

CIVIL SERVICE ORDERS

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THE GOVERNMENT OF ST.VINCENT AND THE GRENADINES

CIVIL SERVICE ORDER FOR THE PUBLIC SERVICE OF ST.VINCENT AND THE GRENADINES

(Order)

CHAPTER I

PRELIMINARY

1.1 The conditions of service of Public Officers instructions for the conduct of public business and of officers and other matters are embodied in these orders which are entitled “Civil Service Orders for the Public Service of St.Vincent and the Grenadines” and are published under the authority of the Cabinet.

Effective date of Introduction

1.2 The Orders take effect from the 2nd day of February, 1970 and they supersede the General Orders of the Windward Islands

Orders to be available to all officers

1.3 All Public Officers are required to familiarize themselves thoroughly with the Civil Service Orders and any amendments and additions thereto which may from time to time be issued. The Orders should be readily available to all officers in every Department and it is the duty of Heads of Departments to ensure that a sufficient number of copies is available for consultations by all officers in his Department.

Application

1.4 The provisions of these Orders shall apply to all Public Officers provided that where special regulations are made in regard to a particular category or class of officers such special regulations shall have precedence over related provisions in these orders.

Government notifications & orders

1.5 Public Officers are required to make themselves acquainted with all Government notifications and orders, whether published in the St.Vincent and the Grenadines Government Gazette or conveyed by circular or other means of communications and Heads of Department will be held responsible for the necessary circulation of such publications within their Department.

Definitions

1.6 In these orders unless the context otherwise requires:
“**Department**” includes reference to a Ministry; “**Head of Department**” means, in relation to a Ministry, the Permanent Secretary of that Ministry;
“**employee**” means a person other than a public officer employed by the Government of St.Vincent and the Grenadines;

“Office of emolument” in relation to the definition of “Public officer: means any pensionable or non-pensionable post which is shown under a personal emoluments sub-head in the Estimates;

“Public officer” or **“Officer”** means any person holding an office of emolument in the Public Service of St. Vincent and the Grenadines employed on permanent pensionable terms and includes one employed permanently or temporarily on non-pensionable monthly terms;

“Service Commission” means the Public Service Commission the Judicial and Legal Service Commission, the Police Service Commission or any other Service Commission appointed under the Constitutions of St. Vincent and the Grenadines.

CHAPTER II

APPOINTMENT, PROMOTION AND TRANSFERS

Authority for appointments

2.1 Save as may otherwise provided in the Constitution of St. Vincent and the Grenadines or in regulations made under the Constitution appointments to the Public Service are made by the appropriate Service Commission. The appointment of non-pensionable officers and minor-salaried employees is governed by the Public Service Commission Regulations.

Effective date of appointments

2.2 The effective date of an appointment is the date on which an officer becomes eligible to receive the full emoluments of the post, i.e., the date on which he assumes duty. In the case of the officers appointed from outside the State the date of his arrival in the State.

Re-employment of dismissed office

2.3 No officer who has been dismissed from the Public Service, whether from a pensionable post, may be re-employed in any capacity without prior reference to the Chief Personnel Officer.

Eligibility for appointment to the Public Service

2.4 to be eligible for appointment to the Public Service a candidate must

- (1) be over 17 years of age;
- (2) possess such minimum educational qualification as may be prescribed from time to time;
- (3) except in the case of appointment to the temporary staff, be certified by a government Medical Officer to be in sound health and mentally fit for employment in the Public Service;
- (4) produce two recent certificates of good character, of which one, if the candidate has not previously been in employment, must be from the

head of the school or college he last attended, or if he has previously been employed, from his last employer.

Married women in the Public Service

2.5 A married woman who is appointed to the Public Service shall not be exempt, by reason of her married status, from any of the normal requirements and conditions of her employment including regular attendance, working overtime when required to do so and the liability to transfer.

Temporary increase in staff

2.6 No expenditure shall be incurred on the employment of temporary staff over and above the approved establishment of a Ministry or Department without the agreement of the Chief Personnel Officer and approval of the Ministry of Finance.

Medical reports on appointment

2.7 (1) The Government Medical Officer certifying a candidate's fitness that he has made a complete and thorough examination of the candidate and that he has enquired into the medical history of the candidate's family

(2) No fee is payable to the Medical Officer for this examination.

(3) The Chief Personnel Officer will ensure that no salary is paid to a person selected for appointment to the permanent establishment who fails to present himself for medical examination when required to do so.

(4) If an officer has already passed the prescribed medical examination in respect of an earlier appointment immediately preceding his appointment to the permanent establishment, a further medical examination may be dispensed with.

Further medical report

2.8 An officer, whether or not he is on leave of absence at the time, may be required by the Chief Personnel Officer, or at his own request may be permitted to present himself for examination by an approved medical practitioner, a Government Medical Officer or a duly constituted Medical Board with a view to ascertaining whether he is physically and mentally capable of performing the duties of his office or of any other public office to which his appointment might be contemplated. The cost of such examination, in the absence of any special regulation or arrangement to the contrary will be paid from public funds.

Record of Service

2.9 Head of Departments are required to maintain a record of service on the prescribed form for all office of their Departments.

Probation of non-pensionable officers appointed to pensionable offices

2.10 When an officer is appointed to a pensionable office after non-pensionable service in an office in which he has been performing the same or similar duties, the period of his probation in the pensionable office may be reduced by the length of his non-pensionable service provided that there is a break between his non-pensionable and pensionable service.

Contact appointments

2.11 The conditions of service of an officer appointed on contract are those in his contract but he may, during the duration of his contract, unless it is specifically provided otherwise, benefit from changes in conditions of service applicable to officers of equivalent rank who are appointed to permanent, pensionable offices.

Overseas appointments – travel arrangements

2.12 The provisions of this order shall apply to a person who is selected from outside St. Vincent and the Grenadines for first appointment to a public office in St. Vincent and the Grenadines. The term “children” in this order means the legitimate and legally adopted children of the person appointed who are below the age of eighteen years, unmarried and dependent on him. The term “passage” means a passage by a route approved by the Ministry of finance as a normal route which may include journeys necessarily undertaken in the course of removal.

The person appointed will:-

- (i) in the absence of any arrangements to the contrary be provided with passages at the expense of the Government of St. Vincent and the Grenadines by an economical and direct route from his country of residence to St. Vincent and the Grenadines for himself, his wife, and children not exceeding four (4) if they accompany him or follow him within twelve months. The person appointed will be required to execute a passage agreement in the form prescribed in Appendix III to refund the cost of the passage in certain contingencies;
- (ii) be paid full salary from the date of his embarkation for St. Vincent and the Grenadines; provided that half salary be paid from the date of arrival in the State if the officer travels by sea;
- (iii) be granted the following allowances for the transportation of his baggage and personal effects:

(a) Ocean Freight Charges

Not exceeding five shipping tons (or 200 cubic feet) exclusive of the free baggage allowance provided on the tickets issued to the officer and his family;

(b) Transport

The cost of transporting baggage and personal effects from his house to the place of embarkation and from the port of disembarkation to his destination.

(c) Incidental expenses

Reimbursement in the sum not exceeding \$240 (Eastern Caribbean Currency) for incidental expenses. Such expenses to be supported by receipted bills;

(d) Excess baggage allowance

If the person appointed travels by air, and additional allowance for accompanied baggage not exceeding 10 kilograms in respect of each air ticket provided.

He will be required to submit vouchers in support of claims for the payment of the above allowances and the liability of the Government in respect of items (b) and (c) will be limited to that portion of the baggage falling within the volume limitation set out at (a). No additional allowances will be payable for the transport of such items as motor cars, motor cycles, wireless sets, radiograms etc. except as provided for in order No. 2.13

Officers appointed on transfer

2.13 An officer appointed to the public service on transfer from the public service of another Caribbean State including Guyana and British Honduras may in addition to the baggage allowance payable under Order No. 2.12 be provided with free transport for his motor car or motor cycle where the officer is required to maintain a means of transport for the performance of his duties.

An officer who is provided with free transport for his motor car or motor cycle under the provision of order will not be required to pay import duty on such motor car or motor cycle provided that evidence is produced that import duty has been paid in another State or territory.

Seniority as between posts

2.14 The relative seniority of different grades of officers in the Public Service is determined by the salary scale attached to the grade, the grade with the higher maximum salary being the senior. Where the maximum salaries of two grades are the same, the grade with the higher minimum salary will be the senior.

Seniority as between officers in the same grade

2.15 An officer's seniority is determined by the date of his appointment to the particular grade. Seniority as between officers appointed probation and subsequently confirmed in their appointment is determined by the date of confirmation. The seniority of officers appointed to the same

grade from the same date will be in accordance with their seniority in their former grade.

Liability to transfer of

2.16 Officers are liable for transfer any post of equivalent grade in the State.

Transfers

2.17 (1) Subject to the provision of paragraph (2) of this order a transfer not involving a change in emoluments of an officer, or the nomenclature of his post may where the transfer –

(a) is within a Ministry or between a Ministry and any Department of the Ministry, be made by the Permanent Secretary;

(b) is within a Department, be made by the Head of that Department or the Permanent Secretary of the Ministry responsible for the Department;

(c) is between Ministries or between Departments of different Ministries be made by the Chief Personnel Officer after consultation with the Permanent secretaries concerned;

Provided that all transfers ordered under (a) and (b) above shall be reported forthwith to the Chief Personnel Officer.

(2) Where an officer is, or is to be, transferred under any of the foregoing provisions of this order, a Permanent Secretary, or Head of Department, or the officer concerned (through the Permanent Secretary or Head of Department) may lodge a written objection with the Chief Personnel Officer; and if the objection is lodged by an officer it shall be transmitted to the Service commissions.

Application for transfer

2.18 An officer who wishes to be considered for transfer within the State to a post of equivalent grade may apply in writing to the Chief Personnel Officer through his Head of Department.

Secondment

2.19 Where an officer is required temporarily for duty in another post other than in an acting capacity with the intention of reverting to his substantive post at a later date he will be seconded from temporary duty. All secondments must be authorized by the appropriate Service Commission.

Effective date of promotion

2.20 The effective date of a promotion will be fixed by the Service Commission. It will normally be the date upon which an officer who has been selected for promotion assumes the duty of the higher office which has fallen vacant, provided that:-

- (1) if the promoted officer is on leave at the time the higher office falls vacant and resumes duty thereon immediately on his return from leave, the promotion may be made effective from the date on which the higher office becomes vacant;
- (2) if the promoted officer has been acting continuously (apart from period of leave) in the higher office or in an office of equivalent grade, prior to his selection for promotion thereto, his promotion may be made effective from a date not earlier than the date on which he commenced such continuous acting or the date on which the higher office fell vacant, whichever date is later;
- (3) for purpose of this order, the higher office will be deemed to fall vacant not later than four months from the date on which the officer vacating it, proceeds on leave prior to doing so, notwithstanding such leave may extend beyond four months;
- (4) if the higher office is that of Permanent Secretary or Head of Department the office shall be deemed to fall vacant on the date the holder of the office proceeds on leave pending vacation of the office.

CHAPTER III

CONDUCT OF PUBLIC OFFICES

Duties of officers

- 3.1 (1) An officer shall discharge the duties of the office to which he is appointed and any other related duties that the Permanent Secretary or Head of Department may, at any time, call upon him to discharge.
- (2) In the discharge of his duties, an officer shall be courteous and polite both to members of the staff and to members of the public.
- (3) Any act by an officer which is considered to be likely to bring the Public Service into disrepute must be reported to the Chief Personnel Officer by the Permanent Secretary or Head of Department of the officer's Ministry or Department.
- (5) The following modes of dress for Public Officers are acceptable –
- (i) **FOR MEN:**
White or sober-coloured dress shirts, (not Jerseys), with long or short sleeves with or without ties, Shirt Jacs. Long trousers of sober cut and colour. Shoes, moccasins not slippers. All garments, shoes and moccasins are to be clean and tidy. No head covering in office is permitted.

(ii) **FOR FEMALES:**

Dresses of sober style and cut. Pants suits and pants with tops.
Shoes – no slippers.

Public Officers while on duty shall –

- (i) appear to be clean and tidily dressed and maintain a respectable demeanor in every way;
- (ii) not have excessive or untidy growth of hair about the head or face or both head and face, and no dread locks;
- (iii) not wear unwashed or untidy clothes.

Any violation of paragraph (4) shall be an act of misconduct under order 3.27.

Permanent Secretaries and Heads of Departments shall ensure that the modes of dress are strictly complied with and in the event of any violation shall warn the delinquent Public Officer in writing. If after two (2) warnings the officer persists in violating the directions, the Permanent Secretary or Head of Department shall report the Public Officer to the Public Service commission with a view to the institution of disciplinary proceedings.

Hours of work

3.2 (1) The normal hours of work of public officers are thirty-six hours in each week as prescribed in appendix heads of Departments may require any or all of the staff of their Department to work temporarily for longer hours than those prescribed whenever the public interest makes this desirable.

(2) An officer may be required by his Head of Department to work on any public holiday but in such cases the officer will, whenever possible, be compensated by being given time off in lieu unless he receives over time payment for the duty.

Absence from office during working hours

3.3 No officer may absent himself from duty during working hours without the permission of the head of the Department in which he works or such other officer as may be deputed by the Head of Department to give such permission.

Absence from duty without permission

3.4 (1) An officer who absents himself from duty without permission, except in case of illness or other unavoidable circumstances shall render himself liable to disciplinary action.

(2) An officer may not leave the State without permission given in writing by the Chief Personnel Officer or, in cases of emergency by a Permanent Secretary or Head of Department who will inform the Chief personnel Officer accordingly.

