



Government of Sierra Leone

Civil Service Code,
Regulations and Rules

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Civil Service Code, Regulations and Rules/Administrative Manual

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**FOREWORD TO THE CODE, REGULATIONS AND
RULES OF THE SIERRA LEONE CIVIL SERVICE**

The Personnel Regulations and Rules governing the operations of the Sierra Leone Civil Service have, since colonial times been governed by the “*General Orders*”. Over the years, several amendments had been effected to this instrument. Notwithstanding this, a comprehensive review of the document was considered necessary in order to bring it in line with current trends in public administration and governance.

The development of the *Civil Service Code, Regulations and Rules* which now replaces the *General Orders*, has been largely undertaken by the leadership of the Civil Service to guide the behaviour and conduct of civil servants, and to create the enabling environment for improved service delivery. As public administration is a dynamic issue, it is my earnest belief that the review of this document on a regular basis is essential to make the Service conform to changing times and circumstances and thus reposition it for effective and efficient service delivery.

I recognise the pivotal role of the civil service as the main machinery through which Government articulates and implements its policies and programmes. In order to perform this role effectively, it needs to be provided with the necessary enabling environment.

Undoubtedly, this revised *Civil Service Code, Regulations and Rules* which encapsulates the fundamental principles, professional standards and required ethical behaviour of civil servants is intended to ensure that the values of the Civil Service are strictly adhered to, and that the need for transparency, accountability, due process and the rule of law in the conduct of civil servants in the discharge of their duties are at all times maintained.

I therefore expect all civil servants to make it a point of duty to familiarise themselves with this important document as well as other relevant laws relating to public administration that will enhance their functional effectiveness.

ERNEST BAI KOROMA (DR.) G.C.R.S.L.
President of the Republic of Sierra Leone

***Civil Service Code, Regulations and Rules/Administrative
Manual***

State House, Freetown

Civil Service Code, Regulations and Rules/Administrative Manual

Introduction

- 1.** The Personnel Regulations and Rules of the Civil Service are a code of instructions applicable to all employees of the Civil Service except where they conflict with specific terms written into the contract or letters of appointment of certain employees. The Regulations and Rules set out clear directions regarding the required ethical behaviour of Civil Servants including permanent and contract employees; their relationships and dealings with their stakeholders - namely the Government and the general public to promote transparency and accountability in the conduct of the Service. In this regard, provisions have been made for appropriate administrative sanctions to be applied where a Civil Servant is found wanting and disciplinary measures instituted.
- 2.** Every Civil Servant should make it a point of duty to acquaint himself/ herself with the Code, Regulations and Rules of the Civil Service and other regulations and circulars germane to the Civil Service.
- 3.** Where any circular or similar instruction, issued prior to the publication of these Regulations and Rules is contradicted by them, these Regulations and Rules shall be regarded as cancelling the previous circulars or letters.
- 4.** Where the provisions of these Regulations and Rules are in any way at variance with the terms of any legislation the terms of such legislation shall prevail. The provisions of legislation dealing with aspects of conditions of employment which are not dealt with in these Regulations and Rules apply to public officers to such extent as is laid down in the legislation concerned. These Regulations and Rules should therefore be read in conjunction with any relevant legislation.
- 5.** In the case of employees of the Police Force, Prisons Service and National Fire Service, the Police Act, the Prisons Act and the National Fire Services Act, and Rules made thereunder should be consulted.
- 6.** The conditions of service outlined hereunder, except where so stated, does not constitute a formal contract between Government as employer and its employees.
- 7.** In each Government Office to which copies of these Regulations and Rules are issued, the Head of the Ministry or Department shall be responsible for ensuring that those copies are kept up to date by inserting all amendments. It shall also be the duty of the officer responsible for human resource matters to keep official copies in their care up to date.
- 8.** These Regulations and Rules shall enter into effect on a date fixed by the President and may be supplemented or amended by the Head of Civil Service as and when deemed necessary. A comprehensive review of the Regulations and Rules shall be carried out through a consultative process every five years.

DEFINITIONS

In these Regulations and Rules, unless the context requires otherwise:

1. **“Civil Service”** means the executive arm of the Government and comprises all employees of Government, whether appointed on permanent or on contract basis (other than holders of political positions, members of the Judiciary, Armed Forces, Police, Teachers in Schools and Tertiary Institutions and staff of Parastatals) that advice the Ministers and implement all decisions and policies that are formulated by Government or laws enacted by the Legislature.

2. The Sierra Leone Civil Service is characterised by “permanence”, “impartiality” and “anonymity”.

“Permanence” This means that the Civil Service can be a career. Civil Servants, once appointed, are sure of their post even if there is a change of Government or Ministers; except in cases of misbehaviour, corruption, or gross inefficiency. This is to ensure that there are permanent, experienced Civil Servants available to ensure continuity and assist the Ministers, who are political appointees (and therefore likely to change).

“Impartiality” means that Civil Servants shall at all times serve the Government of the day and be politically neutral.

“Anonymity” The fact that Civil Servants are anonymous means that they can advise on, and carry out policies and decisions of Government without fear of censure from the public.

3. **“Administrative Service”** means the group of senior employees that carry out administrative duties of the Ministries/ Departments/Agencies (MDAs) and include: the Permanent Secretary (Head of the Ministry), Deputy Secretary, Senior Assistant Secretary and Assistant Secretary who:

- a. implement the policies and decisions of the Government;
- b. co-ordinate, manage and control the administrative duties of the Civil Service;
- c. assist the Minister in the formulation of Government policies.

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4. **“Head of Civil Service”** means Secretary to the Cabinet as defined by Section 68 of the Constitution of Sierra Leone (Act No.6 of 1991).
5. **“Permanent Secretary”** means a Professional Administrative Officer in the Civil Service appointed by the President under Section 154 Subsection 2 of the Constitution of Sierra Leone (Act No.6 of 1991).
6. **“Head of Ministry”** – means the Minister who shall exercise general direction and control over the Ministry and subject to such direction and control, the Ministry shall be under the supervision of a Permanent Secretary.
7. **“Executive Cadre”** means the immediate subordinate group that support the Administrative Staff and includes Higher Executive Officers and Executive Officers, who:
 - (a) carry out the policies of Government within the limits of specific instructions;
 - (b) keep records of the details of the decisions and work of Government.
8. **“Professional Cadre”** means the categories of officers that provide technical and professional advice to the Minister and the Administrative Head of Ministries/Departments/Agencies and also assist in the implementation of policies and programmes.
9. **“Professional Head”** means the Professional Head of a Ministry or Department that provide technical and professional advice to the Permanent Secretary and the Minister.
10. **“Sub Professional and Technical Cadre”** means a varied middle group of posts that support the Professional Cadre and include sub-professional staff in the following job families: Administration, Information and Social Services; Engineering, Technology and Sciences; Education; Fiscal Affairs and Economic Planning; Health, Medical and Allied Professions; Judiciary and Legal; Protective, Prevention and Enforcement Services.
11. **“Clerical Cadre”** includes Staff Superintendents, Stenographers, Graded Clerks and Clerical Assistants. Their duties call for intelligence, smartness, accuracy, handling of documents and typing correspondence.

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12. **“Minor Cadre”** includes Staff in Grades I and 2 that invariably have little education, training or experience. Training for their responsibilities is elementary as their duties are simple.
13. **“Pensionable Officer”** means an officer in the permanent establishment that fulfils the eligibility criteria for the payment of pension.
14. **“Non-Pensionable Officer”** means an officer serving under a contract or agreement which does not provide for the payment of a pension.
15. **“Public Service”** means service of the state in respect of the Government of Sierra Leone.
16. **“Commission”** means the Public Service Commission established under the provisions of Section 151 of the Constitution of Sierra Leone (Act No.6 of 1991).
17. **“Director-General” shall refer to the person appointed as Establishment Secretary under Section 154 Subsection 2 of the Constitution of Sierra Leone (Act No.6 of 1991).**
18. **“Constitution”** means the Constitution of Sierra Leone (Act No.6 of 1991).
19. **“Public Office”** means an office in the public service, the emoluments attaching to which are paid from funds provided either in full or partially by Parliament or funds generated by a State Enterprise or Local Council; save those offices that are excluded by Section 171 Subsection 4 of the Constitution of Sierra Leone (Act No.6 of 1991).
20. **“Public Officer”** means a person holding or acting in a public office.
21. **“Office of Emolument”** means any established post in the public service.
22. **“Appointment”** means:
 - (a) the conferment of an office of emolument in the public service upon a person not in the public service whether or not such appointment is subject to subsequent confirmation;
 - (b) the grant of permanent and pensionable terms of service in a public office to a person recruited or serving on contract in a pensionable or non-pensionable office;

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- (c) the engagement in a public office of a person on contract for a further period of service on the conclusion of his/her previous period of engagement in the same or other public office;
- (d) the paid appointment of an officer to any public office other than the office to which the officer is substantively appointed;
- (e) the promotion of a public officer to a higher substantive post.

23. **“Tour of Duty”** means the period of an officer’s assignment to a duty station normally for two years.

24. **“Promotion”** means the elevation of an officer from a lower post to a higher post resulting in an increase in responsibilities and the conferment of a higher salary grade than that attached to his/her last substantive post.

25. **“Re-grading Committee”** means the Committee responsible for reviewing salary grades and the creation of new posts in the Civil Service.

26. **“Salary”** means basic salary, unless otherwise stated.

27. **“Grade”** means a salary grade that is currently in force.

28. **“Official Document”** means any document prepared by a public officer in the course of the discharge of his/her duties or any document which an officer has access to in the course of the performance of his/her duties.

29. **“Spouse”** means the legal partner of an officer, under the laws and customs of Sierra Leone. A spouse may be a wife or a husband.

30. **“Child/Children”** means a child who is under the age of 18 years and:

- (i) is the officer’s biological off-spring; or
- (ii) the officer’s step-child (i.e. the biological off-spring of the spouse of an officer), or
- (iii) a child adopted by the officer in accordance with the law who is wholly dependent upon the officer for his/her maintenance.

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The definition of “children” shall not be extended to children who are “wards” of an officer or who have been given to an officer to bring up in the officer’s household.

31. **“Subordinate Officer”** means an officer below the next higher grade.

32. **“Sick” and “Illness”** means incapacity arising from injuries as well as from diseases, certified by a Government Medical Officer.

33. **“Declared Place of Residence”** means the town or village given by an officer as his/her normal place of residence in joining the Service which should be stated on his/her Record of Service.

34. **“Conduct”** means behaviour, attitudes, and character exhibited, within and outside the place of work.

35. **“Misconduct”** means any act/omission by a Civil Servant in violation of this Code, Regulations and Rules.

36. **“Secondment”** means the temporary release of an officer to the service of a Local Government, approved body or any recognised International Organisation or body for a specified period.

37. **“Contract Officer”** means an employee that is granted a temporary appointment for a specified and limited period which does not provide for the payment of pension.

PRINCIPLES OF THE CIVIL SERVICE

The Code of Conduct, Regulations and Rules of the Civil Service have been drawn up in accordance with the following principles of public life which shall serve as a guide to Civil Servants in their work and conduct:

(a) SELFLESSNESS

The role of the Sierra Leone Civil Service is to assist the Government in formulating its policies, in carrying out its decisions, and in administering public services. To this end, Civil Servants shall take decisions solely in the best interest of the country. They shall not take such decisions in order to gain financial or other material benefits for themselves, their families or their friends, but for the benefit of the people of Sierra Leone.

(b) PROFESSIONALISM

- i) Civil Servants shall always be loyal to the Government and shall to the best of their ability, implement Government's policies and decisions impartially, transparently and diligently at all times and shall not seek to frustrate or impede the implementation of the decisions or actions of the Government;
- ii) Civil Servants shall exhibit a high degree of competence and best practices in the discharge of their duties;
- iii) Civil Servants shall deal with the affairs of the public promptly, efficiently, and without bias, according them empathy and respect;
- iv) Civil Servants shall strive for professional excellence, strengthening individual capabilities, encourage professional development of others and continually improve the quality of service delivery;
- v) Civil Servants who are members of professional bodies or organisations with codes of conduct or rules governing the profession shall respect the ethical standards of their profession.

(c) TRANSPARENCY AND ACCOUNTABILITY

- i) Civil Servants are personally and institutionally accountable to the Government (employer) and the public (customer) for their decisions, actions and/or inaction, and shall therefore be as open as possible about all the decisions and actions that they take. They shall give reasons for their decisions and restrict access to information only when the wider public interest clearly demands that the information should not be released.
- ii) Civil Servants shall endeavour to optimally use public resources including financial, material and human as well as time in the attainment of organisational objectives, targets or tasks and must

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ensure that work-related decisions, as far as possible, are transparent and based on sound judgement.

(d) INTEGRITY

- i) Civil Servants shall demonstrate strong moral principles, be honest, faithful, dedicated and just in the discharge of their duties and shall not act in a manner that would demean the honour and dignity of the Service. They shall demonstrate at all times personal/professional integrity and shall not place themselves under any financial obligation to individuals or organisations that might influence or compromise their judgment, impartiality or integrity in the performance of their official duties;
- ii) Civil Servants shall discharge their duties within the framework of the law and shall not knowingly follow a directive that is contrary to the law;
- iii) A Civil Servant shall not sexually harass a fellow Civil Servant or a member of the public;
- iv) Civil Servants shall guard against conflict of interest. A Civil Servant whose personal interest conflicts with his/her official duties shall:
 - a) declare his personal interests to his superior and comply with any directives to avoid the conflict; and
 - b) refrain from participating in any deliberations with respect to any matter where his personal interests may conflict with his official duties.
- v) A Civil Servant who has a duty to give advice shall give honest and impartial advice without fear or favour;
- vi) A Civil Servant shall not knowingly give false or misleading information to members of the public or to any public officer.

(e) IMPARTIALITY

- i) Justice, fairness, equity and impartiality are the prime values of the Civil Service. Therefore, in carrying out public business, Civil Servants shall not display partiality as a result of personal or family ties or of gender, religion, or ethnic background. They shall treat all people fairly, in making appointments, awarding contracts, or recommending individuals for rewards, promotions and other benefits and shall make choices based solely on merit;
- ii) Civil Servants shall not take part in political party activities such as canvassing on behalf of candidates or causes, writing letters to the press on party political matters, accepting any office in any political party organisation and must not be influenced by partisan political

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considerations to compromise their impartiality and neutrality in the discharge of their official duties. Officers are however entitled to their own views on political matters and if so qualified may vote in elections.

- iii) Civil Servants may not be required to give up or alter their personal views, including their political and religious convictions. However, they are required to ensure that these views and convictions do not in any way adversely affect their integrity, independence and impartiality in the performance of their official duties.

Chapter 1

Structure of the Civil Service and Grading of Positions

Regulations

Regulation 1.1 All positions within the Civil Service are classified by professional or occupational job category and by grade levels within a common grading structure based on the principles of clarity and simplicity.

Regulation 1.2 The Director-General with the concurrence of the Re-grading Committee, shall determine the categorization of positions into grades, with a view to increasing the efficiency, effectiveness and productivity of the Civil Service.

Regulation 1.3 The Director-General shall decide what method or combination of methods of job evaluation may be used to determine the categorization and grading of positions in the structure.

Rules
CLASSIFICATION, STRUCTURE AND GRADING OF
POSITIONS

Structure

Rule 1.1 In the classification of positions into a grading structure:

- (a) **Professions** and occupations are subdivided into Categories;
- (b) **Categories** are divided into Divisions that are based on related professions or occupations with basically similar characteristics;
- (c) **Divisions** are divided into Groups within the same professional or occupational field with various levels of challenges and responsibilities;
- (d) **Groups** are divided into Classes of positions that are sufficiently similar as to kind and level of work to justify using the same job title, qualification requirements and salary range for all;
- (e) **Classes** may consist of one or more **Positions**.

Rule 1.2 Classes of positions shall be assessed to determine their relative levels in terms of qualifications required, complexity of work, impact and other relevant factors, and on the basis of this assessment Classes of positions shall be allocated their places in a system of appropriate grades.

Rule 1.3 The grading system is the basis for determining remuneration and other entitlements.

Rule 1.4 For the purpose of these regulations and rules the grade levels shall be construed as follows:

- Grades 14 – 17 - super scale
- Grades 8 – 13 - senior cadre
- Grades 4 – 7 - junior officers
- Grades 1 - 3 - minor officers

Rule 1.5 The structure of the Civil Service, by Job Family, is shown in the Civil Service Administrative Manual.

*Creation, Re-grading,
Conversion and Abolition
of Positions*

Rule 1.6 The structure, including the number of positions and their grading shall be reflected in the personnel emoluments estimates of each Ministry or Department.

Rule 1.7 Changes in the classification plan should be done by means of:

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- a) creation of positions;
- b) revision of positions;
- c) abolition of positions.

It is the responsibility of the concerned Ministry or Department to report to the Director-General any changes that may affect the classification of positions.

Rule 1.8 Where such conversion or re-grading takes place, the incumbent, if any, shall not as of right be appointed to the created position. Normal recruitment procedures shall be observed. This rule shall also apply where a position is upgraded.

Re-grading of Posts

Rule 1.9 Where it is necessary to create a new position or positions during the financial year, the Head of Ministry or Department shall make appropriate recommendations to the Director-General for the consideration of the Re-grading Committee and the provision of funds by the Ministry of Finance.

Grades of Positions

Rule 1.10 The appropriate grade for a position should be determined based on the following factors:

- (a) responsibility of work;
 - i. risk involved in the job;
 - ii. consequences or effect of error or work failure;
- (b) independence of action and initiative expected in accomplishment of work;
 - i. supervision over others;
 - ii. special qualifications required for successful performance of work;
 - iii. nature, extent and availability of detailed guidelines for the work.

Complementary analytical systems may be used or devised to establish such appropriate grading of positions in the Civil Service.

Rule 1.11 For senior positions, the following factors are considered as significant indicators in addition to the factors in Rule 1.9, and should be given appropriate weight:

- (a) knowledge required for performance of complex

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duties at senior level;

- (b) complexity of work;
- (c) scope and effect of decisions and actions;
- (d) independence of action.

Rule 1.12 All positions within the Civil Service shall be allocated to grades containing pay ranges from Grade 1 to Grade 14, of which Grade 14 shall be the highest. Within each of the 14 grades, there shall be multiple incremental points.

Rule 1.13 The following definitions of grades that are applied within the Civil Service, describe the scope, depth, accountabilities and responsibilities of positions in a descending order.

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- Grade 17:** This is the highest executive management post in the Sierra Leone Public/Civil Service. Officers in this grade are responsible for supervising, directing, coordinating and accounting for the affairs of the Public/Civil Service. They also serve as Principal Advisers to Government on all matters relating to the Public/Civil Service.
- Grade 16:** Officers in this grade perform the highest level of management work in the administrative and professional sectors for the Government of Sierra Leone. Officers in these positions also serve as Chief Advisers on sectoral policies within their purview.
- Grade 15:** Post holders in this grade perform high level professional/managerial work in both administrative and professional spheres. They also formulate, direct, implement and evaluate policies, programmes and activities of critical importance to the achievement of the goals of their Ministries/Departments/Agencies.
- Grade 14:** Officers in this grade perform administrative/professional work which involves organizing and coordinating national services/programmes as well as providing general direction and control of national programmes and activities. They also contribute towards the formulation of ministerial/departmental policies as well as the implementation of same.
- Grade 13:** Officers in this grade perform professional/administrative and managerial work including coordinating the operation of MDAs or large professional and technical programmes. Post holders in this grade also direct, control and manage organizations of major national importance. They also exercise oversight responsibilities of subordinate managers. In the professional field, such as engineering, education, or accounting, they are responsible for directing and implementing all professional services and programmes.
- Grade 12:** Officers in this grade are responsible for administrative/professional work in supervising and coordinating the activities of divisional units. Their work includes planning, administering and directing programmes and services in the divisions and units. Officers in this grade may also include deputies or higher level executives/professional managers.

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- Grade 11:** Post holders in this grade provide executive or professional direction for programmes for the Ministries/Departments/Agencies. Officers in this grade also manage aspects of significant projects and programmes, including making administrative and technical decisions, determining the quality of services provided, establishing the internal policy and procedures, and utilizing subordinate officers effectively.
- Grade 10:** Post holders in this grade assist in directing and managing important programmes and projects under the supervision of higher-level administrative or professional executives. Work in this grade involves the coordination and supervision of subordinate staff. Officers in this grade are held accountable for achieving important work assignments effectively and with the most economic use of financial and human resources.
- Grade 9:** Post holders in this grade are responsible for the performance of senior supervisory, executive and professional work with the use of independent judgement where appropriate. Such post holders supervise subordinate administrative, professional and technical staff in the execution of programmes and projects in the Ministries/Departments/Agencies.
- Grade 8:** This is the normal entry grade for university graduates in both the administrative and professional cadres of the Service. Officers in this grade work under close supervision and assume personal or supervisory responsibility for providing management or professional services during probational period. Officers in this grade may also be responsible for the management of a distinct segment of work or for a particular area of professional services. They may be required to exercise supervision over a small number of staff.
- Grade 7:** Post holders in this grade perform sub-professional and administrative work. Officers in this grade assist higher level officers in the management of Government Ministries, Departments and Agencies. They work within standard rules and procedures, often under supervision. The post holders may also supervise subordinate staff.
- Grade 6:** Officers in this grade work under general supervision with some degree of independence in performing support tasks in the organization. They also perform administrative, professional or technical work that fall within their competencies. These officers may also supervise subordinate staff.
- Grade 5:** Work at this level is administrative, sub-professional or technical in nature, involving a specific aspect of work. Officers in this

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group work under general supervision and require both theoretical and practical knowledge regarding procedures and operations. They also require training and/or experience to enhance their effectiveness.

- Grade 4:** Work at this level is not complex. It entails clerical, sub-professional or technical work that is performed under close supervision. The work in this grade requires training, knowledge of rules and procedures.
- Grade 3:** Work at this level is routine, which entails clerical, technical or trade work, that is carried out regularly within laid down rules and procedures to ensure that standards are maintained. Some training is required to enhance the competencies of the workers that are expected to work under the supervision of superiors.
- Grade 2:** Work at this level is simple, requiring the performance of a variety of clearly understood tasks to assist or support higher level technical or trade personnel in the discharge of their duties. Specific instructions are provided by the supervisor when new tasks are assigned. The knowledge and skills required to perform the tasks can be acquired in a short period. Work of officers in this grade may also involve significant physical exertion
- Grade 1:** Work at this level is repetitive in nature, and does not require technical skills. The tasks to be performed are closely related to each other and are easily mastered. Little education, training or previous experience is required.

Chapter 2 Recruitment and Appointment

Regulations

Regulation 2.1 Recruitment means the process of appointing persons into the Civil Service.

Regulation 2.2 Appointment to the Civil Service, at whatever level, is an opportunity, granting the selected candidate membership in a unique group selected for their individual talents and abilities and joined into a corps of employees dedicated to the service of the People of Sierra Leone. The paramount consideration in the appointment of members of the Civil Service shall be by merit.

Regulation 2.3 All appointments under these Regulations and Rules shall be made by the Commission or delegated by the Commission to other bodies except where it is otherwise provided in the Constitution.

Regulation 2.4 Selection and appointment of members of the Civil Service shall be on the basis of fair and open competition to ensure that the appointments are made on the basis of merit.

Regulation 2.5 The Director-General, in consultation with concerned Departments and Ministries, may set specific entry criteria in terms of educational, professional and vocational requirements or length and nature of prior experience.

Regulation 2.6 Selection and appointment of members of the Civil Service shall be made without distinction based on race, gender, religion or region.

Regulation 2.7 When making an appointment to a vacant position, preference shall be given to candidates already employed in the Civil Service who meet the necessary requirements. In some cases, the need for fresh talent or skills and experience shall justify an exception to this regulation.

Regulation 2.8 An initial appointment shall be made to a post and a duty station. Officers may subsequently be promoted or re-assigned to other duty stations. It is the duty and obligation of all Civil Servants to serve at the duty station to which they have been assigned.

Regulation 2.9 Appointments, whether permanent or on contract, shall be made only when provision has been made in the estimates of expenditure for the current year. No increase in the number of posts shall be made above the establishment authorised in the current estimates without approval from the Regrading Committee.

Rules

Recruitment

Advertisement of Vacancy

Rule 2.1 In principle, unless the Commission directs otherwise, all vacancies shall be fully advertised by appropriate notice within the Civil Service or through the Sierra Leone gazette, the press, other media, employment exchanges, or other appropriate means for the information of the general public. There must be a reasonable period of time, with a minimum period of one month, between the date of advertisement and the deadline for applications to be received.

Rule 2.2 Notices and advertisements issued inviting applications for appointment to any vacant post must set out a clear job description and job specification, and instructions on how to apply. Applicants shall be instructed to obtain the relevant forms from the Secretary of the Commission, Human Resource Management Office, District Offices, or from Embassies and High Commissions abroad and appropriate web site.

Selection Methods

Rule 2.3 The selection methods should be appropriate to the needs and requirements of the particular job.

