

PREFACE

1. This edition of General Orders revises and replaces the 1977 edition. It includes a number of new Orders and amends or deletes many of the General Orders issued in 1977. The changes reflect the organizational structure of the public service following the enactment of the Public Service Act and Regulations and particular attention is invited to the new arrangements for appointments and promotions etc; the introduction of an “appointing authority”, defined in G.O. 01101; the devolution of certain powers from the Public Service Commission under Section 111(2) of the Constitution; and the role of the Permanent Secretary in the Personnel Management Office. The overall aim of the new arrangements is to introduce a managerial concept into the public service and, insofar as is compatible with the generally accepted structure of the service, to delegate as much responsibility as possible to operational Ministries and Departments.
2. General Orders apply to all public officers and together with the Public Service Act and Regulations, they constitute the system under which Public Officers are engaged and employed. In any case where the provisions of General Orders and the Public Service Act and Regulations conflict, the Act or Regulations will apply.
3. The first and second figures of an Order indicate the number of the Chapter, the third figure the number of the Section within the Chapter, and the fourth and fifth figures the number of the Order.

CONTENTS

1. Definitions
2. Appointments, Promotions, Resignations and Retirement
 - I Appointments and Promotions
 - II Acting Appointments
 - III Resignations
 - IV Retirements
 - V Secondment and Transfers
3. Conduct and Discipline
 - I General
4. Leave and Passages
 - I Leave
5. Transport and Travelling Entitlements within The Gambia
 - I Basic and Residential Allowances
 - II Travelling Facilities
 - III Travelling Allowances
6. Scholarships, Training, Conferences, Attachments and Official Visits
 - I Approved Courses and Selection of Officers
 - II Conditions of Scholarships and Training Awards
 - III Allowances Payable to Officers Attending Courses, Conferences and Making Visits
7. Miscellaneous Allowances
8. Medical and Dental Treatment
 - I Definitions, Entitlement and Procedure
 - II Medical Boards

9. Private Work by Public Officers

I General

II Medical Officers and Dentists

10. Use of Government Transport

11. Use of Government Quarters and Government Buildings

I Government Quarters

II Government Buildings

12. Government Business

I Responsibilities

II Security

III Handing over

13. Officers Engaged on Special Terms

14. Schemes of Services

Chapter 1

DEFINITIONS

O1101. In these General Orders, the terms:-

“Government”

“Cabinet”

“Minister”

“Permanent Secretary”

“The Public Service”

Have the meanings assigned to them by the Constitution.

“appointing authority” means any person or authority having power, whether delegated or otherwise, to appoint to office in the public service;

“Commission” means the Public Service Commission established under Section 110 of the Constitution;

“contract” means an appointment for a specified period at the end of which the person appointed shall be entitled to a gratuity;

“established post” means any public office contained in the Recurrent Estimates;

“he” “him” and “his” also means, where the context so requires, “she” “her” and “hers”;

“Head of Department” means any person holding an office listed in the Schedule to the Regulations, but may include, where the context of a General Order so requires, a Permanent Secretary;

“officer” means a person holding or acting in a public office;

“organization” means a public enterprise, local authority or other undertaking which has been approved by the Commission for the purposes of the Act;

“permanent appointment” means an appointment made to an established post in terms which entitle the holder to a pension in accordance with the provisions of the Pension Act;

“P.M.O.” means the Personnel Management Office;

“public office” means any office of emolument in the public service;

“public officer” means a person holding or acting in a public office;

“public service” means, subject to the provisions of section 173 of the Constitution, the civil service of the Government of The Gambia;

“regulations” means the Public Service Regulations;

“Scheme of service” means the qualifications and levels of experience required for entry into an employment in a public office for which a scheme of service has been approved by the Commission and is applied;

“secondment” means an arrangement between the Government and an organization approved by the Public Service Commission, whereby an officer is regarded as being on loan to an organization with the intention that he will, at the end of the period of secondment, return to a public office;

“temporary appointment” means an appointment to a public office on terms which do not entitle the holder to a pension;

“transfer” means an arrangement whereby an officer move on a permanent basis to other employment, either within the public service or with an organization, and there is no foreseeable intention that he will return to the Ministry or Department in which he was employed prior to the move taking place;

“the Act” means the Public Service Act.

01102. While all officers are subject to General Orders, some officers, for example members of the Police Force, are also subject to statutory control. In such cases, the provisions of the statute take precedence over General Orders.

01103. The following Categories shall be used where necessary:-

Category V Officers in Grades 11 and above
Category IV Officers in Grades 7 to 10
Category III Officers in Grades 4 to 6
Category II Officers in Grades 2 and 3
Category I Officers in Grade 1

Chapter 2

APPOINTMENTS, PROMOTIONS, RESIGNATIONS AND RETIREMENTS

SECTION I: Appointments and Promotions

02101. All appointments and promotions, with the exceptions listed in the constitution of The Gambia, will be made, in writing, in accordance with the Act and Regulations.

02101 (a). All appointments from Grade Five downwards shall be delegated by the Public Service Commission to Heads of Departments and Ministries, subject to adherence to prescribed criteria. The Public Service Commission shall monitor the exercise of delegated authority from time to time to ensure that the established guidelines and criteria are followed to prevent abuses, anomalies and subjectivity.

02102. The minimum qualifications for appointment to any post in public service are as stipulated in the Scheme of Service applicable to that post.

02103. The procedure for recommending appointments and promotions are contained in the Act, Regulations and Schemes of Service. All such recommendations must take merit into account.

02104. Candidates for appointment are required to submit to the appointing authority:-

- (i) an application in their own handwriting, on the prescribed form;
- (ii) Satisfactory evidence that they fulfil the minimum requirements for appointment to the post for which they are applying;
- (iii) a birth certificate or affidavit sworn before a Notary Public certifying date and place of birth. Such certificate or affidavit will not be subsequently altered or amended;
- (iv) one or more testimonials.

02105. Candidates for appointment may be required to attend an interview as part of the selection process, and/or to take a written test as part of the selection procedure.

02106. Candidates selected for appointment will be required to produce a certificate of medical fitness, signed by a Government medical officer, before being offered an appointment.

02106 (a). New Employees

All new employees shall, upon assumption of duty, be provided with all the legal and regulatory instruments of the public service and shall be required to familiarize themselves with them. It shall be the responsibility of individual Ministries and Departments to provide the required instruments.

02106 (b). Induction Of New Employees

All new employees shall be required to undergo inter alia an intensive induction course on the legal and regulatory instruments of the Civil Service and any other relevant subjects.

02107. All appointments shall be subject to a probationary period of one year. Confirmation of appointment shall be subject to a satisfactory appraisal report on the officer's performance and conduct. Such reports shall be submitted at the end of the probationary period to the Public Service Commission.

02107 (a). After confirmation of appointment the officer's performance and conduct shall be annually evaluated through the regular completion of an appropriate performance appraisal instrument which shall be submitted by

the Head of Department or Permanent Secretary to the Permanent Secretary Personnel Management Office for appropriate action.

02108. Appointment, Promotion And Discipline Of Teachers

To expedite the process of appointment, promotion and discipline of teachers, the Public Service Commission shall delegate to the Permanent Secretary, Ministry of Basic and Secondary Education, authority to make appointments and promotion and enforce discipline of teachers in Grades 6-8. This function shall be performed through a properly constituted committee. The Public Service Commission shall supervise and monitor the exercise of the delegated authority to avoid anomaly and unfair treatment.

02109. No officer may be confirmed in his appointment while he is on sick leave.

02110. Every letter of appointment or promotion shall specify:-

- (a) the precise designation of the post to which appointment or promotion is being made;
- (b) the terms of the appointment or promotion, whether it is temporary or permanent, pensionable or not, and the period of notice required to terminate it;
- (c) the grade applicable to the post;
- (d) the salary payable;
- (e) the effective date of the appointment or promotion;
- (f) the length of probation or trial period to be served;
- (g) a statement that the appointment or promotion will not take effect unless it is accepted in writing;

- (h) in the case of a permanent appointment, that the appointment will not be effective until after the appointee has passed a medical examination.

02111. Appointing authorities will ensure that all officers appointed by them sign a Declaration of Secrecy.

02112. Appointment authorities will ensure that all appointments, confirmations, promotions, dismissals and transfer of public officers follow the procedure laid down by the Personnel Management Office.

02113. If the effective date of an officer's appointment or promotion falls between the first and the fifteenth day of the month, inclusive, his incremental date will be the first of that month; if the effective date of promotion or appointment falls on or after the sixteenth of the month, his incremental date will be the first day of the following month.

02114. (a) Subject to the approval of the Commission, an outstanding officer may receive more than one increment within his grade in one year.

- (b) Longevity increments, equal to 10% of his basic salary, will be paid to an officer who stagnates at the top of his scale. The first increment will be paid two years after the date the officer reaches the top of the scale, and will be paid after each stagnation period of five years thereafter. Longevity increments are pensionable emoluments.

02115. Increments will be paid automatically by the Directorate of National Treasury unless notification has been received that the increment has been deferred.

02116. An officer's salary on promotion will be:-

- (i) the minimum of the new scale if the new scale of the salary he was receiving before promotion was less than the minimum of the scale to which he has been promoted;
- (ii) the next incremental point in the scale above his salary before promotion if his salary before promotion was the same or greater than the minimum of his new scale.

02117. No officer will be eligible for promotion unless his appointment has been confirmed.

02118. Temporary appointments shall be subject to the following conditions:-

- (a) the appointment shall be terminable by either party on giving one month notice or by payment of one month salary in lieu of notice;
- (b) remuneration will be fixed at the rate which would be payable in respect of permanent appointment;
- (c) the same disciplinary regulations which apply to permanent appointments

SECTION II: Acting appointments

02201. Acting appointments may only be recommended to fill duty posts in Grade 6 and above.

02202. Where a Head of Department considers an acting appointment is necessary, he will notify the Permanent Secretary, P.M.O. using the standard form, at least one week before the vacancy occurs. The Permanent Secretary, P.M.O. will forward the notification, together with his comments, to the Commission.

02203. Where any officer has acted continuously in a post for six months, the Head of Department will inform the Permanent Secretary, P.M.O. why the post has not been filled substantively.

02205. An acting allowance equal to the salary differential between the basic salary of an officer acting in the higher post and the minimum basic salary of the higher office will be paid during the period of the acting appointment, provided that the allowance will only be payable if the officer acts continuously for thirty days or more.

02206. Where the Commission has agreed that no suitable officer is available to act in a post, and decides that an officer should undertake part of the duties and responsibilities of such a post for a continuous period of at least thirty days, application on the standard form may be made by the Head of the Department to the Permanent Secretary, P.M.O. for permission to pay the officer a charge allowance equivalent to the percentage of the duties he is required to carry out. Similar arrangements shall apply when an officer is required to carry out the duties of a post higher than his own, but no acting appointment is made for statutory reasons.

SECTION III: Resignation

02301. An officer may resign his appointment at any time by giving one month notice in writing, or on payment of a month's salary in lieu of notice, except that no resignation shall be made or accepted while an officer is suspended or interdicted, or while he is the subject of disciplinary proceedings, or during an investigation which might lead to him becoming the subject of disciplinary proceedings.

SECTION IV: Retirement

02401. On the first of January each year, the Permanent Secretary, P.M.O., will provide Heads of Departments with the names of officers due to retire during the ensuing twelve months, who will then take action required during the next following months. It is the duty of an officer to notify his Head of Department twelve months before the date of his intended retirement.

02402. When an officer becomes entitled to a pension or gratuity, his Head of Department is responsible for preparing the pensions form. The calculation of pension or gratuity will be made by the Accountant General and certified by the Auditor General; payment of a pension will be authorized by the Pensions Authority. Should a Head of Department have reason to recommend a reduced pension or gratuity, his recommendation must accompany the pensions form, specifying the amount of reduction recommended, and the reasons thereof, before the preparation of pension papers.

02403. *Every officer in a permanent and pensionable post is required to retire on reaching the age of 60. An officer who has reached the age of 45 may apply to retire by giving one month notice, in writing, of his intention to*

do so. A female officer may retire on marriage if a one month notice is served. Male officers shall also be entitled to retire on marriage grounds if the required notice is given.

02404. The Pensions Authority may require an officer to retire from the public service at any time after he reaches the age of 45. In such cases the officer will be given six month's notice in writing.

02405. Any leave entitlement must be taken before retirement. Any leave which may be due to an officer on the day of retirement and which has not been taken will be forfeited.

02406. Heads of Department must draw the attention of each officer in the Department who is about to retire to the legal requirement that, if the officer wishes to opt for a reduced pension and gratuity instead of a full pension, he must exercise the option before the date of his retirement.

02407. Heads of department have no authority to provide a written reference for an officer leaving the service; however an officer who is applying for other employment may quote his Head of Department as a referee, who may then provide a prospective employer with such details of the former officer's service, character and ability as he may require.

02408. At the completion of his service, an officer who has been employed on permanent and pensionable or contract terms shall be entitled to a Certificate of Service on the prescribed form.

SECTION V: Secondment and Transfers

02501. (a) All officers in the civil service are entitled to avail themselves of secondment opportunities provided that they have served for a period of at least three years and have been confirmed in their regular appointments.

(b) All secondments or transfers shall be the subject of request made by an individual and shall be subject to Government's approval provided the request is supported by the Head of the Civil Service.

02502. Unless he is promoted to a higher grade in the public service, a seconded officer will return to the service in the same salary grade which he enjoyed prior to his secondment.

02503. An officer being seconded or transferred to an organization will be required to take all leave to which he is entitled before the first day of the secondment or transfer. Any such leave which is not taken will be forfeited.

Chapter 3

CONDUCT AND DISCIPLINE

SECTION I: General

03101. The holder of any office is required to discharge any duties upon which Government wishes to employ him, and may be stationed wherever his presence is considered necessary.

03102. The Inspector General of Police, the Registrar of the Supreme Court and Clerks of Subordinate Courts will report to the Permanent Secretary, P.M.O. and to the Head of the Department concerned, any case in which a public officer is charged with a criminal offence, and the result of any case arising from such charge. Where such notification is made, the Head of Department will take action required by the Act and Regulations.

03103. No officer, unless authorised by his Head of Department or the Secretary General may communicate, either directly or indirectly to the press, or to any person who does not belong to his own department, any information obtained in the course of official duty.