Attendance Register

3.5 Every officer save those who may be exempted by the Head of Department shall sign his name in the Attendance Register kept in the Department shall depute an officer to examine and initial this Register every day and bring to his notice any case of habitual or frequent unpunctuality or absenteeism on the part of any officer. The Head of Department or such officer as he may designate shall examine the Register at least once every month.

Private Interests

3.5 (1) Except in the case of part-time officers, an officer's whole time is at the disposal of the Government.

Accordingly –

- (a) an officer may not at any time engage in any activity which would in any way tend to impair his usefulness as an officer, nor may he engage in any occupation or undertaking which might in any way conflict with the interests of his Ministry or Department or be inconsistent with his position as an officer;
- (b) an officer shall not engage in any trade or any professional, commercial, agricultural or industrial undertaking or undertake private work for remuneration without the prior consent of the Service Commission;
- (c) notwithstanding that prior consent may have been given, the Service commission may have been given, the Service commission may at any time after notice to the officer and after holding an inquiry prohibit an officer from –
 - (i) engaging in any trade, professional, commercial, agricultural or industrial undertaking;
 - (ii) regularly undertaking private work for remuneration, if the commission is of opinion that the officer's activity tends to impair his usefulness as an officer or conflicts with the interests of his Ministry or Department or is inconsistent with his position as an officer;
- (d) Within a period of thirty days after his first appointment to office in the public service, and in the case of a serving officer within a period of sixty days of the coming into operation of these orders, an officer shall disclose in writing to the Service Commission particulars of any investment or shareholding which he possesses in any company carrying on business inside or outside of St. Vincent and the Grenadines and also of any direct interest which he has in any professional, commercial, agricultural or industrial undertaking in or outside St. Vincent and the Grenadines;

- (e) An officer who invests in or acquires shares in any company carrying on business in or outside of St. Vincent and the Grenadines or who acquires any direct interest in any professional, commercial, agricultural or industrial undertaking in or outside of St. Vincent and the Grenadines, shall within a period of thirty days thereafter inform the Service Commission;
- (f) whenever the Service Commission is of the opinion that an officer's performance of his duties is likely to be influenced by the fact that he owns shares or invests in any professional, commercial, agricultural or industrial undertaking, the commission may require the officer to dispose of such shares, investment or interest within such period as the Commission may specify or may transfer the officer to other duties. If the officer, on being required to dispose of such shares investment or interest fails to do so within the specifies period, he shall be liable to disciplinary action;

Private family interests

3.7 An officer is required to report to the Service Commission through the Chief Personnel Officer any interest in trade, commerce or agricultural undertakings held by his wife as a principal or on her own account. Where it is considered by the Commission that the interests of an officer's wife in this connection conflict, or are likely to conflict, or may seem to conflict, with the efficient and faithful performance of the officer's duties, the Commission may direct the transfer of the officer to other duties where such conflict, real or apparent, does not exist, unless his wife has in the meantime divested herself of her interests. The restriction in this paragraph does not extend to the employment of an officer's wife as a paid employee of Government or any private firm.

Work for Public Boards or Committees

3.8(1) Officers are not permitted to undertake work for public boards or committees without previously obtaining the sanction of the Service Commission.

(2) No officer in the full-time employment of the Government will be eligible to receive funds in respect of his emoluments from Government funds in respect of his membership of, or service to, a public board or committee.

Private employment while on leave

3.9 No officer may accept any paid employment while on leave without previously obtaining the express sanction of the Service Commission which will not normally be withheld when an officer is on retirement leave.

Public Officers not to sign public petitions

3.10 No officer shall sign or procure signatures to any public petition to the Government which may require executive action or which relates to any action or proposals of the Government of St. Vincent and the Grenadines or of any other Government.

Public Officers and the Press

3.11 (1) No officer, whether he is on duty or leave of absence shall –

- (a) act as editor of any newspaper, magazine or periodical or take part directly or indirectly with the management thereof; or
- (b) contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical or otherwise cause to be published in any manner, St. Vincent and the Grenadines or elsewhere, anything which may reasonably be regarded as of a political or administrative nature; or
- (c) allow himself to be interviewed on questions of public policy, or on any matter of a political or administrative nature or on matters affecting the administration or the security of any state or territory; or
- (d) speak in public or broadcast in any way on matters which may reasonably be regarded as of a political or administrative nature; or
- (e) take active part in any public meetings at which speeches on matters of a political or administrative nature are made.

Provided that the provisions of this order shall not apply to an officer acting in the pursuance of his official duties and with the prior permission of his Minister.

Provided also that statements for publication of factual and technical information may be made by Permanent Secretaries, Heads of Departments and other senior officers if authorized by the appropriate Minister.

Publication of Official

3.12 No officer may, without the written approval of the Minister concerned make public or communicate to the Press or to unauthorized individuals any documents, papers or information which may come into his possession in his official capacity, or make private copies of any such documents or papers. Every public officer is required to exercise due care and diligence to prevent unauthorized access or disclosure of such documents and information.

Publication of Books & Articles

3.13 Nothing in the preceding two orders shall be deemed to prevent an officer from publishing in his own name, by writing, speech or broadcast, matters other than which may reasonably be regarded as of a political or administrative nature, provided that if the publication is a book, article or other work, the subject of which is connected with the officer's official duties or those of other officers, the prior consent of the Service Commission is obtained.

Public meetings

3.14 No officer may call a public meeting to consider any action of the Government or actively take part in such a meeting.

Representations by public officers

3.15 No officer may seek to influence any member of the Legislature or any other person as a means of bringing his services to official notice as a means of bringing his services to official notice especially in connection with appointments, leave, postings, transfers, discipline, promotions, or any condition of service, or as a means of furthering his interests in the Government service in any way. The employment of such methods will not be to the advantage of the person concerned and may render him liable to disciplinary proceedings.

Engagement in political activities

3.16 Officers are expressly forbidden to participate actively on behalf of any party or candidate in an election to the legislature or at Municipal or Local Authority elections. They are expressly forbidden to act as agents, sub-agents or canvassers at elections of this nature.

Engagement in Trade Union activities

3.17 Public officers may be members of a trade union and they are entitled to attend private meetings of the union, even if of a political character, and to speak and vote at such meetings. But they may not hold office in a trade union, the objects of which are wholly or in part political, nor may they speak or vote at public meetings organized by such trade union.

Acceptance of gifts

3.18 Public Officers are prohibited from receiving valuable presents (other than ordinary gifts from personal friends) whether in the shape of money, goods, services or other personal benefits, and from giving such presents. This rule applies not only to the officers themselves but also to their families and officers themselves but also their families and officers will be held responsible for its observance by their families. It does not apply to cases of remuneration for special services rendered and paid for with the consent of the Government.

(2) A present given to an officer by an officer or representative of a foreign Government or a member of a recognized organization in the State,

either official or unofficial, which cannot be refused without giving offence, may be accepted but the fact and the circumstances must at once be reported to the Service Commission and the receipt shall abide by any instructions which may be given as to the disposal of the gift.

Legal proceedings by officers

3.19 No steps may be taken by public officers to institute civil proceedings in any Court in connection with matters arising out of the discharge of their public duties, or against a Minister, a Permanent Secretary or other public officer, for anything done in the performance of his duty, unless, and until the sanction of the Service Commission has been obtained.

Legal proceedings against public officers

3.20 (1) Subject to the provisions of this order, the Government will, unless advised otherwise by the Attorney General in any particular case, accept responsibility for the defense of officers against whom legal proceedings are threatened or instituted in respect of acts done or liabilities incurred in the execution of their duty.

(2) Where any such legal proceedings are threatened or instituted, the fact thereof shall be reported forthwith to the Attorney General and no legal or other expenses shall be incurred by the officer against whom the proceedings have been threatened or instituted, or other steps taken in connection with any such proceedings until the directions of the Attorney General have been received by the officer.

Pecuniary embarrassment

3.21 Public Officers are required to be prudent in the conduct of their private financial affairs. Serious pecuniary embarrassment arising out of the imprudent conduct of an officer's private financial affairs may be regarded as impairing his efficiency thus affecting his claim to promotion or increments. In an aggravated case of this description the officer concerned will be liable to disciplinary proceedings with a view to his dismissal and the onus will rest upon him to show that the circumstances do not justify the imposition of the full penalty of dismissal.

Bankruptcy

3.22 In the event of an officer filing a petition in bankruptcy or of bankruptcy proceedings being taken against him, or of his entering into a composition with his creditors under the Bankruptcy Law, or of any other serious financial embarrassment on his part, the officer shall immediately notify the Head of his department who will report the fact to the Chief Personnel Officer.

3.23 In every instance of bankruptcy proceedings against a public officer, the officer of the court before whom the proceedings are taken shall forthwith report the matter to the chief Personnel Officer giving particulars of the officer's indebtedness. On the conclusion of the examination the officer of the court shall furnish a further report to the Chief Personnel Officer showing whether or not the officer's difficulties

were occasioned by (a) imprudence or extravagance or (b) unavoidable misfortune or other extenuating circumstances.

3.24 Any public officer who is publicly sued for debt and against whom, after an order of payment has been made, a judgment summons is issued, will be regarded, in the absence of a reasonable explanation of his failure to pay the debt, as having brought himself within the terms of Order 3.22.

3.25 Clerks of the courts shall furnish to the Chief Personnel Officer a quarterly return of officers against whom judgment summons have been issued, giving particular of the indebtedness of such officers.

Loans to and by public officers

3.26 No officer shall borrow at interest from or make any loan at interest to, any public officer, or borrow from or lend money to, any public officer, in return for payment of a larger sum or any other valuable consideration whatever or shall act as intermediary between any public officer and a money-lender or shall take any part in collecting debts on behalf of a money-lender. In particular, no officer shall borrow money from a subordinate officer. Heads of Departments are responsible for reporting to the chief Personnel Officer through the Permanent secretary of the Ministry any officer who is known to be contravening those rules and such an officer will render himself liable to disciplinary action.

Misconduct

3.27 An officer will be liable to disciplinary action for any misconduct including general misconduct to the prejudice of discipline or the proper administration of Government business and contravention of specific rules and regulations.

Strikes by public officers

3.28 Public officers who go on strike violate the terms of their employment and shall be liable to instant dismissal.

Certificate of Service

3.29 Any public officer may, if he so wishes, obtain on leaving the services, a Certificate of Service in the prescribed form from the Chief Personnel Officer. The main purpose of a Certificate of Service is that it may be used as a reference covering the holder's government service when seeking other employment. Accordingly, a Certification should contain that information which the prospective employer might fairly expect to obtain from the person who had previously employed to obtain from the person who and previously employed the holder. In no circumstances may a public officer who leaves the service be provided with a personnel testimonial other than this.

3.30 Valedictory letters may be sent by the chief Personnel Officer to public officers who retire after long and valuable service.

CHAPTER IV

SALARIES AND ACTING ALLOWANCES

Salaries to be determined by Parliament

4.1 The salaries attached to public offices are as provided in the Government's Annual Estimates of Expenditure and approved by Parliament.

Incremental

4.2 Where the salary of any post is in an incremental scale, subject to the provisions of these Orders, it shall be normal for an officer appointed thereto on a permanent basis to be paid initially the minimum salary of the scale and for the salary to be increased by annual increments at the rates provided until the maximum of the scale is reached.

Payment of salaries

4.3 (1) an officer will receive the full salary of his post from the date upon which he assumes the duties of the post except as provided for under order 2.12 (ii).

(2) No salary will be paid to an officer in respect of any period during which he has been absent from duty without leave.

(3) An officer who is proceeding on leave outside the State may receive, prior to embarkation, his salary for the whole of the month in which he leaves the State.

(4) Salaries will be paid normally on the last but one working day of the month or on such other day or days that may be determined by the Minister of Finance.

Promotional

4.4 Except in a case of promotion from a non-pensionable office, the following shall apply where an officer is promoted to an office carrying salary on an incremental scale:

- (i) If immediately prior to his promotion the salary of the officer was less than the minimum of the new office, he shall receive the minimum, but if the grant of the next increment in his former office would have brought his salary in that office up to the minimum of the scale of his new office, he shall be eligible for an increment in the new scale on completion of twelve months service from the date of his last increment.
- (ii) If immediately prior to his promotion the officer's salary was below the maximum of the scale of his office, he shall continue to receive his existing

salary and twelve months after the date of his last increment shall be eligible for an increment in the new scale appropriate to the point of which he enters the scale.

- (iii) If the maximum, or fixed, salary of his former office was not less than the minimum of the scale of his new office, and the officer has, at the date of his promotion, served at that maximum, or fixed, salary for a period exceeding one year, he shall immediately be eligible for an increment in the new scale appropriate to the point on the scale at which he enters.

Incremental dates

4.5 (1) Subject to paragraphs (ii) and (iii) above an officer's incremental date is the anniversary of his first appointment or promotion to his grade, or in case of an officer on first appointment from outside the State the anniversary of the date of his assumption of duty, except where incremental credits are awarded for qualifications acquired during service or where conversation follows a salary scale revision.

(2) The incremental date of an officer on promotion is determined in relation to the date of his promotion in accordance with order 4.4 if

- (i) he is placed at the minimum of his scale, or
- (ii) he has served at maximum of his old scale for a period exceeding one year, and that maximum is not less than the minimum of the new scale
(see order 4.4 (iii))

Otherwise he will retain his incremental date on promotion.

(3) The incremental date of an officer appointed or promoted to a post on an incremental scale

- (i) within the first fifteen days of a month, will be the first day of that month;
- (ii) after the first fifteen days of a month, will be the first fifteen days of a month, will be the first day of the subsequent month.