Rule 2.4 Selection methods can include paper sifts, examinations, interviews and assessment centres. All methods should be valid and effective indicators of future performance.

Rule 2.5 Selection for employment in the Civil Service shall be on the basis of merit and in the context of fair and open competition. To this end:

- (a) prospective applicants must be given equal and reasonable access to adequate information about a vacant position and its requirements, the experience and/or qualifications required, and the selection process;
- (b) all eligible applicants must be considered equally on merit at each stage of the selection process;
- (c) selection must be based on criteria relevant to the post to which the appointment is to be made and applied consistently to all candidates;
- (d) selection procedures must be reliable and guard against bias, and equality of opportunity must apply throughout the recruitment process.

Rule 2.6 When the qualifications and experience of two or

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more of the highest-rated candidates are virtually identical, preference shall be given to candidates already employed by the Civil Service in any capacity. When two or more of the highest-rated candidates with virtually identical qualifications and experience are already employed by the Civil Service, preference shall be given to the candidate with the best performance reports in personnel files maintained by the Civil Service, and in the case of equal performance, to the candidate with the longest period of employment in the Civil Service.

Rule 2.7 If a selected candidate declines to accept the position or for some other reason is not available for appointment, the next of the three candidates listed in order of merit must be offered the position. If all three candidates rated at the top of the order of merit in the selection process are unable to fill the post, the post must be re-advertised.

Employment of Unpaid Persons

Rule 2.8 The employment of unpaid persons is prohibited.

Types of Appointment

Rule 2.9 Appointments to the Sierra Leone Civil Service shall be:

- (a) into the permanent and pensionable establishment;
- (b) on non-pensionable contract to a non-pensionable post, or a pensionable post for a specified period;

Pensionable Appointment

Rule 2.10 All appointments to the permanent and pensionable establishment are made by the Commission, except where the Commission delegates its powers to other bodies or otherwise provided by the Constitution. Appointments to the permanent and pensionable establishment shall be on a probationary basis. See Rule 2.35 through Rule 2.56 inclusive, governing probation and confirmation of appointment.

Contract Appointment

Rule 2.11 A contract appointment is a temporary appointment which does not provide for the payment of a pension. The contract appointment must be recorded in a formal document and shall not be valid until both parties have signed it.

Rule 2.12 Candidates appointed to established posts in the Civil Service on contract terms must sign a contract with the Director-General.

Rule 2.13 All contractual entitlements shall be strictly limited to those contained expressly or by reference in letters of appointment of the holder.

Appointments on contract may be terminated by the

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Government or by the holder at any time subject to the terms of the contract.

Rule 2.14 Upon the expiration of an officer's contract, the officer shall be entitled to a gratuity equivalent to 15% (fifteen percent) of the officer's cumulative emoluments for each year of service.

Rule 2.15 Unless the terms of the particular contract or letter of appointment otherwise specify, the Regulations and Rules of the Civil Service, and other relevant regulations where applicable, shall apply to all contract officers.

Rule 2.16 Contract appointments to established post shall not exceed a maximum period of two (2) years.

Rule 2.17 Contract appointments shall only apply when there is a genuine management need to make an appointment of limited duration where there is no suitable serving officer. When contracts are advertised or when the terms of reference are drafted, the requirements regarding qualification, experience, ability, health and character for appointments shall normally be adhered to.

*Duration of
contract
appointment*

Rule 2.18 An officer shall be regarded as duly appointed to act in a higher office if:

*Acting
Appointment*

- (i) the appointment is considered essential.
- (ii) he/she is capable of performing the duties and responsibilities of the higher post;
- (iii) his/her acting appointment is published in the Sierra Leone Gazette.

Rule 2.18 An officer may be duly appointed to act in a higher office in any of the following circumstances:

- (i) when the office is vacant; or
- (ii) when the substantive holder of the office is on vacation leave or is absent from Sierra Leone on sick leave, or has been duly appointed to act in another office or has been placed on special duty;
or
- (iii) when the substantive or acting holder of the office is incapacitated by illness.

Rule 2.19 All recommendations for acting appointments shall be submitted to the Director-General and approved by him

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or the Commission before the effective date of the acting appointment.

Minimum and Maximum Age for Appointment

Rule 2.20 To be eligible for appointment to the Civil Service, a candidate must have attained the age of 18 years.

Rule 2.21 Persons above 45 years of age shall not be appointed to permanent and pensionable service.

Background Check

Rule 2.22 To ensure against the appointment or re-appointment of undesirable or ineligible persons, all candidates applying for appointment to the Civil Service shall be required to furnish their background in the relevant section of the Application Form.

Rule 2.23 Before an unconditional offer of appointment is made, a careful enquiry should be made into the candidate's records and antecedents. Candidates must state whether or not they have previously been in Government employment and concealment of this or of any other material fact related to their previous employment, whether in Government or not, or any intentional false statement, or false or exaggerated claims as to the level of education achieved and/or degrees, diplomas and certificates earned shall be regarded as grounds for non-employment or termination of employment and even prosecution.

Rule 2.24 The Civil Service is a group committed to the highest standards of integrity, honesty and effective service to the people of Sierra Leone. No person who has been convicted of an offence involving fraud, theft, violence, or rape for which he has not been pardoned shall be appointed or re-appointed to the Civil Service in any capacity whatsoever. Persons dismissed from the Civil Service shall not be reappointed in any circumstance.

Nationality

Rule 2.25 In making appointments, other than those in the permanent and pensionable service, the Commission and appointing officers shall be guided by the principle that no consideration shall be given to the recruitment of non-Sierra Leoneans unless the Commission or the appointing officer is satisfied that no qualified and suitable Sierra Leonean candidate is available.

Medical Examination

Rule 2.26 Persons to be appointed in the Civil Service shall be physically fit for service to the state. A candidate for appointment therefore shall be examined by a Government Medical Officer with a view to ascertain whether he/she is of sound health and fit for employment in the Civil Service. If the candidate is not passed as physically fit for service, his/her

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appointment shall not be effected.

Rule 2.27 Civil Servants, once appointed, shall be required at any time to present themselves to a duly constituted Medical Board for medical examination, in order to satisfy the Civil Service that they are free from any ailment which prevents the effective performance of their duties or which is likely to impair the health of others, and they may be required to receive inoculations or treatment, including psychiatric treatment, necessary to preserve their own health or the health of others.

Medical Standards for Appointment

Rule 2.28 Physical disability does not automatically disqualify a candidate from appointment to the Civil Service, but the candidate to be appointed shall be free from any mental or physical disability or infirmity likely to interfere with the performance of his/her duties.

Letter of Appointment

Rule 2.29 A Letter of Appointment shall be issued to a candidate selected for appointment to the Civil Service by the Director-General and copies extended to the Accountant-General and the Auditor-General.

Rule 2.30 The Letter of Appointment shall contain expressly or by reference all of the terms and conditions of employment. All contractual entitlements of members of the Civil Service shall be strictly limited to those contained expressly in their Contracts.

Obligations of newly appointed officers

Rule 2.31 Before taking up appointment, whether contract or permanent, at any level in the Civil Service, candidates appointed are required to accept the appointment in writing and acknowledge that they will at all times observe and comply with this Code, Regulations and Rules.

Effective Date of Appointment

Rule 2.32 Appointment shall take effect from the date the officer reports for duty.

Duty Station

Rule 2.33 The duty station to which an officer is posted whether on first appointment or subsequently is determined by the requirements of the Service. No undertaking can be given in any circumstance that an officer on first appointment or thereafter shall be posted to any particular duty station. An officer who refuses to comply with an order regarding a posting or transfer to a duty station shall be liable to dismissal from the Civil Service, with forfeiture of all privileges and emoluments.

Rule 2.34 Since the posting of officers is carried out in accordance with the requirements of the Service, officers shall

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understand that while their family situation shall be taken into account to the extent possible when assigning them to a duty station, their family situation cannot be the basis for any claim to be posted to a duty station at which better social amenities, schools or accommodation are available. The family situation of an officer shall not be accepted as an excuse for any omission to carry out fully and in a timely manner the duties assigned to the officer.

Rule 2.35 All officers appointed to the Civil Service shall be required to comply with the normal conditions or practices of their employment, including regular attendance, respect of working hours, the working of overtime when necessary, and acceptance of the obligation to transfer to any part of the country at any given time.

Probation Period

Rule 2.36 On first appointment to a permanent and pensionable post, an officer shall normally hold his/her appointment on probation for two years.

Rule 2.37 Probation should be regarded as a means of ensuring, in the interest both of the Government and of officers themselves, that those appointed into the Civil Service meet the highest standards of competence, ethics and integrity, and are suited by temperament for a career in the service of the people of Sierra Leone. The first consideration, therefore, with regard to the confirmation of officers on probation in the permanent establishment, is that during their probationary period, they are required to pass the prescribed pre-confirmation examination, if any, and should be evaluated on their conduct, ability to learn their work and their suitability for it. They should, therefore, be given every facility for acquiring experience of their duties and their performance shall be kept under continuous review.

Rule 2.38 If during the first few months of service an officer shows failings which make it doubtful whether he/she will become suitable for permanent appointment, he/she should at once be warned in writing and given all possible assistance to correct his/her faults.

Rule 2.39 Any officer appointed from the clerical or technical grades to a post carrying executive or administrative responsibility shall hold his/her appointment on trial for a period of 12 months.

Rule 2.40 If the Head of Department considers that, on the basis of the performance of the officer, the probationary period

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of an officer without previous non-pensionable service should be reduced, the Head of Department shall report to the Director-General, in writing with full justifications, and the Director-General shall reduce the probationary period by any period from 2 to 6 months.

Rule 2.41 Officers appointed under the provisions of Rule 2.35 and subject to a trial period of two years shall be evaluated by their supervisors at the following periods:

- (a) after 6 months of service;
- (b) after 12 months of service;
- (c) 3 months before the end of the probationary period, including a probationary period reduced or proposed for reduction under the provisions of Rule 2.39

A report under (a) may be accompanied by a memorandum giving the supervisor's general impression of the probationary officer during the initial period of service, and may note examinations passed with dates, relations with the public (where applicable) and with co-workers, and special aptitudes demonstrated. Reports under (b) and (c) shall be in the format of the performance reports used for confirmed civil servants.

Rule 2.42 Officers appointed under the provisions of Rule 2.38 and subject to a trial period of one year shall be evaluated by their supervisors at the following periods:

- a. after 6 months of service;
- b. after 12 months of service.

Rule 2.43 Notwithstanding Rule 2.39, if at any time after the first 3 months of an officer's probationary period his/her supervisor has doubts about the suitability of the officer for retention in the Civil Service, the supervisor shall make one or more supplemental evaluation of the probationary officer.

Rule 2.44 All reports under the provisions of Rule 2.40, and Rule 2.41 by supervisors of probationary officers shall be submitted to the appropriate Head of Department, who shall add his/her views and forward the reports to the Director-General. When the supervisor is the Head of Ministry, he/she shall submit the reports directly to the Director-General.

Rule 2.45 All reports made under the provisions of Rule 2.39, Rule 2.40 and Rule 2.41 shall be confidential.

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Rule 2.46 At the end of the period of probation the officer shall, unless his probationary appointment is terminated or extended, be confirmed in his appointment.

Rule 2.47 In principle, probationary periods may not be extended beyond the periods set out in Rule 2.35 and Rule 2.38. When a Head of Department has any doubt about the suitability of a probationary officer, it shall be the duty of the Head of Ministry to take the interests of the Civil Service fully into account when formulating his/her recommendation at the end of the probationary period. Heads of Ministries are expected to make firm recommendations about retention or dismissal of probationary officers three months before the end of the probationary period, and the Director-General shall be expected to take firm decisions taking the recommendations of Heads of Ministries fully into account. Only in the most exceptional circumstances can the Director General extend a probationary period. In such cases, there shall be only one extension, and it shall be for no more than one year.

Recommendation for Confirmation

Rule 2.48 It shall be the duty of Heads of Ministries to furnish the Director General reports on officers three months before the end of their probationary period. It shall not be left to officers to apply for confirmation. When a Head of Ministry is absent from the office for a period of two weeks or more, he/she shall review all probationary appointments in the Ministry and for cases in which recommendations are due during the Head of Ministry's absence, he/she shall leave definite written recommendations on these cases to be forwarded at the appropriate time by the officer appointed to act for the Head of Ministry.

Confirmation of Appointment

Rule 2.49 An officer on probation shall be eligible to be confirmed in office at the end of the probationary period subject to:

satisfactory work;

(a) satisfactory conduct;

(b) satisfactory health;

and subject also to any prescribed conditions which may include:

(i) passing of prescribed examinations and/or departmental tests;

(ii) satisfactory completion of a course or courses of instruction;

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- (iii) other conditions laid down for the particular appointment.

Rule 2.50 Prior to confirmation the Head of Ministry shall furnish a medical and appraisal report on the officer.

Medical Clearance

Rule 2.51 The medical certificate obtained for purposes of appointment on probation and confirmation shall ordinarily be accepted for the purpose of becoming an established officer.

Pre-Confirmation Examinations

Rule 2.52 Pre-confirmation examinations shall be required to test the candidates' knowledge of administrative laws, regulations and rules as well as the knowledge relevant to specific professions and groups of jobs.

Rule 2.53 Information about pre-confirmation examinations, including the subjects to be covered by the examinations is provided for in the Administrative Manual.

Rule 2.54 Officers eligible to sit to an examination shall apply to the Director-General through their Heads of Ministries.

Rule 2.55 Success in the pre-confirmation examinations shall not be the sole basis for the confirmation of an officer's appointment. In determining the confirmation of an officer, all relevant facts shall be taken into account, notably the performance appraisals contained in the personnel file of the officer.

Confirmed Officers Status

Rule 2.56 Subject to these Regulations and Rules, a favourable recommendation from the Head of Ministry or Department, a satisfactory medical examination (see Rule 2.49) and a satisfactory examination result if required, an officer shall become a confirmed officer at the expiry of the applicable probationary period, unless:

- (a) the officer elects, before the expiry of the probationary period to resign his/her appointment;
- (b) the officer has not passed the required medical examination, owing to injury, disease or ill-health suffered or contracted in military, naval, air or similar service and shall, if the Commission so determines, on the recommendation of the Medical Board become an established officer.

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*Letter of
Confirmation*

Rule 2.57 Confirmation of appointment in the Civil Service is a very important event. Admission into the Civil Service shall be competitive, and those who succeed in the selection process and perform well during the course of their probationary period deserve recognition for their accomplishments. Upon confirmation of appointment, the Head of Ministry shall present an officer with a letter from the Director-General announcing the confirmation and to the extent practicable, the Head of Ministry should hand the letter personally to the newly confirmed officer.

Chapter 3 Salary

Regulations

Regulation 3.1 There shall be a salary structure made up of salary grades for each approved post in the Civil Service.

Regulation 3.2 There shall be a unified salary structure for all Civil Servants.

Regulation 3.3 The salary structure shall meet the following requisites:

- a. salaries shall be equal for substantially equal work;
- b. differences in salaries should be based on recognizable differences in the work performed, the responsibilities assigned, and the qualifications required;
- c. salaries should be determined after consideration of prevailing levels of pay for comparable work in other sectors of the Sierra Leone Labour market;
- d. salary structures are not static and must mirror actual work performed and must change as work and economic trends change. To that end, the Director-General shall undertake the necessary research into pay and conditions to justify any proposed general increase or other amendment to the existing pay and grading arrangements.

Regulation 3.4 Salaries for the Civil Service shall be determined by the Government of Sierra Leone.

Regulation 3.5 The Director-General shall issue approved salary grades for the Civil Service. Grades, once issued, shall remain in force until superseded by new grades and issued by the Director-General.

Regulation 3.6 Methods to be applied to determine the classification and grading of posts and the salary structure shall be decided by the Re-grading Committee subject to job evaluation or any other method or combination of methods considered to be appropriate by the Director-General.

Rules

Rule 3.1 The Government of Sierra Leone shall set the salary grade(s), including the value of salary increments. The Director-General shall issue the approved salary grades and conditions for the granting of salary increments within grades.

*Initial Salary on
Appointment*

Rule 3.2 In principle, the initial salary on appointment to the Civil Service is the base spinal point appropriate to the grade to which the appointment is made.

Rule 3.3 The commencing salary at a higher incremental point may be applied to a person appointed to the Civil Service which shall be determined by the Director-General where the appointee can show higher than minimum requirement for the position in the following categories:

- (a) academic, professional and technical qualifications;
- (b) relevant training and/or experience;
- (c) attributes necessary for the efficient and effective execution of tasks attached to the post to which the appointment is made.

*In-Grade Salary
Increments*

Rule 3.4 Satisfactory service for the purpose of awarding a salary increment is defined as satisfactory performance and conduct of staff members in their assignments, as evaluated by their immediate supervisors.

Rule 3.5 The award of salary increments for satisfactory service shall be made annually on the anniversary of the first day of the pay period following first appointment or most recent promotion, based on a satisfactory assessment covering the twelve months since the previous award or the satisfactory completion of twelve months probation.

Rule 3.6 Where a probation period is extended, the increment shall not be awarded until the satisfactory completion of the extended probationary period, and subsequent incremental dates shall then be the anniversaries of the new incremental date now established.

Rule 3.7 When no salary increment is awarded because of poor performance and/or unsatisfactory conduct the staff member shall not normally be eligible for a further increase until one year after the due date of the withheld increment. Exceptionally, where significant improvement is made, the increment may be awarded after six months following the adverse review. The date shall then become the new incremental date.

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Rule 3.8 No further salary increment shall be due once the maximum salary in the staff member's grade has been reached.

Salary on Promotion

Rule 3.9 On promotion, an officer shall be given a salary in the new grade which is at least one annual increment above the officer's pre-promotion salary.

Rule 3.10 If promotion is implemented in the month in which the officer is due an increment, such increment shall be included in the salary at the higher level.

Deductions from Salary

Rule 3.11 Deductions from salaries may be made for the following purposes:

- (a) Pay As You Earn (P A Y E);
- (b) contributions to National Social Security and Insurance Trust Fund (NASSIT);
- (c) to pay debts owed to the Government;
- (d) to pay debts owed to third parties when such deductions are required by law or a judgement of a competent court of Sierra Leone.

Chapter 4 Allowances and Provision of Quarters

Regulations

Regulation 4.1 There shall be a system of allowances available to eligible members of the Civil Service.

Regulation 4.2 Salaries payable under the provisions of Chapter 3 of these Regulations and Rules are compensation for the efficient performance of official duties. Allowances are additional to salaries and are intended to meet specific needs and requirements of groups or individuals within the Civil Service who meet eligibility requirements.

Regulation 4.3 The Government shall approve the value of allowances and the rules governing eligibility for allowances for the Civil Service.

Regulation 4.4 The Director-General shall issue approved rate(s) of allowances for the Civil Service. A rate, once issued, will remain in force until superseded by a new rate.

Rules

Allowances

*Acting
Allowance*

Rule 4.1 An officer on Gazetted Acting appointment shall be paid the base salary of the higher post. However, if the officer's current salary is higher than the base salary of the higher post, he/she shall be placed on the next advantageous point in the higher grade. An officer that is temporarily holding down the duties of a higher post shall not be eligible for the payment of any acting allowance.

Rule 4.2 No Acting Allowance shall be paid for a period of Acting Appointment, which is less than one month (30 days). An officer who acts for more than a month shall receive the Allowance retrospectively from the date of assumption of the duties of the higher post.

Rule 4.3 Where two periods of Acting appointments are broken by a period of less than one month (30 days), both periods shall be taken as continuous for the purpose of Rule 2.16.

Rule 4.4 No officer shall be permitted to draw more than one acting allowance at any given time.

Rent Allowance

Rule 4.5 Government may provide quarters for Civil Servants. Where the supply of quarters is insufficient, a monthly rent allowance may be paid the quantum of which shall be determined by Government.

*Remote Station
Allowance*

Rule 4.6 Officers posted to remote areas i.e. outside of the District Headquarter Towns, shall be paid an allowance that would be determined by the Director-General in consultation with the Financial Secretary.

*Transport
Allowance*

Rule 4.7 Civil Servants shall receive a Transport Allowance that shall be determined by the Minister of Finance from time to time.

*Medical
Allowance*

Rule 4.8 Civil Servants shall receive a Medical Allowance to be determined by the Minister of Finance from time to time.

*Interpreter's
Allowance*

Rule 4.9 An officer other than one specifically appointed as an interpreter who undertakes to interpret into a local language where the official interpreter for any language is unavailable, shall be paid an interpreter's allowance, with the approval of the Director-General.

Rule 4.10 The Interpreter's Allowance shall be 10% of the interpreter's daily salary.

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Warm Clothing Allowance

Rule 4.11 Officers who are nominated by Government to undergo courses of study in certain parts of the world, coinciding with winter, for a period not less than three months shall be paid a Warm Clothing Allowance.

Rule 4.12 The Director-General shall determine the value of a Warm Clothing Allowance as and when the need arises.

Allowances for Assessors, Jurors, Witnesses,, Interviewees

Rule 4.13 Serving officers who are called upon to perform duties outside their duty stations as assessors, jurors, or witnesses or are called upon to attend interviews within the Civil Service are regarded as being on duty and shall be eligible to claim travel and subsistence allowance.

Rule 4.14 The value of applicable travel and subsistence allowance shall be those currently in force.

Entertainment Allowance

Rule 4.15 Senior Civil Servants in Grade 16 and above are provided an entertainment allowance as they are expected to entertain persons within or outside the Civil Service on behalf of the Government as a public relations exercise. The purpose of the entertainment allowance is to defray such official entertainment costs incurred by Senior Civil Servants.

Rule 4.16 Officers referred to in Rule 4.15 shall receive an entertainment allowance. Such allowances shall be paid monthly and are only payable in respect of the period during which the officer is occupying a designated post. Officers acting in a vacant post that carries an entertainment allowance shall receive such allowance for the period they act in the post.

Rule 4.17 The value of the entertainment allowance is 10% of the eligible officer's basic monthly salary.

Domestic Servants Allowance

Rule 4.18 Senior Civil Servants are expected to entertain persons within or outside the Civil Service on behalf of the Government as a public relations exercise. Some of the entertainment is done in the homes of the Senior Civil Servants. The purpose of the Domestic Servant Allowance is to defray the cost of servants needed to provide household assistance to support Senior Civil Servants and their spouses as they undertake such activities in the interest of the Government.

Rule 4.19 The Domestic Servants Allowance shall be paid to Senior Civil Servants in Grade 16 and above.

Rule 4.20 The value of Domestic Servants Allowance shall be 10% of the eligible officer's basic monthly salary.

Rule 4.21 When:

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*Family
Separation
Allowance*

- (a) an officer with dependent children of school age is transferred to a different duty station;
- (b) it is not possible to time the transfer in a manner that avoids interruption of the children's school year; and
- (c) the officer chooses to leave spouse and children behind until the end of the current school year while proceeding to the new duty station;

a Family Separation Allowance shall be payable from the date of transfer to the new duty station to the end of the dependent children's school year, up to a maximum period of 8 months, to cover the cost of maintaining separate households.

Rule 4.22 The value of the Family Separation Allowance shall be one-fourth of the officer's basic monthly pay.

*Leave
Allowance*

Rule 4.23 All officers shall be entitled to leave allowance equivalent to one month gross salary when they proceed on vacation leave. The allowance shall be paid prior to the departure of the officer and shall be charged to the officer's Ministry/Department/Agency's Vote.

*Uniforms and
Protective
Clothing*

Rule 4.24 Government shall provide adequate and appropriate uniforms or protective clothing for officers who by virtue of their duties require uniforms or protective clothing.

*Fuel
Allocation*

Rule 4.25 Government shall provide fuel to facilitate the work of Ministries Departments and Agencies. Officers in senior management positions who are provided with official vehicles or use their private vehicles on official duties shall be provided with fuel.

QUARTERS

Rule 4.26 In principle, where available, Government provides quarters for Civil Servants. Quarters are divided into two categories:

- (a) Class A: for officers on Grade 7 and above.
- (b) Class B: for all other grades.

*Conditions for
Occupancy*

Rule 4.27 Civil Servants shall be required to pay rent for any Government Quarter or hostel they occupy, at rates stipulated from time to time by a designated authority of Government.

Rule 4.28 Officers occupying Government quarters shall not sub-

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let or assign such quarters to third parties. Any officer who violates this rule shall be liable to forfeiture of tenancy and eviction of the occupants.

Rule 4.29 Items of furniture belonging to Government shall not be transferred from or to any quarter without prior written permission of a designated authority.

Rule 4.30 Any officer who fails to vacate a quarter after due notice shall be guilty of gross misconduct and shall be liable to disciplinary action as well as legal eviction.

*Officers on
Secondment/
No-pay leave*

Rule 4.31 It is the responsibility of officers on secondment or no pay leave to pay the rents on their quarters, failing which they will be liable to eviction.

*Retired
Officers*

Rule 4.32 A retired civil servant shall vacate a Government quarter within six months from the date of his/her retirement.

*Officers
Posted
abroad*

Rule 4.33 Officers posted abroad shall vacate their quarters within six months on assumption of duty in the new duty station.

