



## ***National Public Service***

### **DEPARTMENT OF PERSONNEL MANAGEMENT**

### **CIRCULAR INSTRUCTION NO. 21 OF 2021**

**DATE: 9<sup>TH</sup> JULY 2021**

**FILE: SEC: 4-10**

**TO: ALL NATIONAL DEPARTMENTAL HEADS  
HEADS OF OTHER PUBLIC AUTHORITIES  
ALL CONSTITUTIONAL OFFICE-HOLDERS  
ALL PROVINCIAL ADMINISTRATORS**

**SUBJECT: PROCEDURES FOR OFFICERS WISHING TO  
CONTEST THE 2022 NATIONAL GENERAL  
ELECTION**

This Circular Instruction intend to inform all Public Servants and all officers and employees of the State and other Public Authorities who wish to contest the 2022 General Elections of the requirements of the Public Service (Management) Act 1995 (as amended) and the General Orders, which are applicable in all Public Bodies for this purpose, in relation to resignation.

#### **1. Application of the Act and the General Orders**

**1.1 Section 55 of the *Public Services (Management) Act 1995 (as amended)* requires that all Public Officers, including Agency Heads and Heads of Mission, wishing to contest the 2022 National General Elections (NGE) shall resign from Office at least (6) months prior to the date of issue of Writs by the PNG Electoral Commissioner. The provisions of the Act for this purpose apply to all State Services and other Public Authorities.**

**1.2** A copy of the **General Order (Fourth Edition) 20.11 to 20.22** of January 2012 governing the arrangements before and after the General Election is attached, and all aspiring candidates are advised to study the provisions of the Act and the General Orders in order to understand their rights and obligations prior to resigning from their respective organizations.

## **2. Issue of Writs and Procedures for Resignation**

- 2.1** The Electoral Commissioner has declared that the writs for the 2022 General Election will be issued on the 28<sup>th</sup> April 2022 and the date six months prior to the issue of writs is 28<sup>th</sup> October 2021.
- 2.2** Therefore, all aspiring candidates shall tender their Notice of Resignation to take effect no later than 28<sup>th</sup> October 2021. They must give one month's notice no later than 28<sup>th</sup> September 2021.
- 2.3** Individual resignation notices shall be headed "Resignation to Contest the 2022 General Elections" and addressed in the following manner:
- Officers and Employees to their respective Agency Heads
  - Agency Heads to their respective Ministers, Provincial Governors or Board Chairman and copy to the Secretary, Department of Personnel Management.
- 2.4** Leaders and Senior Officers shall submit their notice of resignation no later than 28<sup>th</sup> September 2021.

## **3. Service Related Entitlements and Reinstatement**

- 3.1** All service related entitlements normally due to each aspiring candidate on resignation shall be frozen as at 28<sup>th</sup> October 2021 and all salary and allowances and other contractual entitlements including use of Government vehicles shall be ceased no later than 28<sup>th</sup> October 2021. Each aspiring candidate shall be removed from the payroll pending the outcome of the Election.
- 3.2** On declaration of the Election results a successful candidate who has complied with the requirements and the conditions imposed by this Circular Instruction shall be entitled to be paid all service related benefits calculated up to 28<sup>th</sup> October 2021.
- 3.3** An unsuccessful candidate who has complied with the requirements and the conditions imposed by this Circular Instruction shall be entitled to apply for reinstatement to the organization from which he or she had resigned. There is no guarantee that the unsuccessful candidate will be reinstated to the position vacated, as the position may be filled through the normal recruitment and selection process prior to the declaration of Election results.
- 3.4** An unsuccessful candidate who has complied with the requirements and the conditions imposed by this Circular Instruction and re-apply for reinstatement within two months from the date of announcement of the Election Results, their application shall be considered favorably. Their service between 28<sup>th</sup> October 2021 to the date of reinstatement shall be counted as service not for purpose of pay and their service will be continuous and shall not be paid out.
- 3.5** Applications for reinstatement can only be considered and authorized by the Secretary for the Department of Personnel Management and in the case of other State Services and Public Authorities by the respective Agency Heads in consultation with Secretary, Department of Personnel Management.
- 3.6** An unsuccessful candidate who does not comply with the requirements and the conditions imposed by this Circular Instruction shall not be eligible for reinstatement and their service entitlements calculated up to 28<sup>th</sup> October

2021 shall be paid out. Should they wish to re-enter the Public Service they will be required to apply through the normal selection process as new starters.

#### 4. Filling of vacancies created by Resigning Candidates

4.1 Normal recruitment, selection and appointment procedures will apply to the positions vacated by aspiring candidates during the Election period. Substantive or acting appointments may be made by each employing authority as unsuccessful candidates will have already lost their right of tenure to any substantive position as a result of their resignation.

#### 5. Administration of Resignation Procedures and Record Keeping

5.1 Each Agency and employing Authority shall retain proper records of resignation documentation for the purpose of administering pay out of service related entitlements or reinstatement whichever is appropriate.

5.2 **A copy of each resignation letter shall be forwarded to the Secretary for the Department of Personnel Management for administrative and record purposes.**

A further Circular Instruction, concerning the release of Public Servants nominated to assist the Electoral Commission, will be issued closer to the time of Election.

All queries regarding the contents of this Circular Instruction should be made to the DPM-Technical Working Group (2022 National General Election) on the following telephone numbers: 327 6335, 3276443 or 3276352.

  
**TAIES SANSAN**  
Secretary



“RISE UP, STEP UP, SPEAK UP”