

Public Service Commission
Commission de la Fonction Publique
Pablik Sevis Komisen



Government of the Republic of
Vanuatu
Gouvernement de la République de
Vanuatu
Kafman blong Ripablik blong
Vanuatu

All correspondences should be addressed to the SECRETARY, Public Service Commission.
Toutes correspondances doivent être adressées au SECRÉTAIRE, Commission de la Fonction Publique.
Adresm evri komunikesen i go long sekretari, Pablik Sevis Komisen.

External Circular

To:	All S.E.Os including Director Generals & Directors/Acting Directors
From:	Mr. James Melteres, Secretary of PSC
Subject:	Submit all employees disciplinary report to PSC in due time for commission's consideration
Date:	24th March 2023
Reference	Circular No.12 of 2023

In accordance with the Commission meeting No.04 of 2023, decision No.08, this circular serves to **strongly remind** you of your obligations as heads of Ministries and Departments, when managing staff discipline pursuant to *Chapter 6 of the PSSM* and *Section 35(a) of the Public Service Act [Cap 246]*:

- All accountable SEOs must diligently ensure to fast-track your subordinate staff(s) disciplinary process; and
- All Employee Disciplinary report (EDR) that are not yet submitted to OPSC must be forwarded to OPSC for Commission's (PSC) consideration in due time.

Accordingly, all SEOs or heads of ministries and departments are hereby advised of this important decision.

Thankyou in advance for your cooperation in this matter.


James Melteres
Secretary-OPSC