*Deceased
Officers*

Rule 4.34 In the event of the demise of an officer occupying a quarter, a period not exceeding six months shall be allowed to the spouse and/or recognized dependants of the deceased officer to vacate the quarter; provided that the spouse and/or dependants were residing with the deceased officer at the time of his/her death.

*Allocation
of quarters*

Rule 4.35 In the Western Area, quarters are allocated by the Ministry of Works, and in the Provinces, by the Provincial Secretary or District Officer, subject to right of appeal to the Head of the Civil Service.

Chapter 5 Promotion, Transfer and Secondment

Regulations

Regulation 5.1 Promotion means the elevation of an officer from a lower post to a higher post resulting in an increase in responsibilities and salary.

Regulation 5.2 Officers in the Civil Service shall be required to undergo a pre-promotion training course.

Regulation 5.3 All promotions shall be based on considered decisions as to the fitness of an officer to undertake duties at the higher level. In assessing officers for promotion, Heads of Ministries and the Commission shall be guided primarily by the criteria of merit and ability which shall be the over-riding consideration, and secondarily by seniority, experience and official qualifications of the officer.

Regulation 5.4 An officer shall be eligible for consideration for promotion only under the terms set out in the rules governing promotions. Promotion procedures and criteria shall be made known to staff, including the right to appeal.

Regulation 5.8 As part of the manpower planning process, Heads of Ministries shall ensure that the list of officers eligible for consideration for promotion are transmitted to the Director-General annually.

Regulation 5.6 Officers may be transferred within Departments, between Departments and or between duty stations according to the needs of the Service.

Regulation 5.7 Transfers of Administrative Officers shall be initiated by the Administrative Officers' Postings Committee. The transfers of professional staff within a Ministry shall be authorized by the Permanent Secretary while the transfer of professional/technical staff across MDAs shall be authorised by the Head of the Civil Service based on recommendations from the Professional Head. Clerical and Executive staff shall be transferred by the Director-General.

Regulation 5.8 Officers may be seconded to entities outside the Civil Service.

Rules

Promotion

*Promotions Linked to
Responsibilities at a
Higher Level*

Rule 5.1 Promotions are linked to an increase in responsibility, authority and salary. To implement a promotion, there shall be a vacant post available at a level higher than the substantive grade level of the officer to be promoted, and the officer promoted shall be assigned to that post and made responsible for carrying out the duties attached to it.

*Pre-promotion
Training*

Rule 5.2 In order to enhance the capacity of officers to undertake responsibilities at a higher level, they shall be required to undergo a pre-promotion training course.

Rule 5.3 Promotion is normally linked to one grade at a time. Where exceptionally, a promotion is made to a vacant post at two grades higher than the officer's grade before promotion, the employee shall be paid at the grade to which he/she is promoted.

*Criteria for
Promotion*

Rule 5.4 When considering officers for promotion, due regard shall be paid to two elements:

- a) merit;
- b) seniority

Merit

Rule 5.5 Merit is the primary consideration to be taken into account in deciding on promotions. Merit means demonstrated competence in the past as measured by an officer's performance appraisal reports. Merit also means objective assessment that the officer is competent to perform the tasks attached to a post at the higher level, including a review of successful completion of required pre-promotion training, and that the officer has a potential for future career development.

*Seniority and
Experience*

Rule 5.6 Since the acquisition of experience is expected to give an officer a higher level of competence, the minimum level of seniority shall be taken into account. However, the promotion of the most senior officer(s) for a position cannot be considered a foregone conclusion, and no promotion will be given solely on grounds of seniority; rather merit shall be the main criterion for promotion. .

Rule 5.7 When two or more candidates for promotion have equal merit, the most senior among them shall be selected for promotion

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*Appeal Against
Promotion Decisions*

Rule 5.8 When an officer with less seniority than another officer or officer(s) is promoted, the more senior officer(s) shall have no super-session rights since seniority is not the main criterion for the selection of officers for promotion.

Rule 5.9 Notwithstanding Rule 5.8, an officer who believes a promotion decision was influenced by biased judgment, may petition the Commission to review the decision.

*Time in Grade
Requirements*

Rule 5.10 Subject to availability of a vacancy, the minimum period of service to be eligible for consideration for normal promotion to the next higher grade shall be five years.

*Promotion
Procedures*

Rule 5.11 Selection of a candidate for promotion in the Civil Service shall be:

- (a) on the basis of merit as documented by the performance record of the candidate;
- (b) based on relevant criteria applied consistently to all eligible candidates, including a review of successful completion of pre-promotion training requirements, and/or additional qualification requirements;
- (c) in accordance with practices which guard against bias, and which provide equality of opportunity for all eligible candidates throughout the promotion process.

Rule 5.12 In making recommendations for the promotion of officers in the Civil Service, Heads of Ministries shall be guided by the provisions of Regulation 5.3 and Rules 5.4, 5.6 and 5.7.

Rule 5.13 Promotion of officers may involve transfer from one duty station to another.

Rule 5.14 When the qualifications and experience of two or more of the highest-rated candidates are virtually identical, preference shall be given to the candidate with the best performance reports in personnel files maintained by the Civil Service, and in the case of equal performance, to the candidate with the longest period of service.

*Accelerated
Promotions*

Rule 5.15 Accelerated promotions are promotions granted on the basis of sustained outstanding performance and an assessment of suitability for early advancement to officers before they meet time in grade requirements for normal promotions, as set out in accordance with the provisions of Rule 5.10.

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Rule 5.16 Officers holding confirmed pensionable appointments may be eligible for consideration for accelerated promotions as follows:

- a) An officer is given an **Overall Annual Performance Rating** of "outstanding" for 3 consecutive years of the Annual Staff Performance Appraisal Report and this rating is endorsed by the Head of Ministry;
- b) The officer has successfully completed pre-promotion training requirements.

Rule 5.17 The Director-General shall establish a consolidated list of officers in all Ministries eligible for consideration for accelerated promotion, and transmit same to the Commission.

Rule 5.18 The Commission shall administer the Accelerated Promotion Assessment Process.

Effective Date of Promotion

Rule 5.19 The Commission shall, on the advice of the Director-General, determine the effective date of promotion of officers.

TRANSFERS

Rule 5.20 An officer may at any time and without his/her consent be transferred from his/her current duty station to another.

Rule 5.21 The transferring authority shall, when deciding to transfer an officer to a new duty station, have regard to the social implications of the transfer provided that the needs of the Civil Service shall always take precedence in transfer decisions.

Rule 5.22 When an officer is transferred, management shall give him or her all reasonable support and information about conditions of service applicable upon transfer.

Refusal to Transfer

Rule 5.23 Failure by an officer to obey a lawful instruction regarding a transfer shall result in disciplinary action under the provisions of these Regulations and Rules.

Separation of Family upon Transfer to New Duty Station

Rule 5.24 In the case of the transfer to a different duty station of an officer with dependent children of school age, every attempt should be made to implement the transfer on a date which avoids interruption of the children's school year. When this is not possible due to exigency of service and when the officer chooses to leave spouse and children behind until the end of the current school year while proceeding to the new duty station, a Family Separation Allowance shall be payable from the date of transfer to the new duty station to the end of the dependent children's school year, up to a maximum period of ten months, to cover the cost of maintaining separate households.

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SECONDMENT

Rule 5.25 Civil Servants may be seconded to local or national government bodies or organizations, or to recognised international organizations. Secondments may be for the purpose of permitting external bodies or organizations to benefit from the skills and experience of Civil Servants, and/or to permit Civil Servants to broaden their experience and knowledge through temporary service outside of the Civil Service.

Rule 5.26 The secondment of an officer to the service of local or national government bodies or organisations at his own request shall be for a period of two years in the first instance after which the officer shall apply for an extension or return to his former post. The total period of such secondment shall not exceed four years.

Rule 5.27 The secondment of an officer to an international organisation at his own request shall be for a maximum of five years, after which the officer may exercise the option to either revert to the Service or retire or resign.

Rule 5.28 Where it is considered to be in the public interest to second an officer to the service of an approved body or recognised international organisation, the period of secondment shall be determined by the organisation, and the officer shall be treated as being on special duty. An officer on special duty shall be entitled to increment and promotion, notionally. The head of the management of such body, organisation/institution, is required to provide an appraisal/ assessment report on the officer on secondment to the Director-General as set out in Rule 8.16.

Rule 5.29 An officer on secondment at his/her own request, shall continue to hold his/her substantive post.

Rule 5.30 No later than 4 months prior to the expiry of a secondment, the officer shall notify the Director-General as to whether he/she will revert to the Civil Service, or resign or retire from the Service.

Rule 5.31 Requests for secondment shall be addressed to the Director-General and approved by the Head of the Civil Service.

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Re-designation

Rule 5.32 Re-designation is defined as a move by an officer from one line function or group to another laterally. On re-designation to the new position, the officer shall be required to serve a period of not less than one year on trial.

Rule 5.33 If at the end of the trial period, the Head of Ministry assesses the officer's performance as fully satisfactory, the officer shall be confirmed in the new position. If at the end of the trial period the Head of Ministry assesses the officer's performance as unsatisfactory, the officer shall revert to his/her former post.

Rule 5.34 In order to ensure the career development and functional effectiveness of an officer seeking re-designation from one cadre of the Service to another and, to enable the officer inculcate the values and culture of the new cadre, officers shall not be re-designated to posts above Grade 8.

Chapter 6 Leave

Regulations

Regulation 6.1 Civil Servants may be granted the following types of leave:

- a. Annual Vacation Leave
- b. Study Leave;
- c. Sick Leave
- d. Maternity Leave
- e. Urgent Private Affairs (UPA) Leave
- f. Casual Leave
- g. Special Leave
- h. Terminal Leave

Regulation 6.2 It is in the interest of the Civil Service that officers who are eligible under these Regulations and Rules are granted appropriate types of leave, for appropriate periods.

Officers are eligible for ***Annual Vacation Leave (AVL)*** with pay after a year's work to allow them to rest from their duties and return refreshed with renewed energy to serve in an effective and efficient manner.

Study Leave allows officers to undertake various courses of study to enhance their knowledge, skills and efficiency.

Sick Leave and Maternity Leave (See Chapter 10 Social Security)

Urgent Private Affairs (UPA) Leave is leave granted to officers for a period not exceeding forty-eight (48) hours.

Casual Leave is leave granted to officers to enable them attend to personal needs and shall not exceed twenty-one (21) days.

Special Leave is leave granted at the discretion of the Director-General to meet special needs of officers.

Terminal Leave is vacation leave for which an officer is eligible prior to retirement.

Regulation 6.3 Leave for which an officer is eligible may be granted upon application by the officer at times and for periods governed by the exigencies of the Service. However, where it is absolutely necessary due to the exigencies of the Service, officers may be recalled from approved leave.

Rules

*Leave:
General
Provisions*

Rule 6.1 Every Head of Ministry or Department shall ensure that a leave plan is prepared for every calendar year. Heads of Ministries or Departments shall supervise the implementation of the annual leave plan. It is the duty of Heads of Ministries and Departments to encourage officers to take their annual leave. Leave shall normally be approved and taken in accordance with the annual plan, unless the exigencies of the Service dictate otherwise.

Rule 6.2 An officer who is granted leave may not, upon resumption of duty, automatically be placed in the position he/she held prior to proceeding on leave. The officer may be offered a similar position in line with the officer's experience and qualifications and at a location where the officer's services are required according to the needs of the Service. Except that an officer who has acquired or possesses specialized technical or professional knowledge and skills for a particular post, may be allowed to resume duty in the post or position held by him/her after the expiration of his/her leave.

Rule 6.3 Vacation leave and Terminal leave granted shall exclude Saturdays, Sundays and Public Holidays. Officers shall inform their Ministry or Department of their postal address and telephone numbers, before proceeding on leave, and of any subsequent change of address or telephone numbers.

*Urgent
Private
Affairs (UPA)
Leave*

Rule 6.4 Urgent Private Affairs (UPA) leave may be granted to officers for a period not exceeding forty-eight (48) hours. Such leave shall not count as part of the officer's earned annual leave and shall not be granted more than twice in a year.

*Casual
Leave*

Rule 6.5 Casual leave granted to an officer shall be inclusive of all weekends and public holidays, and shall be deducted from his/her earned vacation leave. It shall be reckoned from the day the officer proceeds on leave unto to the day preceding his/her resumption of duty. No officer shall be granted casual leave more than two times within a year.

*Officers to
notify
D-G when
travelling out
of the country*

Rule 6.6 No officer is allowed to travel out of the country without notifying the Director-General.

Leave Records

Rule 6.7 Records of all types of leave taken by officers must be kept in the respective Ministry or Department, as well as in the office of the Director-General.

*Annual Leave
within
probationary
period*

Rule 6.8 No officer shall be allowed to proceed on Annual Leave within the officer's probationary period.

Rule 6.9 All Civil Servants shall be entitled to thirty (30) working

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days annual leave after a period of twelve months of service.

*Leave not
utilised shall
be forfeited*

Rule 6.10 Leave not utilised shall be deemed to have been forfeited unless such leave has been deferred by the Head of Ministry; and provided that the period of deferment shall not spill over to the next financial year.

Rule 6.11 Part of an officer's Annual Leave can also be utilised for shorter periods for personal reasons under the appropriate provisions of these Rules.

*Requests for
Annual Leave*

Rule 6.12 An application for leave shall be submitted in the appropriate Form and a decision on the request shall be placed in the officer's personnel file.

Rule 6.13 Leave may be applied for and granted as follows:

Category I Heads of Departments and Administrative Officers shall be required to apply for their earned annual leave to the Head of the Civil Service for approval through the Director-General;

Other Civil Servants in Grade 7 upwards are required to apply for their earned annual leave in accordance with the leave plan in their Ministries or Departments, to the Director-General, for approval through their Heads of Ministries or Departments.

Category II Civil Servants in Grades 1-6 shall be required to apply for their earned annual leave in accordance with the leave plan in their Ministries or Departments, to their Heads of Department or Ministry for approval, through their Section Heads. The Director-General shall be informed about all such leave approved.

Rule 6.14 The personal circumstances and preferences of officers shall, as far as possible, be considered when making leave plans and when approving annual leave. However, all arrangements for annual leave shall be subject to the exigencies of the Service, which may require leave to be taken by an officer during a period designated by the Director-General or Head of Ministry.

*Absence from
duty on
account of
illness*

Rule 6.15 If an officer is ill and unable to report for duty, he/she shall notify his/her Supervising Officer in writing or by any other means of communication.

Sick Leave

Rule 6.16 Officers who fall sick during a period of annual leave are

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During Annual Leave

entitled to record such a period as sick leave, provided that:

- (a) the period of illness seriously incapacitates the officer for 7 days or more;
- (b) the officer's Ministry or Department is notified immediately on the 8th day of the officer's incapacitating illness;
- (c) the officer produces a statement by a qualified medical practitioner certifying that he/she was incapacitated for 7 days or more during the period of annual leave.

Study Leave

Rule 6.17 The Civil Service seeks to constantly improve the knowledge and skills of its officers. An important tool for achieving this institutional objective is the granting of Study Leave. Study Leave shall be granted for the purposes of motivating and enhancing the knowledge, efficiency, effectiveness of civil servants. Study Leave may be granted by the Director-General to deserving officers who have been identified and recommended by their Heads of Ministries.

Rule 6.18 Study Leave may be granted with pay or without pay, and may be for studies in Sierra Leone or abroad.

Rule 6.19 No study leave may extend beyond five years unless the Director-General grants an extension up to a limit of two additional years, upon request by the officer on study leave.

Rule 6.20 An officer shall not earn annual leave while on study leave in Sierra Leone or abroad.

Eligibility for Study Leave

Rule 6.21 Only confirmed officers shall be eligible for Study Leave.

Rule 6.22 Officers who possess potential for development should be identified on the basis of formal assessments of their performance by their supervisors. Qualified candidates for Study Leave are recommended through Heads of Ministries to the Director-General for consideration.

Rule 6.23 In identifying officers to be recommended for Study Leave, the following criteria should be applied:

- (a) the field of study should be relevant to the training needs of the Civil Service;
- (b) the training shall be within the training plan of the Civil Service;
- (c) the training must be undertaken in a recognised institution;

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- (d) the nominated candidate must be a confirmed officer, appropriately qualified for the training proposed for him/her, in terms of the academic requirement, skills, knowledge and experience possessed by the candidate and the training and staff development policies of the Civil Service;
- (e) the choice of the candidate must be fully justified in terms of the performance record of the selected candidate in relation to the performance records of other candidates;
- (f) funds must be available for the proposed course of study;

Study Leave with Pay

Rule 6.24 Officers on approved study leave with pay shall be eligible for payment of normal salaries as well as annual salary increment subject to the receipt of satisfactory progress report on such officers.

Study Grant

Rule 6.25 Where an officer is offered a study grant which provides only limited support that does not cover certain expenses and materials required by the institution, Government may meet such expenses subject to confirmation by the institution.

Progress Report on Officers on Study Leave

Rule 6.26 Officers on study leave shall ensure that a progress report on their conduct and academic performance is submitted by the institution to the Director-General every year.

Bonding

Rule 6.27 Bonding is a contractual agreement between an officer and Government whereby the officer agrees to serve for a stipulated period upon completion of his/her course of study paid for either directly or indirectly by Government. When a Civil Servant is awarded Study Leave with pay, a bonding agreement shall be prepared and signed by the officer.

Rule 6.28 Officers granted study leave with pay for whatever duration shall be bonded to serve the Government upon completion of their studies.

Rule 6.29 When study leave with pay is funded from foreign awards made to the Government by organizations or individual countries and the conditions pertaining to such awards are generally accepted, the bonding provisions set out in Rule 6.26 and Rule 6.27 shall apply.

Rule 6.30 Officers granted study leave with pay and who sign bonding agreements with Government must return to duty in the Civil

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Service after the completion of their studies or even if they fail to complete their studies. Officers who fail to return to duty shall be required to refund to Government the full amount expended by Government on their studies.

Rule 6.31 Heads of Ministries and Departments should inform the Director-General when an officer returns from a period of study leave whether with pay or without pay.

*Study Leave
Without Pay*

Rule 6.32 An officer who wants to pursue a course of study, which does not fall within the Civil Service training plan, but is relevant to the country may apply for study leave without pay.

Rule 6.33 Supervisors shall forward an application for study leave without pay, with their recommendations, through their Head of Ministries to the Director-General for consideration. In making their recommendations, supervisors shall assess the requested study leave without pay in light of the exigencies of the Service.

*Special
Leave*

Rule 6.34 Special Leave for the purposes of these Regulations and Rules is defined as any leave not covered by the provisions set out above or by the provisions governing sick leave set out in Chapter 10, Social Security.

Rule 6.35 Special Leave with or without pay is granted at the discretion of the Director-General.

Rule 6.36 When considering a request for Special Leave, the Director-General shall take into account the exigencies of the Service. The Director-General must also be satisfied that the circumstances behind a request for special leave justify its approval, especially when Special Leave with pay is under consideration.

Rule 6.37 Heads of Ministries and Departments shall provide the Director-General with appropriate justification and any relevant background regarding applications for Special Leave. In normal circumstances, Special Leave with or without pay shall not be granted unless recommended by the relevant Ministry or Department.

Rule 6.38 Special Leave is normally granted by the Director-General for the following purposes:

- (a) **Official assignment:**
Special Leave is applicable to officers of the Civil Service who are nominated or selected to represent Sierra Leone in national or international events. Special Leave granted for these purposes will normally be Special Leave with pay.
- (b) **Accompany a spouse on official mission or assignment abroad:**

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Special Leave to accompany a spouse abroad shall normally apply to officers whose spouse works for the Foreign Service or is performing any other duty abroad that is in the national interest. Special Leave to accompany a spouse abroad may be granted for a period corresponding to the duration of the spouse's mission or assignment abroad, and may be renewed. Special Leave granted for these purposes will be without pay.

(c) *Leave for Compassionate reasons:*

Special Leave for compassionate reasons may be granted if an officer has compelling circumstances, normally related to family matters, which make his/her presence at work extremely difficult or impossible. Special Leave may also be granted for compassionate reasons if an officer has exhausted his/her accrued annual leave. Special Leave for compassionate reasons shall be with pay and for a period not exceeding 21 days.

(d) *Leave for other reasons:*

The Director-General may grant Special Leave for other reasons in exceptional circumstances.

Rule 6.39 Heads of Ministries and Departments shall regard staff to be on official duty when they, in their official capacity, are called upon to give evidence in criminal or civil proceedings or to attend other official functions.

Rule 6.40 Heads of Ministries and Departments are required to grant nominated or selected members of recognized staff associations time off with pay from their official duties to allow them to perform their functions properly, to attend meetings and to attend approved training courses.

Rule 6.41 When Civil Servants have been officially nominated by Government to be members of Boards or Committees, they normally perform such duties in an official capacity, and the conditions of service related to attendance at meetings of such bodies shall be defined at the time of nomination. A specific decision with regard to Special Leave is not normally required.

Chapter 7 Travel and Subsistence

Regulations

Regulation 7.1 Official travel means travel for the purpose of carrying out Government business, or the exercise by officers of travel entitlements set out in these Regulations and Rules.

Regulation 7.2 Government shall meet travel and subsistence expenses for the following types of travel:

- a. official travel;
- b. travel between duty stations on transfer within the Civil Service;
- c. travel to obtain medical and dental treatment by officers in remote duty stations;
- d. travel on retirement.

Regulation 7.3 There shall be no duplication of travel and subsistence benefits paid by Government and external sources for approved official travel.

Regulation 7.4 Travel shall be by the most economical and efficient means, taking into account the costs of subsistence and the period of travelling time.

Regulation 7.5 Travel paid for by the Government shall be authorized before it is undertaken.

Rules

- General Rules*
- Rule 7.1** When an officer is required to travel on official duty or on transfer from one duty station to another, or for official medical or dental treatment, or on retirement, such travel shall be considered official travel.
- Rule 7.2** The Director-General shall be notified about all official travel overseas.
- Rule 7.3** Civil Servants in senior grades may be issued cars for official use as a condition of service.
- Rule 7.4** Officers not employed as drivers shall not drive Government vehicles unless they are authorised to do so by the Head of Ministry or the Director-General.
- Non-Duplication of Payments*
- Rule 7.5** When an external source pays travel costs and subsistence allowance at a rate below the approved rate currently in force, Government shall pay the difference.
- Travel by Road*
- Rule 7.6** Travel within Sierra Leone on official business may be by Government vehicle, by public transport, by transport on hire, or by an officer's own vehicle. When an officer is authorized to drive a vehicle on official business:
- (a) the officer must hold a valid driver's licence for the class of vehicle he/she will drive;
 - (b) the vehicle must be insured;
 - (c) no unauthorized passengers are permitted.
- Rule 7.7** When an officer is authorized to use his/her own vehicle for official travel:
- (a) the vehicle must be insured and licensed;
 - (b) the officer must have prior approval of the Head of Department.
- Rule 7.8** When an officer is authorized by the Head of Ministry or Department to hire a vehicle for a purpose set out in Rule 7.6, payment shall be made to the service provider.
- Rule 7.9** When an officer is authorized to drive a government vehicle, or to use his/her own vehicle for official travel, the officer shall be protected by Government when involved in a traffic accident provided that the following conditions are met:

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- (a) the accident occurs during performance of official duties;
- (b) the trip must have been authorized;
- (c) the officer holds a valid driver's licence for the class of vehicle he/she is driving;
- (d) the officer is not under the influence of any intoxicating liquor or drugs.

Rule 7.10 Civil Servants in senior grades who, under the provisions of Rule 7.3, are issued cars for official use as a condition of service may transport their spouses and dependants in their Government-provided cars. Spouses and dependants shall be considered authorized passengers for the purposes of these Regulations and Rules.

*Travel by
Air*

Rule 7.11 When travel by air is authorized for official purpose, the class of travel for various categories of officers shall be determined by Government.

Rule 7.12 When an officer is authorized to travel by air for a purpose set out in Rule 7.11 payment shall be made to the approved travel agent or airline and not to the officer.

*Travel for
Medical or
Dental
Treatment*

Rule 7.13 Civil Servants and their immediate families and approved dependants stationed in areas where specialist medical and/or dental facilities are not available shall be entitled to reimbursement of transport expenses to the nearest centre with such facilities.

Rule 7.14 Officers should obtain prior written approval for travel under the provisions of Rule 7.13 for themselves, members of their immediate families and approved dependants. However, in cases of medical or dental emergency, the requirement for prior written approval of travel shall be waived, and approval will be granted retrospectively upon production by the officer of a medical certificate attesting to the emergency nature of the treatment provided by a medical or dental practitioner.

*Travel for
Training*

Rule 7.15 When an officer is required to undergo training at a location away from his/her duty station, travel to the location of the training in Sierra Leone or abroad shall be considered official travel and the provision of the rules governing official travel shall apply.

*Subsistence
Allowance*

Rule 7.16 Officers travelling locally or abroad on official duty are entitled to a subsistence allowance as determined by Government from time to time.