Grant of increments

4.6 (1) All normal increments accruing to the salaries of public officers for which provision has been made in the Annual estimates will be paid, as a matter of course, when due save in any cases where a Head of Department considers that the increment should not be paid to an officer for the reasons prescribed in the Regulations of the appropriate Service Commission.

(2) When a Head of Department considers that an officer's increment should not be paid, he should notify the Service commission, the Accountant General and the Director of Audit as early as possible and in any event not later than two week before the date on which the increment falls due. The Accountant General should immediately on the receipt of such notification, acknowledge the receipt thereof, and if no acknowledgement is received

within three days of notification the head of Department should, if necessary, send a duplicate notification.

Efficiency or promotion bar

4.7 (1) A certificate in the prescribed form is necessary before an officer can be considered to have passed an efficiency or promotion bar. Advancement beyond the point in a salary scale at which a promotion bar is fixed is equivalent to promotion except that it does not depend on the occurrence of a vacancy in the establishment of the higher grade.

(2) Where a certificate referred to in this order is withheld but subsequently granted it will become effective from the latter date only and the officer must serve one year from that date before proceeding to the next incremental point. An officer who fails to pass an efficiency bar or promotion bar will fall, in seniority, below an officer who was junior to him, but succeeds in passing the same bar before him.

Clerical Officers' Promotion Examination

4.8 (1) An officer serving in the clerical grade will be required to pass the clerical Officers' Promotion Examination before proceeding beyond a bar in the salary scale approved by the Service Commission. Provided that an officer who has failed repeatedly to pass the examination, whose salary has, for this reason, remained at the bar for a period of three years, may, if his conduct, efficiency and industry are certified by his Head of Department to have been entirely satisfactory, be permitted to draw five further annual increments in the salary scale.

(2) The clerical Officers' Promotion Examination will consist of such subjects as are prescribed by the Service Commission.

Retention of services of Promoted officer in former department

4.9 Where an officer is promoted to an office in another department, arrangements should normally be made whereby he assumes his new duties on the date of his appointment. If however, exceptional circumstances necessitate his retention in his former department beyond his promotion date he shall be considered to be holding his new office from the date of his appointment to it and seconded to his former department. In any case of retention the authority of the chief Personnel Officer must first be obtained. In such cases, the salary of the officer at the new rate will be borne by the department to which he is seconded.

Action

4.10 (1) In the case of absence on annual leave of short absence due to illness or other cause, there will be, in general, no need for an acting appointment and no acting allowance will be payable. But where in such cases the nature of the duties attaching to the office is such as cannot reasonably be expected to be performed by another officer in the same department, then an acting appointment may be made,

regardless of the length of the absence of the substantive holder of the office.

(2) in special circumstances, for example, owing to the length of the absence of the fact that by law or regulation certain matters can be dealt with only by the officer holding the senior post or an officer acting in that post, an acting appointment may be made.

(3) In making an acting appointment in the temporary absence of the substantive holder of an office the claims of all suitable candidates will be considered, and while no claim to act as of right will be recognized every consideration will be given to the record of service and suitability of the officer next in the department in which the acting appointment is to be made.

(4) Heads of Departments will make their recommendations for acting appointments to the chief Personnel Officer through their Permanent Secretary, at least one month before the vacancy which it is proposed to fill by acting appointment occurs. They must state either that the officer recommended to act will assume the full duties and responsibilities of the post in question, or the extent to which he will take over those duties and responsibilities.

(5) All recommendations for acting appointment will be referred by the Chief Personnel Officer to the appropriate Service Commission.

Acting allowances

4.11 (1) An officer duly appointed to act in a higher office than his own in one of the posts listed in Appendix II to these orders shall be granted, in addition to his substantive salary, an acting allowance calculated on the following basis:

- (i) if this salary of the higher office is not incremental the difference between the officer's substantive salary and the salary of the higher office;
- (ii) if the salary of the higher office is incremental, at a rate equal to the difference between the officer's substantive salary and the minimum salary of the higher office;
- (iii) where the salary scale of the officer's substantive office touches or overlaps the salary scale of the higher office -
 - (a) if the actual salary drawn by the officer in respect of his substantive post is less than the minimum of the higher office, he should be paid at a rate as I 1 (ii) above;
 - (b) if the actual salary drawn by the officer in respect of his substantive post is equal to or greater than the minimum of the higher office, at a rate equivalent to the amount of one increment in the higher scale.

(2) When an officer discharges the duties of another officer in addition to his own, the following shall apply:

- (i) if the two offices are distinct and separate offices in different departments, the officer shall be eligible for an acting allowance in addition to his own substantive

salary not exceeding half the minimum salary of the office in which he is acting.

- (ii) If the offices are distinct and separate office in the same department but do not stand to one another in any immediate relation of superiority or subordination, the officer shall be eligible to his substantive salary, not exceeding half the minimum salary of the office in which he is acting.
- (iii) If the offices are distinct and separate offices in the same department, but stand to one another in immediate relation of superiority or subordination, the officer shall not be eligible for an acting allowance, unless the office in which he is acting is higher than his own, in which event he shall receive an acting allowance calculated as if his case fell under paragraph (1) of this order.

(3) A duty allowance which is attached to an office is payable to the holder of the office only when he is actually performing the duties of the office. During his absence or incapacity, the acting officer shall draw the allowance: provided that, in any case where an acting appointment is necessitated by the absence of the substantive officer on duty outside St. Vincent and the Grenadines or on casual leave or sick leave for a period not exceeding fourteen days at any one time, the duty allowance shall be payable both to the substantive holder and to the acting officer.

(4) The fees, if any, attached to an office may be paid to an acting holder of that office.

(5) For purposes of this order: -

- (i) an officer's own substantive salary comprises the whole of that officer's receipts from public funds in virtue of his occupation of his substantive office (including personal allowance if any) but does not include duty allowance, house allowance, fees or allowance for out of pocket expenses nor commuted transport allowance;
- (ii) the "salary of an office" means the salary attached to an office exclusive of fees or allowances of any kind;
- (iii) "distinct and separate offices" include offices which are similar designation either in the same or different departments.
- (iv) "higher office than his own" means an office the fixed salary of which (or the minimum or maximum salary of which is an incremental scale is attached to the office) exceeds the officer's own substantive salary.

Period for which acting allowance payable

4.12 An acting allowance will be payable from the date on which the officer assumes the duties of his acting appointment up to the date prior to that

on which he hands over the duties of the office; an acting appointment will not normally be made for any period less than 14 days.

Acting allowance

4.13 An officer who is in receipt of an acting allowance may continue to be paid the allowance while he is on annual leave or sick leave provided that it has not been necessary to appoint another officer to perform the duties of the post in which he is acting. Except in the case of annual leave or sick leave as provided for under this order, no officer may be paid an acting allowance while on leave.

Subsistence and transport allowances payable to acting officers

4.14 An officer appointed to act in a higher office will be eligible for subsistence and transport allowances at the rates prescribed for the higher office.

CHAPTER V

ADVANCES, SUBSISTENCE, TRAVELLING & OTHER ALLOWANCES

Advance General

5.1 (a) Advances

An officer may, with the sanction of the financial Secretary, receive advances from public funds for the purposes and on the conditions set fourth in orders 5.2 to 5.9 following. Where such an advance is not specifically provided in the Civil Service Orders, an advance will be made only in exceptional circumstances and will require the prior sanction of the Minister of finance, who will specify the conditions of security, interest and repayment in each particular special case approved.

Advances of salary

5.2 (a) An officer may obtain an interest-free advance of salary:

- (i) when going on leave if he takes not less than 60 days leave to be spent in the Caribbean other than in St. Vincent and the Grenadines;
- (ii) when going on leave if he takes not less than 60 days leave to be spent outside the Caribbean.

(b) An advance made under sub-paragraph (i) of paragraph (a) shall not exceed one month's salary and an advance under sub0paragraph (ii) of paragraph (a) shall not exceed three months salary.

(c) Advances shall be recoverable as follows:

- (i) an advance under sub-paragraph (i) of paragraph (a) within six months from the month following that on which the officer resumes duty;

- (ii) an advance under sub-paragraph (ii) of paragraph (a) within eighteen months from the month following that on which the officer resumes duty.

(d) Officers should apply for advances under this General Order to the Financial Secretary through their Permanent Secretary or Head of Department, provided that advance under sub-paragraphs (i) and (ii) of paragraph (a) will not be made more than one month before an officer is due to leave the State on leave.

Advances for medical expenses

5.3 (a) Treatment outside the State.

If an officer or any member of his immediate family (which expression shall mean his wife and children who have not yet attained the age of 18 years) requires medical, dental or ophthalmic treatment which is not available in the State, or a change of climate for reasons of health, and has not sufficient private means to meet the necessary expenditure, he may be granted an advance from public funds without interest on furnishing adequate security to the satisfaction of the financial Secretary and subject to the following conditions:

- (i) A medical certification must be obtained from a Government Medical Officer certifying the need for a change of climate or the necessity for treatment that is not available in the State.
- (ii) Except in special circumstances, the amount of the advance will be limited to four months salary of the officer or \$1,200 whichever the less is. The advance will also be restricted to expenditure actually necessary in connection with the proposed journey and/or treatment.
- (iii) The advance must be repaid within 24 months commencing from the month following that in which the officer returns to duty, and commencing at the end of the month following that which the advances was received in the case of a member of his family.

(b) Treatment within the State.

If an officer or any member of his immediate family (which expression shall mean his wife and children who have not yet attained the age of 18 years) requires medical, dental or ophthalmic treatment which is obtainable within the State, he may be granted an advance from public funds without interest on furnishing adequate security to the satisfaction of Financial Secretary and subject to the following conditions:

- (i) A medical certificate must be obtained from a Government Medical Officer stating the nature of the treatment required and certifying that it is necessary.
- (ii) The officer must satisfy the Financial Secretary that he has not sufficient means to meet at one time the cash outlay involved.
- (iii) The advance must be limited to an amount of two months salary or \$300 whichever the less is.
- (iv) The advance must be repaid within 12 months from the end of the month in which the advance is made.

Advance to purchase a motor vehicle

5.4 (a) Officers who are substantively on the permanent and pensionable which has not less than two years to run, and who have to undertake traveling in the course of their official duties which can be most advantageously and economically done by personally owned transport may obtain an advance of salary to purchase a motor vehicle or other means of transport for use in the State.

(b) An advance to purchase a motor vehicle shall not exceed:

- (i) A sum equal to fifteen months salary plus five comprehensive insurance premia advanced annually;
- (ii) The purchase price of the means of transport plus comprehensive insurance premia advanced annually during the period for which the advance will outstanding;
- (iii) \$4,000 (plus annual insurance premium) to purchase a motor car, and \$1,800 (plus insurance premium) for the purchase of a motor cycle, whichever is the least.

(c) No advance may be made to an officer:

- (i) while any portion of a previous advance to him for this purpose remains outstanding
- (ii) within a period of four years of the grant of a previous similar advance to him

Provided that the Financial Secretary may, in his discretion and for good cause reduce the period of four years discretion and for good cause reduce the period of four years in any particular case.

(d) The advance will be secured by a Bill of Sale entered into with the Financial Secretary on the appropriate form, which will provide inter alia for the nondisposal of the means of transport purchased until the whole advance has been repaid save with the express permission of the Financial Secretary given in writing. If such permission is granted the proceeds of sale shall first be used to repay any balance remaining outstanding on the advance.

(e) The means of transport must be purchased outright by the officer and the amount advanced will be strictly limited to the actual amount required for the purchase of such transport, plus insurance premia in paragraph (f) below. The Financial Secretary will pay the advance to the vendor and to the Insurance Company. In no circumstances may an officer commit himself to purchase a vehicle until an advance has been approved.

(f) The officer shall insure the means of transport purchased for a sum of not less than the amount from time to time advanced in respect of the risks or accidents, theft, fire, unlimited third party insurance and shall assign the policy to the Financial Secretary. Provided that in the event of such comprehensive insurance on motor cycles not being obtainable, the officer may be permitted to insure his motor cycle against third party risks only provided a Bill of Sale signed by a surety acceptable by the Financial Secretary is given.

(g) If a second hand vehicle is to be purchased, a certificate must be furnished from the officer in charge of the Mechanical Division of the Public

Works Department as to the present condition and market value of the vehicle to be purchased and as to its suitability for the particular use intended for it.

(h) An advance will be repaid with interest at the rate prescribed by the Ministry of Finance calculated monthly on the balance outstanding and recovered from salary in equal and successive monthly installments.

- (i) in the case of a permanent and pensionable officer purchasing a new vehicle not exceeding 60 in number;
- (ii) in the case of a permanent and pensionable officer purchasing a second-hand vehicle, not exceeding 36 in number;
- (iii) in the case of an officer on contract during the currency of the contract, not exceeding three year.

The first repayment will be recovered from the officer's salary for the month next after that in which the advance is made.

Advances to officers traveling on duty

5.5 (1) An officer traveling on duty to another State or territory will be allowed to draw an advance in anticipation of subsistence allowance. Such advance may not exceed the total amount that would be drawn by that officer at the authorized rate payable to him for the period he is expected to be out of the State and in any case may not exceed subsistence allowance for the period of one month. The advance is recoverable in full immediately the officer returns to the State and no such advance may be drawn while any portion of a previous similar advance is outstanding unrepaid. No interest is chargeable on such an advance.

(2) This order will apply also to officers traveling on duty to or from the Grenadines.

