



National Public Service

DEPARTMENT OF PERSONNEL MANAGEMENT

CIRCULAR INSTRUCTION No. 27 OF 2021

DATE: 21st September 2021

FILE: SEC: 4-10

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

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

This Circular Instruction supersedes Circular Instruction No. 21 of 2021 as result of the recent amendments to Section 55 of the PSMA Act 1995 **certified on the 21st September 2021**, regarding the resignation period and the re-entry period for public servants resigning to contest the national general elections.

1. Application of Section 55 and the General Orders

1.1 Section 55 of the *Public Services (Management) Act 1995* which initially required that all Public Servants, including Agency Heads and Heads of Missions, 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 is **now twelve (12) months as per the recent amendments, to commence in the 2027 National General Elections and thereafter.**

1.2 Section 55 of the *Public Services (Management) Act 1995* now also requires that the re-entry of unsuccessful candidates into the public service shall be **after five (5) years through the normal recruitment and selection process, to commence in the 2022 National General Elections and thereafter.**

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 28th April 2022 and the date six months prior to the issue of writs is 28th October 2021.
- 2.2** Therefore, all aspiring candidates shall tender their Notice of Resignation to take effect no later than 28th October 2021. They must give one month's notice no later than 28th 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; and
 - Agency Heads to their respective Ministers, Provincial Governors or Board Chairman and copy to the Secretary, Department of Personnel Management.
- 2.4** All aspiring intending candidates shall submit their notice of resignation no later than 28th September 2021.

3. Final Entitlements

- 3.1** All final entitlements upon resignation shall be paid out in accordance with the relevant General Order provisions. General Order provisions 4.57 to 4.61 will be applicable to non-contract officers, General Order 9 shall apply to senior officers on contract, and for all Agency Heads under their respective employment contract terms and conditions.
- 3.2** Effective 28th October 2021 all salaries, allowances and other contractual entitlements including the use of Government assets shall be ceased. Each aspiring candidate will consequently be removed from the Government payroll forthwith.
- 3.3** Applications for re-entry into the public service shall be after five (5) years and will 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 their respective Agency Heads in consultation with Secretary, Department of Personnel Management.

4. Filling of Vacancies Created by Resigning Officers

- 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 Agency 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 final entitlements.

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”