to the Authority responsible for Public Administration for consideration.
- (d) The Authority responsible for Public Administration shall appoint a panel, in the first instance, and after having considered either the joint submission of all the parties to the negotiation or where there is no joint submission, the individual proposals of each of them, the Authority responsible for Public Administration shall decide upon the matter.
- (e) The employee, may, not later than fourteen days after being notified of the determination, register an appeal against that decision in writing to the Authority responsible for Public Administration, which shall take a decision within fourteen days of the appeal being registered. Alternatively an employee, who does not wish to submit an appeal to the Authority responsible for Public Administration, is entitled to seek recourse to the Public Service Appeal Board.

3. Participation of Employees

Every employee whose contract of employment is or whose terms and conditions of employment are subject to consideration under the negotiation procedure, is entitled to participate either in person or by a representative nominated by the employee in the negotiation procedure. If the employee is a member of a Trade Union, the employee has the right to invite his/her Union to participate in the Negotiation Procedure in addition to his/her representative.

4. Schedule: Rate of Compensation

- (a) Where the Authority responsible for Public Administration determines that a contract of employment shall be terminated and the cause of termination is in no way attributable to the employee, the employing organisation shall compensate each employee affected as follows:
 - (i) at the rate of five-sixths of one day's pay for every completed month of service in the case of contracts of continuous employment;

- (ii). at double the rate of (i) above in the case of fixed term contracts;
 - (iii) on any such other rate as determined by the Authority responsible for Public Administration
- (b) Where the Authority responsible for Public Administration resolves that a contract of employment shall be determined and the cause of the termination is partly or wholly attributable to the worker, the employing organisation shall compensate the employee at a lower rate of compensation.

91. CERTIFICATE OF EMPLOYMENT – Order 169

(Refer to Annex 34)

- (a) On the certificate, Efficiency and General Conduct will be assessed as "Very Good", "Good", "Satisfactory" (i.e., normal or average), "Indifferent" or "Poor".
- (b) Where an employee has not given entire satisfaction throughout the person's service, it is important that the certificate should be worded so as to give the employee credit for any good qualities, which the person may have shown. It should not, through a lack of precision or by the bare expression of a general adverse opinion, have the effect of prejudicing the holder's chances of obtaining subsequent employment.

92. APPORTIONMENT OF DEATH BENEFITS - Order 166

1. Benefits due to minors

- (a) Such benefits should be administered in accordance with Article 450 of the Civil Code of Seychelles Act. As required by law the guardian shall deposit into a Savings Bank or the Treasury or a Bank approved by a Judge all the funds which are not required for the yearly expenses of a minor and for the administration of the minor's property, and he/she shall owe interest on all funds not so deposited. He/She shall not withdraw the funds deposited, or any part thereof, without authorization of a Judge in chambers.

When making payment the guardian should be informed of the legal provisions. In the event that the minor is an orphan and that there is no legal guardian, the Authority making payment shall refer the matter to the Office of the Attorney General for advice.

- (b) Only one bank account should be opened for the minor.

2. Responsibility for Public Service Organisation

- (a) The Human Resources Officer should first establish who the legal heirs are.
- (b) Enquire from the beneficiaries *inter alia* the following:
 - (i) Whether the deceased possessed immovable property, i.e. land and house. This is important as once one possesses immovable property, the law obliges an executor to be appointed who acts as fiduciary; and
 - (ii) Whether the deceased died *testate*, i.e. with a testament, *or in testate* (i.e. without a testament); and
 - (iii) Whether an executor has been appointed; and
 - (iv) Whether the deceased has any acknowledged natural children, i.e. illegitimate one prior, during the marriage or subsequent to the dissolution of the marriage or divorce; and
 - (v) Whether the deceased has any children conceived during his lifetime and expected or born subsequent to his death; and
 - (vi) Any legal heirs of the deceased who have predeceased them and whether those legal heirs had any children.
 - (vii) If there are any children they become legal heirs of the deceased and they are entitled to a share of the benefits; and
 - (viii) The names of all the legal heirs or affidavits of facts in the event that this is so required.
- (c) The responsibility of the organisation in the Public Service is to seek all the information required to furnish the Attorney General's Chambers which thereafter will advise on the manner that the apportionment should be made.
- (d) Where the deceased died *in testate*, i.e. without leaving a testament, and no executor has been appointed the legal heirs *may* swear an affidavit containing *inter alia* the following information:
 - (i) The names;
 - (ii) The date and place of the death of the deceased;
 - (iii) That the deceased died *in testate*;

- (iv) That the deceased was entitled to certain benefits from the Public Service organization and that on his death, those legal heirs became entitled to the benefits and no other person is entitled to any interest in the benefits.
- (e) The following documents should be annexed to the affidavit.
 - (i) Birth and death certificate of the deceased;
 - (ii) Birth certificates of all the legal heirs,
 - (iii) Death certificates of the predeceased heirs.
- (f) The advice of the Attorney General's Chambers shall then be forwarded to the respective organisation copied to the Authority responsible for Public Administration together with all the information regarding the benefits due. The Organisation shall disburse the benefits according to the advice given by the Attorney General's Chambers.
- (g) The current practice of the authority responsible for Public Administration and the other organisation distributing the benefits separately has weighed heavily against certain legal heirs. According to the advice of the Attorney General's Chambers benefits not exceeding SR10, 000.00 is considered as personal chattels of the deceased and the surviving spouse shall be entitled to the personal chattels of the deceased. This is evident when the benefits from the other organisations amount to less than SR10, 000.00 but when added to that from the authority responsible for Public Administration exceeds SR10, 000.00. Therefore, all the benefits are to be transferred to the authority responsible for Public Administration for distribution.

II. COMPENSATION AND GRATUITY

93. PAYMENT OF COMPENSATION – Order 175

(Refer to Annex 35)

- (a) Accounting Officers shall be responsible to ensure that requests for compensation are processed for payment to be made within one month of the employee's exit from the service.

- (b) The salary to be used for the computation of payment of compensation will be the gross basic salary of the employee at the time when payment is due. The following elements which appear on the last pay slip should include:
 - (i) Basic salary;
 - (ii) Scheme of Service Allowances attached to the post.
 - (iii) Responsibility, duty or acting allowance (above 6 months);
 - (iv) Long standing Allowances – these are attached to the post.
- (c) For avoidance of doubt, it is declared that allowances that constitute a refund of expenses such as meal, transport, overtime allowances are not to be included in the calculation for payment of compensation.
- (d) For employees whose employment is terminated whilst on unpaid leave, their compensation is calculated on the last salary received prior to proceeding on unpaid leave.
- (e) Any salary adjustments or allowances, falling into the category of (b) (ii) to (iv) of this section, due to the employee that are not reflected on the last pay-slip are to be included for the purpose of calculating payment of compensation.

94. PAYMENT OF GRATUITY UNDER DELEGATED AUTHORITY – Order 176

(Refer to Annex 36)

Each organisation shall be given its own budget based on the number of staff eligible for payment in a given year. It is imperative that adequate financial provision is made for payment throughout the year.

Accounting Officers shall be responsible to ensure that requests for gratuity payments are processed, certified, approved and paid upon maturity in a timely manner. No payment shall be made before maturity.

95-99 Unallocated

CHAPTER VIII

TRANSPORT, TRAVELLING AND ACCOMMODATION

100. CIRCUMSTANCES FOR PAID/FREE TRANSPORT - Order 187

1. A Public Service employee on a local letter of appointment may be granted paid transport when traveling on official duty:-
 - (i) Away from the duty station during working hours;
 - (ii) On posting or transfer away from the usual duty station;
 - (iii) To attend seminars, workshops, conferences, in-service training courses locally or overseas, etc.
2. Officially paid transport shall be paid for the spouse and up to four (4) children below the age of 18 yrs, if they accompany the person on posting or transfer away from the usual duty station.
3. An expatriate employee appointed on a local expatriate contract, may be granted paid transport when traveling:-
 - (i) On first appointment;
 - (ii) Away from the duty station during working hours;
 - (iii) On posting or transfer away from the usual duty station;
 - (iv) On termination of appointment otherwise than by dismissal;
 - (v) On completion of contract;
 - (vi) On renewal of contract.
4. **The Family of an Expatriate Employee.**
 - (a) A Public Service employee may be granted officially paid transport for the spouse and children if they accompany, or follow the person on:-

- (i) First appointment;
 - (ii) Posting or transfer away from the employee's duty station;
 - (iii) Termination of appointment otherwise than by dismissal;
 - (iv) On renewal of contract;
 - (v) On completion of contract.
- (b) Officially paid transport for the spouse and up to four children below the age of 18 years, where applicable, shall be confined to the legally married spouse in accordance with the Seychelles laws.

5. Transportation of personal effects

An employee traveling on first appointment, transfer or termination of appointment, between the place of engagement, home or duty station will be entitled to transportation of personal effects within the limits allowed.

6. Determination of Expatriate Contract

- (a) Where there is determination of contract by the Government or by the employee, the latter shall be provided with passage in line with his/her contract.
- (b) In the case where the employee determines his/her engagement, the employee, where applicable shall pay to the Government the passage cost at the rate of one-twelfth of the passage costs for each month by which his/her resident service is less than twelve months. If at the time of determination, the employee has completed more than twelve months resident service, the employee shall be credited with one-twelfth of the passage cost from Seychelles to his/her country of recruitment for each month of completed service in excess of twelve months.

7. Approval and procedures for duty journeys outside the Republic.

- (i) Chief Executive Officers shall seek approval for employees to undertake duty journeys outside the Republic from the Chief Executive Officer (President's Office) at least 15 days before the travel date.

- (ii) Chief Executive Officers proceeding on overseas duty missions must seek approval of the President at least 15 days before the due travel date.
- (iii) In the case of Commercial Public Enterprise organizations, the Chief Executive Officers shall obtain the approval of the respective Chairman of the Boards of Directors for the overseas travel and the Authority responsible for Public Administration shall be notified of the approval
- (iv) As in the case of overseas leave, Chief Executive Officers shall and seek approval from the Authority responsible for Public Administration's for the most senior/ technical employee identified to deputise in his/her absence.
- (v) Once the mission is approved, the Authority responsible for Public Administration shall issue a Circular informing all Chief Executive Officers of the respective Chief Executive Officer's absence.
- (vi) Where applicable, the President's Office shall make arrangements for the air ticket and payment of the per diem.

101. AIR TRANSPORT - Order 188

An employee travelling on duty should ensure that personal baggage is within the allowance specified on the ticket. Charges for excess baggage shall normally be met by Government only if necessitated by the carriage of bulky official documents, instruments etc. When such charges are incurred the employee should submit a claim to the Accounting Officer for reimbursement.

102. USE OF GOVERNMENT VEHICLES – Order 190

1. Procedures

(Refer to Annex 37)

- (a) Except under the conditions stated below, no one other than an authorised driver will drive a Government vehicle. The exceptions are:-

- (i) In an emergency, due to the sudden illness of the driver;
 - (ii) In the absence of the authorised driver, when the use of the vehicle is urgently required; and
 - (iii) When, in the opinion of the authorised driver, it is necessary or justified by special circumstances (provided that no person shall drive a Government vehicle unless the person is in possession of a valid driving license).
- (b) An official logbook shall be maintained in respect of every Government vehicle. It is the duty of the authorised driver of the vehicle to ensure that the log book is kept up to date.
- (c) An employee authorised to drive a Government vehicle must:-
- (i) be in possession of a Note of Authority issued by or on behalf of the Chief Executive Officer of the given organisation;
 - (ii) not use the vehicle for any purpose other than that specified in the Note of Authority;
 - (iii) immediately report to the signatory of the Note of Authority any damage to the vehicle;
 - (iv) park the vehicle in a safe and secure location;
 - (v) keep the vehicle clean and report any mechanical faults that occur;
 - (vi) not permit any person except another authorised Government driver to drive the vehicle;
- (d) An authorised driver will, at all times, be liable for any injury or damage that may be caused through the person's own fault or negligence.
- (e) A Public Service employee to whom a Government vehicle has been allocated or lent for duty purposes outside normal working hours (for the purpose of this Procedure, these are defined as hours

between 6.30 p.m. and 6.30 a.m. including weekends and public holidays), must carry in the vehicle a Note of Authority on the prescribed form signed by the employee's Chief Executive Officer.