Advances for local study expenses

5.6 Subject to the agreement of the appropriate Service Commission, an advance may be made to an officer to enable him to pursue a course of study within St. Vincent and the Grenadines. In such a case an advance may also be made to enable the officer to purchase necessary books. The total of advances made under this order must not exceed three months' emoluments of the officer or the actual cost of the fees, books, etc. of the course whichever is the less. The advance may be recovered in not more than eighteen successive monthly installments commencing in the month next after that in which the advance is made. In the case of officers both on the pensionable and non-pensionable establishment, collateral security must be security must be provided to the satisfaction of the financial Secretary.

Advance for overseas study expenses

5.7 An officer undertaking an approved course of study overseas other than a Government sponsored course may be granted an advance on the same conditions as for local study advances laid down in the preceding order except that the limit to the advance will be \$1, 200 and the limit to the period of repayment will be 36 months from the resumption of duty.

Limitation to the total of Personal Advances

5.8 The total advances made to any one officer must be limited to an amount such that the monthly repayments of capital do not exceed one third of his monthly emoluments.

Subsistence Allowance

5.9 The payment of a subsistence allowance is intended to ensure that an officer who is required to travel on duty shall not be out of pocket as a result, but that, on the other hand, no officer shall derive any pecuniary benefit from traveling on duty. Subsistence allowances are therefore calculated to meet only the additional expenditure which is obliged to incur over and above the expenses which he would otherwise normally incur at home.

Claims for subsistence allowances

5.10 An officer will submit his claim for subsistence to his Head of Department for certification. The officer will also certify as correct any receipted bills and submit these with his claim. Heads of Departments are required to satisfy themselves personally that the details of the claim are correct, that the journey was made in the public interest and that it was completed without delay. If he is satisfied on these particulars, he will certify the claim as follows:

“I hereby certify that was traveling on duty on the days specified and I am satisfied that the amount claimed in respect of such duties is, in my opinion, fair and reasonable.”

The claim will be attached to a payment voucher and forwarded through the permanent secretary to the Accountant General for payment. The claims of Heads of Departments will be submitted to Permanent Secretaries for certification and approval. Permanent Secretaries will certify their own subsistence claims. Advances for subsistence should be cleared within 7 days after return to the State.

Rates of subsistence allowance payable in respect of journeys within the State

5.11 Subject to order 5.12 officers traveling on duty will be eligible for subsistence allowance at the rates laid down in the traveling and subsistence regulations, provided that an officer absent from his station overnight may, instead of receiving subsistence allowance on submission of receipted bills be refunded his actual hotel expenses

including lodging plus breakfast, lunch, afternoon tea, dinner and service charge.

Basis on which allowance is calculated

5.12(a) No subsistence allowance will be paid in respect of an officer's absence from his station for a period of six hours or less. For an absence which exceeds six hours but is not more than ten however, the allowance will be two fifths of the appropriate rate. For an absence which exceed ten hours but is not overnight, the allowance will be three fifths of the appropriate rate.

(b) For purposes of the allowances in the traveling and subsistence regulations an acting allowance will be regarded as part of an officer's salary and an officer appointed to act in a higher office will be deemed to be holder of the higher office and shall be eligible to be paid subsistence allowance accordingly.

Subsistence allowance when traveling when traveling on duty outside the State

5.13(a) Officers who are required to travel on duty outside the State, other than to attend a course of training will be paid expenses on the submission of receipted hotel bills and be eligible also to subsistence allowance at the rates laid down in the traveling and subsistence regulations to meet out-of-pocket expenses.

(b) For purposes of this and the order immediately following, "hotel expenses" means lodging plus breakfast, lunch, afternoon tea and dinner and service charge. All other expenses such as laundry, early morning tea, drinks, etc. must be met by the officer himself but the cost of necessary transport will be refunded.

(c) The payment of hotel bills will be limited to the grade of hotel, guest house, boarding house or other establishment considered appropriate to the post of the officer, unless he can show to the satisfaction of the Permanent Secretary of his Ministry that such accommodation was not available and he had to obtain superior recommendation.

Subsistence allowance when attending Government business

5.14 Officers who are required to attend on Government business outside the State will be eligible to receive subsistence allowance at the rates set out in the traveling and subsistence regulations in addition to the reimbursement of hotel expenses.

Subsistence allowance when attending courses of training or study

5.15(a) Officers who attend courses of training or study outside the State will receive subsistence allowance at rates which will be determined in the light of all the circumstances of the course.

(b) Subsistence allowance may be paid throughout the period during which an officer is actually resident in the country in which he is undertaking the course, provided that no subsistence allowance will be paid for a period in excess of 7 days after the completion of the course.

Subsistence allowance when officers on leave outside the State undertake duty

5.16 When an officer while on leave of absence abroad, is required to undertake official duties in the country in which he is spending his leave, he will be eligible to receive subsistence allowance as follows:

- (i) if the duties to be performed necessarily entail the officer's absence overnight from the town in which he is spending his leave, a daily allowance at the rates set out in the traveling and subsistence regulations in addition to his hotel and traveling expenses.
- (ii) If the officer is not absent overnight from the town in which he is spending his leave, a daily allowance as set out in the traveling and subsistence regulations, in addition to traveling expenses, provided that an absence of six hours or more from his place of residence is involved.

Subsistence allowance when traveling by air or by sea

5.17 Officers traveling on duty by air or by sea will not be eligible for subsistence allowance in respect of the period in which they are traveling where meals are supplied as part of the fare. Should the passage ticket for travel by sea not include meals, officers will be eligible to receive subsistence allowance at the rates laid down in the traveling and subsistence regulations.

Traveling expenses in connection with duties outside the State

5.18 Traveling expenses incurred by officers while on official duty outside the State, which are directly connected with such duty will be reimbursed.

Basic Transport, motor vehicles upkeep and mileage allowance

5.19(1) These officers who are required to possess and maintain their own means of transport for the efficient performance of their official duties will be eligible to receive a basic transport allowance for its upkeep and in addition a mileage allowance in respect of traveling undertaken.

(2) When it may be expedient and desirable though not essential that an officer should possess his own means of transport the officer should possess his own means of transport the officer may be granted a commuted traveling allowance in respect of such traveling.

(3) An officer to whom neither a basic transport allowance nor a commuted traveling allowance is paid will be eligible to receive a mileage allowance in respect of traveling undertaken with the approval of his Permanent Secretary in his own vehicle on official duties.

Rates of transport upkeep and mileage allowance

5.20(1) The granting of basic transport and commuted traveling allowance shall be the responsibility of the Financial Secretary, acting on behalf of the Minister of Finance.

(2) Rates of basic transport, motor vehicle upkeep and mileage allowance shall be as laid down by the Minister of Finance.

Traveling between home and place of work

5.21 No mileage allowance shall be paid for journeys between an officer's home and his office; provided that an officer may, on the recommendation of his Head of Department be eligible to draw such allowance in respect of any extra-ordinary journey between his home and normal place of work if he is required by the Head of Department to return to his place of work outside the normal hour.

Mileage records and mileage allowance claims

5.22(1) Officers in receipt of basic transport, commuted traveling or mileage allowance are required to keep a daily record of their journeys on duty. This record must show the dates, places visited and actual mileage. Heads of Department will be responsible for seeing that proper records are kept. Heads of Departments and Permanent Secretaries and officer are approved by the Minister of Finance are exempted from keeping the record of travel.

(2) Claim for the payment of mileage allowance other than commuted mileage allowance must be submitted in the prescribed form monthly within three days of the end of the month in which the expenditure was incurred, together with a certified statement of places visited, dates and distances traveled. Responsibility for the correctness of the claim will rest in the first instance upon the officer making the claim and subsequently upon the officers countersigning it.

Economy to be exercised in traveling on duty

5.23 Permanent Secretary and Heads of Departments should ensure that traveling on duty by their officers is restricted to the minimum consistent with the efficient discharge of their duties, and that the provision in the annual estimates for traveling on duty is not exceeded.

Continuation of allowances when an officer is removed from traveling duties

5.24(1) When an officer in receipt of a basic transport allowance is transferred permanently to a post in which he would not be entitled to such allowances he may be permitted not exceeding six months. Thereafter, if special circumstances so warrant, he may be permitted at the discretion of the Financial Secretary to a reduced allowance for such period as the Financial Secretary may determine.

(2) When an officer in receipt of a basic transport or commuted allowance is seconded to or appointed to act in a post within the State to which no such allowance is attached, he may be paid the basic or commuted allowance attached to his substantive post during the period of his secondment or acting appointment subject to a review of the position at the expiration of six months when a reduced allowance may be paid.

Continuation of allowance during leave

5.25(1) A basic transport or commuted traveling allowance shall be payable during vacation leave, or sick leave provided that the period for which the allowance is paid during sick leave shall not exceed an aggregate of six months in any calendar year.

(2) Officers granted study leave for a period in excess of one year, or granted leave prior to resignation or retirement or permanent transfer from St. Vincent and the Grenadines shall not be eligible to receive traveling allowance.

Transfer allowance

Family to accompany or follow the officer within six months

5.26 If an officer's family does not accompany him on his transfer, the expenses of removal subsequently will be allowed only if his family follows him within six months unless there are special reasons for exception given to the satisfaction of the Financial Secretary.

Reimbursement of removal expenses on transfer within the State

5.27 When an officer is transferred from one station to another within the State the following expenditure in connection with his transfer will be met from public funds:

- (i) traveling expenses in accordance with these Orders as if the officer were traveling on duty for himself, his wife and children and not more than one servant;
- (ii) subsistence allowance in accordance with these Orders for the officer at double the rate to which he would be entitled were he traveling alone in respect of the period reasonably required to perform the journey;
- (iii) free transport for his motor car or motor cycle or mileage in lieu if either is deemed by the Chief personnel Officer as necessary for the performance of his duties;
- (iv) the cost of transporting the baggage including furniture and household effects;

- (v) incidental expenses incurred in connection with the transfer up to a maximum of 36 dollars (E.C.C.) in the case of a married officer and 24 dollars (E.C.C.) in the case of a single officer.

Means of conveyance of baggage

5.26 (1) Whenever the transfer of an officer from one station to another involves the conveyance of the officer's baggage including furniture and household effects, the Head of the officer's Department should request the Permanent Secretary, Ministry of Communications, Works and Labour will then arrange for the transportation of the officer's baggage to his new station. If damage to baggage occurs during transit, such damage should be reported within 7 days and will be assessed after consideration of the report of a responsible officer of the Ministry of Communications, Works and Labour and the rest reimbursed to the officer concerned, provided that no reimbursement will be made if the cause of damage is due to faulty packing.

(2) If the permanent Secretary, Ministry of Communications, Works and Labour are unable to provide the necessary transport, transportation of the officer's baggage to his new station may be arranged by the officer himself and in such circumstances no liability for damage occurring to the baggage during transit will be accepted by the Government.

(e) Hard area allowance

Officers stationed in areas designated 'hard area' will be eligible to receive a compensatory non-pensionable allowance at rates laid down by the Minister of Finance. The allowance may continue to be paid to an officer on sick leave or annual leave but not during vacation leave.

CHAPTER VI

LEAVE, SICK LEAVE, ETC

(a) LEAVE

Public Officers and Government employees not entitled to leave as of right Authority for grant of leave

6.1 All leave is granted subject to the exigencies of the Public Service. No Public Officer or government employee is entitled to claim leave as a right.

6.2 (1) Heads of Department have authority to grant annual leave to offenders and employees in their Departments and such leave granted will be reported to the Service Commissions Department for record, Annual leave to Permanent Secretaries and Heads of Departments will be granted by the Chief Personnel Officer subject to the agreement of the Minister of the Ministry concerned.

(2) All leave other than annual leave will be granted by the Chief personnel Officer, Applications for full vacation leave must be subtracted on the

prescribed form through Heads of Departments and Permanent Secretaries to the Chief Personnel Officer not less than one month before the date on which it is desired that leave should commence.

Leave not to entail the employment of extra staff except in certain circumstances

6.3 As a general rule, Heads of Departments are expected to arrange for the performance of an officer's duties while he is on leave without extra staff. The employment of temporary leave relief's will be sanctioned only in the case of officers absent on leave for periods exceeding 28 days.

Period regarded as leave

6.4 Subject to the provisions of Order 6.15, leave will inclusive of Sundays and public holidays and will count from the working day after and officer has handed over his duties until the working day the he wish to resume duty.

Cancellation of leave

6.5 (1) Any leave granted under these Orders may be cancelled if it is desirable that an officer or employee should return to duty before the expiry of the leave granted provided that in such cases the unexpired portion of leave may be taken on a subsequent occasion. Further accumulation of leave will, subject to the provisions of Order 6.11, not exceed limits prescribed in the Schedule to this Chapter, unless the appropriate Service Commissions otherwise direct.

(2) An officer or employee recalled from leave overseas will be eligible for free passage for his return journey to St. Vincent and the Grenadines for himself and his family.

Extensions of leave

6.6 An officer or employee seeking an extension of leave must in the absence of exceptional circumstances apply to his Head of Department in sufficient time for a decision on the application to be communicated to him before the expiry of the leave granted. An application for an extension of leave on the ground of ill-health must be supported by a medical certificate from a fully accredited medical practitioner.

Compulsory leave

6.7 An officer or employee may be required by the Chief Personnel Officer to take leave which is due to him and an officer or employee may be required in the public interest to remain on leave after the expiry of leave granted to him.

Absence without leave

6.8 An officer or employee who absents himself from his station or his duties without leave, or who, without an acceptable excuse, fails to resume

duty when he is due to do so, will be regarded as absent without permission and without pay. All such absences will be reported to the Chief Personnel Officer and the period of absence may not be set off against any leave eligibility without the agreement of the appropriate Service Commission.

