



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO 6 OF 2020

DATE : 6th MARCH 2020

FILE : SEC: 4-10

TO : ALL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF OTHER PUBLIC AUTHORITIES
ALL PUBLIC SERVANTS

LOADING OF NID NUMBERS TO GOVERNMENT PAYROLL SYSTEM AS DIRECTED BY THE NATIONAL EXECUTIVE COUNCIL DECISION NO. 71/2017

In 2016, Department of Personnel Management issued ***Circular Instruction NO: 9 of 2016 on 28th May 2016*** and additional directives was issued through **NEC DECISION NO. 71/2017**, that all public servants must have NID numbers by **30th of June 2020** in order to be paid through the government payroll system. Following the directives, All Agency heads were to ensure Public Servants in their respective organization **MUST HAVE NID** cards by 30th June 2020.

Heads of Departments, Authorities and Provincial Administration are now required to give an update on the number of employees yet to be issued with NID numbers. Employees without NID cards are required to report to their respective HRM offices to complete NID and Birth registration forms for NID Cards and Birth Certificates to be issued. Registration forms and assistance can be obtained from the provincial NID office.

NID office and Department of Personnel Management representatives will be at various locations as indicated in schedule one to take employees' photos and conduct registration programs. Employees are to contact their respective Provincial NID office, HRM Managers or the Public Service NID team from Department of Personnel Management.

Agency Heads are hereby advised to notify their employees, provide office space and uninterrupted electricity supply to sites where registrations will be conducted. For the project to succeed all agencies must observe and adhere to the activities as specified in ***Schedule 1***.

Human Resources Divisions of each agency are required to contact the provincial NID office for registration forms and other requirements for employees to comply with in order to be issued with NID numbers. All employee should complete the registration forms and have them ready to be presented during the registration.

Tentative dates for the Registration Teams to conduct registration for NID and Birth Certificates are as indicated in ***Schedule 1***.

<i>Schedule 1</i>		
<i>Agency:</i>	<i>Location:</i>	<i>Time Frame:</i>
All agencies (Employees)	Respective NID office	Immediately. All registration forms to be completed before NID teams visit registration sites
All agencies (HRM units)	HRM Office	Collect and register completed forms and provide report on the status to NID Team by 30 th March, 2020
All agencies Housed in Central Government Offices complex, and Morauta Haus	CGO – Ground floor. NID registration site	Commence: 11 th March 2020 To 20 th March
Prime Minister & NEC	Sir Manasupe Haus Ground Floor	11 th To 14 th March 2020

Dept. of Finance and Dept. of Planning	Vulupindi Haus Ground floor	16 th to 18 th March 2020
Treasury	Treasury Building Ground floor	24 th to 27 th March 2020
Department of Labour. and Industrial Relations	Gaukara Rumana	March 30 th to 31 st 2020
Immigration & Citizenship Authority	Current locations	1 st to 2 nd April 2020
State Solicitor and Attorney General	Current Location	6 th to 7 th April 2020
Central Provincial Administration	Provincial Admin	8 th to 10 th April 2020
All Departments and Agencies in National Capital District not listed above	Respective Office buildings	HR Managers to contact DPM NID team for Schedule times 13 th April to 26 th June 2020
All Provincial Administrations	Provincial Admin Building	4 th to 15 th May 2020
All National Functions in provinces	Provincial Administration site	11 th to 15 th May 2020
All Provincial Health Authorities	Provincial Health Authority Office	15 th May to 22 nd May 2020

For further information, contact the following DPM officers;

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All should must observe that the government has set 30th of June 2020, as deadline for all employees to have NID number. Therefore, you are to strictly adhere to the above arrangements.



TAIES SANSAN (MS)
Secretary



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 09/2016

TO : ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
HEADS OF OTHER PUBLIC AUTHORITIES
ALL PUBLIC SERVANTS

DATE : 28th May 2016

FILE NO : SEC 1-4-12 (A)

SUBJECT : ALL PUBLIC SERVANTS TO REGISTER FOR A NATIONAL IDENTITY CARD

This Circular Instruction is to advise all Public Servants to register for their Certificate of Birth and National Identity (NId) with the PNG Civil and Identity Registry.

A National Identity Card (NId) will now be a mandatory requirement for all new hires into the public service under Public Service General Orders 2012 - General Order 3.92.

What is the NId?

The Papua New Guinea National Identity (PNG NId) is an initiative of the National Government with lead agencies being the Department of National Planning and Monitoring and the Papua New Guinea Civil and Identity Registry, which aims to provide a trustworthy, secure universal identity verification utility for the citizens of PNG. The initiative will be used by citizens of this country to identify themselves for transactions that requires proof of Identity.

Why is it important?

The PNG Government has legislated this initiative in the *Civil Registration Act (Amendment) 2014* and allowance has been given in Section 37C & 37D of the Act. The benefits are;

- ✓ Obtain Birth Certificate & NID Card in your Province for services such as ILG, Health, Education, Employment, Travel, Passport, Business, Banking, etc.

“RISE UP, STEP UP, SPEAK UP”

- ✓ National Register containing up to date information that can be used for planning and monitoring, therefore Government can achieve better service delivery based on reliable and timely data.
- ✓ Reduction in identity theft and fraudulent activities that deprive PNG citizens of the services intended for them.

Verification of Employee in the Public Service

All public servants are required to present in person to their HR Manager to verify that they are a current employee of the public service.

For those who have registered and obtained a NID Card, you are required to update and provide a copy of your NID details to your respective HR branches for their information:



Please refer to the attached *HR Business Process BP3.2.1: Employee Verification and NID Registration Process* for further details on each step of the process shown above including resources, responsibilities and timeframes.

How to Register for a Certificate of Birth & National Identity Card

- All public servants are required to present in person at a Civil & Identity Registry at their Province or at any Mobile Registration Teams for registration.
- You will be required to complete Form 1: Birth & National Identity Form with your respective HR to be your witness and stamp in Part D. And subsequently, your fingerprints and facial photograph will be taken to complete the registration process.

Timeframe for Registering for a Certificate of Birth and NID Card

Registrations for Public Servants will commence on this date of this circular instruction and all are advised to be registered by 31st July 2016.

For further information please contact Mrs Ila Imelda Vele, Acting Deputy Secretary (Compliance, Audits, Monitoring, Reporting and Corporate Affairs) on telephone 327 6449 or alternatively on email ila_vele@dpm.gov.pg.


JOHN M KALI, OBE
 Secretary