03104. Every officer is entitled to his own political views, and may, if qualified, vote at elections. He may become a member of a political party or organization, but may not accept any office, whether paid or unpaid, permanent or temporary, in any political party or organization, nor may he make speeches, join in demonstrations or in any other way indicate publicly his support for any political party, organization, person or policy, nor shall he be required to so in the course of his duties.

03105. An officer wishing to belong to an organization which has both political and other objectives and is uncertain whether the organization is a political organization within the meaning of G.O. 03104, should seek advice from the Public Service Commission.

03106. G.O. 03106 has been repeal by Section 170 (2) of the Constitution which reads: “Any person who holds an office in a public service who

wishes to contest and election for a political office shall, prior to nomination as a candidate, obtain one year's leave of absence without pay, which leave shall not unreasonably be refused", and

(3) which reads "If a person who has obtained leave of absence in accordance with this section is elected to a political office, he or she shall immediately resign or retire from his or her office in the Public Service and, if he or she fails to do so, he or she shall be removed from such office".

03107. (a) It is the duty of the Registrar of the Supreme Court, Clerks of Subordinate Courts and Commissioner of Stamp Duties to report to the appropriate Head of Department if a public officer becomes a judgement debtor or has acknowledged any debt in writing. Copies of such reports shall be sent to the Permanent Secretary, P.M.O. and to the Secretary of the Commission.

(b) It is the duty of any officer to whom the Junior Public officers Relief Act (Cap.99) applies, to take advantage of the provisions of the Act in any action instituted against him in which the Act may be pleaded; failure to do so render him liable to disciplinary proceedings.

03108. An officer will be liable to disciplinary proceedings if he is subject to serious pecuniary embarrassment. A Head of Department who becomes aware of such a situation will take the disciplinary action required by the regulations.

03109. Deleted

03110. The regulations governing inventions by public officers are contained in Appendix B.)

03111. Public officers shall not institute legal proceedings in connection with matters arising out of their public duties without the authority of the Secretary General.

03112. Heads of Department who intend to spend longer than one day's absence from their Head quarters must notify the Permanent Secretary of their Ministry of the expected duration of their absence, their probable

whereabouts on each day of absence and the purpose for which they will be absent. Permanent Secretaries must submit similar reports of their own intended absences to the Secretary General.

03114. Public officers shall not be employed for any private purpose during official working hours.

03115. Public officers shall, on appointment to the public service, disclose to the Secretary General particulars of any investment or shareholdings which he may possess in any public particulars of any investment or shareholdings which he may possess in any public or private company carrying on business in The Gambia, or any other direct or indirect interest in such company. If the Secretary General decides that the officer's private affairs might be brought into real or apparent conflict with his public duties or in any way influence him in the discharge of his duties, the officer shall, to such extent as the Secretary General directs, divest himself of such investments or interests.

03116. An officer who is shall not directly or indirectly acquire investments or interests of the nature mentioned in G.O. 03115 without the express permission of the Secretary General.

03117. An officer who is absent from duty without permission shall, in addition to any other action which may be taken, have one day's pay deducted from the next salary payment due to him for each day's absence. The Head of Department will take the action required by this Order, informing the Accountant General, Auditor General and Permanent Secretary, P.M.O

Chapter 4

Leave

04101. In this Chapter:-

“annual leave” means leave with fully salary;

“leave year” means a period of twelve calendar months, from 1st January each year;

“Maternity leave” means leave granted to an officer under G.O. 04112;

“Paternity leave” means leave granted to an officer under G.O. 04111(a)

“Study leave” means leave granted to an officer to enable him or her to undertake training course approved by the Personnel Management Office

“Sick leave” means leave granted with or without pay, to enable an officer to undergo treatment approved by the Commission. Study leave for medical officers and dentists is subject to the provisions of G.N. 92/64;

“supervisor” means the officer to whom a Permanent Secretary or Head of Department has delegated authority, in writing, to approve annual leave for their subordinates;

“working day” means any day from Monday to Friday inclusive. A gazetted public holiday shall not count as a working day.

04101 (a). Leave Entitlements shall be taken by all Civil Servants on an annual basis. Failure to abide by this requirement automatically leads to forfeiture of earned leave, unless deferment is considered to be in the interest of the Public Service, and is permitted by the Office of the President. All Departments and Ministries shall maintain Annual Leave Rosters for all staff, which shall be strictly adhered to.

04102. Sick leave will be regarded as duty for the purposes of leave earning. Study leave and maternity leave do not count as duty and are not leave earning.

04103. Annual leave will be authorized by a Permanent Secretary, Head of Department or supervisor as appropriate. Records of annual leave will be maintained in accordance with instructions issued by the Permanent Secretary, P.M.O. Permanent Secretaries wishing to take annual leave must obtain the agreement of the Secretary General before doing so.

04104. Annual leave entitlements are:-

GRADE	WORKING DAYS LEAVE PER LEAVE YEAR
10 and above	25
7 to 9	22
3 to 6	20
1 and 2	15

04105. An officer is required to take his annual leave during the leave year in which it is being earned; except that with the permission of his supervisor, he may carry forward up to 5 days to the next leave year. Any annual leave entitlement in excess of 5 days which has not been taken at the end of any leave year will be forfeited.

04106. With the permission of his supervisor, an officer may, in any year be allowed to take up to 5 days annual leave in advance of the leave year in which such leave would be earned.

04107. In cases of emergency, a supervisor may authorize up to 7 working days special leave with pay if he is satisfied that the circumstances justify the officer's absence. Such leave will be deducted from the officer's annual leave entitlement.

04108. An officer granted study leave for a period longer six months must take the annual leave due to him before proceeding on study leave; if the exigencies of the public service prelude such arrangements, the Commission may authorize the officer to carry forward his annual leave until after his return from study leave.

04109. An officer who is required to visit another country on duty may, with the approval of his Permanent Secretary or Head of Department as

appropriate, take all or part of any annual leave to which is entitled in that country. Any approval given under this Order will include the dates when the leave may be taken. No per diem or other form of allowances will be payable in respect of any leave granted under this Order.

04110. An officer failing to return to duty following a period of leave will be regarded as being on unpaid leave and may, depending on the circumstances of the case, be subject to disciplinary action.

04111. Any confirmed female employee of the Civil Service who is pregnant shall consult a Medical Officer for a report on her expected date of confinement and on production of a satisfactory medical certificate, shall be entitled to a maternity leave with full salary for a period of four months calculated to cover eight weeks before and eight weeks after confinement.

04111 (a). PATERNITY LEAVE

Any confirmed male employee whose spouse has delivered shall be entitled to a paternity leave with full salary for a period of five working days and such leave shall not count against an employee's annual leave entitlement. Civil Servants shall only be entitled to take such leave once in a year.

04114. Sick leave in excess of twelve months in any period of four years will be without salary and will not be reckoned for purposes of increment or pension. An officer suffering from tuberculosis may however be allowed twenty-one months sick leave in any four years period before this Order takes effect.

04115. An officer entitled to annual leave will be required to take that leave at the end of any period of sick leave on full pay before being granted sick leave on half-pay.