Leave not due

6.9 Save in very exceptional circumstances an officer will not normally be granted more vacation leave than the maximum of his eligibility. In such cases he may:

- (a) have the excess leave taken deducted from the amount of leave due in the next leave year, or, if this is not possible,
- (b) be required to refund salary in respect of the days of excess taken and have the days counted as leave without pay for purposes of pension or gratuity.

Forfeiture of annual leave not taken

6.10 Any annual leave are not taken in a particular year will be forfeited unless the officer or employee is proclaimed by the exigencies of the Service from taking such leave. The approval of the Chief Personnel Officer must be obtained for annual leave not taken to be deferred and taken in the following year.

Eligibility for leave

6.11 (1) The rates of leave for which the various grades of officers and employees are eligible, and the extent to which the leave may be accumulated are set out in the Schedule at the end of this chapter. In the event of an officer who was accumulated the maximum leave entitlement applying for but not being granted the leave for which he is eligible within one month of the receipt of such application by the Chief Personnel Officer, such officer shall be eligible for additional leave on full pay in respect of the period for which his leave on full pay in respect of the period for which his leave is delayed. In such cases the application for leave shall be granted within the further period of one year.

(a) The rate of leave for which an officer is eligible will be determined by the annual rate of his salary at the time of his departure on leave.

Leave to be granted in respect of president service

(1) Except as provided by those Orders, Leave will be granted in respect of resident service. Absence on duty and absences on leave other than leave taken annually not in conjunction with accumulated leave and sick leave on full salary not exceeding 28 days in twelve consecutive months will count as resident service.

(2) Leave eligibility will be calculated on the basis of completed months of resident service in a year, one twelfth of the annual rate of leave applying to each completed month of resident service.

(3) An officer will not be eligible for annual leave until he has completed twelve months resident service since first appointment or his last return from accumulated leave whichever is the more recent.

Arrangements for the grant of leave

6.13 Subject to the exigencies of the Service, Heads of Departments should arrange:

(a) that officers and employees take annual leave in the year in which it accrues;

(b) that officers and employees are not required to forfeit any accumulated leave;

and Heads of Departments will maintain leave registers in which all leave by their staff will be recorded.

Deferred leave

5.14 (1) An officer who is transferred from another Commonwealth territory who at the date of his transfer was eligible for leave in respect of his service with that territory, will retain eligibility for leave not exceeding such period as may be shown in Schedule to this chapter as the maximum which may be accumulated by officers of equivalent salary in St. Vincent and the Grenadines. This leave which will be termed as "Deferred leave" will be granted to the officer at the first convenient opportunity at full salary at the rate which the officer is drawing at the time.

(2) An officer credited with deferred leave will be allowed to accumulate leave in addition subject to the total accumulation of leave and deferred leave not exceeding 134 days.

Travel time

6.15 Officers entitled to leave passages will be granted traveling time on full salary for the outward and return journeys out and from the place where the leave is spent and to when a leave passage is granted. Such traveling time will not exceed three days each way or the time that would be taken by the direct air route whichever is the less. Traveling time for journeys by air will include the time required for traveling between the place of disembarkment and the destination.

Overseas leave

6.16 The specific authority of the Chief personnel Officer is required for officers to proceed outside the State on leave. Heads of Departments should therefore ensure that applications for such authority are submitted well in advance of the date on which the leave will commence. The Ministry of Finance should be informed in all cases of leave granted to officers and employees with permission to proceed outside St. Vincent and the Grenadines. The Permanent Secretary to the Prime Minister should be advised in cases where leave is granted to:

- (a) a Permanent Secretary and a Head of Department;
and
- (b) an officer whose salary is not less than \$18,312
a year.

Address while on leave

6.17 (1) Officers and employees proceeding on leave, where such leave is to be spent away from their normal place of residence in St. Vincent and the Grenadines, should report their leave address and any changes to the Head of their Department, who will inform the Chief Personnel Officer.

(2) Officers proceeding on leave to the United Kingdom are required to report their arrival by letter to the Crown Agents for Oversea Governments and Administrations, giving an address at which communications can reach them with minimum delay.

Leave and last pay certificate

6.18 In every case where leave for more than one month will be spent abroad unless the officer has elected in writing to draw his leave salary in St. Vincent and the Grenadines, a leave and last pay certificate in the prescribed form should be submitted after the leave has been approved. The leave and last pay certificate will be prepared in quintuplicate in the Service Commissions Department and sent to the officer for the addition of specimen signature and his address abroad. The certificate will be returned through the Head of Department and Permanent Secretary to the Accountant General for completion and return to the Chief Personnel Officer. One copy of the completed certificate will be sent if appropriate to the agents for the Government of St. Vincent and the Grenadines in the country where the officer proposes to spend his leave, one copy where the officer proposes to spend his leave, one copy will be sent to the Accountant General, one will be given to the officer, one retained by the Ministry or Department concerned and one copy will be retained by the Chief Personnel Officer.

Leave prior to retirement

6.19 An officer applying for leave with the intention of retirement may be granted, immediately prior to the effective date of his retirement on pension, the accumulated leave for which he is eligible together with:

- (a) any additional full pay leave accumulated in accordance with Order No. 6.11;
- (b) any deferred leave he may have brought forward in accordance with Order No. 6.14;
- (c) any leave for which he might have been eligible at the 31st December, 1965, and which he was not subsequently granted;

provided that in no case shall an officer be granted a total period of more than 12 months leave prior to his retirement.

Leave prior to resignation

6.20 An officer or employee who has served for not less than 12 months and resign his appointment after giving the prescribed notice or because of ill-health will be granted the annual and accumulated leave for which he is eligible, provided

- (a) that leave shall not be included as part of the period of notice of termination of service; and
- (b) that any officer or employee who, while on duty, resigns and fails to give the requisite period of notice or who is paid salary in lieu of notice will forfeit any leave for which he is eligible.

Retirement or resignation while on leave

6.21 If an officer or employee retires or resigns during his leave without having notice of his desire to do so, the date at which the payment of his salary is to cease will be determined by the Chief Personnel Officer according to the circumstances of the case.

Cases in which leave benefits are not granted

6.22 An officer or employee who

- (a) is dismissed; or
- (b) has served for less than 12 months; or
- (c) is discharged for misconduct; or
- (d) resigns to avoid being discharged for misconduct, will forfeit any leave for which he may be eligible.

Leave eligibility of teaching staff

6.23 As teaching staff enjoys school vacations their eligibility for annual leave will be limited to the maximum amount of leave that can be accumulated each year. They will not normally be eligible for leave during term time, but where they are granted accumulated leave to be spent outside the State in accordance with their leave and leave passage eligibilities, the leave so granted (including traveling time) must be so arranged that the leave to be taken in term time must be not greater than the extent by which the accumulated leave eligibility exceeds the school long vacation, and the leave in term must fall either at the beginning or at the end of the period of long leave.

Circumstances in which sick leave may be granted

6.24 An officer or employee may be granted sick leave if he is ill or injured, provided that the illness or injury prevents him from carrying out his duties and was not caused by his own misconduct or by his failure to take reasonable precautions.

Sick leave approved by Head of Department

6.25 (1) Sick leave on full pay to cover absences from duty due to illness or injury may be granted by Heads of Departments up to the limits set out in the Schedule at the end of this Chapter without affecting eligibility for annual or accumulated leave. Such leave may be granted in short periods or all at one time provided that absence for more than two consecutive working days on any one occasion must be supported by a medical certificate. Officers and employees requiring leave on grounds of illness or injury must submit applications for sick leave not later than the second day of absence of duty.

(2) All applications for sick leave approved under the provisions of this Order will be reported to the chief Personnel Officer for purposes of record.

(3) Sundays and public holidays falling within a period of sick leave will count as days of sick leave.

Sick Leave

6.26 Sick leave in excess of the limits set out in the Scheduled to the Chapter will be granted only on the certificate of a government Medical Officer. Applications for such sick leave or extension of sick leave together with medical certificates should be forwarded through Heads of Departments and Permanent Secretaries to the Chief Personnel Officer for approval.

Amount of

(1) Officers on the permanent and pensionable establishment

6.27 An officer who is on the permanent and pensionable establishment may be granted sick leave on full salary up to a maximum period of six months during any period granted to him if there is reasonable prospect of his recovery from illness or injury. Thereafter, if necessary, further extension of sick leave on half salary may be granted subject to a maximum period of twelve months sick leave in all on full pay and half salary combined. Provided that if an officer is eligible for accumulated leave may be taken on full salary and thus reduce the period of sick leave on half salary. Sick leave beyond an aggregate of twelve months in any period of four years or less will be without salary and will not count as service for increment or pension.

(2) Officers and employees appointed to non-pensionable posts

Officers appointed to non-pensionable posts and employees other than employees engaged on daily rates of pay be granted sick leave on full salary up to a maximum period of 56 days during any period of twelve months ending on the final day of sick leave granted. Any extension of sick leave will be without salary and will not count as service for increment or gratuity.

(3) Employees engaged on daily rates of pay

Employees engaged on daily rates of pay may be granted sick leave in accordance with the provisions of any regulations made under the Wages

Council Ordinance, 1953, if applicable or on such conditions as may from time to time be laid down by the government.

Sick leave for periods exceeding three months to be granted subject to Medical Board

6.28 An officer may be called upon at any time by the Chief Personnel Officer to submit himself for reexamination by such Medical Officer or Medical board as may be designated. An officer who has been on sick leave for a continuous period of three months will, unless specifically exempted on the advice of the Senior Medical Officer, be required to submit himself for examination by a Medical Board appointed by the Senior Medical Officer. Subsequent examinations may be required after consideration of the first report of the Medical Board.

Sick leave when Medical Board advises discharge on grounds of ill-health

6.29 If a Medical Board appointed under Order 6.28 advises that it is unlikely that an officer will be able to return to duty at the end of his sick leave and that he should be discharged because of ill-health, the Chief Personnel Officer may grant sick leave on full salary and half salary to the officer up to the maximum period laid down in Order 6.27 until a decision has been made on the recommendation of the board, provided that in such cases all officer and employees other than those engaged on daily rates of pay shall in the circumstances be granted a minimum of two months sick leave on full salary.

Discretionary sick leave

6.30 (1) The Service Commission in its discretion, may grant sick leave on full pay in addition to a period of sick leave on full pay provided under these Orders, where, in the opinion of the Service Commission any officer is suffering from:

- (a) an injury sustained when in the execution of his duties; or
- (b) an ill-ness caused by or directly attributable to the nature of his duties

(2) Sick leave granted under this Order shall not be taken into account for purposes of any other Civil Service Order.

Grant of sick leave to officers on leave

6.31 An officer or employee who is confined to a hospital or similar institution for a continuous period on no less than fourteen days while on leave, may, on production of a medical certificate from the hospital or institution concerned, be eligible for sick leave for the period of his confinement. His leave will not, however, be expected beyond the date up to which it was approved without the authority of the Service commission.

Officers to seek medical advice when unwell or instructed

6.32 An officer must seek medical advice when he is unwell or when he is instructed to do so by his Head of Department. If he fails to do so or fails to comply with the medical advice given he may render himself liable to disciplinary action.

Failure to appear before a Medical Board

6.33 If for any reason it is decided that an officer should be examined by a Medical Board, he must present himself for examination at the place and time instructed and if he fails to do so, he will render himself liable to be treated as absent from duty without permission.

Maternity leave

6.34 A female officer who requires leave for maternity purposes may be granted the vacation leave for which she may be eligible. An officer on the permanent establishment may be granted in addition:

- (i) special maternity leave on full salary for a period not exceeding one month;
- (ii) leave without pay for an additional period not exceeding three months.

Leave on urgent private affairs

Other forms of leave

6.35 An officer may be granted leave on the grounds of urgent private affairs and an application for such leave must be accompanied by a statement of the reasons for the application and be submitted to the chief personnel Officer through the officer's Permanent Secretary. The statement will be treated as confidential.

6.36 (1) Leave on urgent private affairs may be granted on the authority of the Service Commission and the officer granted leave will be required to take, as necessary all leave for which he is eligible. He may be granted in addition leave on full salary to bring the total leave granted to three months, provided that such additional leave taken will count against his future leave eligibility. If the officer retires, resigns or is discharged before he becomes eligible for leave equal to the additional unearned leave taken, he will refund to the Government the salary he was paid during that leave.

(2) An officer who is granted leave on urgent private affairs to be spent outside St. Vincent and the Grenadines may, if he is eligible for passage privileges, receive a passage grant that is proportionate to the amount of his resident service in relation to the resident service required for eligibility for full passage privileges. If he is granted an aided passage he will be required to commence resident service in relation to the resident service required for eligibility for full passage privileges. If he is granted an aided passage he will be required to commence resident service for eligibility of duty.

(3) An officer who is granted leave on urgent private affairs outside of St. Vincent and the Grenadines will be eligible for travel time under Order 6.15 unless he is granted free or aided passages.

Special leave

6.37 Special leave on full salary may be granted by the chief Personnel Officer, after consultation with the Minister responsible for the Public Service, in the following circumstances:-

- (a) to enable officers on the permanent establishment who are selected by the proper authorities to represent St. Vincent and the Grenadines, the Combined Islands or the West Indies in sport, either in an administrative or playing capacity;
- (b) to enable officers on the permanent establishment who hold office in organizations recognized by Government and are selected by such organizations to represent them at regional or international conferences or meetings sponsored by appropriate authorities.
- (c) The maximum amount of Special leave to be granted at any one occasion or in any one year will normally be that which is normally responsible for the Public Services may, in special cases, authorize the grant of additional leave on full or half salary.

6.38 Special leave on full salary may also be granted by the Chief Personnel Officer –

- (a) to enable an officer to sit an examination which the Government recognizes to be necessary for the officer's advancement in his branch of the Service;
- (b) to an officer to be absent from duty because he has been in contact with an infectious disease. In such circumstances special leave will be granted on the recommendation of a medical practitioner only after approval by the Senior Medical Officer.

THE GOVERNMENT OF ST. VINCENT AND THE GRENADINES **CIVIL SERVICE ORDER FOR THE PUBLIC SERVICE OF** **ST. VINCENT AND THE GRANADINES -AMMENDMENTS**

6.38A "Where by reason of the exigencies of the Public Service it appears meet so to provide, special leave without pay may be granted by the Public Commission on the recommendation of the Minister responsible for the Public Service to an Officer who shall have served substantively for at least three (3) consecutive years in the Salary Scales P1 or P2 or P3 or P4 or any combination of the same, on the following conditions;

- (i) Such leave may not be granted for more than six (6) months at a time, without prejudice to such consecutive extensions of not more than six (6) months each as the Commission may grant on the recommendation of the Minister; provided that the total period of such leave shall not exceed three (3) years.

- (ii) Such leave shall not count for the purpose of computation of the officer's pensionable service.
- (iii) Where by reason of inadvertence an application for extension of such leave shall not have been made or approved on or before the date of expiry of the previous leave period, the Commission may give retrospective effect to such application when approved".

Study leave

6.39 (1) Study leave may be granted to an officer who:

- (i) is nominated by the Government to attend a course of study; or
- (ii) attends a course of study at his own request with the approval of the Government.

Government approval will only be given if it appears that additional training or qualification which the officer will obtain is likely to value to the Government.

- (iii) is granted a bursary or other award to follow an approved course of study.

(2) Where an officer is nominated by the Government to attend a course of study or, having completed at least three years' service on the permanent establishment receives a bursary or other award to attend a course of study which is considered by the appropriate Service Commission to be directly beneficial to the government, the following provisions shall apply:

- (i) if the duration of the course is less than 12 months the officer will be regarded as if he were on duty full salary
- (ii) if the period of the course is longer than 12 months, the officer will be required to utilize one-half of the leave for which he may be eligible and will be awarded study leave on full salary for a period not exceeding 12 months, and on half salary for the balance of the course.

(3) If an officer on the permanent establishment who has completed at least three years service applies for permission to attend a course of study for which he is not given a bursary or other award, the application shall be forwarded by the appropriate officer to the Chief Personnel Officer with an opinion whether or not the officer's attendance at the course would be of benefit to the government. The Chief personnel Officer shall refer the application to the appropriate Service Commission with his recommendations. If the application is approved the following conditions will apply:

- (i) if the length of the course is less than 12 months the officer may be granted leave on full salary for the period.

- (ii) if the length of the course is 12 months or more the officer may be granted study leave as follows:
 - (a) all the vacation leave for which he may be eligible as part of the study leave;
 - (b) full salary for a period of 12 months;
 - (c) half salary thereafter to the end of the course up to a maximum of 2 years.

(4) An officer who receives a bursary or other award to attend a course of study which although beneficial to the officer personally is not directed related to the public service:

- (i) if he is confirmed in a pensionable office may in exceptional circumstances be granted study leave without salary for the full period of the course, provided that such leave shall not count for pension purposes.
- (ii) If he has not been confirmed in his appointment must resign his appointment if he wishes to attend the course.

Agreement

6.40 The grant of study leave under Civil Service Order 6.39 will be subject to the execution of an agreement by the officer who is granted study leave, to undertake to remain in the Public Service of St. Vincent and the Grenadines for a prescribed minimum period after the expiry of his leave. The minimum periods will be:

- (a) where an officer attends a post-graduate course of one academic year; 2 years.
- (b) where an officer attends a post-graduate course of two academic years: 3 years.
- (c) Where an officer attends a course of less than six months duration: No service clause should be required.
- (d) Where an officer attends a course of six months or more, but less than one academic year: 1 calendar year.
- (e) Where an officer attends any course other than a post graduate course of one, or more years duration, the duration of the course e.g. a course service period.

Provided that, where an officer attends a course of more than one year's duration but less than two years, the service period will be one year and six months - two years and six months service period. This including periods of more than two years but less than three years course duration and so on.

Provided also that, nothing in the above clauses (a) to (e) will operate to prevent this provision from being applied where applicable.

This agreement may take the form of a bond with or without sureties in default of which the officer or his sureties will be liable to repay to the Government all or any part of any allowances, fees, passages, and salary paid to him during the period of the course as the director General/Finance and Planning may prescribe.

Reports of attendance and Progress

6.41 An officer attending a course of study may be required to furnish, at such authority at the Institution at which he is pursuing the course of study in proof of his regular attendance and of his diligence and energy in his studies. If it is evident to the appropriate Service Commission that the officer has abandoned the course or his progress is so unsatisfactory that it would be in the public interest to do so, the remaining period of study leave shall be cancelled and the officer required to return to duty.

Examination

6.42 (1) Where an officer who is nominated by the Government to attend a course of study is granted leave for that purpose his tuition fees and examination fees will, unless such fees are included in any bursary or award which is made to him, be paid by the government.

(2) An officer who attends a course of study with the approval of the government or who undertake an approved course of study by correspondence which course involves, on completion an examination by a recognized, body will be eligible for a refund of an y examination fees which he has himself paid, provided he passes the examination.

AMENDED CIVIL SERVICE ORDER NO

6.43

Death of an officer

6.43 On the death of an office payment will be made to his estate of any amount due in respect of vacation leave. Any payment of salary or allowance made in respect of a period subsequent to his death will be recoverable from his estate.

Leave to count as pensionable service

6.44 Leave granted on full or half salary counts as Pensionable service and service qualifying for pension. Leave granted without salary does not break continuity of pensionable service but it counts as pensionable service only when granted on grounds of public policy.

Leave without pay not to counts for purposes of increment save in certain circumstances

6.45 Leave granted without pay will not count for purposes of increment unless it is granted as study leave or on the grounds of urgent private affairs.

Officers to hand over cash, stores, furniture within his charge prior to proceeding on leave on transfer

6.46 Where an officer who is responsible for cash, store or furniture proceeds on leave without following the handing over procedure laid down in Financial Regulation and Store Rules he will be liable for any deficiency which may subsequently be discovered.

Return to duty to be reported

6.47 All officers resuming duty after leave are required to report in writing to the Permanent Secretary of their Ministry, the date on which they resumed duty. In the case of officers who have been on leave outside the State, the date of arrival in and departure from the place in which the leave was spent must also be reported in writing at the same time. The Permanent Secretary will transmit the information to the Chief Personnel Officer.

Medical Officer to make a report in certain circumstances

6.48 On the occasions listed in this Order a Government Medical Officer will report the circumstances to the Head of Department of the officer concerned:

- (i) when an officer refuses to carry out, or in the opinion of the Medical Officer is neglecting to carry out the medical advice he was given;
- (ii) when in the opinion of the Medical Officer an officer is feigning ill health
- (iii) when in the opinion of the Medical Officer the illness of an officer has been caused by his own negligence or misconduct.

Absence from duty

6.49 Absence for duty on grounds of sickness caused by an officer's misconduct or negligence may be counted as leave with or without pay and such absences may form the basis of the disciplinary charge against the officer concerned.

CHAPTER IV

LEAVE PASSAGE

7.1 In the following Orders governing leave passages which apply only to officers in receipt of a salary of \$13 152 per annum or more who are on the permanent and pensionable establishment or who if serving on contract have their contracts renewed unless the context otherwise requires:

Children means

- (i) The legitimate children of an officer and

- (ii) The legally adopted children or the step children or a male married officer or his wife

who are below the age of 18 years unmarried and dependent upon him

“Tour” means the period of resident service in St.Vincent and the Grenadines which shall be as defined in Order 6.12.

Eligibility for leave passages

7.2 An officer in receipt of salary of \$13 152 per annum or above as at 31, 12, 69 shall be eligible on completion of a minimum tour and on one occasion only in the course of his career for air return passages at the expense of the Government for himself and his wife and up to half of the cost of one adult return air fare (at economy class) for his children

(a) to any destination in the Caribbean

(b) in the case of an officer receiving salary of \$18, 312 per annum or above, on two or the occasions when leave is due to the United Kingdom, Canada or the United States of America with the entitlement always to travel beyond the first point of arrival in of his own expense.

Minimum tours

7.3 Subject to the provisions of Order 7.5 a minimum tour unless the contract of an officer serving on contract otherwise provides will be four years.

Period of leave to be spent outside St.Vincent and the Grenadines

7.4 Except for reason of ill health or on grounds of urgent private affairs a leave passage or passages will not be granted in respect of a period of less than 60 days leave spent outside the Caribbean or in respect of a period of 21 days spent within the Caribbean.

Passage to be granted to suit convenience of the government

7.5 Where an officer is granted leave not earlier than 12 months prior to the completion of a minimum tour to suit the convenience of the Government or in the public interest he shall never the less be eligible for a leave passage or passages.

Tours served in other States or territories

7.6 An officer transferred from another State or territory whose service with another Government might be deemed in St.Vincent and the Grenadines may apply to the Chief Personnel Officer for consideration of his case which will be determined on his merits.

Leave passages for wife and children

7.7 The grant of leave passages to a wife or children will be conditional upon the wife or children spending with the officer a period of not less than 60 days outside St. Vincent and the Grenadines in respect of passages granted to a destination in the Caribbean.

Family may travel in advance of or after the officer

7.8 Subject to the Civil Service Order 7.7 the wife and/or children of an officer may be permitted to travel in advance of or after the officer provided that:

- (a) if they travel in advance of the officer on the outward journey not more than 6 months will elapse between their date of departure from St. Vincent and the Grenadines and the departure of the officer himself.
- (b) if they travel after the officer on return journey they return to St. Vincent and the Grenadines not later than six months after the officer has returned to duty

Failure to comply with these conditions may result in the officer being required to refund the cost of passages for his wife and children.

Passages before completion of minimum tours

7.9 Where leave is desired on grounds of ill-health, urgent private affairs, or for purposes of study, and officer who has not completed the prescribed minimum tour may be granted such proportion of the cost of leave passages as the period of completed resident service bears to the prescribed minimum tour.

A similar facility may be granted on grounds other than ill-health, urgent affairs or for study purposes, provided that the officer has completed at least one half of a prescribed minimum tour.

Passage prior to retirement

7.10 An officer who is eligible for passage privileges under this Chapter may be granted leave passages to enable him to proceed abroad on leave prior to retirement. If at the commencement of such leave he has not completed a minimum tour he may be granted such proportion of the cost of leave passages as the period of completed resident service bears to the prescribed minimum tour, provided, however, that he has completed at least one half of the prescribed minimum tour.

A leave passage under this Order will only be granted if the officer leaves St. Vincent and the Grenadines within a period of six months of the date on which his retirement took effect.

Passage on retirement or completion of

7.11 An officer on retirement or completion of contract which is not being renewed will be provided with free passages for himself, his wife and children under the age of 18 years who are unmarried and dependent upon him, back to his country of origin. The passages for which he will be legible will be those eligible for baggage allowances provided for in paragraph (iii) of Order 2.12.

Passages to family of officer who dies while in the Public Service

7.12 If an officer who is on the permanent and pensionable establishment dies whilst in the Service, passages will be provided for his widow and children under the age of 18 years who are unmarried and who were dependent upon him, to the place the officer was originally recruited, or to the country of domicile, or to the birthplace of the widow provided the removal takes place within six months of the officer's death.

Should the widow leave the State within this period to reside elsewhere, she will be provided with a passage grant not exceeding the cost of the passages to the nearest of the places abovementioned. In all the aforementioned circumstances widows will be eligible for a baggage allowance as follows;

- 1) The entire cost of surface transportation of the personal and household effects up to a limit of 299 cubic feet, or five shipping tons, wharf age, dock and cartage charges, clearance charges and agency fees, customs attendance and carriage to the ultimate destination, but excluding all insurance charges, and
- 2) A special baggage grant of \$24

The baggage allowance may be paid, in the appropriate circumstances, to the administrators of a deceased officer's estate for the transportation of the personal effects of the deceased officer to his home country.

Passage for married female officers

7.13 (1) The wife of an officer eligible for leave passage privileges who is herself an officer eligible for leave passage privileges, may, if she so desires, be treated as a single person for purposes of these Orders.

(2) Where the wife of an officer eligible for passage privileges who is herself eligible for passage privileges is granted a leave passage as a wife and desires at a subsequent date to avail herself to another passage in her capacity as an officer in her own right, she will be required to complete a minimum tour of resident service after her return to duty before a leave passage may be granted. Similarly, if she again desires at a later date to be granted a leave passage as the wife of an officer, her husband may be granted a leave passage for her only if she has completed a minimum tour of resident service since a leave passage was last granted to her.

(3) A married female officer who is eligible for leave passages will be granted passages in respect of her husband or children including children by

a previous marriage provided the same limitations which apply under Order 7.7 are also applicable mutatis mutandis.

Officers marrying while on leave

7.14 An officer who is granted a leave passage in respect of his leave and marries on such leave will be eligible to receive a passage for his wife to St. Vincent and the Grenadines.

Passage Agreement

7.15 An officer who is transferred or appointed on probation to the Public Service of St. Vincent and the Grenadines and provided with passages and other allowances under the provisions of Orders 2.12 and 2.13 will be required to sign a Passage Agreement in the form set out in Appendix III to these Orders.

Leave Passage Agreement

7.16 An officer granted leave passages will be required to enter into a leave passage agreement on the form set out in Appendix IV to these Orders provided that officers who are granted passages on retirement or pre-retirement leave will not be required to sign such an Agreement.