Rule 7.17 The subsistence allowance shall cover the average costs of an officer's meals and accommodation and incidental expenses while on official travel status away from his/her duty station. When such travel requires an overnight stay away from the duty station, subsistence

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allowance shall be paid for each night away. In the event an officer who has received subsistence allowance fails to travel, the officer must pay back to revenue the full amount received by him/her.

Reimbursement of claims for extended official travel

Rule 7.18 If the travel period is extended beyond the period foreseen when travel was authorized and the subsistence allowance was calculated and paid, the officer may claim a reimbursement of subsistence allowance for the duration of the extended stay.

Travel of Dependants and Transport of Household goods on transfer

Rule 7.19 Government shall not be responsible for costs incurred when spouses and/or dependent children are travelling with the officer on official duty, other than when the officer is on transfer or travelling home on retirement.

Rule 7.20 Transport provided to an officer for the purposes of travel on transfer shall be such that all immediate and eligible family members as well as the officer's household goods shall be accommodated at Government expense.

Rule 7.21 Travel on transfer may be by public transport, Government vehicle, hired vehicle or the officer's personal vehicle. When a transferred officer's family members are to accompany the officer in a Government-hired or personal vehicle driven by the officer, prior written authorization by the relevant Ministry or Department must be obtained. Only when prior authorization has been obtained and the officer driving the vehicle is not found to be at fault will Government take responsibility in the case of a road traffic accident leading to injury or death of authorised passengers.

Travel to Seek Accommodation

Rule 7.22 Where housing at the new duty station is not provided by Government, travel claims by an officer may be paid for a visit to a new duty station for the purpose of seeking accommodation.

Disturbance Allowance on Transfer

Rule 7.23 Where an officer is required to change his/her residence, occasioned by transfer from one Province or District to another, or within a District, a Disturbance Allowance shall be paid to the officer to facilitate his/her resettlement in the new duty station. The Disturbance Allowance is a lump sum payment, the rate of which shall be determined by the Director-General.

Travel on Retirement

Rule 7.24 Transport provided for the purposes of travel on retirement shall be such that all personal effects of the officer and his/her immediate and eligible family members shall be accommodated at Government's expense.

Loss of Travel and Transport Entitlements

Rule 7.25 Officers dismissed under the disciplinary provisions set out in this Code, Regulations and Rules, shall not be entitled to travel at Government expense nor transport of personal effects at Government expense.

Chapter 8 Performance Appraisal and Training

Regulations

Regulation 8.1 Civil Servants shall be evaluated periodically for their efficiency, competence and integrity, through performance appraisal procedures that shall assess the officers' compliance with the standards set out in these Regulations and Rules.

Regulation 8.2 The evaluation of performance shall be focussed on the achievement of pre-determined objectives and targets established in annual job plans agreed for individual officers, and the demonstration of competencies and skills required in the position.

Regulation 8.3 Appraising officers shall identify officers' developmental needs to equip them to perform current tasks better and/or to prepare them for future responsibilities at a higher level, and they shall make specific recommendations for individual officer's training/development.

Regulation 8.4 Managers and Supervisors responsible for appraising officers must be competent to do so and shall receive adequate training and instructions in all aspects of the performance appraisal process.

Regulation 8.5 The Managers and Supervisors shall ensure that the process of assessing individual performance is applied objectively and that standards are consistent.

Regulation 8.6 The individual performance appraisal shall include the award of a specific performance rating, recommendations for the officer's training and development needs, and may include recommendations for normal or accelerated promotion; and in cases of poor performance, particularly officers on probation, termination from the Service.

Regulation 8.7 Government shall adopt a Civil Service Training Policy that will serve as a guide for the development of the capacity of employees in the Civil Service to enhance their functional effectiveness.

Regulation 8.8 Government shall establish the management and funding mechanisms necessary for the effective implementation of the Civil Service training policy.

Rules

Performance Appraisal

*General
Provisions*

Rule 8.1 There shall be a scheme of annual formal appraisal of the individual performance of all Civil Servants. The object of the Annual Performance Report is to provide a full record of each officer's work, conduct and capabilities from which his/her suitability for promotion and salary enhancement may be determined.

Rule 8.2 It is essential that Annual Performance Reports on officers must be detailed, objective and candid.

Rule 8.3 The report shall:

- a. provide an objective assessment of each officer;
- b. clarify objectives and targets to be met by each officer that accord with organisational objectives;
- c. identify appropriate competencies needed by the officer in his/her position;
- d. encourage performance improvement through regular appraisal discussion and feed-back between the officer and his/her nominated appraising manager (usually the line manager) throughout the year;
- e. assist in the officer's personal development through the identification of training and self-development needs and the encouragement of self development; and
- f. provide a regular rating of performance and proposals for career progression.

Rule 8.4 Any adverse comment on an officer's work or conduct included in a Report shall be conveyed to the officer in writing by the reporting Head of Ministry or Department with the object of enabling the officer to overcome his/her short-comings.

Rule 8.5 Notwithstanding the provisions of Rule 8.1, performance appraisal is a continuing process and supervisors/countersigning officers should provide regular, objective and constructive guidance and feed-back to officers in the periods between annual formal appraisals.

Rule 8.6 The performance evaluation system shall ensure that officers know in advance what is expected of them and how their performance shall be assessed.

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Rule 8.7 Officers shall be given effective feed-back from the annual performance appraisal, opportunity to discuss with their supervisor and have access to any formal written assessment of their performance.

*Job
Plan*

Rule 8.8 The Job Plan specifies what is expected of the officer over the review period through establishing the work priorities and the results to be achieved. The central component of the Job Plan is the list of objectives/targets agreed on. The number of objectives/targets shall depend on the number of duties in the job description and their level of importance. Where duties are listed by key responsibilities or main areas of activity then a specific objective/target should be set for at least one priority duty within each key responsibility/area of activity. For most positions, up to four work objectives/targets will be sufficient. An additional 'personal improvement' objective may be set. The specific technical skills and job knowledge required in the position should also be specified at the time of agreeing on the job plan.

*Annual
Performance
Appraisal*

Rule 8.9 For the purposes of annual performance appraisals, officers shall be grouped into two categories:

- (a) Officers in grades 1 to 6 inclusive;
- (b) Officers in grade 7 upwards, other than Permanent Secretaries that are Heads of Ministries.

Rule 8.10 Performance appraisal procedures and Forms may be different for each of the categories of officers set out in Rule 8.9. Standards for assessing the performance of officers in each category should be consistent within the category and objectively applied.

Rule 8.11 Annual performance appraisals shall include assessment of the officer by the supervisor identified by the relevant Ministry or Department. In the context of Rule 8.2 and Rule 8.3 and in order to promote the efficiency and effectiveness of the Civil Service, there shall be discussions and a regular dialogue between the designated supervisor and the officer during the period between annual appraisals.

Rule 8.12 A reporting officer must not only be senior to the officer being reported on, but also the immediate superior officer under whom the officer being reported on directly works.

Rule 8.13 Where the immediate supervising/reporting officer is not the Head of Ministry/Department the report shall be countersigned by the Head of Ministry/Department.

Rule 8.14 Where an officer has served in more than one Ministry/Department/Agency (MDA) before his/her report is rendered, the

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reporting officer shall be the immediate superior officer under whom he/she worked for the greater part of the period the report shall cover.

Rule 8.15 Annual performance appraisals shall be documented in the appropriate report form. Performance appraisal reports shall be signed by the officer and the supervisor that assesses the officer and countersigned by the Head of Ministry or Department. A countersigning officer should therefore assess every report carefully and judiciously before countersigning.

Rule 8.16 Heads of Institutions to which officers are seconded shall be required to provide annual appraisal report on such officers to the Director-General.

*Annual
Appraisal
Reports on
Officers on
Secondment*

Rule 8.17 The performance of officers at Permanent Secretary level and above shall be assessed by the Head of the Civil Service and the Commission in the form of discussions regarding objectives and targets to be attained within a specified period.

*Performance
Appraisal of
Permanent
Secretaries*

Rule 8.18 With reference to Rule 8.9, all performance appraisal reports shall be submitted to the Director-General. The appraisal of an officer shall be made known to the officer before the report is submitted to the Director-General. A copy of the report shall be placed in a confidential personnel file open to the officer concerned.

*Performance
Appraisal
Procedures*

Rule 8.19 The annual performance appraisal exercise to the extent practicable, shall have four phases:

- (a) discussion and agreement of a job plan between the supervisor and the officer which will form the basis of discussion of progress through the coming review period
- (b) assessment of the officer by the supervisor using official forms;
- (c) an appraisal interview between officer and supervisor to discuss the supervisor's assessment of the officer before the appraisal form is completed and signed;
- (d) follow-up on actions agreed during the appraisal interview to link the assessment to the work plan of the Ministry or Department and to meet any training needs identified during the appraisal exercise.

Rule 8.20 Throughout the year, the appraising supervisor shall have formal and informal discussions with the officer and keep a record of progress. Midway through the year the appraising supervisor and officer shall have a mid-term review to discuss progress, agree what needs to be done to achieve the plan and targets, and, if necessary, amend them.

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Rule 8.21 At the end of the appraisal year the appraising supervisor shall prepare the appraisal report and arrange to discuss it with the countersigning officer who may add comments. The report shall then be shown to, and be discussed with the officer at the appraisal interview. This shall include the confirmation of an overall performance rating and identification of training and development needs and recommended training and development action to be taken.

Rule 8.22 The final appraisal rating shall be entered on a scale of 1 to 4:

1. Outstanding.
2. Above average
3. Average
4. Below average

Rule 8.23 The report shall be signed by the appraising supervisor and the officer, who may add comments, before being approved and signed by the counter-signing officer.

*Performance
Appraisal Forms*

Rule 8.24 Performance Appraisal Forms shall be incorporated in the Administrative Manual.

TRAINING

Rule 8.25 Government shall adopt a Civil Service Training Policy which shall have the following objectives:

*Training
Policy*

- (a) to identify the training needs of the Civil Service;
- (b) to determine procedures that will guide the Civil Service in planning and implementing its training and career development activities;
- (c) provide for the creation of a Central Fund for Civil Service Training and an Annual Budget for the Fund;
- (d) establish criteria for research related to training, capacity building and career development.

*Management of
Training*

Rule 8.26 Government shall establish the management mechanisms necessary for the effective implementation of the Civil Service Training Policy.

Rule 8.27 The Human Resource Management Office shall be the focal point for Human Resource Development in the Civil Service and shall have overall responsibility for:

- (a) coordinating the implementation of Civil Service training programmes;

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- (b) coordinating and collating training needs of Ministries/ Departments/Agencies (MDAs);
- (c) ensuring that all training activities undertaken by Civil Servants are demand-driven and fall within the National Training Plan;
- (d) processing applications for sponsorship and approving the release of officers for local or overseas training courses of instruction;
- (e) maintaining records of all training received by Civil Servants;
- (f) assessing the impact of training on the Service;
- (g) assessing the capacity of training providers/ institutions;
- (h) mobilising resources for the training of Civil Servants;
- (i) managing the Central Fund for training and capacity building in the Civil Service.

Central Fund for Civil Service Training

Rule 8.28 There shall be a Central Fund for Civil Service Training which shall be made up of:

- (a) annual appropriations in the annual budget; and
- (b) donations for Civil Service Training by local/international institutions/organisations.

Management of Central Training Fund

Rule 8.29 The Central Fund for Civil Service Training shall be managed by the Director-General under the directions of the Civil Service Training Committee which shall be established to:

- (a) review all training plans/proposals submitted by Ministries/Departments/Agencies (MDAs);
- (b) prioritize the training needs of the Civil Service;
- (c) approve the training plans submitted by Ministries/ Departments/Agencies (MDAs);
- (d) conduct interviews for the selection of Civil Servants for both internal and external training courses.

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Rule 8.30 The Members of the Civil Service Training Committee shall be:

- a. the Head of the Civil Service (Chairman)
- b. the Director-General;
- c. the Financial Secretary;
- d. the Chief Education Officer;
- e. the Chief Medical Officer
- f. the Chief Agriculturist;
- g. the Head, Civil Service Training College.

The Director, Training and Career Development in the Human Resource Management Office shall serve as Secretary.

*Ministerial and
Departmental
Training
Committees*

Rule 8.31 Ministries and Departments shall establish Training Committees with the following functions:

- (a) identification of Departmental training needs.
- (b) preparation of training plans and budget.
- (c) maintain Departmental training records.

Rule 8.32 Training Committees shall work in collaboration with the Heads of Ministries or Departments to assess training needs and prepare Ministry/Departmental training proposals or plans based on approved Government training policies and priorities. Such proposals/plans shall be submitted annually to the Civil Service Training Committee through the Director-General for consolidation into a National Annual Training Plan.

Chapter 9 Foreign Service

Regulations

Regulation 9.1 Government shall establish rules governing the conditions of service of Civil Servants posted to the Ministry of Foreign Affairs and assigned to duty stations abroad.

Regulation 9.2 Government shall, in appropriate cases and in the context of relevant rules, pay the travel expenses of Civil Servants posted to duty stations abroad. Such expenses shall also be met for their spouses and dependent children.

Regulation 9.3 Government shall, in appropriate cases and in the context of relevant rules, pay the costs of transporting the personal effects of a Civil Servant assigned to a duty station abroad or reassigned to a new duty station.

Rules

*Definition of
Terms Relating
to the Foreign
Service*

Rule 9.1 For the Regulations and Rules related to the Foreign Service, the following definitions shall apply:

- (a) “**Service**” means the Foreign Service of Sierra Leone.
- (b) “**Mission**” means and includes a High Commission, Embassy, Trade Mission, Consulate and Permanent Representation.
- (c) “**Head of Mission**” is the principal representative of the Republic of Sierra Leone, such as an Ambassador, High Commissioner or Permanent Representative, at a duty station abroad.
- (d) “**Head of Chancery**” is the head of administration and vote controller at a duty station abroad, and is answerable to the Head of Mission.
- (e) “**Officer**” means the holder of any public office and in these Regulations and Rules includes a person appointed to act in any office in the Ministry or Department of Foreign Affairs, in Sierra Leone or at a duty station abroad.
- (f) “**Tour of Duty**” is the period of an assignment to a duty station outside of Sierra Leone, normally two years.
- (g) “**Dependent Child**” means a natural child or a lawfully adopted child who has not attained his/her 18th birthday, provided that the number of dependent children for which an allowance payable under these Regulations and Rules shall not exceed three.
- (h) “**Officer-parent**” means an officer who has recognized dependent children.
- (i) “**Close relative**” means spouse, child, parents, parents-in-law, or appointed next of kin of an officer.
- (j) “**Marriage**” means:
 - i. a marriage solemnized within Sierra Leone in accordance with the relevant laws and customs of Sierra Leone;
 - ii. a marriage solemnized outside Sierra Leone in accordance with the relevant laws and customs of

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the country in which the marriage is contracted, provided that such laws and customs are not in contradiction to the laws of Sierra Leone governing marriage.

- (k) “COLA” means Cost of Living Adjustment.
- (l) “Hardship Station” means states classified as conflict, immediate post- conflict, politically unstable and fragile.

*Structure of the
Ministry of
Foreign Affairs*

Rule 9.2

The Ministry of Foreign Affairs is composed of four Branches:

- a. Branch A consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of diplomatic and/or administrative duties and includes Heads of Missions whether career officers or otherwise.
- b. Branch B consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of executive duties and sub-professional duties.
- c. Branch C consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of secretarial or cipher duties.
- d. Branch D consists of persons appointed or posted to the Ministry of Foreign Affairs for the performance of messenger, technical (e.g. drivers) and security (e.g. guards) duties in a diplomatic or consular mission abroad.

Rule 9.3 The grading of officers in the Ministry of Foreign Affairs will be on the same grades as set out in these Regulations and Rules for the Civil Service.

Rule 9.4 The appointment of Principal Representatives is governed by the Constitution of Sierra Leone.

*Assignment of
Officers to
Duty Stations
abroad*

Rule 9.5 The power to assign officers to duty stations abroad and to recall them shall rest with the Head of the Civil Service.

Rule 9.6 An officer posted to the Ministry of Foreign Affairs shall not be assigned to a duty station abroad unless:

- (a) he/she is a confirmed officer;
- (b) he/she must have served at least two years in the

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Ministry; and

- (c) he/she must have undergone the requisite diplomatic training.

Tour of duty

Rule 9.7 Assignment to duty stations outside of Sierra Leone shall be for two tours of two years each, after which the officer shall be recalled to base

Rule 9.8 The Director General, Ministry of Foreign Affairs shall submit a report to the Director-General on the work and conduct of staff of Missions on a quarterly basis.

Organization of Work

Rule 9.9 The Head of Mission shall direct the affairs of the Mission and shall ensure that it is carried out in conformity with the aims and objectives of the Foreign Policy of Sierra Leone.

Rule 9.10 The Head of Chancery shall be the Administrative Head of the Mission and shall ensure that the Mission is effectively and efficiently managed.

Rule 9.11 The number of hours of work per day shall be determined by the Head of Mission after consulting the Director-General of the Ministry of Foreign Affairs, and shall be based on climatic conditions and/or customs in the foreign country of assignment.

Foreign Service Salaries and Allowances

Rule 9.12 Government shall establish salaries and allowances payable to citizens of Sierra Leone assigned to its Embassies, High Commissions and Permanent Missions abroad. The wages of locally employed staff in Missions abroad shall be determined by the Mission in consultation with the Director General of the Ministry of Foreign Affairs.

Rule 9.13 Acting Allowances for officers assigned to Missions shall be governed by Rules 4.1 through 4.4 inclusive of the Regulations and Rules applicable to home-based staff.

Representation Allowance

Rule 9.14 A Representation Allowance shall be provided to Heads of Missions or persons appointed to act in that capacity, to assist them in fulfilling their social and/or other obligations in furtherance of Sierra Leone's national interests, to afford them the means to maintain a standard of living befitting their positions as the official Representatives of Sierra Leone.

Rule 9.15 A Head of Mission shall draw a Representation Allowance from the date he/she arrives at the duty station and shall cease to draw such allowance on the day he/she vacates the post of Head of Mission.

Rule 9.16 The rate of Representation Allowance shall be determined by the Ministry of Foreign Affairs in consultation with the

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Ministry of Finance subject to the approval of Cabinet

*Foreign
Service
Allowance*

Rule 9.17 A Foreign Service Allowance shall be provided to Foreign Service staff assigned to Missions in order to mitigate the additional costs of living as an expatriate in a foreign location.

Rule 9.18 An officer shall draw the Foreign Service Allowance from the date he/she arrives at the Mission and shall cease to draw such allowance on the day he/she leaves the duty station.

Rule 9.19 The rate of the Foreign Service Allowance shall be determined by the Ministry of Foreign Affairs and International Cooperation subject to the approval of Cabinet. The rate of the allowance shall be reviewed periodically.

Rule 9.20 The rate of the Foreign Service Allowance payable shall be differentiated between married officers and single officers. The rate of the allowance shall also be differentiated between three categories of officers:

- a. Principal Representatives;
- b. Administrative and Professional staff;
- c. Clerical/other support staff.

*Allowance for
Dependent
Children*

Rule 9.21 A Child Allowance shall be paid to Foreign Service officers in respect of each dependent child as defined in Rule 9.1(g).

Rule 9.22 A Child Allowance shall not be paid to Foreign Service officers if the dependent child does not reside in the duty station of the parent officer.

Rule 9.23 Government shall be responsible for the payment of school fees for dependent children attending school at the Mission up to age 18.

Rule 9.24 The Head of Chancery shall select the school for the education of children of Mission staff which shall be approved by the Director General, Ministry of Foreign Affairs to ensure that the fees payable are reasonable.

*Language
Tuition
Allowance*

Rule 9.25 An officer who is posted to a Mission at which the officer cannot speak the local language may, subject to verification by the Head of Chancery that knowledge of the local language is essential for the efficient performance of the officer's duties, receive language lessons paid for in full by Government. Lessons paid for by Government shall be at the institution approved by the Head of Chancery. The maximum period for Government payment for language lessons is twelve months.

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Rule 9.26 The spouse of an officer who accompanies the officer to a Mission may also benefit from lessons in the local language paid for in full by Government, provided that the lessons paid for by Government shall be at an institution approved by the Head of Chancery. The maximum period for Government payment for language lessons is twelve months.

Hardship Allowance

Rule 9.27 Hardship Allowance shall be paid to Foreign Service officers assigned to Hardship Stations. The Hardship Allowance shall be an aggregate of two elements, inducement to accept assignments in difficult duty stations, and compensation for the hardships at the duty station in the form of such factors as violence, political pressures, inadequate police protection etc.

Rule 9.28 An officer shall draw the Hardship Allowance from the date he/she arrives at the Mission and shall cease to draw the Hardship Allowance on the day he/she leaves the duty station. Payment of the Hardship Allowance shall be suspended when an officer is absent on approved leave from the duty station for a period of thirty (30) consecutive days or more, and shall resume when the officer returns to the duty station.

Rule 9.29 The Ministry of Foreign Affairs in consultation with the Ministry of Finance shall fix the rate of the Hardship Allowance. The rate of the Hardship Allowance shall be reviewed periodically.

Travel and Subsistence Allowance

Rule 9.30 Travel and Subsistence Allowance for official travel shall be payable to Foreign Service officers including Heads of Missions as follows:

- (a) between an officer's host country to another country, (the prevailing rate for official travel between Sierra Leone and other countries as may be appropriate), shall apply;
- (b) within an officer's host country (local travel), the rate shall be determined by the Ministry of Foreign Affairs subject to the approval of Cabinet.

Officers may claim Travel and Subsistence Allowance for themselves and their spouses who accompany them.

Rule 9.31 An officer who is authorized by the Head of Chancery to use his/her private vehicle for official travel within the country in which the officer is assigned or to an adjoining country, other than Sierra Leone, shall be reimbursed the cost of travel and subsistence at the rates specified for foreign travel.

Annual Leave

Rule 9.32 Foreign Service officers assigned to a Mission shall retain the standard Civil Service leave entitlements set out in these Regulations and Rules.

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Rule 9.33 The Director-General Ministry of Foreign Affairs shall ensure that officers to be posted to a Mission abroad have taken their leave accrued in their current posting, before proceeding to their new duty station.

Rule 9.34 If leave is taken locally in the country to which the officer is assigned or any place other than in Sierra Leone, time spent travelling from and returning to the duty station shall be considered as part of the officer's period of leave.

Rule 9.35 If leave is taken during a tour of duty to travel to Sierra Leone for a period of relaxation and as a break from official duties, officers shall be allowed to count one day of travel to Sierra Leone and one day of travel to the Mission as work days. These two days shall not be deducted from the officer's leave credit.

Home Leave

Rule 9.36 Home Leave shall be granted to officers posted to a Mission in order to allow them and their families to retain contact with Sierra Leone, with their national culture, and with their families by spending on a regular basis a substantial period of annual leave in their home country.

Rule 9.37 Government shall pay the costs for one journey home to Sierra Leone and back to the Mission for leave purposes for the officer, the officer's spouse and the officer's dependent children after two years of service at a Mission, provided such payments shall be made once only during the officer's tenure in that Mission.

Rule 9.38 Home Leave travel for the officer, spouse and dependent children shall be in economy class.

Compassionate Leave

Rule 9.39 In the event of the death of an officer's mother, father, spouse or child, the Director-General, Ministry of Foreign Affairs shall grant permission for the officer to travel to Sierra Leone for the funeral. One return economy class air ticket shall be provided by Government for this purpose.

Rule 9.40 If a close relative of an officer is critically ill, the Director-General, Ministry of Foreign Affairs shall grant permission for him/her to be absent from the Mission to allow the officer to travel at his/her own expense to Sierra Leone.

Rule 9.41 The duration of stay for an officer who has been granted permission to travel to Sierra Leone on compassionate grounds shall be for an initial period of two weeks but shall not be extended beyond four weeks.

Travel Related to Postings Abroad

Rule 9.42 Government shall meet the following travel costs related to postings abroad:

- (a) journeys to and from the post at the beginning

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- General* and end of the posting;
- (b) journeys on official business during the posting;
 - (c) travel on home leave.
- Route, Mode and Standard of Transportation* **Rule 9.43** Official travel under these Rules should, in all instances, be by a route, mode and standard of transportation approved in advance by the appropriate authority.
- Rule 9.44** The normal route for all official travel under these Rules shall be the most direct and economical route.
- Rule 9.45** For official travel by air, Heads of Missions, their spouse and children shall be provided with business class air tickets while all other officers shall travel by economy class.
- Travel Arrangements* **Rule 9.46** Arrangements for official travel, including obtaining necessary visas, shall be made by the Director-General, Ministry of Foreign Affairs.
- Rule 9.47** Officers shall be responsible for ensuring that they are in possession of all necessary health and vaccination documents for themselves, their spouses and dependent children.
- Transport of Decedents* **Rule 9.48** Government shall be responsible for the repatriation of the body of a deceased officer, spouse or dependent child(ren) from the place of death to Sierra Leone.
- Rule 9.49** Government shall pay the cost of return airfare from the Mission to Sierra Leone for the officer and children in the case of death of a spouse, or for the officer, spouse and children in the case of death of a dependent child, or for the spouse and children in the case of death of the officer, to permit them to attend the funeral of the deceased. A spouse who has been given return airfare to attend the funeral of an officer shall subsequently be eligible, along with any eligible dependent children, for one-way airfare from the Mission to Sierra Leone for repatriation.
- Transport of Personal Effects of an Officer* **Rule 9.50** Government shall meet the cost for the transport of personal effects of an officer related to journeys to and from the Mission at the beginning and end of a postings abroad, including travel between consecutive postings at Missions abroad.
- Rule 9.51** Officers, including Heads of Missions, shall be entitled to one 20-foot container for the transportation of personal effects at the end of a posting abroad, including consecutive postings at Missions.

