



THE REPUBLIC OF UGANDA

THE UGANDA PUBLIC SERVICE STANDING ORDERS

JANUARY 2010

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INSTRUCTIONS FOR THE USE OF STANDING ORDERS (2010 EDITION)

Edition:	This edition of the Standing Orders shall be referred to as the 2010 Edition.
Content:	It is a single consolidated document which deals generally with the management of the Public Service and issues concerning the terms and conditions of Service.
Structure:	The Standing Orders is divided into alphabetical sections marked with capital letters representing the major sections, from A-Q. There is also a list of contents at the beginning of each alphabetical section, which are sub-divided into sub-sections marked in small letters, thus A-a. Paragraphs in sub-sections are referred to as, for example, A-a 6.
Definitions:	There is a list of definitions at the introduction to avoid constant repetition, ambiguity and misinterpretation in the text.
Maintenance of Standing Orders:	It is the duty of every public officer, issued with an official copy of the Standing Orders to keep it safely and note any amendments or additions to the Standing Orders, issued from time to time by the Responsible Permanent Secretary.
Standing Orders	The Standing Orders are an accountable document and must, therefore, be handed over should circumstances warrant this, e.g. on transfer or on leaving the Public Service.
Appendices:	Appendices for the various sections appear at the end of the document.
Forms:	Forms in these Standing Orders shall be referred to as Public Service (PS) Forms and numbered accordingly.
Regulations:	For the purpose of these Standing Orders, regulations refer to any regulations made by the Service Commissions.
Commencement Date:	The commencement date of this Edition of the Standing Orders is 1st January, 2010.

APPLICABILITY AND POWERS OF INTERPRETATION, WAIVURE AND AMENDMENT

1. The Standing Orders are made in exercise of the powers conferred upon the Minister responsible for Public Service by the Public Service Act, No. 9 of 2008.
2. All public officers are bound by the Standing Orders.
3. Public officers are also obliged to read the Constitution of the Republic of Uganda and all the laws and regulations that either directly or indirectly relate to the Public Service.
4. Ignorance of any provisions of the Standing Orders cannot, in itself, be accepted as an excuse for the infringement of any part of the Standing Orders by any public officer.
5. Notwithstanding the provisions of paragraph 4 above, it is the duty of a Responsible Officer to ensure that his or her subordinate staff are aware of their rights, privileges and obligations under these Standing Orders.
6. All Responsible Officers will adhere to the terms and conditions of service set out in the Standing Orders.
7. Responsible Officers shall ensure that each unit under their Ministry, Department or Local Government has a copy of the Standing Orders.
8. All claims or appeals arising out of the Standing Orders or any other instructions concerning the Service must be made within a reasonable time of the events giving rise to such claims or appeals occurring. No claims for payment or requests for re-assessment of salary or appeals shall be considered unless when lodged with the Responsible Officer or the Responsible Permanent Secretary, as appropriate, within 12 months of the event occurring, which first gave rise to such claims, requests or appeals. The twelve (12) months time-bar operates except in cases of absences or incapacity when paragraph 14 below may apply.
9. Monies paid to an officer in contravention of any provisions of the Standing Orders or in excess of any provision made therein are recoverable by the Government through its Accounting Officer by deduction from any monies owing to the officer or in the absence of any monies owing to the officer, from the officer himself or herself.
10. Without prejudice to the basic managerial accountability of every Responsible Officer, the Responsible Permanent Secretary has the overall responsibility for ensuring that the implementation of human resource management policies and practices in the Public Service, generally, and the application of the provisions of the Standing Orders, in particular, are properly done. The Responsible Permanent Secretary will accordingly carry out the necessary audits and draw the attention of the Responsible Officers to any acts of commission or omission discovered in their respective Ministries, Departments and Local Governments with a view to corrective action.

11. Standing Orders make provision for what is authorised. Where there is no provision, there is no authority. Anything done for which there is no provision is, therefore, void and any cost to public funds may be recouped from the person who benefited or failing this from the person who authorised the expenditure. If Standing Orders fail to make provision for a particular circumstance, the matter should be referred to the Responsible Permanent Secretary who shall decide what shall be done and, if necessary, whether Standing Orders shall be suitably amended.
12. Words shall have the meanings attributed to them in the “Definitions”, where applicable, of these Standing Orders. However, where any law, regulations or agreements have been reproduced as Appendices hereto, the definitions contained in them must be applied. In any other case, reference should be made to the Responsible Permanent Secretary for clarification and proper interpretation where there is ambiguity.
13. In case of a conflict between these Standing Orders and Departmental instructions, directions or guidelines, these Standing Orders shall prevail. In case of conflict between any part of these Standing Orders and a particular Law, the Responsible Permanent Secretary shall be consulted for guidance. The Responsible Permanent Secretary shall conclude the matter in consultation with the Solicitor General, where necessary.
14. The Responsible Permanent Secretary will inform the Auditor General when it is necessary to depart from the provisions of the Standing Orders because of novel issues in particular cases.
15. The Responsible Permanent Secretary will consult the Secretary to the Treasury on all proposals affecting the terms and conditions of service of public officers and the structure of the public service whenever such proposals involve expenditure of public funds.
16. Officers engaged in human resources management matters must have a good grasp of the Standing Orders, and guard against excessive rigidity in their interpretation. They should have the duty to foster good human relations and, at all times, to be ready to help officers and employees with their personal problems and explain the benefits to which they are entitled and their obligations within the framework of the Standing Orders.
17. When the function to which any benefit is related is financed other than by the Uganda Government, the officer concerned shall receive from the Uganda Government the benefit under the Standing Orders only to the extent that the assistance given by the financing authority falls short of the provisions of these Standing Orders. This shall only be applicable where activity is planned or initiated by the Uganda Government.
18. In the case of a married couple, where both husband and wife are entitled to or eligible for certain privileges at public expense, the Responsible Officers should ensure that the application of such privileges does not result into duplication at any one time.

19. The powers to waive or vary any provisions of the Standing Orders, in any particular case, are vested in the Responsible Permanent Secretary whose decision shall be final.
20. Standing Orders may be amended from time to time without notice. Amendment to Standing Orders shall only be made by the authority of the Responsible Permanent Secretary.

DEFINITIONS

For the purposes of these Standing Orders and unless the context otherwise requires, the following words, phrases or terms will have the meaning shown against them:-

Abnormal route	means any route which does not fall within the definition of normal route.
Abroad	means outside Uganda.
Accounting Officer	means a person appointed in writing by the Secretary to Treasury and charged with the duty of Accounting for any Service in respect of which money have been appropriated by Parliament or money from the consolidated fund.
Accelerated Promotion	means a situation where a serving officer is promoted to a post more than one step up the promotion ladder. It may also occur when a serving officer has been promoted to the next higher rank in the promotion ladder without having served for 3 years in the lower post or grade.
Agency	means a government autonomous body which is part of the public service but which, by virtue of the law establishing it or under which it is established has other control of it's own affairs or is otherwise independent.
Appointing Authority	means the President, relevant Service Commission or Authority or, where the President's powers under Article 172 of the Constitution have been delegated under Article 172 (3).
Appointment	means an offer, to a person of a job or position of responsibility in the Public Service. This includes promotion from one public office to another or transfer from one public office to another.
Cadre	means a group of trained officers forming the core of a profession, performing more or less the same functions.
Child	means a son or daughter of an officer (including a lawfully adopted child of the officer or his or her spouse) who either:- has not attained his or her 18 th birthday and is dependent upon the public officer engaged; or is unmarried and in the opinion of the Government is dependent upon the officer by reason of physical or mental incapacity.

Chief Administrative Officer	means a chief executive of a District Local Government.
Compulsory Retirement	means retirement of a public officer by Government on abolition of office or to facilitate improvement in the organisation of a Ministry, Department or Local Government.
Common Cadre	means a category of analogous public service positions whose post holders possess generic qualifications and competences and render management support to a line department or Ministry or Local Government.
Contract terms	means an agreement of employment in which a specific period of employment and a terminal gratuity are expressed.
Constitution	means the Constitution of the Republic of Uganda.
Dangerous illness of an officer	means that condition that may:- incapacitate or lead to death of the officer, or render the officer a threat to himself or herself, the public and the environment; or be transmissible to clients.
Date of assumption of duty	means the date specified by the Appointing Authority or the date an officer assumes the duties of the office after the directive of the Appointing Authority which is always a future date.
Department	means an area of Government for which an officer responsible reports directly to the President or to the Parliament of Uganda, like the Auditor General's Department, Uganda Police Force, Uganda Prisons Services etc.
Dependant	means the spouse and the children of an officer.
Discretion or discretionary decision	means an action taken within the ambit of any provision of the Standing Orders involving the exercise of judgement in a particular case.
Duty station	means a place where a Public officer is posted/ or deployed for the purpose of providing Public Services.
Effective date of appointment	is the date the officer assumes duty or the date specified by the Appointing Authority.

Established office	means a public office created by an appropriate authority for the purpose of fulfilling specified duties/ or functions for which funds are approved by Parliament.
Established officer	means the holder of an established office.
Family	means an officer, his or her spouse and biological or legally adopted children.
For official use only	means that the document so marked is not available to the general public but only to the public service for official purposes.
Foreign Service	means the public service outside Uganda.
Formal qualification	means a qualification obtained through examination by a recognised examining body or institution.
Government company	means a company in which the Government has a majority shareholding.
Government Medical Officer	means an Officer employed by the Health Service and Medical Schools to perform medical duties in the Ministry Responsible for Health Services. These include Senior Consultant, Consultant, Senior Registrar, Registrar, Senior Medical Officer, Medical Officer or Senior House Officer employed in the Health Service, or a member of a Medical School of a Public University who performs Medical duties for the Ministry of Health.
Home Destination	means a place in Uganda which the officer declares in writing to his or her Responsible Officer as his or her permanent place of residence for the purposes of claiming allowances on assumption of duty or leaving the public service.
Home Service	means the Public Service of the Government of Uganda excluding the Foreign Service.
Interdiction	refers to temporary removal of a public officer from exercising the duties of his or her office while investigations over a particular misconduct is being carried out.
Local terms	means employment on terms which do not include a right to passages to a home destination outside Uganda.
Long-term training	means a course including study tours, practical attachments, etc. lasting more than three months.

Mandatory retirement	refers to the retirement of a public officer on attainment of statutory retirement age.
Mission	means a Uganda Embassy or Uganda High Commission or Consulate in a Country to which a Uganda Representative is accredited.
Ministry	means a ministry of Government specified in the Second Schedule of the Public Service Act.
Normal route	means the most direct practical route available from time to time to an individual between his or her port of embarkation or disembarkation in Uganda and his or her port of embarkation or disembarkation abroad approved for passage purposes.
One currency point	is equivalent to twenty thousand Uganda shillings
Other Public Service	means Authorities declared as “other public service” by the Pensions Authority.
Owner Occupier	means or refers to a Public officer entitled to free housing and stays in his or her own house
Parastatal body or parastatal organisation	means a corporation established by law which is not an integral part of Government but includes an institution or agency which is wholly or substantially financed or owned or controlled by the Government.
Passages	means appropriate mode of travel between the officer’s port of embarkation/disembarkation in his or her country of origin to/in Uganda.
Parent Ministry or Department	means the Ministry or Department responsible for career development of a specific cadre
Pensionable Service	means service which may be taken into account in computing pension under the Pensions Regulation.
Pensionable Office	means an office to which a Public officer is appointed on probation or otherwise by the Appointing Authority that include eligibility for pension and gratuity in accordance with the Pensions Act (Cap 286) and the officer has not ceased to hold such an office.

Pensionable Officer	means an officer holding a pensionable office as defined above.
Performance Efficiency Audit	Means an independent assessment of performance of a public officer or a Ministry, Department or Local Government on a public officer in relation to resource utilisation and attainment of the set targets.
Permanent Secretary	means the Chief Executive Officer of a Ministry or Department.
Place of domicile	has the same meaning as a home destination.
Professional Head of Medical Services	means the Head of Medical Services in the Ministry Responsible for Health Services.
Promotion	means the appointment of a public officer to a high office and responsibilities with an immediate or potential increase in salary.
Proper Channels of Communication	means the procedure by which public officers convey information in the Public Service in accordance with Section P of these Standing Orders.
Public office, Public officer and Public Service	have the meanings respectively assigned to them by articles 175(a), 175(b) and 257(1) of the Constitution.
Public funds	means monies paid to or from the Consolidated Fund or funds appropriated by Parliament.
Qualifying Service	means the service which may be taken into account in determining whether an officer is eligible, by length of service, for pension or gratuity under the Pensions Act (Cap. 286).
Recognised Examining Body	means a body declared as such by the Ministry responsible for education.
Residential Service	means, in relation to an officer serving on overseas terms, the period between the date the officer disembarks in Uganda for a tour of duty and the date he or she embarks in Uganda to proceed on leave or on leaving the service; it excludes any leave of whatever description wherever taken.

Responsible Permanent Secretary	means Permanent Secretary of the Ministry responsible for the Public Service.
Responsible Officer	in relation to a public officer means the Permanent Secretary of a Ministry or a Department under which the officer is serving; or head of Department as defined in the Public Service Act. Or Chief Administrative Officer or Town Clerk of a Local Government.
Retirement in Public Interest	is where the Appointing Authority requires an officer to relinquish his or her office as a disciplinary measure which does not merit dismissal and the officer is entitled to retirement benefits in accordance with the Pensions Act.
Salary Personal to Holder	refers to a circumstance where a public officer is receiving a salary that is outside the range set for the post as a result of grading and regrading or as approved by the Appointing Authority.
Service Commission	refers to appointing commissions and includes the Education Service Commission, the Health Service Commission, the Judicial Service Commission, the Public Service Commission and the District Service Commissions.
Short-term Training Course	means a course including a seminar, workshop, symposium, study tour, practical attachment, lasting three months or less.
Sponsored Officer	means a public officer who undertakes a training course fully or partially catered for at public expense or by an external Government.
Statutory Office	means a public office specified by the Constitution or any other law.
Stagnation	means, in relation to salaries, that an officer has served on the top point of a salary scale for a period in excess of 12 months.
Spouse	Means a wife or husband.
Suspension	means the temporary removal of a public officer from exercising the duties of his or her office after he or she has been convicted of a criminal offence until such a time as the result of the disciplinary proceedings against him are known.

Technical Assistance Personnel	consists of advisors, experts or volunteers who may not occupy specific vacant posts on the establishment of a Ministry, Department or Local Government where such personnel is to work.
Training Institution	means a school, college, university, institution or any other place at which training courses are held and where public officers may attend training both locally and abroad.
Town Clerk	means the chief executive of an Urban Council.
Waivure	means variation of a particular provision of the Standing Orders by the Responsible Permanent Secretary.

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THE PUBLIC SERVICE (A – a)

1. The Public Service is established by the Constitution.
2. “Public Service” means service in any civil capacity of the Government, the emoluments for which are payable directly from the Consolidated fund or directly out of moneys provided by Parliament.
3. The public service shall be composed of all persons duly appointed by the appropriate Service Commission or other relevant Appointing Authority to hold or act in any office in the public service.
4. The objective of Public Service is to enable the Government to formulate and implement policies and programmes of Government for the development of Uganda.
5. The power to establish and abolish offices in the Public Service of the Government of Uganda is vested in the President who may consult with the Minister responsible for public service.
6. Subject to the provisions of the Constitution and any other Law, a District or Urban Council may establish or abolish offices in the Public Service of a District or Urban Council.
7. The overall responsibility for the administration and management of the public service vests in the Minister responsible for the public service.
8. The Minister is responsible for formulation of policies relating to the terms and conditions of service and the management of the public service.
9. Subject to the Constitution and any written law, the Minister Responsible for the Public Service can, therefore, intervene in all public service matters where he or she considers this necessary, which he or she will do through the Responsible Permanent Secretary.
10. The power to appoint, confirm, discipline and remove officers from office in the public service is vested in:
 - (a) The President for Officers at and above the rank of Head of Department, on the advice of the relevant Service Commission or Authority;
 - (b) The relevant Service Commission or Authority for officers below the rank of Head of Department;
 - (c) The relevant Appointing Authority in case of a Government agency or institution;
 - (d) The relevant District Service Commission in the case of Local Government staff except the Chief Administrative Officer, Deputy Chief Administrative

- Officer, Town Clerk and Deputy Town Clerk of City and Town Clerks of a Municipal Council;
- (e) The relevant Service Commission, with the consent of the President, in case of the President's personal staff; and
 - (f) The Head of a Mission, subject to the delegation in writing, in the case of locally recruited staff for the mission.
11. All agreements for employment in the Public Service, whether on pensionable or non-pensionable terms, are subject to the Laws of Uganda and International Labour and Employment Laws.
12. The Public Service shall be headed by the Head of Public Service, who shall be appointed by the President, acting on the advice of the Public Service Commission. The functions of the Head of the Public Service are: -
- (a) Tendering advice to the President, on matters relating to the Public Service;
 - (b) Coordinating activities of Permanent Secretaries;
 - (c) Supervising work of Permanent Secretaries;
 - (d) Serving as a link between the Executive and the Public Service;
 - (e) Serving as a link between Service Commissions;
 - (f) Ensuring the implementation of Cabinet and other Government decisions; and
 - (g) Any other duties assigned to him or her from time to time by the President.
13. There shall be a Deputy Head of the Public Service, appointed by the President, on the advice of the Public Service Commission. The Deputy Head of the Public Service shall:
- (a) Deputise for the Head of the Public Service; and
 - (b) Perform such other functions or duties assigned to him or her by the Head of the Public Service.
14. The overall responsibility for ensuring proper implementation of Human Resource Management procedures, policies, practices, structures, systems and terms and conditions of service for the Public Service is vested in the Responsible Permanent Secretary.

15. The Responsible Permanent Secretary shall be responsible for:-
- (a) Determining the terms and conditions of service and the structures of the Public Service in consultation with the Secretary to the Treasury wherever proposals involve increased expenditure of Public funds;
 - (b) Reviewing and amending the Uganda Government Standing Orders as and when necessary;
 - (c) Carrying out personnel, performance, payroll and organisational audits and drawing the attention of Responsible Officers to any acts of commission or omission discovered in their respective Ministries, Departments or Local Governments for corrective action;
 - (d) Clarifying and interpreting Government Standing Orders and terms and conditions of Service;
 - (e) Preparing Government Directory in consultation with the Head of Public Service and arranging for it to be issued in the Uganda Gazette, from time to time. The directory shall show the line-up of all Government Ministries, Departments and Local Governments together with the services they render to the citizens;
 - (f) Preparing a Manual containing a statement on the mandate, responsibilities, functions and organisational structure of every Ministry, Department or Local Government;
 - (g) Streamlining and demarcating inter-Ministerial as well as intra-Ministerial roles;
 - (h) Preparing a Job Classification Plan for every Ministry or Department or Local Government consisting of job descriptions and related details including the range of duties, responsibilities and level of work performed in a Ministry, Department or Local Government broken down under its constituent Departments, Divisions, Sections and Units;
 - (i) Developing schemes of service or career progression plan for each cadre of staff in the entire public service, in liaison with the Parent Ministries, Departments and Service Commissions to provide a systematic basis for staff recruitment, placement, promotion, development, performance appraisal or any other human resource process;
 - (j) Guiding the service in developing and disseminating the service standards and charters for the public service; and
 - (k) Any other responsibilities assigned to him or her by the Minister responsible for the public service.

16. A Ministry, Department or Local Government shall be under the supervision of a Responsible Officer. The functions of the Responsible Officer shall, among others, include:-
 - (a) Providing effective leadership to the Ministry, Department or Local Government
 - (b) Organisation and operation of the Ministry, Department or Local Government involving:-
 - (i) Preparing the Annual Performance Plan;
 - (ii) Preparing work schedules for every member of staff;
 - (iii) Making adequate arrangements for a Succession Plan involving every senior grade (apart from those on probation) to cater for both planned and emergency situations whereby junior staff have to take over from their immediate supervisors;
 - (iv) Preparing Instructions or Manuals, providing clear and consistent information and guidelines to every member of staff in the day to day performance of work; and
 - (v) Providing proper working facilities to every officer by way of office accommodation, equipment and suitable working environment as the situation may require.
 - (c) Tendering advice to the Minister in case of a Ministry or Department or District Chairperson or Mayor in case of Local Government, in connection with the activities of the Ministry, Department or Local Government;
 - (d) Implementing Government policy;
 - (e) Ensuring proper expenditure of public funds;
 - (f) Ensuring that the implementation of the management policies and practices in the Ministry, Department or Local Government, generally, and the application of the provisions of the Standing Orders, in particular, are properly done.
17. For each vote under which funds are provided for Government services, an Accounting Officer is appointed by the Secretary to the Treasury. The Accounting Officer is responsible for proper expenditure of public monies and the financial administration of the Ministry, Department or Local Government.

APPOINTMENT TO THE PUBLIC SERVICE (A – b)

1. Appointment into the Public Service is in accordance with the Laws of Uganda and shall follow the laid down procedures.
2. Types of appointments to the Public Service are as follows:-
 - (a) Pensionable appointments
 - (i) On confirmation following a period of probation, where the officer had no previous non-pensionable service; or
 - (ii) On confirmation, the period of probation having been waived; or
 - (iii) On transfer from the Central Government to a Local Government and vice versa or from a Local Government to another Local Government; or
 - (iv) On transfer from “Other Public Service” in which the officer was confirmed in his or her appointment; or
 - (v) On appointment on promotion from one office to another (See A-g); or
 - (vi) On appointment on transfer from one office to another (See A-l).
 - (b) Non Pensionable Appointments
 - (i) On probation to a pensionable office; or
 - (ii) On contract agreement in which both the period of employment and terminal gratuity are specifically expressed; or
 - (iii) On acting basis applicable only to statutory offices in accordance with the Constitution of Uganda; or
 - (iv) On a non-pensionable or non-gratuitable terms where the terms of appointment are specifically stated; or
 - (v) On trial basis in exceptional circumstances where recruitment of qualified staff is difficult and the services are essential, with the express permission of the Appointing Authority, for a period of not more than two (2) years; Or
 - (vi) Part time basis.
3. Any appointment direct into the public service or appointment on promotion or “transfer within the Service” or appointment on transfer to or from “other public service”, which is not made by the appropriate authority, shall be null and void and

the person so appointed shall not be entitled to privileges and benefits accruing to that appointment. This applies also to appointments from a Local Government to a Central Government and vice versa.

APPOINTMENT PROCEDURES (A – c)

1. The President may delegate or revoke his or her powers of appointment under the Constitution by direction in writing to the relevant Service Commission or any other authority or public officer as may be prescribed by Parliament.
2. Responsible Officers shall be guided by relevant Service Commission Regulations when preparing submissions on appointment to the Appointing Authority.
3. Appointment in the public service shall be subject to availability of:-
 - (a) A vacancy in the approved staff establishment; and
 - (b) Funds in the approved estimates.
4. Any approved post for which funds are provided in the budget shall be submitted to the relevant Service Commission for filling within one month. In case the post is no longer critical in relation to the mandate of the Ministry or Department or Local Government, the Responsible Officer shall seek authority from the Responsible Permanent Secretary to either trade off or freeze or abolish the post.
5. A public officer shall not be appointed to a pensionable office if at the date of his or her appointment, he or she will not complete 10 years qualifying service before reaching mandatory retirement age.
6. Notwithstanding paragraph 5 above, if a public officer is appointed on transfer from “Other Public Service” and has, at the date of his or her transfer to the Public Service, completed a sufficient number of years of Service, which is qualifying service for the purposes of the Pensions Act, which when added to any public service which the officer can complete between the date of appointment and the mandatory retirement age amounts to 10 or more years of qualifying service, then there shall be no objection to the officer entering pensionable service at any age.
7. Appointment on transfer from “Other Public Service” or from a Local Government to the “Central Government” and vice versa or from one Local Government to another shall also follow the normal appointment procedures.
8. Non Ugandans shall not be appointed in the Public Service without clearance from the Responsible Permanent Secretary. Clearance for such appointment shall only be granted in case of failure to get the required skills locally and shall only be on non-pensionable terms.
9. An appointment on acting basis is expected to last not more than six months, and is subject to direction by the Appointing Authority. Any period of acting appointment beyond six months will be null and void and the officer holding such an appointment shall automatically revert to his or her substantive post, unless the Appointing Authority extends the appointment for another period of six months, but shall not exceed 12 months in total. This arrangement will only apply when a Statutory Office is temporarily vacated.

Methods of Effecting Appointments

10. Appointments will be effected through directives of the Appointing Authority. The directives as they refer to appointments will be effected as follows:-
 - (a) Instruments of appointment - The Responsible Permanent Secretary shall implement Part I of the Minutes that relate to appointments to the rank of Head of Department and above as provided for under Article 172 (1)(a) of the Constitution after receiving an instrument of appointment signed by the President;
 - (b) Decisions of the Central Government Appointing Service Commissions - Part II of the Minutes shall be circulated to all Responsible Officers for action as may be required. These minutes relate to appointments below the rank of Head of Department as provided under Article 172(1)(b) of the Constitution; and
 - (c) Decisions of the District Service Commissions – A Chief Administrative Officer or Town Clerk, as the case may be, shall take action on District Service Commission Minutes.
11. All Appointing Authorities, in exercising powers of appointment, whether delegated or not, should follow the laid down procedures, which shall be consistent with the provisions of the Constitution and other relevant Laws.
12. No appointment of any public officer shall be deemed to be effective until the Responsible Permanent Secretary or the Responsible Officer has made an offer to the officer and he or she has accepted the offer in writing. It follows therefore, that until the officer has formally accepted the offer in writing and reported to his or her posting duty station, where applicable, the salary attached to the appointment shall not be paid. Where the appointment is to a post which is required to be gazetted, the Gazette Notices shall not be published until the officer has finally accepted the offer and assumed duty.
13. The effective date of appointment shall be the date of assumption of duty.
14. A newly appointed public officer to the Public Service or any other form of re-engagement must undergo medical examination and be found fit for the Public Service by a Government Medical Practitioner.
15. On assumption of duty, all newly appointed public officers shall take Oaths as prescribed by law which at the commencement of these Standing Orders are the Official Oath and Oath of Secrecy (see A - k).
16. An offer of appointment not taken within a period of thirty (30) days from the dispatch date of the letter, shall be deemed as having been declined and the Responsible Officer shall declare the post to the appropriate Appointing Authority for filling thereafter.

17. In applying for employment in the Public Service, the relevant forms shall be completed by the applicant with copies of academic testimonials and recent passport size photographs attached – see Appendix A-19.
- 18 Any person, who presents false documents for the purpose of appointment into the Public Service, shall be liable for criminal proceedings in accordance with the law.

APPOINTMENT ON PROBATION (A – d)

1. Appointment to a pensionable office shall be preceded by a six months probationary period which shall count from the date of assumption of duty.
2. The Appointing Authority may use discretion to prescribe a shorter or waive a period of probation in any individual case which shall be exercised only in the following circumstances, when:-
 - (a) A public officer is properly supervised and has completed more than six months non-pensionable service with the Public Service during which there are good staff performance appraisal reports covering the whole period;
 - (b) A public officer is appointed on transfer from “Other Public Service” in which he or she is already confirmed in a pensionable office;
 - (c) A confirmed public officer is appointed on transfer from a Local Government to the Central Government or vice versa or from one Local Government to another; and
 - (d) Where a public officer has proved himself or herself in previous employment that there is no doubt in the mind of the Appointing Authority that he or she is suitable for retention in the Public Service.
3. Appointment on probation to a pensionable office does not in itself confer any right of admission to the pensionable office.
4. A public officer, appointed on probation shall, during the probationary period, perform the duties of the post for which he or she was appointed and any other relevant duties as may be assigned by the supervisor, in accordance with the terms of the appointment.
5. During the probationary period, a public officer shall be:-
 - (a) On trial, with a view to learning his or her work and being tested so as to ascertain his or her suitability for retention in the public service;
 - (b) Under continuous observation, coaching, counselling and mentoring and helped to improve performance;
 - (c) Given all possible facilities for acquiring experience; and
 - (d) Placed and rotated as far as may be practicable, in such a way that he/she can master the basic elements of the job.
6. Probation must be a reality and it must be used to secure, in public interest, officers that are suitable for public service career and eliminate at an early stage those not suitable for permanent retention. If during the probationary period, an officer exhibits weaknesses in the performance of his or her duties, he or she

should be helped to improve. If there is no sign of improvement, the Responsible Officer shall warn the officer in writing.

7. During the probationary period, a public officer shall complete Staff Performance Appraisal forms twice for assessment of his or her performance by the supervisor who shall submit them to the Responsible Officer.
8. A public officer on probation shall not be considered for promotion or assigned duties of a higher office or granted leave without pay.
9. A public officer on probation shall not be permitted to proceed on a long term training course unless such training is a direct requirement for the confirmation of the officer in accordance with the schemes of service or addressing a critical skills gap.
10. Where paragraph 9 above applies:-
 - (a) The officer's probationary period shall be suspended and resumed on return to office; and
 - (b) The salary increment of the officer shall be stopped until he or she resumes office.

Extension or termination of probationary appointment

11. A probationary appointment of a public officer may only be extended for justifiable causes, such as an officer not being able to pass or sit for the relevant examination for reasons beyond his or her control or owing to extended period of ill health.
12. Where fully justified, a probationary appointment will be extended only once for a period not exceeding six (6) months.
13. The Responsible Officer shall make a submission to the relevant Appointing Authority for extension after the expiry of the probationary period.
14. A public officer who fails to fulfil the requirements for probation (with or without extension) such as failure on the part of the officer to master his or her official duties or responsibilities within the probationary period or failure to sit or pass the examination required for confirmation shall have the appointment terminated by the Appointing Authority on the recommendation of the Responsible Officer.

CONFIRMATION IN APPOINTMENT (A - e)

1. The power to confirm an officer in a pensionable office vests in the Appointing Authority.
2. Initiation of action for confirmation of an officer in a pensionable office is vested in the Responsible Officer whose responsibility is to make a submission after the probationary period to the relevant Appointing Authority for consideration and decision.
3. A public officer is eligible for confirmation in appointment at the end of a probationary period, subject to satisfactory performance, conduct and to any other prescribed conditions, which may include the following: -
 - (a) Passing of departmental examinations or tests;
 - (b) Completing prescribed courses of Instruction; and
 - (c) Any other prerequisites laid down for any particular appointment.
4. A public officer on probation has a right to inquire from his or her supervisor about his or her prospects for timely confirmation.
5. The procedure to be followed by a Responsible Officer towards the end of an officer's probationary period of service is as laid down in the relevant Service Commission regulations.
6. Where confirmation is not effected on the due date, the officer shall upon the lapse of one month from the due date of his or her confirmation, appeal in writing to the Responsible Officer through the immediate supervisor.
7. The Supervisor shall be required to make objective comments giving reasons why confirmation of the officer has been delayed.
8. The directive of the Appointing Authority to confirm a Public officer is contained in the Minutes of the relevant Service Commission and when received, a Responsible Officer shall inform the public officer in writing.
9. Notification of confirmation in a pensionable office is given to the officer in writing by the Responsible Officer (see Appendix A – 15).

Effects of Confirmation

10. A public officer's confirmation in a pensionable office is effective from the date his or her probationary appointment commences and subject to satisfactory performance and fulfilment of conditions for promotion, he or she may be considered for promotion.

11. Previous uninterrupted non-pensionable service of the officer, immediately prior to confirmation may be taken into account for pension purposes, in accordance with the provisions of the Pensions Act.
12. The salary progression of a public officer confirmed on the due date shall not be interrupted, subject to satisfactory performance.
13. When a public officer who has been confirmed in a pensionable office is appointed to another pensionable office, whether on promotion or otherwise, he or she will not be required to serve a probationary period.

SENIORITY (A – f)

1. Seniority is a comparison of the length of service of two or more officers in the same grade.
2. In this section, where the expression “Pensionable Officer” is used, it shall unless otherwise stated, include an officer who is on probation to a pensionable office.
3. Seniority should not be confused with status. Status has to do with rank and relative importance of grades and offices.
4. When assessing the seniority of a public officer, the following periods shall not be taken into account:-
 - (a) Any period during which the officer’s increment is either stopped or withheld as a result of a decision of the Appointing Authority;
 - (b) Any period during which the officer, being on probation, has his or her probationary period extended as a result of a decision of the Appointing Authority;
 - (c) Any period during which an officer is taking or has taken leave without pay.
5. Seniority may be retarded, for example, as a disciplinary punishment or as a result of a decision by the Appointing Authority.
6. Salary should not be used in assessing seniority, as it does not necessarily follow that a more highly paid officer, serving in the same grade as another officer, will be more senior.
7. For public officers in a particular grade, a pensionable or probationary officer is always senior to a non-pensionable officer.
8. In assessing and comparing the seniority of two officers in the same grade, the following guidelines shall apply:-
 - (a) Establish the terms of service of the officers, the pensionable officer is senior to a non-pensionable officer;
 - (b) If both officers are on the same terms, as for example when they are both pensionable, the officer who entered the grade first is more senior;
 - (c) If both officers entered the grade on the same date, then work backwards the officers’ grades before entering the present grade and repeat (a) and (b) above until a difference occurs which at one time in their career puts one officer in a senior position to the other. That is to say, he or she has held more senior positions for a longer period of time than the other;

- (d) If both officers entered the present grade on the same date but one came direct from outside the public service and the other on promotion from a lower grade, the officer on promotion is more senior by virtue of the principle of having held higher offices in the public service for a longer period of time;
- (e) Periods during which an officer did not earn seniority or when his or her seniority was retarded should not be overlooked in assessing seniority;
- (f) Where, as a result of disciplinary action, an officer loses seniority, or where a period of service does not earn seniority, the loss of seniority occurs in the grade in which the officer was serving at the time the loss occurred. On promotion, an officer does not carry forward any loss of seniority to the higher grade and such loss would count in future seniority assessment only if in comparison with another officer, the service in his or her lower grades has to be taken into account in assessing seniority.

APPOINTMENT ON PROMOTION (A - g)

1. Promotion is an appointment to a higher office and is accompanied with higher rank, responsibility and salary. After promotion, an officer leaves behind a vacant office previously held.
2. When recommending a public officer for promotion, the following shall be considered:-
 - (a) Existence of a vacancy; and
 - (b) Eligibility for promotion i.e existence of eligible serving officers with the required competencies and having served for a minimum of 3 years at the lower grade.
3. An officer shall not be recommended for promotion while on probation.
4. An officer shall not be recommended for promotion until he/she has served for a minimum of three years in his or her substantive grade.
5. An officer shall not be recommended for promotion to a post more than one step up the promotion ladder.
6. If a Public Officer is found suitable for promotion to the next level before completing the 3 years in the substantive grade or to a post more than one step in the promotion Ladder, it shall be referred to as accelerated promotion.
7. An Officer may be considered for accelerated promotion if he/she has the set job competencies provided there is no other qualified officer for the position.
8. An Officer shall not be considered for promotion in the Service during his or her absence on: -
 - (a) a scholarship/training course, if after promotion he/she will not be able to assume duty within one month, or
 - (b) Leave without pay.
9. When a public officer, who has served a maximum period of five years in his or her current grade, is superceded by a more junior officer in any promotion to the next grade, the Responsible Officer shall request the Responsible Permanent Secretary to subject the officer to a Performance Efficiency Audit. Any weakness arising out of the performance efficiency audit should be brought to the attention of the officer.
10. A public officer may at any time inquire from the Responsible Officer what his or her promotion prospects are and if need be, may request for a Performance Efficiency Audit from the Responsible Permanent Secretary.

11. A Responsible Officer must not arouse in the mind of any one of his or her staff hope of promotion which does not rest with the Responsible Officer to fulfil. This also applies to enhancement of salary without promotion, or to salary assessment on first appointment or promotion.
12. Unless specifically stated by the Appointing Authority, the date of promotion of a public officer shall be the date of assumption of duty to a higher position which is a future date.
13. The Service Commissions may determine procedures to test suitability in terms of competencies, for the purpose of promotion to all posts in the Public Service as deemed necessary.

APPOINTMENT ON LOCAL CONTRACT TERMS (A - h)

1. Candidates for appointments on local Contract terms with a gratuity and a specific period of service expressed must have qualifications and experience which would have qualified them for pensionable appointment had this been open to them.
2. Subject to provisions of section A - b, appointments on the terms set out in paragraph 1 above may be made in the following circumstances only: -
 - (a) the employment of non-citizens;
 - (b) the employment of citizens in established posts regardless of rank, in the following circumstances: -
 - (i) When certified by a Government Medical Officer to be a medical risk for pensionable employment;
 - (ii) Where one cannot complete the qualifying period for pension before retiring on the due date;
 - (iii) When a candidate is a retired officer and is receiving a pension from the Uganda Government;
 - (iv) When a candidate is appointed for a specific period of time; or
 - (v) When the terms of employment for a particular post dictate so.
3. Appointments made under paragraph 2(b), above shall be for such periods, not being less than six months, as the Appointing Authority may direct, and or on the recommendation of the Responsible Officer.
4. The duration of Service will be two (2) years unless otherwise specified by the Appointing Authority and shall include all leave entitlements.
5. Permanent Secretaries shall be appointed on three (3) years contracts renewable based on satisfactory performance.
6. A tour of service of an officer serving on Agreement Terms shall be subject to renewal by the Appointing Authority as follows;
 - (a) Once in respect of Candidates in the Administrative, Clerical or Analogous Cadre; and
 - (b) Twice in respect of Candidates in the professional or semi-professional Cadres.
7. Extension beyond the maximum limits laid down in paragraph 5 above shall be subject to approval by the Responsible Permanent Secretary.