Leave passages not a right

7.17 Nothing in these Orders shall give any officer a right to leave passages or other related privileges.

CHAPTER VIII resignation, retirement and terminal benefits

Resignation

8.1 (1) An officer on probation or in a non-pensionable post other than a contract post may resign after giving not less than one month notice in writing to the appropriate authority. The appropriate authority will be the Head of the officer's department in the case of officers holding non-pensionable offices the maximum salary of which does not exceed \$..... per annum and in all other cases the chief Personnel Officer. The notice will be exclusive of leave.

(2) An officer who has been confirmed in his appointment to a pensionable post may resign after given not less than three months notice (exclusive of leave) in writing to the Chief personnel Officer.

(3) An officer on contract may resign his appointment only in terms of his contract.

(4) Notwithstanding the provisions in paragraph (1) and (2) of this Order, an officer not on contract may instead of giving the notice resign his appointment at any time after paying to the Government one month's salary

in lieu of notice. In such cases the officer will forfeit all leave and passage privileges for which he might be eligible.

(5) All resignations will be reported immediately to the Chief Personnel Officer, to the Director General, Finance and Planning, the Accountant General and the Director of Audit.

Reasons for refusal of resignation

8.2 The appropriate authority may refuse to accept notice of resignation:

- (a) if it is conditional, or
- (b) if the officer does not intend to complete a period of service for which he is bonded to serve the Government; or
- (c) if the officers is indebted to the government; or
- (d) if disciplinary proceedings against the officer are contemplated or pending.

Resignation while on leave

8.3 An officer may not give notice of resignation while on leave. The provisions of Order 8.1 (4) may however apply, but in addition to paying the Government one month's salary in lieu of proper notice and to forfeiting the balance of his leave an officer who resigns on leave will be held liable for the refund of the total cost of leave passages for himself and his family in respect of his leave.

Re-employment of resigned officer

8.4 When an application for employment is received from an officer who has previously resigned from the Public Service, the circumstances which prompted the resignation will be investigated before a decision is taken on the application. Such investigations will include a reference to the chief Personnel Officer.

Compulsory retirement age

8.5 An officer whether holding a pensionable or non pensionable post will be required to retire on attaining the age of 55 year: provided that –

- (a) an officer to whom the provisions of the Pensions Ordinance, Cap. 136 apply shall be required to retire on attaining the age of 60 years; and
- (b) in exceptional circumstances and in the public interest an officer permitted by the appropriate Service Commission to remain in the service after he has attained the age of compulsory retirement

Re-engagement of retired officers

8.6 Officers who have retired from the Public Service of St. Vincent and the Grenadines or any other State or Territory may be re-engaged by the appropriate authority. Such re-engagement may be on temporary terms or on short term contract and will only be made where:

- (a) the prospects of serving officers are not prejudiced;
- (b) the vacancy cannot otherwise be readily filled; and
- (c) the retired officer is medically fit in all respects suitable for re-engagement.

Return of officers who have attained the age of compulsory retirement

8.7 (1) Permanent Secretaries will forward to the Service Commission in December each year a return of all officers of whatever grade serving in the Ministry and in Departments under their Ministry who have or will attain the age of 55 years before the end of the succeeding year.

(2) In each case it may be stated whether or not there are any special grounds for departing from the general rule that such officers should be retired upon attaining the age of compulsory retirement.

Retirement on medical grounds

8.8 In an officer is reported by a Government Medical Officer to be incapable by reason of infirmity of mind or body of discharging efficiently the duties of mind or body of discharging efficiently the duties of his office and the said infirmity is likely to be permanent the case will be referred to the Chief Personnel Officer, who may require

(3) When an officer is transferred to another State or Territory his particulars of service should be prepared by this Head of Department and the Accountant and forwarded after verification by the Director of Audit through the Chief Personnel Officer to the Government of the State or Territory concerned and to the Ministry of Overseas Development as soon as possible after his transfer.

(4) In case where it is not possible to locate the necessary records in relation to an officer's service a necessary records in relation to an officer's service a statutory declaration or statutory declarations should be submitted by one or more reliable persons attesting to the continuity of service. The status of the declarant should be stated and he should also give the source of his knowledge of the facts given in the declaration.

Evidence of age

8.10 The officer's birth certificate should be furnished as evidence of his age. Where this is not possible a statutory declaration by the officer himself or any other reliable person may be submitted.

Option to take on retirement a reduced pension and a gratuity

8.11 A pensionable officer whose pension is governed by the Pensions Ordinance 1948, if he desires to receive reduced pension and gratuity in place of his full earned pension must so opt in writing not later than the date immediately preceding the date of his retirement.

Pensionable service in other states or territories

8.12 The apportionment of the pension of an officer who has served in more than one State or Territory is determined by the ratio between aggregate pensionable emoluments calculated at the time of retirement. The rate of exchange to be adopted for this purpose is that obtaining at the date of retirement of the officer concerned.

Service before twentieth birthday not be count for pension

8.13 An officer's service before he attains his twentieth birthday will not be counted as pensionable service, although it may count toward the ten years qualifying service for an award under the Pensions Legislation.

Death of an officer in the public service

8.14 In the event of an officer dying in the public service, his Permanent Secretary is responsible for seeing that prompt application is made for any payment or gratuity that may be due.

The handling of classified correspondence

9.4 (1) All official correspondence addressed "Secrets", "Confidential" or "In Confidence" must be enclosed in two envelopes, one inside the other. The inner envelope must be marked "Secret", "Confidential" or "In Confidence", as the case may be, but the outer one should not be so marked. The inner envelope should be folded rather smaller than the other, so that both will not be opened at one.

(2) Care must be exercised that secret and confidential papers are not passed about the office, or between one office and another, except in sealed covers marked "Secret", "Confidential" or "In Confidence".

Decision affecting an officer personally

9.5 Decisions affecting an officer personally shall be conveyed to him in writing. No officer through whose hands such correspondence passes may communicate any of the contents to any persons without written instructions from the Chief Personnel Officer of the Permanent Secretary of a Ministry.

Copies of official correspondence not to be made

9.6 (1) Copies of communication to or from the Government must not be conveyed to any persons without the authority of the Permanent Secretary of the Ministry concerned. If the orders therein contained are intended to be

communicated, they will be embodied in a letter addressed to the person concerned.

(2) No officer may take copies of communications and reports referring to himself or any other officer, and any officer found in unauthorized possession of such documents will be liable to disciplinary action.

Official correspondence

9.7 Permanent Secretaries will correspond directly with other Ministries and with the public upon the affairs of their own Ministries and Departments. Important questions of principle or policy will be referred to the Minister concerned, and proposals which involve reference to other Ministries and Departments. Important questions concerned, and proposals which involve reference to other Ministries should be fully discussed between the Permanent Secretaries and Heads of Departments concerned, before they are submitted to the Minister and the fact that this has been done should be stated in the submission. Personnel questions (other than those which are for determination by the appropriate Service that this has been done should be, stated in the submission. Personnel questions (other than those which are for determination by the appropriate Service Commission) and Establishment matters that may be resolved within the terms of these Orders are amended from time to time, will be dealt with by the Permanent Secretary in each Ministry, except that personnel matters which may have a Service-wide implication and establishment of any provision of these Orders or suggest a departure from existing policy or the establishment of a novel principle or a new provision or define an issue which may have repercussions throughout the Service, shall be referred to the Chief Personnel Officer.

9.8 (1) All communications, whether from the public or from other Ministries or between a Ministry and a Department, must be answered with the least possible delay.

(2) Communications must, as far as possible, be confined to a single subject. Where it is found to be essential that more than one subject is dealt with in one communication, additional copies, according to the number of subjects, must be furnished. In every communication, paragraphs must be numbered consecutively throughout and each page must be numbered.

Opinion by law officers

9.9 No opinion of the Government law officers may be quoted directly to a private individual. If it is necessary to refer to a legal opinion this should be preceded by the words "The Government is advised that"

The preservation and destruction of Government documents is regulated by the following:

(1) No correspondence or document shall be considered for destruction before it is five years old.

- (2) Any file over five years old, that is put away shall bear a direction by a Senior Officer in the Ministry responsible for the subject, that it shall be:
 - (a) preserved because of its continuing value to the department;
 - (b) destroyed at once;
 - (c) destroyed on a stated date if there is no further action
- (3) If a file is retained in accordance with (2) (a) it shall be kept for fifteen years from the date of its creation, and shall then be considered by the Government Archivist for destruction or for further retention.
- (4) A record shall be kept of all documents and files destroyed and the date on which they were destroyed.
- (5) The following documents shall not be destroyed:
 - (a) those required by law or regulations to be preserved;
 - (b) document of historical or other Interest, particularly those relating to the history of the State or the West Indies;
 - (c) documents relating to land and the ownership thereof, and to the value of land and property, especially Crown Lands;
 - (d) documents that are more than fifty years old, unless they are of a routine nature.
- (6) Documents that, as a rule, must be kept, are those referring to policy decisions, precedents, legal opinion and the preparation of legislation; to evidences of rights and obligations of Government, and claims for compensation not subject to time limit; to reports on field trials and experiments; to reports by Departmental committees and working parties; to organisation and staffing and the personal of public officers.

9.11 An officer in each Ministry and Departure should be nominated to comply with the provisions of the preceding Order to make reports it stated intervals to his Permanent Secretary or Head of Department.

9.12 The provisions of Orders 9.10 and 9.11 do not apply to Legal Department, which are subject to Rules made under the Destruction of Court Documents Ordinance.

Use of official stationary

9.13 Official stationary must, on no account, be used for private correspondence or for any purpose not directly connected with the work of the Ministry of Department. Permanent Secretaries will ensure that the strictest economy in the use of stationery is exercised in all Departments of their Ministries. All orders for stationery must be scrutinized before they are issued by a responsible officer deputed for this purpose.

Franking of official correspondence

9.14 Official correspondence (including letters, printed matter and miscellaneous packets) is transmitted free by the inland post, provided that it bears on the envelope or cover, the words "On St. Vincent and the Grenadines Government Service" and, in the lower left hand corner, the signature and official destination of an officer duly authorized to frank official postal packages.

Official seals

9.15 Impressions of official seals shall not be given to any private person.

Official telegrams

9.16 Telegrams may be approved for dispatch only by Permanent Secretaries or officers authorized by them. In the interests of economy, the use of telegrams should be avoided wherever possible unless the communication is urgent or a telegraphic reply has been specifically requested.

CHAPTER X

GOVERNMENT QUARTERS

Rental of Quarters

10.1 Government Quarters will be rented to all persons mentioned in Categories in Categories A, B, and C of the Appendix V (and to such other officers as may be appointed to the Public Service).

Free Quarters

10.2 The Governor-General will be provided with free furnished quarters valued at \$120.00 per annum for pension purposes.

10.3 Applicants for these quarters should state submitting their applications:-

- (a) Length of service and salary;
- (b) Whether married or single; and
- (c) If married, the number of the family

Allotment of Quarters to Officers

10.4 Quarters may be allotted by the Chief Personnel Officer to the holder for the time being of any of the officers mentioned in the Appendix to these rules.

Order of Priority

10.5 Quarters which are not taken by officer in Categories A, B, and C may be rented to other officers in the Public Service in order of priority of application.

Payment of rent

10.6 The salary on which rent should be recovered is the substantive salary of the officer, exclusive of allowances. The amount of the monthly rental shall be shown on the officer's salary sheet and be automatically deducted by the Financial Secretary or Accountant General from the officer's salary at the end of each month, in arrears.

Temporary occupation

10.7 If a house allotted to a particular officer is for any reason left vacant by the officer ordinarily entitled to occupy it, it may be permitted to be rented temporarily by another officer with the approval of the officer ordinarily entitled.

Rental to other persons

10.8 (i) All officers who occupy Government Quarters or otherwise have accommodation provided for them by Government, will pay rent at the following rates:

15% of salary or 5% of the present capital value of the quarters provided, whichever is the less, subject to a maximum of \$1,200 per annum.

(ii) Where accommodation cannot be provided by Government the officer will be granted a house allowance of 15% of salary which shall not exceed \$150.00 per month.

Officers loan to purchase furniture

10.10 Government will provide officers who occupy government Quarters with an advance not exceeding \$2,500 to purchase furniture and equipment, repayable in three (3) years at 6% per annum or at such other rates as might be approved by Cabinet.

Other officer

10.11 Members of the Police Force, below the rank of Assistant Superintendent, and Prison Officers who are requested to live in accommodation provide for them, shall not be called upon to pay rent. And where there is insufficient accommodation, an allowance in lieu of quarters may be paid.

Reduced rent quarters

10.12 Officers who are required by Government to occupy quarters in districts to facilities them in the performance of their duties, while they are not generally required to live in these quarters will be charged half the assessed rent subject to a maximum of 10% of salary:

- (1) Agriculture: The Farm Manager or other officer in charge of Campden Park Station in quarters at the Station. Senior Agricultural Instructors (variously styled) in quarters at out-stations in St. Vincent and the Grenadines to which they are posted and where they work.
- (2) Education: Quarters (if any) for Primary School Teachers adjacent to their school.
- (3) Medical: District Dispensers, Public Health Nurses in quarters specifically provided for their use in their district but excluding the Kingstown district.

10.13 Any question as to whether any particular officer should be exempt from payment of rent must be referred to Government for decision.

No rent during repairs

10.14 No public officer shall be called upon to pay rent for any building when not occupied as a result of repairs being affected.

Use of Quarters for public purposes

10.15 Application may be made to Government for reduction of rent in the case of quarters of which a portion is appropriated for public purposes (e.g. for use as a public office).

Rent while on leave

10.16 An officer occupying Government Quarters while on leave from the State shall continue to pay rent for such Quarters except in respect of such period as he may be able to arrange for another tenant approved by the chief Personnel Officer to take over the house. During his absence on leave for any period he shall provide a caretaker approved by the Chief Technical Officer.

Date of occupancy etc. to be reported

10.17 Officers must report to the Permanent Secretary of the Ministry for Communications, Works and Labour the date on which they enter into occupation of their official quarters. They must similarly report of the date on which they vacate the quarters.

Quarters for members of family only

10.18 It must be distinctly understood that government Quarters are intended for the accommodation of officers, their wives, children and dependent

relatives only. No portion of any Government Quarters must be regularly occupied by other relatives or friends without the special sanction of the Head of Department concerned.

Termination

10.19 The Government or any time by giving one month's notice.

Ministry for Communications, Works and Labour to affect repairs

10.20 All repairs, alteration or renovations to Government property or rented property which is government's responsibility to repair alter or renovate shall be done by the Ministry for Communications, Works and Labour or by such person or persons authorized in writing by the aforesaid Ministry through its Permanent Secretary.

Keys

10.21 An officer on vacating Government property or property leased or rented by the Government of St. Vincent and the Grenadines shall deliver the keys of the property to the Permanent Secretary of the Ministry for Communication, Works and Labour or such other persons as may be authorized to accept delivery of the keys for the Permanent Secretary.

Hotel expenses

10.22 In cases where officers are entitled to occupy Government Quarters and for whom no Quarters are immediately available, Government will undertake to pay the officer's hotel bill in respect of board and lodging:

- (i) for periods of less than one month – upon payment by the officer of the following contribution, expressed in each case as a percentage of his salary; 10% in respect of accommodation, , further 25% in respect of the officer's board, further 15% in respect of board for his wife (if any) and children accompanying him (if any);
- (ii) for any period of one month and over – Government will engage accommodation for the officer and his wife and children (if any), and will pay one half of the resulting bill less a deduction of 10% of the whole bill in respect of rent due by the officer for his lodging; provided that no single officer should be called upon to contribute more than 40% of his salary toward the bill and no married officer, whether with or without children, more than 60%;

Provided that in respect of any period all officer will be responsible, in addition, for their own laundry charges, bar charges and any gratuities.

CHAPTER XI

MISCELLANEOUS

Channels of communication from public officers

11.1 (1) An officer who wishes to make representations relating to his conditions of service or any other matter of a public nature must first address his Head of Department or Permanent Secretary. If he is not satisfied by the reply he receives he may then write to the Chief Personnel Officer through his Head of Department and Permanent Secretary who must forward the communication without undue delay and advise the officer that this has been done. In every such case the Head of Department and Permanent Secretary should embody in a separate memorandum his own views on the representations made and forward this with the communication.

(2) The Chief Personnel Officer will address his reply to the officer and will send it through the officer's Permanent Secretary and Head of Department.

Petitions

11.2 A petition is a formal reference to ultimate authority for special consideration of a matter affecting a public officer personally. If representations made in accordance concerned with a matter which is the proper subject of an appeal in accordance with the provisions of the Regulations of the appropriate Service Commission it is open to an officer to submit a formal petition to the Head of the Civil Service in accordance with the following:

- (1) A petition must be submitted through the petitioner's Head of Department, the Permanent Secretary of his Ministry, and the Chief Personnel Officer to the Head of the Civil Service, providing sufficient copies to enable each officer through whom it is forwarded to retain one copy. A petition must be forwarded with delay, together with any comments it is desired to make. Petitions or copies of Petitions sent direct will be ignored.
- (2) A petition must bear the signature, or independently attested mark, and the address of the petitioner. When written by a person other than the petitioner, the signature and address of the writer must be included.
- (3) A petition which –
 - (a) does not comply with (1) above; or
 - (b) deals with a case in which legal remedies are still open; or
 - (c) is illegible or worded in abusive or improper language; or
 - (d) merely repeats the substance of a previous petition without introducing new matter, will not be entertained.
- (4) A petition should conclude by stating concisely the nature of the redress sought, and a petition

which exceeds in length two pages of foolscap must also include a summary of the reasons adduced in support of the redress sought.

- (5) When a petition is submitted more than six months after the decision complained of has been given, the petitioner must furnish satisfactory reason for the delay.

Annual Confidential Reports

11.3 (1) A Confidential Report on all officers will be prepared annually in the prescribed form and will be submitted on or before the last day of February. Such reports will relate to the twelve months ending on the preceding 31st day of December.

(2) Reports on Permanent Secretaries will be prepared by the Head of the Civil Service; Reports on Heads of Departments by the Permanent Secretary of the Ministry concerned; Reports on other officers will be made by the Permanent Secretary in the case of officers serving in Ministry Headquarters and by Heads of Departments in the case of officers serving under whose supervision the officer reported on worked during the year. All reports other than Reports on Permanent Secretaries will be signed or countersigned by the Permanent Secretary concerned.

(3) Confidential Reports will be transmitted to the Service Commission for record. Reports on Permanent Secretaries and Heads of Departments will be submitted to the Right Honourable Prime Minister and the appropriate Service Commission.

Reports to be submitted at other times

11.4 Reports on officers during their probationary service will be submitted in accordance with the provision of the Public Service Commission Regulations. When there are special reasons Confidential Reports of officers may be submitted at any time. The Service Commission may also call for special Confidential Reports on officers if it considers this necessary.

Confidential Reports not to be shown to officer reported upon

11.5 (1) An officer may not be shown a copy of his Confidential Report.

(2) If an officer's work has been unsatisfactory in any respect, and it is felt that he is capable of improvement, he should be warned before his Confidential Report is submitted. A copy of the warning letter and of any reply which the officer has made will be submitted to the Service Commission at the time the annual Confidential Report on the officer is submitted.

Officers not entitled to be told the substance of a Report

11.6 An officer is not entitled to be told the general substance of his Confidential Report but an adverse comment should normally be conveyed

in substance to the officer by the reporting officer. If for any reason the reporting officer considers that it would not be in the interest of the public service or the officer concerned that an adverse comment should not be brought to the notice of an officer, the fact that the subordinate officer has not been informed must be mentioned in the report together with the full reason for the omission.

Death of an

11.7 A Head of Department will report immediately the death of an officer if this occurs at headquarters. If a death occurs on leave or elsewhere it will be the responsibility of the first officer to whom it becomes known to make the report. The report will be sent to the Permanent Secretary of the officer's Ministry and to the Chief Personnel Officer by the quickest means. The full name and rank of the officer must be given, with particulars of the date, place and cause of death.

Next of Kin

11.8 On first appointment an officer is required to notify to the Service Commissions Department the names and addresses of not more than two relatives or friends whom he wishes to be informed in the event of his death or serious illness. Any change in these particulars should be notified promptly to the Service Commissions Department.

Injury to an officer

11.9 If an officer is killed or injured as a result of an accident while he is on duty, an immediate investigation will be made. The Permanent Secretary will ask for the appointment of a Board of Enquiry to investigate the circumstances of the accident and to determine whether the accident took place when the officer was on duty, whether it resulted directly from that duty and whether on application from the Permanent Secretary of the Officer's Ministry and will include a Medical Officer and a senior officer of the Ministry concerned. The Board's report will be sent through the Senior Medical Officer to the Permanent Secretary of the Ministry who will forward it with his recommendations to the Chief Personnel Officer.

Workmen's compensation

11.10 (1) Claims from employees eligible for compensation under the Workmen's Compensation Ordinance should be made in the prescribed form through the Head of Department to the Labour Commissioner, who will express an opinion as to liability and assess the compensation payable.

(2) Where Government work is given out by contract the contractors would be required under the contract to insure their liability in respect of the Workmen employed by them.

Loss of or damage to private property

11.11 No officer shall be entitled to claim compensation in respect of losses of, or damage to private property incurred through fire, theft, riots or otherwise in the course of his service, but in special cases the grant of

compensation may be made as an act of grace. No such concession shall be made in respect of losses or damage which, in negligence for which the officer was responsible of which could reasonable have been covered by insurance.

Upkeep of public buildings

11.12 (1) Permanent Secretaries and Heads of Departments are responsible for ensuring that all public buildings under their charge –

- (i) are equipped, where necessary, with fire extinguishers and that arrangements are made for the periodical examination of such equipment and the supply of refills, and
- (ii) are, as far as practicable, hurricane-proof and that all doors, windows etc., are made secure on notification of a hurricane warning.

(2) The responsibility for maintaining all Government building is vested in the Ministry for Communications, Works and Labour whose duty it is to repair all damaged property chargeable to public funds including that which occurs through fault or neglect on the part of the authorized occupiers.

(3) No repairs, alterations or improvements of public buildings may undertaken at public buildings may be undertaken at public cost without the authority of the Ministry of Communications, Works and Labour.

(4) When repairs, alteration, additions or improvements to official premises are desired, the Permanent Secretary of the Ministry of Communications, Works and Labour stating the requirements in detail and fully explaining the necessity or desirability of the proposed work.

11.13 Permanent Secretaries will ensure that arrangements are made for every Government building and grounds in their charge to be maintained in clean, neat and orderly condition.

Occupation of public buildings by Ministries and Departments

11.14 (1) before or immediately after occupation is taken of a government building, the Permanent Secretary or Head of Department taking occupation or officer designated by them will call for the keys of the building and report to the Public Works Department or Ministry of Communications, Works and Labour any defect or damage which may be observed.

(2) Officers entrusted with Government keys are personally responsibility for their adequate care. The loss of any key in circumstances suggesting negligence by the officer concerned will render him personally liable for any expense incurred by the Government in its replacement or in furnishing new locks and keys.

(3) Heads of Departments are required to keep a register of all keys to buildings and officers to whom keys are issued for retention will be required to acknowledge the receipt of keys by signature in the register. Duplicates of keys must now be kept in the offices of building for which they are used. Heads of Departments must ensure that keys of offices and buildings are handled only by responsible officers Loss of key must be reported at once to the Head of Department.

Appendix I

OFFICE HOURS IN GOVERNMENT OFFICES (Civil Service Order 3.2)

Mondays – Fridays	8.00 a.m - 12.00 noon 1.00 p.m. – 4.15 p.m.
Saturdays	8.30 a.m – 12.00 noon

Appendix III

PASSAGE AGREEMENT
(Civil Service Order 7.15)

AGREEMENT made this day of.....
One thousand nine hundred and
Between
(hereinafter called the "Person selected") of
of the one part and the undersigned
for and on behalf of the Government of
(hereinafter called "the Government") of the other part.

WHEREAS the person selected has been selected has been selected
for appointed as a in
Be provided with a passage to the State for himself and his wife is she
accompanies him to, or joins him in, the State for himself and his wife is she
accompanies him to, or joins him in, the State and may in certain
circumstances be provided with a passage back to the place of recruitment;

AND WHEREAS the person selected may on certain conditions be
provided with assistance towards the cost of his children's passage to the
State:

Now the person selected, in consideration of these premises, doth
hereby agree that should he fail to proceed to the State as and when directed,
or within the period of three years from the date of his arrival in the State,
either quit the State without leave or leave the service of the Government, or
be dismissed or removed from his appointment in consequence of
misconduct, he will refund and repay to the Government the amount paid for
his passage to the State and for the passage of any member or members of

his family.

AND the person selected doth hereby also agree that, for the purposes of this Agreement, the amount paid for his passage and the passage of any member or members of his family shall be deemed to mean the total cost to the Government of transporting the person selected and his family and baggage to the State.

PROVIDED always that nothing herein continued shall bind or oblige the person selected to repay the aforesaid passage money if at the time he shall leave the service of the Government of the State as aforesaid, it shall be certified by a duly qualified Medical Officer employed by the Government or by a Consulting Physician to the Colonial Office that the person selected is unable from bodily or mental infirmity not due to his own default, negligence or misconduct to continue in the performance of his duty.

WITNESS our hands the day and year above written

SIGNED by the said

in the presence of:-

sign over
Stamp

Signature

Address

Occupation

SIGNED by

(on behalf of the Government of

.....

In the presence of

Appendix V

Category "A"

The Governor General
The Puisne Judge
The Attorney General or Director of Public Prosecutions
(If not a political appointment)
The Financial Secretary (If expatriate)
The Senior Medical Officer (If expatriate)
The Chief Technical Officer (If expatriate)
The Senior Magistrate (If expatriate)
The Magistrates (If expatriate)
Crown Counsel (If expatriate)

Category "B"

(Persons who are required by customs or Law to live in Compound or district)
The Commissioner of Police
The Superintendent of Prisons
The Matron, General Hospital
District Medical Officers
Primary School Teachers
Agricultural Officers
Dispensers
Nurses
Public Health Inspectors
Road Overseers
Agricultural Officers-in-charge, Campden Park
Fisheries Officer, Bequia
Administrative Officer, Union Island
Revenue Officer, Southern Grenadines, Union Island
Revenue Officer, Georgetown

Category "C"

(Officers who because of status- whether local or not if Government Quarters are available they may occupy Them).
Director of Audit
Legal Assistant
Cabinet Secretary
Permanent Secretaries
Chief Personnel Officer
Senior Surgeon
Surgeon
Chief Agricultural Officer
Physician
Resident Medical Officer
House Physician
Pediatrician
Dental Surgeon
House Officer
Anesthetist
Headmistress-Girls' High School
Headmaster-Boys' Grammar School

Veterinary Officer

All officers mentioned in Categories “A” and “B” are entitled to quarters as of right.