- (f) Where an employee has been issued with a Note of Authority in respect of a Government vehicle, the maximum period of its validity shall not exceed three months.
- (g) Where there is a need to assign vehicles to an employee for more than six months, an application shall be submitted to the Authority responsible for Public Administration for a special Note of Authority to be issued. This also includes instances, where the contract of an employee especially provides for a Public Service Vehicle to be assigned to an employee for official/private use. The
- (h) Note of Authority shall be issued in the form of a sticker to be placed on the windscreen of the vehicle.
- (i) An employee who is in receipt of a commuted transport allowance may not use Government transport except when their own vehicle is unavailable or because of the special circumstances of the duty journey which may reasonably require the use of a Government vehicle.
- (j) Use of vehicles should be properly authorized by a senior officer.

2. Identification of Government Vehicles

- (a) Public Service vehicles must have "GS" preceding their registration numbers and black number plates with white lettering, except where specifically exempted by the Authority responsible for Public Administration.
- (b) Public Service vehicles must have the names and acronyms of the organisation displayed on their front doors, except where specifically exempted by the Authority responsible for Public Administration .
- (c) All Government vehicles on the public road must have, and must display a valid road license and insurance cover. The drivers of these vehicles must also have a valid driving license.

- (d) Authorised drivers should only carry authorised passengers that are covered under the vehicle's insurance cover.

3. Control over the use of Government Vehicles

- (a) For better control over the use of Public Service vehicles the designated Transport Officer shall ensure that:-
 - (i) Vehicles are used only for authorised journeys;
 - (ii) Vehicle log books are properly maintained;
 - (iii) Vehicles not in use are properly parked;
 - (iv) Vehicles are clearly identified, maintained and kept clean;
 - (v) Any damage sustained should be reported immediately.
- (b) Disciplinary action shall be taken against any employee who contravenes the instructions concerning the use of Government vehicles.

Type of offence	Type of action
Unauthorised journey/misuse of vehicle	First offence – written warning Second offence - „ „ Third „ - Dismissal
Excessive speeding/bad handling of vehicle Without damage	First offence – written warning Second „ - „ „ Third „ - Dismissal
Accident damage to Government vehicle	
(i) Driver fully at fault	Surcharge of cost of damage Or dismissal
(ii) Driver partly at fault	Surcharge of proportion of cost of damage

4. Monitoring abuse of Government Vehicles

To curtail possible abuse of vehicles after normal working hours the assistance of the Police may be sought to:

- (a) To inform the respective organization when a driver is apprehended.
- (b) To take note of the mileage logged, as a deterrent against further abuse, until such time that the driver returns to work.
- (c) In instances where there is no justification, disciplinary measures shall be taken and this may lead to dismissal, including payment of the mileage for unauthorised use of the vehicles.
- (d) Similarly, the respective accounting officers who consistently fail to ensure that the rules pertaining to the use of Public Service vehicles are respected shall also be sanctioned.
- (e) In order to assist the Police, the following shall be submitted by the respective organisation:
 - (i) A list of officers, who are authorised to use Public Service vehicles for more than six months.
 - (ii) A list of vehicles that have been exempted by the Authority responsible for Public Administration from displaying the GS number plates and acronyms.
- (f) Public Service organisations are to monitor the use of Public Service vehicles more vigorously, to ensure that the rules and procedures laid down are strictly adhered to.

5. Liability for loss or damage

- (a) The Government will not accept liability for loss or damage that a vehicle may sustain, where an employee has received authorisation to use their own vehicle for travelling on duty, and where the employee is found to be at fault:
 - (i) Within normal working hours; and

- (ii) Outside of normal working hours in order to carry out work that cannot be performed at any other time.
- (b) In cases where an authorised driver in a government vehicle is entirely at fault or even partly at fault, the driver will be made to pay the excess fee prescribed by the Insurance Company. Therefore, for this purpose, all government vehicles should be insured under comprehensive cover.

103. OFFICIAL PASSPORT - Order 191

- (a) Applications for an official passport must be endorsed by the employee's Chief Executive Officer.
- (b) An employee who ceases to hold a post which entitles them for an official passport must surrender the passport at the time that they cease to hold the post.
- (c) The Authority for Public Administration shall keep a list of all Public Service employees who are issued with an official passport and shall advise the Authority responsible to issue passports, of cessation of appointment of such employees.
- (d) The following information is necessary when making the application:
 - (i) Name and NIN of the employee
 - (ii) Post Title
 - (iii) Country of destination
 - (iv) Purpose of the visit
 - (v) Travelling dates

104. INSURANCE FOR EMPLOYEES TRAVELLING OVERSEAS - Order 193

1. Application for Insurance cover

In the event that proof of an insurance cover is required, organizations should make an application to the Authority for Public Administration at least two weeks in advance to allow for the processing of same without any delay.

The Policy covers:

(i) Personal accident liability

Personal accident liability to a maximum sum of SR 150,000 for the period of absence on duty from the date of departure from the duty station in Seychelles to the date of return to that station;

(ii) Medical expenses

(a) Medical expenses up to a maximum of SR 25,000 incurred as an in-patient in hospital through accident or illness whilst travelling outside the Republic. Such illness should not be due to either an accident or continuing treatment or examination for a condition which existed prior to departure from the Republic.

(b) Where it is necessary to seek medical treatment in respect of a condition which existed prior to departure from the Republic, free public health services must be utilised where they exist.

In exceptional circumstances where there are no such facilities; a claim may be submitted to the employee's Chief Executive Officer who shall refer the matter to the Authority responsible for Health for a decision as to whether a refund should be made.

(iii) Loss of baggage and personal effects

Loss of baggage and personal effects up to a maximum of SR 10,000 but excluding loss of watches, cameras, cash and jewellery.

(iv) Claims

Should an employee suffer an injury through an accident, loss or damage of baggage or personal effects, then he/she may make a claim to the Authority responsible for Public Administration through their employing organization together with all the necessary documents in support of their claim for compensation under the policy.

105. RENT CONTRIBUTION FROM SALARY - Order 203

Once an employee has been allocated the accommodation, and the lease agreement is signed, the employing organization shall ensure that the necessary deductions are made from the employee's salary.

106. CARE AND MAINTENANCE OF GOVERNMENT ACCOMMODATION AND FURNITURE - Order 203

- (a) If it becomes necessary to redecorate or recondition the premises, or replace/ repair any damaged furniture and/or grounds solely as a result of the negligence or carelessness of the employee or the employee's family, the tenant will be liable to be surcharged for the cost involved. The employee shall also be liable to meet the cost of any consequential work necessary to restore the accommodation to its original condition as the result of any unauthorised alterations to the accommodation.
- (b) Employees may be requested to pay a deposit upon allocation of accommodation as a security against possible negligence and carelessness on their part. This deposit is refundable depending on the condition of the accommodation when vacating the premises.
- (c) No trees or shrubs may be uprooted without the written consent of the Authority responsible for Accommodation or the landlord.

107. INSPECTION OF ACCOMMODATION

Such inspections shall be carried out at least twice a year, jointly by the authorised officers from the employing organization and the landlord.

108. FURNITURE IN GOVERNMENT OWNED ACCOMMODATION

- (a) All Government owned accommodation will be equipped with basic furniture, furnishings and equipment to include one desk and chair, a sofa, easy chairs, a coffee table, an occasional table, a sideboard, a bookcase, beds and mattresses, bedside tables, wardrobes, a dressing table, a dining table, chairs, curtains, a cooker and a refrigerator.
- (b) Where an expatriate employee is, under the terms of contract of employment, entitled to fully furnished accommodation, the person will be provided, in addition to the basic furniture, furnishings and equipment referred to in paragraph (a), with the following items:- Fans, iron, cooking pots, electric kettle, rice cooker, kitchen utensils, glassware, cutlery, dinner and tea sets, pillows and linens.

109. VACATING OF GOVERNMENT ACCOMMODATION – Order 207

- (a) Failure to give notice of vacation of Government accommodation may result in the continued rent deduction from the employee's salary for a period of up to one month from the date on which the accommodation is vacated. In addition, the employee is also required to arrange for the water and electricity meters to be read by the appropriate authorities on the day on which he/she vacates the accommodation, and will be liable for any charges raised resulting from failure to complete such formalities.
- (b) On vacating the accommodation, the employee is responsible for completing the necessary formalities for the disconnection all utilities – water, electricity and the telephone.
- (c) Where an employee dies in service, the dependents will be granted a period of three months to vacate the Government accommodation. In exceptional circumstances, consideration may be given for an extension of a further three months.

110. HANDING OVER OF GOVERNMENT ACCOMMODATION – Order 207

The Authority responsible for Accommodation shall prepare the inventory list and check all items thereon in the presence of the employee. Thereafter, the inventory list shall be co-signed by all parties concerned. Failure to surrender the accommodation to the authorised officer will render the employee financially liable for any defects or deficiencies found when the accommodation and furniture are checked for the incoming tenant.

The employee shall be liable for payment of rental charges up to and including the date on which the keys to the accommodation are handed to the authorised officer.

Normal repairs and replacements will be the responsibility of the Authority responsible for Accommodation.

111. CONTRIBUTION TOWARDS HOTEL EXPENSES - Order 206

(a) The expatriate employee being accommodated on full board terms in an approved hotel or guest house will contribute towards such hotel expenses at the following rates:

(i) Unaccompanied SR 100 per night

(ii) Accompanied by spouse SR 150 per night

(iii) Accompanied by spouse and up to two children. SR 175 per night

(iv) Accompanied by spouse and more than two children. SR 250 per night

(v) Any extra costs, e.g. bar, telephone calls, laundry, meals for friends, will be the responsibility of the expatriate employee.

(b) The expatriate employee must stay in the hotel or guesthouse where accommodation has been booked and must not change accommodation without prior approval. Failure to comply with this Order will result in the expatriate employee being required to meet all accommodation expenses in full. The provisions of this Order apply also to an employee who is offered accommodation but, without good and acceptable reasons, refuses to take up the offer.

112-116 Unallocated

CHAPTER IX

CORRESPONDENCE AND MISCELLANEOUS ISSUES

117. FORMS OF CORRESPONDENCE - GENERAL – Order 303

1. Correspondence between Government Organisations

- (a) Any authority of law, regulation, Government ruling or precedent connected with the subject should be quoted. Where reference is made to any notice which has been published in the Official Gazette, the year and number of the notice must be quoted.
- (b) Paragraphs should be numbered consecutively, and if the communication extends to two or more sheets, each page should also be numbered.
- (c) Enclosures, where essential, should be similarly paragraphed and paged.
- (d) Communications should normally be typewritten and dated with the date of dispatch. However the communication may be handwritten at the writer's discretion if it is strictly of a confidential nature.
- (e) No preface or conclusion such as "Dear Sir" or "Yours faithfully" is necessary in such communications.
- (f) Public Service Organisations should generally communicate with each other in writing and not by passing files. However, files will need to be passed to the President where ruling is required, or to the Attorney General's Chambers where legal advice is sought, or to the Authority responsible for Public Administration when so requested.

118 LETTERHEAD - Order 303

(Refer to Annex 38)

The format for letterheads should be as follows:

Name of Organisation	Arial 11
Department / Division	Arial 10
Physical and postal address, Telephone/Fax numbers and E-mail address should be included	Arial 09

The Government Crest should be inserted in BLACK on the right-hand side, just above the line.

The wording “Please address all correspondence to the Principal Secretary/Chief Executive Officer” should be in **Arial font 8**, just below the line.

The references, enquiries, telephone and date should be placed on the right-hand side as per sample.