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Rule 9.52 The Director-General of the Ministry of Foreign Affairs shall approve the removal and storage firms for shipping and/or storing personal effects of Foreign Service officers.

Rule 9.53 Government shall meet the insurance premiums for the shipping and storage of the personal effects of Foreign Service officers.

Rule 9.54 Officers shall be responsible for ensuring that they obtain an exit visa for the removal of goods from the duty station.

Rule 9.55 An officer returning from a posting abroad shall be entitled to import one motor vehicle into Sierra Leone duty free.

Use of Vehicles at Missions Abroad

Rule 9.56 An appropriate Representational car shall be provided for the Head of Mission. In the absence of the Head of Mission, the Chargé d'affaires ad-interim or Acting Head of Mission shall use the official car for official purposes only.

Rule 9.57 Any officer in the Chancery may, with the permission of the Head of Chancery, use an official car for official duty.

Rule 9.58 Every official vehicle shall be provided with a logbook, which shall be periodically checked by the Head of Chancery to ensure that the vehicle is used for authorized purposes only.

Rule 9.59 All accidents, whether minor or major, shall be reported to the Head of Chancery on the day they occur or on the next working day. The Head of Chancery shall advise the Director-General Foreign Affairs accordingly. A police report, if any, and recommendations of the Head of Chancery should be attached to the report.

Accommodation at Missions Abroad

Rule 9.60 Officers serving at Missions shall be provided with furnished accommodation commensurate with the officer's status.

Rule 9.61 When negotiating a lease or a tenancy, the Head of Chancery shall ensure that the lease contains the "diplomatic clause" providing for the cancellation of the lease before its expiry date at short notice in the event of any unforeseen transfer of the officer occupying the accommodation. The maximum period of notice acceptable in a "diplomatic clause" is three months.

Rule 9.62 No officer shall vacate rented accommodation before expiry of the lease unless Government has given the officer notice of transfer to another duty station. Unless dictated by other factors, Government shall give three months notice of its intention to transfer an officer to another duty station.

Rule 9.63 The occupant of any furnished accommodation shall be personally and financially liable for replacing all losses and breakages

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at current replacement costs and for making good any damage or deterioration to the accommodation not due to fair wear and tear.

Rule 9.64 The Head of Chancery shall ensure that adequate steps are taken to protect from damage the fixtures, fittings, furniture or effects of leased accommodation. The Head of Chancery shall be guided by advice tendered by the approved estate agent.

Rule 9.65 No alterations shall be made to leased accommodation or its contents. When premises are eventually vacated, they shall be left in a clean and habitable condition both within and without.

Rule 9.66 The Mission shall pay for installation and maintenance of telephones and for the costs of local calls. The Mission shall pay the bills for utilities for officers' accommodation, including water, gas, electricity, and heating, where no allowances are paid.

Health

Rule 9.67 Officers, their spouses and dependent children accompanying them on their posting abroad at public expense shall obtain a medical clearance certificate to certify their fitness to serve and live at a posting abroad. Medical examinations will be administered by a Government Medical Officer.

Rule 9.68 Officers, other than locally recruited staff, serving in Missions, their spouses and dependent children shall have appropriate medical and dental treatment at Government expense.

Rule 9.69 When officers are admitted to hospitals or clinics as in-patients it shall be the responsibility of the Mission to reimburse the costs of all prescribed treatment and general accommodation charges imposed by the hospital or clinic.

Rule 9.70 Notwithstanding Rule 9.67 to 9.69, special personal medical demands of officers, such as cosmetic surgery, spa treatments, etc. shall not be covered under these Regulations and Rules.

Transport of Confidential Documents between Missions

Rule 9.71 Any classified document in an officer's charge at the time of the officer's transfer which shall remain in the officer's charge at the new duty station shall be submitted for transmission to the new duty station through the diplomatic bag.

Behaviour of Officer's Family

Rule 9.72 All members of the family of an officer, including domestic workers from Sierra Leone, who may be residing abroad with the officer, shall refrain from any activities or actions forbidden to the officer under the Civil Service Code, Regulations and Rules or the laws of Sierra Leone. All members of the family of an officer who may be residing abroad with the officer shall be expected to conduct themselves in a manner which reflects credit on Sierra Leone and which does not run counter to local sensibilities or laws.

Rule 9.73 Failure by the members of an officer's family or

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domestic workers from Sierra Leone to comply with these requirements will make the officer liable for disciplinary proceedings under the provisions of these Regulations and Rules.

Employment of Spouses Abroad

Rule 9.74 The spouse of an officer posted to a Mission may accept remunerated employment in the host country provided that the prior permission of the Director General of Foreign Affairs has been obtained.

Rule 9.75 In considering a request for permission for spouse employment abroad, the Director General, Ministry of Foreign Affairs shall be guided by the following considerations:

- (a) the employment shall not bring the spouse's general immunity from jurisdiction into question if, in local circumstances, the loss of such immunity would be unacceptable;
- (b) assuming that general immunity shall not be lost or, if lost, such loss is acceptable, the employment will not bring the spouse's immunity from civil and administrative jurisdiction into question if, in local circumstances, the loss of such immunity would be unacceptable;
- (c) acceptance by the spouse of such employment is in accordance with the requirements of the host country and with national and local customs and laws;
- (d) acceptance by the spouse of such employment shall not give rise to any security concerns or objections by the Government of Sierra Leone;
- (e) acceptance by the spouse of such employment shall not give rise to any risk of embarrassment for the Government of Sierra Leone;
- (f) acceptance by the spouse of such employment is not inconsistent with other official responsibilities of the officer and/or the spouse.

Liability to Pay Host Country Taxes

Rule 9.76 The status of the officer in the host country does not normally exempt the spouse or dependent child(ren) who enter into employment in the host country from liability to pay local income taxes and other taxes or fees arising from employment in the local economy.

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Decorations

Rule 9.77 It shall constitute an offence for an officer to accept without the prior consent of Government any decoration, honour or award granted, created or conferred by or on behalf of a foreign state.

Rule 9.78 In the event that the Government approves the acceptance by the officer of a decoration, honour or award from a foreign state, such approval shall be sent to the President of Sierra Leone for his assent and warrant.

Chapter 10 Social Security

Regulations

Regulation 10.1 Government shall provide medical benefits to all officers in the Civil Service.

Regulation 10.2 Officers in the Civil Service shall be granted Sick Leave and Maternity Leave subject to medical necessity.

Regulation 10.3 Government shall provide pension benefits to retired Civil Servants as set out in the Pensions Act as amended and under the National Social Security and Insurance Trust Act.

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Rules

- Medical Benefits*
- Rule 10.1** Government shall provide medical benefits to all officers in the Civil Service to promote their health and well being and the effectiveness and efficiency of the Civil Service.
- Rule 10.2** Medical Treatment abroad for Civil Servants shall be authorised by Cabinet on the recommendation of a Medical Board constituted by the Chief Medical Officer.
- Medical Examination*
- Rule 10.3** A candidate for appointment must be examined by a Government Medical Officer and declared to be of sound health and fit for employment in the Civil Service. Civil Servants, once appointed, may be required from time to time to undergo medical examination to ensure that they are free from any ailment which prevents the effective performance of their duties or which is likely to impair the health of others, and may be required to receive inoculations or treatment, including psychiatric treatment necessary to preserve their own health or the health of others.
- Rule 10.4** Medical examinations required by Government shall be at the expense of Government.
- Rule 10.5** Medical examinations required by Government shall be carried out at a Government clinic or hospital. In special circumstances when further examination is required to be performed by a private practitioner or a specialist, or at a non-government medical facility, such examinations shall be subject to the prior authorization of the Chief Medical Officer.
- Travel for Medical Examination*
- Rule 10.6** When an officer has to travel to obtain a medical examination required by Government, Government shall meet the costs of such travel.
- Notification of Absence Due to Illness*
- Rule 10.7** Any officer who is prevented from performing his/her duties for reasons of sickness, injury, including injury received during the course of duty or any attack of a suspected disease must take immediate steps to obtain medical attention. The officer must also inform his/her Head of Ministry or Department within 48 hours of the start of the illness or the injury. Failure to comply with these requirements may result in the officer being regarded as being absent from duty without leave.
- Medical Certificate*
- Rule 10.8** At the end of the period of illness, the officer must produce a medical certificate covering the whole period of illness. Ministries and Departments shall not allow absence on grounds of sickness without satisfactory evidence of incapacity.
- Rule 10.9** A permanent employee may be granted sick leave on full

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Duration of Sick Leave

pay for a period not exceeding 183 days and half pay for the next 183 days. Initially, 30 days of sick leave is granted provided a medical certificate is produced to substantiate the illness.

Rule 10.10 If a permanent employee is unfit to resume duty after 183 days of sick leave on full pay, the Chief Medical Officer shall convene a Medical Board to ascertain whether the officer shall be declared unfit for further service or whether, there being a reasonable prospect of eventual recovery within the period of leave allowed, the officer may be granted a further period of sick leave under the provisions of Rule 10.9. Similar procedures may be applied after each period of sick leave. It is the duty of the officer's Head of Ministry or Department to request the Chief Medical Officer to convene a Medical Board to report on the officer's fitness for further service.

Rule 10.11 If the Medical Board is of the opinion that the officer is not fit to resume duty, the officer is obliged to utilize any earned and unused annual leave to his/her credit, after which the officer may be granted sick leave on half pay for a further period of 183 days. An officer is entitled to a maximum period of 366 days sick leave.

Rule 10.12 Extensions of sick leave in excess of 366 days may be granted at the discretion of the Director-General subject to a maximum of 60 days for continuation of treatment of the original illness or to 40 days for minor ailments unrelated to the original illness or injury.

Rule 10.13 When an officer is suffering from any prolonged and serious illness, any period of sick leave granted under these Rules may, on application and when supported by a report from a Medical Board, be extended with pay at the discretion of the Director-General.

Medical Treatment Abroad

Rule 10.14 Permanent and pensionable officers shall be eligible for medical treatment abroad at Government expense subject to the provisions of Rule 10.2.

Administration of Sick Leave

Rule 10.15 Ministries and Departments shall make arrangements to monitor sick leave and staff absent due to health reasons, set up systems to alert management when an absence due to sickness could be a cause for concern, e.g. due to a contagious disease or other public health issue.

Rule 10.16 An officer absent due to illness or injury shall be placed on a sick list kept in each Department or Ministry. If an officer is on sick list for more than 30 consecutive days, the Head of the Ministry or Department shall inform the Director-General with a medical report.

Rule 10.17 Proper records of sick leave taken must be kept in the respective Ministry or Department, and in the office of the Director-General.

Rule 10.18 All female officers in the Civil Service should make it a

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Maternity Leave point of duty to make themselves familiar with the regulations and rules governing maternity leave.

Eligibility for Maternity Leave **Rule 10.19** Maternity Leave shall be granted to a woman who has been an officer of the Civil Service for at least one full year.

Rule 10.20 On production of a medical certificate from a Medical Officer certifying that she is pregnant, an officer may be allowed to proceed on maternity leave not later than thirty (30) calendar days prior to the expected date of delivery.

Rule 10.21 Maternity Leave is for ninety (90) calendar days with full pay.

Rule 10.22 When the birth of the child occurs later than the expected date of delivery, and in cases where more than 90 days of leave is required for medical reasons relating to the birth, the Director-General may grant accumulated annual leave or unpaid leave.

Eligibility for Proportionate Maternity Leave **Rule 10.23** A female officer who has served for less than one full year and who requires leave for maternity purposes may apply for proportionate maternity leave. On production of a medical certificate from a Medical Officer certifying that she is pregnant, an officer may be allowed to proceed on proportionate maternity leave not later than the 21st day prior to the expected date of delivery.

Rule 10.24 The officer granted proportionate maternity leave shall be placed on unpaid leave from the first day of proportionate maternity leave until the end of 90 days of maternity leave or the end of the officer's first full year of service in the Civil Service, whichever occurs first. If the officer is on unpaid maternity leave at the end of the officer's first year of service, from the first day of the officer's second year of service until 90 days after the proportionate maternity leave began, the officer shall be granted paid maternity leave.

General Provisions Governing Maternity Leave **Rule 10.25** Sick Leave shall not be allowed once paid maternity leave has begun or during a period of unpaid maternity leave. The Director-General may grant extra leave for medical purposes.

Rule 10.26 If, at the end of a period of Maternity Leave or Proportionate Maternity Leave, an illness occurs that adversely affects the ability of an officer to return to her duties, whether the illness relates to the pregnancy and delivery of a child or not, the officer may apply for sick leave upon presentation of a medical certificate. This rule also applies to cases of premature birth or miscarriage. Officers who are ill at the end of a Maternity Leave or Proportionate Maternity Leave may also apply at the end of such leave for annual leave or leave without pay.

Rule 10.27 Maternity Leave including Proportionate Maternity Leave may be granted only one time in any period of 24 months,

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calculated from the day the most recent maternity leave commenced.

*Return to Duty
after Maternity
Leave*

Rule 10.28 On resumption of duty after maternity leave, an officer shall retain grade, salary and conditions of service applicable prior to proceeding on maternity leave or leave without pay for maternity purposes, except that the officer may be eligible for dependent benefits under the applicable rules. The officer's eligibility for advancement and promotion shall not be affected by absence on leave taken for maternity purposes.

*Compensation
for Injury or
Death While
on Duty*

Rule 10.29 Compensation for injury or death while on duty shall be determined by the terms of the relevant Act(s).

*Pension
Eligibility and
Benefits*

Rule 10.30 Government shall provide pension benefits for eligible members of the Civil Service to permit retired eligible Civil Servants to have security in their old age and to enjoy the benefits of retirement and a period of leisure after a career in the Service.

Rule 10.31 Eligibility and benefits shall be established by the Pensions Act, and the National Social Security and Insurance Trust Act as amended from time to time.

Chapter 11 Discipline

Regulations

Regulation 11.1 Civil Servants shall at all times act in accordance with the laws of Sierra Leone, the provisions of the Civil Service Code, Regulations and Rules, and circulars issued by the Director-General. In carrying out their assigned duties, Civil Servants shall act with integrity, honesty, impartiality and objectivity.

Regulation 11.2 Failure to act in accordance with the requirements set out in Regulation 11.1 shall be considered to be official misconduct, and shall result in disciplinary action.

Regulation 11.3 Misconduct within the context of Regulation 11.2 means a specific act of wrong-doing or an improper behaviour which is inimical to the image of the Service and which can be investigated and proved.

Regulation 11.4 The following shall be deemed to be acts of misconduct:

- a. scandalous conduct such as:
 - (i) immoral behaviour;
 - (ii) unruly behaviour;
 - (iii) drunkenness;
 - (iv) use of foul language;
 - (v) assault;
 - (vi) battery;
- b. refusal to proceed on transfer or to accept posting;
- c. habitual lateness to work;
- d. unauthorized absence from duty, or any abuse of sick leave;
- e. refusal or failure to perform properly assigned tasks and duties;
- f. deliberate delay in treating official documents;
- g. refusal to take/carry out lawful instructions from superior officers, unauthorised removal of public records, including circulars, instructions or standing orders issued by competent authorities;
- h. hindering or obstructing any member of the Civil Service in the discharge of his/her duties;

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- i. unbecoming or improper behaviour, including the use of any **prohibited** drugs in public or private places, or the consumption of intoxicating liquor, beer or wine to excess at any time or in any place in a manner or circumstance likely to bring the Civil Service or any part thereof into disrespect or disrepute;
- j. insubordination;
- k. discourteous behaviour to the public;
- l. dishonesty;
- m. sleeping on duty;
- n. improper dressing while on duty;
- o. malingering;
- p. hawking merchandise within office premises;
- q. failure to report improper conduct on the part of any officer of the Civil Service;
- r. knowingly making a false report, accusation or statement against any officer of the Civil Service;
- s. making any false claim or return including any claim for travel or subsistence;
- t. practising nepotism or any other form of favouritism in making recommendations for any appointment or promotion to any post or office within the Civil Service;
- u. making or offering or accepting or receiving a bribe, gift or any other favour in connection with the discharge of official duties;
- v. theft of, or failure to take reasonable care of, or making improper or unauthorized use of State property, or failure to take adequate steps to ensure that reasonable care is taken of any such property, or failure to report at the earliest opportunity any loss thereof or damage thereto; or making improper or unauthorized use of public funds;
- w. falsification of any official document or recording or causing to be recorded therein any false or incorrect information;
- x. giving false or incorrect evidence or information or failure to disclose material evidence or information in relation to any inspection, examination, investigation or inquiry in terms of these regulations or rules or other general regulations;

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- y. unauthorized or improper disclosure or use of classified or confidential information;
- z. engagement in any occupation or undertaking which may conflict with the interests of the State, and involvement in any contract or transaction which is likely to present a conflict between the private interests of the officer and his/her official duties;
- aa. undertaking or engaging in any other employment or service for remuneration without the written consent of the Director-General;
- bb. holding office in a political party or addressing any political party meetings.

Rules

Rule 11.1 Any case requiring disciplinary action against a Civil Servant that is not covered by the Civil Service Code or these Regulations and Rules shall be reported by the Director-General to the Commission or any delegated authority.

*Responsibilities
of Supervisors*

Rule 11.2 Supervisors must ensure that officers entering the Civil Service read this Code, Regulations and Rules.

*Responsibilities
of Officers*

Rule 11.3 It is the duty of newly appointed Civil Servants to familiarize themselves with their duties and obligations and the penalties officers may incur if they do not comply with the Civil Service Code and these Regulations and Rules.

Rule 11.4 Failure by a supervisor to act as required in Rule 11.2 does not diminish or eliminate the responsibility of officers to note and act in accordance with the Civil Service Code and these Regulations and Rules, and cannot be used as a defence against charges of misconduct.

Rule 11.5 Civil Servants are required to report the following to the Head of their Ministry or Department:

- a. insolvency or bankruptcy;
- b. arrests or convictions for criminal conduct, excluding traffic violations;
- c. any business interests or shareholdings (including directorships) which they hold.

Rule 11.6 When misconduct is alleged, investigation shall be conducted to prove or disprove the allegations as set out in the Commission's Regulations.

Misconduct

Rule 11.7 When misconduct is proved, disciplinary measures as set out in the Regulations of the Commission and in these Regulations and Rules shall be applied.

*Procedure to
prove
misconduct*

Rule 11.8 When an officer is suspected of misconduct by a superior officer or a case of misconduct by an officer is brought to the attention of his/her supervising officer, it shall be the duty of that supervising officer to query the officer in writing, giving details of the alleged misconduct and requesting him/her to submit within a specified time frame, a written reply to exculpate himself/herself from disciplinary action. After due consideration of the officer's reply to the query, the supervising officer shall decide whether:

- (a) the officer has exculpated himself/herself in which case, the

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officer shall be informed in writing and no further action shall be instituted or

- (b) the officer has not exculpated himself/herself but it is considered that he/she should not be punished; in which case the officer will be warned/reprimanded (verbally or in writing), or
- (c) the officer has not exculpated himself/herself and deserves punishment; in which case the matter will be referred to the Head of Ministry or Department or the Director-General as may be appropriate if the latter is not the officer's supervising officer.

Preliminary Investigation of Suspected Misconduct

Rule 11.9 The Head of Ministry or Department or the Director-General upon receipt of the report shall conduct or cause to be conducted a preliminary investigation as may be necessary in order to establish the officer's culpability or the extent of his/her complicity in the alleged act of misconduct, and the officer shall be required to answer all questions and disclose all information required from him/her.

Rule 11.10 If the nature of the alleged misconduct by an officer is deemed to be a criminal offence, and it is considered necessary that in the public interest, the officer should forthwith be prohibited from carrying out his/her duties, pending a disciplinary enquiry into the alleged misconduct, the Head of Ministry/Department may make recommendations to the Director-General that the officer concerned be suspended from duty.

Rule 11.11 When it appears to a Head of Ministry/Department or an officer holding a disciplinary enquiry on an officer that a criminal offence may have been committed, the Head of Ministry/Department or the officer conducting the enquiry, shall inform the Director-General who shall refer the case to the Attorney-General.

Rule 11.12 Once criminal proceedings have been instituted against an officer in any court, no disciplinary action shall be taken against him/her until the conclusion of the criminal proceedings and the determination of any appeal thereto.

Interdicted Officers

Rule 11.13 An officer who is the subject of a criminal investigation may be suspended while an officer that is indicted in a court of law for a criminal offence shall be interdicted pending the conclusion of his/her trial. The interdiction shall be imposed by the Director-General, and shall take effect from the date the officer is charged to court.

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Rule 11.14 An officer under interdiction shall receive one half of his/her monthly salary. If at the end of the trial the officer is not convicted, his/her interdiction shall be lifted forthwith and one half of his/her salary that was withheld while on interdiction shall be released.

Rule 11.15 Where an interdiction order has been imposed upon an officer, the order shall specify the reasons for such an order and, where possible, the nature of the allegations.

Rule 11.16 An officer who is under an interdiction order must remain at his/her habitual address or must inform the Director-General within two days of any change of address.

Rule 11.17 An officer who is under an interdiction order may not leave Sierra Leone without the prior permission of the Director-General.

Rule 11.18 Registrars in the Provinces, Magistrates in the Western Area and the Master and Registrar of the High Court shall notify the Head of the relevant Ministry or Department and the Director-General, if any Civil Servant is charged to court and/or convicted/acquitted of any criminal offence other than a traffic offence. The records of the court proceedings shall be submitted to the Director-General.

*Charges of
Misconduct*

Rule 11.19 If an investigation demonstrates that a charge of misconduct against an officer is justified, the Head of Ministry or Department or the Director-General, shall define clearly the misconduct charge against the officer and shall:

- a. inform the officer, in writing, of the nature of the allegations against him/her;
- b. where possible, attach copies of any documentary evidence or other relevant documents and/or afford the officer charged with misconduct an opportunity to have access to any documentary evidence or other relevant documents;
- c. call upon the officer to submit a written reply to the misconduct charge within fourteen (14) calendar days of receipt of the communication from the Director-General set out in (a).

Rule 11.20 An investigation undertaken within the provisions of Rule 11.19 shall be completed within 21 days unless a further period of extension is authorised by the Director-General. If the officer being investigated fails to answer questions or disclose information in a timely manner, the Director-General may authorise that the investigation be completed and conclusions drawn.

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*Inquiry into
act of
misconduct
by the
Commission*

Rule 11.21 If the Head of Ministry/Department is certified that a prima facie case has been established against an officer, he shall make appropriate recommendations to the Director-General for onward transmission to the Secretary to the Commission, for the consideration of the Commission.

Rule 11.22 The Commission, upon receipt of the recommendation from the Director-General, if it deems it necessary to further explore the matter, may cause a Disciplinary Panel to be constituted to conduct further investigations into the matter to determine whether application of disciplinary sanctions is warranted.

Rule 11.23 An inquiry to prove an act of misconduct by an officer shall be conducted in an informal manner and the rules of procedure and evidence applicable in criminal or civil proceedings need not be observed in such an inquiry. The chairperson of the Disciplinary Panel shall keep a written record of the evidence given at the inquiry and may in addition arrange for the proceedings to be otherwise recorded. The chairperson may administer or cause to be administered an oath to any person who gives evidence at the inquiry.

Rule 11.24 The officer under investigation shall be required to appear in person at the inquiry. Notwithstanding the above, the inquiry may be held in the absence of the officer against whom allegations of misconduct have been made if the officer fails to attend at the inquiry after due and reasonable notice.

Rule 11.25 It is the duty of any officer under investigation for misconduct to cooperate fully and promptly with any competent officer or panel conducting an investigation into the alleged act of misconduct. The officer must answer all questions fully and honestly and disclose all information required from him/her in a timely manner.

Rule 11.26 At the conclusion of the inquiry, the panel shall:

- (a) state its findings on the issue referred for determination by the Commission;
- (b) submit to the Commission:
 - (i) a record of the proceedings of the inquiry;
 - (ii) notification of its findings;
 - (iii) recommendations arising from its findings.

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Rule 11.27 The Commission shall examine the results of the inquiry, and shall decide on the disciplinary action, if any, that shall be applied to the officer. The Commission shall notify the Director-General of its decision.

Penalties for Proven misconduct

Rule 11.28 The following penalties may be ordered by the Commission as a result of disciplinary proceedings, which result in proven misconduct:

- a. dismissal from the Service;
- b. termination of appointment;
- c. reduction in rank or seniority;
- d. reduction in salary;
- e. deferment of increment;
- f. stoppage of increment;
- g. reprimand.

