



Independent State of Papua New Guinea

GENERAL ORDER NO. 4

**PROBATIONARY & PERMANENT APPOINTMENTS,
RETIREMENTS AND TERMINATIONS**

Being a General Order that effects probationary and permanent appointments, transfers, retirement and termination of officers in the Public Service. This General Order covers procedures for appointment and permanency of probationary officers of the Public Service, transfers, retirement (including medical retirement) and termination of probationary and permanent officers of the Public Service.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order No. 4, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.


JOHN M KALI OBE
Secretary

GENERAL ORDER NO. 4

PROBATIONARY & PERMANENT APPOINTMENTS RETIREMENTS AND TERMINATIONS

TABLE OF CONTENTS

<u>Subject Matter</u>	<u>General Order Section</u>
General Policy Objectives	4.1 – 4.2
Section 1: Probationary Officers	
Procedures for Appointment	4.3 - 4.7
Procedures for becoming a Permanent Officer	4.8 - 4.13
Fares & Removal Expenses on Appointment	4.14
Promotions	4.15
Transfers	4.16
Terms & Conditions of Employment - Probation	4.17 - 4.21
Resignation	4.22 - 4.23
Termination of Probationary Officer – Poor Performance	4.24 - 4.26
Section 2: Permanent Officers	
Appointment and Qualifications	4.27
Promotion of Permanent Officers	4.28 - 4.37
Transfer of Officers	4.38 - 4.42
Removal Expenses on Promotion or Permanent Transfer	4.43
Excess and Unattached Officers	4.44 - 4.52
Terms & Conditions of Employment - Permanent Officers	4.53
Section 3: Permanent Officers Resignation & Retirement	
Resignation	4.54 - 4.59
Retirement	4.60 - 4.66
Compulsory Retirement – Completion of From PAT 4.6	4.67 – 4.71
Retirement on Grounds of Mental or Physical Infirmary (Retirement on Medical Grounds)	4.72 - 4.76
Procedure for Retirement on Medical Grounds	4.77 - 4.80
Letter of Retirement, Entitlement and Separation	4.81 - 4.86
Public Service Oath of Office	Form PAT4.1
Public Service Affirmation of Office	Form PAT4.2

Application to become a Permanent Officer	Form PAT4.3
Notice of Termination of Probationary Officer	Form PAT4.4
Decision on Application for Permanency	Form PAT4.5
Notice of Compulsory Retirement - Age 60	Form PAT4.6
Notice of Compulsory Early Retirement - Age 55 to 59	Form PAT4.7
Notice of Early Retirement - Age 50	Form PAT4.8
Notice of Medical Retirement	Form PAT4.9
Personal Details of Unattached Excess Officers	Form PAT4.10
Register of Officers for Retirement	Form PAT4.11
Retirement Benefits Calculation Form	Form PAT4.12
Separation Advice	Form PAT 4.13

GENERAL ORDER NO. 4**PROBATIONARY & PERMANENT APPOINTMENTS**
RETIREMENTS AND TERMINATIONS**GENERAL POLICY OBJECTIVES**

- 4.1 This General Order sets the rules and procedures pursuant to Sections 36 and 56 to 57 of the Act to enable Departmental Heads and Provincial Administrators to administer employment in a fair and equitable manner and maintain the rights and interests of the State and its officers.
- 4.2 The General Order is divided into three Sections. **Section 1** provides specific procedures for the appointment of Probationary Officers. **Section 2** deals with the appointment of Permanent Officers, following the compulsory period of the probationary appointment. **Section 3** deals with resignation and retirement of permanent officers from the Public Service.

SECTION 1: PROBATIONARY OFFICERS**PROCEDURES FOR APPOINTMENT**

- 4.3 A person recruited to the Public Service becomes a Probationary Officer and remains as such until the conditions to become a Permanent Officer are satisfied.
- 4.4 In order to be recruited as a Probationary Officer, a person must apply for a position and be selected for that position through the selection procedures detailed in General Order 3. All appointments as Probationary Officers will be made by the Departmental Head of the employing Department.
- 4.5 A person shall not be appointed as a Probationary Officer unless the following information is provided to the Departmental Head through the Selection Committee.
- (a) A Medical Certificate made by a registered medical practitioner (public or private) indicating his or her fitness. (The employing Department will be responsible for the cost of the medical examination).
 - (b) Evidence of date of birth. (Note: evidence required will normally be a birth certificate, or if this is not available, verifiable census, church or district records establishing the applicant's age).
 - (c) Certified copies of any required qualifications.
 - (d) A character reference (for example, from a bank manager, commissioner for oaths, doctor, lawyer etc).
 - (e) Reference from a current or previous employer, if applicable.

- (f) A completed oath or affirmation prescribed by the Act on **Form PAT4.1 or Form PAT4.2**.
- 4.6 A person, other than a former departmental head, who has been retrenched from the Public Service is not eligible to be re-appointed to the Public Service within a period of five years from the date of termination.
- 4.7 Every Probationary Officer shall serve a period of 12 months before an application to become a permanent officer is considered. However, in consultation with the Department of Personnel Management, a shorter period of 6 months or longer period of up to 18 months may be determined by a Departmental Head for special reasons relating to performance.