8. At some time, not less than three months before the expiration of the period of service, if the Responsible Officer feels that the services of the Officer are still required, he or she shall indicate to the officer that he or she considers recommending renewal of the contract. If the officer is not willing to serve for another period, it shall be assumed that he or she will be leaving the service at the end of his or her current tour.
9. Renewal of appointment on local contract terms will be subject to a satisfactory medical certificate of fitness from a Government Medical Officer on the Officer's state of health.
10. After obtaining the consent of the Officer and a certificate of medical fitness, the Responsible Officer shall make a submission to the Appointing Authority.
11. A Responsible Officer will not enter into any service local contract appointment or renewal thereof with an officer without clearance of the Responsible Permanent Secretary.
12. One of the essentials of a valid contract of employment is that the parties thereto must assent to all the terms of the agreement. Once the agreement is signed, it can only be varied with the consent of both parties in writing. Examples of the circumstances under which such may occur are:
 - (a) When it is decided to promote an Officer during current contract causing a change in designation and salary from agreed dates;
 - (b) When in the public interest it is agreed to release the officer or the Government from all or some of the terms of the agreement;
 - (c) When the agreement is terminated by mutual consent with or without penalties on either side.
13. The principle in paragraph 10 above applies to officers on contract which express gratuities as applies to a pensionable officer as laid down in L-b 1 to 3. Contracts of employment, whatever they are, bind the officer to the State, but they do not absolutely bind the State to the Officer, but the State acts as if they do, always reserving the right expressed in the contract to protect the public interest and public safety. Again because these contracts are not judiciable, the Attorney General has the last word on interpretation and construction thereof.
14. In the event that a Public officer, on contract terms, is offered a different appointment, the existing contract shall terminate on the date he or she vacates the office or accepts the new contract.
15. A public officer appointed on contract terms shall only be allowed to undertake short term training not exceeding three (3) months duration.

RE-EMPLOYMENT IN THE PUBLIC SERVICE (A - i)

Employment of Pensioners

1. It is Government policy not to employ pensioners but when it is necessary to do so, a pensioner may be employed on contract terms under the following circumstances:-
 - (a) The post to be filled requires special skills; and
 - (b) The only suitable candidate available for the post is the pensioner.
2. A pensioner employed on local contract terms will be eligible to receive a gratuity in respect of his or her contract service and in accordance with the terms of appointment.
3. The salary payable to a pensioner employed on contract terms shall be a salary attached to the post.
4. A pensioner engaged on contract terms shall be subject to the provisions of Section A – h.

Employment of Persons retired on abolition of Office

5. A public officer who retires on abolition of office may be re-engaged in the Public Service to any vacant post for which he or she may be qualified.
6. A pensionable public officer who retires on abolition of office may be re-engaged on terms specified in paragraph 1-4 above.
7. A public officer retired while still on probation may be re-engaged in the Public Service and the previous period of service shall not be regarded as pensionable service.

Employment of persons after early retirement

8. A public officer who leaves the service under early retirement or on marriage grounds shall be allowed to join the Public Service on a new appointment in accordance with the appointment procedures and under the circumstances specified in paragraph 1 (a) above.

Employment of persons who resigned

9. A public officer who resigns from the Public Service can only be re-appointed into the Public Service as a new applicant following the laid down procedures and the previous period served shall not be regarded as pensionable service.

Circumstances under which persons shall not be re-employed in the Uganda Public Service

10. Persons previously employed in the Public Service shall not be re-engaged after leaving the Service under any of the following circumstances:-
 - (a) Abandonment of duty;
 - (b) Retirement in Public Interest; and
 - (c) Dismissal from the Public Service.

EFFECTIVE DATE OF APPOINTMENT, DECLARATION AND CHANGE OF PERSONAL DATA (A – j)

Effective Date of Appointment

1. The effective date of appointment of a public officer recruited to the Public Service on probation, on promotion, transfer within the service and transfer from “Other Public Service” is the date of assumption of duty.
2. The effective date of appointment of a public officer recruited on overseas terms shall be the date the officer assumes duties of the office in Uganda.
3. When a public officer has been acting in a higher post continuously up to the date of promotion, the effective date of appointment on promotion shall be the date the officer assumed the duties of the post to which he or she was appointed to act by the Appointing Authority.
4. The date of assumption of duty shall be the date a public officer assumes the duties of the office or date specified by the Appointing Authority.

Declaration of Personal Data

5. Every candidate for the Public Service employment must declare on the application form his or her proper name and other personal data which must be substantiated on request by the relevant Service Commission, any Responsible Officer or the Responsible Permanent Secretary. Likewise, any public officer must, on request by the relevant Service Commission, a Responsible Officer or Responsible Permanent Secretary, be prepared to prove his or her identity in such a way as would be acceptable to a court of law in Uganda.
6. A public officer shall provide personal information by completing the particulars of service on the Personal Record Form (Appendix A.22) and he or she shall be held accountable for the validity of the information provided.
7. A Public officer on joining the public service shall attach evidence of the date of birth which shall be maintained.
8. On assumption of duty, a public officer shall declare his or her next-of-kin to be contacted in the event of an emergency. This shall be done on the prescribed form (Appendix A.22). The officer may, in writing, update the information originally declared in light of future developments.

Change of Personal Data

9. Any change in personal information shall be communicated to the Responsible Officer and copied to the Responsible Permanent Secretary. A public officer shall be held accountable for the validity of the information provided.

10. Any change in the particulars of service of a public officer shall be submitted by the Responsible Officer to the Responsible Permanent Secretary using the prescribed form.
11. A public officer shall not after entering the Public Service, change his or her name otherwise than in accordance with the laws of Uganda.
12. A public officer on changing his or her name must report the change to his or her Responsible Officer.
13. A female officer whose name has changed on marriage, shall be required to produce a marriage certificate which will be returned to the officer after registration.
14. Change of the name in any other circumstances will require the production of a legal document effecting the change of name with the memorandum of the Registrar of Documents endorsed thereon, in accordance with the law.
15. The officer's name shall not be changed until the Responsible Officer has effected the Change in writing with a copy to the Responsible Permanent Secretary.

ADMINISTRATION OF OATHS (A – k)

1. All public officers and persons engaged to work in the public service shall be required to take the following oaths: -
 - (a) The Official Oath; and
 - (b) The Oath of Secrecy.
2. The following are authorised to administer the oaths:-
 - (a) The Chief Justice, for the Head of Public Service and Secretary to Cabinet;
 - (b) A High Court Judge, for the Deputy Head of Public Service;
 - (c) The Head of Public Service for all Permanent Secretaries;
 - (d) Permanent Secretaries for public officers in their respective Ministries;
 - (e) Heads of Department for public officers in their respective Departments;
 - (f) Chief Magistrates for Chief Administrative Officers and Town Clerks; and
 - (g) Chief Administrative Officers or Town Clerks for Public officers in the Local Government.
3. Any officer authorised to administer oaths should, as appropriate, administer the prescribed oaths to every public officer designated to take such oaths immediately on assumption of duty.
4. A Responsible Officer shall ensure that every public officer including persons undertaking industrial training or internship take the prescribed Oaths, immediately on the assumption of duty or on commencement of industrial training/internship.
5. Attention is drawn to Section 6 of the Oaths Act (Cap. 19), which states that:

“Provided always that any person who declines, neglects or omits to take the required oath to make the required affirmation under this Act shall:–

 - (a) If he or she shall have already entered his or her office be deemed to have vacated the office from the date of refusal; and
 - (b) If he or she shall not have already entered his or her office, be disqualified from entering the same.
6. At the time of taking the prescribed oath, a public officer shall sign the appropriate form set out in Appendix A - 21. The original copy of the form shall be placed on the officer’s confidential file in his or her Ministry/Department or Local Government.

7. It is the duty of every public officer who has been designated and has assumed duty to take an oath and if he or she has not taken the prescribed oath, to draw the attention of his or her Responsible Officer to the fact, so that arrangements can be made for the officer to take the oaths without delay.

MOVEMENT OF PERSONNEL WITHIN, TO OR FROM OUTSIDE THE PUBLIC SERVICE (A - I)

1. The Government subscribes to the concept of free movement of labour within the economy of the country and within reasonable limits, even beyond the public service of the Government of Uganda. Procedures have been laid down to be followed to avoid situations which might adversely affect a public officer and/or the public service.
2. Movement of personnel within the public service and between the Public Service of the Government of Uganda and other organisations shall be of categories mentioned below.

Movement of Personnel within the Public Service

3. A public officer may be deployed from one Ministry or Department to another or from one department; county, sub county or school to another within the same Local Government taking into account the following:-
 - (a) Transfer of persons in this section shall be in the public interest and should never be used as a punitive measure or a way of disciplining public officers;
 - (b) A public officer shall be transferred to or from one Ministry, Department or a Local Government or institution after a continuous stay in his or her current posting for at least three (3) years and not exceeding five (5) years, subject to the exigency of the service.
 - (c) On transfer, the releasing Ministry or Department should forward the officer's open and confidential files, particulars of service, and other relevant documents; and
4. A public officer may be posted on request by a District Council to a Local Government in line with the provisions of the Constitution and the Local Governments Act. When this occurs, the following procedures shall apply:-
 - (a) A Local Government shall request, in writing, the Responsible Permanent Secretary through the Responsible Officer of a Ministry whose services are required;
 - (b) The Local Government must state whether it shall meet the salary of the officer. In case a Local Government cannot meet the salary of the officer, the person posted shall remain a staff of the Ministry or Department and shall continue to get his or her salary through the same Ministry or Department. The Local Government will take care of facilitating the officer to work by providing office accommodation, transport, allowances and other requirements, as the case may be;

- (c) If a Local Government can meet the officer's salary, the officer will be granted leave of absence without pay from the Central Government;
- (d) The public officer under posting to a Local Government or leave of absence as in (c) above shall be considered for promotion with other officers in the Ministry. In the event of being promoted, his or her posting shall be terminated in order to assume duty of the new post;
- (e) The Posting or leave of absence shall be for an initial period of two years and renewable once in all cases;
- (f) The Local Government shall also ensure that the officer takes leave and enjoys such other facilities that normally go with his or her status;
- (g) If in the interest of the service it is deemed necessary that the officer becomes a permanent staff of the Local Government, it shall be an appointment on transfer and the appointment procedure shall be followed. The effective date of appointment on transfer shall be with effect from the date determined by the Appointing Authority; and
- (h) A public officer who does not renew his or her posting or leave of absence without pay or formalise transfer of service shall be regarded as having resigned in accordance with the relevant provisions of the Standing Orders.

Appointment on Transfer within the Public Service

- 5. An appointment on transfer within the service is where a confirmed serving public officer changes from one cadre to another within the Service, following proper appointment procedures.
- 6. Appointment on transfer shall be in public interest and on the recommendation of the Responsible Officer.
- 7. Where a transfer within the service is approved, the effective date of appointment will be the date the officer assumes duty in the new office.
- 8. Appointment on transfer within the service shall be in the same grade, salary scale and level, subject to the direction of the Appointing Authority.

Appointment on transfer of service from Central Government to a Local Government

- 9. A public officer holding a pensionable office in a Central Government, once appointed to a post in a Local Government, such an appointment shall be referred to as appointment on transfer from a Central Government to a particular Local Government. The Ministry/Department concerned shall provide officers' open and confidential file and particulars of service to the particular Local Government.

Appointment on Transfer of Service from a Local Government to Central Government

10. A Public officer holding a pensionable office in a Local Government, once appointed to a post in a Ministry or Department, such appointment shall be referred to as appointment on transfer of service from a particular Local Government to the Central Government. The Local Government concerned shall provide the officer's open and confidential files, particulars of service and other relevant documents like Local Last Pay Certificate to the Ministry or Department.

Appointment on Transfer of Service from one Local Government to another

11. A public officer holding a pensionable office in a Local Government, once appointed to a post in another Local Government, such appointment shall be referred to as appointment on transfer from a particular Local Government to another Local Government. The Local Government concerned shall provide the officer's open and confidential files, particulars of service and other relevant documents like Local Last Pay Certificate to another Local Government.

Appointment on Transfer from the Public Service to "Other Public Service"

12. A person who is a Ugandan citizen and who holds a pensionable post in "Other Public Service" may apply for a job advertised either in a Central Government or Local Government. Once appointed to the Public Service, the Pensions Authority may agree to the officer being transferred to the Public Service of the Government of Uganda. In such circumstances, the officer's pensionable service with the previous employer shall be permitted to count as qualifying service.
13. Before appointing such persons, the Appointing Authority shall consult the Responsible Permanent Secretary; about the status of the releasing authority in as far as pension matters are concerned.
14. If a person appointed has received terminal benefits from the previous employer, appointment on transfer shall not arise. The Appointing Authority may consider other terms depending on the age of the candidate.

Movement of Personnel from the Public Service

15. When an international organisation requires Uganda to fill its quota of available vacancies, the international body concerned shall inform the Ministry of Foreign Affairs of a vacancy giving the qualifications and experience required by the international organisation and the conditions of service under which officers shall serve, the following guidelines shall apply:-
 - (a) Advertisements for such vacancies shall be circulated by the Ministry of Foreign Affairs to all Ministries/Departments, and the Local Governments, which shall then be responsible for passing on the advertisement to their staff under whatever means available;

- (b) Candidates must be Ugandan Citizens and must be sponsored by the Government of Uganda;
- (c) Applications must be routed through the Responsible Officer to the Permanent Secretary, Ministry of Foreign affairs;
- (d) Successful candidates shall be released on leave without pay;
- (e) The Responsible Officer must, if he or she cannot support the release of the officer, state the reasons and whether a decision of an officer to resign should, if made, be accepted;
- (f) The Head of Public Service and Secretary to Cabinet shall undertake all the necessary processes where a Permanent Secretary or Head of Department has applied for a job in an international organisation. In the case of Chief Administrative Officers and Town Clerks, the Permanent Secretary, Ministry of Local Government will be responsible;
- (g) The Permanent Secretary, responsible for foreign affairs shall forward all applications to the international organisations advertising the vacancy; and
- (h) The decision on whether or not to offer a candidate appointment shall be the exclusive right of the United Nations or other international organisations concerned but even if an offer is made to a Ugandan, the Government has the exclusive right to refuse to release the officer if his or her release would prejudice public interest.

Other Terms and Conditions of Service Incidental to Movement of persons within and outside the Public Service

- 16. Before assuming a new office, the transferred officer shall be permitted to exhaust all leave days due to him or her.
- 17. If the transfer was granted in public interest, the officer may be permitted by the Appointing Authority of the receiving employer to retain a higher salary which he or she may have been earning on personal to holder basis, if the case so demands.
- 18. Where a public officer was bonded by the previous employer, the provisions of Section J - a paragraph 24 shall apply.

PERFORMANCE MANAGEMENT IN THE PUBLIC SERVICE (A - m)

General

1. Performance Management is a systematic process of managing the organization and its human resources to achieve a high and steady rate of performance.
2. Performance management in the Public Service shall be Results-based.
3. It is the responsibility of all Responsible officers to manage the performance of their Ministry, Department, or Local Government, to ensure that performance of organisations and individuals directly contribute to improved service delivery and the attainment of national development objectives.
4. Each Ministry, Department, or Local Government shall establish a results framework that shall:
 - (a) specify the mission/purpose for which it exists;
 - (b) indicate the national and sector outcomes that the institution contributes to;
 - (c) outline the objectives that it aims to achieve;
 - (d) specify the key outputs and outcomes;
 - (e) define the performance indicators that will be used to measure how well the organization is performing and delivering the expected outputs.
5. The results framework shall be subject to periodic reviews in line with changes in the national and institutional development priorities.
6. All Ministries, Departments, and Local Governments shall develop annual performance Plans at the beginning of every financial year. The performance plans shall be in line with the priorities in the national development plan, the sector plan, and the policy statement. The institutional performance plans shall form the basis for the individual performance plans.
7. All Responsible Officers shall ensure that performance review meetings with Heads of Department or as the structure so provides, are regularly held, at least on a quarterly basis, to review the performance of the Ministry, Department, or Local Government against the agreed performance plan. Performance review at individual level must also be carried out on a continuous basis to keep track of performance.
8. All Responsible Officers shall ensure that the overall performance of the Ministry, Department, Agency or Local Government and the individual public officers is monitored and evaluated on the basis of annual objectives, outputs, performance indicators and targets in the performance plan.

9. Annual Performance Reports shall be prepared at the end of every financial year and shall outline the key achievements and challenges. Where performance targets have not been met, performance improvement initiatives shall be inbuilt in the performance plan for the subsequent year, to address those challenges.

Staff Performance Appraisal

10. Performance Appraisal is the assessment of the performance of an individual in relation to the objectives, activities, outputs and targets of a job over a specific period.
11. The staff performance appraisal system in the Public Service shall be guided by the following principles:-
 - (a) Objectivity;
 - (b) Transparency;
 - (c) Fairness;
 - (d) Openness; and
 - (e) Participation.
12. The performance appraisal system shall involve the following processes:
 - (a) Performance planning;
 - (b) Continuous performance monitoring;
 - (c) Performance assessment/evaluation; and
 - (d) Performance improvement.
13. In conducting the performance appraisal, public officers shall follow guidelines issued by the Responsible Permanent Secretary, from time to time.
14. A staff performance appraisal report form shall be completed for each pensionable and non-pensionable officer and a copy submitted to the Responsible Permanent Secretary, as follows:-
 - (a) For a confirmed officer and those on contract terms in Ministries or Local Governments, by 30th of June of every financial year;
 - (b) For a confirmed officer and those on contract terms in the Education Service, by 31st December every year;
 - (c) For an officer on probation every three (3) months with effect from the date of assumption of duty.
15. A special staff performance appraisal report on an officer may be made or requested for, at any time, by the Responsible Officer, if he or she considers circumstances that justify such a report being made or requested for.
16. Responsible Officers shall be held personally responsible for any failure or irregular completion of staff performance appraisal reports of their staff.

17. Responsible Officers shall ensure that all public officers are trained to acquire performance appraisal skills.
18. An Officer on study leave, prolonged sick leave and leave without pay may not be required to fill the appraisal forms until his or her return. The Responsible Officer must ensure that the period of absence is duly authorized and clearly documented.

Recognizing and Rewarding Performance

19. As part of the performance management system, there shall be a reward and recognition scheme for individuals, teams and institutions. Under this scheme, public officers will be recognized and rewarded individually or as teams or as institutions for their contribution to the attainment of organizational goals/ objectives.
20. The scheme shall rely on non monetary awards, which centre on the human need for achievement, recognition, responsibility, influence and personal growth.
21. The scheme shall support a working environment that values employees and facilitates a workplace that motivates, excites, encourages, stimulates and rewards.
22. There shall be an Employee Awards Committee constituted by the responsible officer to receive, evaluate the nominations and approve the awards.
23. The scheme shall be applicable to all public officers in Ministries, Departments and Local Governments
24. Recognition and rewarding of exemplary performance shall be used to support the development and enhancement of a productive work culture, commitment, attraction and retention of outstanding staff in the public service.

Managing Poor Performance

25. Public officers who fail to meet their performance standards and targets, due to factors outside their control, shall be helped to improve through training, mentoring, coaching, and attachment to other better performing officers, among others.
26. Public officers, whose performance falls short of the expected standards, as a result of culpable behaviors, shall be sanctioned in accordance with the law. The sanctions to be applied are provided for in the Code of Conduct and Ethics for the Public Service - see Appendix F - 5 section 6

Service Delivery Standards/ Client Charters

27. Ministries, Departments and Local Governments are required to develop and publish service delivery standards with regard to the respective services they provide.

28. On the basis of service delivery standards, all Responsible Officers shall develop and implement a client charter in order to:
- (a) inform clients and stakeholders of the services the Ministries, Departments or Local Governments provide, the rights or expectations and obligations of the clients, and the commitments that the Ministry, Department or Local Government is making in terms of service delivery standards;
 - (b) provide an accountability framework for the Ministries, Departments, Agencies or Local Government to account to its clients and stakeholders on a regular basis on the commitments made;
 - (c) enable the clients and stakeholders to hold the Ministries, Departments or Local Government to account for their outputs, services and commitments;
 - (d) act as a tool for continuous performance improvement through addressing service delivery challenges and periodic revision of the Charter to set new standards of performance from time-to-time that is consistent with the changing demands of the clients and other stakeholders.
29. The institutional commitments in the client charters shall be translated into individual responsibilities of public officers to ensure that they contribute to achieving the required standards.
30. Periodic national service delivery surveys shall be undertaken to provide a comprehensive assessment of the trends in service delivery and to establish the availability, accessibility, cost and utilization of services and whether service recipients are satisfied with service delivery, in terms of coverage, quantity and quality.
31. The performance and competency gaps identified during the performance appraisal process shall form the basis for training and development in the Service.
32. The training shall be guided by the Training Policy, the Induction Manual and shall be in accordance with Section J of these Standing Orders.

Inspection/Quality Assurance

33. All Ministries, Departments and Local Governments shall be inspected to monitor their performance, provide support supervision and promote compliance with policies, standards, rules, regulations and procedures to facilitate improved service delivery.
34. A Responsible Officer of a Ministry, Department or Local Government that is inspected shall be required to implement the recommendations of the Inspection to improve performance and service delivery.

35. Failure to implement recommendations of inspection shall be subject to disciplinary action in accordance with the regulations.

LEAVING THE PUBLIC SERVICE (A – n)

General

1. A public officer may leave the Public Service or cease to be in the Public Service in one of the following ways, on: -
 - (a) retirement following attainment of the statutory minimum or mandatory retirement age;(see section L)
 - (b) retirement on abolition of office;
 - (c) compulsory retirement to facilitate improvement in a department or to effect economy;(see section L)
 - (d) retirement in public interest;(see section F)
 - (e) retirement on marriage grounds;(see section L)
 - (f) dismissal for misconduct;(see section F)
 - (g) termination of probationary appointment;
 - (h) resignation;
 - (i) abandonment of duty;
 - (j) death; (see Section Q);
 - (k) transfer to Other Public Service – (pensionable officers only);
 - (l) retirement on medical grounds (see Section M.);
 - (m) a specific period of employment stated in an Agreement coming to an end; and
 - (n) premature termination of contract appointment in accordance with the terms of the agreement.
2. A Public officer leaving the public service shall be entitled to a period of notice in accordance with paragraph 21 below.
3. On leaving the public service, a public officer shall handover all Government properties in his or her charge in accordance with the provisions of section F - d on handing over and taking over.
4. A Responsible Officer must ensure that the provisions of paragraph 3 above are strictly adhered to. In the event of any difficulties, the matter shall be reported to the Responsible Officer, who shall institute such measures deemed necessary so

that the officer leaving the service is made to settle in full his or her obligations. The Responsible Permanent Secretary may direct a deduction to be effected from the departing officer's terminal benefits to settle the obligation.

5. A public officer whose appointment is terminated under circumstances other than by dismissal by the Government shall be granted the cost of transport back to his or her home by the most direct route.
6. A public officer who is dismissed forfeits all rights and privileges attached to his or her appointment whether such appointment is pensionable or non pensionable. The Pensions Authority may grant such pension, gratuity or other allowances not exceeding the amount that for which the officer would be eligible if he or she retired from the public service on medical grounds.
7. All liabilities arising out of the operation of paragraph 3 above in respect of an officer leaving the service will have extended to them the terms of paragraph 8 of powers of applicability, Interpretation, Waiver and Amendment under the Introductory Section of these Standing Orders until such liabilities are fully discharged by the officer concerned.

Termination of Probationary Appointment

8. A public officer whose probationary appointment is terminated other than by dismissal shall: -
 - (a) be given 30 days notice;
 - (b) be granted such leave on full pay as the officer may have earned to the day he or she ceases and such leave and notice, where applicable, shall run concurrently;
 - (c) be granted the cost of transport to place of domicile;
 - (d) have no claim to any retirement or other terminal benefits;
 - (e) on request, be given a certificate of service;
 - (f) hand-over any Government property in his or her possession.
9. Notice of termination of probationary appointment shall be given by letter in the format in Appendix A - 18.

Resignation of Public officers

10. A public officer holds office by virtue of the Constitution. The power to remove a public officer from the Public Service is vested in the President and the relevant Service Commissions. It therefore, follows that a public officer can not remove himself or herself from the service, legally divest himself or herself of all his or her official duties and responsibilities by merely intimating that he or she wants to resign his or her office at once.

11. A public officer who wishes to resign from a public office shall apply to the Government by giving a notice of thirty (30) days. The officer shall not leave office until his or her application to resign has been approved in writing indicating the date the officer may leave.
12. The Government has discretion not to accept a resignation whenever it may be necessary for service reasons to do so.
13. It would be subversive if by resignation the Government is deprived of the power to dismiss a public officer for any gross misconduct. Resignation must therefore not be accepted if disciplinary proceedings are pending against an officer which might lead to his or her dismissal.
14. A pensionable officer who resigns his or her office relinquishes all rights and privileges attached to the post. A non-pensionable public officer who resigns his or her office resigns in accordance with the terms of the agreement under which he or she is employed.
15. When periods of notice are expressed in agreements of non-pensionable officers, these shall be adhered to, subject to the overriding right of the Appointing Authority.
16. The authorities to accept resignations on behalf of Government are:-
 - (a) the Appointing Authority in respect of:-
 - i) Head of Public Service;
 - ii) Permanent Secretaries
 - (b) Responsible Permanent Secretary for all pensionable officers below the level of Permanent Secretary in Ministries and Departments;
 - (c) The Permanent Secretary Ministry of Local Government, for the Chief Administrative Officers/ Town Clerks and their Deputies.
 - (d) the Chief Administrative Officer or Town Clerk for all staff in a Local Government;
 - (e) Responsible Officers for all support staff in Ministries or Departments

Abandonment of Duty

17. It is the responsibility of a public officer to inform in writing the Responsible Officer about his or her absence from duty.

18. A Responsible Officer shall require a public officer who is absent from duty for fourteen (14) days to resume duty immediately with a written explanation for his or her absence.
19. In the absence of communication from the officer and failure to resume duty within 30 days, the officer shall be deemed to have abandoned duty. The Responsible Officer shall stop the salary immediately and submit to the Appointing Authority for a formal directive of his or her removal from the public service on abandonment of duty.
20. The officer who abandons duty shall forfeit all rights and privileges attached to his or her office with effect from the date of abandonment.

Notice

21. On termination of appointment other than in the circumstances stated in paragraph (22) below, notice shall be given to an officer in accordance with the following: -

Table I: Notices

	Cause of Termination	Notice
(a)	Retirement on the due date.	6 months
(b)	Termination of probationary appointment (Refer to appendix A-17	14 days
(c)	Retirement on abolition of office. (Non pensionable)	1 month
(d)	Retirement on abolition of office (pensionable office)	3 months
(e)	Compulsory retirement to facilitate improvement in the department or to effect economy	6 months
(f)	On being retired on medical grounds	Nil
(g)	On compulsory retirement in the public interest	3 months
(h)	Termination of a non-pensionable appointment in which a terminal gratuity is expressed	According to the terms of agreement
(i)	Termination of non pensionable appointment where no gratuity is expressed or period of employment may or may not be expressed.	14 days

22. No notice will be given to a public officer on:-
 - (a) his or her dismissal;
 - (b) termination of his or her agreement in which the period of employment is expressed, following the expiration of such a period.
23. Wherever notice is expressed it shall be consecutive days' or months' notice, including weekends and public holidays which fall therein and shall exclude the day of service but include the day of discharge.

24. Where the pay period by reference to which the employee is paid his or her salary is longer than the period of notice to which the employee would be entitled under paragraph (21), the employee is entitled to notice equivalent to that pay period.
25. A public officer who wishes to voluntarily terminate his or her employment with Government must apply to resign from Government. In this case he/she shall be required to give a notice of not less than one month before the date of departure.
26. A public officer whose appointment is terminated under paragraph 21 above will be permitted to take such leave he or she is entitled to, subject to the terms of C - b 2 when he or she ceases duty.
27. Any outstanding period of annual leave to which an officer is entitled on termination of his/her employment shall not be included in any period of notice which he/she is entitled to under this subsection.
28. A public officer may be paid salary in lieu of notice. In this case, this period shall not reckon towards the officer's total pensionable service.
29. In case an officer continues to be paid monthly salary for the period of notice, the period of notice will reckon in full towards the officer's total pensionable service.

Exit interview

30. The Responsible Officer shall schedule an exit interview with the public officer to explain the procedure for leaving the Service and to clarify to the public officer any terminal benefits that may be due to him or her.
31. In case of resignation, the reason for resignation may be recorded if necessary.

Certificate of Service

32. The main purpose of a certificate of service is to provide a reference covering an officer's period of public service when the time comes for him or her to seek further employment. It follows that a Responsible Officer when completing the forms should give such information as they might fairly be expected to obtain from the person who had previously employed the officer.
33. A public officer, on retirement or termination of his or her appointment, shall be provided with a certificate of service on the prescribed form subject to paragraphs 34 or 35 below.
34. A certificate of service should be signed in triplicate by the Responsible Officer or an officer designated to do so. One copy shall be given to the officer, the second copy put on the officer's personal file and the third to the Responsible Permanent Secretary.
35. The Head of Public Service shall sign Certificates of Service for all Permanent Secretaries and the Responsible Officer for the rest of the staff.

36. Nothing in this Section shall be construed as preventing a Responsible Officer from giving a confidential reference direct to a prospective employer of an officer who has left the Public Service if a direct request is received from a prospective employer. Such reference must be under the Responsible Officer's signature.

Valedictory Letter

37. The main purpose of a valedictory letter is to give due recognition, for the outstanding performance of a Public officer while in service.
38. A valedictory letter on retirement or termination of office shall be issued to a public officer who has completed at least fifteen (15) years Service and his or her service has been meritorious and such service justifies, in the opinion of the Responsible Officer, the issue of such a letter.
39. A valedictory letter may also be issued to a public officer who has completed less than fifteen (15) years of service under the following circumstances:-
- (a) His or her service has been meritorious;
 - (b) He or she receives salary in the U2 salary scale or above; or
 - (c) His or her service is of special merit; or
 - (d) He or she is retired prematurely for medical reasons.
40. The Head of Public Service shall issue Valedictory letters for the Permanent Secretaries, while the Responsible Officers shall issue for their staff.
41. The Permanent Secretary responsible for Local Government shall issue Valedictory letters for Chief Administrative Officers and the Town Clerks.

CONTENTS

SECTION B: SALARY

- B - a General Rules on Payment of Salary
- B - b Starting Salaries on first appointment
- B - c Annual Salary Increments
- B - d Grading and Regrading of jobs in the Public Service

PAYMENT OF SALARY

General rules on Payment of Salaries (B - a)

1. Salary is a payment to a public officer during the course of executing his or her official duties while in the employment of the public service. Salary does not include acting allowance or any other allowance whatsoever.
2. A public officer who has been properly appointed, deployed and has assumed duty of the post, has a right to receive a salary in return for the services he or she renders to Government.
3. Except as may be specifically stated, the salary entry point attached to a post will be the minimum salary point of the salary scale.
4. The effective date of payment of salary is the officer's date of assumption of duty whether recruited in Uganda or outside Uganda in accordance with the provisions of sub-section A - c, 13.
5. The salary structure for the Public Service shall be determined in accordance with the pay policy of the Public Service.
6. The Salary Structure shall indicate salaries attached to each salary scale in the public service and shall be issued by the Responsible Permanent Secretary through circulars issued from time to time.
7. Salaries shall be fixed at annual rates and paid in twelve (12) equal instalments. Salaries shall be paid correctly, promptly and as a lumpsum in accordance with the approved salary structure for the Public Service.
8. No increases in salaries may be implemented without the approval of the Responsible Permanent Secretary, except the prescribed annual increment for which an officer may be eligible in accordance with the provisions of Sub-section B-c.
9. Salaries for Public officers shall be paid monthly in arrears by the 28th of every month through individual bank accounts.
10. On assuming duty, a newly recruited Public officer shall provide to the Accounting Officer a personal bank account through which he or she wishes to receive his or her salary.
11. The Accounting Officer shall ensure that the Public officer accesses the payroll within four (4) weeks from the date of assumption of duty.
12. Payment of a salary to a Public officer shall be stopped immediately the officer ceases to render services to Government under whatever circumstances including death.

13. When a Public officer is reduced in rank arising out of disciplinary action, he or she shall receive a salary of the post to which he or she has been demoted.
14. When a post has been down graded by the Standing Grading Committee, a public officer occupying the post will have the right to retain his or her previous salary on a personal to holder basis until the salary level in the grade reaches his or her level. Only new entrants shall start from the new entry point.
15. A public officer shall be issued with a pay slip on a monthly basis prior to payment of salary and a copy filed on the officer's personal file and another one retained by the Head of Department.

Deductions from an Officer's Salary

16. The Accounting Officer shall deduct any monies due to Government from an Officer's salary by way of: -
 - (a) housing deductions for Government quarters and water charges, where applicable;
 - (b) statutory taxes, e.g. Pay As You Earn (PAYE);
 - (c) any advances of salary or advances of allowances not properly accounted for;
 - (d) any over-payments or other unauthorised payments from public funds made to the officer;
 - (e) the cost or part of the cost of any losses of public funds or property damages attributable to the officer's negligence;
 - (f) any other outstanding debts to Government owed by the officer;
 - (g) being a judgement debtor.
17. A public officer's individual contractual obligations such as hire purchase, loan, and contributions to saving schemes, trade unions and staff associations may be deducted from his or her salary in accordance with the regulations.
18. Total deductions from an Officer's salary shall not exceed 50% of the Officer's gross salary in any one month. The statutory deductions, that is to say, Government taxes, shall take precedence.
19. A public officer who knowingly and deliberately causes his or her monthly salary to drop to zero or negative pay, commits an offence and shall be liable to appropriate disciplinary action by the Responsible Officer.
20. When an officer is indebted in any manner under paragraph 16 and 17 above, the Government may offset any outstanding debts owing from the officer against

any other payments due to him or her from any Government source or require the officer to clear such debts direct from his or her own sources.

21. Government will not assume any liabilities on behalf of the officer benefiting from a hire purchase or loan scheme but will merely facilitate the hire purchase or loan transaction by remitting monthly payments from the officer's salary.

Salary Advance

22. A public officer may apply, once in every three (3) years, for salary advance not exceeding three (3) months gross pay to his or her Responsible Officer, who will in turn seek approval from the Secretary to the Treasury. Advances will normally be made only in cases of emergency or hardship arising from causes which the officer could not have foreseen.
23. Upon approval, the request for payment shall be effected through the payroll using the normal procedure. Recovery of the amount advanced shall be effected through deduction from the officer's salary in not more than nine (9) equal instalments beginning with the proceeding month the advance was made.
24. In cases where the applicant has other on-going or pending deductions to his or her salary, approval for payment shall only be granted on certification by the Responsible Officer that the total deduction shall not exceed 50% of the officer's gross salary in any one month.

Salary Arrears

25. Salary arrears that accrue to a Public officer within a financial year shall be paid through the payroll within the same financial year.
26. Responsible Officers shall process all residual salary arrears by 30th September.
27. All claims for salary arrears must be authorised by the Accounting Officer in person.

Salary Adjustment

28. When a public officer's salary is to be adjusted, it shall be effected through the payroll using the existing payroll management procedures.

Payment of salary on transfer

29. Where an officer's salary is to be transferred from one vote to another following a transfer, the releasing Ministry or Department or Local Government shall immediately forward a Local Last Pay Certificate. The receiving Ministry or Department or Local Government shall ensure that, the officer is accessed to the payroll of the new station within one (1) month with effect from the date of reporting to the new duty station.

Salary adjustment on promotion or any appointment on transfer from one office to another

30. When an officer is appointed on promotion, he or she shall receive a salary at the minimum point of the scale of the post to which he or she is promoted and the date of the anniversary of his or her appointment shall be his or her future incremental date.
31. If immediately prior to transfer the salary of the officer is higher than the minimum of the scale:-
 - (a) he or she will move to the same point as his or her previous salary;
 - (b) he or she will move to the next higher point of the current salary scale; if there is no equal point;
 - (c) in both cases, he or she shall retain the previous incremental date.

Assessment of salary on attainment of higher qualifications

- 32 Training lasting for a period of nine months or more and leading to a relevant qualification will attract one salary increment. This provision is not applicable to staff earning fixed salary, officers earning a salary on personal to holder basis and officers who have reached the highest segment of the salary scale.