119. RESTRICTIONS ON TAKING COPIES AND REMOVAL OF OFFICIAL DOCUMENTS – Order 115

- (a) Employees will be allowed access to records relating to themselves but will not be allowed to take extracts or copies of minutes or correspondence for their own purpose, unless such correspondence is addressed to them personally. Access is to be carried out under the supervision of an officer appointed by the Chief Executive Officer.
- (b) No employee is allowed to take copies of minutes or correspondence for the persons own purpose even though such papers may pass through the employee’s hands in the course of official duties. This order does not apply to a case in which a particular document relating to an officer is sent to the person expressly for noting.
- (c) An employee who takes copies of official documents for his/her own purposes or removes any document without permission; the employee is guilty of a serious disciplinary offence and will be subject to the appropriate disciplinary action.

120. MEDIA AND PUBLIC RELATIONS

- (a) The accurate compilation and dissemination of information on the work of Government Ministries and Departments is of the highest importance. All Chief Executive Officer Officers should appoint a senior employee within their organisation to act as a liaison officer with the media organisations.
- (b) Information of a factual nature not connected with major questions of policy and development for publicity in the local media should be channelled through this officer. Where the information to be given out relates to a matter of major importance the communication is to be authorised by the Chief Executive Officer/Head of Department concerned.

121. COMPLAINTS, REPRESENTATIONS AND PETITIONS – Order 316

1. Handling of complaints, representations and petitions

- (a) Whilst frivolous representations by employees are to be discouraged, every issue, however apparently insignificant, shall be considered carefully and answered in writing. A full explanation of the reasons for a decision should always be provided. Employees should always be kept informed of the progress of the case they have raised.
- (b) The Authority responsible for Public Administration may, where appropriate, take up complaints, representations, and petitions from the employee concerned and not necessarily through the Public Service organization as a means of ensuring equitable treatment of the case.

2. Appeals against decisions

If an employee wishes to appeal against a decision given upon a matter he/she has raised, on decisions conveyed in accordance with the Public Service Orders, he/she may do so. The appeal should be done in writing within fourteen days of the date the decision was communicated. An employee shall have the right to appeal to the Minister of their Ministry/Department on any matter. An employee shall be at liberty to petition the President on any important matter, whether it is of a private nature or affecting his/her employment.

122. LEGAL ADVICE FROM THE ATTORNEY GENERAL - Order 318

- (a) The Attorney-General should always be consulted:-
 - (i) before any payment of any compensation other than compensation for past continuous service is made or refused;
 - (ii) before official documents are produced in court in a civil matter in which the state is not a party,
 - (iii) before criminal proceedings are instituted since the final decisions proceedings shall be taken or shall proceed whether or not rests by the Attorney General.
- (b) If a communication to a member of the public entails the decision being based upon a legal opinion expressed by the Attorney-General's chambers, the legal advice should not be quoted, nor should the communication indicate that the decision is based upon legal advice. Such communications should be drafted on the basis that the decision conveyed is that of the organisation concerned.

123. STORAGE AND DISPOSAL OF GOVERNMENT RECORDS - Order 321

(Refer to Annex 39)

- (a) Each Public Service organisation should as far as possible utilize durable storage materials and facilities for the maintenance and preservation of their records until such time that they are sent to the National Archives.
- (b) Destruction of records should be effected by burning or shredding.

124. TELEPHONES - Order 320

1. Direct line telephones and switchboard extensions in offices

- (a) Government is responsible for meeting all the costs of telephone service provision, including equipment rental, line rental and call charges. Call monitoring facilities may be used to analyse the use of such telephone services by employees for official and non-official purposes. Any unreasonable usage may result in the employee being required to reimburse the cost of such use and/or being liable to disciplinary action.

2. Residential Fixed line telephones

- (a) Chief Executive Officers are entitled to a reimbursement of the installation cost and monthly rental charges for a fixed line telephone service at their place of residence.
- (b) Other employees may be similarly reimbursed for residential fixed line service installation costs and monthly rental charges at the discretion of their respective Chief Executive Officer.
- (c) This provision will only be authorised when the Chief Executive Officer has undertaken a rigorous analysis of the justification for the need to provide such facilities, taking into account cost, efficiency, safety concerns, and the benefits of enhanced job performance.
- (d) The employee will be responsible for all call charges.
- (e) Only one telephone may be provided to an employee. If the employee moves from one house to another on a voluntary basis, the person shall be required to pay the standard charges for telephone removal and reconnection. Where the move from one house to another is as a result of a Government directive, the standard charges shall be borne by the Government.

3. Mobile (cellular) phones

(Refer to Annex 37)

- (a) Chief Executive Officer Officers will be provided with a mobile telephone to be used for official business.
- (b) Other employees may be similarly provided with Mobile phone service at the discretion of their respective Chief Executive Officer. This provision will only be authorised when the Chief Executive Officer has undertaken a rigorous analysis of the justification for the need to provide such facilities, taking into account cost, efficiency, safety concerns, and the benefits of enhanced job
- (c) Government will pay the telephone service provider the itemised monthly bill for such telephone service including the line rental, connection charge to the Government's Closed User Group and call charges up to the approved limit so authorised.
- (d) The employee will be required to sign a "Mobile telephone Service Agreement" setting out the terms and conditions for the use of the equipment provided and specifying a monthly limit for the call charges to be met by Government.
- (e) The employee will be required to refund to Government, by way of deduction from salary, the cost of all call charges in excess of the monthly limit specified in the Service Agreement. The Government, taking into account any exceptional circumstance relating to the usage of the Mobile telephone for official purposes in a particular month, may adjust the contribution to be made by the employee accordingly.
- (f) In setting the monthly limit for call charges to be met by Government for employees using mobile telephone provided by Government, Chief Executive Officer Officers will need to take into account:
 - (i) The analysis of previous itemised bills in respect of the mobile telephone issued to an employee;
 - (ii) The limits applicable to other employees in similar positions;
 - (iii) The nature of the employees' duties and responsibilities in relation to telephone communication requirements both during and outside normal working hours;

(g) Excessive use of Government provided telephone facilities

Monitoring of monthly bills may indicate a need to increase or decrease the employee contribution towards call charges and require a new agreement to be signed. The agreement also provides for any exceptional circumstance relating to the use of the mobile telephone of official purposes in a particular month to be taken into account when determining the employee contribution. The underlying principle of these arrangements is the elimination of excessive use of Government provided telephone facilities for private purposes.

4. Use of a common pool of mobile phones

The Chief Executive Officer may authorise the operation of a pool of mobile phones which are held centrally by the organisation, and which are allocated temporarily to employees on a needs basis. In such cases the following will apply:

- (i) A register of such telephones shall be maintained, and a log kept of the use of each telephone.
- (ii) The log will contain the dates and times of issue and return of the telephone as well as the name and signature of the employee to whom it is assigned.
- (iii) The employee to whom the mobile phone is assigned will be responsible for its safe custody; the cost of any unauthorised calls made from the telephone during the time it is assigned to the employees shall be borne by the employee.

5. Official calls made from private telephones

- (a) Where an employee has been authorised by the Chief Executive Officer to use a private telephone for making official calls, and where the employee can provide a supporting itemised bill, the employee may be refunded the cost of such official calls.
- (b) Such refunds shall be authorised only in circumstances where this is less costly for Government than providing the employee with a telephone service at Government expense.

125. HEALTH SERVICES FOR EXPATRIATES – Order 36

- (a) Application for the identification cards will involve an appointment at the Authority responsible for Public Administration, whereby the following items will be needed:-
 - (i) Two passport-sized photographs;
 - (ii) National Identity Card for each employee or dependant;
 - (iii) The employee's copy of the current contract of employment.
- (b) Upon completion of the application form by the designated officer of the Authority responsible for Public Administration, the expatriate employee presents the form to the Authority responsible to issue licenses for issuance of the medical card. A processing fee is charged at the prescribed rate.
- (c) The medical card should be renewed upon each renewal of the expatriate's contract of employment with Government and the previous surrendered.

126. OCCUPATIONAL ACCIDENTS/OCCUPATIONAL SAFETY AND HEALTH ACT - Order 330

- (a) An organisation should have a First Aid box within the establishment containing basic first aid material as prescribed by the Authority responsible for Health.
- (b) Under the Occupational Safety and Health Decree (Cap 151), an employer is required to report, to the Authority responsible for Employment within 48 hours, any accident which results in a worker's death or injury of sufficient seriousness to necessitate absence from work for a period exceeding three days.
- (c) Where there is no Residual disability and the employee has been given sick leave, Government is not liable; therefore no claim for Workers' Compensation is entertained;
- (d) Where sick leave has been given and there is Residual disability, a claim for Workers' Compensation may be entertained depending on the percentage of the Residual disability. The claim is forwarded to the Authority responsible for Public Administration through the Chief Executive Officer of the respective organisation for processing and subsequent approval. The employee shall then be informed of the outcome.

127-131 Unallocated

**PROCEDURES MANUAL
LIST OF ANNEXES**

ANNEX	FORM REFERENCE	TITLE
1	PM/01	Police Clearance
2	PM/02	Official Secrets Declaration Act
3	PM/03	Creation and Re-Classification of Post
4	PM/04	Job Analysis Questionnaire
5	PM/05	Employment Application
6	PM/06	Interview Record Form
7	PM/07	History and Physical Examination
8	PM/08	Recommendation for Appointment
9	PM/09	Letter of Appointment
10	PM/10	Code of Ethics
11	PM/11	Employee Profile
12	PM/12	Employee Record Card
13	PM/13	Renewal/Extension of Contract
14	PM/14	Internal/External Transfer
15	PM/15	Letter of Transfer
16	PM/16	Recommendation for Promotion
17	PM/17	Letter of Promotion
18	PM/18	Notification of Intent to Undertake Consultancies
19	PM/19	Declaration for Undertaking Consultancies
20	PM/20	Enhancement of Personal Salary
21	PM/21	Letter of Enhancement of Personal Salary

22	PM/22	Payment of Allowance
23	PM/23	Letter of Payment of Allowance
24	PM/24	Housing Assistance
25	PM/25	Overtime
26	PM/26	Application for leave
27	PM/27	Termination on Grounds of Misconduct
28	PM/28	Bonding Agreement
29	PM/29	Guarantor's Form
30	PM/30	Retention of Service beyond 63 Years
31	PM/31	Letter of Acceptance of Resignation
32	PM/32	Resignation Slip
33	PM/33	Termination of Appointment
34	PM/34	Certificate of Employment
35	PM/35	Payment of Compensation
36	PM/36	Payment of Gratuity
37	PM/37	Mileage Log Book
38	PM/38	Letterhead Samples
39		Type and Retention period of records
40	PM/40	Mobile Agreement
41	PM/41	Admission to Graduate Specialist Cadre
42	PM/42	Payment of Gratuity – Teacher's Scheme of Service
43	PM/43	Payment of Gratuity – Part-time Employees

GOVERNMENT OF SEYCHELLES
Application Form for Police Clearance
Applicable for Service in the Public Sector

Please send completed form to the Director of National Intelligence Service, Police Headquarters, P O Box 46, Victoria, Mahé

1 PARTICULARS OF THE EMPLOYEE

National Identity Number: Gender (F/M)

Surname:..... Forename.....

Previous surname (if any): Date of Birth (dd-mm-yyyy):

Residential address:

Citizenship:

Other Citizenship (citizenship of other countries, where applicable):

Mother's Name and Surname: Mother's maiden surname:

Mother's residential address (if deceased, write "Deceased"):

2 STAFF MOVEMENT DETAILS (for which Police Clearance is requested)

Clearance requested for (tick one) Appointment Promotion Transfer Other¹

Employing Organisation:

Title of post for which clearance is required:

Any other information that may be relevant to the Clearance Request:

.....
.....

3 DETAILS OF ORGANISATION REQUESTING POLICE CLEARANCE

Name of Organisation:

Exact Postal Address for Correspondence:

Name of Officer Requesting Clearance:

Designation of Officer:

.....
Signature of the Requesting Officer

.....
Date of Request

OFFICIAL STAMP

¹ Please give details in the space provided for "Any Other Information"



REPUBLIC OF SEYCHELLES

STATE SECURITY ACT, 1977

OFFICIAL SECRETS DECLARATION

My attention has been drawn to the provision of the State Security Act, 1977 Section 5, which are set out on the back of this document, and I am fully aware of the serious consequences which may follow my breach of these provisions.

I understand that this Section of the State Security Act, 1977 covers material published at home or overseas in a speech, or radio or television broadcast, or in the Press or in book form. I am aware that I should not divulge any information gained by me as a result of my appointment to any unauthorized person, either orally or in writing without the previous official sanction in writing of the Ministry/Department appointing me, to which written application should be made and two copies of the proposed publication be forwarded. I understand also that I am liable to be prosecuted if I published without official sanction any information I may acquired in the course of my tenure of an official appointment (unless it has already officially been made public) or retain without official sanction any sketch, plan, photograph, model, cipher, note, document or article which is no longer needed for my official duties and that these provisions apply not only during the period of my appointment but also after my appointment has ceased.

Signed

Rank (or appointment)

Witness to Signature

Ministry/Department

Date

.....
Head of Division

.....
Name in Block Capitals

To be signed by persons on appointment to the Civil Service before assuming duty.

EXTRACTS FROM THE STATE SECURITY ACT, 1977

Section 5 of the State Security Act, 1997 provides as follows:

"5 — (1) For the purpose of this Section, a sketch, plan, photograph, model, cipher, note, document or article is a prescribed sketch, plan, photograph, model, cipher, note, document or article in relation to a person, and information is prescribed information in relation to a person, if that person has it in this possession or control and —

- (a) it has been made or obtain in contravention of this Act;
- (b) it has been entrusted to the person by a public officer or a person holding office under the Republic or he has made or obtained it owing to his position as a person —
 - (i) who is or has been a public officer
 - (ii) who holds or has held office under the Government;
 - (iii) who holds or has held a contract made on behalf of the Republic;
 - (iv) who is or has been employed by or under a person to whom (paragraph (iii) applies or
 - (v) acting with the permission of a Member of Cabinet

and any reason of it nature or the circumstances under which it was entrusted to him or it was made or obtained by him or for any reason, it is his duty to treat it as secret, or

- (c) it relates to a prohibited place or anything in a prohibited place and —
 - (i) he knows; or
 - (ii) by reason of its nature or the circumstances under which it came into his possession or control of for any other reason, he ought to know

that it should be communicated to a person not authorized to receive it.

(2) If a person for a purpose intended to be prejudiced to the safety or defence of the Republic —

- (a) communicates a prescribed sketch, plan, photograph, model, cipher, note, document or article, or prescribed information , to a person, other than —
 - (i) a person to whom he is authorized to communicate it; or
 - (ii) a person to whom it is, in the interest of the Republic, his duty to communicate it, or permits a person, other than a person referred to in subsection (i) or (ii), to have access to it;
- (b) retains a prescribe sketch, plan, photograph, model, cipher, note, document or article in his possession or control when he has not right to retain it or when it is contrary to his duty to retain it; or
- (c) fails to comply with a direction given by lawful authority with respect to the retention or disposal of a prescribed sketch, plan, photograph, model, cipher, note, document or article he shall be guilty of an offence and liable to conviction to imprisonment for a term not exceeding 15 years.

(3) If a person communicates a prescribed sketch, plan, photograph, model, cipher, note, document or article, or prescribed information, to a person other than —

- (a) a person to whom he is authorized to communicate it; or
- (b) a person to whom it is, in the interest of the Republic , his duty to communicate it, or permits a person, other than a person referred to in paragraph (a) or (b), to have access to it he shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding 2 years.

(4) If a person —

- (a) retains a prescribed sketch, plan, photograph, model, cipher, note, document or article in his possession or control when he has not right to retain it or when it is contrary to his duty to retain it;
- (b) fails to comply with a direction given by lawful authority with respect to the retention or disposal of a prescribed sketch, plan, photograph, model, cipher, note, document or article; or
- (c) fails to take reasonable care of a prescribe sketch, plan, photograph, model, cipher, note, document or article, or prescribed information, or to ensure that it is not communicated to a person authorized to received it or so conducts himself as to endanger its safety;

he shall be guilty of an offence and liable on conviction to imprisonment to a term not exceeding two years.

(5) If a person received any sketch, plan, photograph, model, cipher, note, document or article or information, knowing or having reasonable grounds to believe at the time when he received it, that it is communicated to him in contravention of section 4(2) (b) he shall be guilty of an offence, unless he proves that the3 communication was contrary to his desire, and liable on conviction to imprisonment for a term not exceeding 7 years.

(6) If a person receives any sketch, plan, photograph, model, cipher, note, document or article or information, knowing or having reasonable grounds to believe, at the time when he receives it, that is is communicated to him in contravention of subsection (3) he shall be guilty of an offence, unless he proves that the3 communication was contrary to his desire, and liable on conviction to imprisonment for a term not exceeding 2 years

SEYCHELLES PUBLIC SERVICE

APPLICATION FOR CREATION OF A NEW POST OR RE-CLASSIFICATION OF AN EXISTING POST

ORGANISATION:
DIVISION:
SECTION:

1. TYPE OF REQUEST – Please tick whichever is applicable:-

1.1 Re-classification of an existing post

Please provide a complete Job Information Questionnaire and a detailed job description for the post as it currently exists and one of the posts as it will exist after the proposed re-classification.

1.2 Increase in Number of Existing posts

Please provide a completed Job Information Questionnaire and a detailed job description for the post.

1.3 Creation of New Post: - Permanent
 - Temporary

Please provide a completed Job Information Questionnaire and a detailed job description for the post.

Number of posts applied for: Effective Date:/...../.....

2. FINANCIAL CONSIDERATION – How will the additional costs, if any, be met?

3. SIGNATORIES

RECOMMENDING OFFICER:
FULL NAME:
(Name in BLOCK)

DESIGNATION:

SIGNATURE:

DATE:

RECOMMENDED DG/PS/MD/CEO	DATE	APPROVED MINISTER/CHAIRMAN	DATE
---------------------------------	------	-----------------------------------	------

4. JOB INFORMATION QUESTIONNAIRE

4.1 Details of the Post

Post Number:	Division:
Job Title:	Section:
Reports To:	Unit:
Part/Full Time/Shift:	Salary Grade:
Normal Working Hours per week:	Allowances

4.2 JUSTIFICATION FOR THE REQUEST

Describe the reasons for the request

4.3 IMPACT ON OTHER POSTS

Which Post (s)/Division/Organisation are these responsibilities being transferred from.
(If not applicable quote the authority for the new functions e.g. Council Decisions, National Development Plan, President's Office circulars etc)

4.4 PRIMARY PURPOSE OF THE JOB

Give a brief statement of the function of the job within the organisation

.....

.....

.....

.....

.....

**FORM
PM/03**

List five most important duties and responsibilities of the post and estimate the percentage of time needed to be spent on each	Approximate % of time
1.%
2.%
3.%
4.%
5.%

4.5 EDUCATION/EXPERIENCE

<p>What are the minimum education or training requirements for the job?</p>
<p>How many years of experience would a person need, in addition to the education and training requirements, to do the job?</p>

4.6 SUPERVISION

<p>If the postholder will supervise others directly, provide job titles, number of posts and SG levels.</p>

**FORM
PM/03**

4.7 CONTACTS

List the person, using their job titles, the postholder will need to contact.
Say, why and how often the contact will be necessary.

Within your organization

Why

How often?

In other organisation

Why

How often?

4.8 DECISION MAKING

What judgement will the postholder be required to exercise and what decisions will need to be made by the postholder?

5. ANY OTHER RELEVANT INFORMATION

Is there any other information that would help to complete the picture of the job?

SEYCHELLES PUBLIC SERVICE
JOB ANALYSIS QUESTIONNAIRE

JOB IDENTIFICATION DATA

Department:	Section:
Job Title:	Salary Grade:
Job Family:	Job Code:
Location:	Length of time on present job:
Job Title of Immediate Supervisor:	Job Code of Immediate Supervisor:
Title and salary grade of positions directly supervised:	

JOB PURPOSE

Summarise the purpose of your job and indicate the specific end results.
(This is a gist of what the job is about and why it exists. For example; A Receptionist might write 'To receive visitors who come to the office and to ensure that they are directed to the appropriate officers/offices')

MAIN DUTIES

List your main duties. (Use active verbs and estimate the percentage of total time that it takes to complete each tasks).	%

EDUCATION

What is the minimum educational qualification for this job? (In case this job were being advertised what basic educational qualification would be required?)

What additional professional/specialised qualifications and personal qualities would you require of a potential incumbent of this job?

EXPERIENCE

How long should it take an average person who has the above qualifications to learn the job so as to perform effectively? (Consider also the number of years required to progress to this position)

WORK COMPLEXITY

Do you have instructional manuals, established standards and/or procedures that guide you in the performance of your daily assignments?

Yes No

If Yes write down the manuals/standards/procedures?

If No, how do you carry out your duties to your own satisfaction and that of your boss?

ACCOUNTABILITY/FREEDOM TO ACT

What type of direction or guidance does your boss give when she/he gives you assignments?

In the course of carrying out your duties, what decisions are referred to the supervisor or others for advice, instruction or direction (e.g. repair or replacement of equipment?)

How often are you, either required to report on your work progress, or how often would your boss call on you to see how you are getting on with your work assignments?

Apart from your supervisor do you receive professional guidance from others in the organisations?

Yes No

If Yes, what form does this guidance take?

SUPERVISORY AND MANAGERIAL RESPONSIBILITY/LINE SUPERVISION

Do you supervise staff on a regular basis? What is the nature and scope of the supervisory authority you exercise over your subordinates? (Please give examples)

NUMBER SUPERVISED

If your job has full time supervisory responsibility, please indicate the number of subordinates you supervise.

1. Number of employees reporting directly to you _____
2. Number of employees reporting to your subordinates (supervisors) down to the lowest level in the organisational hierarchy _____
3. Total number of subordinates reporting to you (sum of 1+2) _____

ADVISORY (STAFF) RESPONSIBILITY

Is it a regular requirement of your job to formulate/draft or interpret policies, regulations or procedures?

Yes No

State what policies, procedures or standards you are responsible for: (e.g. Human Resources Management Policies and Procedures, Accounting Policies, etc....)

How often do you have to formulate or interpret policies/regulations? _____

State what expert advice of guidance you give to staff outside your department.

INTERNAL CONTACTS

State the Ministries, Departments, Agencies and/or Parastatal organisations (not your own) that you contact when performing your duties.

Organisations contacted	Purpose and frequency of contact

EXTERNAL CONTACTS

Which private individuals, civil society, non-governmental, international organisations and/or foreign governments you contact in the course of discharging your duties.

Organisaitons contacted	Purpose and frequency of contact

ACCURACY/RISK OF ERROR

If errors were made in decisions and judgement within your area of responsibility not covered by verbal or wirtten instructions, what impact would such errors have on other employees, pbulic relations, government finances etc....?

If errors are committed how will they be detected?

PHYSICAL FATIGUE

Describe the kind of physical activity your job entails and how often and for how long the activities take place. (e.g. climbing towers, working in awkward positions etc...)

MENTAL FATIGUE

Give examples of aspects of your job that are stressful to you. For example duties which require complete alertness and concentration for lengthy periods, having to meet deadlines, dealing with delicate human/labour relations issues, repairing/restoring critical equipment to service, being available at short notice to attend to emergencies etc....

How often and for how long do you have to work under such conditions?

WORKING CONDITIONS

State any hazardous or unpleasant conditions under which you work. For example having to work with dangerous chemicals/cash, having to work under extreme heat/cold, exposure to disease, falling objects, electrical shocks, absence from home, etc....

How often and for how long are you exposed to such unfavourable conditions?

ORGANISATION CHART

Attach or draw your organisation chart showing your position by asterisk, including two levels above and all the levels below.