PROCEDURES FOR BECOMING A PERMANENT OFFICER

- 4.8 Within three months of the expiry of the probationary period, any officer who wishes to shall apply to the Departmental Head to become a permanent officer on **Form PAT4.3**.
- 4.9 A Probationary Officer shall not become a Permanent Officer unless the Departmental Head is satisfied that the officer:
- (a) has satisfactorily completed the Public Service Induction Course (normally a standard course run by the Department of Personnel Management; or where this is not available, Departments will be responsible for providing their own induction course in consultation with the Department of Personnel Management), and
 - (b) has undergone satisfactory staff appraisals assessing his or her ability and performance during his or her probationary period of employment. This assessment is derived from **Form SDT5.1**.
- 4.10 An officer who fails to apply by the due date (on completion of his/her probationary period) shall, unless good reason is shown, be dismissed from the Public Service on **Form PAT4.4**. The Departmental Head shall ensure that Probationary Officers are aware of this provision.
- 4.11 A Probationary Officer dismissed under General Order 4.10 is not entitled to fares and removal expenses on dismissal.
- 4.12 If an application for permanent appointment is approved the Probationary Officer shall become a Permanent Officer from the date of approval and shall be notified of his/her appointment by the Departmental Head on **Form PAT4.5**. The officers' permanent appointment shall be at the same substantive classification level as that occupied during the officer's probationary period.
- 4.13 If an application for permanent appointment is not approved, the Probationary Officer shall be dismissed using **Form PAT4.5**. Under such circumstances, the Probationary Officer shall be entitled to fares and removal expenses to the officer's home district in the same manner as described in General Order 4.14 below.

FARES AND REMOVAL EXPENSES ON APPOINTMENT

- 4.14 Where a person is appointed to the Public Service under this General Order, the recruiting Department shall pay:
- (a) the fares of the appointee from place of residence to place of employment,
 - (b) if the appointee is married, the fares from the place of residence to the place of employment, of the spouse and children under the age of 19 who are wholly dependent on and maintained by the officer and are the officer's natural or legally adopted children, and
 - (c) the cost of removal of the appointee's personal effects from the place of residence to the place of employment. This cost must not exceed the value of moving 200kg by air at the air freight (cargo) rate. Note that transport other than air may be used, at the equivalent cost of the air freight of 200kg.

PROMOTIONS

- 4.15 During the period of probation a Probationary Officer ***shall not*** be promoted to another position in the Public Service and shall not act in a higher position or receive higher duties allowance.

TRANSFERS

- 4.16 During the period of probation, a Probationary Officer ***shall not*** be transferred to another office in the Public Service.

TERMS AND CONDITIONS OF EMPLOYMENT - PROBATION

- 4.17 In general, the terms and conditions of employment for a Probationary Officer are similar to a Permanent Officer occupying an office of equivalent classification. The only major exceptions to this are the rules for payment of higher duties allowance and maternity leave entitlements which are referred to in General Order 4.20 and General Order 4.21.

Sick Leave

- 4.18 On appointment to the Public Service, a Probationary Officer shall accrue sick leave credits at the rate of one day per completed month of service.
- 4.19 On the date of appointment as a Permanent Officer, sick leave credits shall accrue at the rate specified under General Order 14.

Higher Duties Allowance

- 4.20 A Probationary Officer shall not act in another office or receive Higher Duties Allowance.

Maternity Leave

- 4.21 A female Probationary Officer is not entitled to the maternity leave provisions specified in General Order 14, (that is, on probation with less than 12 months service, a female Probationary Officer is permitted to take maternity leave *without pay*).

RESIGNATION

- 4.22 A Probationary Officer may resign by giving notice in writing to the Departmental Head.
- 4.23 The services of a Probationary Officer who has resigned shall be dispensed with on a date determined by the Departmental Head. A Separation Advice Form **PAT4.13** must be completed to enable the payment of Money in Lieu of Leave (MILOL).

TERMINATION OF PROBATIONARY OFFICER – POOR PERFORMANCE

- 4.24 If a Probationary Officer's performance is poor, then the Departmental Head shall appraise the officer (using the Appraisal form attached of General Order 6) and, if that appraisal is unsatisfactory, the Departmental Head may terminate the officer by giving seven days notice on **Form PAT4.4**. A Separation Advice on **Form PAT4.13** attached to the end of this General Order must be completed.
- 4.25 On termination under General Order 4.24 the Probationary Officer is entitled to Money in Lieu of Leave (MILOL).
- 4.26 In the event that it is discovered that the Probationary Officer had provided false information for the purpose of securing an offer of employment, then termination shall be effected by the Departmental Head without notice period and without any kind of termination payment or repatriation benefit.

SECTION 2: PERMANENT OFFICERS

APPOINTMENT AND QUALIFICATIONS

- 4.27 A person shall not become a Permanent Officer unless he/she fulfils the requirements for permanency laid down in General Order 4.8 to General Order 4.10. Note that the officer's Departmental Head is the approving authority for applications to become permanent officers.

PROMOTION OF PERMANENT OFFICERS

- 4.28 All promotions in the Public Service will be made through the normal selection process as detailed in General Order 3.
- 4.29 An officer shall not be promoted to a position of higher classification unless the officer possesses the qualifications specified in the Job Description for that position and the necessary efficiency.

- 4.30 "Efficiency" means special qualifications and aptitude for the discharge of the managerial duties of the position and aptitude for the discharge of the duties of positions of higher classification together with merit, diligence and good conduct.
- 4.31 An officer may within 30 days from receiving notification of promotion apply to the Departmental Head or the Chairperson of Selection Committee for permission to decline the promotion on the grounds that the promotion will result in undue hardship to the officer (for example, on transfer to another location).
- 4.32 If the Departmental Head considers that undue hardship has been shown, the Departmental Head may permit the officer to decline the promotion.
- 4.33 A promotion takes effect from the date on which the officer commences duty on the position the officer has been promoted to, or from the date of the Selection Committee decision if the officer was acting on the position prior to the Selection Committee's decision.
- 4.34 The relative seniority of an officer for the purpose of the Act shall be determined by the date on which the officer became permanent.
- 4.35 Generally, an officer who is promoted to a vacant position shall not receive more than the minimum pay for that position, subject to the provisions of General Order 13.
- 4.36 Where an officer is promoted to a vacant position on which he/she is currently acting and he/she is receiving pay above the minimum pay fixed for that position (that is, Higher Duties Allowance) he/she shall be promoted without reduction in pay.
- 4.37 An officer appointed substantively to a position through the selection process can only vacate that position through a promotion/transfer (through selection) or through a disciplinary decision (demotion/dismissal).

TRANSFER OF OFFICERS

- 4.38 Normally, ALL transfers will be effected through the selection process fully described in General Order 3. The only exceptions to this rule are the circumstances outlined in General Order 4.42, General Order 4.47 and General Order 4.52.
- 4.39 An officer shall not be transferred to another position unless he/she possesses the qualifications specified in the job description for that position.

Within a Department

- 4.40 Where a vacancy exists in a Department and in the opinion of the Departmental Head of that Department it is necessary to fill the vacancy, that Departmental Head may make an acting appointment to fill the vacant position. The officer affected shall retain his/her substantive position.

- 4.41 General Order 4.43 only applies to positions and officers covered under the *Public Services (Management) Act* and **General Orders**.
- 4.42 Where the Departmental Head considers it necessary, he/she may transfer two officers within his/her Department to each others' position (that is, 'swap' them) providing that both officers substantively occupy positions at the same classification level.

REMOVAL EXPENSES ON PROMOTION OR PERMANENT TRANSFER

- 4.43 If an officer is substantively promoted or permanently transferred to a position in another location, then he/she is entitled to removal expenses as follows:
- (a) the fares of the officer from his/her place of residence to his/her new place of employment,
 - (b) if the appointee is married, the fares from the place of residence to the new place of employment, of his/her spouse and children under the age of 19 who are wholly dependent on and maintained by the officer and are the officer's natural or legally adopted children, and
 - (c) the cost of removal of the appointee's personal effects from the place of residence to the new place of employment. This cost must not exceed the value of moving 200kg by air at the air freight (cargo) rate. Note that transport other than air may be used.

The Department to which the officer has been promoted or transferred is responsible for these expenses.

EXCESS AND UNATTACHED OFFICERS

- 4.44 An **Unattached Officer** is an officer who was substantively occupying a position which has been abolished or reclassified. Personal details of Unattached/Excess Officers are to be recorded in **Form PAT4.10**. This record will be used for the purposes of retrenchment and retirement on age grounds and will be presented to the Redundancy Monitoring Committee for purposes of termination.
- 4.45 An officer may become an **Excess Officer** in a Department or division which has a greater number of staff than funded positions. In these circumstances, officers whom the Department identifies as being those above its funded cash ceiling are excess officers.
- 4.46 The Departmental Head should apply to the Secretary for the Department of Personnel Management to redeploy or retrench excess officers under General Order 16.
- 4.47 In the first instance, where an unattached or excess officer can be utilised in a vacant position of equal classification in his/her Department, the Departmental Head shall transfer the officer to that vacant position on an acting basis.

- 4.48 Where a position of equal classification is not available and the services of the unattached/excess officer can be utilised in a vacant position of lower classification in his/her department, the Departmental Head shall redeploy the officer to that vacant position on an acting basis. In this case, the officer will be entitled to retain his/her substantive salary.
- 4.49 Where there are no suitable vacancies within the Department, the Departmental Head shall make a concerted effort to re-train those unattached/excess officers in his/her department if suitable and relevant opportunities exist for them, subject to maintaining expenditure within the approved cash ceiling for the Department.
- 4.50 Where General Order 4.47 to General Order 4.49 do not apply, the Departmental Head shall notify the Secretary, Department of Personnel Management of an unattached and/or excess officer on **Form PAT4.10**, and the Secretary, Department of Personnel Management shall try to redeploy the unattached/excess officer as follows:
- (a) where the services of the officer can be utilised in a vacant position of equal classification in another Department, redeploy the officer to that vacant position if he/she possesses the required qualifications for that position, or
 - (b) where an office of equal classification is not available and the services of the excess/unattached officer can be utilised in a vacant office of lower classification in another Department transfer the officer to the vacant office. In this case, the officer will be entitled to receive a non-reduction allowance from the date of transfer as detailed in General Order 13.
- 4.51 Where General Order 4.52 does not apply, the Secretary, Department of Personnel Management may retrench the officer, who shall not be re-employed in the Public Service for a period of five years following the date of retrenchment.
- 4.52 In addition to redeployment of excess officers, where on the advice of a Departmental Head and in the opinion of the Secretary, Department of Personnel Management, it would be in the interest of the Public Service to do so, the Secretary, Department of Personnel Management may transfer an officer:
- (a) to a vacant position of equal classification in another Department; or
 - (b) to any position of a classification lower than that the position occupied by the excess officer. In this case the officer retains his/her substantive salary.

TERMS AND CONDITIONS OF EMPLOYMENT – PERMANENT OFFICER

- 4.53 The terms and conditions of employment of Permanent Officers are described in detail in General Orders 13 to General Order 20.

SECTION 3:PERMANENT OFFICERS RESIGNATION & RETIREMENT

RESIGNATION

Notice of Resignation

- 4.54 An officer who wishes to resign from the Public Service shall do so by giving 4 weeks' notice of resignation to the Departmental Head.
- 4.55 If an officer commits a disciplinary offence during this notice period he/she shall be charged under the disciplinary provisions outlined in General Order 15.
- 4.56 Resignation shall take effect on the date determined by the Departmental Head. A completed Separation Advice on **Form PAT4.13** (attached to the end of this General Order) must be completed.

Withdrawal of Resignation

- 4.57 Once a resignation has been accepted by the Departmental Head, the officer cannot withdraw that resignation, unless at the sole discretion of the Departmental Head.

Entitlements on Resignation

- 4.58 A non-contracted officer is entitled to the following:
- (a) Money in Lieu of Recreation Leave (MILOL), and
 - (b) Money in Lieu of Furlough (MILOF), if the officer is entitled.

Payment in lieu of leave of absence

- 4.59 Where an officer gives notice of resignation effective from the end of a period of leave of absence to which he/she is entitled or which he/she has been granted, the Departmental Head may direct that the resignation be effective from an earlier date and give approval for the payment of salary in lieu of the leave of absence for the period of leave or the residue of the period.

RETIREMENT

- 4.60 An officer can be retired from the Public Service either on age grounds or on medical grounds. All retirements are the responsibility of each Departmental Head and are to be funded in annual budgets. Where required for funding purposes, a Departmental Head may consult the Secretary for the Department of Personnel Management and seek verification of retirement benefit calculations. **Form PAT4.11** shall be used to register retirees and **Form PAT4.12** for calculations.

Age Retirement

- 4.61 The Departmental Head is responsible for determining all retirements on age grounds under one of the following headings (where “initiated” means initiated by the Departmental Head):
- (a) **age 50 years to below 55 years: voluntary or department-initiated early retirement**
 - (b) **age 55 years: voluntary or department-initiated normal retirement**
 - (c) **age 55 years to below 60 years: voluntary or department-initiated retirement**
 - (d) **age 60 years: compulsory department initiated retirement.**
- 4.62 A Departmental Head may retire an officer who has elected to remain in the Public Service after having reached 50 years. An officer can be retired under this provision if the “Interest of the State” is served by the officer's retirement. In order for this compulsory early retirement to be effected, a reason for retirement, such as inefficiency due to illness or age related lack of performance, must be established by the Departmental Head.
- 4.63 An officer who retires between the ages of 50 and 60 years will be entitled to receive superannuation benefits for his or her contributory service. Details of these benefits are available from the Nambawan Superannuation Fund, as described in General Order 17.
- 4.64 **Every officer who remains in the Public Service until reaching the age of 60 years shall retire on reaching that age.**

Procedure for Age Retirement

- 4.65 The Department shall complete **Form PAT4.6**. (See below for more details). This Form is for internal departmental use. It is to be used to compile information on each officer so that decisions can be made on retirement.
- 4.66 If the officer is aged 50 to 55 and has not volunteered to retire, then he/she should be informed about the following:
- a) age 50 to below 55 years is early retirement age at which an officer may volunteer to retire, or be retired by the departmental head;
 - b) age 55 to below 60 years is normal retirement at which an officer may volunteer to retire, or be retired by the departmental head;
 - c) age 60 is the compulsory retirement age and an officer must retire, by virtue of the ***Public Services (Management) Act***;
 - d) on retirement an officer is entitled to Money in Lieu of Leave (MILOL) and may be entitled to Money in Lieu of Furlough (MILOF) and Money in Lieu of Notice (see **Form PAT4.12** Retirement Benefits Calculation Form); and

- e) superannuation benefits for contributory service under the legislated superannuation arrangements.

COMPULSORY RETIREMENT – COMPLETION OF FROM PAT 4.6

Establishing the Officer's Date of Birth

- 4.67 An officer's date of birth will have been verified when permanency was approved and must be entered as soon as possible at commencement of employment in the Government HR & Payroll Management System.
- 4.68 If no entry was made in the HR & Payroll Management System, the officer's **Personnel File** must be scrutinised to locate the **Permanent Appointment Action List** which will indicate the folio where date of birth can be found. Enter the date of birth on **Form PAT4.6**.
- 4.69 Note that if for some reason documents cannot be found within the Department to establish the date of birth and there is no entry in the Government HR & Payroll Management System, then reference must be made to one of the following which provides the most accurate date.
- a) Birth certificate,
 - b) Census record,
 - c) Church (Baptism) record.

Establishing Date of Commencement

- 4.70 The officer's **Personnel File** must be scrutinized to locate the **Application for Employment** form which should show the date of commencement. The officer may have commenced at a later date due to delays in processing and the payroll entry form processed on commencement will give the actual starting date.

Establishing Date of Permanency

- 4.71 This will be found on the officer's permanency application in the officer's **Personnel File** and is the date at which permanency was approved by the Departmental Head. It should be recorded in the HR & Payroll Management System.

RETIREMENT ON GROUNDS OF MENTAL OR PHYSICAL INFIRMITY **(RETIREMENT ON MEDICAL GROUNDS)**

- 4.72 Any officer below the normal age of compulsory retirement (60 years old) may be retired if a Departmental Head believes, after receiving advice, that the officer can no longer continue to effectively carry out duties in the public service because of mental or physical incapacity, illness or disability.
- 4.73 A supervisor should report to the Departmental Head if they believe that an officer is unable to perform his/her duties due to some long term medical or physical illness or disability. An indication of this would be an officer who has had considerable periods of absence on sick leave.

- 4.74 If the Departmental Head cannot redeploy the officer to another position where the officer's incapacity, illness or disability does not affect the performance of the officer's duties, then the Departmental Head must seek the advice of a registered medical practitioner.

Medical Opinion

- 4.75 In order to retire the officer on medical grounds, medical certificates and two independent medical reports made by two registered medical practitioner (public or private) nominated by the Departmental Head must be obtained. The medical certificates and medical reports must contain an opinion as to whether the officer is likely to recover sufficiently from the incapacity, illness or disability to allow the officer to continue to work in the Public Service.
- 4.76 If, on receiving the medical certificates and medical reports, the Departmental Head is satisfied that the officer should be retired on medical grounds, then steps should be taken to retire the officer.

PROCEDURE FOR RETIREMENT ON MEDICAL GROUNDS

- 4.77 An officer who is to be retired on medical grounds must have medical certificates and medical reports from three registered medical practitioners.
- 4.78 Thus obtain the medical certificates and medical reports and consult the Secretary, Department of Personnel Management.
- 4.79 On receipt of the Secretary, Department of Personnel Management's opinion, the Departmental Head shall proceed to retire the officer (if the advice supports retirement on medical grounds).

Officer on Sick Leave

- 4.80 Upon approval of medical retirement the following will apply:
- (a) If the officer is already on Sick Leave on the date of approval, then his/her date of retirement shall be the date on which his/her Sick Leave credits are exhausted or 12 months from his/her date of retirement whichever is the lesser.
- (b) If the officer is not on Sick Leave on the date of approval, then he/she should be put on Sick Leave as from the date of approval. His/her date of retirement shall be the date on which his/her Sick Leave credits are exhausted, or 12 months from the date of his/her retirement whichever is the lesser.