04116. Sick leave granted under this Chapter will be regarded as duty for the purposes of leave earning.

Chapter 5

TRANSPORT AND TRAVEL ENTITLEMENTS WITHIN THE GAMBIA

SECTION I: Basic and Residential Allowances

05101. Basic allowances, which are payable to officers in Grade 9 and above, shall be paid while an officer owns and maintains a private car which is road worthy and available for his use.

05101 (a). REVIEW OF ALLOWANCES

The Permanent Secretary, Personnel Management Office, shall be responsible for the issue of all circulars approved by Cabinet related to payment and revision of all categories of allowances.

05102. Basic allowance shall cease to be payable with effect from:-

- (a) the date on which the officer ceases to own a private transport;
- (b) the day after the date on which the officer leaves The Gambia for a period intended to exceed one year or, being already absent from The Gambia, becomes aware that his absence is likely to exceed one year;
- (c) the day after the date on which the officer has been provided with Government transport;
- (d) three months after a car in respect of which basic allowance is paid is necessarily laid up for repairs.

05103. Basic allowance will be paid to an officer provided that he produces a certificate confirming that he has owned and maintained the vehicle during the relevant period.

05104. Residential and transport allowance shall be separately paid at rates approved by Government.

05105. Claims for the payment of residential allowance and basic allowance must be certified by the Head of Department or Permanent Secretary as appropriate.

05106. A Head of Department may, subject to the approval of the Ministry of Finance, grant a motor cycle, auto cycle or bicycle allowance to a member of his department owning such a machine and who is not in receipt of a basic allowance.

05107. All allowances viz: Residential, transport, overseas, basic, residential, car, etc shall be paid at rates periodically approved by Government.

05108. An officer who is in receipt of an allowance, payable under G.O. 05101 or G.O. 05107, shall not be provided with Government transport.

SECTION II: Travelling facilities

05201. “Travelling facilities” means the facilities provided at Government expense for a public officer travelling on duty within The Gambia while not using his own transport.

05202. If Government transport is not available for an officer travelling on duty, his head of Department may authorize alternative transport at the commercial rate generally applicable.

05203. A public officer will be entitled to transport when:-

- (a) travelling on duty or on annual leave;
- (b) proceeding to receive medical or dental treatment;
- (c) proceeding to sit for an approved examination.

05204. A public officer is entitled to free transport to and from his station for his spouse and up to three children under the age of 18 years, when:-

- (a) he assumes duty or proceeds on posting

- (b) proceeding on or returning from annual leave

05205. An officer in Category III or below whose supervisor certifies that he should seek medical advice, and who is stationed in a place where there is no Government medical officer, will be allowed free transport to the nearest place where there is a Government medical officer.

05206. Heads of Departments may authorize free transport for the repatriation within The Gambia of the family of a deceased officer and the deceased officer's personal effects.

05207. Where provision is not otherwise made under General Orders, Heads of Department may authorize free transport to his home for an officer who is invalided from the service, or who retires in circumstances in which he may be granted a pension, gratuity or annual allowance. This authorization may include free transport for the officer's personal effects and the members of the officer's family residing with him.

SECTION III: Travelling Allowances

05301. "Travelling allowance" means an allowance granted to an officer travelling on duty within The Gambia for one or more nights. Travelling allowances are granted to enable an officer to travel in reasonable comfort.

05302. An officer is not entitled to travelling allowance:-

- (a) when he is provided with board and lodging at Government expenses;
- (b) in respect of any period in excess of ten consecutive days during which he remains at one place

05303. The rate of travelling allowance shall be periodically determined by Government.

05304. An officer posted to another station which involves a change of residence is entitled to a single payment of a relocation allowance equal to 1/60th of his annual basic salary.

05305. Officers posted to the under mentioned Regions are entitled to the following monthly provincial allowances:-

Zone 1 (including North Bank Region, 12% of basic salary
Lower River Region and Western
Region but excluding Banjul City Council and Kanifing Municipality)

Zone 2 (including Upper River region 15% of basic Salary
and Central River Region)

Chapter 6

SCHOLARSHIPS, TRAINING, CONFERENCES, ATTACHMENTS AND OFFICIAL VISITS

SECTION I: **Approved Courses and Selection of officers**

06101. An officer may be required by Government to visit institutions, attend conferences, or undergo training in any country.

06102. A scholarship award may be made to enable an officer to obtain a professional, technical or academic qualification other than University degrees, diploma, or equivalent qualifications.

06104. Scholarships and training award shall only be granted for courses approved by the Commission.

06105. The selection of officers for Scholarship and Training Awards will be:-

- (a)** In the case of Scholarships the Ministry of Education's Scholarship Advisory Committee;
- (b)** In all other cases, by the Public Service Commission in consultation with the Head of Department and Permanent Secretary, Personnel Management Office

06201. The conditions to be applied to scholarship or training awards will be those conditions determined by the donor which are accepted by the Government.

06202. When an officer is required by Government to undergo training outside The Gambia, he will continue to receive his normal salary.

06203. A married officer required to undergo training outside The Gambia for two years or more shall, subject to the terms of the scholarship or training award, be entitled, on application, to a passage for his spouse to and from the country in which the training takes place.

06204. An officer granted a scholarship or training award tenable outside The Gambia, who continues to receive his salary, may allocate part of his salary, to his dependents. In such cases the officer must notify the Accountant General of the sum to be allocated, together with the names and addresses of persons to whom the sum should be paid.

06205. An officer in receipt of a scholarship or training award tenable for one year or more in a country outside the tropics, who does not receive an outfit allowance from the donor, will be granted an outfit allowance of D600 by the Government. This allowance is payable only once in any three year period.

06206. The Public Service Commission in consultation with the Permanent Secretary, Personnel Management Office, shall require a public officer who is the recipient of a scholarship or is provided with training at Government expense, to enter into a Surety Bond covering the cost of such scholarship or training.

SECTION III: Allowances payable to Officers Attending Courses, Conferences and Making Visits

06301. Attendance at conference will not normally exceed two months and visits not more than one month.

06302. When an officer is required to undergo a course, other than in pursuance of a scholarship or training award, and the cost of the course is being met by The Gambia Government, he is entitled to a per diem allowance determined by the Permanent Secretary P.M.O.

06303. Officers required to attend a conference outside The Gambia whose board and lodging are not provided by the host shall be entitled to rates of allowances periodically prescribed by the Ministry of Finance and the Personnel Management Office.

06304. An officer in Category III or below attached to a Government Ministry, Department or similar body outside The Gambia will be entitled to:-

- (a) Salary
- (b) a grant of D200 before departure to cover incidental expenses;
- (c) free return passage;
- (d) such other allowances as may be deemed appropriate by the Permanent Secretary, P.M.O.

06305. An officer required to under go training overseas for a continuous period of more than four weeks and less than one year, is entitled to

1. an outfit allowance
2. warm clothing allowance, and
3. departure allowances

The level of allowances shall be determined by the Permanent Secretary, P.M.O. who shall take the following factors into consideration, before reaching a decision.

- (a) the duration and location of the training;
- (b) the climatic conditions in the host country at the relevant period;
- (c) whether the officer has received a similar allowance during the previous three years

This allowance is payable only once in a three year period.