Prepared by:

Name: _____

Signature: _____

Date: _____

Reviewed by Head of Department:

Name: _____

Signature: _____

Date: _____

SEYCHELLES PUBLIC SERVICE

GOVERNMENT OF SEYCHELLES - EMPLOYMENT APPLICATION FORM

1. POSITION APPLIED FOR

POSITION TITLE	EMPLOYER NAME	POSITION CODE
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. PERSONAL INFORMATION

Surname: (Dr/Mr/Mrs/Ms) First Names: (tick name normally used)	Initials	National Identity Number
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname at Birth:	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Nationality:	Country of Birth:	
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Residential/Postal Address:	Contact Numbers:
Marital Status Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>		

3. EDUCATION AND TRAINING RECORD

Level/Course:..... Qualification Obtained: Subjects:	
InSTITUTE: Name:..... Address:	Date Entered:/...../..... Date Left:/...../.....
Level/Course:..... Certificate Obtained: Subjects:	
InSTITUTE: Name:..... Address:	Date Entered:/...../..... Date Left:/...../.....
Level/Course:..... Certificate Obtained: Subjects:	
InSTITUTE: Name:..... Address:	Date Entered:/...../..... Date Left:/...../.....

4. LANGUAGES

Language	Level and Qualifications (if any)
1. Kreol	
2. English	
3. French	
4.	
5.	

5. DRIVING LICENCE (S):

State Types which you possess:

6. EMPLOYMENT HISTORY

Employing Organisation	Salary Grade:
Address:	SG:
Position Occupied:	
From:/...../..... To:/...../.....	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From:/...../..... To:/...../.....	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From:/...../..... To:/...../.....	Gross Salary/year:
Reason for Leaving:	SR:
Employing Organisation:	Salary Grade:
Address:	SG:
Position Occupied:	
From:/...../..... To:/...../.....	Gross Salary/year:
Reason for Leaving:	SR:

7. On what date would you be available to take up employment:/...../.....

8. DESCRIPTION OF CAREER

(Please give a concise account of relevant experience and reasons for applying for this post. Use additional sheets if necessary):

--

9. REFERENCES

(Give Details of two persons in a supervisory position known to you for two years):

Surname:	First Names:	Contact:
Address:		Occupation:
Surname	First Names:	Contact:
Address:		Occupation:
May we contact? (a) Your present employer? (b) Your past employers?		

10. NEXT OF KIN

(Person to be contacted in case of emergency)

Surname	National Identity Number: <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>										
First Names	Contact Numbers:										
Address:											
Relationship to applicant:											

11. OTHER RELEVANT PARTICULARS

(Describe any special interests)

--

**12. INTERESTS IN PRIVATE BUSINESS
(Give details)**

13. DECLARATION

The facts set forth in this application for employment are true and complete.

Signature:

Date:/...../.....

**14. COMMENTS OF PRESENT EMPLOYER
(If applicable)**

Name:

Designation:

Signature:

Date:/...../.....

**SEYCHELLES PUBLIC SERVICE
INTERVIEW RECORD FORM**

DATE:...../...../.....

SURNAME: FIRST NAMES <i>(tick name normally used)</i>		NATIONAL IDENTITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
POST TITLE:	PROPOSED SALARY:	POST NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
GENERAL ASSESSMENT		RATING/COMMENTS			
1. Qualification and Training: (i) Academic Training: (ii) Other Training:					
2. History of Employment/Experience:					
3. Professional Competence:					
4. Personal Characteristics:					
5. Family Consideration:					
6. Current Salary:					
7. Date Available:					
<u>SUPPLEMENTARY ASSESSMENT</u>					
1. Appearance:					
2. Intelligence of questions asked:					
3. Quality of answers given:					
4. Enthusiasm displayed:					
5. Credibility of reasons given for application:					
6. Other Remarks:					
CERTIFICATES VERIFIED	YES NO	QUALIFICATIONS:	YES NO	EMPLOYMENT	YES NO

NOTES/CONCLUSION:

INTERVIEWING PANEL

NAME:

- 1.
- 2.
- 3.
- 4.

DESIGNATION:

- 1.
- 2.
- 3.
- 4.

SIGNATURE:

- 1.
- 2.
- 3.
- 4.

DATE:

- 1.
- 2.
- 3.
- 4.

SEYCHELLES PUBLIC SERVICE

History and Physical Examination Form

Name : _____

Address: _____

Date ____/____/____

Past medical history: _____

Allergies or adverse drug reactions: _____

Current medications: _____

Social history: _____

Family history: _____

Physical examination: Height _____ Weight _____ Kg Pulse _____ BP ____/____

Visual acuity: Right _____ Left _____

General: _____

Lungs: _____

Heart: _____

Abdomen: _____

Neuro: _____

Extremities: _____

Laboratory tests: HIV _____ HBsAg _____ RPR/VDRL _____

Urinalysis: Sugar _____ Protein _____ Others _____

IMPRESSION: _____

Name and Signature of Examining Physician :

Name _____ Signature _____

NB: Please attach all laboratory results and Chest X-Ray film.

SEYCHELLES PUBLIC SERVICE
RECOMMENDATION FOR APPOINTMENT

SURNAME: FIRST NAMES: <i>(Tick name normally used)</i>	NATIONAL IDENTITY NUMBER [][][] [][][][] [] [] [][][]		
POST TITLE:	POST NUMBER [][][][] [][][][] [][][]		
MINISTRY/DEPARTMENT:	SALARY GRADE		
DIVISION/SECTION:	SALARY P.A. R		
HAVE REFERENCES BEEN RECEIVED:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
HAS POLICE CLEARANCE BEEN OBTAINED:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
MEDICAL EXAMINATION (If applicable) Satisfactory	YES <input type="checkbox"/> NO <input type="checkbox"/>		
IS EMPLOYEE CONFIRMED <input type="checkbox"/> OR ON PROBATION <input type="checkbox"/> OR ACTING <input type="checkbox"/>			
RECOMMENDED PAY LEVEL R STATE PERIOD: (If pay level is different from post's basic salary, please state why)			
RECOMMENDING OFFICER – NAME: _____ DESIGNATION: _____			
SIGNATURE: DATE:/...../.....			
RECOMMENDED DG/PS	DATE	*RECOMMENDED/APPROVED CEO/MINISTER	DATE

* Delete as appropriate



Employing Organisation:

Address:

Contact:

To:

.....

Dear Sir/Madam,

LETTER OF APPOINTMENT

I am pleased to inform you that you have been appointed to the Public Service of the Government of Republic of Seychelles as SG..... step..... Please find attached your job description.

1. The salary is SR per annum payable in monthly instalments of SR.....
2. Your appointment takes effect on and you will serve a probationary period of 6 months. Your confirmation to the post, thereafter will depend on your good work performance.
3. You will be entitled to leave at the rate of 1.75 days for each completed month of service that is to be taken every calendar year. You may be permitted to accumulate earned leave under mutual agreement with your employer.
4. Whilst on probation
 - (i) The Government may terminate your appointment on giving you seven days notice in writing, or the equivalent of seven days salary.
 - (ii) You may resign by giving the Government seven days notice in writing or alternatively by paying the Government the equivalent of seven days salary.
5. After confirmation in post
 - (i) The Government may terminate your appointment on giving you one months' notice in writing, or by paying you the equivalent of one month's salary.
 - (ii) You may resign by giving the Government one month's notice in writing or alternatively by paying the Government the equivalent of one month's salary.
6. Your employment may, where you are adjudged guilty of a disciplinary offence, be terminated immediately.
7. Before assuming duty you are required to sign the Official Secrets Declaration and the Principles of the Public Service in Seychelles, attached. Regarding the former, your attention is drawn to the State Security Act 1977, in particular to Section 5.
8. While in the Public Service you will be subject to eh provisions of the Public Service Orders, Public Service Code of Ethics and Conduct, Financial Regulations and any standing orders in force from time to time.
9. Your assumption of duty, and signature of this letter, will be considered as evidence that you accept the conditions of employment in the Public Service.

Yours Sincerely,

.....
for: **PRINCIPAL SECRETARY**

Employee's Signature:
Date:

att'd

TO BE COMPLETED BY EMPLOYER

I CONFIRM THAT THE EMPLOYEE MENTIONED IN THIS DOUCMENT STARTED WORK ON		
DATE:	IN POST NUMBER:	NIN:
DESIGNATION:		
NAME:		
SIGNATURE:	DATE:	

DISTRIBUTION

**Original to Employee
Employee's Personal File
Paymaster *thru*' HRMBO
PS (DPA)**

PRINCIPLES OF PUBLIC SERVICE IN SEYCHELLES

Maintain Public Confidence

Holders of public office in Seychelles should act at all times solely in terms of the public interest. They should not act in order to gain financial or other material benefits for themselves, their family, or their friends.

Promoting Professional Integrity

Holders of public office in Seychelles should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Making Objective Decisions

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office in Seychelles should make objective choices based on merit and in accordance with previously agreed criteria.

Accepting Accountability

Holders of public office in Seychelles are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Transparency

Holders of public office in Seychelles should be as open as possible about all the decisions and actions that they take.

Avoiding Conflicts of Interest

Holders of public office in Seychelles have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Demonstrating Loyalty

The primary loyalty of public office holders shall be to the people of Seychelles delivered through the democratic institutions of the Government and not to individuals, political parties or any particular organisation.

I fully accept and subscribe to these principles. I will support and promote these principles at all times by leadership and example as part of my commitment to the people of Seychelles.

.....
Signature

.....
Date

EMPLOYEE PROFILE

1. PERSONAL INFORMATION

Surname: (Dr/Mr/Mrs/Ms)		National Identity Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
First Names: (Tick name normally used)		Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Nationality	Residential/Postal Address:		Contact
Type of Contract:			
SPOUSE First Names:	Surname:	National Identity Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

2. EMPLOYMENT HISTORY

Present Employing Organisation:			
Present Position:			
From/...../.....			
Post No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Salary Grade: Step:			
Gross Monthly Salary R			
Allowance/Commuted Allowance			
Type (Description)	Monthly Amount R	Type (Description)	Monthly Amount R
Previous Position:			
Employing Organisation:			
First Names:			
Address:			
Gross Salary/Year: SR.....			
From:/...../.....		To:/...../.....	
Reason For Leaving:			
Previous Position:			
Employing Organisation:			
First Names:			
Address:			
Gross Salary/Year: SR.....			
From:/...../.....		To:/...../.....	
Reason For Leaving:			

3. INTERESTS IN PRIVATE BUSINESS

Give Details:

4. EDUCATION AND TRAINING RECORD

Level/Course:

Qualification Obtained:

Subjects:

Institute:

Name: Date Entered: Date Left:

Equivalence Ref:

Level/Course:

Qualification Obtained:

Subjects:

Institute:

Name: Date Entered: Date Left:

Equivalence Ref:

5. LANGUAGES

Language:	Level and Qualifications (if any)
1. Kreol <input type="checkbox"/>	
2. English <input type="checkbox"/>	
3. French <input type="checkbox"/>	
4. Other <input type="checkbox"/>	
5. Please tick where appropriate	

6. DRIVING LICENCE (S):
(State types which you possess):

7. NEXT OF KIN
(Persons to be contacted in case of emergency)

Surname:	National Identity Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
First Names:	Contact Number:
Address:	
Relationship to applicant:	

8. DECLARATION

The facts set forth in this profile are true and complete.

Signature: Date:

**FORM
PM/13**

BRIEF EMPLOYEE'S PERFORMANCE DURING PRESENT CONTRACT:

RECOMMENDING OFFICER DESIGNATION:	DATE	RECOMMENDED PS/DG	DATE

This form should be returned to the Department of Public Administration together with any relevant documentation and a copy of the Employee's Profile. Any further comments should be included under separate cover.