STARTING SALARIES ON FIRST APPOINTMENT (B - b)

1. The salary entry points for a candidate joining the Public Service on first appointment shall be the minimum of each salary scale unless otherwise stated by the Responsible Permanent Secretary.
2. The entry points into the Public Service are indicated in the table below:

Table 2: Entry Points into the Public Service

Entry Points	Basic Salary Point
(a) Entry Point for posts with job specification requiring an honours degree	U4
(b) Entry Point for posts with job specification requiring a Higher Diploma or its equivalent	U5
(c) Entry Point for posts with job specification requiring an ordinary diploma or its equivalent	U6
(d) Entry Point for posts with job specification requiring a professional certificate or its equivalent	U7
(e) Entry Point for Support Staff, UCE certificate	U8

3. Except as may be specifically stated, all entry points mentioned in table 2 above, an 'O' Level and 'A' level certificate shall be a requirement.
4. Where in this section a reference is made to the "Uganda Certificate of Education "O" level with the required number of subject passes," it means either or the following combinations of subject passes:-
 - (a) Pass in 6 subjects, including english language, with a credit in at least one of them;
 - (b) Pass in 5 subjects, including english language, with credits in at least two of them;
 - (c) Pass in 4 subjects, including english language, with credits in all of them.

ANNUAL SALARY INCREMENTS (B - c)

1. A public officer who holds a post graded in a salary scale with incremental levels, shall receive annual increments up to the maximum of the salary scale, provided his or her work during the year has been satisfactory.
2. Annual salary increment shall not be more than one notch on the salary scale segment and shall not exceed the maximum salary on the salary scale attached to the post.
3. It will be presumed that a public officer who qualifies for increment in paragraph 1 above has discharged his or her duties diligently, efficiently and completed any obligations he or she may have had, and the facts are well recorded in his or her performance appraisal form and approved by the Responsible Officer.
4. If the Responsible Officer is fully satisfied that a public officer has done his or her work satisfactorily, he or she shall arrange to pay the salary increment at the due date.
5. In the case of a public officer serving on probation, no increment of salary will be paid to him or her on expiry of his or her prescribed probationary period until he or she has been confirmed in appointment.
6. Following the confirmation of a public officer, his or her terms of appointment reflected on the payroll shall be adjusted from probation to permanent and pensionable to facilitate automatic award of annual increments.
7. Annual salary increments shall only be paid within the financial year of occurrence.

Incremental Date

8. The incremental date of a public officer is the first day of the month in which he or she assumes duty.
9. The incremental date of a public officer on promotion shall be the first day of the month during which the anniversary of the officer's promotion falls.
10. Subject to the preceding paragraph, where an officer's incremental date falls during his or her annual leave, his or her increment will be paid in the usual way.
11. When a public officer's incremental date falls during his or her leave pending retirement, or where the officer has been retired in the public interest, no increment will be payable.
12. Salary increment due to a public officer may be "deferred" by the Appointing Authority on the recommendation of the Responsible Officer. When the increment

is eventually granted, the incremental date of the officer shall not change and no arrears of increment shall be paid.

Salary Increments Deferred, Withheld and Stopped

13. The increment may be “withheld” which means that the officer has not qualified for an increment on the due date and cannot therefore receive the increment. With effect from the date on which he or she does qualify for the increment he or she shall move to the point on the salary scale he or she would have reached had he or she been qualified on the due date. In this case, no salary arrears of increment will be paid and the officer shall retain his or her previous incremental date.
14. The increment may be “stopped” which means that the officer cannot be considered for an increment until another full incremental earning period of one year has been served. An increment “stopped” is an increment lost. If an increment is granted, which must be at least after another full incremental earning period, the officer will move to the next higher point on the salary scale retaining his or her incremental date.
15. A public officer’s increment will be deferred in case of failure to pass any examination, the passing of which is a prerequisite to the granting of an increment.

Procedure regarding Deferment, Withholding or Stoppage of Increments

16. A public officer’s increment cannot be stopped without the approval of the appropriate Responsible Officer. Where the immediate supervisor considers that an officer should have his or her next increment stopped, he or she shall inform the officer in writing that he or she proposes to recommend the stoppage of his or her next increment to the appropriate authority. The officer shall be asked to show cause why it should not be done. A similar procedure as above will be followed in the case of withholding or deferring an officer’s increment.
17. Any decision to stop, withhold or defer an increment must be communicated by the Responsible Officer in writing to the officer.

Effect of Leave without pay on Incremental Dates

18. When a public officer on an incremental salary scale is granted a period of leave without pay, his or her incremental date shall be deferred by the period of the leave, provided that such period of leave without pay is not in complete months, the remaining fraction of a month will be ignored if it amounts to 15 days or less in any one increment earning period but will be deemed to be a month if it amounts to more than 15 days.

GRADING AND REGRADING OF JOBS IN THE PUBLIC SERVICE (B - d)

1. There shall be a Standing Grading Committee for the Public Service composed of Ministries responsible for the Public Service, Finance, Justice, Labour and Local Government. The Permanent Secretary, Responsible for Public Service shall be the chairperson of the Committee.
2. The Standing Grading Committee shall be responsible for the grading and regrading of posts in the Public Service.
3. Regrading takes place when the salary scale or fixed salary attached to the post is changed on the authority of the Standing Grading Committee.
4. When a post is down graded and the salary attached to the post is lower, a Public officer occupying the post shall retain his or her salary on a salary personal-to-holder basis until the salary attached to the post reaches the same level.
5. Where a post has been upgraded, it shall be deemed to be a new post created at the higher salary level. The appropriate Public Service regulations shall apply to fill the upgraded post.
6. Redesignation takes place when the Standing Grading Committee changes the title of the post. In this case, the officers shall automatically take on the new post title as from the date it is approved.
7. Where the post title has not changed but the post has been regraded, Public officers occupying the posts shall have their salary scales adjusted by the Appointing Authority to the new salary scales with effect from the date of regrading and the posts shall be deemed to be new posts created at the higher salary level.

CONTENTS

SECTION C: LEAVE

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LEAVE

GENERAL RULES ABOUT LEAVE (C – a)

1. The main purpose of leave is diversion, recreation, relaxation and recuperation with a view to restoration or improvement of a public officer's efficiency, effectiveness and output except as may be explicitly stated in these Standing Orders in respect to a particular type of leave.
2. Annual leave is a right only applicable to a public officer employed on full time basis and when due, it shall be obligatory. While the wishes of an individual officer to take leave at a particular time may be taken into account, the approval of such leave is subject to the exigencies of the Service and, unless otherwise stated in these Standing Orders, will be at the discretion of the Responsible Officer. Individual public officers should cultivate an interest in what happens to their leave and where necessary should enquire from their Responsible Officers about their position in this regard.
3. A public officer may be permitted to reserve a few days which could be utilised in case of personal emergency in the course of the year.
4. Special leave of absence, study leave and leave without pay are a privilege granted to a public officer depending on circumstances spelt out in these Standing Orders.
5. Maternity leave is a right for all female officers regardless of status or grade for every pregnancy.
6. Sick leave is a right, provided it is on the recommendation of a Government Medical Officer.
7. Any period taken on leave of whatever description, with the exception of special leave of absence are not leave earning.
8. Any period of leave taken shall include Saturdays, Sundays and public holidays which may fall therein except for maternity and paternity leave (See C - g and C - h).
9. A public officer must return to duty from leave on the due date and failure to do so may render the officer liable to disciplinary action as may be decided after consideration of the circumstances of the case.
10. A Responsible Officer shall ensure that Leave Records Register (see Appendix C-3) is maintained so that every public officer has got a folio where particulars of any type of leave taken are recorded from year to year. Leave Records Register will be kept up-to-date and be made available for inspection by the Auditor General and Responsible Permanent Secretary on request.

11. A Responsible Officer may delegate his or her authority to approve leave provided:-
 - (a) It is in writing;
 - (b) That no officer shall have authority to approve his or her own leave;
 - (c) That no officer shall have authority to approve leave for an officer senior to himself or herself;
 - (d) That delegation shall not be made to an officer below salary scale U5.
12. A Public officer who works in a school or any other institution which as part of their annual programme go into holiday recess, shall take any annual entitlement of leave to his or her credit during the recess within the calendar year. The officer shall be regarded as being on duty for the days of the recess when he or she is not on leave. Such leave shall not exceed the officer's annual entitlement of leave.
13. Leave for a Public officer intending to contest for any political office shall be taken in accordance with the provisions of the Election Law. If a Public officer is already on approved leave and decides to contest for any political office, the provisions of the Elections Law shall apply and the entitlement of leave, thereof, ceases.
14. All provisions relating to leave shall apply to Foreign Service Officers serving at Uganda Missions abroad.
15. Leave shall not be commuted into cash except in the following circumstances:-
 - (a) When a public officer passes away with approved earned leave and a death certificate from a Government Medical Officer or a police report has been availed;
 - (b) When an officer's services are terminated, other than by dismissal, with approved earned leave to his/her credit.
16. In either case, 15 (a) and (b) above, the Responsible Officer shall pay cash in lieu of any leave due to the officer at the rate of $\frac{1}{30}^{\text{th}}$ of the Officer's last monthly salary multiplied by the number of days' leave. Any outstanding debts owed to the Government by the officer shall be deducted from the sum due to the officer under this paragraph before actual payment is made.
17. A public officer before proceeding on any leave provided for in these regulations shall be required to hand over his or her office and any Government property under his or her care in accordance with Sub-section F - d.
18. Where a public officer is undertaking an approved part-time training course and has to sit for examinations, he or she shall be required to reserve his or her leave for this purpose.

ANNUAL LEAVE (C - b)

1. Annual entitlement of leave is leave which all public officers are entitled to with the exception of:-
 - (a) Public officers who have passage rights related to tours of duty to their countries of origin outside Uganda;
 - (b) Public officers who are not employed on full time basis.
2. Annual leave entitlement for public officers is as indicated below:-

Table 3: Annual Leave Entitlement

Salary Scale	Annual Entitlement	Monthly Entitlement
U2 and above	36 days	3 days
U7 to U3	30 days	2½ days
U8	24 days	2 days

3. The entitlements in Table 3 above shall also apply to officers in the Foreign Service serving outside Uganda.
4. A public officer serving outside Uganda shall take his or her leave at the duty station. If the officer wishes to take leave outside the duty station, he or she shall clear with the Head of Mission and shall meet the cost of transport for himself or herself. Where the annual leave entitlement coincides with the end of tour, a public officer serving outside Uganda may take the leave at the end of the tour on return to Uganda.
5. Annual leave for a public officer serving on contract terms shall be calculated as stipulated in the contract agreement.
6. Annual entitlement of leave vests on 1st January of each year for all officers who are in employment by 1st January and it can be taken at any time during a particular calendar year, provided it is anticipated that an officer will be in employment throughout the year.
7. When a public officer is not or it is anticipated he or she will not be in the pay of Government for a full calendar year, the officer's leave entitlement will be assessed on the basis of completed months of service multiplied by the appropriate monthly leave entitlement rate shown in table 3 of paragraph 2 above.
8. The annual leave of any officer will commence on the date following the day he or she ceases duty and will end on the day preceeding the day he or she resumes duty. Additional leave will not be granted for the purposes of travel.

9. Responsible Officers shall ensure that approved leave rosters, and the Standard Leave Roster Form (See Appendix C - 1) for the ensuing year, for all staff in the Ministry, Department or Local Government or Institution are available by 31st December of the preceeding year.
10. A Copy of the approved leave roster shall be kept at the Ministry, Department or Local Governments or institution for record purposes whilst a copy of the same will be exhibited on the Notice Boards of the respective Units for all staff to take note of.
11. The Heads of Unit shall ensure that all staff under their supervision take leave when due in accordance with the approved leave roster. Failure to take the leave within a calendar year on the part of the individual officer will result in automatic forfeiture. On receipt of the completed leave application form, the Head of Unit will process, recommend and forward the application form to the Responsible Officer.
12. The Responsible Officer, on receipt of the recommendation from the Head of Unit, will promptly consider the matter and approve all the leave as scheduled in the approved leave roster or approve part of the leave or defer all or part of the leave to a later specific date either within the current calendar year or thereafter.
13. The Head of Unit shall inform the officer of the decision in paragraph 14 above immediately so that the necessary preparations including proper temporary handing over of duties of the office is done.

Approval for carrying leave forward

14. When it is necessary due to the exigency of the service to defer or carry forward leave in the next calendar year, Authority shall be sought and approval granted as follows:-
 - (a) In respect of the Head of Public Service, from the Minister responsible for Public Service;
 - (b) In respect of Permanent Secretaries, from the Head of Public Service with a copy to the Responsible Permanent Secretary;
 - (c) In respect of any other Public officers, from the Responsible Permanent Secretary.
15. A request to carry forward annual leave must be submitted to the relevant offices for approval by 15th December.
16. Leave cannot be accumulated from one calendar year to another unless authority is sought for and is obtained as provided for under paragraph 14 above.
17. A public officer retiring or about to retire from the service, shall take and exhaust any entitlement of leave due to him or her before the last day, immediately preceeding the date of retirement or else it shall be forfeited.

Leave entitlement for officers who are on interdiction or suspension or remain undeployed pending assignment of other duties

18. A public officer on interdiction or suspension or who remains undeployed whilst awaiting assignment of other duties, shall be regarded as being on leave.
19. It also follows that the period during which such an officer remains on interdiction, suspension or otherwise undeployed is not leave earning.
20. An officer affected by paragraph 20 above is liable to recall at any time at the discretion of the Responsible Officer.
21. An officer who remains undeployed for a period exceeding the annual leave entitlement shall appeal in accordance with the established Appeal Mechanism.

LEAVE WITHOUT PAY (C - c)

1. Leave without pay is leave granted for the sole purpose of preserving continuity of service and the duration of that leave is qualifying period for purposes of the Pension but it does not attract other privileges and benefits.
2. Leave without pay shall be granted in the public interest on the recommendation of the Responsible Officer. This shall be granted, when a pensionable officer is employed with an international body, against a national quota of personnel vacancies and when it is in Uganda's interest to fill its quota of places on the staff of that body.
3. A Public officer shall only proceed on leave without pay after obtaining approval from the Responsible Permanent Secretary. A public officer shall be required to hand over all Government property under his or her possession before proceeding on the leave.
4. Leave without pay is not leave earning. Any earned leave outstanding to a public officer should be exhausted before proceeding on leave without pay otherwise it shall be forfeited. In this case, the effective date of leave without pay shall be the date following any earned leave. In the absence of any earned leave, the effective date of leave without pay shall be the date on which the officer ceases to exercise the functions of the office.
5. Any earned leave outstanding to a Public officer on the date on which he or she ceases to exercise the functions of his or her public office, will start to run from the date following that on which the officer ceases to exercise the functions of his or her public office, and the officer will receive his or her monthly salary until his or her leave expires.
6. Leave without pay shall be granted for a period not exceeding five (5) years.
7. Applications and recommendations for leave without pay must be submitted, giving justification and duration before commencement of the assignment.
8. A public officer shall rejoin the Service on the grade applicable at the time his or her leave without pay was granted. In all cases where leave without pay is granted to an officer on an incremental salary scale, the salary increments must be deferred by the period of leave without pay.
9. Leave without pay shall not be granted to officers on probation or contract terms.

STUDY LEAVE (C - d)

1. Study leave shall be granted in the public interest to enable a public officer to pursue studies. The course content must be relevant to the performance needs of the Ministry, Department, Local Government, or the career progression of the officer.
2. Once a public officer has been identified for a full time training course, the officer will be granted study leave as follows:-
 - (a) for short-term training by the Responsible Officer; and
 - (b) for long-term training by the Appointing Authority.
3. When it is established that a public officer shall proceed on a training programme exceeding three months whether locally or overseas, the Responsible Officer shall submit a recommendation to the respective Service Commission for granting of study leave, and attach a duly filled application form for study leave (Appendix J-1).
4. Approved study leave shall be on full salary.
5. When submitting for study leave, Responsible Officers shall be guided by the Service Commission Regulations.
6. Study leave is not leave earning, but it counts as Pensionable Service in accordance with Pensions Act.
7. A Responsible Officer shall ensure that a public officer proceeding for a long term training programme takes all approved earned leave before or immediately after the course.
8. Any public officer who proceeds for full time studies without authority shall be regarded as having abandoned duty in accordance with the provisions of Sub-section A - n.
9. Study leave shall not extend beyond the stated duration of the course without any further renewal by the Appointing Authority.

SICK LEAVE (C - e)

1. Any period during which a public officer is absent from duty because of illness or convalescence shall be considered as sick leave. Any officer who cannot attend work because of illness should report the matter to his or her immediate supervisor.
2. A public officer who is unable to attend work because of sickness for a period exceeding two (2) working days shall be required to be examined by a Government Medical Officer or a certified medical practitioner for purposes of obtaining a medical report.
3. On the recommendation of a Government Medical Officer, a public officer may be granted sick leave on full pay by his or her Responsible Officer up to 90 days in any period of twelve months. This period may be extended to 180 days on full pay in any period of 12 months if a Government medical officer is satisfied that the officer will be fit to resume duty within a reasonable time. If there is doubt about the officer's being able to resume duty within a reasonable period of time because of sickness, the Government Medical Officer may recommend for the constitution of a Medical Board, to consider the case in accordance with Sub-section M - c.
4. It is recognised that sick leave may have to be approved in retrospect because when an officer falls sick, his or her Medical Officer cannot at that stage be sure when the officer will be fit to resume duty. This is in order, provided the officer is under the care of a Government Medical Officer.
5. If a public officer falls sick while on annual leave, the period of sickness shall be taken as part of annual leave. If, however, the period of sickness extends beyond the officer's approved annual leave, the terms of paragraph 3 and 4 above, shall apply.
6. A public officer who is taken ill while outside Uganda on duty shall, for the purpose of being granted sick leave, be treated in accordance with the appropriate rules as if he or she had been in Uganda, when he or she became ill.

SPECIAL LEAVE OF ABSENCE (C - f)

1. Special leave of absence is leave, other than annual entitlement, study leave, sick leave and maternity leave, granted for a specific purpose subject to the discretionary approval of a Responsible Officer under the following circumstances:
 - (a) Where a public officer is to participate or otherwise be involved in an activity or event through which the public interest or national prestige will directly or indirectly, be served or enhanced; or
 - (b) Where a public officer is proceeding to another part of Uganda, in order to collect his or her children from school for the holidays or return them to school at the end of the holidays; or
 - (c) Where a public officer suffers a personal catastrophe or tragic loss; or
 - (d) When public officer is attending to a sick member of his or her family.
2. Approval of special leave of absence will be at the discretion of the Responsible Officer. Permission must be sought in writing before the officer leaves his or her official duties to attend the event in question.
3. For avoidance of doubt, if the Responsible Officer deems it unnecessary to grant special leave of absence under this section, the officer may, if the exigencies of the service permit, be allowed to be absent provided the period in question is to be off-set against his or her earned annual entitlement of leave.
4. Special leave of absence will be granted for a period not exceeding 10 days in any calendar year and such leave will be on full pay and will not count against annual leave entitlement. In the event where an officer has exceeded the 10 days limit, the excess days shall be offset from the officer's annual leave entitlement, if permitted to proceed for the activity in question.

MATERNITY LEAVE (C - g)

1. A female officer regardless of status and terms of service is entitled to 60 working days of maternity leave on full pay.
2. A female officer should be allowed to go on maternity leave, when she is between 36 and 38 weeks pregnant as determined by the Government Medical Officer.
3. When a Responsible Officer notices deterioration in the female officer's output, attributable to advanced pregnancy and after obtaining the opinion of a Government Medical Officer the Responsible Officer may, decide to send her on maternity leave before the stipulated time.
4. For avoidance of doubt, under no circumstance will maternity leave be considered as sick leave.
5. If a public officer requires, for maternity purposes, an additional period of absence from duty over and above the 60 days of maternity leave stated in paragraph 1 above, she shall apply for additional number of days which shall be offset against her earned leave.
6. Subject to paragraph 5 above, absence from duty beyond the limits laid down in this section shall be treated as absenteeism without permission and may lead to disciplinary action against the officer.

PATERNITY LEAVE (C - h)

1. After a wife of a Public officer has had a delivery or miscarriage, the Officer shall immediately be entitled to 4 working days of paternity leave on full pay.

SABBATICAL LEAVE (C – i)

1. Sabbatical leave shall be granted to an officer to join and work for another organisation or for the purpose of study, tour or research for a limited period.
2. The following guidelines shall be followed for the purpose of granting sabbatical leave:-
 - (a) It shall be granted to a public officer who is confirmed in appointment and has served the public service for a continuous period of 10 years;
 - (b) It shall be granted for a maximum of 12 months with pay in every ten 10 years;
 - (c) It shall be granted by the Responsible Permanent Secretary;
 - (d) There must be evidence that the leave will benefit both the officer and the Ministry/ Department/ Local Government of deployment; and
 - (e) The receiving organisation shall take care of duty facilitating allowances.

PUBLIC HOLIDAYS (C- J)

1. The observance of Public Holidays by Government Ministries, Departments and Local Governments is governed by the public holidays Act, 1965 (Section 3) by which the Government is bound as declared from time to time under Statutory Instruments, which at the time of the commencement of these Standing Orders provided for the following public holidays:-

New Year's Day	1 st January
Liberation Day	26 th January
Idd el Fitr	
Idd Adhuha	
Good Friday	
Easter Monday	
Women's Day	8 th March
Labour Day	1 st May
Martyrs Day	3 rd June
Hero's Day	9 th June
Independence Day	9 th October
Christmas Day	25 th December
Boxing Day	26 th December

2. Government offices will be closed on any public holidays. In the case of Foreign Service, each mission will be closed on any public holidays observed in Uganda and Public Holidays of the Country to which it is accredited.
3. Public officers will enjoy public holidays on full pay.
4. If due to the exigencies of the service, a Responsible Officer retains an officer on duty on a Public Holiday, he or she shall make arrangements for the officer to take another day off on full pay.

CONTENTS

SECTION D: TRAVEL

- D – a Travel General
- D – b Class and Mode of Travel within and outside Uganda
- D – c Travel of Foreign Service Officers

TRAVEL GENERAL (D - a)

1. A Responsible Officer shall ensure that a Public officer travelling at public expense, does so in the most economic way possible, and care must be taken to ensure that the execution of an officer's duties is not unduly delayed or hindered because of the method of transport chosen.
2. Each Ministry, Department, or Local Government shall pre-qualify travel agents to make travel arrangements for staff in accordance with the procurement regulations.
3. The travel of a public officer in a particular class is not an absolute right when charged from public funds nor can travel be commuted for cash. When an appropriate class is not available, a public officer may be required to travel in a higher or lower class of accommodation. The difference in cost between the appropriate class and the actual travel mode shall not be applied for any other purpose unless expressly stated in these Standing Orders.
4. A public officer shall ensure that his or her travel documents are in order before he or she travels. Failure to comply with regulations concerning travel documents, the officer shall be personally liable to make good of any losses incurred.
5. When a public officer entitled to a lower class of travel is required to accompany a senior officer who certifies in writing that he or she requires the officer to travel with him or her for consultation on the way, the Responsible Officer may make arrangements for the officer to travel with the senior officer in the same class.
6. The spouse of a public officer shall not travel with him or her at public expense when he or she is travelling on duty. If the officer wishes to travel with his or her spouse, he or she will do it at his or her own expense.
7. Government shall have no responsibility of transporting newly recruited persons, whether Ugandan citizens or not, residing outside Uganda.
8. Travel arrangements for officers recruited on contract from outside Uganda shall be handled as specified in their contract agreements.
9. A Responsible Officer shall book return air travel in order to obtain the more favourable travel rates, unless it is known that an officer will not be returning to Uganda.
10. In those cases where for any reason the return half of a ticket cannot be used within its period of validity, an officer should immediately return the unused half of the ticket to the Accounting Officer so that a refund can be claimed. If a loss is incurred which can be attributed to the officer's neglect, he or she will be required to make good the loss.
11. The travel arrangement for a deceased public officer or a member of his or her family shall be handled in accordance with the terms of appointment.

12. For purposes of this section, a public officer may use a personal motor vehicle for the occasions on which he or she is entitled to travel at public expense and claim the appropriate kilometrage allowance in accordance with the Government rates, provided the officer obtains authority from the Responsible Officer and travels by the most direct route.
13. It is the policy of Government that wherever possible, officers travelling on duty should share transport in order to save the extra cost of kilometrage for separate cars.
14. Claims in respect of the following expenses incurred owing to the breakdown of an officer's vehicle may be met in so far as they are not covered by insurance and when the breakdown occurred during a journey for which motor kilometrage allowances were payable:-
 - (a) Towage to the nearest Government station;
 - (b) Reasonable expenses for the transport of the occupants of the vehicle;
 - (c) The travelling expenses of a mechanic to the point of breakdown.
15. Claims for the cost of further towage to a station at which adequate repair facilities are available will be considered on their merits and may be submitted to the Accounting Officer, through the Permanent Secretary, Ministry of Works, for the attention of the Chief Mechanical Engineer, who will state whether in his or her opinion such towage was necessary and justified by the nature of the breakdown, of which full particulars should be given.

CLASS AND MODE OF TRAVEL WITHIN AND OUTSIDE UGANDA (D - b)

1. A public officer may travel at Public expense under the following circumstances:-
 - (a) When travelling on official duties;
 - (b) When the responsible officer certifies that it is essential in the public interest for the officer to be accompanied by his or her spouse and, where applicable, his or her children, may be granted the same travel facilities;
 - (c) A public officer travelling on special leave in accordance with sub-section c - f from his or her duty station to his or her declared home destination, the class of travel shall be at the discretion of the responsible officer;
 - (d) Where a government medical officer has recommended that a public officer should take sick leave away from his or her station, but within Uganda. He or she may be provided with transport allowances for himself or herself, his or her spouse and up to one additional adult. The officer may also claim transport allowance by road or rail in the appropriate class;
 - (e) On resignation or retirement for his or her spouse and up to four children from his or her duty station to his or her declared home within Uganda.
2. The classes of transport for public officers travelling at public expense by air, railway, water shall be as follows:-
 - (a) the Chief Justice, Deputy Chief Justice, Principal Judge and Heads of Mission abroad, by first class;
 - (b) Head of Public Service, Deputy Head of Public Service, Specified Officers and Permanent Secretaries by club class; and
 - (c) all other public officers by economy class.
3. For officers to whom paragraph 2 above applies, it will be permissible for:-
 - (a) a public officer to down-grade his or her class of travel in order to cover either a greater distance or more children, or both; and
 - (b) the Responsible Officer, if he or she feels that a public officer should use a public vehicle instead of air, to requisition a Government vehicle.
4. A Public officer travelling to and from countries that share a common boarder with Uganda may travel by surface public transport.
5. Where a public officer, who is entitled to air travel to any country at public expense, travels by means other than by air, he or she may claim from public funds only up to the actual cost by public surface transport by the most direct route. The

transport refund shall not be made when other transport arrangements are made by Government.

6. Where a public officer is required, in execution of his or her duties, to travel within Uganda by aircraft at public expense, paragraph 2(a) – (c) above shall apply only if seats are available. Otherwise, the officer must travel by whatever seat is available.
7. If a public officer chooses to travel by air, when an alternative means of travel has been provided, Government shall not meet the cost of air fare.
8. When a public officer or a member of his or her family travels by air at public expense, he or she will be entitled to the flight insurance arrangements in respect of any such journey to cover death or injury caused by a flying accident.
9. No exception to the application of the provisions of this Section will be made without prior written authority of the Responsible Officer.

TRAVEL OF FOREIGN SERVICE OFFICERS (D - c)

1. The general rules on official travel will apply.
2. A Foreign Service Officer Grade I and his or her spouse shall be entitled to first class air travel when available as long as the officer is posted to Head a Uganda Mission abroad. Otherwise, they should travel in economy class. Their children may travel in first class only when accompanied by an entitled parent.
3. All other officers and their families and all unaccompanied children regardless of the entitlement of their parents shall be entitled to economy class air travel.
4. A public officer on posting shall be entitled to air travel in the appropriate class for himself or herself, one spouse and up to four children. They will also be entitled to travel at Government expense from the International Airport in Uganda to the destination.
5. In the event of a Foreign Service Officer resigning before completion of a tour of service and the resignation having been accepted, and he or she wishes to return to Uganda, the officer will be entitled to transport with his or her family back to Uganda, in the appropriate grade. This facilitation shall lapse after 90 days from the date of resignation.
6. When a medical doctor of an officer at a mission, certifies that the officer shall for medical reasons return to Uganda, the officer and his or her family shall be entitled to air travel, in accordance with the appropriate class.
7. When a medical doctor of officer at a mission, states in writing that for medical reasons, an officer or a member of his or her family must travel otherwise than by the method laid down in this section, the Head of mission shall approve the recommended mode of transport.
8. When travelling within the country to which a mission is accredited, by public transport, officers shall travel in the appropriate class.
9. Upon death of either parent, spouse or child, a Foreign Service Officer will be granted leave and an air travel of up to two people.
10. If the purpose of leave on urgent personal affairs is for an officer to marry, on return to duty, the officer and the spouse will be entitled to full air travel at public expense in the appropriate class.
11. Notwithstanding paragraph 9 and 10 above, a Foreign Service Officer granted leave under any other circumstances will meet the cost of travel of his or her family.

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ALLOWANCES

GENERAL

1. An allowance in the Public Service is a payment in cash additional to salary payable to an officer to facilitate the proper execution of an assignment or duty. The allowance is not assignable from one officer to another, in whole or in part.
2. An allowance is paid to a Public officer for two main reasons:-
 - (a) To compensate an officer for extra exertion on his or her part arising out of the additional duties or responsibilities he or she may be required to carry out or shoulder over a period of time; and
 - (b) To meet out of pocket expenses that a public officer may incur from time to time in the course of official duties in furtherance of public interest.
3. The rates of allowances or the conditions for which they are claimed shall be determined from time to time by the Responsible Permanent Secretary to take into account pertaining circumstances, and where applicable in consultation with the Ministry responsible for finance.
4. The rates of allowances are expected to cover all personal expenses including; accommodation, meals, hired transport, grateful gratuities, entertainment, and other incidentals.
5. Should any exceptional circumstances arise when in an individual case, the allowance proves inadequate, representation should be made for reimbursement to the Accounting Officer with proof.
6. Allowances may be taxed in accordance with the law.
7. Except as may be specifically stated in these Standing Orders, allowances are neither pensionable nor gratuitable.
8. All claims for payment of allowances must be submitted and processed following the laid down procedures and within the approved budget. Accounting Officers must ensure that payment of allowances is done in a very transparent, fair and equitable manner. In case a claim is under query, the individual concerned should be informed of the query by the quickest means of communication possible.
9. A Responsible Officer should ensure that there is no double payment to a Public officer in respect of allowances. For example, if transport for a journey is provided, the officer should not claim kilometrage for the same journey. In case of doubt, the Responsible Permanent Secretary, may be consulted before a Responsible Officer commits himself or herself to pay the allowance.
10. Allowances for spouses and children shall not be paid when an officer chooses to travel with them on duty unless the Standing Orders make specific provision or the Responsible Permanent Secretary gives written approval in each case.

11. A Public officer appointed to act in a higher post by the Appointing Authority or on trial, shall claim the allowance at the rate appropriate to the office in which he or she is acting or serving on trial.
12. A Public officer employed in the Foreign Service or a Home Service Officer posted to a Uganda mission abroad shall be paid specific allowances as specified in Section E - e.
13. In case of the officer accredited to a country outside Uganda travels to Uganda on duty, he or she shall be paid the local rates applicable to other public officers in Uganda.
14. The Accounting Officer shall maintain a close watch on the travelling undertaken by officers, to ensure that their duties are being carried out in a proper manner and that a minimum expenditure of public funds is incurred.
15. The expenditure incurred by a public officer on any kind of entertainment which, would be a proper charge against the Ministry or Department or Local Government vote for official entertainment (i.e. a cocktail or dinner party) shall be accepted against the entertainment vote, whenever possible, but prior approval of the Accounting Officer should be obtained for such expenditure.
16. Any allowance payable shall be claimed within the financial year of accrual.

TRAVEL ALLOWANCES (E - b)

Night Allowance In Uganda and Away from Officer's Station

1. Night allowance shall be paid to an officer when he or she is necessarily absent from his or her duty station travelling on duty, in Uganda. The rates and conditions shall be laid out in Circular Standing Instructions issued from time to time by the Responsible Permanent Secretary. The allowance will be claimed only for the actual nights spent away from the usual place of residence and no receipted account will be required.
2. In the case of the Foreign Service Officer abroad, the allowance is payable when he or she is travelling on duty away from the duty station, in the country to which his or her mission is accredited and having to spend nights away from his or her residence.
3. A public officer is not permitted to claim Night Allowance in respect of his or her spouse and children even if they accompanied him or her on duty.
4. Night allowance may be claimed for the number of nights an officer is absent from his or her station on official duty to a maximum of 21 consecutive nights of stay in one place. Beyond 21 days, the officer shall be regarded as being on official duty at that alternative station and no additional night allowance shall be paid.
5. The payment of night allowance per officer shall be restricted to a maximum of 150 nights in any one financial year.
6. In addition to payment of night allowance, separate travel arrangements from Uganda to the place where the officer is to carry out his or her duties shall be made in accordance with Section D. The Officer shall be reimbursed the cost of transport from and to the airport terminals, the cost of transport between places of duty including local transport within the duty area.

Night Allowance Outside Uganda

7. Night Allowance outside Uganda is an allowance payable when a public officer is absent from his or her duty station while on official duty outside Uganda. The allowance shall be claimed for the actual nights spent outside Uganda.
8. An officer may not claim night allowance for his or her spouse unless written permission has been given by the Responsible Permanent Secretary for him or her to be accompanied by the spouse on a particular trip. If permitted, the rate of allowance for the spouse will be two thirds of the rate of the officer.
9. Claims for payment of the allowances must be made following the laid down procedure and certified by the Accounting Officer. Night allowance outside Uganda may be claimed in advance by an officer proceeding on duty from Uganda.

10. When a public officer is travelling by air on duty and has to “night stop”, the allowance under this section may be claimed only when:-
- (a) the cost of the night stop is not borne by the airline;
 - (b) the night stop is not caused by the failure of the officer to board a connecting flight on which he or she was booked, or other default; or
 - (c) the officer did not for personal reasons choose to travel on an air craft which had a scheduled night stop when he or she had a choice for a direct flight; or
 - (d) the officer did not make the night stop for any personal reasons.

Safari Day Allowance in Uganda

11. Day allowance (in Uganda) is an allowance which an officer may claim when he or she is absent from duty station within Uganda for a period of six hours or more in any one day, although he or she may return to the duty station the same day.
12. In order to claim the allowance, an officer must travel a distance of 40 kilometres or more from his or her station by the most direct route.
13. If a public officer is absent from his or her station on duty for less than six hours in any one-day under circumstances in which he or she must purchase a meal, and the appropriate Accounting Officer considers the claim reasonable, the allowance may be paid.
14. The word “station” in this section is deemed to include a hotel or rest house at which an officer may temporarily be staying while on duty, and he or she is required to be absent from the hotel or rest-house for not less than the period and distance stipulated in paragraph 10 and 11 above.
15. Claim for payment of the allowance must be made following the laid down procedure and shall not be claimed concurrently with night allowance.
16. For safari day allowance on training in Uganda, see Section J - a.

Safari Day Allowance outside Uganda/Mission

17. Safari Day Allowance outside Uganda is paid when an officer travels on duty for a period of six (6) hours or more in one day and returns to the Country or duty station on the same day.
18. The Safari Day Allowance cannot be claimed concurrently with Night Allowance.
19. The cost of any train, taxi, bus fares or any other means of transport necessarily incurred may be claimed in addition to the allowance.

Lunch and Dinner Allowance

20. Lunch and dinner allowance is payable for certain categories of public officers who are required to remain in their offices, during lunch or dinner time. Such staff shall be paid an allowance to cater for either lunch or dinner or both.
21. In case of officers flying on duty to a neighbouring country from Uganda or from a country to where his or her mission is accredited to another in the morning and returning by air the same day in the evening, they may claim the actual cost of reasonable meals and expenses in accordance with approved rates.
22. Accounting Officers are left with the discretion of identifying the officers who may, from time to time, qualify for lunch or dinner allowance.

Out of pocket Allowance

23. Out of pocket allowance is paid to a public officer to cater for incidentals when expenses of meals and accommodation are fully covered by Government or sponsor. It is not paid concurrently with night allowance.

Warm Clothing Allowance

24. A warm clothing allowance shall be paid to a Public officer who proceeds on duty overseas to temperate and cold climates. This allowance will not be paid more than once in any period of three consecutive years for the same officer.
25. The allowance may be claimed before the departure of the officer for his or her duty trip overseas.
26. In the case of Foreign Service Officers, the Allowance will be paid every three years provided the officer remains posted in a temperate or cold climate outside Uganda.

Kilometrage Allowance

27. Kilometrage allowance shall be paid to a public officer who is authorised to use his or her personal vehicle for home to office running and for official duties within a radius of 40 kilometers from the duty station.
28. Kilometrage allowance shall be paid as a consolidated monthly allowance commensurate with the officer's grade and shall be determined by the Responsible Permanent Secretary from time to time.
29. In the event that a public officer uses his or her vehicle for official duty beyond a radius of 40 kms from the duty station, Kilometrage allowance will be paid in accordance with the distance covered and according to the capacity of the vehicle at the rates prescribed from time to time by the Responsible Permanent Secretary.

30. All claims for kilometrage allowance will be submitted monthly on the prescribed forms and must be certified by the claimant's Accounting Officer.
31. An officer who certifies kilometrage allowance claims, is required to retain a copy of the certificate for accountability purposes.
32. Every officer who uses a personal vehicle on official duty must keep a log-book in duplicate showing the dates, points of departure and arrival and distance of and reasons for all journeys. The top copy of the log-sheet must form part of the voucher on which the claim for kilometrage allowance is made.
33. A public officer who is provided with a Government aircraft, motor vehicle, motor cycle or bicycle for official use is not entitled to any kilometrage allowances in respect of journeys, which were or could have been undertaken on the Government aircraft, vehicle or bicycle.
34. All authorities granted by the Accounting Officer for daily or monthly town allowance will expire on the 15th of June each year. Claims for kilometrage allowances in respect of journeys undertaken on or after 16th June in any year, will be paid from the votes for the following financial year, and will form part of the claim for July.
35. Monthly consolidated allowances are given on the understanding that the officer will be resident in his or her duty station for the whole of each month. If an officer who is in receipt of such an allowance is absent from his or her station either on duty or leave for a week or more, his or her consolidated allowance for that month must be reduced proportionately.
36. No increase in a consolidated allowance may be made without the authority of the Responsible Permanent Secretary.
37. An officer in receipt of a daily consolidated allowance shall not claim the allowance in respect of any days he or she spends away from his or her station.
38. When the amount payable to an officer in respect of any journey in a motor vehicle is less than the approved kilometrage allowances, the amount must be claimed separately. The journey will not be recorded in the log book referred to in paragraph 32 above and the kilometrage will be ignored for the purpose of paragraph 44.

Kilometrage for persons proceeding on Sick Leave, Medical and Dental Treatment

39. If an officer, his/her spouse or children on the advice of a Government Medical Officer, is required to obtain medical or dental treatment outside his or her station but within Uganda, and uses his or her personal vehicle for the journey, he or she may claim the appropriate motor kilometrage rates, provided:-
 - (a) the Accounting Officer concerned is fully satisfied that, having due regard to the economy in time and travelling expenses, the use of the officer's vehicle is the most economical and efficient means of transport; or

- (b) a Government Medical Officer furnishes the Accounting Officer with a certificate that the use of a motor vehicle is desirable on medical grounds.
- 40. In all other cases, use will be made of the public transport service, and the officer may claim appropriate public fares on such services.
 - 41. The terms of paragraph 39 above apply equally in the case of an officer (his or her family) whose duty station does not possess a resident Medical Officer, who reports to the nearest medical centre for treatment.
 - 42. In such cases, where an officer uses his or her own vehicle for the journey, the entry in his or her log book should be initialled and stamped by the Government Medical Officer concerned.
 - 43. An officer cannot claim kilometrage allowances if he or she uses his or her own motor vehicle for travelling between his or her house or office and the medical centre, if such journeys do not require him or her to travel outside his or her station.
 - 44. No allowances will be paid to any officer in any one year for Kilometrage run in excess of 35,000kms unless the Accounting Officer has given his or her personal approval.
 - 45. If an officer uses on duty a vehicle belonging to another person who is not a Government Officer, other than on hire, the allowances which he or she may claim will be the same as those which would have been payable if he or she owned the vehicle.
 - 46. In submitting kilometrage claims, officers must distinguish between duty kilometrage run on tarmac and on murram.
 - 47. Transport allowance shall be paid to public officers to cover home to office running, using public means.

Disturbance Allowance

- 48. In this section the word “station” is used to mean the place where a public officer is required to work.
- 49. Disturbance Allowance is an allowance which a public officer may claim to offset additional household expenses incurred under the following circumstances:-
 - (a) When he or she is compulsorily transferred from one station or mission to another, whether during a period of work or on return from leave, and as a direct result has to, or is directed to, move his or her living quarters; or
 - (b) From Uganda to a mission or vice versa or from one mission to another;

- (c) When the distance between an officer's previous living quarters and his or her new living quarters is not less than 40 kilometres by road by the most direct route;
 - (d) When the transfer is caused by the needs of the service and not as a result of a request by an officer to transfer for personal reasons; and
 - (e) When the transfer, at the time it is made, is not expected to be for a period of less than two months.
50. Disturbance allowance is payable from a vote of the receiving Ministry, Department or Local Government when a public officer is on transfer from his or her duty station, subject to approval by the Accounting Officer. The allowance shall be equivalent to one months' basic salary of the officer being transferred.
51. A field officer, that is to say, a person whose work requires him or her to live in a mobile existence in a caravan, tent or temporary rest-house, and who is not allocated a Government quarter in a permanent housing estate, is not entitled to disturbance allowance on moving from one site of work to another, or when he or she moves from "the field" into a permanent Government quarter in a recognised housing estate, or from a permanent Government station to the field.
52. The fact that a public officer must change his or her quarters on posting or is required by Government to change his or her quarters will not exempt him or her from the distance qualification of 40 kilometres mentioned in paragraph 26 above.
53. The allowance is not payable:-
- (a) When an officer draws night allowance in respect of the same absence from his or her station;
 - (b) When an officer is transferred from one station to another but is permitted to retain his or her previous living quarters; and
 - (c) When one of the married couple has received the allowance, and they are being transferred to the same working station.

Installation Allowance

54. Installation Allowance is an allowance which an officer on overseas terms may claim on first appointment to assist him or her to equip himself or herself for work in the Uganda Public Service.
55. The allowance payable will be the equivalent of the expatriate officer's full monthly basic salary.
56. The allowance is not payable if an officer on overseas terms has been resident in Uganda within two years of coming to Uganda on first appointment.

57. The allowance will be paid by the appropriate Responsible Officer on application being made by the officer on assuming duty.
58. If an officer resigns his or her appointment or quits Uganda without permission or is dismissed or removed from his or her appointment before completing one year's service, he or she will be required to refund the allowance.
59. Installation allowance must be claimed within one year of the first tour of an officers' service in Uganda or it is forfeited.

Settling-in Allowance

60. A settling-in allowance is payable to an officer, on first appointment, to whom installation allowance does not apply, consisting of the following:
 - (a) A non-accountable sum representing 50% of the officer's basic monthly salary; and
 - (b) An optional advance of up to 50% of the officer's basic monthly salary.

EXTRA DUTY ALLOWANCES

Acting Allowance

1. An Acting Allowance shall be paid to an officer when he or she has been appointed to act in an office higher than his or her substantive office by the Appointing Authority, in accordance with the Constitution.
2. Where a public officer is acting in a higher office, he or she shall be remunerated during his or her acting period as if he or she had been promoted to the higher office.
3. The officer's acting allowance will be the amount arrived at by subtracting his or her substantive current basic monthly salary from the monthly remuneration for the higher office.
4. Acting allowance commences 48 hours before the substantive or the holder of the post ceases to perform the functions of his or her office and ends 48 hours after another holder of the office, whether acting, on trial or substantive, assumes or resumes duty.
5. Acting allowance payment is:-
 - (a) not payable unless the acting appointment lasts for at least 30 consecutive days, when the acting allowance becomes payable for the whole of the acting period.
 - (b) not pensionable for pensionable officers, except in the case of a statutory office and does not attract gratuity for non-pensionable officers whose agreements include a gratuity clause;
 - (c) not payable where the salary of the acting officer is already equal to or higher than the fixed or the maximum salary on which the higher post is graded;
 - (d) not payable for any period in excess of 15 days during which the acting officer does not exercise the functions of the higher office for any reason, such as leave, training or unrelated assignments to the office to which the officer is acting; and
 - (e) not paid indefinitely but lapses after six months unless specifically renewed or extended by the Appointing Authority.
6. For gazettement of acting appointments see Section P - f. Gazette notices are not the authority for payment of acting allowances. It, therefore, follows that until the provisions of the Constitution have been fulfilled and the acting appointment is formally made by the Appointing Authority, no acting appointment exists.

7. The Responsible Officer must make sure that the Constitutional formalities are completed before officers assume responsibilities of higher offices. This is particularly so where the functions of the higher office contain statutory functions, which could be upset in the courts because the acting appointment of the officer exercising the statutory functions is unconstitutional.

Duty Allowance

8. Duty allowance is payable to an officer for carrying out responsibilities of a higher office in addition to the duties attached to the substantive appointment.
9. Duty allowance cannot be paid simultaneously with acting allowance.
10. Duty allowance is payable where the post is a pure vacancy or temporarily vacated by its substantive holder.
11. A public officer shall not be assigned duties of a higher office when there are more senior officers at a higher level than him or her in the same hierarchy.
12. A public officer shall not be assigned duties of a post more than 2 steps above his/her substantive appointment.
13. Computation of duty allowance shall be based on basic salary of the post.
14. The formula for computation of duty allowance shall be as follows:-
 - (a) Where an officer is assigned duties of a post one step above his or her substantive post, he or she shall be paid the full difference between the minimum salary of the higher post and the basic salary of his or her substantive post;
 - (b) In the rare event that an officer is assigned higher responsibilities in a post which is two steps above his or her substantive post, the formula applicable shall be a half (1/2) of the full difference between the minimum salary of the higher post and the basic salary of his or her substantive post; and
 - (c) Where the responsibilities of a higher post are shared by two or more officers the allowance arrived at (a) or (b) above will be divided equally between the officers.
15. Payment of Duty allowance shall be authorised by the Accounting Officer after getting approval from the Responsible Permanent Secretary.
16. Duty allowance shall not be paid where the higher responsibilities for the officer are carried for less than 30 continuous days. After 30 continuous days, the allowance is payable for the whole period for which the additional responsibilities are carried.
17. Duty allowance is not payable for any period in excess of 15 days during which an officer does not carry higher responsibilities for any reason.

18. Duty allowance does not continue indefinitely but lapses after six months' payment.
19. The extension for payment of duty allowance shall be granted only in cases where the substantive holder is still away on authorised leave.
20. Duty allowance is not pensionable and does not attract gratuity for non – pensionable officers whose agreements include a gratuity clause.
21. Duty allowance is not payable where the salary of the officer undertaking the higher duties is already equal to or greater than the fixed salary or the minimum basic salary point of the salary scale on which the post carrying the higher responsibilities is graded.
22. In line with section A – d, a public officer on probation shall not be considered for payment of duty allowance.
23. Subject to paragraphs (15), (16) and (17) of this section, duty allowance, like acting allowance, commences 48 hours before the substantive, acting or trial holder ceases to perform the functions of the office; and 48 hours after the substantive, acting or trial holder assumes or resumes the function of the office.

Honoraria

24. Every public officer is employed on the understanding that the whole of his or her time is at the disposal of Government. Whenever it becomes necessary, an officer may work outside office hours without extra remuneration. There are, however special circumstances in which it is not reasonable to apply this principle strictly and payments may be made as honoraria in accordance with the regulations.
25. Honoraria is an allowance payable when Government wants a particular piece of work to be carried out by an officer within a specified period of time which:-
 - (a) Is of exceptional importance to Government;
 - (b) Is outside the normal scope of the officer's official duties;
 - (c) Involve disproportionate amount of his or her official and private time;
 - (d) Involve temporary additional responsibilities; and
 - (e) Requires the direct use of the officer's special talent or professional skill or his or her active participation in the actual work.
26. The circumstances set out in paragraph 24 above may be regarded as fulfilled when a public officer is required:-
 - (a) To serve as Chairperson, Deputy Chairperson, Secretary, Assistant Secretary, Member or as one of the supporting staff members of any

Commission of Inquiry or Review or any adhoc committee set up by the Government; or

(b) To undertake a special task set up by the Government.

27. Honoraria shall be paid on satisfactory completion of the assignment.
28. Honoraria shall be paid at the rates determined by the Responsible Permanent Secretary from time to time.
29. A public officer affected by paragraph (23) above may in addition where applicable and subject to the terms of E - a 6, be paid subsistence allowance and or transport costs in connection with the execution of his or her assignment.
30. A public officer appointed or otherwise nominated to serve on a Board of Directors of a Parastatal board, Government company or any other body:-
 - (a) in an ex-officio capacity, will not claim or receive honoraria, fees or any other form of remuneration for serving in such capacity.
 - (b) other than in an ex-officio capacity, shall claim or receive remuneration in the same manner as other members of the Board of Directors for serving in such capacity.
31. Notwithstanding the provisions of paragraph (29) above, public officers, regardless of whether or not they are serving in an ex-officio capacity, may, where applicable, claim or receive refund of reasonable expenses by way of subsistence allowance or transport costs in connection therewith.

Sitting Allowance

32. Sitting allowance is payable per sitting to a person appointed or co-opted on a Commission, Board, Committee, Tribunal or any other Committee established by law or order or Responsible Officer.
33. A Responsible Officer may constitute a committee or task force for a specific assignment and members of such a committee may be paid a sitting allowance.
34. The Responsible Permanent Secretary, shall from time to time determine rates of Sitting Allowance.

Overtime Allowance

35. The salary of a public officer holding an established office save for support staff is fixed on the assumption that his or her whole time is at the disposal of the Government, and if the usual office hours are insufficient to deal with the pressure of work, it is his or her duty when called upon to do so, to work overtime without extra remuneration.

36. A twenty four hours' continuous rest period in any week is essential for the welfare of officers and Responsible Officers should see that this rest period is not encroached upon by work unless it is essential and in public interest. In such circumstances, the Responsible Officer on the recommendation of the Head of department may ask a public officer to deal with a piece of work outside the office hours.
37. Overtime, means any period of work on weekends, public holidays or in excess of 7 $\frac{3}{4}$ hours on any day, from Monday to Friday.
38. When a support staff works under circumstances stated in paragraph 37 above, he or she shall be paid an overtime allowance.

Special provisions of Overtime for Drivers

39. Overtime which invariably no driver can avoid has been consolidated for drivers so that such drivers shall get a consolidated overtime payment calculated as 30% of their monthly basic salary.

TRAINING ALLOWANCES (E - d)

40. A training allowance is an allowance payable to facilitate a Government sponsored Public officer while undertaking a training programme whether a short term or long term course inside and outside Uganda where applicable. The course must have been duly approved and study leave granted to the officer before leaving his or her duty station to attend the course.
41. The schedule over leaf shows the details of the allowances applicable to sponsored Public officers in different circumstances.

**TABLE NO. 4 TRAINING ALLOWANCES FOR GOVERNMENT SPONSORED
PUBLIC OFFICERS**

	Travelling Allowance	Transit Allowance	Free Lunches, Tea and Occasional Refreshments	All Standard Meals & Refreshments Free of Charge	Out of Pocket Allowance	Training Night Allowance
1. SHORT-TERM TRAINING COURSE LOCALLY						
At officer's duty station but non-residential	*Round trip daily	N/A	YES**	N/A	N/A	N/A
At officer's duty station but residential	*One round trip for the entire course for himself/herself alone	N/A	N/A	YES	YES	N/A
Not at the Officer's duty station but non-residential and not more than 80 km return journey.	*Round trip daily	N/A	YES**	N/A	N/A	N/A
Not at officer's duty station but residential	*One round trip for the entire course for himself/herself alone.	N/A	N/A	YES	YES	N/A
2. SHORT-TERM TRAINING COURSE OUTSIDE UGANDA						
Fees inclusive of board and accommodation	*One round trip between duty station and international airport in Uganda for himself/herself alone for entire course	YES, where applicable	N/A	YES	YES	N/A

	Travelling Allowance	Transit Allowance	Free Lunches, Tea and Occasional Refreshments	All Standard Meals and Refreshments Free of Charge	Out of Pocket Allowance	Night Allowance
When fees exclusive of full board and accommodation	*One round trip between duty station and international airport in Uganda for himself/ herself alone for entire course	YES, where applicable	N/A	N/A	N/A	YES
3. LONG-TERM COURSE LOCALLY						
At officer's duty station but non residential	*One round trip daily	N/A	YES**	N/A	N/A	N/A
At officer's duty station but residential	*One round trip for the entire course for himself/ herself alone	N/A	N/A	Yes	YES	N/A
Not at officer's duty station but non-residential and not more than 80 km. return journey	*One return trip daily	N/A	YES**	N/A	N/A	N/A
Not at officer's duty station but residential	*One round trip for the entire course for himself/ herself alone	N/A	N/A	YES	YES	N/A

	Travelling Allowance	Transit Allowance	Free Lunches, Tea and Occasional Refreshments	All Standard Meals and Refreshments Free of Charge	Out of Pocket Allowance	Night Allowance
2. LONG-TERM COURSE OUT-SIDE UGANDA						
Fees Inclusive of full board and accommodation	*One round trip between duty station and international airport in Uganda for entire course for himself/ herself alone .	YES, where applicable	N/A	YES	YES	N/A
Fees exclusive of full board and accommodation	*One round trip between duty station and international airport in Uganda for entire course for himself/ herself alone.	YES, where applicable	N/A	N/A	N/A	Yes

* **The mode of transport shall be approved by the Responsible Officer.**

** **In lieu thereof, the officer may claim lunch allowance at existing Government rates**

FOREIGN SERVICE ALLOWANCES (E - e)

Foreign Service Allowance

1. Foreign Service allowance is payable to each staff of the Foreign Service, as well as every Home Service Officer posted to a Uganda mission abroad, with effect from the day following the date of arrival at a Mission on transfer to the mission and ceasing on the day before that on which the officer leaves the Mission on transfer.
2. Where an officer is accredited to more than one mission he or she shall only be entitled to the Foreign Service allowance of the country in which he or she resides.
3. When a Foreign Service Officer is married to another Foreign Service Officer, the officers will, for the purposes of allowances under this Section of Standing Orders, cease to be considered as two single units and become one married unit.
4. A married Foreign Service Officer deployed at the same mission or station will receive individual basic salaries and Foreign Service Allowance; but, will cease to draw individual married Foreign Service allowance.
5. In the case of transfer, only one disturbance allowance and one baggage allowances shall be paid.

Climatic Clothing Allowance

6. A climatic clothing allowance shall, be paid to a Foreign Service Officer and Home Service Officer, irrespective of the ranks on first being posted to a Uganda Mission abroad as shall be determined by the Responsible Permanent Secretary from time to time.

Children's Allowance

7. Children's allowance is payable only once in every tour of duty of every officer serving outside Uganda, for each child accompanying the officer, up to a maximum of four children.
8. The rates payable shall apply to all grades of the Foreign Services as well as for all Home Service officers posted to a Mission abroad as determined from time to time by the Responsible Permanent Secretary
9. When both parents are Foreign Service Officers, only one parent will draw children's allowance regardless of whether they are in one mission or not.
10. The allowance is not payable when a child is above 18 years of age at the commencement of the officer's tour of service outside Uganda;

11. All the provisions of this section are available to public officers serving in Missions for up to a maximum of four children, subject to the definition of a “Child” under the laws of Uganda.

Education Allowance

12. Education allowance is payable to a public officer posted at a mission to facilitate the officer to meet the extra expenses incurred on the children’s education as a result of his or her posting abroad.
13. The allowance shall cover up to four biological or legally adopted children.
14. A Foreign Service Officer posted to a Mission abroad, where English is not the medium of instruction, shall leave his or her children of primary school going age in Uganda. The Ministry responsible for Education will guarantee places in Boarding or Day Schools where applicable for the children of Foreign Service Officers left in Uganda.
15. The primary or secondary education fees for the category of children mentioned in paragraph 13 and 14 above will be met by the parent concerned, in full.
16. A Foreign Service Officer posted to a Mission abroad shall leave his or her children of secondary education age in Uganda.
17. Subject to the provisions of paragraph 14 above, an officer is expected to educate his or her children in Uganda, or in a state day school in which the medium of instruction is English language in the country to which he or she is posted provided such education is free.
18. Where such education is not free, the officer shall be eligible to claim from public funds only up to 50% of the cost of the fees in that child’s case, provided this provision shall not apply where a child is receiving its education in Uganda.
19. The Education Allowance will be payable direct to the school and reimbursement from the officer for his or her personal share will be made at source.
20. Each application for an education allowance must be approved by the Responsible Officer and must be accompanied by a certificate by the officer’s Head of Mission certifying:-
 - (a) that the circumstances described by the officer are correct;
 - (b) the period of education to be covered;
 - (c) the date of birth of the child;
 - (d) the evidence of child parenthood/adoption.

Holiday Travel Concession

21. The child of a Foreign Service Officer who is receiving education in Uganda or his or her parents will be entitled to an economy return air fare to visit either the parent or the children once every year.

Baggage Allowance on Posting and Recall

22. For the purposes of payment of this allowance, the Missions shall be categorised as follows:-

Category A	-	Dar-es-Salaam, Nairobi, Kigali, Goma
Category B	-	Khartoum, Addis Ababa, Cairo, Abuja, Tripoli, New Delhi, Teheran, Riyadh, Kinshasha, Pretoria,
Category C	-	Brussels, London, Paris, Copenhagen, Moscow Rome,
Category D	-	Geneva, New York, Washington, Ottawa, Beijing, Tokyo

23. An officer travelling on posting from Uganda to a Mission or from a Mission to Uganda or from one Mission to another shall be paid a consolidated baggage allowance to cover the cost of packing, collection, storage, delivery, insurance, handling, deck and freight charges.
24. Where an officer sends his or her baggage from the country to which he or she has been accredited, to another country, or back to Uganda by surface transport, he or she will make arrangements for transportation and shipment of the baggage with a suitable local agent whose bills should be settled by the officer.
25. The provisions of this section shall also apply when a Home Service Officer is posted to a Mission.

CONTENTS

SECTION F: THE ROLES, OBLIGATIONS AND CONDUCT OF A PUBLIC OFFICER

F - a	The Roles, Obligations and Conduct of a Public officer
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F - c	Posting and Reporting for duty
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THE ROLES, OBLIGATIONS AND CONDUCT OF A PUBLIC OFFICER (F - a)

1. A public officer, like any other citizen, is subject to the laws of Uganda.
2. A public officer shall maintain a high standard of personal conduct and integrity both in public and private life.
3. A public officer is employed in public trust and on the clear understanding that the whole of his or her time is at the disposal of Government.
4. A public officer is a servant of the public and is required to give services to members of the general Public as a duty.
5. A public officer shall be loyal to Government and implement Government policy without fear or favour to ensure economy, efficiency and effectiveness in utilisation of public resources.
6. A public officer must adhere to the Code of Conduct and Ethics for the Public Service. In addition, a public officer is subject to the Code of Professional Ethics and Practice as may be applicable to a particular profession to which the officer belongs.
7. A public officer shall perform his or her duties with dedication, diligence, integrity and justice.
8. In addition to the normal duties of the post to which an officer has been appointed, he or she may be required to perform any other appropriate duties upon which the Government may find it necessary to employ him or her, expressed through the normal public service channels.
9. It is an essential part of the duties of any officer to coach and mentor staff working under him or her.
10. A public officer is expected to obey official and lawful instructions of his or her supervisors and must not refuse to carry out reasonable orders. If for any reason, the order strikes him or her as beyond the limits of recognised propriety, he or she may register a protest in writing, and such protest shall not count against the officer.
11. A public officer, undertaking official assignment or trip, shall promptly make a written report through the supervisor to the Responsible Officer.
12. Any public officer who wishes to leave his or her duty station to another country, in the case of home service or from a country of accreditation in the case of foreign service officer must first obtain permission of the Responsible Officer or Head of Mission.

13. A public officer shall not leave the town in which his or her duty station or mission is situated without notifying the Supervisor or Head of Mission.
14. A public officer shall not hold two appointments concurrently and shall not draw more than one salary from public funds.

OFFICIAL WORKING HOURS AND ATTENDANCE TO DUTY (F - b)

1. Government official working hours are as follows:-

Monday to Friday	8:00 a.m – 12.45 p.m.
	2:00 p.m – 5:00 p.m.
2. Official working hours of the Mission will follow working hours of the country to which the mission is accredited. Officers shall attend to duty punctually and efficiently utilise the time during office hours. Public officers shall not absent themselves without approval of the supervisor.
3. A public officer may be required to work beyond these official hours due to the exigency of the service.
4. A public officer shall attend to members of the public promptly. In his or her absence, the job holder shall delegate his or her responsibilities to another officer.
5. The attendance of public officers shall be monitored using the register set out in Appendices F - 1 and F - 2 and shall be signed by all public officers in Ministries, Departments and Local Governments.
6. The supervising officer shall be responsible for the proper maintenance of the registers which will usually be kept at a convenient place in the office premises.
7. The register shall be availed for signatures every working day between 8:00 a.m. – 8:30 a.m. after which, the register will be withdrawn.
8. The supervisor shall submit the attendance register to the Head of Division or Institution for analysis on the 30th day of every month.
9. Officers who report early for duty should be recognised and commended and those who report late should be disciplined.
10. The Government reserves the right to take disciplinary action against an officer including making deductions from his or her pay for any period during which he or she is absent from work without permission.
11. A public officer who is unable to attend to duty due to illness will be handled in accordance with Section M-a, paragraphs 8 and 9.

POSTING AND REPORTING FOR DUTY (F - c)

1. A public officer reporting for duty on first appointment shall immediately report to the Responsible Officer at the station to which he or she is posted. An officer who does not comply with the posting instructions will be liable to disciplinary action.
2. A public officer, other than support staff, may be posted or transferred to or from Ministry or Department or Local Government or Institution to another when need arises and the following guidelines shall be followed:-
 - (a) Posting must always be justified on genuine administrative considerations;
 - (b) Postings must never be used as a punitive measure; and
 - (c) Postings must be carried out in accordance with deployment plans.
3. Under normal circumstances, the Government shall not post husband and wife for duty in the same duty station.
4. If para 3 above is not possible, both husband and wife may work in the same Ministry or Department or Local Government or Mission but they should not be employed in a relationship of immediate supervisor.
5. When posting public officers, the Responsible Officer must ensure that copies of the posting instruction are sent to the receiving station or institution.
6. Whenever an Officer hands over his or her duties to another officer to act or to succeed him or her, while proceeding on leave or on official duty outside the duty station, on return, the officer asked to carry out the duties shall be required to write a report for the supervisor.
7. A public officer on posting shall be required to hand over office in accordance with Section F - d.

HANDING-OVER AND TAKING-OVER OF OFFICE (F - d)

1. The efficiency of the Public Service demands that when a public officer leaves temporarily or permanently he or she shall hand-over his or her duties to another officer. The procedure for handing over must be systematic and thorough.
2. Before the arrival of the incoming officer, the outgoing officer must make a conscientious effort to clear his or her "IN" and "PENDING" trays. If there is any backlog of work to hand over, it must be done, through the supervisor to the Responsible Officer with a copy to the incoming officer.
3. The hand-over report shall be signed by both parties and shall include, but not limited to, the following:-
 - (a) Major policy issues which the officer shall be involved with for continuity;
 - (b) Government property under the custody of the officer;
 - (c) Specific assignments to be handled and any pending cases; and
 - (d) Organisations/clients the officer has been involved with in the course of performing his or her duties.
4. Whenever handing-over and taking-over takes place, the following guidelines shall apply:-
 - (a) The incoming officer shall report to the Responsible Officer;
 - (b) The outgoing officer shall introduce the incoming officer to the staff of the Organisation;
 - (c) The outgoing officer shall show the incoming officer the geography of the organisation and in appropriate cases any satellite organisations and installations;
 - (d) The outgoing and incoming officers shall discuss the office routine, paying particular attention to the chain of command, to whom the incoming officer will report and from whom he or she can expect to receive work, and where he or she fits into the organisation;
 - (e) The outgoing officer shall give the incoming officer an assessment of the capabilities of any of his or her subordinate staff and particularly any weak points which require watching or duties in which they require additional supervision;
 - (f) The outgoing officer shall provide the Incoming Officer with a list of files, with which he or she will deal with and draw his or her attention to all outstanding "bring ups";

- (g) The outgoing and incoming officer shall discuss the work schedules, key result areas, organisational workplans and major outstanding issues at the same time, referring to the relevant files;
 - (h) The outgoing officer shall brief the incoming officer on any idiosyncrasies of all colleagues with whom he or she is required to work whether within or outside the immediate organisation of which he or she forms part;
 - (i) The outgoing and incoming officers shall go through the office instructions together. The incoming officer shall be informed of the procedure to be followed if he or she is required for any reason to gain access to the office premises and also the security registry or files after normal working hours;
 - (j) The outgoing and incoming officers shall discuss any legislation involved in the job with particular reference to any interpretation which has set a precedent or any case-law judgements which have arisen out of the particular law;
 - (k) The outgoing officer shall hand over any items listed in the handing-over notes in his or her charge and where Imprests are involved cash must be handed over strictly, in accordance with Treasury Accounting Instructions; and
 - (l) If the job involves responsibility for any field installations, the outgoing officer shall conduct the incoming officer round those installations and introduce him or her to the officers in charge of these installations.
5. When an outgoing officer is leaving the station and has Government accommodation, he or she must settle the personal outstanding bills e.g. telephone, water and electricity before departure.
6. An incoming officer shall read relevant literature concerning his or her profession, job and organisation. This would help the officer to become aware of the overall objectives of his or her job and the work of the organisation at large.
7. In view of the broad field of work in which the Government operates, the procedure outlined in this Section cannot be exhaustive, and it is no defence where something has gone wrong because of any omission during handing-over by an outgoing officer.

EMPLOYMENT OUTSIDE OFFICIAL SCHEDULE (F – e)

1. A public officer shall not engage in any occupation or undertaking for gain outside his or her official duties which would require his or her attention at any time during official working hours.
2. A public officer on leave must not accept any paid employment during the course of that leave without first obtaining the consent of the Responsible Officer.
3. A public officer may not:-
 - (a) accept any position in any trading, commercial, industrial, financial or professional firm or company which in any way interferes with his or her work as a Public officer, or causes him or her to neglect his or her official duties;
 - (b) engage in any occupation or undertaking which might in any way conflict with the interests of the Public Service or be inconsistent with his or her position as a Public officer; and
 - (c) make use of his or her official position to further his or her private interests or those of his or her family.

DISSEMINATION OF INFORMATION (F - f)

1. A public officer shall exercise the greatest caution in handling information and documents, which come into his or her possession in the course of his or her duty.
2. In accordance with the Official Secrets Act 1964 Cap 311, it is a criminal offence, punishable by imprisonment, for any public officer to divulge information to any unauthorised person which would be prejudicial to the security of the State.
3. On first appointment, every public officer shall be required to take the prescribed oaths of allegiance and secrecy.
4. A public officer shall not divulge any information acquired or accessed during employment in the Public Service, to any unauthorised person verbally, in writing or otherwise (see Appendix A 21).
5. A public officer shall not publish without lawful authority any such information in any form whether orally or in any document, article, book, play, film or otherwise anywhere.
6. A public officer shall surrender any sketch, plan, module, article, note or document made or acquired by him or her in the course of his or her official duties, save for those he or she has been duly authorised to retain by the Responsible Officer.
7. A public officer shall sign the relevant declaration form on entry to the public service and termination of his or her service in the Public Service. (Appendix F - 3).
8. The provisions of the Official Secrets Act apply even after employment with the Public Service of the Republic of Uganda.

COMMUNICATION TO THE PRESS, RADIO, TELEVISION AND LITERATURE (F - g)

Communication to the Press by Officers

1. The term “communication to the press” refers not only to formal written communication or interviews, but also includes casual or indiscreet conversations with representatives of the press or other people wherever they may take place, for example, in clubs, hotels or bars.
2. A public officer shall not, without express permission of the Responsible Officer, be the editor of any newspaper or take part directly or indirectly in its management.
3. A public officer shall not, except in the proper course of his or her duties and with specific authority of the Minister or Responsible Officer, make communication to the press on questions of Government policy or business. A breach of this instruction shall make a public officer liable to disciplinary proceedings.
4. A Responsible Officer must keep his or her Minister informed of the names of the officers assigned and authorised by him or her to make communication to the press. In the case of a Local Government, clearance should be sought from the political head.
5. In making communications to the press, the Responsible Officer and other authorised officers must bear in mind that the Minister is responsible for the policy of the Ministry, Department, or Local Government, falling within his or her portfolio (See also F-o 5)
6. A public officer must, therefore, avoid making statements of policy so far as possible, except in accordance with settled policy, or with the specific authority of the Minister. But if there is no settled policy, and there is no opportunity of consulting the Minister, the officer concerned must avoid making a statement. In any event, he or she must report the matter to the Minister concerned without delay.
7. Where it is necessary for Responsible Officers or other authorised officers, to make statements of fact, not involving policy, relating to matters with which the Ministry, Department or Local Government is concerned, such statements are, in the officer’s judgement, of sufficient importance, they will be reported to the Minister concerned without delay, and where possible, cleared with the Minister before issue.

Lecturing, Broadcasting and Televising by Public officers

8. Prior permission from the Responsible Officer must be obtained by an officer who wishes to give a public lecture, broadcast or television talk on any subject, which is of a political or administrative nature. An application made under this paragraph must be accompanied by the notes or script of the lecture, broadcast, or television talk he or she is proposing to give.

9. A public officer who has expert knowledge of particular subjects may give public lectures, broadcast or television talks about them, whether or not he or she has specialised in such subjects in the official capacity. If whenever the subject matter of a lecture or talk is related to the work or to the policy of a Ministry, Department or Local Government, prior authority of the Responsible Officer concerned must be obtained to ensure that there is nothing in the lecture or talk contrary to the public interest or inconsistent with the status of a public officer and that the official standing of the officer is sufficient to justify the delivery by him or her of a lecture or talk.
10. A public officer, not being an officer of the ministry responsible for information and broadcasting acting in the normal course of duty, may, with the prior permission of his or her Responsible Officer, undertake to read news bulletins and other broadcasting items for the ministry of information and broadcasting provided such work does not interfere with his or her official duties. Whenever possible the work must be undertaken outside the officer's official duty hours. In cases where this is not possible, a public officer may be required to make up the hours of duty so lost by working outside normal office hours. An officer may be paid the normal broadcasting fees.
11. Subject to obtaining prior permission from the Responsible Officer, a public officer may do part-time lecturing or tutoring in Government training institutions and receive honoraria in accordance with Section E - c or in any of the Faculties or specialised bodies of Universities and be paid and retain the appropriate part-time lecturing fee.
12. A public officer shall seek for permission from the Responsible Officer to do part-time lecturing at non- Government training institutions.

Publication of Books or other Works by Officers

13. A public officer may not, without the permission of the Responsible Officer, publish a book or other works, the subject matter of which is connected with his or her official duties or those of other officers.
14. A public officer may, with the prior approval of his or her Responsible Officer, publish papers on scientific, technical or general subjects. Responsible Officers must satisfy themselves that such publications are acceptable from the point of view of the public interest, and in case of doubt, will refer them to the Responsible Permanent Secretary.
15. If a public officer receives a fee for the publication of a paper, he or she may retain it.

Press and Radio Releases

16. A release is “published” when it is communicated to the public; not necessarily when it is delivered to the press or radio/TV news-room. News editors are accustomed to receiving advance information which is to remain confidential until publication. Releases should be delivered well in advance of publication dates, which should clearly be stated, together with the hour and the date before which they should not be released to the public.
17. The following rules shall apply in making press and radio releases:
 - (a) Releases should be approved by the Responsible Officer before publication;
 - (b) Material for such releases should be factual;
 - (c) Consultation between a Responsible Officer and the office responsible for Information and Broadcasting on all press and Radio/TV releases, particularly as regards time of delivery of the material to the Radio/TV newsroom and method of publication; and
 - (d) Official letters to the press should be issued under the signature of the Responsible Officer and should be cleared by the appropriate Minister or Chairperson of a Local Government Council before publication;
18. The attention of all officers is drawn to sub-Section F – f.

ROYALTIES, PATENTS AND COPYRIGHTS (F – h)

1. When a public officer creates what he or she believes to be an invention, he or she shall notify the Responsible Officer who shall inform the Responsible Permanent Secretary.
2. The Responsible Permanent Secretary shall, after consultation with the Solicitor General decide whether the officer shall or shall not be allowed to control the rights in the invention and whether the invention shall be classified as secret. Pending the decision of the Responsible Officer as to the controlling rights, all rights shall be deemed to be held in trust of the Uganda Government.
3. Where an invention is in all respects alien to the employment of the officer, he or she shall be granted full rights in such an invention.
4. If the Responsible Permanent Secretary decides that the officer shall be allowed limited control of the rights in the invention, with certain rights reserved to the Government, the following conditions shall apply:
 - (a) The officer shall, subject to paragraph (c) below, be responsible for all expenditure for registration under the appropriate Act;
 - (b) The Responsible Permanent Secretary may attach to his or her decision such conditions as he or she may think fit, and in particular, may reserve to the Government the right to use the invention free of royalties or a right to a share of any proceeds;
 - (c) The officer may, whether any rights are reserved under sub-paragraph (b) above or not, apply to the Awards Committee (herein after referred to as the committee) as constituted in paragraphs (6) and (7) below through his or her Responsible Officer for an award in respect of his or her invention. If rights are reserved under paragraph (b) above to the Government, the Committee may, in appropriate cases make an award to assist the officer to apply under the Act for a grant of patent; and
 - (d) The question of whether any award shall be made, and if a share of the commercial proceeds is reserved to the Government, and the amount of such share shall be determined by the Responsible Permanent Secretary acting in accordance with the advice of the Committee.
5. If the Responsible Permanent Secretary decides that an officer shall not be allowed controlling rights in the invention, the following provisions shall apply:-
 - (a) The officer shall assign all his or her rights in the invention to the Government;
 - (b) The Government shall meet all expenditure for protecting the invention under the law and any fees which might arise out of the officer having to make application under the law for a grant of patent;

- (c) The Government shall decide whether the officer shall or shall not be allowed a share of any proceeds;
 - (d) The officer may, whether he or she is allowed to share in the commercial proceeds or not, apply to the committee through his or her Responsible Officer for an award in respect of his or her invention;
 - (e) The question of whether an award shall be made and, if the Permanent Secretary decided that the officer shall be allowed a share in the commercial proceeds, the amount of such share, shall be determined by the Responsible Permanent Secretary acting on the advice of the Committee.
6. 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 Responsible Permanent Secretary after further advice by the Committee, provided that in any such modification of the original decision, the amount of an award which has been paid shall not be reduced.
7. For the purpose of this Section, an Awards Committee shall be constituted by the Responsible Permanent Secretary consisting of the Solicitor-General as chairperson and three other members, one nominated by the Staff Association or Labour Union, which would normally represent the officer who has made the invention, the Secretary to the Treasury and the Government's expert in the subject appropriate to the invention. An officer shall be entitled, at his or her own expense, to appear personally before the Awards Committee or to be represented by his or her lawyer if he or she so wishes at his or her own expense.
8. All conclusions of the Committee shall be embodied in recommendations, which shall be forwarded to the Responsible Permanent Secretary.
9. The Committee may make rules for regulating its own proceedings, save that no recommendation may be made without the concurrence of a majority of members.
10. Nothing in this Section shall affect the duties and liabilities of any public officer under the provisions of the Official Secrets Act.

USE OF, CARE AND DISPOSAL OF GOVERNMENT PROPERTIES (F - i)

General Rules

1. Government property means resources owned by Government or in the custody or care of Government which include monies, inventories, property, assets, loans and investments.
2. Every Government Officer is personally and pecuniary responsible for Government property under his or her control or custody.
3. A public officer shall safeguard public property or assets entrusted to him or her and shall ensure that no damage, loss or misappropriation occurs in the process of procurement, storage, utilisation and disposal.
4. The management of all Government properties in a given Ministry, Department or Local Government is the direct responsibility of the Responsible Officer, who shall make arrangements for the maintenance of such properties.
5. A Responsible Officer shall ensure that all Government property under his or her care is labelled.
6. Disposal of Government assets and property shall be in accordance with the law on public procurement and disposal of assets.

Use and Care of Government Vehicles

7. The following shall be observed with regard to all Government vehicles:
 - (a) A Ministry, Department or Local Government shall not hire any private vehicle whatsoever, without following the Government procurement regulations;
 - (b) A Ministry, Department or Local Government shall not acquire a new vehicle outside the guidelines as circularised from time to time by the Ministry Responsible for the Public Service in consultation with the Ministry Responsible for Transport;
 - (c) Every Ministry, Department or Local Government shall designate an officer to be in charge of transport matters, who shall among other duties, maintain a fuel register on any Government vehicle and carry out monthly fuel reconciliation exercises;
 - (d) Every Government vehicle shall be subject to an annual inspection, irrespective of age or condition;
 - (e) A Government vehicle shall not be driven outside official working hours without authority of the Responsible Officer;

- (f) Where a vehicle is required for official use outside official working hours and on weekends, the Responsible Officer may grant authority in writing for a specified period of time and shall ensure that the authority is not misused;
 - (g) Every Government vehicle shall have a log book in which the driver records all the journeys made. Each journey entered in the log book shall be certified by an authorised officer by countersigning against each entry; and
 - (h) A driver shall not carry unauthorised passengers and goods in a Government vehicle.
8. Government vehicles shall be driven by official drivers except:
- (a) officers specifically engaged to drive or operate vehicles or plant;
 - (b) officers in the mechanical sections of Ministries, Departments or Local Government units in the course of their duties; for example, when inspecting, testing, running –in and demonstrating vehicles;
 - (c) officers who have written permission from a Responsible Officer;
 - (d) a public officer who, in case of emergency, shall write a report to explain the circumstances.
9. Any public officer authorised to drive a Government vehicle must possess a valid driving permit.
10. Care and discretion must be exercised by Authorizing Officers in granting authority under paragraph 8 above, which irrespective of the period of time covered by the permission, must always be conveyed in writing and carried by the person so authorised for production when required.

Obligation of Drivers in caring for Government Vehicles

11. A driver of a Government vehicle must take personal interest and be capable of carrying out limited or routine repair or checks on them.
12. It is the direct responsibility of the drivers to ensure that Government vehicles are always road-worthy in all respects. Drivers of Government vehicles are, therefore, just as liable for prosecution for driving defective vehicles as are other drivers, e.g. when apprehended by the traffic police.
13. To ensure that Government vehicles are regularly serviced (including oiling and greasing) a Service Chart will be kept by the Transport Officer on every Government vehicle in his or her charge. It will, however, be the duty of the driver of the vehicle to see to it that the chart is followed strictly.

14. To encourage and sustain the highest level of care and responsibility for Government vehicles on the part of individual drivers, the following shall apply:-
- (a) A Government driver who completes a period of 36 months without scratches and/or accidents to a Government vehicle in his or her charge, shall be rewarded in accordance with the reward and recognition scheme;
 - (b) A new Government driver prior to assumption of duty, shall undergo a driving test by the Chief Mechanical Engineer;
 - (c) A Government driver shall be required to undergo periodic training including defensive driving, at a recognised Training Institute;
 - (d) A Government driver shall be re-tested periodically every three years, on traffic regulations including traffic signs and shall have valid driving permits;
 - (e) A Government driver shall be required to undergo annual medical check up, including eye testing at Government expense;
 - (f) Any Government driver who loses a public vehicle shall be prosecuted and shall be liable to disciplinary action;
 - (g) A driver of a Government vehicle shall observe traffic rules and shall be liable for prosecution for breaking any of these rules like any other drivers and shall be personally liable to costs arising out of traffic offences;
 - (h) A Government driver, like any other public officer, shall not be re-engaged to drive any Government vehicle of a Ministry/Department or Local Government and project related vehicles after he or she has been dismissed from the public service;
 - (i) A Government driver shall observe any other rules put in place by the Responsible Officer for the purpose of protecting Government vehicles.

Provision of Government Vehicles

15. A Public Officer at the level of Director and above, shall be entitled to a chauffer driven vehicle at Government expense.
16. A public officer at the level of Head of Department (scale U1SE) shall be provided with an official vehicle for official duties including house to office running.
17. Pool transport consists of other Government vehicles, including project and hired transport, meant specifically to cater for the official transport needs of public officers and, where applicable, their families or personal effects as provided for in these Standing Orders.

Liability for spot checks of Government Vehicles on the Road

18. Any Government vehicle found travelling on the road may be stopped by authorised officers including the Police for inspection as to its road-worthiness, purpose and authority for the journey and the like. The authorised officer will be free to report either to the Responsible Officer of the driver/vehicle in question and/or the nearest police station if in his or her opinion there are sufficient grounds for him or her to make such report, e.g. if he or she suspects dishonest or criminal involvement in the use of the vehicle, if the vehicle is not sufficiently road-worthy, etc.

Care and Maintenance of other Government Property

19. Government property shall include:- ammunition; houses, office equipment e.g. furniture, computers, consumable stores, maintenance materials, spare parts, stock of un-issued currency; work in progress such as educational/training course materials; and land/property for sale.
20. A Responsible Officer is responsible for purchase and safe custody of inventories under his or her vote in accordance with the Law.
21. A public officer shall not be held responsible for accidental losses of Government property, in which case, the loss shall be written-off.
22. A public officer shall be held financially responsible for losses of Government property which are due to his or her neglect or fault. In this case, a personal advance account shall be opened in the name of the officer concerned and the officer shall be charged with the value of the loss.
23. In addition to the maintenance of inventories for vehicles, plant and other equipment, log books or operating records must be maintained by recording its history, performance, servicing, overheads, repairs etc. in sufficient details for periodic assessments to be made of its performance compared to its cost of upkeep.

DRESS (F - j)

1. The public service is not as a whole a uniformed service and, therefore, only general comments can be made on the way public officers should dress while on duty.
2. Where a public officer is in a uniformed service, such as the Police, Prisons and Medical Services he or she must wear such a uniform as prescribed from time to time by the Head of Department administering that service.
3. A uniform for a public officer shall be provided at public expense on such conditions as the Head of Department concerned will decide.
4. A public officer shall always be required to dress decently and in the generally acceptable standards in the Uganda Community.
5. A male public officer should wear neat long trousers, shirt, jacket and neck tie.
6. A female public officer's dress must be neat, respectable, seamly and practical for the particular work she does.
7. A public officer, who has to tour and undertake work under rural and open urban conditions, such as building and works sites, may dress casually even though he or she is based at headquarters.
8. A Responsible Officer in charge of a unit in Government shall require a public officer to dress properly, if his or her dress does not conform to the standards required by this section or to generally accepted standards of safety in relation to the work he or she is performing.
9. Technical assistance personnel are expected to conform to the dress code of the Public Service of Uganda.
10. Support staff e.g. Office Attendants, Drivers and Askaris should be provided with two pairs of uniforms per annum.
11. Legal Officers employed by Government may wear Legal Dress and members of the Nursing, Prisons Services and the Police Force may wear their own uniform on any occasion where ceremonial dress is to be worn.

Ceremonial Occasions

12. Ceremonial dress may be worn on the following occasions by public officers:-
 - (a) Independence Day (9th October);
 - (b) State Opening of Parliament;
 - (c) Liberation Day;

- (d) Labour Day (1st May);
 - (e) On receiving the President or Vice-President at any station;
 - (f) On a review or Inspection of Military or Police Forces;
 - (g) Any official ceremony at which the President or Vice President is present, if so ordered; and
 - (h) On any other occasion when declared an appropriate occasion by Government.
13. In the absence of a ceremonial dress, public officers shall dress as in paragraph 5 and 6 above.

Protective Clothing

14. Government is responsible for the safety and well-being of its Public officers, and is under statutory obligation to ensure that they are protected from injury while on duty.
15. A public officer when entering rooms, or works, where machines are operating should ensure that he or she wears protective gear.
16. The Responsible Officer or Head of Department shall provide any staff under his or her care with protective clothing, either as a safety measure or to preserve the officer's everyday clothing as applicable.
17. Where protective clothing is provided, Heads of Department or Unit should require public officers to wear such clothing.

OFFICIAL TRIPS/TOURS AND SUBMISSION OF REPORTS (F - k)

OFFICIAL TRIPS

1. Co-ordinated and effective rendering of Government services evenly throughout the country means that there must, of necessity, be movement of staff between the field and the Ministries/Departments or Local Government Headquarters in the form of field tours, and other consultative visits.
2. Official trips or tours may also be taken abroad in form of study trips/tours seminars, conference, training programmes and meetings.
3. Except in emergencies or other unavoidable circumstances, official trips or tours must be planned and coordinated. Individual officers intending to make official trips/ tours should submit, at least a month in advance, their expected tour programmes for approval by the Responsible Officer or such other officers as the Responsible Officer may have, in writing, delegated his or her powers in this respect.
4. The approved official trip or tour programmes must be followed strictly and any deviations referred immediately to the Responsible Officer with full explanation for necessary action.

Consultative Visits

5. Apart from attending the usual Senior Officers' Conferences at the Headquarters, the field staff do from time to time, visit the Headquarters for consultations on various issues affecting them and their work. Such visits should be planned and well coordinated to avoid wastage of resources.

Timing and Size of visiting Teams or Touring Groups

6. Official trips or tours should be arranged with maximum economy, for example, in planning the official trip or tour, care should be taken to avoid unnecessary delegations, and where possible as many of the Ministerial, Departmental and Local Government stations should be covered along the route to obviate the need for another separate journey being made to cover such stations.
7. Unless considerable on-the-spot confidential typing will be inevitable, secretarial staff need not form part of such touring teams or groups.
8. Official trips or tours or visits should, as far as possible, avoid starting towards the end of the week, because of the long week-end involved, or public holidays, when offices are closed.
9. The responsibility for deciding on whether or not there is a need for a Ministry/ Department or Local Government to send an officer on duty abroad lies with the Responsible Officer working in very close consultation with his or her Minister or Chairperson of a District or Urban Local Government.

Submission of Reports and Follow-Up

10. A public officer, completing an official trip or tour or returning from a special or important visit, must submit a written report, if necessary, supplemented verbally, to his or her immediate supervising officer or through him or her to the senior officer responsible for receiving such reports. In any case, copies of such reports must be sent to the Responsible Officer, who shall determine the distribution list.
11. A public officer submitting the report will as far as possible be responsible for ensuring that the various aspects of the report requiring follow-up action are acted upon.
11. The Responsible Officer shall ensure that follow-up action is taken on recommendations made in the reports.
12. A public officer, where necessary, shall ensure that a feed-back on developments is sent to the person who initially raised any particular issue included in the report indicating who may have interest to know what is going on.

ILLEGAL POSSESSION OF GAME TROPHIES (F - I)

1. The attention of public officers is directed to the provisions of the Game (Preservation and Control Act) concerning the possession, or purchase from any unauthorised person, of any game trophies such as lion and leopard skins and ivory, which have been illegally obtained. By such possession an officer not only condones a breach of the law, but is himself or herself committing an offence.
2. If a public officer is in doubt about the legality of his or her possession or purchase of any game trophy he or she should report the circumstances of its acquisition to the Commissioner responsible for Game so that the officer's claims thereto may be established.

ACCEPTANCE OF PRESENTS AND GIFTS (F - m)

1. A public officer or a member of his or her family shall not receive valuable presents other than ordinary gifts from friends or relatives.
2. The attention of public officers is drawn to the Penal Code Act and Leadership Code Act which provide that corruption of a public officer is an offence and on conviction before a court of Law, a public officer would be punished by either a fine or imprisonment or both.
3. A public officer may accept a valuable gift or present if it is in the nature of a souvenir or ornament and does not exceed five currency points in value.
4. Besides being an offence under the Penal Code Act and Leadership Code Act, corruption on the part of a public officer, is a disciplinary offence under the Public Service Code of Conduct and Ethics.
5. Any particular charge of corruption against the liability under the circumstances stated in paragraph (1) above does not stop when a Public officer leaves the service.
6. A Public officer or any member of his or her family shall not solicit or accept valuable gifts, presents, hospitality gratuity or favour or other benefits, if he or she has reason to believe that the acceptance of such gifts, presents and other benefits is bound to influence his or her judgement or action in a matter he or she is dealing with or will handle in future.
7. A public officer will be held personally responsible for the non-observance of the conditions under paragraph 6 above, by his or her family.
8. Where a valuable present or gift is given to a public officer or to his or her family, it should be returned immediately to the donor with an explanation that the acceptance of such a present is not allowed under the Uganda Government Standing Orders.
9. If the return of a present or gift is likely to cause offence and embarrassment to the donor, it should be handed over to the Responsible Officer who may decide whether the officer retains the gift or hands it over to Government and is given a receipt.
10. On the occasion of an officer's retirement from the Public Service and if fellow staff wish to make him or her a presentation to mark the general esteem in which he or she was held, authority to open a subscription list may be given by the Responsible Officer.
11. Notwithstanding the terms of paragraph 1 to 8 above, if a public officer has served in a voluntary capacity with an organisation, for example as the President or Chairperson of a Sports Association, he or she may retain a gift from such a body, if it is presented to him or her on relinquishing his or her office with that organisation.

12. A public officer may accept a personal gift or donation from a relative or personal friend to such an extent and on such occasion as is recognised by custom.

FINANCIAL EMBARRASSMENT (F - n)

1. A public officer shall not be indebted to the extent of being financially embarrassed. For purposes of this section, financial embarrassment refers to any form of indebtedness, which includes but is not limited to:-
 - (a) Failure to pay a debt;
 - (b) Issuance of a bouncing cheque;
 - (c) Obtaining goods, money, services or works under false pretence, extortion and blackmail; and
 - (d) Failure to fulfil agreements under the various schemes, such as the hire purchase or loan scheme.
2. Indebtedness is considered a serious disciplinary offence because it makes the debtor officer vulnerable to bribery and corruption.
3. Any court of law will report to an officer's Responsible Officer, with a copy to the Responsible Permanent Secretary, any proceedings brought against a public officer in bankruptcy or whenever an officer becomes a judgement debtor.
4. On receipt of such notification, a Responsible Officer shall bring to the attention of the public officer concerned details of the court judgement and request him or her to indicate the repayment schedule.
5. If a public officer finds himself or herself in a serious debt, he or she may seek the advice of the Administrator General about the ways of liquidating his or her indebtedness.
6. A debt of any kind owing to Government by an officer in the Public Service may, at the option of the Government, be settled by deduction from any monies owing to that officer from public funds or, failing that, direct from the officer. The Responsible Officer shall consult the Administrator General on how to proceed in this case.
7. A public officer may not conduct financial transactions, that is to say, borrow money, effect the sale of goods and private property, with an officer subordinate to himself/herself, with whom his or her official duties bring him or her into contact.

CONSTITUTIONAL ROLES AND THE RELATIONSHIP BETWEEN MINISTERS AND PUBLIC OFFICERS (F - o)

Ministers Portfolios

1. According to the Constitution, the allocation of portfolios to Ministers is made by the President and is set out from time to time in the publication "Uganda Government Directory" which is published with the Uganda Gazette. (See also P – f).
2. A Minister responsible for a portfolio in accordance with paragraph (1) above may be assisted by a Minister of State/Deputy Minister in the discharge of his or her Ministerial portfolio.
3. In the absence of a Minister for short periods of time, a Minister of State/Deputy Minister may deputise for him or her in all matters pertaining to ministerial portfolio.

Relationship between Ministers and Permanent Secretaries

4. In carrying out his or her responsibilities over his or her portfolio, the Minister is assisted by a Permanent Secretary. The respective constitutional roles of a Minister and his or her Permanent Secretary are both complementary and indispensable to each other. As such each of the two roles form a distinctly necessary link in the proper running of the Ministry and should be fully recognised and treated as such by everybody concerned.

Policy Making

5. The determination of policy in a Ministry is the function of the Minister. Therefore, decisions by a Minister should normally be conveyed to those concerned through the Permanent Secretary.
6. It is the duty of the Permanent Secretary to consult with Heads of Department as required and to ensure that all the information on the matters which are within the Ministry's knowledge is made available to the Minister.
7. There shall be regular continuous monitoring and evaluation of the effectiveness of current policy which is an important part of the administrative work of all departments.

Consultation

8. The Permanent Secretary is responsible for ensuring that the Minister is made aware of, and consulted, on any administrative decisions, which may have political implications.
9. Whenever agreement cannot be reached between the Permanent Secretaries concerning matters of policy or some joint administration problem or between a

Permanent Secretary and his or her senior officers, the matter should be referred to the Minister so that it is dealt with, if necessary, at Ministerial level.

Decisions by Officials

10. Although the Minister is responsible for everything that goes on in his or her Ministry, there must be a considerable measure of delegation. The Minister will normally accept and, if need be, defend any decision taken by officials in his or her Ministry but, on the rare occasions, when he or she cannot accept such a decision, it is within his or her power not to do so, or to report the matter either to the Prime Minister or the President with recommendations.

Communication with the President or the Vice President or Prime Minister

11. Public officers do not normally communicate direct with the President, Vice President or Prime Minister. Where it becomes necessary for a public officer to communicate with the Prime Minister or the President this must always be done through the officer's Minister and Permanent Secretary.

Communication between Ministries

12. Permanent Secretaries should normally communicate with each other by memorandum or official letter, and not by passing files. Each Ministry should have its own record of correspondence. There is no objection to the passing of Ministerial files to the Attorney-General's Chambers, when legal advice sought is properly summarised on the Ministerial file.

Communication between a Minister and the staff of his or her Ministry

13. Ministers normally communicate through their Permanent Secretaries with the departments and divisions under their control in such a manner as they deem fit.

Communication with Officers in different Ministries

14. If for any reason a Permanent Secretary wishes to communicate with a Head of Department or Division in another Ministry, the communication will, unless the subject matter is of a non-policy routine nature, be sent through the Permanent Secretary of the Ministry.

Political leaders and Human Resource Management Matters

15. The following is the normal procedure in handling human resource matters in which a Minister has an interest:-
 - (a) If a Minister wishes to deal with a human resource management matter in his or her Ministry, he or she normally raises the matter with the Permanent Secretary of his or her Ministry;

- (b) If a Minister has an important matter concerning the Public Service, he or she should refer the matter to the Minister Responsible for the Public Service. In the most important matter, the Minister, refers the matter to the Prime Minister or the President as the case may be; and
- (c) Disciplining of Public officers is governed by the procedure laid down in the public service regulations and Standing Orders, in particular, section F - r. If a Minister wishes to initiate such disciplinary action, he or she indicates his or her wishes to his or her Permanent Secretary in accordance with (a) above.

PARTICIPATION OF PUBLIC OFFICERS IN POLITICAL ACTIVITIES (F - p)

1. In view of the need to enhance confidence of the public in the public service, a public officer is prohibited from:-
 - (a) being a founding member of a Political Party;
 - (b) holding office in a Political Party;
 - (c) speaking in the public anything involving matters of a Political Party.
 - (d) showing party symbols; and
 - (e) engaging in canvassing support of a Political Party or organisation of a candidate standing for a public election, sponsored by a political party or organisation.
2. A Public officer may participate in politics within the provisions of the law, rules and regulations.
3. If a public officer wishes to contest for a position in a political party, he or she will be required to retire if he qualifies in accordance with the pensions Act or resign from the Public Service.
4. Where the Public officer's conduct is found to be inconsistent with the code, the relevant laws and regulations shall apply.

DECLARATION OF INCOME, ASSETS AND LIABILITIES (F- q)

1. A public officer who falls within the definition of a leader according to the Leadership Code Act 2002 is required to submit to the Inspector General of Government a written declaration of his or her income, assets and liabilities, the names, income, assets and liabilities of his or her spouse, child and dependant on the prescribed form, within three months after becoming a leader, thereafter every two years during the month of March.
2. A public officer declared as a leader shall also, before leaving office, declare his or her income, assets and liabilities if his or her term of office expires six months after his or her last declaration.
3. A public officer in declaration under paragraphs (1) and (2) above, should state how he or she acquired or incurred, as the case may be, the income, assets and liabilities.
4. A public officer who without justifiable cause submits a declaration to the Inspector General of Government thirty days after the period prescribed under paragraph (1) and (2) above or who fails to submit a declaration or provides wrong information, commits a breach of the leadership code.
5. A public officer who commits a breach of leadership code is liable to:
 - (a) a warning or caution; and
 - (b) Removal from office, including dismissal.

DISCIPLINE (F - r)

General

1. Discipline in the Public Service entails the observance and execution of one's roles and obligations in accordance with the Public Service Code of Conduct and Ethics (see Appendix F5).
2. The power to discipline and remove public officers from office is provided for in the Constitution.
3. Proper disciplinary procedure shall be followed in all cases involving discipline and removal of public officers from office.
4. The rules of natural justice must apply in all disciplinary cases of whatever description.
5. No public officer shall be subjected to any punishment without first being informed, in writing, what he or she has done and being given an opportunity to defend himself or herself in writing.
6. Those handling disciplinary cases must be impartial and both sides in the case must be heard.
7. It is essential that when disciplinary proceedings are instituted against a public officer, they are brought to a speedy conclusion including when, where applicable, action by the Police, the Director of Public Prosecutions and the Courts of law is required.
8. A Responsible Officer must ensure that the submissions are complete and factual, that events which led to disciplinary action are isolated as to place and time, and that supporting written documents are properly annotated and cross-referenced so as to facilitate speedy handling by the Appointing Authority.
9. Up-to-date Staff Performance Appraisal Reports on the officer affected in the disciplinary case must accompany the submission sent under the personal signature of the Responsible Officer.
10. Removal of a public officer from office is not effective until the decision of removal is taken and communicated and cannot therefore be backdated.
11. A public officer who abandons duty shall be regarded as having removed himself or herself from office and the procedure in paragraph 7 and 8 above shall not apply.
12. The conviction of an officer on a criminal charge and his imprisonment does not automatically remove him/her from office.
13. It is the Appointing Authority, who has the power to remove a public officer from office.

14. If a Responsible Officer considers that an officer should be removed from office, criminal proceedings must immediately be taken in accordance with the appropriate terms.
15. The laws of Uganda apply to a public officer as they do to a member of the public. This means that the law as it relates to him or her as a public officer must not be ignored.
16. If a public officer is arrested under the Penal Code on an allegation of having committed a felony, he or she must be immediately interdicted under the appropriate legal provision for the public service.

DISCIPLINARY PROCEDURES (F - s)

1. Any act done without reasonable excuse by a public officer, which amounts to failure to perform any duty assigned to him or her, or which contravenes any laws relating to the Public Service or which is otherwise prejudicial to the efficient conduct of the Public Service or tends to bring the Public Service into disrepute constitutes misconduct.
2. Misconduct shall include, but not limited to, the following:-
 - (a) Gross negligence in performance of duty;
 - (b) Acts that bring the Service into disrepute;
 - (c) Disclosure of information in contravention of the law;
 - (d) Acts involving turpitude e.g. theft, corruption, tribalism, nepotism etc;
 - (e) Negligence causing loss to the Government;
 - (f) Malicious damage to Government Property;
 - (g) Perjury;
 - (h) Financial embarrassment;
 - (i) Inside Trading;
 - (j) Unauthorised use and possession of Government Property or facilities;
 - (k) Intimidation;
 - (l) Assault;
 - (m) Sexual harassment;
 - (n) Act or omission against public interest;
 - (o) Using abusive language;
 - (p) Holding more than one fulltime employment concurrently;
 - (q) Unsatisfactory performance of duty;
 - (r) Incitement with intent to cause disobedience/strike undermining administration;
 - (s) Use and abuse of drugs or alcohol;
 - (t) Absence from duty without permission;
 - (u) Insubordination;
 - (v) Lateness for duty;
 - (w) Refusal to comply with a posting instruction or order;
 - (x) Falsification of records or documents;
 - (y) Making false statements; and
 - (z) Driving an Official vehicle under the influence of intoxicating liquor or stupefying drug.
3. The power to exercise disciplinary control is vested in the President, for officers of the rank of Head of Department and above. While for the rest of the Public officers, the powers are vested in the respective Service Commissions.
4. The Disciplinary procedures are provided in the Public Service Commission Regulations, Cap 277 of the Laws of Uganda.
5. The Regulations provide for a progressive approach to disciplinary action and the following discreet steps shall apply:-

- (a) Oral or verbal warning by the supervisor to be noted but not recorded shall be valid for a duration of three (3) months;
 - (b) A formal warning is given in writing in serious cases stating the nature of the offence and likely consequences for further offences; and
 - (c) A final written warning under the signature of the Responsible Officer should, when given, be valid for a period of twelve (12) months. Recurrence of the offence should lead to suspension and interdiction or other disciplinary measures
6. When raising the charges to the officer, and where necessary, clear with the Solicitor General giving a duration of fourteen (14) working days in which the officer must respond.
7. The Constitution and the Local Government Act protects the public officers against unfair disciplinary action.

Interdiction

8. Interdiction is the temporary removal of a public officer from exercising his or her duties while an investigation over a particular misconduct is being carried out. This shall be carried out by the Responsible Officer by observing that:-
- (a) the charges against an officer are investigated expeditiously and concluded;
 - (b) where an officer is interdicted, the Responsible Officer shall ensure that investigations are done expeditiously in any case within (three) 3 months for cases that do not involve the Police and Courts and 6 months for cases that involve the Police and Courts of Law;
 - (c) where a Public Officer is interdicted, he or she shall be informed of the reasons for such an interdiction;
 - (d) a Public officer interdicted shall receive such salary not being less than half of his or her basic salary, subject to a refund of the other half, in case the interdiction is lifted and the charges are dropped;
 - (e) the Public officer under interdiction shall not leave the country without permission from the Responsible Officer;
 - (f) the case of a public officer interdicted from exercising the powers and functions of his or her office shall be submitted to the relevant Service Commission to note;
 - (g) after investigations, the Responsible Officer shall refer the case to the relevant Service Commission with recommendations of the action to be taken and relevant documents to justify or support the recommendations should be attached.

Appeal Mechanism

9. The disciplinary action(s) taken should provide for an appeal mechanism, due process of the law and the principle of natural justice.
10. If a public officer subjected to disciplinary action has reasonable ground to believe that the due process of the law and the principles of natural justice have not been followed, he or she may appeal in accordance with the Grievance Procedure for public officers in Section G – c.

DISCIPLINARY ACTIONS (F - t)

1. Depending on the gravity of the matter, the following may constitute the types of disciplinary actions to be taken in the various disciplinary cases.

Removal from Office

2. Removal from office of a public officer either by retirement in public Interest or dismissal is the exclusive responsibility of the Appointing Authority.
3. When communicating the decision of the Appointing Authority on the removal of a Public officer, the Responsible Officer shall make reference to the Standing Orders and other relevant Laws.

Retirement in public interest

4. When a public officer is retired in public interest, he or she shall be entitled to a period of notice, any authorised earned leave and transport back to his or her place of domicile in accordance with sub-section A – n.
5. Where applicable, terminal benefits will be paid in accordance with the law.

Dismissal

6. A public officer is dismissed only in the most serious cases of misconduct and acting in a way incompatible with his or her status as a Public officer.
7. When a public officer is dismissed, he or she forfeits all his or her rights and privileges as a Public officer, including the claim to a period of notice.

Other forms of Disciplinary Action other than Removal from Office

8. A public officer may be found by the Appointing Authority guilty of misconduct not justifying dismissal or any other form of removal from office. The following may constitute disciplinary measures to be taken against such a public officer:-
 - (a) Warning or reprimand;
 - (b) Suspension of increment;
 - (c) Withholding increment or deferment of increment;
 - (d) Stoppage of increment;
 - (e) Surcharge or refund;
 - (f) Making good of the loss or damage of public property/assets; and
 - (g) Reduction in rank.
9. Without prejudice to the foregoing provisions:-
 - (a) A Responsible Officer, acting on his or her own volition, may issue a reprimand to an officer in his or her Ministry or Department or Local Government.

- (b) A Responsible Officer may require an officer in his or her Ministry or Department or Local Government to make good of the loss of public funds, the cost or part of the cost of any loss or damage of Government property caused by the officer's default or negligence;
 - (c) A Responsible Officer may stop the pay of a public officer who has been absent from duty without permission (after giving the officer where practicable an opportunity to be heard) an amount of salary equivalent to the number of days/months of absence.
- 10. For purposes of this section, reduction in rank means demotion of a Public officer to a lower level position.
- 11. A public officer demoted in rank to a lower level position shall earn the salary of the position to which he or she is demoted.

CONTENTS

SECTION G: UNIONIZATION AND STAFF ASSOCIATION FOR PUBLIC OFFICERS

- G – a Labour Unions and Staff Associations for Public officers
- G – b Negotiating, Consultative and Disputes Settlement
- G – c Public Service Grievance Procedure

UNIONIZATION AND STAFF ASSOCIATION FOR PUBLIC OFFICERS (G - a)

1. It is the policy of Government to encourage democratic practices through free, frank and responsible exchange of views and ideas among public officers on matters of mutual interest.
2. In conducting their business, Public Service Labour Unions and Staff Associations will be governed by the Laws of Uganda, their Constitutions and general rules of conduct.
3. Subject to the provisions of the Constitution, public officers shall enjoy freedom of assembly and association and shall have a right to:-
 - (a) form or join a labour union of their choice for the promotion and protection of their economic and social interest;
 - (b) collective bargaining and representation; and
 - (c) withdraw their labour in accordance with the law.

Labour Unions

4. Government shall sign a recognition agreement with public service labour unions as set out in Appendix G-1.
5. In accordance with the law, some categories of public officers involved in the administration of the state are debarred from forming or joining a labour union or engaging in trade union activities or using trade union practices or tactics in any matter concerning their employment.
6. A Unionised public officer shall not disregard the laws and regulations that govern the Public Service.

PUBLIC SERVICE STAFF ASSOCIATIONS

7. Government will recognise those associations as established by public officers for the purpose of negotiations concerning the general terms and conditions of service or consultations on any other matter of a general nature affecting public officers.
8. Public officers are free to:-
 - (a) join specialist or group associations open to everybody resident in or outside Uganda provided such bodies concern themselves with purely professional, recreational, religious, cultural or sporting activities;
 - (b) establish or join associations whose membership is restricted to Public officers but which are mainly concerned with specialised, professional or group interests;

- (c) establish or join consumer cooperatives in accordance with the general principles of the Co-operative Movement.
- 9. Police and Prisons officers, are free to form their own respective Staff Associations in accordance with the law.

NEGOTIATING, CONSULTATIVE AND DISPUTES SETTLEMENT (G – b)

1. Government recognises the registered public service labour unions as bodies representing public officers for the purposes of negotiations concerning the general terms and conditions of service and consultations on any other matter bearing on the employment relationship for their members.
2. In pursuance of the above policy, the relevant law provides machinery for any formal negotiations and consultations between Government and the labour unions.
3. The relevant law also provides items for negotiation and those for consultation.
4. Negotiations will be handled within the legal framework of the Labour Union Act, the Budget Act, the Public Service Act, the Public Finance and Accountability Act and the Public Service (Negotiating, Consultative and Dispute Settlement) Act and other relevant laws.
5. Government will enter into Recognition Agreements with each public service labour union to determine and regulate the relations between them in the interest of mutual understanding and cooperation.
6. Public Service Labour Unions shall not resort to strike action over any matter which is a subject of negotiations or consultations, until the dispute settlement machinery has been exhausted.
7. Special provision shall be made by the Public Service Labour Union to ensure minimal disruption of the following essential services in case of a strike:-
 - (a) Fire Services;
 - (b) Meteorological Services;
 - (c) Education Services;
 - (d) Uganda Computer Services;
 - (e) Health, Sanitary Facilities and hospitals;
 - (f) Transport Services necessary for the operation of any of the above services;
 - (g) Water and electricity;
 - (h) Air traffic services;
 - (i) Any other service as may be specified under the Law.
8. Rules and procedures for negotiating, consultative and disputes settlement are set out in Appendices G-2 and G-3.

PUBLIC SERVICE GRIEVANCE PROCEDURE (G - c)

1. The procedures set out in this section provide for non unionised public officers in dealing with their grievances and/or complaints.
2. A public officer with a complaint may raise it with the officer whose normal responsibility is to deal with such complaints. The officer is advised to keep his or her immediate supervisor informed unless he or she is the one with whom the complaint has been raised. If the complaint is dealt with satisfactorily, that should be the end of the matter.
3. If in the opinion of the complaining public officer, the matter has not been disposed of to his or her satisfaction, he or she may, appeal to the officer next in rank. The complaining public officer may repeat the process until the matter reaches the Responsible Officer.
4. Any public officer with whom a complaint is raised whether verbally or in writing must deal with the matter expeditiously, either by taking action directly or referring the matter to another officer for whom, in his or her opinion, whose usual responsibility is to deal with such matters. The process of referring the complaint to the next higher level may, if necessary, be repeated until the matter reaches the Responsible Officer.
5. If the complaining public officer has appealed up to the Responsible Officer and in his or her opinion the conclusion of his or her case has not been satisfactory or the Responsible Officer has not taken timely action on the matter, he or she may:-
 - (a) Appeal to the Ministerial or Departmental or Local Government Staff Consultative Committee if the matter is not concerned with terms and conditions of service. The complaining officer may send a copy of the communication to the relevant Labour Union or Staff Association; and
 - (b) Send an appeal to the Responsible Permanent Secretary, if the matter concerns terms and conditions of service. The Officer may, while observing proper channels of communications, send an advance copy to the Responsible Permanent Secretary.
6. If the officer's appeal to the Ministerial/Departmental/Local Government Staff Consultative Committee or to the Responsible Permanent Secretary under paragraph, 5 (a) or (b) above fails, he or she will be free, to report the matter officially to the relevant Staff Association to pursue with the relevant authorities.
7. Should everything fail, the officer may, after fully exhausting the above laid-down grievance procedure; send a petition to the Head of Public Service whose decision in the matter shall be final.
8. Notwithstanding the provisions of paragraphs 2-7 above, nothing stops a public officer from petitioning the Inspector General of Government or taking legal action.

9. In order to avoid unnecessary resort to the last stages of the grievance procedure, it will be incumbent on that Responsible Officer to ensure that:-
 - (a) he/she acknowledges receipt of the complaint with an indication of the duration and expected action to be taken;
 - (b) he/she informs the complaining officer of the results without unnecessary delay; and
 - (c) the complaining officer is periodically kept informed of the developments in the matter.
10. In dealing with the appeal at any stage, the rules of natural justice must apply.

CONTENTS

SECTION H: GOVERNMENT STAFF HOUSING

- H – a Government Staff Housing
- H – b Tenancy
- H – c Maintenance of Government houses
- H – d Allocation of Government Staff Houses
- H – e Housing of officers in the Foreign Service.

GOVERNMENT STAFF HOUSING (H - a)

General

1. The responsibility for policy regarding Government staff housing of public officers is vested in the Minister Responsible for the Public Service and is expressed through the Responsible Permanent Secretary.
2. A Government house refers to any house, flat, hostel, cottage or other quarter, which are available to the Government, whether owned or rented by Government, for occupation by public officers.
3. Institutional Housing refers to Government houses which are built within the precincts of, or near to, and specifically for an institution or other Government unit in which certain officers of the institution or unit may be required, as part of their terms and conditions of service or nature of their duties, to live in.
4. The responsibility for institutional housing is vested in the Responsible Officer who can allocate or delegate his or her power to the Head of the Department, Institution or Unit to which such housing is attached.
5. An Institutional house is allocated on the strict understanding that there is no subletting of the house, or compound on which they stand, or any part of the house or compound whether for rent or any other consideration.
6. A public officer who occupies a Government house shall not use it for private business activities.
7. The attention of public officers is drawn to the Town and Country Planning Act. Under this Act, in any town which has been gazetted as a Planning Area, the special consent of the Planning Committee concerned may be required before a dwelling-house, situated in that area, can be used other than for residential purposes. Such special consent is usually restricted to use for professional purposes and the Planning Committee may not give consent for commercial or other business uses.
8. A public officer shall not occupy two separate Government houses. In case he or she does, he or she will be required to pay in arrears the commercial rent for one of the units for the period he or she has occupied such a unit up to the time he or she is evicted.
9. The sale or disposal of Government houses/quarters is vested in the Ministry responsible for Housing.
10. Government may opt to provide a fully furnished house to a public officer and this entitlement will be spelt out in officer's terms and conditions of service. In the absence of fully furnished house, Government may:
 - (a) Rent a house for the public officer. In this case, the house will be fully furnished at a Government cost; or

- (b) Rent a house for the public officer on owner occupier basis. In this case, no furniture shall be provided.

TENANCY (H - b)

1. Occupancy of any Government Housing shall be governed by a tenancy agreement between the two parties detailing the terms and conditions of the tenancy. The tenancy agreement shall be drawn in consultation with the Government Valuer.
2. A public officer or any other tenant occupying any Government House shall, unless otherwise stated, pay rent. The rent payable shall be determined by the Responsible Permanent Secretary in case of Pool Housing and Responsible Officer in case of Institutional Housing in consultation with the Government Valuer.
3. Rent shall be paid by monthly deduction from the salary of a public officer at the end of the month.
4. In case the institutional houses are not occupied, the Responsible Officer may let it to another public officer in another sector. The rent payable in this case shall be collected in advance on a quarterly basis.
5. Accounting Officers will deal with rent in accordance with Treasury Accounting Instructions issued from time to time.
6. A public officer or any other tenant occupying a Government staff house is, in the absence of any other special written lease, a tenant-at-will and can be required to vacate the house on the request of the Responsible Permanent Secretary or Institutional house on the request of a Responsible Officer. Normally reasonable notice should not exceed ninety (90) days.
7. A public officer or any other tenant in a Government Staff house requested to vacate the quarter by the appropriate authority, is expected to cooperate. If he or she fails to comply with the eviction notice, he or she may be forcibly moved out, with the assistance of police.
8. When a public officer is posted away from one duty station to another, he or she should vacate the Government house within a period of thirty (30) days.
9. A public officer may apply to the Allocating Authority to allow a caretaker of his or her choice to occupy his or her Government quarter in his or her absence. If the proposed caretaker is not a Public officer then the application should be addressed to the Responsible Permanent Secretary in the case of pool housing and a Responsible Officer in case of institutional housing. The application should be routed through the appropriate Allocating Authority.
10. A public officer who has obtained authority to have his or her Government staff house care taken in his or her absence shall not charge a sub-tenant a rent or receive any valuable consideration from a sub-tenant in exchange for allowing him or her to care take a Government house.
11. Where a minimum wage order prescribes that a sum of money may be deducted from the minimum wage if free housing is made available to an employee, the fact

that a tenant deducts such sum of money in respect of a servant's quarter at his or her house, from the employee's wage, shall not for the purposes of this section constitute subletting.

12. The cost of Electricity and Water rates is not included in the rent except where Government has a liability to meet this cost in line with the tenancy agreement.
13. The procedure for handing over and taking over of a Government quarter will be spelt out in the tenancy agreement.

Retention of Government or Institutional House

14. A public officer may retain his or her staff house when he or she goes on annual leave provided the period of anticipated non-residence does not exceed 183 days, otherwise, he or she must vacate his or her house.
15. A public officer who proceeds on unpaid leave shall vacate his or her staff house within a period of 30 days.
16. A public officer may retain his or her staff house when he or she goes on a course, provided he or she does not over-stay the approved study leave, i.e. the approved duration of the course for which he or she is sponsored by the Government.
17. If a public officer violates the terms in the agreement or any other conditions of the tenancy, he or she may be evicted or if the officer is entitled to housing, his or entitlement may be withdrawn.

MAINTENANCE OF GOVERNMENT HOUSES (H - c)

1. The Ministry responsible for housing is directly responsible for ensuring that Government houses and furniture are well maintained.
2. The obligation of the Institution (landlord) and a public officer (tenant) with regard to maintenance of Government housing will be spelt out in the tenancy agreement.
3. It is the duty of tenants in occupation of Government houses to take such ordinary care of quarters as may be necessary to prevent undue deterioration and to observe the ordinary precautions necessary to maintain their houses and the compounds, in which their houses stand, in a sanitary condition.
4. It is the responsibility of the tenant to ensure that the grass is cut in the compound around his or her house and he or she must not grow trees or plants or keep animals or pets that do not conform to the laws or by laws of a particular Local Government.
5. Repairs to buildings or decoration made necessary by wilful damage to property or negligence on the part of the tenant will be assessed and charged to the tenant. If the tenant is a public officer and he or she fails to pay within one month of the date of receipt of the bill, the sum will be deducted from his or her salary. If the tenant is not a public officer, the Responsible Officer will take all necessary action available in the law to collect the debt.
6. A tenant to whom the provisions of paragraph (5) above apply, may in addition be required to move into smaller premises thus leaving the vacated house free for allocation to another officer, or, in extreme circumstances, may have his or her entitlement to Government house withdrawn.
7. The responsibility for maintenance of the houses shall vest in the Head of the Institution who shall ensure that inspection of Government houses is conducted from time to time but not less than once a year.
8. Representatives of the Ministry Responsible for Housing and the Housing Allocation Committees will conduct inspections of Government houses from time to time but not less than once a year and ascertain their condition as well as take stock of Government property in the buildings. Reasonable notice will be given to occupants before inspections are to take place. Occupants should be present during inspections, as such inspections will not only cover the compounds and building exteriors but also the interior of the property.
9. The Housing Inspection team shall make a list, if necessary, of any deficiencies or damage not reasonably attributable to wear and tear and recommend either repairs or condemnation and paragraph 5 above shall apply.
10. It is the responsibility of tenants including caretakers to see that the following are brought to the attention of the Ministry Responsible for Housing:-

- (a) Termite action either in a house or in the garden and dry-rot which is likely to jeopardise the safety of the structure. The earlier these conditions are treated the cheaper it is to treat them;
 - (b) Defective and broken windows, doors, plumbing, door and widow locks and handles; and
 - (c) Leaking roofs, pipes or drains.
11. There will be no extensions or improvements to an Institutional house, except if authorised by the Responsible Officer.
12. The Ministry Responsible for Housing shall compile and submit an inventory of Government Houses to the Ministry responsible for the Public Service which shall gazette them annually.

ALLOCATION OF GOVERNMENT STAFF HOUSES

1. The responsibility for allocation of Government houses rests with:
 - (a) Responsible Officer in the case of institutional housing;
 - (b) Chief Administrative Officer/Town Clerk in case of a Local Government; and
 - (c) Head of Mission in the case of Government Houses abroad.
2. The Responsible Permanent Secretary or Responsible Officer or Head of Institution shall appoint House Allocation Committees to assist in the task of allocating houses and shall draw terms of reference, rules and procedures to be followed.
3. In allocating houses, the committee should take into account:-
 - (a) Nature of the officer's duties;
 - (b) Seniority;
 - (c) Size of officer's family; and
 - (d) Distance from residence to the workplace.
4. Once a house is allocated, it is the duty of the Secretary of the House Allocation Committee to notify the officer to whom the house is allocated through the Responsible Officer or Head of Department. Copies should be provided to the Estates Officer and officer's Accounting Officer for purposes of rent deductions.
5. If a house is not taken over within one week of being allocated, it shall be the duty of the Estates Officer to raise the matter directly with the Secretary of the appropriate House Allocation Committee and the officer's Ministry or Department or Local Government to find out why the house has not been taken over and to pursue the matter to a conclusion.
6. Before a public officer occupies a Government House, a Tenancy Agreement should be signed between the public officer, (tenant) and Institution (Land lord), and Ministry responsible for housing, in case of pool houses (Land Lord).
7. No officer shall be allocated more than one Government or Institutional Staff house at a time, no matter where the house is situated.
8. A married couple both of whom are public officers shall not be allocated two Government houses at the same station.
9. Any officer who occupies a Government house other than as a result of an allocation made by the proper authority shall be evicted and, in addition, may forfeit his or her entitlement to a Government house.

10. Where an institutional house is not being used by an Institution, the Head of Institution may let it to another institution if required, on the understanding that, it will be returned to its parent institution when needed.

HOUSING OF OFFICERS IN THE FOREIGN SERVICE (H - e)

Official Residence

1. There shall be one official residence either owned or rented by the Government in each country to which a Mission is accredited, which shall be occupied by the Head of Mission.
2. The official residence shall be fully furnished at public expense.
3. The water charges, cost of heating, lighting and maintenance of furnishings of the official residence shall be a charge to Public funds.
4. The Head of Mission shall assign, in writing, an officer who shall be responsible for the official residence. The assigned officer shall compile an inventory of the contents of the official residence and undertake maintenance of the residence.

Housing of other Public officers at Missions

5. Government shall provide housing for Foreign Service Officers while on posting abroad. However, the quality and size of accommodation shall be determined by the Head of Mission with approval of the Permanent Secretary, Ministry of Foreign Affairs while taking into account the location, duties, status and safety of accommodation of officers.
6. An inventory of each unit of accommodation will be compiled and maintained.
7. The accommodation shall be regularly maintained and kept in good state of repair. Any damage or discrepancies shall be brought to the attention of the Head of Mission.
8. Repairs to buildings or decorations made necessary by wilful damage to property or negligence on the part of the officer at the mission shall be assessed and charged to the officer.

Lighting, Water, Heating and Cooling

9. Every public officer at the mission shall be responsible for the cost of lighting and water consumed in any house allocated to him or her.
10. Government shall be responsible for the costs of heating and cooling, where applicable.
11. As a general rule, a public officer must be as economical as reasonably possible with fuel, gas and electricity.

Telephones Charges

12. When a Foreign Service Officer has an official telephone in his/her house at mission, one third ($\frac{1}{3}$) of the cost of untimed calls will be paid by the Government and two thirds ($\frac{2}{3}$) by the officer.
13. A public officer will meet all personal international calls. The cost of calls made on authorisation by either the Head of Mission or the Head of Chancery will be met by Government.
14. All calls at residences, official or otherwise, of Heads of Mission should not exceed USD 500 per month.

CONTENTS

SECTION J: STAFF TRAINING AND DEVELOPMENT IN THE PUBLIC SERVICE

- J - a Staff Training and Development in the Public Service (General)
- J - b Institutional Framework for Management of Training
- J - c Training, Travelling, Transit and Subsistence Allowances for Sponsored Public Officers
- J - d Training by Distance Learning Programmes
- J - e Categories of Training
- J - f Enhancing Employability Skills of Graduates from Training Institutions
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STAFF TRAINING AND DEVELOPMENT IN THE PUBLIC SERVICE (J - a)

General

1. Staff training and Development refers to all activities undertaken to equip public officers with competences (knowledge, skills and the right attitudes) to enable them to diligently perform their duties and responsibilities and to prepare them for future/higher responsibilities.
2. Staff training and development in Government shall be guided by the Public Service Training Policy.
3. Staff training and development for public officers is a continuous process, which shall be needs-based, planned, carried out and reviewed in accordance with a Ministry/ Department or Local Government mission and strategic objectives.
4. Government shall support staff training and development of public officers as a way of maintaining a competent workforce. The aim of staff training and development is to make the public service an effective and efficient Government organ that is capable of initiating and executing appropriate public policies for rapid, balanced and sustainable economic and social development.
5. Government shall ensure that:-
 - (a) staff training and development is provided in a systematic manner for all levels of staff through training programmes based on identified current or projected training needs;
 - (b) necessary research is carried out to enable Government monitor staff development activities with a view to ensuring continuous improvement to staff training and development programmes; and
 - (c) training and development programmes are adequately funded.
6. Staff Development activities shall include training, attachments, mentoring, coaching, delegation, assignment of duties to public officers; and other activities that support learning and development for purposes of unlocking public officers' potentials.
7. Responsible Officers shall promote career planning and progression of public officers' professional growth, through systematic identification of training needs and development of training Programmes.
8. A public officer shall avail himself or herself for training whenever called upon by the Responsible Officer.
9. A public officer must undertake staff development activities for a minimum of forty (40) hours in a Financial year to improve his or her competencies.

10. Responsible Officers shall ensure that all job categories have training milestones for career development identified for them and there is effective utilisation of all methods of staff training and development.
11. Responsible Officers shall develop annual staff training and development plans in accordance with the Public Service Training Policy.
12. In offering training opportunities, the committees mentioned in Section J – b shall:-
 - (a) consider the human resource needs of the Service, Ministry, Department, or Local Government and the individual public officer;
 - (b) select candidates depending on merit and academic suitability; and
 - (c) give equal opportunity to all Public officers and apply affirmative action, where necessary.
13. A Responsible Officer may apply to the appropriate authority for consideration of any public officer serving under him or her for admission to any training course which is in line with the Human Resource Development Plan.
14. Training courses sponsored by Government shall be open only to public officers who shall be Ugandan citizens.
15. A public officer who is not a Ugandan citizen may be permitted to attend short training courses locally in the public interest when it is necessary for him or her to do so.
16. A public officer shall be granted study leave in accordance with the provisions of Section C - d.
17. A public officer shall be allowed to undertake part time courses as long as these courses do not interfere with the fulfilment of his or her official obligations. In situations where training requirements conflict with official obligations, the later shall take precedence.
18. A public officer must seek authority from the Responsible Officer to undertake training.
19. A public officer sponsored for training shall get his or her salary in full and will earn his or her normal increments as they may fall due during the period of his or her training.
20. The Ministry/Department or Local Government where a public officer is granted study leave shall be responsible for payment of his or her salary and other approved expenses throughout the period of the course.

21. A public officer sponsored for training at public expense shall have the following paid direct to the institution conducting the course:-
 - (a) Tuition fees;
 - (b) Registration fees;
 - (c) Examination fees; and
 - (d) Approved subscriptions.
22. A public officer sponsored for training at public expense shall be provided with funds for purchase of scholastic materials including stationary and essential books, as prescribed by the training institution.
23. A Public officer on probation shall only be permitted to undertake a long term training in circumstances provided under section A – d (9 and 10).
24. In the event that a public officer sponsored by Government is transferred while still on training, the receiving Ministry, Department, or Local Government shall continue with the sponsorship.
25. A public officer shall not be considered for promotion in the service during his or her absence on a scholarship/training course which lasts more than one calendar/ academic year, unless the officer is able to assume duties of the higher post within three months of appointment.
26. A Public officer appointed on contract terms shall not be allowed to undertake training exceeding a period of three months on a continuous basis.
27. The absence of a sponsored pensionable public officer on a course will not affect his or her pension. For the purposes of the Pensions Act, the period of the course will be regarded as leave on the grounds of public interest and will count as pensionable service.
28. The period of absence, while on training, will count towards the public officer's pension.

Obligation to serve in the Public Service for officers trained at public expense

29. Responsible officers shall administer a bonding agreement to Government sponsored public officers proceeding on long term training. A public officer shall be bonded to serve in the public service for three years after completion of the training course. Government will recover from the officer all costs of training and salary paid during study leave in case of breach of the bonding agreement.

Promotion after Training

30. The attainment of higher qualifications does not automatically qualify a public officer for promotion to the next grade. A public officer who acquires higher qualifications is eligible for appointment to a higher grade when a vacancy exists and has to compete with other eligible candidates.

Officers taking up full-time training without Government sponsorship

31. A public officer, who is not sponsored by Government but has been granted study leave, shall be required to sign a bonding agreement with Government. Government will recover from the officer the cost of salary and any other training related costs that might have been paid by Government in case of breach of the bonding agreement.

INSTITUTIONAL FRAMEWORK FOR MANAGEMENT OF TRAINING (J - b)

1. Staff training and development is to be managed through the following Institutional framework:-
 - (a) The Ministry responsible for Public Service, in consultation with the National Planning Authority, which is responsible for coordinating all human resource planning, development and utilisation activities in the country is responsible for:-
 - (i) providing technical guidance to Ministries, Departments and Local Governments on staff training and development in the Public Service;
 - (ii) liaising with the relevant bodies and institutions responsible for soliciting and administering fellowships geared towards staff development;
 - (iii) monitoring and advising on staff training and Development activities in the Public Service;
 - (iv) commissioning research studies on staff Training and Development for the Public Service;
 - (v) reviewing of the Development Policies for the Public Service; and
 - (vi) issuing Human Resource Development guidelines.
 - (b) The Ministry responsible for Foreign Affairs is responsible for:
 - (i) negotiating for partnership or networks with other countries geared towards addressing training needs of public officers and advising Government on how to pursue such partnerships or networks;
 - (ii) advising on diplomatic and immigration requirements for Ugandans who travel abroad for training;
 - (iii) attending to issues of Ugandans studying abroad that may require Government intervention; and
 - (iv) advising relevant Ministries, Departments and Local Governments on the availability of fellowships/scholarships.
 - (c) Service Commissions will undertake their constitutional training responsibility as follows:
 - (i) Reviewing training and qualification requirements for public officers and making recommendations to Government;

- (ii) Considering and approving study leave for public officers; and
 - (iii) Advising the Responsible Officers on matters of training public officers.
- (d) District Service Commissions are responsible for:
 - (i) considering and approving study leave for District public officers; and
 - (ii) advising the Chief Administrative Officers/Town Clerks on matters of training Local Government public officers.

The National Scholarship and Fellowship Committee

2. The National Scholarship and Fellowship Committee under the Ministry responsible for Education shall be responsible for; awarding and administering all scholarships and bursaries of higher education whether given by the Uganda Government for study overseas or by a Foreign Government.

Training Committees

3. A Responsible Officer shall constitute a Training Committee whose main functions will be as follows:-
 - (a) To identify the current and future staff development needs;
 - (b) To draw up a Staff Development Plan; and
 - (c) To implement, monitor and review the approved staff development programmes in line with National Development Plans and the Human Resource Development Policy.

Professional Development Committees

4. A Responsible Officer of the parent Ministry shall constitute a Professional Development Committee whose responsibility shall be to:-
 - (a) Periodically review competence-based schemes of service of the cadre before submission to the Responsible Permanent Secretary for approval;
 - (b) Monitor global developments concerning the profession and keep members informed;
 - (c) Liaise with Ministries/Departments/Local Governments to ensure that every individual in the cadre undertakes mandatory training appropriately;
 - (d) Organise periodic conferences for the cadre; and

- (e) Ensure that the members of a profession register with the relevant professional body.

TRAINING, TRAVELLING, TRANSIT AND SUBSISTANCE ALLOWANCES FOR SPONSORED PUBLIC OFFICERS (J - c)

1. The following shall apply to a public officer sponsored for any training course outside Uganda, regardless of the duration of the course,;-
 - (a) The officer will be entitled to one return air ticket by the most direct route from an international airport in the country of study outside Uganda. The officer's entitlement shall be in accordance with the provisions of Sections E – b and E – d.
 - (b) The officer will claim the cost of transport of a one round trip- between the airport and the air terminal as well as between the air terminal and the place of residence in the country of study by the most economical means where the cost is not included in the air ticket;
 - (c) It is the personal responsibility of the officer to ensure that all his or her international travel documents (that is to say, passports, inoculation/ vaccination certificates) are in order well before the date of travelling;
 - (d) The cost of travelling undertaken as part of an approved course will be met by the Government;
 - (e) The officer may claim a warm clothing allowance in accordance with the rates and the terms of section E - b; and
 - (f) A training subsistence allowance, out of pocket allowance and travelling allowance shall be payable to a sponsored Public officer at public expense in accordance with the provisions of section E – b and E – d.
2. Where a public officer sponsored for a course locally, is required to undertake practical field training or research away from the officer's usual place of abode during the course, he or she may claim either a night allowance or day allowance in the usual manner, when undertaking such training or research.
3. Where a course is financed other than by the Uganda Government, the officer taking the course will receive from the Uganda Government the financial benefits under section J – a paragraph 19 to the extent that the assistance given by the financing authority falls short of those benefits.

TRAINING BY DISTANCE LEARNING PROGRAMMES (J - d)

1. The Public Service shall allow distance learning programmes on the basis that they can reach many more people at the same time and permit more latitude in individual progress at one's pace.
2. Distance learning programmes shall be in the form of Tele conferencing, Online or Correspondence.
3. Distance learning shall only be sponsored in the Public Service if:-
 - (a) It is related to a particular need as reflected in an approved staff development programme or schemes of service;
 - (b) It satisfies acceptable standards both in content and methodology as may be determined by the appropriate Training Committee; and
 - (c) The training is to lead to a formal qualification and the examining authority must be one of those recognized by the Ministry responsible for Education.
4. In the event of a public officer having to claim for any training travelling allowance or safari day allowance or night allowance or any other expense in connection with the approved distance learning course, the allowances shall be paid in accordance with the approved Government rates.
5. A public officer undertaking a distance learning course, may be released on study leave or leave of absence for day or evening classes or other forms of full time training, provided it is a course requirement. (See C-d and C – f).

CATEGORIES OF TRAINING (J - e)

1. In order to make it possible for public officers to develop special skills and to acquire the necessary experience for self development throughout the various grades, provisions should be made for systematic mandatory staff training and development, including rotation of staff between different Government Ministries and or Departments, where necessary. These shall include short-term and long term training programmes.
2. The Government promotes the concept of a training cycle for individual public officers starting with induction (orientation) training and ending with training for re-integration into society (retirement). The ultimate aim is to ensure that all employees are assisted to develop themselves until they reach their maximum potentialities.
3. Under the training cycle scheme, efforts shall be made to systematically provide each grade of Officers in the service with staff development programmes along the guidelines set out below:-

Induction (Orientation) Training Programmes

4. Induction is intended to integrate newly recruited officers into the service. It is compulsory for each grade of public officers and shall be conducted within the first three months of entry into the service.

Job-related Training Programmes

5. Job- related or skills-building training will be encouraged within the Ministry/ Department or Local Government where a public officer is employed and should be conducted by immediate supervisors guided by staff development officers. Where necessary, the programme should be delivered on a part time basis, for example once or twice a week over a period of time until the employee has acquired the necessary attitudes, behaviour, skills and knowledge relevant to his or her career.

Integration Training Programmes

6. These are aimed at enabling public officers to understand and appreciate the socio-economic and political systems of Uganda. Public officers are helped to become fully aware of and adequately knowledgeable about their working environment. These training programmes shall necessarily be undertaken during the early years of service, preferably within the first five years.

Management Development Programmes

7. These will cater for recently promoted officers or those about to be promoted in order to assist them assume higher responsibilities effectively and with confidence. These programmes will be particularly necessary for middle-level public officers in the professional and administrative class grades.

Specialised Training Programmes

8. For each grade, mid career full-time training courses will be offered in technical fields in accordance with the scheme of service of the particular cadre.

Advanced Management Training Programmes

9. These will be conducted on a continuous basis for top management/ administrative grades in the service.

Re-integration into society (Retirement) Training Programmes

10. These programmes should be offered on a continuous basis to enable public officers prepare and plan early for retirement. They should assist retiring Officers to prepare themselves for a return to public life outside the office with alternative life skills, confidence and without the fear of the unknown.

ENHANCING EMPLOYABILITY SKILLS OF GRADUATES FROM TRAINING INSTITUTIONS (J - f)

1. Government shall work with Training Institutions, Colleges and Universities to promote training programs requiring students to gain practical skills in the world of work in order to enhance their technical and professional capabilities in preparation for entry into the labour market. Such programmes shall include, but not limited to:
 - (a) Field attachments
 - (b) Internship
 - (c) Industrial training;
 - (d) Apprenticeship;
 - (e) Academic research; and
 - (f) Management training.
2. The Ministry responsible for public service shall issue guidelines periodically on the management of the placements in 1 above.
3. During the period of attachment/Industrial Training/internship/apprenticeship, the Responsible Officer shall ensure that the student:-
 - (a) adheres to and abides by the Standing Orders and regulations governing the Public Service;
 - (b) takes the Official Oath and the Oath of Secrecy;
 - (c) refrains from using existing records and Government information as his or her own ideas;
 - (d) is restricted to the area of study; and
 - (e) deposits a copy of his/her dissertation/report, with the organisation.
4. The duration of the training shall not exceed the time spelt out in the introduction letter from training institution.
5. Ordinarily, a trainee/student/apprenticee is not entitled to any form of payment from Government. However, in the event that he/she is asked to perform tasks for which an allowance is payable, the trainee/student/apprentice shall be considered for such payment at the existing rates at the entry level of the post of the trainee.

PUBLIC SERVICE EXAMINATIONS (J - g)

1. In an effort to intensify staff training and development in the service, more use will be made of public service entry examinations and tests which shall be administered to achieve greater professionalism and competence to: -
 - (a) ensure that only those individuals with the requisite qualifications and competencies are appointed to and retained in the service;
 - (b) promote meritocracy in the recruitment and appointments or promotion machinery of persons in the service; and
 - (c) inculcate a greater sense of confidence and pride in the service on the part of public officers.
2. Public service examinations and /or tests may be conducted in the following circumstances:-
 - (a) Before a candidate is appointed on probation to the permanent and pensionable establishment;
 - (b) Before a public officer on probation is confirmed in his or her appointment;
 - (c) Before a public officer is promoted to any grade above the U3 salary scale; and
 - (d) Exceptionally, as may be required in some other circumstances.
3. The standard and content of the various types of public service examinations and tests, as well as the authority for the administration of a particular type of examination/test, will be determined by the relevant Service Commission in close consultation with the parent Ministry.

CONTENTS

SECTION L: RETIREMENT IN THE PUBLIC SERVICE

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- L - b Retirement Benefits
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- L - d Computation of Pension and Commuted Pension Gratuity (CPG)
- L - e Compensation for Injury, Dependants' Pensions and Death Gratuities and Survivors' Benefits.
- L - f Pension for Public officers on Transfer and Postings from or to the Public Service
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RETIREMENT OF PENSIONABLE OFFICERS (L - a)

1. A pensionable public officer shall retire from the Public Service on attainment of mandatory retirement age in accordance with the Pensions Act. This shall be referred to as retirement on the due date. All pensionable officers accept appointment to a pensionable office on this understanding.
2. A pensionable public officer who has reached the mandatory retirement age shall not be permitted to continue on pensionable terms in the Public Service.
3. A pensionable public officer may retire early from the Public Service in accordance with the provisions of the Pensions Act when he or she has:
 - (a) attained his or her forty fifth (45th) birthday and served for a continuous pensionable period of at least ten (10) years; or
 - (b) has served for a continuous pensionable or redeemable period of at least twenty (20) years.

RETIREMENT BENEFITS (L - b)

1. The Public Service pensions legislation provides for the Government to give its pensionable officers a safe tenure of office. At the same time, the Government has a responsibility to protect the public interest. It therefore, reserves the right to remove any public officer for disciplinary reasons, without compensation if need arises.
2. A public officer will not normally become pensionable unless he or she is appointed and confirmed in an established office. A pensionable public officer has a legal right to a pension and the Constitution protects this position.
3. Pensions for public officers are provided for in the appropriate law(s) and public officers should always make reference to the Pensions Act when questions of pension arise.
4. The award of a pension requires the approval of the Pensions Authority.
5. A public officer shall, on retirement, receive such pension as is commensurate with his or her rank, salary and length of service; and in accordance with the appropriate law.
6. Pensions do not vest until the date on which a public officer qualifies for a pension, that is to say, on completing the minimum qualifying service of ten (10) years and reaching the minimum age laid down in the appropriate law.
7. The date of birth of a public officer shall be that which was initially recorded, unless unquestionable evidence to the contrary is produced and accepted by the Responsible Permanent Secretary.
8. All pensions are computed in accordance with the provisions of the law. Where no discretion is exercisable by the Pensions Authority, the pensions law is mandatory.
9. The Pensions Authority must be informed, using the relevant Pension Forms, of any monies due to Government whether debt or relevant tax which should be recovered from the officer's terminal benefits.
10. While approved leave without pay is "qualifying service" for the purposes of pension, it is not "pensionable service" and is excluded from the calculation of the amount of pension.
11. A public officer who at the time of appointment on pensionable terms has a pre-pensionable service, shall express his or her wish through writing, giving details of the service he or she wishes to be regarded as pensionable service. Government Service prior to appointment to a pensionable office will normally be allowed to reckon in full, subject to it being continuous and also subject to the appropriate provision in the law. The Pensions Authority will inform a pensionable officer

in writing soon after he or she becomes pensionable, if any of his or her pre-pensionable service will be allowed to count for pension or not.

12. Subject to the provisions of the appropriate law, a Police or Prisons officer below the rank of Assistant Inspector or Principal Officer Grade II, provided he or she has completed twelve (12) years' service and has not reached his or her 40th birthday, may opt for transfer to the pensionable establishment and become eligible for pension on retirement any time after his or her 45th birthday and having done at least 10th years' service. Alternatively such an officer may remain on gratuity terms as provided under (see L – f) and claim a gratuity on discharge or retirement at any time after the completion of 12 years' service, in accordance with the appropriate law.

Pensions Authority

13. The Pensions Authority is appointed by the Minister responsible for the Public Service. The person appointed to be the Pensions Authority must be at the rank of Permanent Secretary.

RETIREMENT PROCEDURE (L - c)

1. A Pensionable public officer cannot retire voluntarily until he or she has applied to retire, and a request to retire is not effectual until it is accepted by the Responsible Permanent Secretary.
2. Requests to retire should be submitted not less than six (6) months before the expected day on which a public officer will cease his or her duties and must be addressed to the Pensions Authority. The office through whom the application has been routed must signify whether he or she supports the application for retirement and if not, indicate the reasons.
3. Six months to the mandatory retirement age, a public officer shall submit his application to retire to the Pensions Authority accompanied by relevant Pension Forms duly completed by the Responsible Officer.
4. Where a public officer is applying for early retirement, the application shall be forwarded to the Pensions Authority by the Responsible Officer. Once the Pensions Authority has signified approval for an officer to retire, the Responsible Officer shall then submit the relevant pensions forms.
5. If disciplinary proceedings are pending against a public officer at the time of his or her request to retire, this fact must be mentioned by the Responsible Officer when submitting the Officer's application to retire.
6. Except where the law otherwise specifically provides, a request to retire cannot be accepted unless the officer has reached the statutory age of retirement. If a public officer wishes to leave the service in other than these circumstances, then it will be regarded as "resignation", and section A - n applies, and not "retirement".
7. The completed Pension Forms must be signed by two officers, one of whom should be the Accounting Officer and should be accompanied by payment instructions where appropriate and a signed option by the officer if he or she wishes to commute part of his or her pension.
8. In cases of retirement where there has been previous service in a Ministry or Department or Local Government other than that from which the officer is retiring, and particulars of service for such previous employment have not been received in the officer's current Ministry or Department or Local Government, certified details of particulars of Service should be requested for by the Responsible Officer and forwarded to the Pensions Authority.
9. It is the responsibility of the Ministry or Department or Local Government in which the officer is working to ensure that all details required are obtained and submitted correctly and in good time as guided by the Pensions Management Manual.
10. A public officer or a beneficiary to whom a pension or gratuity has been granted shall, before any such pension or gratuity is paid to him or her, satisfy the Pensions

Authority as to his or her identity in such a manner as the Pensions Authority may from time to time prescribe.

COMPUTATION OF PENSION AND COMMUTED PENSION GRATUITY (L - d)

1. The Pension Scheme provides for a defined benefit system. Pension is computed on the basis of 1/500th of the annual salary at the time of retirement, multiplied by the total number of completed months of service.
2. The formula for computation of pension as provided for in the Pensions regulations is as follows:-.

$$P = \frac{LS \times Sal}{500}$$

where P is Pension, LS is the length of Service in months, and Sal is the annual salary on retirement.

3. A public officer has an option to receive all his or her pension as an annuity or to commute a third ($\frac{1}{3}$) of his or her pension for a 15-year period and receive it as a lumpsum at retirement.
4. A public officer who retires on reaching the statutory minimum age or is retired at any age, but without having completed the necessary qualifying service will, except in the circumstances described in L - h, 7 and L - i 4, be eligible only for a gratuity equal to ten times the annual amount of a pension computed with reference to his or her number of months of pensionable service and his or her pensionable emoluments at the date of retirement.
5. The following rules apply to commutation:-
 - (a) a Public officer must exercise his or her option to either commute one third of his or her pension or receive a lumpsum payment not later than the last day immediately preceding the date of his or her retirement (including leave if any) after which the selection option is irrevocable;
 - (b) in order not to delay preparation of pension papers, an option should not be delayed later than three months before retirement leave ends;
 - (c) there is no loss to the estate of an officer should he or she die without electing to receive a commuted pension gratuity. The "difference" will be paid to his or her legal personal representatives, as follows:-

$$g - p = d$$

Where:-

G = hypothetical commuted pension gratuity at the date of officer's retirement of one third pension.

P = amount of uncommuted pension paid between date of retirement and date of death.

d = difference payable at date of death.

where P is equal to or greater than g there is, of course, no difference payable.

6. A pensionable female public officer retiring on marriage after having completed a minimum of five years pensionable service, even though she has not reached a statutory retirement age, qualifies for a gratuity similar to that under paragraph 4 above.

COMPENSATION FOR INJURY AND DEPENDANTS' PENSIONS AND DEATH GRATUITIES AND SURVIVORS' BENEFITS (L - e)

Compensation for Injury

1. When a public officer dies while in the public service, or he or she is injured or killed while on duty in the public service, it is important that the Responsible Permanent Secretary and Commissioner Labour are informed without delay.
2. In case a public officer is either injured or killed on duty, a full report of the circumstances under which the accident took place and, where appropriate, a copy of the death certificate must be submitted to the Commissioner Labour with a copy to the Responsible Permanent Secretary.
3. If a public officer dies from an injury or disease suffered as a direct and exclusive result of his or her duties, the Pensions Act and Workers Compensation Act make provision for his or her dependants. However, where the death of the officer took place in circumstances which rendered his or her dependants entitled to an award under the Workers Compensation Act, the Pensions Authority may take into account any award under the Workers Compensation Act when considering an award under the Pensions Act.
4. When a public officer has become an invalid as a direct result of an injury or disease suffered in the exclusive exercise of his or her duty, compensation shall be awarded according to the degree of incapacity in accordance with the Workers Compensation Act. The invaliding of an officer from the Service and the assessment of impairment under the Workers Compensation Act must always be subject to the advice of a Medical Board for which provision is made under section M - c.

Dependants' Pensions and Death Gratuity

5. When a public officer holding a pensionable office dies while in the Public Service from whatever cause, a death gratuity or any other terminal benefits for which he or she would have been eligible had he or she retired immediately prior to his or her death whichever is the greater is payable to the legal personal representative of a deceased officer. The payment is made to the Administrator General or the deceased public officer's legal representative(s) or relative(s) holding the letters of administration of the estate.