Chapter 7

MISCELLANEOUS ALLOWANCES

07101. On first appointment to a post Category III or above, an officer is entitled to kit allowance of D200 when appointed to one of the posts listed in Appendix B. Kit allowance shall be spent on equipment necessary for touring in the Regions.

07102. A Governor in charge of a Region is entitled to a duty allowance of D2000 per annum. Where he is in post for part of a year, the allowance will be paid pro rata.

07103. An officer under the Ministry of Health posted to the Tuberculosis Sanatorium, who is employed on duties which bring him into contact with patients' threat, is entitled to an allowance of D100 per month for the duration of such posting.

07104. An officer who successfully completes a correspondence course for which an advance has been granted, or which complies with the requirements in Financial Instructions covering such advances, shall be given a gratuity equal to the cost of the course or part thereof on the recommendation of his Head of Department. The gratuity payable under this order shall not be more than D150.

07105. Where an officer serving on permanent and pensionable terms dies as a result of injuries received while travelling by air, or on duty, compensation will be paid to his estate in accordance with the Pensions Act. In addition, a further D100, 000 will be paid to the estate from insurance cover taken out by Government. Where an officer serving on contract terms dies in the same circumstances, D25, 000 will be paid to his estate from insurance cover paid for by Government.

07106. An officer specially requested by Government to accommodate guests is entitled to an allowance of D20 for each guest for each night for which he provides accommodation. A husband and wife shall be regarded as two guests.

Chapter 8

MEDICAL AND DENTAL TREATMENT

SECTION I: Definition, Entitlement and Procedure

08101. In this Chapter the terms:

“hospital or dispensary” means a Government hospital or dispensary.

“medical officer” means \government medical officer or Government dentist as the context may require and includes the Director of Health Services;

“medical board” means a Board, normally consisting of two medical officers, convened by the Director of Health Services, to determine the medical fitness of a public officer, or for such other purposes as the Director of Health Services may direct;

“treatment” means medical treatment or dental treatment provided by or under the direction of a medical officer, or recommended by a Medical Board.

08101 (a). MEDICAL TREATMENT

All civil servants shall be entitled to receive medical care services from private medical practitioners, selected for this purpose by Government. The care and treatment to be provided should cover spouse and three children, up to the age of 18.

08101 (b). MEDICAL, DENTAL AND OPTICAL TREATMENT

- i. A medical insurance scheme shall be provided to cover all permanent employees.

- ii. All permanent employees shall be entitled to medical, dental and optical treatment in Government Hospitals or recognized Clinics approved under the Government Medical Insurance Scheme.
- iii. The Government shall be responsible for the payment of up to 60% of medical, dental and optical charge.
- iv. The cost of Dental and optical treatment shall not exceed D6000 in any one year.
- v. In the event of emergency, when medical, dental and optical treatment is received by any permanent and pensionable employee from any registered Medical Practitioner, the medical expenses will be paid by the Government upon presentation of certified receipts.
- vi. Where a permanent and pensionable employee falls ill while undertaking official assignment abroad, the cost of treatment shall be borne by Government upon the presentation of the necessary medical report.

08101 (c). MEDICAL TREATMENT OUTSIDE THE GAMBIA

Where a Medical Board recommends that an employee and/or his/her family requires treatment not available in The Gambia, the expenses of such treatment and passages shall be borne by Government in accordance with the terms and conditions of the medical insurance scheme.

08101 (d). MEDICAL TREATMENT FOR DEPENDANTS

The spouse and three dependents of an employee registered under the Medical Insurance Scheme shall receive treatment in accordance with the terms and conditions of the scheme.

08102. All public officers are entitled to treatment, including treatment in hospital, at the special rates laid down from time to time by the Ministry of Health. Such treatment will be authorized by and be under the direction of a medical officer.

08103. Where a Medical Board recommends and Government accepts that an officer requires treatment not available within The Gambia, but which is available in another country, the expenses of such treatment, including the passage required will be borne by Government. In such cases the following conditions will apply:-

- (a) if the treatment is the United Kingdom, it will normally be limited to that provided for the general public under the National Health Scheme;
- (b) the officer will be required to reimburse Government for any hospital charges incurred by means of deductions from his salary. The amount of reimbursement required from the officer shall not exceed the charges for which he would have been liable had he been hospitalised in The Gambia;
- (c) This Order only applies to confirmed officers, who by definition, are in the permanent and pensionable establishment.

08104. The spouse and children of an officer may receive treatment within The Gambia at the same rates and under the same conditions as the officer

08105. In the event of illness it is the duty of the officer to consult a medical officer as soon as possible; in such cases:-

- (a) an officer unable to attend duty or to report to a hospital or dispensary must inform a medical officer immediately; thereafter he will be attended in his home or quarters;
- (b) an officer who is sick and unable to attend duty, but is able to report to a hospital or dispensary, shall do so at the time appointed by a medical officer. In an emergency the officer may attend for treatment at any time;

- (c) an officer who is sick but able to attend duty may report to a hospital or dispensary at the time appointed by a medical officer.

08106. A medical officer who considers that an officer is suffering from an illness of a kind which causes the officer's absence from duty will place the officer on the sick list, irrespective of whether the officer has reported his illness or not.

08107. When an officer is absent from duty owing to sickness the following actions will be taken:-

- a. the officer's name will be placed on the sick list by a medical officer, who will as soon as possible, notify the officer's Head of Department, indicating, where possible, the expected duration of the officer's absence from duty;
- b. as soon as practicable the officer must himself inform his Head of Department of his sickness and inability to attend duty.

08108. It is a matter for the medical officer to decide whether an officer on a sick list should be treated in hospital or in his own quarters, thereafter:-

- a. an officer who refuses to comply with a requirement to enter hospital shall be regarded as absent from duty and shall receive no pay for the period during which he refuses to comply with the requirement; and the medical officer concerned must report the matter immediately to the officer's Head of Department through the Director of Health Services;
- b. an officer placed on the sick list but not required to enter hospital will not be permitted to leave his quarters to carry out any official duty without the express permission of the medical officer. Where the medical officer has stated that the officer is regarded as convalescent, the officer may undertake light official work;
- c. a medical officer treating an officer will immediately report to the officer's Head of Department any refusal by the officer to obey medical instructions.

08109. A public officer has the right to be treated by a private doctor subject to the following conditions:-

- a. the officer must inform a medical officer before seeking private treatment, except in an emergency, when a medical officer must be informed as soon as possible thereafter;
- b. a medical officer who has been informed that an officer is seeking, or has obtained private treatment, will examine the officer and if he considers it justified, place him on the sick list and so inform the officer's Head of Department through the Director of Health Services;
- c. the officer will report every six days to the medical officer, if this is impossible, a report will be made by the private doctor to the medical officer every six days, until the officer returns to duty;
- d. the medical officer concerned may, at any time, require the officer to enter hospital for treatment, at which time the private treatment will cease. This action will not be taken unless the medical officer considers hospital treatment is essential;
- e. the Director of Health Services shall have the right, at any time during the officer's illness, to give notice in writing to the officer and his private doctor that consultation with the patient is required either to enable him to advise Government, or to convene a Medical Board;
- f. an officer failing to report his illness, failing to comply with an order to enter hospital, or failing to attend for consultation when required will be regarded as being absent from duty without permission;
- g. when the officer is fit to resume duty, the medical officer treating him must notify the Director of Health Services, stating the date on which the officer will resume duty;
- h. all expenses, including fees, incurred by the officer in respect of private treatment, shall be borne by the officer.

SECTION II: Medical Boards

08201. Where an officer has been attended by a medical officer for an illness connected with the convening of a Medical Board, that medical officer shall provide the Board with a full report of the case.

08202. The report and recommendations of a Medical Board are confidential and will be sent, in triplicate, to the Director of Health Services, who will either approve the Board's findings or convene a further Board of which he shall be a member.

08203. When the Director of Health Services has approved a report of a Medical Board, he will return the original of the report and send the two copies to the Permanent Secretary, P.M.O. who will forward one of them together with his recommendations to the Commission.

08204. Neither the Permanent Secretary, P.M.O., nor the Commission may vary the findings of a Medical Board.

08205. No copies of reports additional to those authorized by this Section shall be provided.

CHAPTER 9

PRIVATE WORK BY GOVERNMENT OFFICERS

SECTION I

GENERAL

09101. A public officer may, accept paid work in addition to his public duties. Such work shall not in any circumstances, be carried out during official working hours or be such as to prejudice or compromise his official duties. No government resources are to be used in carrying out such work.

SECTION II

MEDICAL OFFICERS AND DENTISTS

09201. No Medical officers or dentists will be allowed to engage in private practice.

09202. Deleted

09204. No medical officer may authorise the issue of drugs from Government stores to a private patient. Such drugs may be supplied to pharmacies in accordance with Financial Instructions.

09205. No medical officer or dentist may enter into an arrangement to provide treatments for employees of a private undertaking unless the Director of Health Services:-

- a.** certifies that the arrangement would not be detrimental to the officer's established duties.

CHAPTER 10

USE OF GOVERNMENT TRANSPORT

10101. In this Chapter the terms:-

“Government transport” means any conveyance own by Government for the purpose of moving persons or goods;

“vehicular transport” means Government land transport under the control of a Head of Department;

“river transport” means Government transport used on water controlled by Gambia Ports Authority.

10102. An officer travelling on duty requiring the use of transport, and who, through no fault of his own, is unable to use transport for which he receives a transport allowance, may use Government transport.

10103. Where it is necessary for an officer to hire transport he may claim the cost of hiring. Before approving such a claim, the Head of the Department must be satisfied:-

- a. the journey was necessary;
- b. Government transport was either not available or could not be obtained in time to be use;
- c. The rate of hire was the lowest obtainable;
- d. Where the hiring cost exceeds the equivalent Government hire rates in G.O. 10112, approval to pay the claim must be obtained from the Ministry of Finance and Economic Affairs before payment is made.

10104. Applications for the use of Government transport for one day or less must reach the Department controlling the transport at least twenty-four hours before it is required. Where transport is required for more than one day, application must be made at least seven days in advance. In both cases applications will be submitted on the appropriate requisition form. In an

emergency, the Head of Department controlling the transport may accept an oral application, which must be confirmed by the submission of requisition form within twenty-four hours.

10105. Applications for river transport should be made to the Managing Director, Gambia Ports Authority. All launches, except those of the Gambia Police and Armed Forces, are under the control of the Managing Director, Gambia Ports Authority. No permanent allocation of launches will be made to any Department or officer.

10106. It is the responsibility of each Head of Department to provide the Managing Director, Gambia Ports Authority with a list of all officers in his Department to whom authority has been delegated to sign transport requisitions, and to inform them of any changes which occur in the list.

10107. Government transport will be charged out to user Departments at the rates set out in the Gambia Ports Authority tariffs. Invoices submitted by the Gambia Ports Authority will be settled by the Permanent Secretary concerned.

10108. The following rules govern the use of vehicular transport:-

- a. log sheets must be completed by the driver of the vehicle in respect of all journeys and certified by the officer using the vehicle;
- b. the number of persons and the maximum weight to be carried on the vehicle, as marked on the vehicle, must not be exceeded;
- c. the officer using the transport must ensure driver exercises proper care in carrying out his duties;
- d. the transport will be driven only by the driver in charge of it. In exceptional cases, an officer in possession of a valid driving licence, may drive in an emergency, in such a case he will be solely responsible for the vehicle;
- e. in any case involving a breach of discipline by a driver, a serious defect in a vehicle, or an accident to the vehicle, a written report will

be submitted by the officer using the vehicle to the appropriate Permanent Secretary within twenty-four hours of the incident.

10109. Gambia Port Authority and Gambia Public Transport Corporation vessels or vehicles are controlled by, and are the responsibility of, their authorities.

10110. The following rules govern free transport facilities granted under G.O.'s in respect of river transport other than launches:-

- a. Passage warrants will be issued and signed by the Head of Department or his authorized representative. Warrants will state the purpose of the passage (i.e. leave, posting, duty), the status of the officer concerned and his passage entitlement in regard to himself, members of his family and baggage;
- b. Passage warrants must be exchanged for a ticket or tickets to cover the journey authorized by the warrant;
- c. Payment for transport provided under this Order will be made by the Ministry concerned.

10111. Government transport shall not be hired to public officers for private use, or to any other person, save with the authority of the appropriate Permanent Secretary, after consultation with the Permanent Secretary, Ministry of Finance and Economic Affairs, or any other official to whom he has delegated, in writing, his authority in this regard.

10113. To facilitate strict control and the monitoring of Government vehicles regular completion of vehicle log sheets will be introduced and will be regularly completed and signed by the appropriate officer after every official journey.

CHAPTER 11

USE OF GOVERNMENT QUARTERS AND GOVERNMENT BUILDINGS

SECTION I: Government Quarters

11101. An officer in Category IV or above posted to a Region will normally be allocated a Government quarter. If a quarter is not available Government may rent a quarter for him. In such cases the officer will be charged 15% of his basic salary as rent.

11102. An officer who is not entitled to a Government quarter, but who is nevertheless given permission to occupy one, will be required to pay 30% of his basic salary as rent for the quarters.

11103. An officer in Category III or below, resident in Banjul who is posted to a Region, or resident outside Banjul and Posted to Banjul, or resident in a Region and posted to a station to which he cannot travel easily from his home will be entitled to occupy a Government quarter rent free. If he cannot be provided with a quarter he will be entitled to a rent allowance to be determined by his Head of Department and the Permanent Secretary, PMO. Rent allowance will not, however, be payable to an officer in receipt of a residence allowance. Before rent allowance can be paid, the officer concerned must provide evidence of normal residence in the place from which he is being posted, signed by a Governor or Head of Department.

11104. The responsibility for allocating Government quarters shall be as follows:-

a. in Banjul and the Greater Banjul Areas, the Permanent Secretary, P.M.O.

b. in a Region:

i. in the case of quarters which have not been specifically allocated to a Department, the Regional Governor, or an officer not below Category IV to whom the Governor has delegated authority, in writing, in this regard;

ii. in the case of quarters allocated to a Department, the Head of Department or an officer nominated by the Head of Department.

11105. It will be the responsibility of the Personnel Management Office to arrange the hand over of a quarter, appliances and furniture to an officer on first occupancy of a quarter, and arrange the take over of a quarter, appliances and furniture from an occupant on the occasion of the officer vacating a quarter.

