

CIRCULAR NO. 3 OF 2012

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FROM: Secretary, Public Services Commission
TO: Governor General, Cabinet Secretary, Solicitor General, Contractor General, Financial Secretary, Chief Executive Officers, Auditor General And Heads Of Department

SUBJECT: SUSPENSION/DISCIPLINARY CASES

DATE: 31st January 2012

The Public Services Commission expresses its concern in the way some suspensions and disciplinary cases are currently being handled.

The Public Services Commission observed that, for some time now, some officers who are placed on suspension are left on suspension for far too long without bringing the case to a hearing, and subsequently, to a decision, within the sixty (60) day suspension period.

Once an officer is placed on suspension, Ministries/Departments must submit the complete case to the Commission in order for it to hold a disciplinary hearing and make a decision within the initial sixty (60) days of suspension.

The Public Services Commission cautions that having officers out on suspension for extended periods is a breach of the Regulation. It may also be deemed as a form of punishment even before the case is heard and a decision made.

In view of the above, the Public Services Commission hereby **advises** that when a suspension is approved, the officer will be placed on suspension for a period of sixty (60) days in the first instance. If the evidence is not marshaled within those sixty (60) days, one extension of suspension of thirty (30) days will be granted. If the evidence is still not marshaled within that time, the Commission will have no alternative but to set aside the suspension and the officer will be reinstated to duty. If the relevant Ministry/Department wishes to pursue the case then it should revisit the case and resubmit it to the Commission.

The Public Services Commission seeks the cooperation of all Chief Executive Officers and Heads of Departments in this regard.


JUSTIN A. PALACIO
Secretary
Public Services Commission

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