Survivors' Benefits

6. Survivors' benefits are payable, when a public officer who has served for a continuous service dies, or when a pensioner dies before the expiry of fifteen years after the date of his or her retirement. The payment is made to the spouse and children for the remaining period up to 15 years from the date of retirement, or, in case of a serving public officer, for a period of fifteen years following a public officer's death. In order to benefit from survivors' benefits, the claimants have to

produce proof of death and letters of administration of the estate of the deceased pensioner or public officer, in all cases.

PENSION FOR PUBLIC OFFICERS ON TRANSFER AND POSTINGS FROM OR TO THE PUBLIC SERVICE (L - f)

Transfer from one Ministry, Department, or Local Government to another

1. When a pensionable public officer transfers from one Ministry/Department or Local Government to another, Public Service Pension Form 7 (Particulars of Service of Pensionable Officers) must be submitted to the Ministry responsible for pension, where applicable, and the record should end on the last day of duty or agreed date of transfer from the Ministry or Department or Local Government from which the officer is transferring.

Release of staff to work in another organisation temporarily or vice versa

2. Pension will accrue to a public officer released on leave of absence to work in the public service for a short time from other administrative authorities or corporations, whether public or not, in line with the provisions of Section C - f and the Pensions Act.
3. When a public officer is temporarily released to another organization from the public service, the terms of Section A - i will apply.

Transfer to or from Other Governments or Authorities

4. Transfers between the Public Service of the Government of Uganda and other Governments or authorities and corporations should not generate pension difficulties provided the procedure outlined below is followed:-
 - (a) If a public officer is transferring from the Public Service to other authorities or corporations, the offer of transfer will be through the Responsible Permanent Secretary, and a Public Service Pension Form 14 should be completed by the officer's Responsible Officer in respect of his or her pensionable service with the Uganda Government and forwarded to the Responsible Permanent Secretary. On receipt of this form a statement of aggregate pensionable emoluments which the officer has received while in the Uganda Government Service shall be compiled and after it has been duly audited, certified and filed for future record. A copy is sent to the Authority to whom the officer is transferred.
 - (b) If a public officer is transferring from the Public Service, to another Government Authority the offer of appointment shall be sent by the Responsible Permanent Secretary to the particular Government or authority for the officer concerned. At that time, the Responsible Permanent Secretary will request for the officer's acceptance of the offer and will call for a statement of aggregate pensionable emoluments in respect of the Service of the officer with the other Government or Authority;
 - (c) When a public officer retires he or she does so in accordance with the

pensions legislation or scheme of the Government or authority in which he or she is serving at the time of his or her retirement as if the whole of his or her pensionable service had been with that Authority. Failure to qualify for pension under such scheme or legislation will disqualify the officer from receiving pension for the entire service including the period which he or she has served during his or her pensionable career;

- (d) Once a public officer has retired and his or her pension has been assessed in accordance with the legislation or scheme of the Government or Authority from which he or she retired the pension is allocated to the Government or Authorities with which he or she has served in the same proportion as the total pensionable emoluments earned with each Government or Authority bears to the total pensionable emoluments earned in aggregate during his or her pensionable career. For example, if a pensionable officer has served with three Authorities throughout his or her pensionable career; he or she retires qualifying for pension and his or her pension is assessed under the legislation of the Government from which he or she is retiring at a salary of Shs.240,000 per annum. His or her pensionable earnings with authority A are Shs.160,000, Authority B - Shs.240,000 and Authority C - Shs.1,200,000 total aggregate pensionable emoluments being Shs.1,600,000. The pension will be charged to the three Authorities as detailed below:-

$$(1) \quad \text{Authority A} - \frac{16}{160} \times p =$$

$$(2) \quad \text{Authority B} - \frac{24}{160} \times p =$$

$$(3) \quad \text{Authority C} - \frac{120}{160} \times p =$$

- (e) For avoidance of doubt, computation of pension will be based on the last salary earned and length of service at the time of the officer's transfer of service.

6. Each Authority will pay its share of the pension separately to the officer, and each Authority will on the option of the officer, commute that portion of pension under the separate legislations or schemes that can be commuted and at the particular factor of each separate legislations or schemes and pay the reduced pension accordingly.

Transfer to or from the "Other Public Service"

7. Transfer between the Public Service of the Government of Uganda and "Other Public Service" present different pension computations. When a public officer transfers from the Public Service of the Government of Uganda to "Other Public Service", a Public Service Pension Form 7 must be completed in respect of his or her service with the Uganda Government by the Ministry from which he or

she is transferring. The last day of Service for the purpose of Pension Form 14 will be the last day of any approved outstanding earned leave at the date the officer ceases duty. The form will be kept on record and the officer's pension expectations will be "frozen" until either his or her retirement under the pension scheme of the particular "Other Public Service" to which he or she transferred. The following rules then apply:-

- (a) to qualify for pension with the Uganda Government, the officer must retire from the "Other Public Service" in pensionable circumstances, that is to say circumstances under which the officer receives a pension or gratuity from the Service from which he or she retires;
 - (b) his or her pension under the "other public service" will be computed strictly in accordance with the pensions scheme or legislation of that Service and related only to his or her Service and emoluments with the Service;
 - (c) his or her pension from the Uganda Government will be computed in accordance with the formula set out in the Pension Act, and will be related only to his or her service with the Uganda Government and his or her emoluments at the date he or she transferred from the Uganda Government Public Service to "Other Public Service". Hence he or she gets two separate pensions computed separately, the only link between the two being the effect that his or her aggregate service, that is to say, "Public Service" and "Other Public Service" is qualifying service at both sides of the transfer date line.
 - (d) if a public officer does not qualify for pension or gratuity under the scheme of the "Other Public Service" from which he or she retires his or her pensionable service with the "Public Service" will be forfeited;
 - (e) if a public officer leaves the "Other Public Service" and moves to other employment which is not "Other Public Service" as declared by the Pensions Authority this is deemed "voluntary resignation" and pension rights are forfeited.
8. When a public officer transfers from "Other Public Service" into the Public Service of the Government of Uganda, so far as the Government of Uganda is concerned, the service with the "Other Public Service" is of no particular significance other than that it is qualifying service for the purpose of the Pensions Act. (15). The officer's pensionable service with the Public Service starts from the date he or she assumes duty in the Public Service of the Uganda Government and his or her pension under the Pensions Act will be computed in relation to his or her pensionable service and emoluments with the Public Service at the time of his or her retirement from the Public Service.

CONTRACT GRATUITIES (L - g)

1. Contract gratuities are provided in written agreements of service which express a specific period of office and include the right of the officer to a gratuity on satisfactory completion of the period of contract service. The gratuities do not rely, for their existence on any provision in the Pensions Act. The provision for the gratuity and where it starts and ends, is made in the agreement of service.
2. A public officer should apply for payment of a gratuity to the Pensions Authority through his or her Responsible Officer at least three months before he or she is due to go on leave at the conclusion of the agreed period of service.
3. Unless the agreement otherwise provides, payment of the gratuity is due on completion of the agreement, that is to say, on the last day of any leave following cessation of duty, but an advance of three – quarters of the estimated amount finally due may be authorized for payment to the officer not more than thirty days prior to the date of departure on leave, less any income tax deductions and any other monies due to the Government by the officer.
4. Whether the final quarter of a public officer's gratuity will be paid on the last day of his or her leave, will depend on whether he or she has discharged all his or her tax liabilities and debts due to the Government, regardless of whether he or she may have signed a contract renewal form. The conditions of one agreement can never be dependent on his or her fulfilling the conditions of another unless the former agreement specifically makes this provision and the standard Government agreement makes no such provision.
5. The Government may pay gratuities at the rate stated in the Contract Agreement which is normally a percentage of aggregate salary excluding any allowances earned during the term.
6. If a public officer's agreement entitles him or her to a gratuity, and during his or her period of employment the Government has been obliged by law to make a "Standard contribution" to the Social Security Fund to the officer's credit, the amount of the gratuity will be reduced by an amount equal in value to the employer's share of the standard contribution which Government has paid in respect of the officer. This does not apply to "special contributions" for non-resident non-eligible employees as they are unlikely ever to benefit under the Act.
7. The procedure for claiming and payment of gratuities shall be provided for in the Pensions Management Manual.
8. The last employing Ministry/Department or Local Government shall submit, all the details required for computation of contract gratuity to the Appropriate Authority.
9. Public Service Pension Form 13 shall be completed and submitted to the Ministry of Public Service or Local Government:-
 - (a) when a public officer on agreement terms is transferred from one Ministry or Department to another; and

- (b) when payment of a gratuity is required.
10. Public Service Pension Form. 13 is not a Local last Pay Certificate and in the case of an officer on transfer from one Ministry to another during the currency of an agreement, details of earned leave outstanding, contributions and deductions, incremental date and such information, should be advised to the receiving Ministry or Department on the standard local last Pay Certificate Form.
 11. Where a payment is to be made, Public Service Pension Form 13 should be accompanied by a note of any monies due to Government whether debt or tax which should be recovered from the sum due. In case of income tax deductions, the officer should be informed that payment cannot be made until an income tax advice has been received by the appropriate authority. In order to avoid delays in payment of gratuities, the Officers should inform the income tax department of how they intend to discharge their income tax and surtax liabilities at least one month before the instalment of gratuity is due. The authorised recoveries will be paid by the appropriate authority to the relevant Ministry, Department, Local Government or Institution.
 12. Officers must inform the Pensions Authority through their Responsible Officers how and where they wish their gratuities to be paid and if gratuity is being paid in instalments of three-quarters and one-quarter as the case may be, how and where each instalment is to be paid. This can be done conveniently on the form which is sent to every officer after his or her gratuity has been assessed.
 13. In those cases where a public officer has, during a tour of residential service transferred from one Ministry to another and no Public Service Pension Form 13 was lodged in respect of service with the first Ministry in which he or she served during the current tour, this must be obtained by the Ministry in which the officer is serving at the time gratuity is claimed and submitted to the Pensions Authority. Until this form is received, the officer's gratuity cannot be assessed nor can payment be made.
 14. Public Service Pension Form 13 should not include any periods of contract service in respect of which a gratuity has already been paid.

Gratuity for Police and Prisons Officers

15. A Police officer who retires below the rank of Assistant Inspector of Police or in case of Prisons Service below the rank of Principal Officer and has served for 12 years or more receives gratuity not exceeding 25% of total emoluments earned for the entire period of service.

SERVICE AS A “LEARNER”, “APPRENTICE” OR “STUDENT” (L - h)

1. The terms “Learner”, Apprentice” or “Student” in this section will be restricted to persons who had:-
 - (a) already completed their courses or apprenticeship, as the case may be; and
 - (b) actually joined the public service by 1st January, 1991 in circumstances qualifying them for treatment under this section. It follows, therefore, that in future the terms of this section will in no circumstances, be extended to any body completing his or her course or apprenticeship, after 31st December, 1990.
2. Particulars of service for pension purposes (Pension Form PS. 7) must indicate clearly whether any period of service has been spent as a “student”, a “learner”, or an “apprentice”, that is to say, where the officer concerned has prior to the performance of normal full-time duties, undertaken a course of training within the Public Service structure during which he or she is in receipt of pay or allowances from public funds. Such service will not count towards pension unless approval has been given by the Responsible Permanent Secretary.
3. If during the training period, the officer has received pay from public funds, the period of such training will be allowed to reckon towards the minimum period of ten years’ service required as one of the qualifications for the award of a pension, that is to say, it will be “qualifying service”.
4. Where the conditions on which the trainee entered the training course is included in the provision for appointment on successful completion of the course and being back-dated to the date of joining the course, then the period may count as “pensionable service” once the officer is confirmed in a pensionable office.
5. In certain cases, such as apprentices, where the learners are engaged in productive work, the period of service will be considered as if the officer has been engaged as an employee and may, therefore, be reckoned as pensionable service or partly as pensionable service depending on the circumstances and the recommendation of the Responsible Officer in charge of the Government Unit with which the officer is training.
6. In the circumstances stated in paragraph 5 above, a certificate signed personally by a Responsible Officer must be attached or endorsed on the officers’ Particulars of Service, (Pension Form 7), with the following statement:-

I recommend that the whole/part of this officer's learner (pupil, 'student', 'trainee') service shown above be reckoned for pension. For a period of (number of months), he or she was engaged full-time on productive work, and (if relevant) for a further period of (number of months) he or she was engaged not less than half-time on productive work to the best of my knowledge and I certify that this recommendation is fair and reasonable and will not result in an improper use of public funds.

Signed by me

Designation

Date

7. Payment of allowances only, especially where the payment is made from "other Charges Vote" and the terms upon which the person entered training did not include the provision for back-dating of appointment to the time he or she entered the course, will be regarded as establishing that the officer concerned was not employed in the Service of Government during the training period, which must, therefore, be excluded for all pension purposes.

RETIREMENT ON MEDICAL GROUNDS (L - i)

1. The Pensions Authority, on medical evidence to his or her satisfaction, may award terminal benefits to a pensionable officer if he or she is incapable by reason of any infirmity of mind or body of discharging the duties of his or her office and such infirmity is likely to be permanent.
2. The Pensions Authority will be satisfied if the medical evidence is:-
 - (a) that of a Medical Board convened in accordance with section M - c hereof, if the officer is in Uganda; or
 - (b) that of a medical practitioner acceptable to the Professional Head of Medical Services in Uganda and appointed by him or her, in the event of the officer being outside Uganda.
3. It is the Appointing Authority who will require an officer to relinquish his or her office on medical grounds albeit the Appointing Authority's direction is expressed through the officer's Responsible Officer. The Medical Board's findings will be required by the Appointing Authority.
4. Pension shall be payable, irrespective of the age of the officer at the date of retirement but provided he or she had completed ten years' qualifying service in accordance with the formula set out in the Pensions Act.
5. If a pensionable officer is retired on medical grounds without having completed ten years' qualifying service, whether or not he or she has reached the statutory minimum retiring age, he or she will receive a gratuity, not a pension, in accordance with the law.
6. When a public officer's retirement on medical grounds resulted from an injury or disease directly and exclusively related to the nature of his or her duty and the exercise thereof, pension will be payable, notwithstanding the fact that the officer had not completed ten years' qualifying service.
7. In the event of either of the circumstances in paragraph 1 and 4 above, Public Service Pension Form 7 should be completed and lodged with the Responsible Permanent Secretary together with, where applicable, the recommendations of the Medical Board. The reference of the direction of the Appointing Authority to remove the officer from office should be quoted.

RETIREMENT ON ABOLITION OF OFFICE OR COMPULSORY RETIREMENT TO FACILITATE IMPROVEMENT OR TO EFFECT ECONOMY (L - j)

1. When the Appointing Authority directs that a public officer shall retire because his or her post is abolished or retires to facilitate improvement in the organization to which he or she belongs, by which greater efficiency or economy may be achieved, he or she is eligible for a pension in accordance with the law.
2. A submission by a Responsible Officer to the Appointing Authority that a public officer should be retired because of abolition of office or on grounds of reorganization must be routed through the Responsible Permanent Secretary. The reason for this is that Government does not consider an officer's office abolished unless it is impossible to offer him or her continued employment in an office of broadly similar duties and on the same pay. The officer's career prospects must completely fail for abolition of office to occur.
3. If the Responsible Permanent Secretary is satisfied that the conditions of paragraph 2 above are fulfilled, he or she will forward a submission of the Responsible Officer to the Appointing Authority with his or her support. Alternatively, he or she will make recommendations about the transfer of the officer.
4. When the Appointing Authority directs that a pensionable officer shall retire in the circumstances mentioned in paragraph 1 above, the officer will benefit from severance packages and will in addition be entitled to pension, irrespective of whether he or she has reached the statutory minimum age or completed ten years' qualifying service, in accordance with the formula at L - c 2.
5. Severance packages are paid to compensate a public officer for loss of office and facilitate him or her to return to his or her place of domicile.
6. Severance package will consist of; severance pay, pay in lieu of notice, repatriation costs (transport) and any approved outstanding leave which shall be payable in accordance with the regulations.
7. The retired public officer will, subject to the provisions of the appropriate regulation, receive an additional pension at the annual rate of 25 per cent for the pension for which he or she is eligible under paragraph 4 above when retired because of abolition of his or her office, or compulsory retirement for the purpose of facilitating improvement in the organization of the Ministry or Department or Local Government to which he or she belongs, by which greater efficiency or economy may be effected.
8. When a pensionable officer is compulsorily retired under the circumstances mentioned in this section, Public Service Pension Form 14 and other pension forms together with photocopies of all the necessary correspondences on the matter shall be completed and lodged with the Pension Authority quoting the reference for the direction of the Appointing Authority.

RETIREMENT ON MARRIAGE GROUNDS (L - k)

1. A married female public officer who has served for not less than five (5) years continuous service may be permitted to retire on marriage grounds by the Responsible Permanent Secretary, if she presents evidence of not being able to continue due to domestic reasons.
2. She must present a marriage certificate.
3. A female Public officer who retires on marriage grounds receives marriage gratuity, provided she is confirmed and has served for a minimum of five years continuous service.
4. Marriage gratuity is computed by multiplying the total number of months served by annual salary on retirement and then dividing by the pension constant of one 500th for up to 5 years.

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SECTION M: MEDICAL ATTENTION

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MEDICAL ATTENTION (M - a)

General

1. Government provides free medical and dental attention for:-
 - (a) pensionable officers;
 - (b) officers on non-pensionable terms who work full time; and
 - (c) the children of the officers mentioned in sub-paragraphs (a) and (b) above and an officer's spouse.
2. Sub-paragraph (c) above will not apply if a spouse has entitlement to free medical or dental treatment from any other source.
3. Free Dental treatment covers conservation and extractions.
4. Free medical and dental attention, except where specifically otherwise stated, is confined to medical facilities which are available in Uganda and provided by the Ministry responsible for Health. The drugs and dressings prescribed by Government Medical Officers are those which may be available from time to time from the official list.
5. When a Government Medical Officer has to prescribe a specific drug which is not included in the Ministry of Health's list and no other listed substitute is available, the Government Medical Officer may purchase a specific drug and issue it to his or her patient or may request the patient or his or her relatives to purchase the drug and claim for reimbursement later. This facility is at the discretion of the Government Medical Officer.
6. If a Government medical officer prescribes a drug for a public officer which is not on the official list, but one for which there is an adequate substitute and the patient is not prepared to accept the substitute, then he or she would have to purchase the particular drug himself or herself at his or her own expense.
7. Free medical and dental attention does not extend to surgical, dental and optical appliances which may be purchased from a Government Hospital at Government rates or alternatively directly from approved practitioners.
8. The Professional Head of the Medical Services shall on an annual basis circularise the list of registered dental and medical licenced private practitioners.
9. A public officer who, because of illness, is unable to attend his or her official duties, must report immediately to a Government Medical Officer, who will, if the illness so warrants recommend to the Responsible Officer the officer's absence from duty.
10. Only in the most compelling circumstances, for example, when a Government

Medical Officer is not available and there is a case of emergency, will the certificate of illness by a licensed/registered private medical practitioner be accepted as a reason for absence from duty.

11. A public officer shall be liable to disciplinary action if he/she;
 - (a) fails to attend medical treatment when required to do so by a Government Medical Officer or Dentist; or
 - (b) fails to appear before a Medical Board when called upon to do so by the Responsible Permanent Secreary or Director of Medical Services; or
 - (c) fails to enter hospital for treatment or examination when called upon to do so by a Government Medical Officer, a Responsible Officer or the Responsible Permanent Secretary, or
 - (d) contracts an illness which, in the opinion of the Government Medical Officer, is caused by the Officer's own misconduct, negligence or refusal to take prescribed pro-phylactic treatment; or
 - (e) fails to report to a Government Medical Officer immediately on being absent from duty because of sickness; or
 - (f) fails to attend the medical examination when prescribed by Standing Orders or on request from a Government Medical Officer, a Responsible Officer or the Responsible Permanent Secreary; or
12. Government Medical Officers may report cases of officers falling under the terms of paragraph 8 above to either the officers' Responsible Officer or the Professional Head of Medical Services in Uganda, or both, as may be applicable, for necessary action, if any.
13. Claims for refund of medical and hospital expenses, for which provision is made in this section, should be submitted to the Accounting Officer for settlement through the Head of Department fully supported by medical certificates, bills, receipts and any other relevant documents.
14. A Foreign Service Officer, while serving in a mission abroad, shall be covered by full medical insurance. This should cover both in-patient and out-patient treatment. Medical insurance should also be provided for the spouse and up to four children.
15. Every public officer shall have a medical record with a Government Medical Officer in form of Medical history sheet which will be governed by the following provisions:-
 - (a) A public officer on first appointment to the Public Service will be provided with Medical History sheets by their Responsible Officers. The medical history sheets must be given to the Government Medical Officer to record

illness and treatment on each occasion on which a public officer reports to him or her because of sickness, for Medical Board proceedings or as may otherwise be required;

- (b) It is the responsibility of a public officer and indeed in his or her best interests to ensure the safe custody of his or her medical history sheets, as they are a valuable record which may be needed at any time in service; and
- (c) Medical history sheets may be obtained by the Responsible Officers from a designated Printer.

16. A public officer shall observe all compulsory medical requirements such as vaccinations, inoculations as laid down in International Regulations and in conformity with the schedule of administration as provided by a Government Medical Officer when travelling for any reason outside Uganda.
17. Responsible Officers shall make adequate budgeting provision for medical treatment of staff.

MEDICAL EXAMINATIONS (M - b)

1. Candidates selected for appointment to the Public Service are required to be medically examined and found medically fit for duty before assuming duty. This medical examination may, where Government Medical Officers think it necessary, include X-ray examinations.
2. Where medical examinations are being undertaken in Uganda, the Responsible Officer is responsible for sending to the nearest Government Medical Officer the forms laid down in Appendix M - 1 (in duplicate) with Part I completed. The Medical Officer will complete Part II of the form and under separate cover return the completed copy to the Responsible Officer/Head of Department who requested for the examination, and post a duplicate copy to the Responsible Permanent Secretary.
3. If an offer of appointment is sent to an officer in Uganda by mail, the form should be forwarded at the same time (in duplicate) instructing the candidate to report to the nearest Government Medical Officer for examination. In these circumstances, the Government Medical Officer concerned, after completing the form will return one copy to the Responsible Officer who issued it in the first place and send the other copy to the Responsible Permanent Secretary.
4. A public officer on permanent and pensionable terms is required to undertake a medical examination at least once in every three years in a Government hospital. The relevant medical forms should be presented to the Responsible Officer.
5. A public officer serving on agreement terms will not have his or her period of service either extended or renewed without a satisfactory medical certificate by a Government Medical Officer.
6. In the case of a public officer recruited from outside Uganda, the following shall be observed:-
 - (a) Arrangements must be made for him or her to be informed of the medical practitioner to whom he or she has to report for medical examination in his or her country of origin;
 - (b) He or she will then report to the medical practitioner to whom he or she has been referred under paragraph 6 (a) above. The medical practitioner will, after carrying out the medical examination, send the results to the Professional Head of Medical Services in Uganda. If there is a Uganda Embassy or High Commission in the officer's country of origin, the medical examination results will be channelled through such Embassy or High Commission;
 - (c) The Professional Head of Medical Services will, on receipt of the officer's medical examination results, give to the Responsible Officer his or her opinion as to whether or not the officer concerned is medically fit for service

in Uganda and the Responsible Officer will make arrangements to get the officer informed accordingly keeping everyone else concerned similarly informed;

- (d) No expatriate public officer shall proceed from his or her country of origin to assume duty in Uganda unless, in addition to any other requirements, he or she has, in accordance with the procedure spelt out in sub-paragraphs (a) to (c) above, been certified by the Professional Head of Medical Services as medically fit for service in Uganda;
- (e) On arrival at an international airport in Uganda, the officer will be required to produce the necessary documentation to the above effect before being allowed into the country.

7. Where an officer's capability to render efficient public service due to medical reasons is questionable, a medical board shall be constituted to verify this.

MEDICAL BOARDS (M - c)

1. A Responsible Officer may at any time require an officer to appear before a Medical Board, with a view to ascertaining whether the officer is physically capable of performing the duties of his or her office or of any appointment to which it is proposed to transfer him or her.
2. A Medical Board shall be constituted when:-
 - (a) a question arises whether a public officer is for medical reasons, no longer capable of rendering further efficient Public Service and should retire from or vacate his or her office on medical grounds;
 - (b) a public officer is permanently disabled in the actual discharge of his or her duties by some injury specifically attributable to the nature of his or her duty;
 - (c) a public officer contracts a disease to which he or she is specifically exposed by the nature of his or her duty;
 - (d) no suitable treatment is available in Uganda for the officer and the only alternative is to send him or her overseas for treatment; or
 - (e) a public officer recruited outside Uganda, is no longer medically fit to serve in the Public Service of Uganda and has to be returned to his or her country of origin.
3. In the case of any examination outside Uganda the following shall be observed:-
 - (a) Any fees in respect of the examination shall, in the absence of any special direction to the contrary, be reimbursable by the Uganda Government;
 - (b) Any medical practitioner appointed to conduct an examination shall have discretion to call a specialist into consultation and any specialist fee for assistance in rendering a report shall be paid by the Uganda Government;
 - (c) The report of the examination shall be furnished to the Responsible Officer through the Professional Head of Medical Services; and
 - (d) A public officer shall, however, be informed at the earliest possible date of any decision reached upon his or her case by the Responsible Officer on the advice of the Professional Head of Medical Services after consideration of the report.
4. A Medical Board in Uganda may be requested by a Responsible Officer for a pensionable officer to be considered for retirement from the Public Service on medical grounds. The request shall be on recommendation of the Head of Department and must be routed through the Responsible Permanent Secretary

who may raise an immediate objection to the request if there are sufficient reasons to do so.

5. The Responsible Officer shall request through the Responsible Permanent Secretary the Professional Head of Medical Services to constitute a Medical Board accordingly bearing in mind, the following information:-
 - (a) The objective of the Medical Board;
 - (b) Any previous history of the officer concerned which has a bearing on the request for the Medical Board; and
 - (c) Details of any consultations which the officer concerned may have had with Government Medical Officers or other medical practitioners, which may be relevant. This will amount to giving the names and addresses of Government Medical Officers or practitioners and the appropriate dates when they were consulted so that the Professional Head of Medical Services can contact them in order to get the detailed reports.
6. If a public officer fails to appear before a Medical Board, the Board shall report the matter to the Professional Head of Medical Services. The Board shall from the evidence before it make a satisfactory recommendation even when the officer to be examined is absent.
7. The Medical Board shall report its findings to the Professional Head of Medical Services who will in turn submit the recommendations to the Responsible Officer with a copy to the Responsible Permanent Secretary.
8. If the Medical Board recommends that the officer be released from service due to medical reasons, the Responsible Officer shall then make a submission to the relevant Service Commission for consideration of retirement on medical grounds

MEDICAL ATTENTION AND HOSPITAL TREATMENT (M - d)

(in Uganda)

1. A public officer is entitled to free medical attention and drugs when necessary for him or her and his or her immediate family in a Government Health facility in Uganda.
2. A public officer and his or her family will normally be required to attend at a dispensary or hospital to obtain their medical attention and medicines at such times as may be prescribed by the Government Medical Officer on the station. Urgent medical cases will be seen at any time by a Government Medical Officer.
3. In the absence of a Government Medical Officer from a station, the Responsible Officer must report the dangerous illness or serious injury of any public officer, to the nearest Government Medical Officer or Professional Head of Medical Services in Uganda.
4. In accordance with the provisions of these Standing Orders, sick leave will be granted to officers only on the recommendation of a Government Medical Officer. Recommendations from private practitioners shall not be accepted except in the circumstances stated in paragraph 2 above and the Government Medical Officer certifies the recommendation.
5. Consultancy services by Government Medical Officers are available free to officers and their families, who are also entitled to free X-rays, physiotherapy, electrical and ophthalmic treatment provided such treatment is ordered by a Government Medical Officer.
6. The requirements of paragraph 2 above shall be complied with save in cases of emergency when a patient is too ill to attend at a dispensary or hospital for treatment. Government cannot accept an unlimited obligation to provide a domiciliary visiting service. Treatment under such a service may however be given at the discretion of the Government Medical Officer on the station.
7. Medicines and dressings may be issued free to a public officer in appropriate quantities, whether for treatment at a hospital or dispensary consultation room, at home, or on safari or for prophylaxis.
8. Every Government Ministry, Department, or Local Government shall have a First Aid kit.
9. Surgical appliances which may be in stock may be obtained on loan from Government medical facilities to permit the treatment of urgent cases. Otherwise such appliances must be purchased privately by the patient.
10. A Government Medical Officer has discretion to require a public officer to undergo medical treatment. A public officer may, undertake private treatment at his or her own expense in a private medical facility but the Government Medical Officer

must be satisfied that the officer is in fact undergoing treatment.

11. When a public officer or a member of his or her family is admitted to a Government hospital, the medical attention will be free of charge, but a daily accommodation charge will be payable by the officer at the appropriate rate
12. The grades of hospital accommodation in which public officers are eligible for treatment shall be prescribed by the Ministry responsible for Health.
13. Admission to any particular grade of accommodation will be subject to such accommodation being available. If the grade of accommodation for which an officer is eligible under paragraph 12 above is not available, he or she may, at the discretion of the Medical Superintendent of the particular hospital, be admitted to such grade of accommodation as is available. Where the available grade of accommodation is lower than that for which he or she is eligible, he or she will pay the charge of the accommodation he or she occupies. Where the accommodation available is of a higher grade than that for which he or she is eligible, he or she will pay the accommodation charge of the grade for which he or she is eligible. If an officer chooses to occupy hospital accommodation in a grade higher than his or her entitlement when accommodation in his or her entitled grade is available, he or she must pay for it in person at the full public rate.
14. The officers to whom this section applies are:-
 - (a) pensionable public officers;
 - (b) public officers on probation to pensionable appointment;
 - (c) non-pensionable officers on service agreements in which the period of employment and terminal gratuity are expressed.
 - (d) The spouses and children of public officers in a-c above
15. Responsible Officers shall advise staff on how to access medical services for which they are entitled.

MEDICAL ATTENTION AND HOSPITAL TREATMENT (M - e)**(Outside Uganda)**

1. This section applies to a public officer and his or her family who require medical and/or hospital attention when travelling outside Uganda in the following circumstances:-
 - (a) When the officer is on duty outside Uganda and falls sick;
 - (b) On the rare occasion when the Responsible Permanent Secretary has given approval for an officer's spouse to accompany him or her on duty and he or she falls sick;
 - (c) When the Professional Head of Medical Services has agreed that a public officer on official duty should seek medical advice or take medical or hospital treatment in the Country which he or she is travelling because no suitable treatment is available in Uganda;
 - (d) When a public officer is advised by a Government Medical Officer to seek medical or hospital treatment in his or her home country in which he or she is spending his or her vacation leave;
 - (e) When a public officer(or a member of his or her family) falls sick in his or her home country in which he or she is spending his or her vacation leave; and
 - (f) When a public officer or a member of his or her family falls sick en route to his or her home country in which he or she is to spend vacation leave.
2. When a public officer or a member of his or her family falls ill in the circumstances mentioned in paragraph 1 above and the illness is of more than a week's duration, then:-
 - (a) he or she should inform his or her Responsible Officer in writing and if there is a Uganda Embassy or High Commission in that country he or she should also inform such Embassy or High Commission giving his or her name, designation and Ministry, Department or Local Government.
 - (b) where it becomes apparent that a public officer will either be unable to undertake the duties he or she is travelling abroad to do, or if he or she is on vacation leave, he or she will be unlikely to resume duty in Uganda at the time his or her leave expires because of illness, he or she shall inform his or her Responsible Officer in writing and if there is a Uganda Embassy or High Commission in that country, he or she should also inform such Embassy or High Commission, giving his or her name, designation and Ministry or Department and await further instructions from his or her Responsible Officer, who shall consult the Responsible Permanent Secretary before taking any action.

3. In any of the circumstances in paragraph 1 above, an officer or his or her family member must:-
 - (a) seek treatment through a National Health Service if one is in existence and the officer is eligible thereunder;
 - (b) where there is no National Health Service or there is a National Health Service but an officer for any reason is not eligible he or she may seek other reasonable hospital and/or medical treatment.
4. When a public officer receives medical treatment under a National Health Service he or she may claim any nominal amounts he or she may have to pay thereunder from the Responsible Officer on the recommendation of the Professional Head of Medical Services. In the case of any nominal hospital charges these may be reimbursed by the Responsible Officer, to the extent that they exceed any cost which the officer would have had to bear in Uganda had he or she, or a member of his or her family been in the hospital in Uganda.
5. If a public officer or member of his or her family is eligible for treatment in a country under a National Health Service and from personal preference seeks private treatment outside the National Health Service for which he or she has to pay, then he or she must meet the cost personally.
6. When a public officer or a member of his or her family receives medical and/or hospital treatment not under a National Health Service, either because one does not exist or exists but the officer is not eligible thereunder, he or she may make application for a refund of the expenses incurred, to the Responsible Officer on recommendation of the officer in charge of Health services as in paragraph 4 above. If on the facts of the case submitted, the Responsible Officer decides that a refund of the expenses is justified, he or she may authorise reimbursement within the following limits:-
 - (a) Medical practitioner and consultant fees and the cost of medical treatment (excluding daily maintenance) within the limits prescribed by the Professional Head of Medical Services;
 - (b) Any expense in excess of the prescribed limit will not be (refunded) or reimbursed.
 - (c) If a public officer enters a medical establishment for the purpose of treatment he or she will be required to pay the daily maintenance charges at the same rate as if he or she had been in Uganda in a Government hospital; the balance of such charges will be met from public funds on application to the Professional Head of Medical Services;
 - (d) Charges for X-ray examinations for the purpose of diagnosis will be met from public funds.

7. The terms of paragraph 6 above also apply to dental examinations and treatment.
8. If a public officer is required to convalesce in the country in which he or she has been treated and, during his or her convalescence, to be under the supervision of the specialist, he or she will receive the appropriate Night Allowance under E – b for each night of convalescence spent in the country of treatment up to a maximum of twenty one (21) consecutive days. Thereafter he or she may claim the allowance only with the authority of the Responsible Permanent Secretary in which case, the rate applicable shall be half of the officer's night allowance. This allowance will not be paid in respect of any nights which the patient spends in hospital which have been charged for on the hospital account;
9. Foreign Service Officers serving in a mission abroad, shall be covered by group medical insurance. This shall cover both in-patient and out-patient medical treatments and the medical cover will include the spouse and up to four children.

MEDICAL TREATMENT OUTSIDE UGANDA FOR PUBLIC OFFICERS ON LOCAL TERMS OF SERVICE WHEN NO ADEQUATE TREATMENT IS AVAILABLE IN UGANDA (M - f)

1. This section applies to a Public officer on local terms of service or a member of his or her family who is eligible for subsidised hospital treatment, who contracts a disease in Uganda and adequate treatment is not available in Uganda.
2. In each case a Medical Board must be convened by the Professional Head of Medical Services (See M – c) and the Medical Board must sign a certificate that the patient is so seriously ill that there is a danger on his or her life unless he or she receives medical treatment, which is not available in Uganda.
3. The Professional Head of Medical Services should then pass the recommendation, in general terms, to the Responsible Permanent Secretary, with his or her recommendation of the country in which the treatment may best be undertaken.
4. If the Responsible Permanent Secretary approves the recommendation, the Professional Head of Medical Services will then make the necessary arrangements with Medical Practitioners in the country, in which the treatment is to be undergone, for the medical history of the patient to be sent to the appropriate specialist in that country. The following rules shall then apply:-
 - (a) the patient will be eligible for a free air return passage in the appropriate class to the country in which he or she is to undergo treatment. If the patient must, for medical reasons, or for reasons of humanity as in the case of the young child of an officer, be accompanied, the special circumstances of the case must be explained in detail to the Responsible Permanent Secretary, and recommended by the Professional Head of Medical Services. A second return air passage may then be approved, provided that where medical attention involves travelling to a neighbouring country of an officer below the U2 salary scale, the terms of section D-b will apply;
 - (b) the cost of medical and hospital treatment will be handled in accordance with M - e 6 hereof and Night allowance will not be payable except in the circumstances and on the conditions set out in (c) below and M – e 8;
 - (c) No person may accompany a patient at public expense unless a certificate is signed by the Professional Head of Medical Services stating the necessity for the patient to be accompanied. Where a person with such a certificate accompanies a patient under these circumstances the person will travel in the same aircraft and class as the patient, and shall be paid an appropriate night allowance.
5. In the event of a public officer or a member of his or her family dying in a country in which he or she has been sent for medical treatment, the deceased may, on the request of his or her family be buried or cremated at public expense in that

country. Alternatively, the body or ashes may be flown back to Uganda at public expense for burial, but subject to section Q - a, the charge to public funds will cease when the remains are delivered to the deceased's place of burial.

6. All expenditure in this section shall be charged from the vote of the respective Ministry or Department or Local Government.