11106. An officer taking over a quarter must check the inventory with an officer from the Personnel Management office. Both officers must sign the inventory, which must be kept in the quarter. No item on the inventory may be removed from a quarter without the express permission of the Permanent Secretary, Personnel Management Office.

11107. An officer is responsible for the maintenance of the quarter, furniture and appliances allocated to him, and will be held financially responsible for any loss or damage which occurs during his occupancy. He is also responsible for the cleanliness of his own and his servants' quarters and compound, which he must inspect from time to time.

11108. An officer occupying a Government quarter is responsible for notifying the Permanent Secretary, Personnel Management Office or, in a Province, the officer responsible for building maintenance, of any repairs which may be necessary to the quarter.

11109. The Permanent Secretary, Personnel Management office will arrange, as far as possible, for half yearly inspections of all Government quarters, to determine what repairs may be necessary. It is also his duty to report to the Permanent Secretary, Ministry of Finance and economic Affairs any damage he considers has been caused through the negligence of the officer occupying the quarter.

11110. No construction work on, or structural alteration to a quarter, may be carried out unless specific approval has first been obtained from the Permanent Secretary, Personnel Management office. An officer disregarding this Order will bear the cost of restoring the building to its original condition.

1111. An officer occupying a Government quarter must give at least six days notice of his intention to vacate the quarter to the permanent Secretary, Personnel Management Office.

1112. An officer vacating a Government quarter must make arrangements to check and sign the inventory together with an officer detailed by the Permanent Secretary, Personnel Management Office. Should he fail to do so, the inventory as checked by an officer detailed by the Permanent Secretary will be accepted in all respects.

1113. If an inventory reveals loss or damage, which in the opinion of the Permanent Secretary, P.M.O., is due to unfair wear or tear, he will claim the value of the loss or damage from the officer who occupied the quarter. If the officer disputes the claim, the matter will be referred to the Permanent Secretary, Ministry of Finance and Economic Affairs, whose decision will be final.

1114. An officer travelling on duty who requires quarters to be arranged for him at any place must give at least three days' warning of his needs to the officer responsible for allocating the quarters.

1115. An officer travelling on duty who occupies a Government quarter will be responsible for keeping it in good order and leaving it in a clean condition.

1116. Government does not accept liability for the loss of an officer's personal property from a Government quarter either when he is travelling or as a result of burglary, fire or any other cause.

1117. An up-to-date inventory of all assets and equipment in Government buildings should be maintained and regularly checked.

1118. A property constituted Board of Survey should be periodically convened, to dispose of property not needed, through Public Auction and other methods.

SECTION II

GOVERNMENT BUILDINGS

11201. For purposes of this section the term “Government buildings” does not include quarters.

11202. All Government buildings, including the compounds in which they are situated, will be allocated to a specific Ministry or Department by the Secretary General.

11203. Each Permanent Secretary or Head of Department will be responsible for ensuring that all Government buildings, together with their contents which have been allocated to his Ministry/Department, are properly maintained and kept in a good state of repair. A permanent Secretary or Head of Department may, in turn allocate a building or part of a building to a specific officer by so informing him, in writing. The officer to whom a building or part of a building has been allocated will be responsible therefore, together with the inventory of its contents. He will also be responsible for ensuring that the compound wherein the building is situated is kept clean and in good repair.

11204. Every Government department shall maintain an up-to-date Assets Inventory List incorporating all Government equipment, furniture and other material resources.

11204 (a). The Permanent Secretary, Personnel Management Office, shall every year arrange an inspection of all Government assets, equipment, furniture and other material resources and submit a copy of the findings to the Personnel Management office, who will in turn forward the report to the Permanent Secretary, Ministry of Finance and Economics Affairs.

11205. Inventories will be checked and signed:-

- a.** by both officers concerned in a change of inventory holder;
- b.** annually, or whenever a Board of Survey is held.

11206. The permanent Secretary Ministry of Works and Infrastructure will arrange, as far as possible, for a half-yearly inspection of Government buildings to determine what repairs are necessary.

11207. Permanent Secretaries and Heads of Departments are responsible for informing Ministry of Works and Infrastructure at once about repairs which are necessary to any building or contents thereof which have been allocated to them.

11208. Where the Permanent Secretary, Ministry of Works and Infrastructure considers that damage to a Government building or its contents, or the loss of such contents are due to unfair wear and tear, he shall claim from the responsible officer the cost of making good the damage or replacing the contents; if the officer disputes the claim, the matter will be referred to the Permanent Secretary, Ministry of Finance and Economic Affairs, whose decision shall be final.

11209. Alterations to, or the removal of any appliance from Government buildings shall only be undertaken with the specific approval of the Permanent Secretary, Ministry of Works and Infrastructure. An officer disregarding this Order will be responsible for any costs involved in replacing the appliance and making good any damage caused thereby.

11210. The construction or structural alternation to a Government building shall not be undertaken without the written approval of the Ministry of Works and Infrastructure and before funds have been specifically provided for the purpose by the Ministry of Finance and Economic Affairs in cases where the construction or alteration has not been included in the approved estimates.

Chapter 12

GOVERNMENT BUSINESS

SECTION I: Responsibilities

12101. The definition of Government is in the Constitution. Ministerial Portfolio is contained in Gazette Notices published from time to time.

12102. Service matters, including establishment and individual staff matters, are controlled by the Secretary General.

12103. The official channels of communication with any authority outside The Gambia are the office of the President and the Ministry of External Affairs.

12104. The official channel of communication with any Ministry is through its Permanent Secretary, to whom all official correspondence shall be address.

12105. The official channel of communication between a subordinate officer and Government is through his Head of Department, and all correspondence must be channelled through him.

12106. The official channel of communication with the Public Service Commission is through the Secretary thereto, to whom all official correspondence should be addressed.

12107. In any matter which involves, or is likely to involve, the Government in legal action, the advice of the Attorney General who is the Government's legal adviser must be sought before any correspondence is sent on the matter in question. An opinion given by Law officer shall not be quoted in a communication addressed to a private person.

12108. All correspondence must be couched in courteous terms and be as concise as is consistent with clarity.

12109. As far as possible, every communication shall be confined to a single subject, which shall be concisely stated in the heading.

12110. Official correspondence should be addressed to official recipients by the titles of their appointments.

SECTION II: Security

12201. Correspondence which has passed between public officers, or between members of the public and public officers, shall not be divulged to any other member of the public without the express permission of the originating authority.

12202. An officer shall not disclose or produce in evidence in a court of law any official document of a confidential nature without the express permission of the appropriate Ministry or Department.

12203. Staff reports shall be submitted in accordance with instructions issued from time to time by the Permanent Secretary, P.M.O.

12204. An officer shall not be allowed access to confidential records relating to himself.

12205. An officer will not normally be addressed on matters of a personal nature, except where they impinge on his status and duty as a public officer.

12207. All public officers shall swear a Declaration of Secrecy before a Commissioner of Oaths or a Notary Public before taking office and any officer already in post who has not so declared shall be required to make such declaration.

12209. Heads of Departments are required to keep an attendance register which will be signed by officers on arrival on duty. Officers who arrive on duty late will be subject to disciplinary action.