REQUEST FOR TRANSFER

(For both Internal and External Transfer)

PART 1 – TO BE COMPLETED BY RECRUITING ORGANISATION

SURNAME: FIRST NAMES: <i>(Tick name normally used)</i>	NATIONAL IDENTITY NUMBER [][][] [][][][] [] [] [][][]		
POST TITLE:	POST NUMBER [][][][] [][][][] [][][][]		
RECRUITING ORGANISATION:	SALARY GRADE		
DIVISION/SECTION:	STEP:		
REQUESTED DATE OF TRANSFER:/...../..... HAS POLICE CLEARANCE BEEN OBTAINED: YES <input type="checkbox"/> NO <input type="checkbox"/> HAS MEDICAL CERTIFICATE BEEN OBTAINED (if applicable): YES <input type="checkbox"/> NO <input type="checkbox"/>			
IS EMPLOYEE CONFIRMED <input type="checkbox"/> OR IS HELD AGAINST <input type="checkbox"/> RECOMMENDED PAY LEVEL R STATE PERIOD: (If pay level is different from post's basic salary please state why)			
RECOMMENDING OFFICER – NAME AND TITLE: SIGNATURE: DATE:/...../.....			
RECOMMENDED DG/MANAGER/PS	DATE	RECOMMENDED CEO/MINISTER	DATE

This form should now be passed to the Organisation employing the employee in question. Enclosed should be a job description including the minimum qualifications/experience required to fill the position and interview record form. Any further comments should be included under separate cover.

PART II – TO BE COMPLETED BY PRESENT EMPLOYER

EMPLOYING ORGANISATION:	
EMPLOYEES PRESENT POST TITLE:	POST NUMBER [][][][] [][][][] [][][][]
EMPLOYEES PERSONAL SALARY	P.A. R SP:
AMOUNT OF LEAVE OUTSTANDING AS AT/...../..... DAYS	

**FORM
PM/14**

HAVE YOU ANY OBJECTION TO THIS EMPLOYEE'S RELEASE:

YES

NO

IF YES, CAN YOU PLEASE COMMENT:

RECOMMENDED DATE OF RELEASE:

...../...../.....

RECOMMENDED	DATE	RECOMMENDED	DATE
DG/MANAGER/PS		MINISTER/CHIEF EXECUTIVE OFFICER	

This form should be returned to the Department of Public Administration together with any documents sent by the recruiting employer, a copy of the employee's profile and the employee's latest payslip. Any further comments should be included under separate cover.

Organisation's Letterhead

Reference:

Date:

NATIONAL IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

Employee's Name

Present Employing Organisation

Name and Address

Dear

SUBJECT

I wish to inform you that you will be transferred from the..... to the
..... in the position of with effect
from.....

Your salary is SR per annum paid in monthly instalment of SR in the salary grade
.....

Attached is a copy of your job description for your retention.

May I take the opportunity to wish you success in your new post.

Yours faithfully

for: **PRINCIPAL SECRETARY**

copy Present Employing Organisation
thru' HRMBO

Organisation's Letterhead

Reference:

Date:

NATIONAL IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

Employee's Name

Thru'

CEO of Organisation

Name and Address

Dear

RE: Promotion

I am pleased to inform you that you are/will be promoted to the post of
in the with effect from.....

Your salary is SR per annum paid in monthly instalment of SR in the salary
grade

Attached is a copy of your new job description for your attention and retention.

I take the opportunity to wish you success in your new post.

Yours faithfully,

for: **PRINCIPAL SECRETARY**

copy Paymaster **thru' HRMBO**

Old Post Number / New Post Number:

DECLARATION FORM FOR UNDERTAKING CONSULTANCIES

I
Name **post title and employing organisation**
do solemnly and sincerely declare, in relation to with
.....
Title of consultancy
....., that I will not use:
client's name and address

1. The Organisation's facilities, stationery, infrastructure or other resources including IT infrastructure (email address/internet access), title stationery, letterhead, crest, business cards or any of its systems.
2. I indemnify my organisation and its representative against all action, claims, loss, damage, costs, and expenses arising directly or indirectly from or in respect of my private consultancy activity.
3. I understand to notify any person or body for whom the consultancy is carried out that:
 - i) I am undertaking the consultancy in my private capacity;
 - ii) The employing organisation (Government) is not involved in the consultancy in any way.
 - iii) The Government is therefore not liable for any claim whatsoever arising out of the consultancy arrangement before undertaking the consultancy.

And further that:

4. The consultancy involves no conflict of interest with my duties as a public service employee, and I undertake to inform my Chief Executive Officer if any such conflict arises.

TO BE COMPLETED BY CHIEF EXECUTIVE OFFICER

I certify that as Chief Executive Officer of I am aware of this Consultancy and that it is being undertaken without using organisation facilities, space, resources or infrastructure by one of my employees, namely:-

Mr. /Mrs. /Dr.

Signature: Date:/...../.....

SEYCHELLES PUBLIC SERVICE
RECOMMENDATION FOR ENHANCEMENT OF PERSONAL SALARY
(ON OBTAINING HIGHER QUALIFICATIONS)

SURNAME: FIRST NAMES: <i>(Tick name normally used)</i>	NATIONAL IDENTITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
POST TITLE:	POST NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
MINISTRY/DEPARTMENT:	SALARY GRADE		
DIVISION/SECTION	STEP:		
HIGHER QUALIFICATION OBTAINED: (Please describe/attach copy of qualifications obtained): 			
DATE QUALIFICATION OBTAINED:/...../.....			
JOB PERFORMANCE (Brief appraisal of employee's performance) 			
EMPLOYEE'S CURRENT SALARY LEVEL P.A SR SG			
RECOMMENDED SG EFFECTIVE DATE:			
RECOMMENDING OFFICER NAME: TITLE	DATE	*RECOMMENDED/APPROVED DG/PS/ CEO /MINISTER	DATE

This form should be returned to the Department of Public Administration together with any certificates including the qualifications required, for record purposes. Any further comments should be included under separate cover.

ORGANISATION'S LETTERHEAD

Reference:
Date:

NATIONAL IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--

Employee Name

Thru'

CEO of Employing Organisation

Name and Address

Dear

SUBJECT

Approval is conveyed for your salary of SR to be enhanced by
SR..... upon obtaining (state qualification)

Yours Sincerely

for: **PRINCIPAL SECRETARY**

copy Paymaster **thru' HRMBO**

Post Number (**Authority responsible for Public Administration**)

APPLICATION FOR THE PAYMENT OF AN ALLOWANCE

POST TITLE:	POST NUMBER <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
EMPLOYING ORGANISATION:	SALARY GRADE (SG): SALARY (P.A):										
DIVISION/SECTION:											
PLEASE SPECIFY THE ALLOWANCE BEING APPLIED FOR:											
REASONS FOR THE ALLOWANCE (If transferred – please state where from or if authorized – please state the authority):											
RECOMMENDED EFFECTIVE DATE: / / IF ALLOWANCE IS TEMPORARY, STATE PERIOD FOR WHICH IT IS REQUIRED:											
WHAT GROSS MONTHLY PAYMENT IS REQUIRED: R TOTAL MONTHLY COST OF ALLOWANCE: R HOW WILL THESE ADDITIONAL COSTS BE MET:											

* Delete as appropriate

**FORM
PM/22**

EMPLOYEES FOR WHICH ALLOWANCE WILL APPLY			
SURNAME	FIRST NAMES	NATIONAL IDENTITY NUMBER	
*RECOMMENDED/APPROVED DG/PS	DATE	*RECOMMENDED/APPROVED CEO/MINISTER	DATE

This form should now be returned to the Department of Administration. Any further comments should be included under separate cover. Note that it is the responsibility of the Organisation to notify this Department of any change of circumstance that would affect the eligibility of these employees for payments of the above.

*** Delete as appropriate**

VICE PRESIDENT'S OFFICE
Department of Public Administration

National House P O Box 56, Victoria, Mahé, Republic of Seychelles
Telephone: 383000 Fax: 224936 E-mail: psdpa@dpa.gov.sc



Please address all correspondence to the Principal Secretary

Reference:
Date:

CEO
Organisation name

Attn' HRMBO

Name and Address

APPLICATION FOR THE PAYMENT OF AN ALLOWANCE

I refer to your application datedregarding payment of
Allowance in respect of

Your application has been approved and by authority of this letter you are requested to inform the following employee(s)
that with effect from..... they will be paid a(n)allowance of
SR..... per month for a period of months.

Employee for which Allowance will apply

It is your responsibility to notify this Department of any change of circumstances that would effect the eligibility of any
these employees to receive the above mentioned allowance.

for: **PRINCIPAL SECRETARY**

copy Paymaster
Chief Accountant – Treasury
Office of the Auditor General

**VICE PRESIDENT'S OFFICE
DEPARTMENT OF PUBLIC ADMINISTRATION**

Application Form for Housing Assistance (Returning Graduates)

PERSONAL DETAILS

1. Surname: Other Names:
2. National Identity Number:

--	--	--	--	--	--	--	--	--	--	--	--
3. Date of Birth (dd/mm/yy)/...../19..... 4. Nationality:
5. Residential address:
6. Telephone contact numbers: Residence: Work: Mobile:
7. Marital Status (tick in the applicable box): Single Married, or living with a partner
8. (a) Number of children under 18 years of age: (b) How many of them are living with you?
9. (a) Do you have any dwelling house, apartment or flat registered in your name in Seychelles: Yes No
(b) If "Yes", please give details below (e.g. location, house/apartment/flat, number of rooms, etc)
.....
.....
10. Name of Bank: Account Number:
(for payment of allowances)

EMPLOYMENT DETAILS

11. Employing Organisation:
12. Post title:
13. Post number:

--	--	--	--	--	--	--	--	--	--	--

 14. Salary Grade: SG.....
15. Date you started (or resumed) work following your overseas training: (dd/mm/yy)/...../.....
16. (a) Are you benefiting from institutional or subsidized housing provided by your employing Organisation?
 Yes No
(b) If YES, state the amount of monthly rent contribution that you pay to the Organisation: SR.....pm

DETAILS OF OVERSEAS TRAINING

17. Title of training course undertaken:
18. Name of training institutions:
19. Address of training institutions:
20. Duration of overseas studies: From (dd/mm/yy)/...../..... To (dd/mm/yy)/...../.....
21. Qualification obtained (e.g. B.A. Economics):
(copy of certificate should be attached to this Form)
22. Date of graduation: (dd/mm/yy)/...../.....

[PLEASE TURN OVER]

DECLARATION BY APPLICANT

23. *I confirm that the details I have provided overleaf are true and complete to the best of my knowledge.*

.....
Signature of applicant

.....
Date of application

ENDORSEMENT BY THE EMPLOYING ORGANISATION

*I confirm that the responses given by the applicant to **Questions 11-16** correspond to the information held by the Organisation on the applicant.*

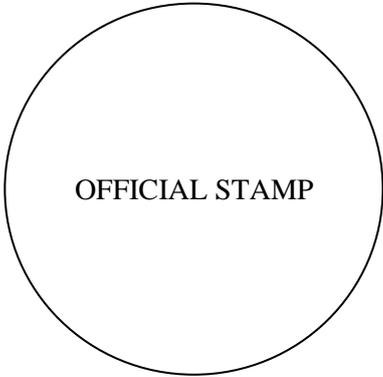
Any other relevant comments:

.....
Employing Organisation

.....
Name of Chief Executive Officer or Authorised Representative

.....
Signature of Chief Executive Officer or Authorised Representative

.....
Date of Signature



NAME OF ORGANISATION

P.O. BOX
ADDRESS
TELEPHONE NUMBER:

APPLICATION FOR LEAVE

1. NAME:
2. POST TITLE:
3. AMOUNT OF LEAVE AS AT:
4. AMOUNT OF LEAVE REQUIRED:
5. BALANCE OF LEAVE DUE AS AT:
6. TO START LEAVE ON:.....
7. TO RETURN TO DUTY (DATE):

8. IF LEAVE IS TO BE SPENT OVERSEAS:
- (a) DATE OF LEAVING SEYCHELLES:
- (b) DATE OF RETURNING TO SEYCHELLES:
- (c) FULL OVERSEAS CONTACT ADDRESS:
-
-

9. IF LEAVE IS TO BE WITHOUT PAY, STATE WHY:
-
-

10. IF APPLICATION IS SUBMITTED AT SHORT NOTICE PLEASE GIVE REASON WHY:
-
-

11. STATE PERFORMANCE OF DUTIES' ARRANGEMENTS MADE:
-

SIGNATURE OF APPLICANT:

DATE:

SUPERVISOR'S RECOMMENDATION/COMMENTS:

NAME IN FULL: DATE:

POST TITLE:

SIGNATURE:

HEAD OF SECTION'S RECOMMENDATION/COMMENTS:

NAME IN FULL: DATE:

POST TITLE:

SIGNATURE:

HEAD OF DIVISION'S RECOMMENDATION/COMMENTS:

NAME IN FULL: DATE:

POST TITLE:

SIGNATURE:

- Any accumulated leave in excess of 42 days shall be forfeited.
- Employees may be recalled from leave before its expiration, if the exigencies of the Department so requires.

