



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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Timeliness of Recommendations to the Public Service Commission

Permanent Secretaries, Heads of Departments and Chief Executive Officers are being asked to take note of the following:

1. Matters for the consideration of the Public Service Commission (PSC) are to be submitted in a timely manner, allowing at least one (1) month for processing.
2. The third (3rd) Wednesday of each month is generally the scheduled meeting day for the Public Service Commission. Consequently, the Secretariat of the Office of the Services Commissions must receive the correspondence with adequate time for preparation of the submission to the PSC. Careful consideration is given to each recommendation and request. As such, recommendations and requests should include pertinent information and relevant attachments, where necessary, which will allow the Secretariat to address the matters without delay.
3. Officers in each entity are to be reminded that engagement in private work should not be undertaken before seeking permission and receiving the decision on the matter from the PSC.
4. Where consideration is being requested for officers to remain in the service beyond their mandatory age of retirement, or the engagement of retirees for specified periods, justification must be given and a succession plan in place for implementation.

Kindly be advised that the Commission will be constrained in addressing late matters and therefore seeks your cooperation in the timely submission of all matters.

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer