



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 06 OF 2022

Date: 04TH MAY 2022
File: SEC: 4-10
To: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF OTHER PUBLIC AUTHORITIES

**SUBJECT: RELEASE OF PUBLIC SERVANTS TO ASSIST
THE ELECTORAL COMMISSION IN THE
CONDUCT OF THE 2022 NATIONAL GENERAL
ELECTIONS**

I have received a request from the Electoral Commissioner under Section 16 of the Organic Law on National and Local Level Government Elections, wherein the Public Service is required to release public servants to assist in the conduct of the 2022 Elections.

In accordance with **General Order No 20.23 to 20.27**, all recipients of this Circular Instruction are bound to assist the Electoral Commissioner and his Returning Officers by releasing staff to them on request. The Election period is from **12th May 2022 to 29th July 2022**. All responsible officers assisting the Electoral Commission will also be required to attend short one or two day training sessions in the period prior to commencement of the election period.

Requests for named officers will be made in writing by the Electoral Commission's officers, specifying the times which will vary from electorate to electorate, during which they are to be released. It is important that you release the officers on their normal pay for the period specified. An officer whose services are essential to the running of an Agency's operations need not be released, but an alternative officer must be provided to replace him or her.

The officers released will be paid a fixed allowance by the Electoral Commission over and above their normal pay, in accordance with a scale of allowances approved by my Office, for work that they complete.

"RISE UP, STEP UP, SPEAK UP"

Your cooperation with this important National event is anticipated.

All inquiries about this Circular Instruction may be made to the Acting Deputy Secretary for Policy Development & Reform or his officers on the following telephone numbers: 3276403, 3276336, 3276309, 3276392, and 3276373.


TAIES SANSAN (Ms)
Secretary



“RISE UP, STEP UP, SPEAK UP”