Rule 11.29 The Director-General shall notify the officer concerned and the Head of the relevant Ministry or Department of the decision of the Commission, and shall oversee the implementation of the decision.

Dismissed Officers

Rule 11.30 A Civil Servant adjudged by a Court of Law to be guilty of any criminal offence other than a traffic violation may be dismissed from the Service, subject to the determination of the appeals process if any, and shall forfeit all benefits.

Rule 11.31 If the officer wholly succeeds in an appeal and the criminal conviction and sentence are quashed, the whole of the salary, allowances and benefits withheld shall be restored to the officer and, if the officer has been dismissed, the officer shall be reinstated in the Service, with no loss of accrual of annual leave or service towards an increment.

Civil Servant acquitted by a Court of Law on indictment for a criminal offence

Rule 11.32 A Civil Servant acquitted in any court of law for a criminal charge shall not be dismissed or otherwise punished on the basis of the charges for which the officer has been acquitted. Nothing in this rule shall, however, prevent an officer from being dismissed or otherwise sanctioned under these disciplinary procedures for conduct or actions related to the criminal charges when such conducts or actions constitute misconduct under these Regulations and Rules.

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Unauthorized Absence

Rule 11.33 When an officer is absent from duty without prior authorization or reasonable cause and the officer cannot be found or, if found, does not reply in writing to a charge of being absent without authority, the Head of Ministry or Department shall within 30 days report the facts to the Director-General, who shall inform the Secretary to the Commission. When after 30 days all attempts to find the officer or, if found, to get a reply from the officer to charges of unauthorized absence from duty have failed, the officer shall be dismissed from the Service with effect from the first day of the period of unauthorized absence.

Rule 11.34 If an officer dismissed from the Service under the provisions of Rule 11.33 makes contact with the officer's Ministry or Department, or replies to charges of unauthorized absence from duty, within 4 months of the date of dismissal, the Commission may review the officer's case. The Commission may confirm the dismissal, impose any other penalty it deems fit, or re-instate the officer without penalty.

Rule 11.35 It shall be incumbent upon every Head of Ministry/ Department or Supervising Officer to report unauthorised absences to the Director-General within thirty (30) days of such absence, failing which he/she shall be sanctioned.

Termination on grounds of inefficiency

Rule 11.36 If a Head of Ministry or Department considers that an officer should be terminated or removed for general inefficiency, the Head of Ministry or Department shall make a recommendation to the Director-General. The Head of Ministry or Department shall send a copy of the charges against the officer, a copy of the officer's reply thereto, the officer's performance evaluations, and a brief resume of the case with the reasons for the recommendation to the Director-General, who shall submit same to the Secretary to the Commission, for consideration by the Commission.

Rule 11.37 In determining cases such as in Rule 11.36, the Performance Appraisal Record in the officer's file shall be a major element in the decision of the Director-General or the Commission.

Discipline of contract Officers

Rule 11.38 In so far as disciplinary actions and penalties are concerned, this Code, Rules and Regulations shall be applicable to contract officers.

Appeal against disciplinary Decisions

Rule 11.39 Any appeal by an officer against a disciplinary decision shall be in the form of a petition to the Head of the Civil Service. An appeal shall be submitted within 21 calendar days from the day the decision was received by the officer making the appeal.

Rule 11.40 Submission of an appeal shall not have the effect of suspending application of the decision against which the appeal is made.

Chapter 12 Separation From The Service

Regulations

Regulation 12.1 Separation from the Service is a means by which the employer/employee relationship is brought to an end. It can take several forms including: retirement, resignation, termination, dismissal and retrenchment.

Regulation 12.2 Civil Servants may retire, or be required to retire, or be dismissed from the Service, in accordance with the provisions of these Regulations and Rules.

Regulation 12.3 Civil Servants may resign from the Service upon giving the required notice, having regard to the circumstances.

Regulation 12.4 Government may terminate the employment of Civil Servants, in accordance with the provisions of these Regulations and Rules.

Regulation 12.5 The minimum number of years of service for Civil Servants to become eligible for pension benefits shall be fifteen years of continuous service.

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Rules

Retirement **Rule 12.1** Civil Servants shall retire on attaining the statutory retirement age of sixty (60) years.

Rule 12.2 An End of Service Certificate shall be awarded to officers on request.

Extension of Service **Rule 12.3** On the recommendation of the Head of the Civil Service, the President may extend the services of an officer, on contract, beyond the mandatory retirement age of sixty when the Head of a Ministry makes a recommendation that retention of the services of an officer is essential for reasons of efficiency, economy or other valid reasons. Each case shall be considered on its merit. Extensions shall be granted for one year at a time.

Retirement for Reasons of Public Policy **Rule 12.4** On becoming a Paramount Chief or Chiefdom Speaker, an officer must retire from the Service, irrespective of the age of the officer.

Retirement Before Statutory Retirement Age **Rule 12.5** The Director-General may require an officer to retire for health reasons, for disciplinary reasons, and for unsatisfactory performance of assigned duties.

Rule 12.6 An officer may, by giving one month notice in writing, request the Director-General to approve his/her retirement on or at any time after attaining the age of fifty-five years. A female officer may exercise her option to retire from the Service after marriage.

Retirement on Medical Grounds **Rule 12.7** The Director-General may require an officer to retire on grounds of the officer's continued ill health, mental or physical deficiency and infirmity, which render the officer incapable of efficiently performing his/her duties. A Medical Board constituted by the Chief Medical Officer shall certify such incapacity.

Rule 12.8 Notwithstanding the provisions of Rule 12.7, when an officer fails to subject himself/herself to a Medical Board examination within three months of receiving formal notice of the requirement to do so, the officer shall be retired on medical grounds without such examination.

Rule 12.9 If a Medical Board recommends, after examining an officer, that the officer is unfit for further service, the Head of Ministry shall immediately report to the Director-General any particulars about any leave for which the officer is eligible. The Director-General shall thereafter inform the officer of the recommendation of the Medical Board before any action is taken on termination of service.

Rule 12.10 If an officer is to be retired on medical grounds, the officer shall be granted a period of annual leave equivalent to his/her entitlement

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accrued up to the date of the Director-General's notification to the officer of the recommendation of the Medical Board.

*Retirement on
Grounds of
Inefficiency*

Rule 12.11 Subject to these Regulations and Rules, an officer may be required by the Director-General to retire if the officer:

- a. becomes deficient or inefficient in the performance of his/her assigned duties;
- b. is demoted and fails or refuses to perform the duties of the lower post;
- c. is incapable of satisfactory performance of assigned duties for reasons other than physical or mental deficiency or infirmity;
- d. by his/her removal, facilitate improvement in the efficiency or economy of the operations of the Ministry or Department in which he/she is serving.

Rule 12.12 When a Head of Ministry or Department is of the opinion that an officer should be retired on grounds specified in Rule 12.11, he/she shall make a report to the Director-General indicating the circumstances of the case and submitting all relevant documentary evidence.

Rule 12.13 The Director-General shall consider reports submitted under the provisions of Rule 12.12, and shall:

- a. direct that no further action shall be taken in a case;
or
- b. initiate an inquiry.

Rule 12.14 When the Director-General initiates an inquiry:

- a. the officer concerned shall be informed of the contents of the report from the Head of Ministry or Department and shall be invited to make representations in writing within such reasonable period as may be specified by the Director-General;
- b. the officer concerned must appear in person before the commission or committee holding the inquiry. In the event of non-attendance, the commission or committee shall proceed to make a decision as to its recommendation to the Director-General.

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Rule 12.15 After receiving a recommendation from a commission or committee and after giving full and careful consideration to written submissions by the officer, the Director-General shall take an appropriate decision and shall inform the officer and the Head of the relevant Ministry or Department in a timely manner.

Retirement on Abolition or Redefinition of Post

Rule 12.16 An officer may be required to retire if he/she occupies a post that has been abolished and, in the opinion of the Director-General, no other suitable post is available at the appropriate grade level or one grade level below the grade of the officer.

Rule 12.17 An officer may be required to retire if he/she occupies a post the duties of which have been redefined, in an adjustment or reorganization of a Ministry or Department in a way that makes the officer unsuitable to occupy the redefined post and, in the opinion of the Director-General, no other suitable post is available at the appropriate grade level or one grade level below the grade of the officer.

Rule 12.18 An officer may be required to retire if the officer has been employed for a continuous period of not less than twelve months in a post of a lower grade than his/her own grade due to abolition or redefinition of his/her previous post and the Director-General, after consultation with the Commission, is satisfied that it is not possible to transfer the officer to another post at the officer's present grade.

Retirement in the Public Interest

Rule 12.19 An officer may be required to retire when, in the opinion of the Director-General after consultation with the Head of the Civil Service and the Commission, such retirement would be in the public interest.

Rule 12.20 An officer shall not be required to retire from the Civil Service under the provisions of Rule 12.19 unless the officer has been:

- a. notified of the proposal that he/she should be required to retire;
- b. given an opportunity to make written representations in relation to that proposal to the Director-General.

Resignation

Rule 12.21 An officer must give written notice of his/her intention to resign one (1) month before the resignation date.

Rule 12.22 The Director-General shall, when a resignation is accepted, notify the officer in writing.

Rule 12.23 The Director-General may reject the resignation of an officer when such resignation is submitted by an officer who is the subject of an inquiry or investigation under the provisions of these

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Regulations and Rules.

Termination

Rule 12.24 Termination within the meaning of Regulation 12.4 is a separation from the Service initiated by Government, other than retirement, non-renewal of a contract or summary dismissal for serious misconduct.

Rule 12.25 Abandonment of post is a separation initiated by the officer other than by resignation and is not considered a termination initiated by Government. Abandonment of post includes refusal to change duty station after reassignment.

Termination of Contract Officers

Rule 12.26 Where a public officer is serving under a contract that provides for the termination of the contract before its expiry date and the officer's Head of Ministry or Department believes a contract officer should be terminated, the Head of Ministry or Department shall report the facts to the Director-General. When the termination is proposed due to a change in the organization, a need to make economies, for reasons of inefficiency, or on medical grounds, the Director-General may act.

Rule 12.27 If the reasons given by the Head of Ministry or Department relate to disciplinary matters, the Director-General shall set out the reasons in writing and require the contract officer to show cause in writing why his/her appointment should not be terminated. If no reply is received or if the Director-General considers that a reply does not show cause why the officer should not be terminated, then the Director-General shall terminate the appointment.

Chapter 13 General Provisions

Rules

*Standards of
Propriety in
Awarding
Contracts*

Rule 13.1 In the procurement of goods and services officers are required to adhere strictly to the procurement law, and regulations that are currently in force.

Rule 13.2 In compliance with Rule 13.1, Heads of Ministries and Departments shall ensure that their staff report relevant business interests as required by Rule 11.5(c).

Rule 13.3 No officer shall give a contract, or play any role whatsoever, whether formal or informal, in awarding a contract to a company, partnership or firm in which the officer, or any member of the officer's family, has a financial interest, or of which the officer is a Director.

Rule 13.4 The only exception to Rule 13.3 shall be cases in which the officer has fully disclosed, under the provisions of Rule 11.5 (c), his/her financial interest in a company, partnership or firm competing for a Government contract and the Director-General has given permission for that officer to be involved in the process of awarding a contract as a normal part of his/her official duties.

*Financial
Responsibility*

Rule 13.5 Any officer may be required to reimburse Government either partially or in full for any financial loss suffered by Government as a result of the officer's negligence or of the officer having violated any Regulation, Rule or Administrative instruction of the Civil Service.

*Legal
Proceedings
for Libel
or Slander*

Rule 13.6 An officer may not institute legal proceedings for libel or slander in connection with matters arising from his/her official duties, unless he/she has obtained the approval and advice from the Law Officer's Department through the Director-General and the Head of his/her Ministry or Department.

Rule 13.7 If an officer is required to attend a Court of Law in any capacity, he/she shall immediately notify the Head of his/her Ministry or Department in order that suitable arrangements may be made for the performance of the officer's duties during his/her absence.

*Proprietary
Rights*

Rule 13.8 All rights, including title, copyright, and patent rights, in any work performed by an officer of the Civil Service as part of the officer's official duties shall be vested in the Government of Sierra Leone.

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Mineral Rights **Rule 13.9** A Civil Servant must report the discovery of what he/she may consider to be valuable minerals to Government. Civil Servants shall not report such discoveries to any syndicate, company or individual. It is within the discretion of Government to make public or withhold the report of any such discovery.

Ethical Standards **Rule 13.10** In dealings with clients/service users, a Civil Servant shall:

- (a) carry out his duties in a way that maintains public confidence in the integrity of his office;
- (b) treat the public and fellow public officers with courtesy and respect;
- (c) be altruistic and not use their authority or office for personal gain but must always seek to observe the ethics, uphold the dignity and esteem of the Service;
- (d) to the extent appropriate to his/her office, seek to improve the standards of performance and level of professionalism in his/her organisation;
- (e) if he/she is a member of a professional body, observe the ethical and professional requirements of that body;
- (f) observe official working hours and not be absent without proper authorisation or reasonable cause;
- (g) maintain an appropriate standard of dress and personal hygiene;
- (h) discharge any professional responsibilities in a professional manner.

Work ethics **Rule 13.11** Civil Servants have personal responsibility for developing and exuding strong work ethics and must in that regard demonstrate commitment to:

1. Attendance to Duty

- (a) Civil Servants shall report for duty punctually and shall have strict regard to the working hours and not come late to meetings and official functions without reasonable cause, and shall always be available for official duty when called upon.
- (b) Civil Servants shall be result-oriented and commit working hours to the performance of official duties. They shall endeavour to accomplish planned activities satisfactorily and on time and shall desist from engaging

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in conduct or behaviour that disrupts or interferes with their work.

- (c) They shall as far as possible avoid negative work habits such as:
 - (i) perpetual lateness to work as well as attendance at meetings;
 - (ii) absenteeism;
 - (iii) requesting for and utilizing more than the required number of sick leave, UPA/casual leave; and
 - (iv) using vagaries of the weather, poor transportation and/or domestic and personal problems as excuses for lateness and absenteeism.

2. Devotion to Duty

Civil Servants shall devote their full time and attention to the business of the organizations they serve, during working hours. To this end, Civil Servants shall neither engage in nor encourage the following:

- i. rent-seeking;
- ii. sleeping on the job during working hours;
- iii. loitering;
- iv. being lackadaisical in carrying out an assigned duty;
- v. trading, selling or transacting private financial business during scheduled working hours;
- vi. engaging in frivolous conversations with colleagues during scheduled working hours;
- vii. receiving, encouraging and/or entertaining unofficial visitors;
- viii. bringing babies and children to office during working hours;
- ix. engaging in and/or performing unofficial activities during working hours;
- x. letting time pass without doing anything useful or constructive to the Service, such as forecasting lottery numbers;
- xi. drunkenness or being under the influence of alcohol or drugs during working hours;
- xii. engaging in noisy, riotous conduct/behaviour that would distract other officers or disturb their concentration.

Rule 13.12 In the performance of their duties, Civil Servants should aspire towards:

1. Highest standards of service delivery by:

- a. conscientiously, honestly and loyally serving the people, government of the day and other public institutions;
- b. always acting within the law;

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- c. performing their duties with diligence and productivity in mind.
2. ***Highest standards of behaviour at work by:***
- a. responding to the public promptly and compassionately;
 - b. treating superiors, colleagues and members of the public with dignity and respect;
 - c. not engaging in verbal assault or physical assault on Government premises or public place to the embarrassment of the Service;
3. ***Highest standards of probity by:***
- a. acting responsibly, never seeking to use improper influence;
 - b. abiding by guidelines in respect of offers of gifts or other benefits;
 - c. avoiding conflict of interest.

4. Time Management

Absence or Break from duty

All absences from duty and all movement of Civil Servants from their work premises during official working hours must be authorised by the designated supervising officers concerned.

5. Appearance and Public Image

(a) Dress Code

- i. Civil Servants on duty shall be suitably and decently dressed in clothing which is acceptable for the projection and promotion of a good image of the Service.
- ii. Where a Civil Servant is in a service which is uniformed, such uniform shall be provided at public expense. The Civil Servant shall wear the complete uniform during working hours whilst on duty and maintain and keep it clean.
- iii. Where health and safety gears are provided to Civil Servants for specific jobs, these must be worn without fail during performance of those specific duties.

(b) Personal Hygiene

Civil Servants shall always maintain a high standard of personal hygiene and be well groomed at all times during working hours.

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6. Regard for Public Resources

Civil Servants shall safeguard public property/assets entrusted to them and shall ensure that no wilful damage, loss or misappropriation occurs in the process of their procurement, storage, utilisation and disposal.

7. Human Resources

- a. Civil Servants shall, without favour, support staff under their supervision to enhance their competencies and self development and shall not oblige any staff under their supervision to do personal work.
- b. Civil Servants shall ensure respect for subordinates, colleagues and superiors.

8. Customer Care

Civil Servants shall serve customers with fairness, promptness, clarity, and respect with a view to ensuring customer satisfaction and enhancing the image of the Service.

9. Communication of Information

Official correspondence by Civil Servants about any person or matter that is under consideration or is a subject of comment or response must be couched in a language that is courteous, decent, precise, and explicit.

(a) Use of Official Information

- i. Civil Servants shall at all times maintain the ethics/culture of confidentiality and shall not disclose official information that is held in confidence within the Government that they acquire during their tenure of office;
- ii. Civil Servants shall not use official information acquired in the course of the performance of their official duties to advance personal gain or the interest of their families or others.
- iii. Civil Servants shall not at any time engage themselves in loose talk and make unguarded statements.

(b) Publishing of Official Information

Civil Servants shall not publish any official information in any document, article, book, play, film or otherwise without explicit permission from the Director-General.

(c) Communication to the Press

Civil Servants shall not publish any official correspondence or information in the press or book without the prior permission in writing of the Head of Department or the Director-General.

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(d) Anonymous Communication

Civil Servants are prohibited from writing or disseminating anonymous and malicious letters and printing of graffiti intended to demean the image of Government or public institutions, Civil Servants or any other persons.

(e) Removal, Destruction or Altering of Records

Civil Servants shall not, without the permission of the person immediately in charge, wilfully remove, destroy or alter public records from office premises.

10. Improper Influence

Civil Servants shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for themselves or others.

Rule 13.13 Except in pursuance of his/her official duties no Civil Servant shall, without the permission of the Director-General, whether on duty or leave of absence:

- a. act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof; or
- b. contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical in any manner, anything which may reasonably be regarded as political or administrative in nature; or
- c. speak in public or broadcast on any matter which may reasonably be regarded as political or administrative in nature; or
- d. allow himself/herself to be interviewed or express any opinion on any question of an administrative or political nature or any matters affecting the administration and security of Sierra Leone.

Rule 13.14 When a Civil Servant believes he/she is being required to act in a way which:

- is improper or unethical;
- is in breach of a law or a professional code;
- is in any way inconsistent with this Code;
- raises a fundamental issue of conscience;

he/she should refrain from performing the given directive and report the matter to an appropriate authority.

Civil Service Code, Regulations and Rules/Administrative Manual

Rule 13.15 When a Civil Servant has raised an issue under the terms of Rule 13.14, and the matter has been reviewed by the appropriate authority, and if the officer is dissatisfied with the decision or action of the said authority, he/she may decide to report the matter directly to the Director-General, whose duty it is to take appropriate action to investigate the matter. It is the duty of the Director-General to inform, in a timely manner, the officer who raised the matter of the result of his enquiries. If the officer is not satisfied that appropriate action has been taken by the Director-General on the issue reported, he/she can either seek redress through official channels with the Head of the Civil Service, the Commission or the Ombudsman.

Rule 13.16 A Civil Servant shall report to the appropriate authority evidence of any criminal or unlawful activity that violates the principles of this Code by others within the Service. Failure to do so shall result in disciplinary action against the officer who fails to act.

*Official
Secrets
Oath*

Rule 13.17 All employees in the Civil Service who have access to classified or restricted documents shall be required to subscribe to the Official Oath of Secrecy and sign a declaration to the effect that they shall abide by its regulations.

Rule 13.18 A signed copy of the Official Oath of Secrecy shall be placed in the officer's personnel file.

*Effective date of
coming into
force of
Regulations
and Rules*

Rule 13.19 This Code, Regulations and Rules shall take effect from the date they are published by Government.

*Comprehensive
Review of
Code,
Regulations
and Rules*

Rule 13.20 A comprehensive review of the Code, Regulations and Rules shall be carried out every five years through a process led by the Director-General.

*Amendments to
Regulations
and Rules*

Rule 13.21 This Code, Regulations and Rules may be supplemented or amended by the President on the advice of the Head of the Civil Service.

Rule 13.22 Amendments or supplements to the Regulations and Rules shall have effect from the date they are issued by the Director-General.

*Interpretation
of the Code,
Rules and
Regulations*

Rule 13.23 The interpretation of these Regulations and Rules rests with the Director-General.

SIERRA LEONE

CIVIL SERVICE

ADMINISTRATIVE MANUAL

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**Chapter 1
Personnel Management**

SIERRA LEONE GOVERNMENT

PUBLIC SERVICE COMMISSION

P.S.C. FORM 8

CONFIDENTIAL

1. APPLICATION FORM

NOTES FOR ALL CANDIDATES

Before completing this Form, please read the following notes carefully:

1. **Submit this form in your normal handwriting or on-line.**
2. You must complete ALL SECTIONS of Part I.
3. Do not apply for any post unless you possess ALL the qualifications given in the advertisement.
4. Knowingly giving false information is a serious offence and may lead to criminal prosecution.
5. If you are already employed by Government, hand this form after you have completed Part I in duplicate, to your Head of Department, who will complete Part II and forward one copy to the Secretary, Public Service Commission.
6. If you are not employed by Government, send this form direct to the Secretary, Public Service Commission.
7. Do not enclose the ORIGINALS of certificates or testimonials. Make true copies and enclose them. If, however, you are invited to an interview bring the originals of Certificates and Testimonials with you, but make sure that they are handed back to you before you leave.
8. If you do not receive acknowledgement of your application within two weeks, make enquiries through your Head of Department (if you are in Government Service) or direct from the Secretary, Public Service Commission (if you are not in Government Service).
9. The Commission will not countenance any application which does not relate to an advertised vacancy.
10. Please attach two recent passport size photographs to this application.

PART I

1. Advertised vacancy for which application is made.....

Department or Ministry.....

2. SURNAME.....OTHER NAMES.....

(Block Capitals)

(Block Capitals)

3. Address.....

Civil Service Code, Regulations and Rules/Administrative Manual

Email.....Telephone Nos.....

4. Date of birth..... Place of birth.....

Age.....Nationality.....

5. Which Sierra Leonean Languages do you speak.....

6. Marital Status: Single.....Married.....Divorced.....

7 Present Employment.....Salary/ Emolument.....

8. Have you ever been convicted of a criminal offence? (Answer YES or NO) If the answer is 'YES' Give details:

9. Have you ever resigned, been dismissed, removed or terminated for whatever cause from Government Service? (Answer Yes or No). If the answer is 'Yes' give details:

10. (a) Details of ALL schools you have attended, primary and secondary, with dates you entered and left.

Name of School	Date entered	Date left	Form or Standard Completed

(b) Details of University or other place of higher Education attended:-

Civil Service Code, Regulations and Rules/Administrative Manual

Name of Institution	Date entered	Date left	Qualifications obtained

10. Details of Examinations (Furnish all details whether successful or not)

Date	Examination	Subjects	Grade

11. State other qualifications possessed, whether they are those required for this vacancy or not

12. What have you done since you left school?

(Give details of each post you have held in order, starting from the first). Attach true

Civil Service Code, Regulations and Rules/Administrative Manual

copies of any available testimonials.

Name of Employer	Position held	Date of Starting	Date of Leaving	Reason for Leaving

13. What other Government posts have you applied for and when?

14. Personal References:-

Give the names and addresses of two responsible persons who know you well, either in private life or in business. One at least should be well acquainted with you in private life. The names of relatives must not be given nor those of distinguished persons unless they know you well.

Attempts to influence the Commission through distinguished persons could prejudice the applicant's chances of success as it will be regarded as an indication that the applicant does not consider his qualifications sufficiently good to justify his appointment on his own merit.

1. Name.....
 Address.....
 Occupation.....
 Telephone No.:.....
 Email:.....
 Period during which he has known you

2. Name.....
 Address.....
 Occupation.....
 Telephone No.:.....
 Email:.....
 Period during which he has known you

15. If you wish to give any more information about yourself, you should do so on a sheet of paper attached to this form.

DECLARATION:- I have read through and understood the notes on Page 1. The information given above is true to the best of my knowledge and belief.

Signature.....Date.....

Civil Service Code, Regulations and Rules/Administrative Manual

PART II

(To be completed by the applicant's Head of Department in the case of Government officers)

I consider the candidate is qualified in terms of the advertisement
do not consider

I recommend that he/she should be further considered for the vacancy.
do not recommend

My reasons are given below:-

File Ref.....Signature.....Date.....