LETTER OF RETIREMENT, ENTITLEMENTS AND SEPARATION

- 4.81 Once the Departmental Head has decided to retire the officer either on age or medical grounds then a letter must be written to the officer concerned giving notice of the date of retirement. This letter should contain the information set out in one of the model letters at the end of this General Order (**Form PAT4.6 to Form PAT4.9**).

- For Department initiated Retirement at age 55 to 60, use **Form PAT4.6;**
 - For Department initiated Early Retirement at ages 50 to 59, use **Form PAT4.7;**
 - For Voluntary Early Retirement at ages 50 to 55, use **Form PAT4.8;**
 - For Medical Retirement use **Form PAT4.9.**
- 4.82 A Nambawan Superannuation Separation Authority Form, which includes the Application for Payment of Superannuation Benefits Form, together with Separation Advice (**Form PAT 4.13**) should be enclosed with the letter referred to in General Order 4.81 above. The Departmental Head *must* ensure that the officer completes the form and attaches the necessary documentation listed in the form.
- 4.83 Note that this form must be signed by the Departmental Head or an authorised officer. Copies are to be submitted as follows:
- a) one copy to be placed on the officer's Personnel File,
 - b) one copy to be sent to the Superannuation Fund with the following attachments:
 - completed Application for Payment of Superannuation Benefits Form
 - a photocopy of the officer's History Card. This will be used by Nambawan Super to calculate the officer's pension entitlements.
- Note that the Departmental Head, or an authorised officer, is the approving authority for Separations. Thus, once he/she signs the Separation Advice then the separation of that officer has been approved.
- 4.84 Calculate the officer's final payout shall be computed in **Form PAT4.12** and will comprise:
- a) salary to the date of separation,
 - b) Money in Lieu of Leave (MILOL) - calculated at the rate of one and a quarter days' pay per completed month of service,
 - c) Money in Lieu of Furlough (MILOF) if the officer has not previously taken Furlough (see General Order 14 for the conditions attached to MILOF),
 - d) Repatriation fare including the cost of removal of officer's personal effects from the place of employment to the place of residence. The cost must not exceed the value of moving 200kg by air freight (cargo) rate. Note that transport other than taxi may be used.
- 4.85 Once the officer's Personnel File is no longer needed, the Departmental Head shall become the custodian of the File for a period of 12 months, after which it shall be sent to the National Archives for storage.

Retirement at end of period of leave of absence

- 4.86 Where an officer gives notice in writing of the intention to retire at the end of a period of leave of absence, the Departmental Head may at any time during that period of leave declare the office to be vacant and thereupon the officer becomes unattached.



Independent State of Papua New Guinea

PUBLIC SERVICES (MANAGEMENT) ACT

**OATH OF LOYALTY AND SERVICE TO
THE STATE & THE EXECUTIVE GOVERNMENT**

I, _____ do solemnly swear that at all times and to the best of my ability, I will:

1. Give loyal service to the State and Executive Government of the day, without seeking personal favours over and above my normal remuneration and without fearing retribution for performing my lawful duties.
2. Obey and uphold all the Laws, Regulations, General Orders and Instructions which apply to my duties and conduct in the Public Service, and inform lawful authorities of wrongdoing by others of which I may know.
3. Strive to achieve excellence in serving the Public Service and the State and avoid deception, fraud, theft and all other forms of corrupt behaviour, and be open, transparent and loyal to the public interest in all my dealings.
4. Deal honestly with all State Institutions, with Government clients, suppliers and consultants and reject all temptations to pursue my own personal interest at the expense of the public interest and the State.
5. Keep separate my political views and political associations from my Public Service duties and not grant favours on political grounds to any person in implementing the policies and plans of the Executive Government.
6. Give a full day's work for an agreed day's pay, obey lawful orders and respect and uphold the trust placed in me for the proper conduct of public business and for safeguarding public funds and assets under my control.
7. Deal with all important Government information entrusted to me in confidence and not divulge such information in a manner which will undermine the integrity and security of the Public Service or the State.
8. Avoid all behaviour on my part and all situations which may compromise my integrity and in which my presence may bring my name into public disrepute and reflect badly on the Public Service or the State.
9. Deal with my fellow officers, peers, subordinates and superiors alike, in a just and honest manner regardless of their gender, or their ethnic or regional origins.
10. Not associate with or deal with any person who intends to corruptly undermine the integrity of the Public Service, the Executive Government or the State and report such persons to the Ombudsman Commission.
11. Abide by the **Code of Business Ethics and Business Conduct** attached hereto, in all my dealings, and thereby achieve all of the above objectives in the best interest of Papua New Guinea.

So Help Me God!

Signed: _____ **Witnessed:** _____
Officer of the Public Service Commissioner for Oaths

Date: _____

PAPUA NEW GUINEA
PUBLIC SERVICES (MANAGEMENT) ACT 1995
AFFIRMATION

I do solemnly and sincerely promise and declare that I will well and truly serve the Independent State of Papua New Guinea as an officer of the National Public Service.

.....
(Officers Signature)

Before me at on the day of 20

.....
(Commissioner of Oaths)

To: The Secretary
Department of

APPLICATION TO BECOME A PERMANENT OFFICER

I wish to apply to become a permanent officer in the Public Service.

I was appointed as a probationary officer on to the following position

.....
(Designation) (Position Number)

I certify that I have fulfilled all the requirements to become a permanent officer as specified in the General Orders. Namely, that:

- 1) I have satisfactorily completed the Public Service Induction Course (or equivalent), and
- 2) My performance and conduct during my probationary period of employment has been satisfactory.

.....
(Applicant's Signature) (Date)

TO BE COMPLETED BY APPLICANT'S SUPERVISOR

I have considered the above officer's application to be appointed as a permanent officer and certify/do not certify* that he/she has fulfilled all the requirements specified in the General Orders.

I certify/do not certify* that the officer's performance during his/her probationary year has been satisfactory as formally assessed through the staff appraisal scheme.

I therefore recommend/do not recommend* that the above named officer be appointed as a permanent officer.

.....
(Supervisor's Signature) (Date)

* Delete whichever is not applicable.

NOTICE OF TERMINATION OF PROBATIONARY OFFICER'S APPOINTMENT

.....
(Name of Officer) (Department)

* TAKE NOTICE that in accordance with the Public Services (Management) Act and the General Orders made under that Act that you, having failed to apply for appointment as a permanent officer in the Public Service by are hereby dismissed from the Public Service.

* TAKE NOTICE that, in accordance with the Public Services (Management) Act and the General Orders made under that Act, following an appraisal of your performance you are not fit to continue in the Public Service. You are hereby dismissed from the Public Service seven days from the date of this notice.

Dated this..... day of..... 20.....

.....
Departmental Head

* Delete whichever is not applicable.

**NOTICE OF DECISION ON A PROBATIONARY OFFICER'S APPLICATION TO
BECOME A PERMANENT OFFICER**

.....
(Name of Officer) (Department)

.....
(Designation) (Position Number)

* TAKE NOTICE that in accordance with the Public Services (Management) Act and the General Orders made under that Act, your application for a permanent appointment as an officer of the Public Service is hereby approved/rejected*.

*AND TAKE NOTICE that since your application has been rejected you are hereby dismissed from the Public Service. The reason(s) for your rejection are indicated below:

Reasons:

Dated this day of..... 20.....

.....
Departmental Head

*Delete whichever is not applicable.

cc: Secretary, Department of Personnel Management (*for recording purposes*)

DEPARTMENTAL LETTERHEAD

Date:

Dear [enter name of officer]

**COMPULSORY RETIREMENT
(Age 60 years)**

According to our records you [were/will be] ____ years of age on _____ [enter officer's birthday]. In accordance with Section 56(2)(b) of the Public Services (Management) Act you are required to retire from the Public Service at age 60. Your retirement will take effect from the date on which you take delivery of your retirement benefits cheque, and you will be removed from payroll in the pay period in which you receive payment.

Officers in my Department will be calculating the entitlements due to you and informing the Superannuation Fund to cease your superannuation membership.

Please ensure that you complete the Separation Authority Form for the Superannuation Fund to allow you to claim for your superannuation benefits at retirement.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

Departmental Head

DEPARTMENTAL LETTERHEAD

Date:

Dear[enter name of officer]

**NORMAL AND EARLY RETIREMENT
(Age 55 to 59)**

According to our records you reached the age of [enter officer's age] years on [enter officer's birthday]. In accordance with Section 56(2)(a) of the Public Service Management Act and the General Orders I am retiring you from the Public Service. Your retirement will take effect from the date on which you take delivery of your retirement benefits cheque, and you will be removed from payroll in the pay period in which you receive payment.

Officers in my Department will be calculating the entitlements due to you and, if you were a contributor, informing the Superannuation Fund to cease your superannuation membership.

Please ensure that you complete the Separation Authority Form for the Superannuation Fund to allow you to claim for your superannuation benefits at retirement.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

Departmental Head

DEPARTMENTAL LETTERHEAD

Date:

Dear[enter name of officer]

**VOLUNTARY EARLY RETIREMENT
(Age 50 to 55/Officer's Request)**

According to our records you reached the age of [enter officer's age] years on [enter officer's birthday]. You have indicated your wish to retire early, and in accordance with Section 56(1) of the Public Services (Management) Act and the General Orders I am approving your retirement from the Public Service. Your retirement will take effect from the date on which you take delivery of your retirement benefits cheque, and you will be removed from payroll in the pay period in which you receive payment.

Officers in my Department will be calculating the entitlements due to you and, informing the Superannuation Fund to cease your superannuation contributions.

Please ensure that you complete the Separation Authority Form for the Superannuation Fund to allow you to claim for your superannuation benefits at retirement.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

Departmental Head

DEPARTMENTAL LETTERHEAD

Date:

Dear[enter name of officer]

MEDICAL RETIREMENT

In accordance with Section 57 of the Public Services (Management) Act and the General Orders, I am retiring you from the Public Service on medical grounds. Your retirement will take effect from [enter date of retirement].

Officers in my department will be calculating the entitlements due to you and informing the Superannuation Fund to cease your membership.

Please ensure that you complete the Separation Authority Form for the Superannuation Fund to allow you to claim for your superannuation benefits at retirement.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

Departmental Head



**PUBLIC SERVICE OF PAPUA NEW GUINEA
PERSONNEL DETAILS OF UNATTACHED/EXCESS OFFICERS**

DEPARTMENT:		DIVISION:		BRANCH:		PRESENT LOCATION:	
LAST NAME	FIRST NAME	DATE OF BIRTH	SEX	MARITAL STATUS	NO. OF DEPENDANTS	HOME PROVINCE	VILLAGE/DISTRICT
DATE JOINED DEPT./PUB SER	DATE OF PERMANANCY	DATE JOINED POST	POSITION TITLE	CLASSIFICATION	ACTING POSITION/GRADE	DATE WHEN MADE UNATTACHED	REPATRIATION REQUIREMENTS MODE OF TRANSPORT
DUTIES BEING PERFORMED			EMPLOYMENT HISTORY			QUALIFICATION AND TRAINING	
KNOWLEDGE:			ATTITUDE TO WORK:			ATTENDANCE:	

COMMENTS: (e.g. Reason for being redundant i.e.: position abolished, downgraded, low productivity)

I certify that the above officer is an unattached/excess Officer within my Department

.....
of Agency

Date

Secretary/Head

RMC DECISION	NOTICE PERIOD	TERMINATION DATE	DATE NOTICE SERVED
APPROVED/NOT APPROVED			
DATE:			
DATE DEED OF RELEASE SIGNED:		DATE CHEQUE COLLECTED/SIGNED:	

Verified by:

Date:

NATIONAL PUBLIC SERVICE

REGISTER OF OFFICERS FOR RETIREMENT

Date:

DEPARTMENT:

NO	NAME OF OFFICER	DATE OF BIRTH	DATE OF COMMENCEMENT	DATE OF PERMANENCY	PENSION SCHEME	DESIGNATION	DIVISION/ LOCATION	REMARKS (eg. Reasons for retirement, category, MILOF, entitlement)

Independent State of Papua New Guinea

RETIREMENT BENEFITS CALCULATION FORM

DEPARTMENT: _____

NAME: _____ PAY FILE NO: _____

SUBSTANTIVE POSITION: _____ SALARY GRADE/POINT: _____

ANNUAL SALARY: K _____ FORTNIGHT SALARY: K _____

DATE OF BIRTH: _____ AGE IN YEARS: _____

Public Service Retirement Benefits are to be calculated in accordance with the entitlements at termination as identified in General Order 4 utilising this form for purposes of authorisation.

In the event that retirement is to be effected as a result of a redundancy situation declared by the Secretary for the Department of Personnel Management, then favourable tax rates shall be applied to the benefits due in accordance with the tax rates under the "Rationalisation of the Public Service (Budget Provisions) Act, 1995 (As Amended)". Refer to Department of Personnel Management Circular Instruction No.2/99.

(1) MILON (MONEY IN LIEU OF NOTICE OF RETIREMENT)

Money in Lieu of Notice is only payable to officers who elect to, or are required to leave early before the end of Notice period. It is NOT payable to officers who remain on the payroll and leave at the end of Retirement Notice period.

Commencement Date of Notice Period: _____ Notice Period: _____ months

End of Notice Period: _____ Date officer elects to leave early before end of Notice Period: _____

Period of Payment in Lieu, From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/F/Nt. = K _____ Gross

Less _____ % Tax = K _____

Net Money in Lieu of Notice = K _____ Nett

GROSS MILON AT RETIREMENT	K _____
TAX	K _____
NET MILON	K _____

(2) **MILOL (MONEY IN LIEU OF LEAVE)**

Last Leave Date: _____ : Any Leave without Pay (LWOPNTCAS): _____ days.
 Adjusted New Leave Date: _____ : Effective Date of Retirement: _____
 Completed Service: _____ years = _____ months. MILOL Rate: 1.25/2.5 days pay per month.

_____ Days x _____ months = _____ days + _____ days credits = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/F/Nt. = K _____ Gross

Less _____ % Tax K _____

Net Money in Lieu of Leave: K _____ Nett

GROSS MILOL	K
TAX	K
NET MILOL	K

(3) **MILOF (MONEY IN LIEU OF FURLOUGH)**

3.1 **No Furlough Leave Taken Previously**

Service Commencement Date: _____ : Any Leave Without Pay: _____ (days)

Adjusted Service Date: _____. Calculate MILOF @ 9 days pay per each completed year of service:

Service from _____ to _____ = _____ years x 9 days = _____ days = _____ F/Nts. Pay
 Total Gross MILOF = _____ Fnts. x K _____ per F/Nt = K _____ Gross

Calculate Nett MILOF: A, to 31/12/1992 @ 2% + B, balance @ Retrenchment Tax Rate

(A) From _____ to 31.12.92 = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay
 _____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less 2 % Tax: K _____ Tax

A. Net MILOF to 31/12/92: K _____ Nett

(B) From _____ to _____ = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay
 _____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less _____ % Tax (refer IRC Income Tax Rates) K _____ Tax

B. Net MILOF to _____ : K _____ Nett

3.1 (A+B) Total Gross = K _____
 Total Tax = K _____
 Total Nett = K _____

In the event that the Officer has previously taken Furlough Leave, then the Furlough Leave entitlement must be calculated under Section 3.2 as follows:

3.2 Officer Has Taken Furlough Leave Previously

Service Date: _____ : Leave Without Pay: _____ days: Adjusted Service Date: _____.
Calculate MILOF @ 9 days pay per each completed year of service:

Service from _____ to _____ = _____ years x 9 days = _____ days = _____ F/Nts. Pay

Date of Last Furlough Leave _____ : Furlough Leave Taken _____ F/Nts.: Balance due _____ F/Nts.

Total Gross MILOF = _____ Fnts. x K _____ per F/nt. = K _____ Gross

Calculate Nett MILOF: A, to 31/12/92 @ 2% + B, balance @ Retrenchment Tax Rate

(A) From _____ to 31.12.92 = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less 2 % Tax: K _____ Tax

A. Net MILOF to 31/12/92: K _____ Nett

(B) From _____ to _____ = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less _____ % Tax: (Refer IRC Income Tax Rate) K _____ Tax

B. Net MILOF to _____ : K _____ Nett

3.2 (A+B) Total Gross = K _____

Total Tax = K _____

Total Nett = K _____

GROSS MILOF 3.1 OR 3.2, (A+B)	K _____
TAX	K _____
NET MILOF	K _____

(4) CONTRACT GRATUITY (Departmental Heads and Other Contract Officers under GO 9 only)

Date commenced current contract _____ : Calculate total salary earned to end of notice, (A+B+C):

(A) From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(B) From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(C) From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(D) From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(E) From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

Total Gross Salary Earned during contract (A+B+C+D+E) = K _____

Total Gross Gratuity Earned = (A+B+C+D+E) x 25% = K _____ Gross Grat

Less Gross Gratuity Instalments already paid out: K _____ Gross

Final Balance of Gross Gratuity owing: K _____ Gross

Less _____ % Tax K _____ Tax

Net Terminal Gratuity Owing: K _____ Nett

GROSS TERMINATION GRATUITY	K _____
TAX	K _____
NET TERMINATION GRATUITY	K _____

(5) **REPATRIATION EXPENSES.**

Public Service General Orders provide that a retiring public servant shall be repatriated to his or her Provincial district of origin, which is also the officer's district for the purposes of recreation leave travel, at the expense of the employing Department or Provincial Administration, within the cost limits set under the General Orders. The Secretary for the Department of Personnel Management may in his/her sole discretion approve a cash estimate for repatriation costs where no quotations have been provided in advance.