NB: Application for leave to be spent locally should reach the Director General of Administration's and Finance's Office at least 2 weeks in advance as for leave to be spent overseas, at least one month in advance.

SEYCHELLES PUBLIC SERVICE

AGREEMENT FOR SEYCHELLES GOVERNMENT SPONSORED CANDIDATES TO UNDERTAKE
TERTIARY STUDIES

This Agreement made on the day of20.....

Between

The Government of Seychelles (the Government) and represented herein by

....., Chief Executive Officer (NHRDC)

and

.....of, Mahe, Seychelles

(hereinafter referred to as the Candidate)

and

..... of, Mahe, Seychelles

(hereinafter referred to as the Guarantor)

WHEREBY IT IS AGREED AS FOLLOWS: -

CLAUSE 1 - FUNDS FOR THE COURSE DURATION

To allow the Candidate to undertake his/her studies in..... (insert field of training) referred to as the “course” during the duration ofmonths/years, the Government guarantees the availability of funds for the payment of the following:

- (a) Return air passages for only the Candidate from the Republic of Seychelles (the Republic) to the course venue.
- (b) a monthly stipend and other relevant allowances to the candidate;
- (c) yearly tuition fees to the training institution; and
- (d) others (specify).....

CLAUSE 2 - EMPLOYMENT

For and in consideration of the obligations of the Government specified in Clause 1, the Candidate binds himself/herself as to return to the Republic of Seychelles and to work for a period not exceedingyears.

CLAUSE 3 - OBLIGATIONS OF THE CANDIDATE

The Candidate covenants with the Republic that the Candidate shall:

- (a) pursue the approved course of studies successfully within the set course duration as specified in Clause 1;
- (b) take up employment in the Republic as specified in Clause 2
- (c) notify the Government in writing of any change in his/her address and that of the Guarantor should there be any change during the subsistence of this agreement; and
- (d) notify the Government in writing of any event that materially or adversely affect the performance of any of the obligations of the Candidate.

CLAUSE 4 - BREACH OF BOND AND LIABILITY OF THE CANDIDATE

The Candidate will be in breach of this agreement if he/she:

- (a) discontinues or fails his/her course of studies for any reason other than medical reason(s), which shall be supported by proof thereof; or
- (b) extends or changes the duration of his/her course of studies without the prior consent of the Government in writing; or
- (c) subject to force majeure, discontinues his/her course of studies without the prior consent of the Government in writing; or
- (d) where the course of studies is overseas, fails to return to the Republic after the completion of it to take up employment as specified in Article 2; or
- (e) fails to complete the whole bonding period.

and the Candidate shall be liable to refund, and shall refund the Government the sum of **Seychelles Rupees**
..... (SR/-)

CLAUSE 5 - NON LIABILITY OF THE GOVERNMENT

The Government shall neither be obliged to pay the fees specified in (b), (c), (d) of Article 1 nor bear the costs of the Candidate's return passage to the Republic where the Candidate:

- (a) changes or extends his/her course of studies without the prior consent of the Government in writing; or
- (b) discontinues his/her course of studies for any reason other than medical reason(s), which shall be supported by proof thereof; or
- (c) subject to force majeure, discontinues his/her course of studies without the prior consent of the Government in writing; or
- (d) subject to force majeure, does not avail himself/herself of the return passage within one month of the course completion date.

CLAUSE 6 - LIABILITY OF THE GUARANTOR TOGETHER WITH THE CANDIDATE FOR BREACH OF BOND BY THE CANDIDATE

The Guarantor hereby voluntarily binds himself/herself in solido with the Candidate to the Government to repay to the Government the total costs incurred by the Government under the terms of this agreement in the event of breach of covenant or terms of this agreement by the Candidate. The Candidate and the Guarantor accept that both are liable to repay the Government the sum of **Seychelles Rupees..... only (SR..... /-)** as specified in Clause 4.

In witness whereof the parties have signed this Agreement made in triplicate originals on the date first above written.

.....
(Signed) **Candidate**
NIN.....

.....
(Signed) For and on behalf of the
Republic of Seychelles

.....
(Signed) **Guarantor**
NIN

(Signed) **Witness to the above signatures**
NIN

Note:

GUARANTOR'S FORM

CERTIFICATION OF FINANCIAL SOUNDNESS AND DECLARATION OF ASSESTS OF THE
GUARANTOR

(To be completed in capital letters by the Guarantor)

CANDIDATE'S

NAME;.....

GUARANTOR'S NAME;.....

N.I.N

ADDRESS: Telephone No:.....

NATURE OF EMPLOYMENT:

NAME AND ADDRESS OF EMPLOYER.....

EMPLOYER'S TELEPHONE NO.....

SALARY PER MONTH:.....

STATE DETAILS OF YOUR ASSESTS- Land House, vehicle, boat
etc:.....

.....

.....

.....

IF YOU OWN A PROPERTY GIVE DETAILS SUCH AS PARCEL
NO:..... VALUE (SR).

GIVE DETAILS OF MORTGAGE OR CHARGE ON THE PROPERTY:.....

I certify that the information given above is correct and that I am financially capable and undertake to repay the total
expenditure incurred by the Government of Seychelles towards the studies of the above named candidate.

.....

Guarantor's Signature

.....

Date:

Official stamp

.....

Attested by a Notary:

SEYCHELLES PUBLIC SERVICE
REQUEST FOR RETENTION OF SERVICE BEYOND 63 YEARS

SURNAME: NAME: <i>(Tick name normally used)</i>	NATIONAL IDENTITY NUMBER <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
POST TITLE:	POST NUMBER: <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
MINISTRY/DEPARTMENT:	SALARY GRADE:	
DIVISION/SECTION:	SALARY P.A.: R.....	
PRESENT SALARY SR.....	PROPOSED SALARY SR.....	DATE OF BIRTH/...../.....
PERIOD OF RETENTION OF SERVICE		EFFECTIVE DATE/...../.....
1 st REQUEST <input type="checkbox"/>	2 nd REQUEST <input type="checkbox"/>	3 rd REQUEST <input type="checkbox"/>
REASON FOR REQUEST		
WHAT STEPS HAVE BEEN TAKEN TO REPLACE EMPLOYEE?		
WHEN IS THE EMPLOYEE EXPECTED TO BE REPLACED?		

**FORM
PM/30**

BRIEF APPRAISAL OF OFFICER'S PERFORMRANCE DURING PAST YEAR

RECOMMENDED

DATE:

RECOMMENDED

DATE

TITLE:

DG/PS/MINISTER

ORGANISATION'S LETTERHEAD

Reference:
Date:

Employee Name
Thro'
Present Employer
Name and Address

Dear

ACCEPTANCE OF RESIGNATION

I refer to your letter dated Your resignation from the service which will take effect from is accepted with regret.

You will be paid the following:

- i) your salary up to
- ii) cash equivalent of any accrued leave
- iii) compensation for past continuous service, from to

May I take this opportunity to thank you for the services rendered to the Seychelles Government and to wish you success for the future.

Yours faithfully

for: **PRINCIPAL SECRETARY**

copy Paymaster **thru' HRMBO**
Authority responsible for Public Administration

SEYCHELLES PUBLIC SERVICE

RESIGNATION SLIP

SURNAME: FIRST NAMES: <i>(Tick name normally used)</i>		NATIONAL IDENTITY NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
POST TITLE:		POST NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
MINISTRY/DEPARTMENT:		SALARY GRADE	
DIVISION/SECTION		SG:	
COMMENTS:			
LEAVE DUE OUTSTANDING AS AT/...../.....			
RECOMMENDING OFFICER (Name in Block)	DATE	*RECOMMENDED/APPROVED	DATE
TITLE		DG/PS/ MD/CEO/MINISTER	

This slip should be returned to the Department of Public Administration. Any further comments should be included under separate cover.

***Delete as appropriate**

SEYCHELLES PUBLIC SERVICE
CERTIFICATE OF EMPLOYEMENT
(Section 17(1))

EMPLOYING ORGANISATION

Address:

Tel No:

Certificate Issued on: _____ By: _____
(Date) (Name) (Designation)

DETAILS OF EMPLOYEE

Surname: First Names:

N.I.N Place of Residence:

Date Employed:/...../..... Date Terminated:/...../.....

Last Salary:

POSITION HELD WITH DATE: (LAST JOB FIRST)

OCCUPATON/JOB TITLE	FROM	TO	OCCUPATION/JOB TITLE	FROM	TO

Training acquired during the period (If any)

.....
.....

Conduct:

.....
.....
.....

Reason for termination of employment:

.....
.....

Signature of Employer

for: **PRINCIPAL SECRETARY**

APPLICATION FOR PAYMENT OF COMPENSATION FOR PAST CONTINUOUS SERVICE

TO BE INITIATED BY THE LAST EMPLOYER

PART 1 – TO BE COMPLETED BY LAST EMPLOYER IN TRIPLICATE	PART 2 – TO BE COMPLETED BY THE ORGANISATION ACCOUNTS SECTION
<p>To be completed by the Organisation's Human Resources Section</p> <p>To: Principal Secretary, Department of Public Administration</p> <p>From: _____ (Present Employer – Ministry/Department)</p> <p>You are requested to pay compensation for past years service to the following person in terms of PSO 175.</p> <p>A. Name: _____</p> <p>B. NIN Number: <input style="width: 100px; height: 15px; border: 1px solid black;" type="text"/></p> <p>C. Last Post Title: _____</p> <p>D. Last Post Number: <input style="width: 100px; height: 15px; border: 1px solid black;" type="text"/></p> <p>E. Date joined service: <input style="width: 80px; height: 15px; border: 1px solid black;" type="text"/> DD MM YY</p> <p>F. Date left service: <input style="width: 80px; height: 15px; border: 1px solid black;" type="text"/> DD MM YY</p> <p>G. Number of months service: _____</p> <p>H. <u>Less:</u> period of authorised unpaid leave FROM _____ TO _____ _____</p> <p><u>Less:</u> period of unauthorised absence/suspension FROM _____ TO _____ _____</p> <p>I. Number of months qualifying for compensation (G-H) _____</p> <p>J. Number of days qualifying for _____</p> <p>K. Last MONTHLY gross basic salary SR _____</p> <p>L. Working hours per day <u>7</u></p> <p>M. Working hours per week <u>35</u></p> <p>N. Gross Compensation payable: $\frac{K \times L \times J}{52 \times M}$ = SR _____</p> <p>O. <u>Less:</u> a. Notice pay due _____ b. Overpayment of salary _____ c. Other _____ (Please specify)</p> <p>P. Net compensation payable (N-O) SR _____</p> <p>EMPLOYER'S CERTIFICATION: We certify that the above information has been verified by us from our records.</p> <p>_____ NAME DESIGNATION (PS/DG/DA) SIGNATURE</p> <p>DATE: _____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input style="width: 100%; height: 15px; border: 1px solid black;" type="text"/> DD MM YY </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input style="width: 100%; height: 15px; border: 1px solid black;" type="text"/> DD MM YY </div> <p>FROM TO</p> <p>_____ _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SR _____</p> <p>SR _____</p> <p>SR _____</p> <p>In words: _____</p> <p>VERIFIED BY:</p> <p>SIGNATURE: _____ NAME: _____ POST TITLE: _____ DATE: _____</p>
PART II – TO BE COMPLETED BY THE DEPARTMENT OF PUBLIC ADMINISTRATION	
<p>CERTIFIED FOR PAYMENT</p> <p>SIGNATURE: NAME:</p> <p>POST TITLE: DATE:</p>	
PART 3 – TO BE COMPLETED BY THE TREASURY	
<p>We have examined the arithmetical accuracy of the computation and a sum of SR _____ is authorised for payment in full and final settlement of dues for compensation payable. This payment is now serially numbered _____ in the Register for compensation paid to employees.</p> <p style="text-align: right;">Payment Voucher Ref: _____ Cheque Number: _____</p> <p>Chief Accountant – Treasury Dated: _____</p>	