PART III

(To be completed by the Chairman of the Selection Board, or by the Head of Department in which the vacancy to be filled exists as may be appropriate.

The candidate is considered qualified in terms of the advertisement.
is not

He/she is recommended for consideration.
is not

My reasons are given below:-

File Ref.....Signature.....Date.....

Office.....

Civil Service Code, Regulations and Rules/Administrative Manual

PSC FORM I

**RECOMMENDATION FOR FILLING A VACANT JUNIOR POST
(Grades 1 - 6)**

Part I: To be completed in Triplicate by Ministry/Department/Agency (MDA)

To: Director-General, Human Resource Management Office

1. I report the following vacancy/ies

Post.....Head.....Item.....Grade:
.....

No. of Vacancies	With effect from (Date)	Reasons for Vacancy/ies

2. I recommend that the vacancy/ies be filled by:-
 a. advertisement. (I attach a draft advertisement);
 b. appointment of the persons named below:
((tick as may be appropriate)
(if recommendation is that the vacancy/ies should be filled otherwise than by advertisement, reasons must be given in full).

Particulars of person(s) recommended in paragraph 2(b):

Name	Date of first appointment	Date of present appointment and Rank	Salary and salary Grade	Incremental Date	Date of Birth	Effective date of appointment

REASONS FOR RECOMMENDATION

(If the nature of the post is such that it is necessary or desirable that the holder should have served a trade apprenticeship, state where the person recommended served such apprenticeship and between what dates)

3. I confirm that there is provision in the current budget to effect this appointment.

Signed:.....

Date:.....

Permanent Secretary:.....

Departmental File:.....

Office:.....

Civil Service Code, Regulations and Rules/Administrative Manual

PSC FORM 2

**RECOMMENDATION FOR FILLING A VACANT SENIOR POST
(Grade 7 and above)**

**Part I: To be completed in Triplicate by Ministry/Department/ Agency
(MDA)**

To: Director-General, Human Resource Management Office

1. I report the following vacancy/ies

Post.....Head.....Item.....Grade:

No. of Vacancies	With effect from (Date)	Reasons for Vacancy/ies

3. I recommend that the vacancy/ies be filled by:-
- a. advertisement. (I attach a draft advertisement);
 - b. the permanent appointment of
 - c. the renewal of the contract offor.....months/years
 - d. the contract appointment offor.....months/years
(tick as may be appropriate and give reasons in full for (b) (c) and (d).

4. I confirm that there is provision in the current budget to effect this appointment.

Signed:.....

Date:..... Permanent Secretary:.....

Departmental File:..... Office:.....

PART II

To: THE SECRETARY, PUBLIC SERVICE COMMISSION,

I confirm that:

- (a) The particulars in paragraph 1 are correct.
- (b) There are no objections on financial or establishment grounds to the vacancy being filled with effect from.....
- (c) The terms of the draft advertisement/statement of duties and qualifications are correct.

(Any observations and recommendations should be attached)

Signed:.....

Director-General, HRMO

**Civil Service Code, Regulations and Rules/Administrative
Manual**

PSC FORM 3

**RECOMMENDATION FOR PROMOTION
PART I**

To: Director-General, Human Resource Management Office

1. I report the following vacancy/ies

Post.....Head.....Item.....
Grade.....

No. of Vacancies	With effect from	Previous Holder	Reasons for Vacancy

2. I recommend that it /they be filled by promotion of

Name	Date of first appointment	Date of present appointment and Rank	Salary Scale and present Salary	Age	With effect from

The reasons for my recommendation are given on the back of this Form.
(If any recommendation involves suppression details must be given and the particulars hereinafter supplied).

3. The Officer(s) recommended for promotion is/are in every way competent to perform all the duties of the post.

(The record of the officer recommended together with copies of his annual performance appraisal reports for the preceding three years should be forwarded with this form or detailed reasons supplied for not doing so).

4. The three Officers immediately junior to the Officer(s) recommended for promotion are:

Name	Date of First Appointment	Date of Present Appointment	Age

Signed:.....

**Civil Service Code, Regulations and Rules/Administrative
Manual**

Date:..... Office:.....

Departmental File:.....

PART II

To: THE SECRETARY, PUBLIC SERVICE COMMISSION,

I confirm that:

- (a) The particulars in paragraphs 1 and 2 are correct.

- (b) There are no objections on financial or establishment grounds to the vacancy being filled with effect from.....
(Any observations should be attached)

Signed:.....

Date.....

Director-General, HRMO

H.R.M.O. File.....

Civil Service Code, Regulations and Rules/Administrative Manual

PSC FORM 4

RECOMMENDATION FOR GAZETTED ACTING APPOINTMENT

(Delete all inapplicable words paragraphs, Explanations and comments may be typed on the back of the Form)

PART I

To: Director-General, Human Resource Management Office

1. I report the permanent/temporary vacation of the post of
Salary Grade.....with effect from the.....
by reason of theof the previous substantive/acting
holder, M.....
2. I recommend that M.....
Post.....Grade..... salary, Le.....be
appointed to act in the post from the.....
3. He is/is not the Senior Officer eligible to act, (If not, explain all
supersessions, showing whether the officers concerned are on leave, acting elsewhere, not
readily available or not qualified, on the back of this form).
4. He is/is not fully qualified and competent to perform all the duties of the post.
5. I certify that it is essential for the proper working of this Department that an
acting appointment is made.
6. So far as can be foreseen, the officer concerned will be required to act in the
higher post formonths.

Signed:

.....

Date:..... Permanent Secretary:.....

Departmental File:.....

PART II

To: THE SECRETARY, PUBLIC SERVICE COMMISSION,

I confirm that:

- (a) The particulars in paragraphs 1,2,3, and 6 are correct.
- (b) There are no objections to the recommendation in paragraph 2.

(Any observations or recommendations should be attached)

**Civil Service Code, Regulations and Rules/Administrative
Manual**

Signed:.....

Date.....

.....

Director-General,

HRMO

H.R.M.O. File.....

Civil Service Code, Regulations and Rules/Administrative Manual

P.S.C. FORM 6

RECOMMENDATION FOR CONFIRMATION OF APPOINTMENT

PART I

To: Director-General, Human Resource Management Office

1. M.....assumed duty as a
on probation on.....and his/her appointment
becomes due for confirmation or otherwise on
2. He/She has passed the required pre-confirmation examinations
3. He/She has not yet passed the pre-confirmation examinations.
4. During this probationary period he/she has undertaken the following duties:
.....
5. He/She has shown special aptitude in
6. For the reasons given on the back of this form I recommend that his/her appointment
be
*(a) confirmed
*(b) extended on probation formonths.....
*(c) terminated

Signed:

.....

Date:..... Permanent Secretary:
.....

Departmental File:.....

**Delete whichever is not applicable.*

PART II

To: THE SECRETARY, PUBLIC SERVICE COMMISSION,

I confirm that the particulars in paragraphs 1 and 2 are correct.

**Civil Service Code, Regulations and Rules/Administrative
Manual**

(Any observations or recommendations should be attached)

Signed:.....

Date.....

.....

Director-General,

HRMO

H.R.M.O. File.....

6. Letter of Appointment

A Letter of Appointment shall consist of:

- Position
- Salary Grade
- Conditions of Service.

Civil Service Code, Regulations and Rules/Administrative Manual

7. Acceptance of Appointment in the Civil Service

The Director-General
Human Resource Management Office (HRMO)

Dear Sir/Madam,

I.....
hereby accept appointment as.....
on the conditions set in your letter No.....
of.....

2. I confirm my acceptance and willingness to adhere to the provisions of the Code, Regulations and Rules of the Civil Service of Sierra Leone.

3. I declare that my home town i.e. town to which I claim to return for leave purposes, etc. is in the

4. I declare that I have never been convicted of a criminal offence by any Court of Law.

6. I make these statements conscientiously believing them to be true and realize that if any of them is proved to be false I am liable to forfeit my appointment.

Signature:

.....

Date.....

(To be completed in duplicate: One copy returned to the Director-General, HRMO and the other retained in the Officer's Ministry/Department).

8. MEDICAL CERTIFICATE OF FITNESS

To: The Director-General, Human Resource Management Office

I hereby certify that I have this day examined Mr./Mrs./Miss

.....

Designation.....

Department.....

and consider that he/she is in sound health and fit on medical grounds to be employed in Government Service.

.....

Government Medical Officer

Date.....

The Head of Ministry/Department should refer the candidate to a Government Medical Officer, for medical examination.

The Medical Officer will return the completed Form to the Head of Ministry/Department for onward transmission to the Director-General, Human Resource Management Office.



GRADES 1-6

SIERRA LEONE CIVIL SERVICE

**9. ANNUAL STAFF PERFORMANCE APPRAISAL REPORT FORM
(To be completed in triplicate)**

**PARTS 1 AND II TO BE COMPLETED BY THE JOB HOLDER BEFORE
THE APPRAISAL DIALOGUE**

PART 1 - PERSONAL DATA

1. Ministry/Department Agency.....
2. PIN NUMBER.....
3. Surname (Block Letters).....
4. Maiden Name:.....
5. Other Names:.....
6. Gender:.....
7. Date of Birth.....
8. Date of First Appointment and Designation
-
9. Current Substantive Post and Date of Appointment to it
-
10. Substantive Job Grade/Salary:.....
11. Reporting Period-(from).....(to).....
12. Qualification (Academic/Professional).....
-
13. Training received in the period of this report

Date	Course	Institution	Certificate Obtained

Civil Service Code, Regulations and Rules/Administrative Manual

--	--	--	--

(ii) Job Holder's own wishes for training

.....

.....

.....

(iii) How does the training need identified relate to your present responsibilities?

.....

.....

.....

14. Any special assignments to other positions in the period

Date	Job Title or Assignment Title	Institution

PART II - PERFORMANCE REVIEW (use supplementary sheet if necessary)
TO BE COMPLETED BY THE JOB HOLDER

15. (i) What duties have been assigned to you by your Supervisor/Head of Department?

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Civil Service Code, Regulations and Rules/Administrative Manual

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15. Workplan and targets as agreed upon between your supervisor and yourself preceding this review (Officers in Grade 5 and 6 only) (use additional sheets if necessary).

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(i) Achievements within the reporting period (give facts and figures where necessary)

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Civil Service Code, Regulations and Rules/Administrative Manual

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(ii) What difficulties and constraints (both institutional and personal) did you experience in the performance of your duties?
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(iii) Do you believe that you were effectively supervised? Yes No
If not please explain.

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(iv) How would you rate your performance relative to the agreed targets for the positions you have held? (Officers in Grade 5 and 6 only) Tick one.

Outstanding Above Average Average Below Average

16. What is your next preferred job interest?

.....
.....

Civil Service Code, Regulations and Rules/Administrative Manual

Date..... Signature of Job Holder.....

**PART III - PERFORMANCE ASSESSMENT
(To be completed by immediate supervisor)**

17. Competence Assessment

This part requires the Supervisor/Line Manager to rate the employee's performance relative to set targets in Key Result Areas of the officer's responsibilities as defined by the Job Description and duties assigned.

The following is the rating scale to guide supervisors in the exercise:

Outstanding	Above Average	Average	Below Average
8 - 10	6 - 7	4 - 5	1 - 3
Exceptional Performance	Performance clearly and consistently above average	Performance consistently meets the requirements of the job	Performance does not meet minimum requirements of the job

Tick Column (√) as Appropriate.

		Outstanding	Above Average	Average	Below Average
1.	Knowledge of work				
2.	Initiative and drive				
3.	Reliability/Dependability				
4.	Attendance and punctuality				
5.	Communication skills				
6.	Team spirit				
7.	Performance under pressure				
8.	Organizational ability				
9.	Relations with the public				
10.	Ability to meet deadlines				

18. Overall Performance Rating- tick grade which most nearly describes the officer's performance during the period under review.

- A. Outstanding
- B. Above Average
- C. Average
- D. Below Average

19. Do you recommend any further training?

- Yes No

Civil Service Code, Regulations and Rules/Administrative Manual

If Yes, state type of training:

(a) To improve ability in present job

(b) To prepare for promotion

Date.....

Signature of Supervisor.....

PART IV - JOINT APPRAISAL DIALOGUE BETWEEN THE OFFICER AND SUPERVISOR OR DESIGNATED OFFICER

20. (i) Supervisor's comments including strengths and weaknesses of Job Holder

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21. Job's Holder's reaction

(a) Agree (b) Disagree If disagree state reasons

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.....
.....

.....
Signature of Job Holder

.....
Supervisor's Signature

Designation:.....

Civil Service Code, Regulations and Rules/Administrative Manual

..... Date Date
Part V – TO BE COMPLETED BY HEAD OF MINISTRY/ DEPARTMENT

22. Recommendation for performance reward (tick (✓) as appropriate).

(i) Increment Approved:

Normal (One increment)

Outstanding (Two increments)

(ii) Withhold Increment

(iii) Recommended for Promotion:

(a) Accelerated

(b) Normal

(c) Not Recommended

.....
Signature of Head of Ministry/Department

.....
Name

.....
Date



SIERRA LEONE CIVIL SERVICE
ANNUAL STAFF PERFORMANCE APPRAISAL REPORT FORM
Parts 1 and 2 (to be completed by the job holder before the appraisal dialogue)

PART 1 - PERSONAL DATA

1. PIN NUMBER.....
2. Surname (Block Letters).....
 Maiden Name:.....
3. Other Names:.....
4. Sex:.....
5. Date of Birth.....
6. Date of First Appointment and Designation.....
7. Ministry/Department.....
8. Current Substantive Post and Date of Appointment to it

9. Substantive Job Grade/Salary:.....
10. Reporting Period-(from)..... (to).....
11. Qualification (Academic/Professional).....

12. Training received in the period of this report

Date	Course	Institution	Certificate Obtained

Civil Service Code, Regulations and Rules/Administrative Manual

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(ii) State what further training is required and indicate its relevance to your present responsibilities

.....

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.....

13. State any special assignments undertaken in the period.

Date	Job Title or Assignment Title	Institution

PART II - PERFORMANCE REVIEW (use supplementary sheet if necessary)

(To be completed by the Job Holder)

14. (i) What are your main duties as per your job description?

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Civil Service Code, Regulations and Rules/Administrative Manual

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(ii) What difficulties and constraints (both institutional and personal) did you experience in the performance of your duties?

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(iii) Were you effectively supervised? Yes No

If No, please explain

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.....

(iv) How would you rate your performance relative to the agreed targets for the positions you have held? (tick (✓) one).

Very Good Good Average Poor

**Civil Service Code, Regulations and Rules/Administrative
Manual**

17. What weaknesses in your performance have you identified?

.....

.....

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**PART III- PERFORMANCE RATING TO BE COMPLETED BY
SUPERVISOR**

18. Objectively assess the performance of the staff taking into consideration targets, tasks and competence.

This part requires the Supervisor/Line Manager to rate the employee's performance relative to set targets in Key Result Areas of the officer's responsibilities as defined by the Job Description and duties assigned.

The following is the rating scale to guide supervisors in the exercise:

A = Outstanding	B = Above Average	C = Average	D = Below Average
8 - 10	6 - 7	4 - 5	1 - 3
Exceptional Performance	Performance clearly and consistently above average	Performance consistently meets the requirements of the job	Performance does not meet minimum requirements of the job

Tick Column (√) as Appropriate

		A	B	C	D
a.	PERFORMANCE IN PRESENT JOB				
	Meets Targets				
	Resource Management				
	Interpersonal Relationship				
	Demonstrates Initiative				
	Communication Skills				
b.	COMPETENCE SHOWN IN PRESENT JOB				
	Scope and Depth of Knowledge				
	Ability to Transfer Knowledge				
	Quality of Judgment				
	Motivates Staff				
c.	APPRAISAL QUALITIES				
	Analytical Skills				
	Attendance and Punctuality				
	Organizational Ability				
	Leadership				
	Degree of Delegation of Responsibility				

Civil Service Code, Regulations and Rules/Administrative Manual

	Policy Compliance				
--	-------------------	--	--	--	--

19. Overall Performance Rating (Tick (√) as appropriate)

- A. Outstanding
- B. Above Average
- C. Average
- D. Below Average

PART IV-JOINT APPRAISAL DIALOGUE BETWEEN THE OFFICER AND THE SUPERVISOR

20. Supervisor's general comments

i. Supervisor's general comments including strengths and weaknesses of the job holder.

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ii. Job holder's reaction:

- (a) Agree (b) Disagree

If disagree, give reasons

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Civil Service Code, Regulations and Rules/Administrative Manual

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.....
Job Holder's Signature
Date:.....
.....
Supervisor's Signature
.....
Designation
Date:.....

PART V-COMMENTS BY REVIEWING OFFICER (PERMANENT SECRETARY/HEAD OF DEPARTMENT)

21. Please indicate your agreement/disagreement with the foregoing:-

(a) Agree (b) Disagree

If disagree, give reasons

.....
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.....

22. Recommendation for performance reward
Tick (✓) as appropriate:

(i) Increment Approved:
Normal (One increment)

Civil Service Code, Regulations and Rules/Administrative Manual

Outstanding (Two increments)

(ii) Withhold Increment

(iii) Recommended for Promotion:

(a) Accelerated

(b) Normal

(c) Not Recommended

(iv) Recommended for further training

(v) Recommended for transfer to a position in line with Job Holder's competence

.....
Signature

.....
Date

.....
Designation

**Civil Service Code, Regulations and Rules/Administrative
Manual**

10. APPLICATION FORM FOR VACATION LEAVE

(Form to be completed in Triplicate. For officers on Grade 7 and above, two copies to be sent through Head of Ministry/Department to the Director-General, HRMO, who shall return one of the approved application forms to the officer's Department. For officers on Grade 6 and below, one of the approved application forms to be sent to the Director-General, HRMO for records.)

PART I – (To be completed by the officer)

1. Name of Officer.....
Date of Birth:.....
2. Department/Ministry.....
3. Designation.....
4. Present Grade, Salary and Incremental Date.....
.....
5. Whether (a) confirmed, or (b) on contract or (c) on probation
(N.B. In case of (b) and (c) date of termination of contract or probationary period is to be given).
.....
6. Expected date of resumption of duty.....
7. Amount of leave due on present tour.....
8. Proposed date of proceeding on leave.....
9. Address and contact phone number while on leave.....
.....
.....

.....
Signature of Applicant

Date:.....

PART II – (To be completed by Head of Unit/Permanent Secretary/Head of Department (as may be appropriate)

I recommend Mr/Mrs/Miss.....

**Civil Service Code, Regulations and Rules/Administrative
Manual**

.....to hold down the duties of the post now held by
..... who is proceeding on leave.

PART III – (To be completed by Approving Officer)

Leave approved

Date:..... Signature:.....

Designation:.....

11. Format for Reporting Misconduct

When presenting the report of an inquiry into allegations of misconduct, the Disciplinary Panel carrying out the inquiry may use the following form to summarize the proceedings and findings of the Panel. This form shall be submitted to the Public Service Commission through the Director-General, HRMO together with the detailed reports of the inquiry.

1. Particulars of the Officer

Name _____

Pin Number _____

Department/Ministry _____

Officer's Home Address _____

Telephone _____

Present Designation and Grade _____

2. Details of Alleged Misconduct (add pages as needed)

Include details on any Interdiction Order and reasons for it: indicate dates

3. Details of Charge of Misconduct Against Officer (add pages as needed)

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4. Summary of Officer's Response to the Charge (add pages as needed)

5. Summary of Findings of Inquiry Held (If any) (add pages as needed)

6. Determination (Guilty/Innocent), Basis for Determination (add pages as needed)

7. Penalty Recommended (if any) and Reasons (add pages as needed)
Note any previous misconduct or mitigating circumstances

8. State Whether Officer Lodged Petition Against Outcome (add pages as needed)

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9. **Name of Panel Chairperson** _____
Title of Chairperson _____

Signature _____ Date _____

10. Decision by Public Service Commission _____

Date _____

12. PRE-CONFIRMATION EXAMINATION

Officers in the Administrative Service on probation, Prison Officers in Gazetted Rank, Development and Planning Officers, Higher Executive Officers, Executive Officers and Clerical Officers are required to pass an examination before they may be confirmed. Failure to pass the examination within two years of the date of appointment will result in an officer having his/her increment withheld unless there are strong mitigating circumstances.

Administrative and Prison Officers are required to pass the following subjects:

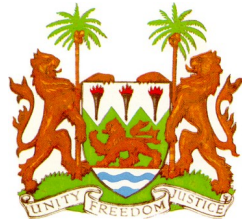
- i. Civil Service Code, Regulations and Rules
- ii. Financial Administration Regulations
- iii. Common Law and Evidence
- iv. Criminal Law and Procedure
- v. Local Acts
- vi. Customary Law and Practice
- vii. Public Procurement Act and Regulations
- viii. Records Management

Development Planning Officers, Budget, Procurement, Internal Audit and Records Officers are required to pass the following subjects:

- (i) Civil Service Code, Regulations and Rules
- (ii) Financial Administration Regulations
- (iii) Public Procurement Act and Regulations
- (iv) Records Management

Clerical and Executive Officers are required to pass the following subjects:

- (i) Civil Service Code, Regulations and Rules
- (ii) Office Routine and Procedures
- (iii) Records Management



GOVERNMENT OF SIERRA LEONE

13. Application Form for the Payment of End-of-Service Benefits and Death Gratuities

To: The Director-General, Human Resource Management Office

Part I (To be completed by the MDA where the Officer last served)

1. Name of officer.....
2. Date of Birth.....
3. Designation.....
4. Ministry/Department/Agency.....
5. PIN Number.....
6. NASSIT No.....
7. Name of Bank where Officer's salary is being paid.....
8. Account No.....
9. End-of-Service Date.....
10. Grade and Annual Salary.....
11. Cause of Separation from Service (select one) - attained retirement age , medical , termination , voluntary or death
Attach relevant documents viz: valedictory letter, medical certificate, death certificate.
12. Date of commencement of Service.....
13. Entitled Not Entitled (Select One)

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14. Particulars of the offices held by the Officer:

Post Held	Pensionable/Not Pensionable	From	To

15. Leave without pay and/or break(s) in Service:

From	To	Reason for
	break	

Total gratuitable service.....

.....
Signature of Head of MDA

.....
Date

Part II (Verification by Director-General, HRMO)

I hereby certify that the information given above is correct.

.....
Director-General (HRMO)

.....
Date

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Part III (To be completed by the Accountant-General)

16. Advances or debts owing to Government

Le.....

17. Gratuity Computed **Le**.....

.....
Accountant-General

.....
Date

Part IV (To be completed by the Auditor-General)

18. Computation Verified.

.....
Auditor-General

.....
Date

Part V (To be completed by the D-G, HRMO)

19. Application Approved.

.....
Director-General (HRMO)

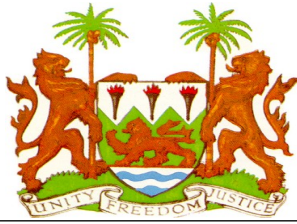
.....
Date

Part VI (To be completed by the Accountant-General)

20. Payment effected.

.....
.....
Accountant-General

Date



GOVERNMENT OF SIERRA LEONE

Certificate of Confirmation of Payment

From: The Accountant-General, Accountant-General's Department

To: The Director-General, Human Resource Management Office

cc: The Auditor-General

MDA

I hereby confirm that the sum of

Le.....

.....

representing the gratuity payable to

..... was paid on.....

.....
Accountant-General

.....
Date

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OFFICER'S
PHOTOGRAPH

OFFICER'S
THUMBPRINT

GOVERNMENT OF SIERRA LEONE

**14. BENEFICIARY(IES) OF DEATH GRATUITIES NOMINATION
FORM
(To be completed by all Officers)**

1. I

(name in full)

hereby declare that in the event of my death while in active service, Government shall pay any benefit due me to the person or persons named below as distributed:

- 2. Pin Code.....
- 3. Ministry/Department/Agency.....
- 4. NASSIT No.....
- 5. Next-of-kin.....
- 6. List of beneficiaries and distribution of death gratuity (where necessary attach a list of supplementary beneficiaries).

Name(s) of Beneficiary(ies) Share/	Address	Relationship	Percentage
i.
.....
ii.
.....
iii.
.....

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iv.
.....

- 7. In the event that any of the beneficiaries specified in (6) above dies before distribution, his/her share shall be distributed evenly among the surviving beneficiaries.
- 8. On my death, the payment to those beneficiaries listed above that are deemed to be minors, shall be collected on their behalf by the person who has legal custody/guardian of the minor.

The officer shall make available to the Director-General, Human Resource Management Office, photographs (which shall be thumb printed at the back by the officer) in respect of the beneficiaries listed by him/her for necessary identification to ensure that payment is made to bona fide persons appointed by him/her.

9. Signature of officer.....

Signed by the said.....
after the same has been read out to him in English and explained to him in Krio and he appears to understand same before affixing his right thumb print thereto.

Date.....

Witnessed by.....(not be a nominee)

Address of Witness:
.....