Place of employment: _____ Town/Village. _____ District. _____ Province.

Place of origin/abode: _____ Town/Village. _____ District. _____ Province.

Number of Authorised Dependants: _____ Less than 12 years old. _____ Over 12 years old.

N.B. A retiring officer is entitled to repatriation benefits only if the place of employment is outside of the District in which his or her place of origin/permanent abode is located, as follows:

* single economy or excursion air fares from a commercial airport at the place of employment, to the airport closest to place of origin/permanent abode, for the officer, and authorised dependants.

- PMV and/or boat fares for the officer and authorised dependants.

* Baggage charges to a maximum cost of 400 Kg at the unaccompanied air freight rate.

Cost of airfares: K _____

Cost of PMV/boat fares: K _____

Cost of Baggage: K _____

Total Repatriation Costs: K _____

N.B. The refund of repatriation costs is free of tax.

(6) **SUMMARY OF GROSS & NETT RETIREMENT PAYMENTS TO BE MADE:**

DEPARTMENT: _____

NAME: _____ PAY FILE NO: _____

SUBSTANTIVE POSITION: _____ SALARY GRADE/POINT: _____

ANNUAL SALARY: K _____ FORTNIGHT'S SALARY: K _____

EFFECTIVE DATE OF RETIREMENT: _____ (End of Notice Period).

PAYMENT CATEGORY	GROSS	TAX	NET
1. MILON	K	K	K
2. MILOL	K	K	K
3. MILOF	K	K	K
4. CONTRACT GRATUITY	K	K	K
5. REPATRIATION EXPENSE	K	K NIL	K
TOTAL PAYMENTS DUE:	K	K	K

PREPARED BY (Print Name): _____

(Signed): _____ Dated: _____

CHECKED BY (Print Name): _____

(Signed): _____ Dated: _____

CERTIFIED BY (Print Name): _____

(Signed): _____ Dated: _____

NOTES:

1. The summary of payments to be made to the retiring officer/employee must be certified by an officer, who has been delegated by the Secretary for the Department of Personnel Management, and date stamped with the Department of Personnel Management Stamp.
2. A copy of this page showing the summary of payments due shall be provided to the retiring officer, at the time of payment.



Form PAT4.13

**PUBLIC SERVICE OF PAPUA NEW GUINEA
SEPARATION ADVICE
(To be completed in triplicate)**

NB: Refer to reverse side for completion instruction for this Form

DEPARTMENT:		THE SERVICE OF THE FOLLOWING OFFICER CEASED/WILL CEASE AT CLOSE OF BUSINESS/...../.....	
SURNAME:	GIVERN NAMES:	DATE OF BIRTH:/...../.....	
SEX: € Male € Female	MARITAL STATUS: € Single € Married € Divorced € Widowed		
FORWARDING ADDRESS:			
SUBSTANTIVE DESIGNATION:		SALARY:	POSITION NO.
DATE OF COMMENCEMENT:/...../.....	DATE OF PERMANENCY:/...../.....	EMPLOYMENT NO.	CONTRACT EXPIRY DATE (if applicable)/...../.....
STATUS: € PERMANENT OFFICER € PROBATIONARY OFFICER € NATIONAL CONTRACT € CONTRACT € OTHER (Specify)			
CONTRIBUTOR TO: € RBF € POSF	DATE OF FIRST CONTRIBUTION:	DATE OF LAST CONTRIBUTION:/...../.....	
FINAL SCHEDULE No./...../.....		
REASON FOR SEPARATION: € RESIGNATION € DISMISSAL € DEATH € CONTRACT COMPLETED € CONTRACT INCOMPLETE € COMPULSORY RETIREMENT (Age 60) € VOLUNTARY EARLY RETIREMENT € COMPULSORY EARLY RETIREMENT € MEDICAL RETIREMENT € OTHER (Specify)			
REMARKS: (If insufficient space attach a separate report):			
ACCEPTED: € YES € NO		DEPARTMENTAL HEAD	DATE:/...../.....

COMPLETION INSTRUCTIONS

1. The form should be completed in triplicate (3 copies).
2. Tick, or place cross in boxes as appropriate.
3. Where date of commencement and permanency are required the actual dates should be entered.
4. Once the separation has been approved by the Departmental Head, the 3 copies should be dealt with as follows:
 - a) 1 to be placed on the officer's Personnel File,
 - b) 1 to be sent to the Secretary, Department of Personnel Management for record purposes, and
 - c) 1 to be sent to the POSF (if the officer is a contributor) with the following attachments:
 - completed POSF Separation Authority and claim for superannuation benefits (available from POSF) along with evidence of marriage and dates of birth of children under the age of 16,
 - a photocopy of the officer's Salary History Card. This will be used by POSF to calculate the officer's superannuation entitlements.
5. Note that the Departmental Head is the approving authority for Separations. Thus once he signs the Separation Advice then the separation of that officer has been approved.



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO
APPROVE GENERAL ORDER NO. 4 OF 1ST JANUARY 2012**

**PROBATIONARY & PERMANENT APPOINTMENTS
RETIREMENTS AND TERMINATIONS**

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 4 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of *Organic Law* the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.


On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.


EMMA FAITELI
Executive Manager, I&ER


AGNES FRIDAY
Executive Manager, HRAS


ISIKEL MESULAM
Director, Legal Services


RAVU VERENAGI
Deputy Secretary, Policy


RAVU VAGI
Deputy Secretary, Operations