SEYCHELLES PUBLIC SERVICE
APPLICATION FOR THE PAYMENT OF GRATUITY FOR PAST CONTINUOUS SERVICE
TO BE INITIATED BY THE LAST EMPLOYER

PART 1 – TO BE COMPLETED BY LAST EMPLOYER IN TRIPLICATE	PART 2 – TO BE COMPLETED BY THE ORGANISATION ACCOUNTS SECTION																		
<p>To: Principal Secretary (Department of Public Administration) From: _____ (Present Employer – Ministry/Department)</p> <p>You are requested to pay gratuity for past years service to the following person in Terms with Public Service Order 176</p> <p>A. Name _____</p> <p>B. NIN Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>C. Last Post Title _____</p> <p>D. Last Post Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>E. Date Join Service <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>F. Date Left Service (if applicable) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>G. Number of months _____</p> <p>H. Less: period of authorized unpaid leave FROM _____ TO _____ _____ _____</p> <p>Less: period of unauthorized absence/suspension _____</p> <p>I. Number of months qualifying for gratuity (G-H) _____</p> <p>J. Number of months (e.g. 180 months – 15 years) _____</p> <p>K. Amount (e.g. R20,000) _____ SR _____</p> <p>L. Gratuity Payable $\frac{I \times K}{J}$ _____ SR _____</p> <p>EMPLOYER'S CERTIFICATION: We certify that the above information has been verified by us from our records</p> <p>_____ Name Designation (PS/DG/DA) Signature</p>	<div style="text-align: center; margin-top: 20px;"> <table style="margin: auto;"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>M M</td> <td>D D</td> <td>Y Y</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>M M</td> <td>D D</td> <td>Y Y</td> </tr> </table> </div> <div style="margin-top: 20px;"> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> </div> <div style="margin-top: 20px;"> <p>SR _____</p> <p>SR _____</p> <p>SR _____</p> </div> <p>In Words: Rupees _____</p> <hr/> <p>VERIFIED BY:</p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>POST TITLE: _____</p> <p>DATE: _____</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	M M	D D	Y Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	M M	D D	Y Y	FROM	TO	_____	_____	_____	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>																	
M M	D D	Y Y																	
<input type="text"/>	<input type="text"/>	<input type="text"/>																	
M M	D D	Y Y																	
FROM	TO																		
_____	_____																		
_____	_____																		
<p>CERTIFIED FOR PAYMENT</p> <p>SIGNATURE: _____ NAME: _____</p> <p>POST TITLE: _____ DATE: _____</p>																			
PART THREE TO BE COMPLETED BY TREASURY																			
<p>We have examined the arithmetical accuracy of the computation and a sum of SR _____ is authorized for payment in full and final settlement of dues for gratuity payable. This payment is now serially numbered _____ in the Register of gratuity paid to employees.</p> <p style="text-align: right; margin-right: 100px;">Payment Voucher Ref: _____</p> <p style="text-align: right; margin-right: 100px;">Cheque Number: _____</p> <p style="text-align: right; margin-right: 100px;">Date: _____</p> <p>_____ Chief Accountant - Treasury</p>																			

GOVERNMENT OF SEYCHELLES
MILEAGE LOG BOOK FOR CLAIM PURPOSES

DATE	PLACES VISITED		REASON FOR JOURNEY	SPEEDOMETER READING		NUMBER OF KM
	FROM	TO		START	FINISH	

SEYCHELLES PUBLIC SERVICE

STANDARD LETTER HEADS

**MINISTRY OF HOME AFFAIRS,
ENVIRONMENT & TRANSPORT
Immigration and Civil Status Department**

Independence House, P O Box 430, Victoria, Mahe, Republic of Seychelles
Telephone 293636 Fax 321046 e-mail: ps@internalaffairs.gov.sc

Please address all correspondance to the Principal Secretary



*Your References:
Our References:
Enquiries to:
Telephone:
Date:*

**MINISTRY OF HEALTH
Office of the Minister**

Victoria Hospital, P O Box 52, Victoria, Mahé, Republic of Seychelles
Telephone: 388000 Fax: 225131 e-mail: minister@gov.sc

Please address all correspondance to the Principal Secretary



*Your References:
Our References:
Enquiries to:
Telephone:
Date:*

**VICE PRESIDENT'S OFFICE
Department of Public Administration**

National House, P O Box 56, Victoria, Mahé, Republic of Seychelles
Telephone: 383000 Fax: 224936 e-mail: psdpa@dpa.gov.sc

Please address all correspondance to the Principal Secretary



*Your References:
Our References:
Enquiries to:
Telephone:
Date:*

SEYCHELLES PUBLIC SERVICE
GOVERNMENT OF SEYCHELLES
MOBILE TELEPHONE SERVICE AGREEMENT

An Agreement made on the of, 20

between

THE GOVERNMENT OF SEYCHELLES (hereinafter referred to as "the Government")

and

..... (hereinafter referred to as the "Employee")

WHEREBY IT IS AGREED AS FOLLOWS:

- | | |
|------------------------|---|
| Equipment | <p>1. The Government has provided the employee with the mobile telephone and accessories as detailed below:</p> <p>Make and Model</p> <p>Serial Number:</p> <p>IMEI:</p> <p>Accessories: <input type="checkbox"/> Charging Unit <input type="checkbox"/> Pouch</p> <p> <input type="checkbox"/> Manual <input type="checkbox"/> Belt clip</p> <p> <input type="checkbox"/> "Hands-free" set (headphones /microphone)</p> <p> <input type="checkbox"/></p> <p> <input type="checkbox"/></p> <p> <input type="checkbox"/></p> <p>Purchase Price: SR.....</p> |
| Usage | <p>2. The mobile telephone is provided solely for the purpose of making and receiving calls in connection with the employee's official duties and responsibilities.-</p> |
| Damage | <p>3. The employee agrees to repay to Government the cost of any repairs to or replacement of the equipment resulting from negligence or misuse on the part of the employee. All such costs, not exceeding the original purchase price shown above, will be deducted from the employee's salary.</p> |
| Loss | <p>4. The employee agrees to notify the Government and the telephone service provider at the earliest opportunity should the equipment be lost or stolen</p> |
| Return of
Equipment | <p>5. The employee agrees to return all equipment provided under this agreement to Government on demand. In the event that the employee ceases to be employed by Government for any reason, the employee will return all equipment provided under this agreement to Government.</p> |

Employee Contribution 6. The employee agrees that where the cost of calls exceeds SR (Seychelles Rupees)
in any month, the whole amount in excess of this limit will be deducted from the next salary payment due to the employee. The Government, taking into account any exceptional circumstances relating to the usage of the mobile telephone for official purposes in a particular month, may adjust the contribution to be made by the employee accordingly.

**SIGNED for and on behalf of the
GOVERNMENT OF SEYCHELLES**

SIGNED by:

.....
Chief Executive Officer

.....
Employee

VICE-PRESIDENT'S OFFICE
Department of Public Administration

Application form for Admission to the Graduate Specialist Cadre

PERSONAL DETAILS

1. Surname: Other Names:
2. National Identity Number:

--	--	--	--	--	--	--	--	--	--	--	--
3. Date of birth (dd/mm/yy)/...../19.....
4. Nationality:
5. Residential address:
6. Telephone contact numbers: Residence: Work: Mobile:

EMPLOYMENT DETAILS

7. Employing Organisation:
8. Post title:
9. Post number:

--	--	--	--	--	--	--	--	--	--
10. Salary Grade: SG
11. Basic Salary: SR per month
12. Current gross remuneration (inclusive of basic salary and all allowances): SR..... per month
13. Date you started (or resumed) work in this post following your graduate level training: (dd/mm/yy)...../...../.....

DETAILS OF GRADUATE TRAINING

14. Title of training course undertaken:
15. Name of training institution:
16. Address of training institution: Country:
17. Duration of studies: From (dd/mm/yy)/...../..... To (dd/mm/yy)/...../.....
18. Qualification obtained (e.g. B. A. Economics):
(copy of certificate should be attached to this Form)
19. Date of graduation: (dd/mm/yy)/...../.....

OTHER TERTIARY TRAINING (Use additional sheet of paper if necessary)

20. Title of training course undertaken:
21. Name of training institution:
22. Address of training institution: Country:
23. Duration of studies: From (dd/mm/yy)...../...../..... To (dd/mm/yy)/...../.....
24. Qualification obtained (e.g. M. A. Economics):
(copy of certificate should be attached to this Form)
25. Date of graduation: (dd/mm/yy)...../...../.....

DECLARATION BY APPLICANT

26. *I confirm that the details I have provided overleaf are true and complete to the best of my knowledge.*

.....
Signature of Applicant

.....
Date of Application

ENDORSEMENT BY THE EMPLOYING ORGANISATION

I confirm that the responses given by the applicant overleaf correspond to the information held by the Organisation on the applicant.

*Recommended/or admission to the Specialist Cadre Senior Officer at (SP level SO or SEII)
from /...../*

Any other relevant comments:

.....
Signature of Chief Executive Officer **Date**

OFFICIAL STAMP

.....
Signature of Minister or Chairman **Date**

SEYCHELLES PUBLIC SERVICE
APPLICATION FOR THE PAYMENT OF GRATUITY FOR PAST CONTINUOUS SERVICE
TO BE INITIATED BY THE LAST EMPLOYER
PART-TIME/SHIFT WORKERS

PART 1 – TO BE COMPLETED BY LAST EMPLOYER IN TRIPLICATE	PART 2 – TO BE COMPLETED BY THE ORGANISATION ACCOUNTS SECTION
<p>To: Principal Secretary (Department of Public Administration)</p> <p>From: _____ (Present Employer – Ministry/Department)</p> <p>You are requested to pay gratuity for past years service to the following person in Terms with Public Service Orders 176</p> <p>A. Name _____</p> <p>B. NIN Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>C. Last Post Title _____</p> <p>D. Last Post Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>E. Date Join Service <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>F. Date Left Service (if applicable) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>G. Number of months _____</p> <p>H. Less: period of authorized unpaid leave FROM _____ TO _____ _____ _____</p> <p>Less: _____</p> <p>I. Number of months qualifying for gratuity (G-H) _____</p> <p>J. Number of months (e.g. 120 months – 10 years) _____</p> <p>K. Hours Work per day _____ R _____</p> <p>L. Amount (e.g. R20,000) _____ R _____</p> <p>M. Gratuity Payable $\frac{K \times L \times I}{7 \times J}$ _____ R _____</p> <p>EMPLOYER'S CERTIFICATION: We certify that the above information has been verified by us from our records</p> <p>_____ Name Designation (PS/DG/DA) Signature</p>	<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"><input type="text"/> M M</div> <div style="text-align: center;"><input type="text"/> D D</div> <div style="text-align: center;"><input type="text"/> Y Y</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;"><input type="text"/> M M</div> <div style="text-align: center;"><input type="text"/> D D</div> <div style="text-align: center;"><input type="text"/> Y Y</div> </div> <div style="margin-top: 20px;"> <p style="text-align: center;">FROM TO</p> <p>_____</p> <p>_____</p> </div> <div style="margin-top: 20px;"> <p>In Words: Rupees _____</p> <p>_____</p> </div> <div style="margin-top: 20px;"> <p>VERIFIED BY:</p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>POST TITLE: _____</p> <p>DATE: _____</p> </div>
PART THREE TO BE COMPLETED BY TREASURY	
<p>we have examined the arithmetical accuracy of the computation and a sum of SR _____ is authorized for payment in full and final settlement of dues for gratuity payable. This payment is now serially numbered _____ in the Register of gratuity paid to employees.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p>Chief Accountant - Treasury</p> </div> <div style="width: 50%;"> <p>Payment Voucher Ref: _____</p> <p>Cheque Number: _____</p> <p>Date: _____</p> </div> </div>	