10. Name of Head of Department/Agency.....

Signature.....

Date.....



GOVERNMENT OF SIERRA LEONE

CIVIL SERVICE TRAINING
15. Bonding Agreement

By this Bond I.....
(name)
an employee of the Government of Sierra Leone presently attached to
.....
(MDA)

as.....having been
(Designation)
sponsored either directly or indirectly by Government or granted study leave
with pay to pursue.....
(course/training)

hereby bind myself to serve the Government of Sierra Leone. That consequent upon this Bond:

- (i) upon completion or non completion of the aforementioned course of study, I am obliged to return to the Civil Service and serve the Government of Sierra Leone for at leastyears;
- (ii) that I am required to provide a guarantee/collateral, the value of which shall be commensurate with the cost of my training;
- (iii) that I hereby provide.....
property as a guarantee/collateral for the funds that will be expended by Government for my course of study/training;
- (iv) that upon my completion or non completion of the said course of study, in the event I fail to return to the Civil Service to serve the Government of Sierra Leone, Government shall have the right to recover the full amount expended on my studies/training by:
 - (a) disposing of the collateral in (iii) above;
 - or
 - (b) instituting measures to have me dismissed from the Service which may result in my forfeiture of all service benefits.

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.....
Name of Officer
Signature
.....
Date

We.....
hereby guarantee that.....
Officer who is being sponsored by Government to undertake a course of study
in..... will return to the
Civil Service and serve the Government of Sierra Leone for the period of
.....failing which, we/I will be held
responsible for this Bond and the payment of the sum of
.....plus interest.

1st Surety/Guarantor (1) Name:.....
Address:.....
.....
Signature:.....Date:.....

2nd Surety/Guarantor Name:.....
Address:.....
.....
Signature:.....Date:.....

Signed by:.....
Director-General, HRMO Date

Witnessed by: (1) Name:.....
Address:.....
.....
Date:.....

Witnessed by: (2) Name:.....
Address:.....
.....
Date:.....

**16. Structure of the Civil Service
By Job Family**

- 1 Administration, Information and Social Services
- 2 Engineering, Technology and Sciences
- 3 Education
- 4 Fiscal Affairs and Economic Planning
- 5 Health, Medical and Allied Professions
- 6 Judicial and Legal
- 7 Protective, Prevention and Enforcement Services

Chapter 2 Office Procedures

1. Hours of Work

1.1 The hours of work shall be determined from time to time and communicated to the Heads of Ministries and Departments by the Director-General. Subject to the above, the working hours are normally as follows::

Monday – Thursday

8:00. a.m.	-	12:00 noon	
12:00 noon	-	12:30 p.m.	Lunch Break
12:30 p.m.	-	4:45 p. m.	

Friday

8:00 a.m.	-	3:00 p. m.	no Lunch Break
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1.2 An attendance register shall be kept in each Ministry and Department in which every officer shall indicate the time of his/her arrival at work and departure from office daily. The register shall be examined and initialed regularly by the Head of Ministry or Department or by an officer with designated authority.

1.3 The Head of Ministry or Department is responsible for ensuring that officers respect the approved hours of work.

2. Security of Offices After Working Hours

2.1 Where practicable, the keys to offices will be left for safe custody at a police station each day after closing hours, and the police are instructed to inspect all Government offices after office hours and to report all cases of doors or windows found open or insecure.

2.2 Every case so reported will be enquired into by the Head of Ministry or Department concerned and dealt with as negligence of duty on the part of the defaulting officer.

3. Handing-over of Responsibilities Prior to Absence from Office

3.1 To ensure the smooth and continuous flow of work, all Heads of Ministries/Departments/Agencies (MDAs), are required to adhere to the procedures set out below to ensure adequate coverage of their work while they are absent. The provision is also applicable to all officers at supervisory level.

3.2 Whenever an officer leaves a post either temporarily or permanently, handing-over arrangements should be effected to enable the departing officer to brief his successor or officer assigned to act in his absence about outstanding matters that may arise during his absence. The briefing should be documented and followed by a face-to-face meeting prior to the officer's departure.

3.3 If a meeting is not possible because the officer who will be acting is not available at the duty station prior to the departure of the senior officer, the latter must brief another officer who must be instructed to transmit the relevant information, including files and documents to the acting officer at the earliest possible moment.

Chapter 3

Management of Records and Files

1. Office Routine and Procedures

- 1.1** All official correspondence should be courteous, unambiguous, concise and devoid of any expression of personal feelings.
- 1.2** The subject of correspondence between Ministries and Government Departments should be clearly indicated in the heading and should quote the previous reference.
- 1.3** The channel of communications with any Ministry shall be the Permanent Secretary to whom all correspondence should be directed.
- 1.4** The title of the Head of Ministry or Department, to whom a letter is addressed, without the full postal address, is normally all that is required.
- 1.5** Correspondence to members of the Judiciary in their official capacities, and to private persons including individual officers in their personal capacities, should be written in formal style.
- 1.6** Correspondence from members of the public or from a Government officer in his or her personal capacity should be acknowledged immediately, indicating the name of the officer dealing with the matter to whom any further inquiries should be directed.
- 1.7** Every Correspondence should be confined, as far as possible, to a single subject that should be indicated as a heading. Each Correspondence should be divided into numbered paragraphs and the pages, if two or more, should be numbered.
- 1.8** Enclosures should be noted in the margin.
- 1.9** Original papers should not be used for enclosures when copies are equally serviceable and can be made available.
- 1.10** Official correspondence should always be signed by or on behalf of the Head of the Ministry or Department concerned, as may be appropriate. In all cases, Heads of Ministries and Departments shall be responsible for all official correspondence emanating from their offices.
- 1.11** Correspondence containing recommendations for the punishment of a subordinate officer must be signed by the Head of Ministry or Department personally or the Deputy Head.

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1.12 When the Head of a Ministry or Department is temporarily absent, the officer acting in the post will sign documents on his or her behalf.

1.13 An officer appointed as Acting Head of a Ministry or Department will insert the word "Acting" before the designation of office under the signature.

1.14 The following rules are to be observed in communications to Permanent Secretaries, and should be followed by officers addressing each other or their Heads of Departments:

- a) when, in the course of a correspondence, reference is made to previous information already given, the writer should quote the reference number and date of the previous correspondence;
- b) where appropriate, detailed information should be shown in the form of an appendix;
- c) if correspondence refers to any Act or regulation, the number and section of the relevant document must be quoted;
- d) when a previous regulation or ruling is cited or quoted, the reference must be quoted;
- e) whenever any expenditure is proposed, the amount estimated should be given and it should be clearly stated whether or not provision exists in the Estimates, and if there is provision, the head, sub-head, item and where appropriate the sub-item must be quoted;
- f) when reports are submitted, the writer concerned must present in the covering correspondence a summary of the papers, indicating the point at issue, the conclusions arrived at and a definite recommendation;
- g) information required from another Department (except in the case of legal opinion) should normally be obtained from that Department directly;
- h) the principle to be observed when submitting a proposal is that it should be in a form to make it possible for a decision to be taken, and if other Departments are concerned, their views must be obtained before the proposal is submitted.

1.15 Heads of Departments requiring advice on legal questions should address the Permanent Secretaries of their Ministries. Under no circumstances should an opinion of the Law Officers' Department be directly quoted in a communication addressed to a private person. The correct phrasing is to inform the addressee that the Ministry or Department is advised in a certain sense, giving only a paraphrase of the advice. Care should be

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taken however that the exact sense of the advice is not altered by the paraphrase.

1.16 Only the Permanent Secretaries of Ministries and Heads of Departments may address the Head of the Civil Service and the Director-General. An officer may not address the Permanent Secretary or Head of Department of another Ministry or Department directly unless otherwise authorized. However, an officer can address his or her counterpart in another Ministry or Department.

1.17 Files should not be minuted and passed to officers of another Ministry or Department except on the authority of the Permanent Secretary or Head of Ministry or Department concerned.

1.18 Marginal notes are not to be made on a file by an officer to whom it has been referred. No uninvited criticism should be made by any third party on minutes addressed by one officer to another, other than to correct errors of fact.

1.19 Communications with Chiefs and Local Authorities will be transmitted through the appropriate officer that serves as the link between Local Authorities and the Central Government.

2. Classification of Documents

2.1 Classified materials include those official documents or records containing classified information which require security protection.

2.2 There are three security classifications of documents in general use. These are in descending order of importance:

- Top Secret
- Secret
- Confidential

2.3 The classifications “**Top Secret**” and “**Secret**” refers to documents or records which require security protection and the existence or contents of which should be known only to those senior officers whose duties make this knowledge essential or the staff of Registries where such documents are kept.

2.4 The classification “**Confidential**” is to be used where any information or material requires security protection but does not justify the special precautions required with respect to the classifications “Top Secret” or “Secret”.

2.5 The security classification of documents from other Government offices should not be down-graded without the approval of the originating officer.

2.6 All “**Top Secret**”, “**Secret**” and “**Confidential**” documents should be dispatched under double cover that clearly indicates the appropriate classification level of the contents. The inner envelope should be sealed and addressed to the recipient by name; the outer envelope should be addressed to the recipient indicating the title of the office the recipient occupies.

2.7 All officers are responsible for the security of all classified documents that they may hold in their custody.

2.8 Officers who are summoned by a court to produce official documents or records must comply with the Rules of Court relating thereto. If necessary, they should first communicate with their Head of Ministry/Department, who will obtain, through the appropriate Ministry, advice of the Law Officers’ Department as to the procedure to be followed.

2.9 Oath of Confidentiality

2.9.1 Heads of Ministries and Departments must ensure that all Civil Servants who have access to classified papers have subscribed to the oath of secrecy and have signed a declaration to that effect on the appropriate form.

2.9.2 Heads of Ministries and Departments shall ensure that the signed declarations are safely preserved, for use in any possible disciplinary proceedings against an officer who has violated the provisions of the subscribed oath.

3. Confirmation of Oral Instructions and Interviews

3.1 Oral instructions on any point of importance that conflict with normal duties and routine or where a record is desirable should be confirmed in writing, by the officer who gives the instructions or **by the officer who receives the orders, as may be appropriate.**

3.2 When a Minister grants an official interview to a Head of Department or to any other departmental officer, a record of the interview will be made by the officer and submitted to the Minister for confirmation.

3.3 Records should be kept as short as possible and will normally be limited to the decisions taken. Records should be submitted in duplicate, typed on one side of the paper only and transmitted under "Confidential" cover.

3.4 A conversation with a Minister on official matters must not be quoted in official correspondence unless a record of such conversation made at the time the conversation took place, had been submitted for written confirmation.

3.5 The provision of paragraphs 3.2 through 3.4 inclusive should be applied where appropriate to interviews granted by a Permanent Secretary or Head of Department to any of his or her subordinate officers.

4. Publications

4.1 The Sierra Leone GAZETTE is the document for publication of official government information.

4.2 The procedures to be followed for publication in the GAZETTE will be in accordance with the circulars issued by the Director-General from time to time.

Chapter 4 Use and Control of Vehicles

1. Rules Governing Use of All Vehicles for Official Travel

1.1 The rules set out in this Section of the Administrative Manual apply to all authorized official travel by road within Sierra Leone, whether in a government-owned vehicle, a leased or rented vehicle, or an officer's private vehicle. These rules supplement the provisions of Rules 7.6 - 7.9 of the Regulations and Rules of the Civil Service.

1.2 When driving any vehicle for official travel, all officers must adhere to the following:

*Passengers
in Vehicles
Used for
Official
Travel*

- (i) Government vehicles shall be used for authorised purposes with due regard for economy and efficiency;
- (ii) No government vehicle shall be operated without a proper insurance cover;
- (iii) No person shall operate a government vehicle unless he/she is authorised to do so and is in possession of a valid driver's license;

*Disciplinary
Action for
Carrying
Unauthorized
Passengers*

1.3 The carrying of any unauthorized person in a vehicle being used for official business and official travel is an offence attracting disciplinary action against the officer. In all cases, disciplinary action will be taken against an officer transporting unauthorized persons in a vehicle being used for authorized official travel, including the officer's own vehicle. This is the case whether or not there is an accident resulting in property damage, injury or death.

*Travel by
Most Direct
Route*

1.4 All official travel must to the extent possible be by the most direct route.

1.5 Any deviation from the most direct route unless otherwise explained fully to the satisfaction of the Head of Ministry or Department will attract disciplinary action.

1.6 If found guilty of misuse of a vehicle while on official travel, in addition to any disciplinary action that may be imposed against the officer, a surcharge in respect of the excess mileage will be raised against the officer.

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2. Procedure for Use of Government Vehicles

Log Book

2.1 Government Vehicle: Government vehicles shall include all vehicles of all categories and make attached to duly authorized personnel of Projects, Ministries and Departments and Sierra Leone's Overseas Missions, which are registered as such.

2.2 A Log Book is a record book supplied to drivers of official vehicles to be kept on board a vehicle.

2.3 Government vehicles shall always carry with them log books in which the Driver will be required to enter:

- a) All journeys performed with the opening and closing mileometer/odometer readings or estimated mileage if the mileometer/odometer is not in working order. In any case the faulty odometer/mileometer must be repaired as soon as possible;
- b) Purpose of each journey;
- c) The mileage for each journey;
- d) Quantities of fuel and oil supplied;
- e) The initials of the officer authorizing the journey.

2.4 Users of Government vehicles shall countersign all log books and may be held responsible for any wrong information given therein.

Counter-Signing of Log Book

2.5 At the end of every month, a mileage return should be prepared for each vehicle in triplicate, showing total runs for the month and total fuel and oil consumed. The entries in the log book should be certified by the Head of Department/Project Director or his designated representative. The originals should be kept by the Ministries/Departments, the second copy forwarded to the Road Transport Authority and the third copy to the Ministry of Transport.

2.6 Any large variation in the average monthly mileage per gallon shall be investigated by the Department/Project concerned and an explanation attached to the entry in the Log Book.

2.7 Drivers of vehicles may be required to refund the cost of repairing any mileometer/odometer which becomes unserviceable except when mileometer/odometer was damaged as a result of an accident or through wear and tear of the vehicle.

2.8 All fuel and lubricants procured from filling stations either by cash payment or otherwise shall be entered in the Log Book and kept for inspection purposes.

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2.9 Improper use of Government vehicles shall always be considered an offence and offenders shall be disciplined through suspension or dismissal from work depending on the gravity of the offence.

2.10 Mileometer/Odometer: A mileometer/odometer is an instrument that records distances covered by a vehicle.

2.11 Government pool vehicle: A Government pool vehicle is a standby utility vehicle for emergency official use.

2.12 Registration of Government Vehicles with the Ministry of Transport

All Ministries, Projects and Departments shall be required to register the total number of vehicles in their care with the Ministry of Transport, providing engine and chassis numbers and other relevant information that may be required for the identification of the vehicle. The Ministry of Transport shall ensure that all Projects, Ministries/Departments adhere to this norm. The Ministry of Transport should constantly update its records on additions, deletions and depreciations of the total fleet accordingly.

2.13 Unauthorized driving of Government vehicles

Officers of Government Ministries/Departments/Projects, for whom drivers are provided to drive the vehicles attached to their respective offices, are not allowed to drive vehicles except where authority to do so has been granted by the Head of Department.

2.14 Responsibility of users of Government Vehicles

Users of Government vehicles shall ensure that all journeys run are entered in the Log Book and shall check the mileometer/odeometer readings and other details. The column use made of vehicle, nature of duty in the Log Book shall be properly completed and all journeys of a private nature shall be clearly indicated. When the user signs the Log Book for a vehicle, a line should be drawn below the last entry to prevent any unauthorized entries.

2.15 Misuse of Government Vehicles

A Government vehicle or a hired Government vehicle shall not be used for private purposes.

2.16 Uniforms

Drivers of Government vehicles shall be provided with uniforms which must be worn while on duty.

2.17 Safe Keeping of Government vehicles

Drivers of Government vehicles shall ensure that after the discharge of their duties each day, the vehicles are parked in the Police Station, or in a secured Government premises or other safe and secure locations, where no pilfering or damage can be done to the vehicle.

2.18 Key holding Procedures

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The keys of each vehicle shall be kept by the driver in charge of the vehicle and the duplicate keys shall be kept by the authorities concerned in a place where no unauthorized person can reach.

2.19 Boarding Government Vehicles

Government vehicles shall only be boarded and disposed off when such vehicles are certified as being unserviceable.

In order to determine vehicles that may be boarded and disposed off, Ministry/Department/Agency shall submit a report on the status of the vehicle to the Ministry of Transport. The Ministry of Transport shall ensure that such vehicles are inspected by the Road Transport Authority who shall present their findings on the unserviceability of the vehicle. In the event that the Road Transport Authority recommends repairs, the vehicle shall not be boarded and shall be repaired within the shortest possible time to prevent further deterioration. Vehicles boarded should be disposed off through a transparent bidding process.

2.20 Allocation of Government Vehicles

All vehicles allocated to a Ministry/Department shall be properties of that Ministry/Department and therefore officers transferred from one office to another will ensure that such vehicles are properly accounted for by the outgoing officer to the incoming officer.

2.21 Registration of Government Vehicles

All Government owned vehicles should carry special number plates that make them conspicuously identifiable. A record of all Government vehicles though normally recorded by the Road Transport Authority should be kept by the Ministry of Transport including all additions and deletions to the total fleet.

2.22 Parking Time

All Government vehicles shall be parked each day not later than 8:00 p.m. when not on official use.

2.23 Government vehicles on treks

When on trek, users shall ensure that all Government vehicles are parked for the night at the nearest Police Station, secured Government premises or any other secured location. Vehicles must NOT be left unattended on the road.

2.24 Government pool vehicles

Users of pool vehicles shall ensure that the time the driver reports for duty and the time he is released on completion of duty are correctly entered in the Log Book even when on trek.

2.25 Repairs and Maintenance of Government vehicles

Repairs and maintenance of Government vehicles must be approved by the Executive Director of the Road Transport Authority and should be carried out at garages approved by the Ministry of Transport.

2.26 Payments for repairs and maintenance

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All repairs and maintenance work carried by approved garages must be certified by the Road Transport Authority before payments are made.

2.27 Disciplinary actions against defaulting drivers

The Officer in charge of a Government vehicle after consulting the Head of Department concerned (where appropriate) will report to the Director-General, Human Resource Management Office for disciplinary action. Such action should always be taken when the driver concerned has been convicted of an offence. Disciplinary action against a defaulting driver may take the form of one of the following:

- i. Surcharge
- ii. Dismissal of:
 - a. Drunken drivers
 - b. Drivers who get involved in frequent accidents for which they are found to be at fault.

2.28 Accident Reports

All accidents involving Government vehicles must be reported immediately to the nearest Police Station and to the Executive Director, Road Transport Authority by the officer responsible for the vehicle concerned. Full details shall be given on the Accident Report Form, which shall be submitted in duplicate. The completed form should be signed by the driver and the officer responsible for the vehicle. In the event of a fatality, the Head of Department is required to sign the form.

2.29 Police Reports

As soon as he receives the accident report form, The Executive Director, Road Transport Authority will write to the chief Police Officer of the Division concerned asking for a report in duplicate. This report should state whether either party is being charged with an offence and should give details of personal injuries sustained, if any. It should also include details of the Insurance Policy in respect of any private vehicle involved in the accident including:

- i. Name of Company
- ii. Number of Policy
- iii. Whether comprehensive or third party
- iv. Amount of any "Excess" clause.

2.30 Medical Reports

In cases where persons are seriously injured, the Police or any Government Agency shall be expected to convey victims to the nearest hospital and the Executive Director, Road Transport Authority will also be required to write to the Chief Medical Officer asking for a medical report in duplicate on the injured persons, stating the degree of incapacity, if any, and whether temporary or permanent.

2.31 Ministry of Labour and Social Security Reports

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If the incapacity is permanent or the injury is fatal, the Executive Director will also write to the Ministry of Labour and Social Security asking them to obtain details of any injured person's address, next of kin, dependants, place of work and a statement of salary signed by the employer.

2.32 Prompt submission of Reports

The Inspector General of Police, the Chief Medical Officer and the Ministry of Labour and Social Security will ensure that these reports are forwarded in duplicate without delay so that any claims by or against Government can be settled promptly. The Police report should not be held up pending the result of any court case brought against one or other party. The Inspector General of Police should however, advise the Executive Director, Road Transport Authority of the outcome of any such case as soon as judgment is given.

2.33 Claims by Government

Where it appears prima facie that the other party is at fault the Executive Director will inform his Insurance Company of the possible liability for the cost of repairs of the Government vehicle or vehicles and compensation for injuries to persons stating the amount of the claim. As soon as all necessary reports have been received he should forward them to the Ministry of Transport with a covering memorandum describing the damage to the Government vehicle, the cost of repairs and giving any other details of the accident which might be useful.

The Ministry of Transport will then forward the papers to the Attorney-General asking that he should assess the amount to be claimed from the Insurance Company in consultation with the Road Transport Authority and pursue the claim. The Attorney General will request the Insurance Company or owner to pay the claim to the Accountant General who will credit any payments for damage to the vehicle to the appropriate head and sub-heads in their revenue estimates. Any amount in respect of injuries to persons will be placed on deposit and paid out in due course to the person concerned or in the case of a person killed to his executors. The Attorney General will take legal proceedings to recover such claims if this should be necessary.

2.34 Examination of damaged vehicles

Where a private vehicle is damaged in an accident, the Executive Director, Road Transport Authority will have it examined forthwith by a competent officer of his Department. The officer will without delay submit a report in duplicate listing the damage and giving an estimate of the probable cost of repairs and of the pre-accident value of the vehicle. This should be based on the original cost, less depreciation for age, mileage and general condition, all of which should be stated in his report. The examining officer should sign the report.

2.35 Claims against Government

Any claim for compensation against Government in respect of a road accident should be forwarded to the Executive Director, Road Transport Authority in the first place. The Executive Director will acknowledge the claim and ensure that all the necessary reports have been collected with the least possible

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delay. As soon as these have been received he will forward one copy together with a copy of the claim to the Ministry of Transport stating whether in his opinion the claim is reasonable as regards cost of repairs and loss of use. If the private vehicle involved is comprehensively insured, he should also state whether there is a “knock-for-knock” agreement with the Insurance Company concerned.

The Ministry of Transport will then forward the papers to the Attorney General for legal advice as to Government’s liability and then to the Ministry of Finance for approval of the compensation payment if such a payment is recommended by the Attorney-General.

Where the claim has been submitted by counsel on behalf of the claimant the Attorney-General will take all necessary actions with the counsel concerned, if possible negotiating a settlement not exceeding the amount recommended by the Road Transport Authority. If counsel does not accept the negotiated settlement and wishes to take legal proceedings, the Attorney-General should make arrangements for the case to be defended by a State Counsel.

Where the claim has been submitted by a private individual or company the Executive Director, Road Transport Authority will inform the claimant of the amount authorized by the Attorney-General. If the claimant does not accept the compensation awarded and wishes to take legal action the Executive Director will so inform the Ministry of Transport who will again submit the papers to the Attorney General for necessary action

In any case, when the amount of compensation has been agreed, the Permanent Secretary, Ministry of Transport will make out a payment voucher in favour of the claimant or the deceased’s executor, chargeable to the appropriate head and sub-head under the respective vote. He will then forward this voucher to the Accountant-General through the Ministry of Finance for countersignature and will inform the claimant accordingly. The Ministry of Transport must have a vote head for claims and compensation for accidents.

2.36 Exemptions

Rules 2.2, 2.3, 2.4, 2.5, 2.6, 2.16 and 2.24 which apply to all government Departments/Ministries/Projects shall not be applicable to:

- a. His Excellency the President’s pool vehicles
- b. The Honourable Vice President
- c. Military vehicles
- d. Prisons
- e. Fire Services
- f. Ambulance
- g. Police vehicles
- h. Doctors on call using Government vehicles

Officers in charge of exempted Government vehicles listed above should put in place strict internal controls to prevent misuse of such vehicles.

**CHAPTER 5
MISCELLANEOUS
1. FORMAT FOR ADVERTISEMENT FOR
VACANT POSTS**

Job Title:Salary Grade....

MDA

Reports to Supervises

Nature and Scope of Work:

Main Duties:

Requirements

- a. Age
- b. Educational/Professional Qualification:
- c. Experience

Competencies:

- i. Technical:

- ii. Managerial:

Key Deliverables:

Training:

Prospects:

OATH OF OFFICIAL SECRECY

IPIN

NO.....

Designation.....

Ministry/Department/Agency:.....

hereby affirm that I am aware that I should not divulge any classified or confidential information gained by me as a result of the position I hold in the Civil Service to any unauthorized person, either orally or in writing without the prior official approval in writing of my Head of Department or the Director-General, Human Resource Management Office, to whom written application should be made for such approval.

I understand also that I am liable to be prosecuted if I publish without official sanction any information I may acquire in the course of my tenure of office in the Civil Service (unless it has already officially be made public) or retain without official sanction any code word, password or any sketch, plan, model, article, note or official documents which are no longer needed for my official duties.

Name:.....

Signature:.....

Date:.....