SECTION III: Handing Over

12301. Where an officer relieves another for any period exceeding twenty-eight days, the following rules shall apply:-

- a.** the outgoing officer will prepare notes outlining the duties of the post detailing immediate problems requiring attention, and any matter likely to cause difficulty within the next three months;
- b.** where applicable, inventories, cash, receipt books and stock registers must be checked and signed by both officers;
- c.** any deficiencies which are revealed must be recorded and the record signed by both officers. The incoming officer will be responsible for informing the Permanent Secretary to the Ministry of Finance and Economic Affairs, through his Head of Department, of the deficiency and of any explanation therefore;
- d.** where the hand over required by the previous rule is not possible, e.g. through sickness or absence of one or other officer, the Head of Department concerned will ask the Permanent Secretary, Ministry of Finance and Economic Affairs, to convene a Board to check on the matters in rule (b) of this Order, and report any deficiencies found;
- e.** any deficiency contained in the record signed by the outgoing officer or discovered by a Board, shall be made good by that officer if the Permanent Secretary, Ministry of Finance and Economic Affairs so directs;
- f.** the incoming officer will be liable to make good any deficiencies discovered after the completion of a handover.

CHAPTER 13

OFFICERS ENGAGED ON SPECIAL TERMS

13101. An officer given a temporary appointment which provides for a period of notice in excess of one month, and who is not a Gambian National, shall be regarded as being employed on special terms.

13102. All officers appointed on special terms are subject to General Orders, Financial Instructions and the Act and Public Regulations; provided that if such special terms contain different conditions, the provisions contained in the special terms shall apply.

CHAPTER 14

SCHEME OF SERVICE

14101. Schemes of service set out the qualifications and levels of experience required for entry into, and promotion within, the Ministry, Department class or cadre to which a Scheme has been applied. A scheme may include, in respect of a particular Ministry, Department, class or cadre:-

- a. conditions and qualifications for appointment;
- b. duties and standards applicable to individual grades or posts;
- c. in service training arrangements;
- d. promotion criteria;
- e. provisions covering transfers into and out of the Ministry, Department, class or cadre.

14102. The main purposes of Schemes of Service are to provide an effective and efficient public service and to ensure that uniform standards are applied to the service. Schemes of Service which have been approved are available at the P.M.O. and those Ministries within which are being applied and are open to scrutiny by public officers. Schemes have been approved for the following:-

Accounting (including Internal Audit Grades)

Administrative Cadre (including Foreign Service Staff)

Architectural Cadre

Artisans and Craftsmen

Auditors Cadre

Central Revenue and Taxes Cadre

Civil Aviation Cadre

Clerical and Executive Cadre

Customs and Excise Cadre

Department of Co-operation

Economists/Planners

Educational Administrators

Engineering and Allied Classes

Fisheries Department

Forestry Department

Hydrological/Meteorological Cadre

Labour Officers

Legal officer Cadre

Livestock Services

Media Cadre

Medical Cadre

Laboratory Staff Sub-cadre

Medical Officers Sub-cadre

Nursing Sub-cadre

Pharmacists Sub-cadre

Public Health Workers Sub-cadre

Radiologists Sub-cadre

Physical Planning, Development Control and Housing Control
Officers Cadre

Printing Cadre

Postal Cadre

Publishing and Production Cadre

Secretarial and Typing Cadre

Senior Management Cadre

Social Welfare Cadre

Statistical Cadre

Storekeeping Cadre

Surveyors, Cartographers and Land Valuation Officers Cadre

Teachers

Technical and Scientific Staff: Agriculture

Weights and Measures Cadre

Additions to this list will be made as and when Schemes of Service are approved by the Commission.

APPENDIX A

(See G.O. 03110)

1. Any Government officer who has made an invention:-
 - i. may at his own expense, and
 - ii. shall at the expense of the Government if so required by the President, lodge an application for provisional protection with the Registrar General and shall at the same time send a copy of the application to the President through the Head of his Department. The President shall decide as expeditiously as possible whether the invention shall be regarded as secret, and his decision shall be forthwith communicated to the Head of the offer's Department for the information of the officer.
2. (i) as soon as practicable, the President shall decide whether the officer shall or shall not be allowed controlling rights in the patent, and his decision shall be communicated to the Head of the officer's Department for the information of the officer;

(ii) pending the decision of the President on controlling rights, all rights in the invention shall be deemed to belong to and to be held in trust for the Government.
3. If the President decides that the officer shall be allowed controlling rights in the patent, the following provisions shall apply:-
 - (i) the officer shall, subject to the provision of paragraph 1, be responsible for all expenditure in taking out the patent;
 - (ii) the President may attach to his decision such conditions as he may think fit and, particular, may reserve to the Government a right of user of the inventory free of royalty, or a right to a share of any commercial proceeds, or both.

- (iii) the officer may whether any rights are reserved under subparagraph (ii) or not, apply to the Awards Committee as constituted under paragraph 7 of this Appendix (hereinafter referred to as “The Committee”) through the Head of his Department for an award in respect of his invention;
- (iv) the question whether an award shall be made, the amount thereof and, if a share of commercial proceeds is reserved to the Government, the amount of such share, shall be determined by the President after investigation by the Committee.

4. If the Government decides that the officer shall not be allowed controlling rights in the patent, the following shall apply:-

- (i) the officer shall assign all his rights in the invention to the Government;
- (ii) the Government shall be responsible for all expenditure in taking out the patent;
- (iii) the President shall decide whether the officer shall or shall not be allowed a share of any commercial proceeds;
- (iv) the officer may, whether he is allowed a share in the commercial proceeds or not, apply to the Committee, through the Head of his Department, for an award in respect of his invention;
- (v) the question whether an award shall be made, the amount thereof, and, if the President decides that the officer shall be allowed a share in the commercial proceeds, the amount of such share, shall be determined by the President after investigation by the Committee.

5. In the event of a material change taking place in the circumstances which existed at the time when an award or allocation of commercial proceeds was made, the original decision may be modified by the President after further investigation by the Commission; provided

that, in any such modification of the original decision, the amount of an award which has been paid shall not be reduced.

6. Where an invention is in all respects alien to the employment of the officer, he shall normally be granted the full rights in such invention.
7. There shall be constituted for the purpose of these Rules an Awards Committee which shall consist of a judicial or legal officer appointed by the President as Chairman and such other persons as the President may from time to time by notice in the Gazette appoint.
8. An officer shall be entitled to appear personally before the Committee or to be represented in such matter as the Committee may approve.

APPENDIX B

(See G.O. 07101)

POSTS IN RESPECT OF WHICH KIT ALLOWANCE IS PAYABLE

Registrar of Cooperatives

Assistant Registrar of Cooperatives

Assistant Commander of Police, General Duties

Health Superintendent (Provinces)

Superintendent of Surveys

Senior Surveyor

Agricultural Officer (General Duties)

Senior Agricultural Superintendent

Education Officer (Secondary)

Education Officer (Primary)

Administrative Officers

Agricultural Superintendents

Assistant Education Officer

Education Officer (Vocation/Agriculture)

Senior Inspector of Posts

Business extension Staff

Principal Regional Officers

Superintendent of Post

Veterinary Officer

Animal Husbandry Officer

Livestock Officer

Geologist