PROPHYLACTIC MEASURES (M - g)

1. Prophylactic measures refer to preventive measures prescribed by internal regulations or as prescribed by the Government Medical Officer.
2. All expatriate officers and their families are required to have such inoculations and vaccinations which shall be at public expense from time to time as are laid down in International Regulations for travelling from their countries of origin to Uganda or for travelling from Uganda to other countries.
3. All public officers irrespective of country of origin are required to have any compulsory inoculations and vaccinations laid down in International Regulations when travelling for any reason outside Uganda. Where these are related to travel abroad at public expense, officers may claim for reimbursement of the charges involved from their Responsible Officers.
4. Inoculations against poliomyelitis and other diseases may be obtained from Government Medical Officers on pre-payment by the officers of rates laid down by the Director of Medical Services.
5. Government Medical Officers will announce the times when inoculations and vaccinations covered by this subsection will be administered in medical units, hospitals or schools.

PRIVATE MEDICAL TREATMENT IN UGANDA (M - h)

1. Subject to paragraphs 2 to 4 below, a public officer who seeks private medical treatment in Uganda shall do so at his or her expense.
2. If a public officer has sought medical treatment from a private practitioner and it transpires that the patient has to be referred to a Government Consultant, and the patient is eligible for free medical treatment and subsidised hospital accommodation, he or she may request the private practitioner to transfer him or her to a Government consultant for further management. From that point, a public officer will receive free medical and subsidised hospital treatment if necessary.
3. Notwithstanding paragraph 1 above, if in cases of an emergency, a public officer or a member of his or her family is attended to by a private medical practitioner because a Government Medical Officer is, for any reason, unavailable and the patient is too ill to go to the nearest Government hospital, any medical fees incurred by the officer will be refunded to him or her on receipt of the bills being presented to the officer's Responsible Officer supported by the full details of the circumstances under which private medical treatment became necessary. The Responsible Officer will approve refunds only if he or she is satisfied that the circumstances were such that there was no alternative to private treatment. No refund will, in any case, be considered if the private practitioner concerned is not registered or licensed to practice in Uganda.
4. Should a Government Medical Officer recommend specialist advice for an officer or a member of his or her family, and appropriate Government Specialist advice is not available at any particular time, private specialist advice in Uganda may be sought, and the specialist fees shall be met from public funds, on recommendations of the Professional Head of Medical Services.
5. If it is necessary, because of the absence of Government facilities, for an officer or a member of his or her family to obtain X-ray, physiotherapy, electrical or ophthalmic treatment in a private institution or from a registered or licensed private practitioner, the cost will be met by the Government. The reimbursement will be made by the Responsible Officer only on the certification of a Government Medical Officer.

HANDLING OFFICERS WITH DANGEROUS ILLNESS (M - i)

1. A dangerous illness of an officer is:-
 - (a) that condition that may harm, incapacitate or lead to death of a public officer;
 - (b) that condition that may render the officer a threat to himself, the public or the environment.
2. The Medical Officer who declares a public officer to be dangerously ill shall cause the Professional Head of Medical Services in Uganda to be informed of the officer's name, designation and Ministry, Department or Local Government and that the officer is dangerously ill, and the nature of the illness.
3. The Professional Head of Medical services in Uganda shall inform the Responsible Officer of the case until such time as the officer is taken off the dangerously ill list. It follows that the Medical Officer in charge of the case must keep the Professional Head of Medical Services in Uganda informed daily of the patient's condition.
4. The Responsible Officer shall ascertain whether the officer is accompanied by his or her next-of-kin, if not, steps should be taken immediately to inform the next-of-kin through the appropriate channel.
5. It is the duty of any public officer to report immediately to the nearest representative of the Ministry or Department or Local Government in cases of illness and casualty on the road and in the field, the casualty of a public officer.

CONTENTS

SECTION N: PROCUREMENT AND UTILISATION OF GOODS AND SERVICES IN THE PUBLIC SERVICE

N - a Procurement and Utilisation of Goods and Services in the Public Service

PROCUREMENT, UTILISATION AND DISPOSAL OF GOODS AND SERVICES IN THE PUBLIC SERVICE (N - a)

General

1. Procurement of all goods and services in the Public Service shall be carried out in accordance with the Public Procurement and Disposal of Public Assets Act 2003.
2. Accounting Officers must ensure that goods and services are procured at the least possible cost to Government, taking into consideration the quality of the goods and services procured.
3. The ultimate control on the amount of goods and services consumed by a Ministry or Department or Local Government is a financial one. Financial provision is made in the estimates of each financial year for procurement of goods and services. Ministries or Departments or Local Governments may not exceed this financial provision without first going through all the usual procedures of obtaining supplementary financial provision. Every Accounting Officer must ensure that he or she has enough funds on his or her account before he or she places any order for goods or services.

Procurement

4. Procurement broadly falls into 3 types: Goods, Services and Works.
5. Before embarking on any procurement, the user must draw a statement of requirement, Terms of Reference or specification in clear standard forms.
6. Specifications should be drawn after consultation with National Bureau of Standards or other appropriate Trade Association and Professions or technical departments, in order to ensure efficiency.
7. No goods/supplies, services or works shall be delivered or commence without a signed contract by the Accounting Officer or delegated officer.

Goods/Supplies

8. Goods and supplies are finished products, raw materials, equipment or objects of any kind and description in solid, liquid or gaseous form, intellectual and proprietary rights as well as works or services incidental to the provision of those supplies. Examples of goods are vehicles, machinery, computers, stationery etc.
9. Routine Inspections should be carried out to ascertain their suitability for use.

Services

10. Services are broadly categorised into two, i.e. consultancy and Non-consultancy. They refer to any object of procurement or disposal other than works and supplies and include professional, non-professional and commercial services.

11. In a situation where there are specified tasks or assignments that cannot be executed by existing staff due to limited capacity, a Responsible Officer may procure services of a competent firm or an individual to help with the workload in accordance with the relevant procurement laws.
12. The decision to procure such services shall be guided by the following considerations:-
 - (a) Availability of funds to pay for the services;
 - (b) The engaged service providers shall not be entitled to any privileges or facilities other than those specified in the contract agreement;
 - (c) The engagement of such service providers shall be time-bound and for a specific assignment; and
 - (d) The service providers shall have requisite qualifications and experience to perform the tasks.
13. Non-Consultancy Services include, but not limited to, cleaning and printing.
14. For printing and Government publications, adequate written instructions must be given for publications by the Government to the designated printer as may be decided by a Ministry, Department or Local Government in accordance with the existing Financial and Accounting Regulations.
15. The designated Printer is always limited, in what he or she can do and provide, by certain circumstances. In submitting for Printing, the Responsible Officer must state the quantity for Printery and the printer will be limited by the quantities of supplies requested for. Copy for publications to be printed must be accompanied by instructions specifying the form the publications will take, or alternatively, stating that the form of presentation is left to the discretion of the designated Printer.
16. A Report produced by a Commission of Inquiry/Review set up by Government, should not be sent for final printing until it has been considered and approved for publication by a relevant Government Authority.

Works

17. Any work associated with construction, reconstruction, demolition, repair, or renovation of a building or structure, on the surface or underground, on and under water and includes the preparation, excavation and finishing as well as services incidental to those works can be described as Works, for example roads and buildings.
18. Responsible Officers must consult the Ministry responsible for Works before engaging in any works or related activities, in accordance with the Law.

Utilisation of Government Property

19. In all cases, Accounting Officers shall ensure optimal utilisation of Government resources by supervising the goods, services or works under their jurisdiction.

Disposal of Government Property

20. Where a Responsible Officer considers that inventories, vehicles, plant, equipment etc; have reached the end of their useful life and are beyond economical repair or are unserviceable or have become redundant through obsolescence, he or she shall draw a list of the items giving details of the articles, and where appropriate, their age and approximate value.
21. The list shall be submitted to the Accounting Officer requesting for appointment of a Board of Survey to inspect the items and make recommendations as to their condemnation and disposal.

CONTENTS

SECTION O: DEATH OF PUBLIC OFFICERS IN THE PUBLIC SERVICE

- O - a Death of Public officers
- O - b Death of Officers Recruited outside Uganda
- O - c Handling the estates in Uganda of deceased Public officers
- O - d Death of a member of the immediate family

DEATH OF PUBLIC OFFICERS (O - a)

1. The death of a Public officer must be reported immediately by the quickest means of communication to the officer's Responsible Officer, who shall in turn inform the next of kin. The initial notification must be followed by a detailed report with the following:
 - (a) Date and time of death;
 - (b) Address of nearest relative; and
 - (c) A report by the Medical Officer;
2. Burial expenses for all public officers shall be borne by Government and shall include the following:-
 - (a) Coffin;
 - (b) Grave construction;
 - (c) Shroud (wrapping cloth);
 - (d) Embalming of the body;
 - (e) Wreath;
 - (f) Transport of the deceased from the point of death to the home place or any other place decided by the officer, prior to the death or his or her relatives or official representative(s); and
 - (g) The Responsible Officer may provide transport and any other assistance to the deceased officer's family in connection with the burial expenses.
3. Ministries, Departments or Local Governments should make budget provisions for the burial expenses for staff.
4. The deceased officer's Responsible Officer shall draft a Gazette Notice stating the name of the officer, his or her designation, the Ministry or Department or Local Government with which he or she was serving, the place, and date of death, which should be despatched to the Responsible Permanent Secretary for publication in the Uganda Gazette.
5. The Responsible Officer should write a letter of a personal and sympathetic nature to the officer's next-of-kin, which should refer to the officer's contribution and the esteem in which he or she was held in the public service.
6. The Responsible Officer himself or herself, or his or her representative may, if possible accompanied by other members of staff be present during the burial ceremony.

7. When a public officer is killed on duty or dies as a result of injuries sustained during the course of his or her public service, a full report of the circumstances, which led to the officer's death should be sent by the officer's Responsible Officer, to the Responsible Permanent Secretary and the Commissioner responsible for Labour together with a copy of the death certificate, signed by the Government Medical Officer, for pensions and compensation purposes.
8. Responsible Officers should ensure that terminal benefits of a deceased officer are paid promptly by making submission to the Responsible Permanent Secretary, within a period of 30 Calendar days from the date of demise.
9. Application for probate or letters of administration must be made before the High Court personally or by a duly authorised attorney within two months from the date of deceased's death or otherwise the Administrator General may apply for a grant of representation of deceased's estate or may administer it summarily if it falls within his or her summary jurisdiction. Letters of administration can only be granted to persons who are connected with the deceased by marriage or consanguinity in that order in accordance with the Succession Act, and filing application by such should be clearly explained to the intending applicant.

DEATH OF OFFICERS RECRUITED OUTSIDE UGANDA (O - b)

1. In the event of death of a public officer recruited outside Uganda, the Medical Officer certifying death shall immediately cause to be informed the deceased officer's Responsible Officer.
2. The Responsible Officer shall:-
 - (a) inform the Responsible Permanent Secretary;
 - (b) inform the next of kin and any relative overseas through the official channels and obtain burial instructions; and
 - (c) inform the Professional Head of Medical Services in Uganda.
3. It is the duty of the Responsible Officer to cause the transfer of the body to where refrigerator facilities exist.
4. In the event of the next-of-kin not being present on the station where an officer dies, it is the duty of the Responsible Officer to inform the next-of-kin of the death and obtain burial instructions. For this reason, the body should be transferred to where refrigerator facilities exist, and the Medical Officer handling such a case should take steps accordingly, without waiting for further instructions. The Professional Head of Medical services should be kept informed.
5. When a public officer who is recruited outside Uganda dies while in the service, and is to be buried in Uganda, a coffin will be provided and this and other burial expenses will be charged on public funds when the officer is buried in Uganda.
6. When there is a request from the next-of-kin for the body of the deceased officer or "ashes" to be flown to the deceased's country of origin the procedure set out in Appendix Q - 1 will be followed.
7. It is the duty and responsibility of the Responsible Officer to keep the Permanent Secretary responsible for Foreign Affairs fully informed on all matters concerning the death of an expatriate officer where applicable so that the relevant Embassies and High Commissions abroad can be kept informed of events and circumstances.
8. Whenever the death of an officer recruited outside Uganda occurs, the deceased's Responsible Officer shall obtain the following documents:-
 - (a) A certificate of death certified by the Registrar General, which should be forwarded by the Responsible Officer or by such other officer as may be appropriate in his or her capacity as Registrar General in advance of his or her quarterly return so that a certified copy may be furnished without delay; and
 - (b) A report through the Professional Head of Medical Services in Uganda, of a professional nature by the Medical Officer who attended to the deceased officer giving full details of the cause and circumstances of death.

9. The Responsible Officer shall submit a report, through the Professional Head of Medical Services in Uganda by the Medical officer in attendance suitable for communication to the relatives but omitting any morbid details.
10. The Responsible Officer shall submit the report, write a letter of a personal and sympathetic nature to the officer's next-of-kin which should refer to the officer's good qualities and work and the esteem in which he or she was held in the public service. A copy should be sent to the Responsible Permanent Secretary.

HANDLING THE ESTATES OF DECEASED PUBLIC OFFICERS (O - c)

1. It is unlawful and an offence for anyone to interfere with the property of the deceased person without the consent of the Administrator General or grant of letters of administration or probate by the High Court of Uganda.
2. Where there are no relatives in Uganda, or where the relative or executors so wish, the Administrator General does administer estates of deceased persons in Uganda. The Administrator General either himself or herself or acting through his or her agent:-
 - (a) takes charge of all the property of the deceased;
 - (b) in consultation with the family of the deceased or the executors named in the will, sends to the family such personal and other effects which the family may require and disposes of the rest as directed; and
 - (c) collects any salary, gratuity, insurance monies, money from the bank, etc. due to the deceased and collects all debts, and after payment of any funeral expenses not met by Government, the administration fees and expenses and all the debts of the deceased, sends the residue in the estate to the beneficiaries.
3. Upon the death of a public officer, the Responsible Officer of the deceased officer's Ministry or Department or Local Government should send immediately a fully completed report of the death to the Administrator General (see Appendix O - 3). Where there are no close relatives in Uganda, the Responsible Officer should advise the other relatives to consult the Administrator General at the earliest possible opportunity and to ensure that they actually do so.
4. In the case where the relatives of the deceased public officer have powers of attorney advice should be given on the accrued terminal benefits due and when it should be paid.
5. The next of kin of the deceased public officer should be advised to apply for letters of Administration or to contact the Administrator General for further advice.

DEATH OF A MEMBER OF THE IMMEDIATE FAMILY (O - d)

1. For purposes of this Section, a family member will include a spouse and biological or legally adapted children.
2. The death of a member of the family of a public officer must be reported to the Responsible Officer immediately.
3. The following burial costs of the family member shall be met by Government:-
 - (a) Coffin;
 - (b) Grave construction;
 - (c) Shroud (wrapping cloth);
 - (d) Embalming the body;
 - (e) Wreath;
 - (f) Transport of the deceased to the place of burial; and
 - (g) The Responsible Officer may provide transport and any other assistance to the deceased officer's family in connection with the burial expenses.
4. The attention of public officer is drawn to section C - f regarding leave of absence.

CONTENTS

SECTION P: INFORMATION AND RECORDS MANAGEMENT IN THE PUBLIC SERVICE

- P - a Communication in the Public Service
- P - b Procedure for conducting Government Business
- P - c Forms of Address
- P - d Records and Archives Management
- P - e Uganda Annual Report
- P - f Uganda Gazette

COMMUNICATION IN THE PUBLIC SERVICE

1. Forms of communication in the public service shall include:
 - (a) Telegrams;
 - (b) Letters;
 - (c) Fax;
 - (d) Email;
 - (e) Internet;
 - (f) Telex;
 - (g) Telephone;
 - (h) Teleconferencing; and
 - (i) Video conferencing
2. Communication in the public service shall employ the quickest and most effective form.
3. Postal Regulations shall be followed when Government documents are being transmitted.
4. Telex machines may be obtained for renting from the Uganda Post and Telecommunications Corporation.
5. Correspondences shall be marked in accordance with the degree of priority of the communication in line with the records and information management procedures in the public service such as "immediate", "urgent", "emergency", "confidential", "secret" etc.
6. Permanent Secretaries, Heads of Department, Chief Administrative Officers and officers in charge of Units, must appoint specific officers whom they authorise to open official mail. A definite discipline must be established for the handling of mail from the time of opening it to the time it reaches the officer who will deal with it. The attention of officers who open official mail is drawn to Treasury Accounting Instruction No. 796 which lays down the procedure to be followed when money remittances are received by post and the existing Registry procedures.
7. Delivery books shall be used to transfer correspondence from one Ministry or Department or Local Government to another and from one office to another within a Ministry or Department or Local Government.
8. Letters for destinations outside Uganda should normally be sent by airmail and air letter forms should be used whenever possible. Heavy parcels for foreign destinations might be cheaper to send by air-freight than airmail and officers must satisfy themselves that they are using the cheapest method of dispatch.

Postal Services

9. Government transacts business mostly in writing and transmission of this information must be in the quickest and cheapest means. Postal Services is one

of the modes to reach safely to the destination. Responsible Officers should use postal services as below:-

- (a) Franking (Postage Meter) Machines. Pre-payment of postage by franking (postage meter) machines may be made by Responsible Officers or other officers duly authorised by them subject to the following conditions:-
 - (i) Users of such machines must obtain a licence issued by the Postal Services provider.
 - (ii) Pre-payment of postage must be made from time to time at an authorised post office where the machine must be presented for meter setting or registering.
 - (iii) The correspondence franked by the machine must be properly arranged and securely tied in bundles and such correspondence can only be allowed for posting at the authorised post office;
 - (iv) Franking machines must be maintained in good condition and any necessary replacements or repairs made at the licence's expense and in accordance with the laid down procedures, to ensure clear and distinct franking impressions and complete accuracy in recording; and
 - (v) The service is restricted to post offices offering a full range of postal services.
- 10. Economy in the use of postal services should be observed at all times, and postal packets sent at the cheapest appropriate rate. Wherever possible, use should be made of reduced rates available for printed papers and parcels, and documents sent under such arrangements should be marked clearly "Printed Matter" or "Parcel Post" as appropriate.
- 11. Articles sent by post should be of weight and size acceptable under post services provider. In any case, where it is possible for postal packets to be delivered by Official Courier this means should always be used in preference to postal services and receipts obtained in the official delivery book.
- 12. Postal packets should be registered only when this is essential and Registered Receipts from the Post Office should be posted into delivery books on the appropriate dates, and in date order.
- 13. All postal packets should be clearly addressed with the name of the addressee, the correct P. O. Box Number or Post Restate or Private Bag, the street and number in that street when this is appropriate, and the name of the town and when necessary the country in which the town is situated.
- 14. Copies of the Post Office Guide can be obtained from the Post Office; the guide should be regarded as standard equipment for all Government Offices. Copies of

the Post Office Directories of Private Box Numbers can also be obtained from the Post Office.

PROCEDURE FOR CONDUCTING GOVERNMENT BUSINESS (P - b)

Correspondence

1. Official correspondence is a general term used to include all letters, memoranda, documents, communications, or any other recorded information in whatever form, which comes into the possession of an officer in the course of his or her official duties.
2. Officers must not disclose information which comes into their possession in the course of their official duties other than to an authorised person. The attention of all officers is drawn to section (F – f).
3. When a communication is routed through one or more offices or Departments before it reaches its final destination, it must be routed through those offices which it has to pass.
4. When a communication is routed “thru” an office or Department, a copy of the communication should be attached for each office or Department, through which it has to pass. Where the final addressee of the communication is likely to consult another Department or officer concerning the subject matter of the communication, a copy may be forwarded to such Department or officer.
5. An Officer “thru” whom the communication is being routed to a final destination should make observations, however brief, on the subject of the communication and initial it. If the officer requires more space for the observations, a separate memorandum with sufficient copies should be attached to the communication in question. The officer must ensure timely forwarding of the communication to the next level.
6. A copy of a given communication may be forwarded to its destination as an advance copy in instances where the officer who should sign it off has not been able to do so in time or it is anticipated that there might be delays in signing it off and yet the receiving Ministry or Department or Local Government requires the communication urgently. Advance copies provide advance information on the subject of communication which should be used to follow up the original communication for action.
7. If an officer receives documents written in a language other than English and it is necessary to refer such documents to other Departments or officers, he or she should arrange for the documents to be translated by a designated translator or professional and for such translations to be available to other interested Departments and officers.
8. When an officer in a Ministry, Department or Local Government writes an official communication, he or she does so on behalf of his or her Responsible Officer. It follows, therefore, that he or she must sign over his or her principal’s designation thus: “For Permanent Secretary”, “For Auditor General”, “For Chief Administrative Officer”, “For Town Clerk” or whatever the title of the Responsible Officer may be.

9. There are circumstances when officers sign over their own designations, for example, Permanent Secretaries and Heads of Department; Chief Administrative Officers; Town Clerks; a professional officer when his or her professional status and not his or her official position carries statutory force as when a doctor who is a Government Medical Officer signs a prescription for dangerous drugs; an officer when he or she is the only officer of his or her Department on a station or is the senior officer in charge of a particular Department's work on a station.
10. An officer shall state in any communication he or she is writing, that he or she is writing under direction (without mentioning whose direction), for example, "I am directed", only if he or she is, in fact writing under direction the particular communication in hand. The phrase loses its force if it is used indiscriminately, by all public officers. Writing under direction, means writing under political direction, so the direction must have come from the President, an officer's Minister, or the Cabinet.
11. Communications between Ministries shall be by memorandum always addressed to the Permanent Secretary or Head of Department or Local Governments as the case may be. Where it is known that a subject is being handled by a specific officer in a Ministry, memoranda may be marked "for the attention of Mr./Mrs./Miss.....".
12. When a communication is addressed from one officer of one Ministry to an officer of another Ministry, the communication must invariably be routed "Thru" the Permanent Secretary of the Ministry or the Heads of Department or the Chief Administrative Officer or Town Clerk involved, and never direct.
13. Ministries, Departments and Local Governments should not communicate with each other by passing files, except when such files are required due to transfer or necessary for decision making, such as with Service Commissions or legal advice in the case of the Attorney General. In cases where the files are required for decision making, the Responsible Officer shall ensure that such files are returned to the sender as soon as the business is completed.
14. Communication in Local Governments shall be in accordance with the Local Governments Act.

Ministries may communicate directly to the Local Government on professional and technical services and a copy sent to the Permanent Secretary responsible for Local Governments.
15. Ministries, Departments and Local Governments will on professional and technical matters communicate directly with the Government Agencies/Bodies, and on policy issues correspondence should be through the parent Ministry of the agency.
16. On matters related to policy, correspondence should be to the Agency/Body with a copy to the parent ministry. It will be incumbent upon the Agency/Body to make appropriate consultation with the parent Ministry before concluding the issue at hand.

17. Legal advice should always be sought in writing. The officer making the request should ensure that the full facts are given, and should make reference to any previous legal opinion which might have a bearing on the case.
18. If a communication to a member of the Public entails a decision based upon a legal opinion expressed by the Solicitor General, the legal advice should not be quoted nor should the communication indicate that the decision is based upon the opinion of the Solicitor General. Such communication should be drafted on the basis that the decision conveyed is that of a Ministry, Department or Local Government concerned.
19. When a Government decision is to be conveyed to the public, it has to be communicated as a Government decision and not as a decision of the individual who happens to communicate the decision.
20. It is important that all correspondences received whether from public bodies, firms and private individuals are acknowledged and dealt with promptly.
21. If the answer cannot be provided immediately, the communication should be acknowledged and action taken thereafter. It should be stated in the acknowledgement as "the matter will receive early consideration and that a reply will be sent to you as soon as possible". It is important that the promise is followed up and fulfilled.

FORMS OF ADDRESS

1. The Vice President, Prime Minister, Ministers, the Law Officers (that is to say the Attorney General and the Solicitor General, the Head of Public Service and Secretary to Cabinet and the Principal Private Secretary to the President are usually the only persons in Government offices who address the President directly. However officers may be required to draft Minutes/Briefs to the President for the signature of their Ministers or senior officers, and the following is intended to assist on these occasions. Communications should be addressed as follows:-
 - (a) His Excellency the President
Start: "Your Excellency"
 - (b) And end with the author's designation
"Vice President – Your Excellency"
"Prime Minister – Right Honourable"
"Minister"
"Attorney-General"
2. All oral instructions given by the President or his or her authorised representative should be communicated in writing to the officer to receive such instructions and forwarded to the President's Principal Private Secretary for confirmation.
3. Official communications addressed to members of Parliament should be addressed "The Hon. A. B." "and not, for example, The Hon. Mr./Mrs./Miss" Titles such as "Dr." should be omitted when the prefix "The Hon." is used. The prefix "The Hon." Should be used in the text of an official communication but only in the address.
4. Official communications addressed to Judges should be addressed as follows:
 - (a) The Chief Justice:
"The Honourable Chief Justice
Start
"My Lord"
and end
"I am Sir/Madam"
"Your Lordship' I remain."
"Designation";
 - (b) Puisne Judges:
"The Honourable Mr./Lady Justice"
Start "My Lord"
and end
"I am Sir/Madam"
"Your Lordship' I remain."
"Designation"

In these instances the office is being addressed and therefore, it is inappropriate to place affixes to Puisne Judges' names:-

5. Communication between Officers in the same Ministry, Department or Local Government should be by minute and should be addressed to designations and initialled over designations, for example: -

To: "PS/MoPS"
 From: "PAS/F&A"

To: "M/PS"
 From: "PS/MoPS"

6. Letters addressed to individual officers on personal matters should be addressed as follows: -

"Mr./Mrs./Miss Y."

Thru:
 (Where appropriate)

start
 "Dear Sir/Madam"
 and end
 "Yours faithfully"
 "Designation".

7. The form and style of address of communication to persons outside Government shall be as follows: -

"The Managing Director,

A.B. & Co. Ltd."

start
 "Sir/Madam"
 and end
 "Yours faithfully/sincerely"
 "Designation".

When the addressee is an individual: -

"Mr./Mrs./Miss P. Queue
"

start
 "Sir/Madam"
 and end
 "Yours faithfully/sincerely"
 "Designation".

8. The form and style of address to persons outside the Ministry, Department or Local Government shall be as in paragraph 7 above except that: “Dear Sir/Madam” at the beginning and “yours faithfully/sincerely” at the end may not be used.

RECORDS AND ARCHIVES MANAGEMENT (P - d)

1. The term Records means recorded information regardless of form or medium created received and maintained by any institution or individual under its legal obligations, or in transaction of its business and providing evidence of the performance of those obligations or that business.
2. The term “Archives” means records of enduring value selected for permanent preservation.

Records management procedures in the public service

3. Each Organ of the State shall establish registries and records centres for management of current and semi current records respectively. These records shall be managed according to existing regulations and standard records management procedures.
4. All documents which affect the official record on a public officer must be kept properly regardless of the source. This will include as applicable:-
 - (a) Confidential records include but not limited to: Submissions to and minutes of Service Commissions, cases related to discipline, medical records, security related matters, letters of appointment and confirmation, performance appraisal reports, application forms duly completed and other forms.
 - (b) Open records include but not limited to; extracts of Service Commission’s minutes, letters of appointment, acceptance of offer of appointment, confirmation in appointment, adjusting salaries, changes in incremental dates, changes in names, signed service agreement forms, transfer, posting, approved leave forms, employment forms (i.e. particulars of service on Form 2, copies of academic and professional certificates, personal records forms), service commissions application forms with a passport size photograph, official Oath of Secrecy, Oath of allegiance, reports, copies of Academic and Professional certificates and any other official records on an officer:
5. A public officer’s personal records must be complete and up-to-date at any given time. Files will be opened and maintained by the following Institutions:
 - (a) **Ministry of Public Service**
 - (i) For all officers appointed on pensionable terms and non pensionable officers whose employment is for a specific period and gratuitable at the end of the period of employment;
 - (ii) For non-pensionable Officers for each Ministry or Department or Local Government whose employment may or may not be for a specific period of time and does not provide for payment of a gratuity.

(b) Ministry/Department and Local Government

For all officers including Support Staff irrespective of rank or terms of service who shall have:

- (i) A confidential personal file;
- (ii) An open personal file;
- (iii) Staff performance appraisal report folder; and
- (iv) A computerised personal and payroll record.

Access to Personal Records

6. A public officer will have:
 - (a) free access to his or her open personal file in his or her Ministry/Department or Local Government.
 - (b) no access to his or her confidential file in his or her Ministry/Department or Local Government.
 - (c) restricted access to his or her performance appraisal report folder.
7. The officer's attention will be drawn by the Responsible Officer to any documentation of an adverse nature to the officer's service record placed on his or her confidential personal file in his or her Ministry, Department or Local Government.

Transfer of Personal Records

8. When an officer transfers from one Ministry, Department or Local Government or Institution to another, his or her open and confidential files as well as staff performance appraisal folder should be transferred with him or her to the receiving Ministry, Department or Local Government or Institution.
9. For officers who have retired or died, all their records should be transferred to the Records Centre after processing of their pension benefits/gratuity and such records should be retrieved according to existing regulations and procedures whenever required.

Preservation/Disposal of Records

10. It is important to preserve reliable information regarding the history of the country and its Government. At regular intervals, public records will be appraised according to existing Retention and Disposal Schedules to determine their administrative, historical, research or informational values, which will warrant their transfer for permanent preservation in the National Archives, where they will be managed according to existing archives procedures.
11. Records of enduring value (Public Archives); diaries, memoranda manuscripts, maps and other records will become of increasing importance as time passes and it is essential that all records of enduring value shall be carefully preserved.

12. No records shall be destroyed without a prior written consent of the Responsible Officer so that the Officer in charge of National Records can arrange to transfer the records to the National Archives. Where officers have important records in records centre under their care, a routine must be introduced for inspection of the records, and to fumigate records against vermin.
13. All records shall be preserved and any destruction of such records must be within the existing Laws and Regulations and in case of doubt advice should be sought from the Ministry responsible for National Records and Archives.
14. Disposition action should not take place without the assurance that the record is no longer required, that no outstanding litigation or investigation is current or pending which would involve relying on the records as evidence.
15. A public officer is not permitted to take official documents away from the office unless if such documents are required for the execution of an assignment outside office.

Transfer of custody or ownership of records

16. Records can be required as evidence of activity for periods which exceed the life of the Organ of State or business unit which created them.
17. In certain circumstance, it may be necessary to transfer records out of the custody or ownership of the Organ of state or business unit which created them. For example, from the restructuring of the Organ of state, where it ceases to exist or where business activities are out sourced.
18. Where this occurs, the records requiring transfer shall be identified, removed from existing records keeping systems and physically transferred with advice from the ministry responsible for National Archives.

UGANDA ANNUAL REPORT (P - e)

1. The Uganda Annual Report is compiled by the Office of the Prime Minister. It is intended to primarily explain in a concise form to public or private interested parties, both locally and abroad, the performance of Government, during the past calendar year, in virtually all spheres of the country's socio-economic infrastructure.
2. Although the Prime Minister's Office edits the Report, it is compiled from contributions received from each Ministry or Department or Local Government. Such contributions should, where necessary, include references to State corporations and companies as well as any other institutions falling under a given Ministry or Department.
3. Contributions from Ministries or Departments must be comprehensive and factual. Any information presented in the form of figures should be set out as simply as possible and special attention should be paid to their accuracy. If figures are not available at the time of going to Press estimates should be provided clearly indicating that they are estimates. Long tables of statistics should be avoided and comparisons which have to be made covering a period of years should, where possible, leave gaps between the years, so as not to destroy the importance of the tables. For example, comparisons of figures going back to, say, 1950, 1960, might build up in ten-year steps: 1950, 1960, 1970, 1980, 1990, 2000. Thus it might be possible to reduce to six lines a table which would otherwise be fifty lines in length.
4. Contributions from each Ministry or Department or Local Government in respect of the financial year shall be submitted to the Office of the Prime Minister not later than 30th June. The Office of the Prime Minister shall compile, print and disseminate the annual report by 30th September of the following financial year.

THE UGANDA GAZETTE (P - f)

1. The Editor of the Uganda Gazette is the designated Government Printer.
2. The Uganda Gazette is issued every week on Friday. A copy for insertion in the Gazette should be sent to the Printer as soon as it is ready or at the latest by 10 a.m. on Wednesday of the week in which it is desired that the copy should be published.
3. It is the responsibility of recipients of the Gazette to advise the designated Government Printer immediately if the Gazette and Supplements do not arrive.
4. A copy for publication which is for inclusion in the Legal Supplement should be forwarded to the First Parliamentary Counsel in the Attorney-General Chambers, who is the proper authority to instruct the designated printer the publication of all legal documents.
5. The official distribution of the Gazette is controlled by the Office of the President and requests for inclusion in the official distribution list, or for any changes to the distribution list, should be made to the Secretary, Office of the President. In the case of personal copies, it is the responsibility of the individual recipient to advise the designated printer any change in address to which the personal copy is to be sent, or to make arrangements about the delivery of his or her copies while he or she is on leave. Personal copies must be paid for by the individuals requesting them, and the payments are to be made direct to the designated Government Printer.
6. Applications for reprints of General or Legal Notices must be sent to the designated printer within 14 days of publication. Such reprints should be for specific official purposes only, but the reprinting of notices for filing purposes will not be undertaken.
7. At the end of each calendar year, the designated Government printer shall prepare an index to the Gazette. The index shall be issued to all recipients of the Gazette. After the index has been delivered the designated Government printer shall issue a circular to all Ministries, Departments and Local Governments notifying them of the times when their collected Gazette Supplements are to be forwarded to the Printing Works for binding. The gazette shall no longer be bound but special loose leaf covers shall be prepared by the designated Government Printer and may be obtained on request. When forwarding supplements to the designated Government Printer for binding, the first page should be clearly marked and the name and appointment of the individual in the case of personal copies, or the Ministry, Department or Office in other cases. A list of missing copies (if any) should be attached and these shall, if possible, be replaced before binding, by the Government Printer. The cost of making good such deficiencies shall be paid for by the individual Ministry or Department or Local Government for whom the Gazettes are bound.

8. An index to the Statutes and Subsidiary Legislation is published as a supplement to the Gazette each year by the Office of the First Parliamentary Counsel, and care should be taken when collating Gazettes to see that the index is with them before dispatch for binding.
9. A Noter-Up for the Uganda Laws and Subsidiary Legislation is published as a supplement to the Gazette each year by the Office of the First Parliamentary Counsel and published each year. This document is published in Chapter order and brings up to date by reference, the 1964 edition to the Laws. The Noter is available from the Government Printer.
10. The designated Printer publishes with the Gazette on the 1st January and 1st July each year, a Directory of Government Ministries, Departments and Local Governments. It is compiled by the Responsible Permanent Secretary in close consultation with the Secretary Office of the President, collating copy which is sent in to him or her by each Ministry/Department/Local Government. A copy for publication must be sent by the 1st December and 1st June each year respectively.

Gazette Notices

11. All appointments, including acting appointments, retirements, reversions, leave and temporary merging of duties of: Judges, Permanent Secretaries, Directors, Heads of Department, Chief Magistrates, Chief Administrative Officers, Town Clerks or of any other officers who by their designations in any law or subsidiary legislation are required to fulfil any function laid down by law, shall be gazetted at the date such change takes place or in advance, where necessary.
12. The Editor of the "Uganda Gazette" will not publish Gazette Notices covering the events mentioned in paragraph 11 above, until the date of the occurrence to be gazetted, unless there are legal requirements for a notice to be issued in advance. It will be the responsibility of the Responsible Officer to make such needs clear to the designated Government Printer when forwarding material for publication.
13. All Gazette Notices shall be signed by an officer serving on the U2 salary scale and above.
14. No staff changes other than those in posts defined in paragraph 11 above shall be gazetted.
15. Gazette notices are not conclusive evidence of the events and dates they notify.

CONTENTS

SECTION Q: LEGAL ADVICE

- Q - a Legal Advice
- Q - b Legislation
- Q - c Legal Proceedings

LEGAL ADVICE (Q - a)

The Attorney General's Chambers

1. The Principal legal adviser to the Government is the Attorney General; who is also a Minister. The office from which the Attorney General works is called the Attorney General's Chambers. The most senior public officer in the Chambers is the Solicitor General. Any power conferred or duty imposed on the Attorney General by an Act of Parliament may be exercised or performed by the Solicitor General.

Reference to Attorney General

2. Except in those cases where the daily routine work of a Ministry or Department or Local Government requires correspondence with private legal practitioners, for example, the Lands Department, a Permanent Secretary or Head of Department as the case may be, must not enter into correspondence officially with a private legal practitioner either concerning matters in which legal issues are raised or concerning other matters, without first seeking the advice of the Attorney General's Chambers. In appropriate cases, the Attorney General himself or herself will correspond with lawyers outside the Government service but whether he or she does this or not is at his or her discretion. If a Government officer receives, or has reason to consider issuing a communication which, on the face of it may lead to litigation involving Government or a public officer, he or she must immediately and before taking any action seek the advice of the Attorney General's Chambers.

Legal Opinion

3. In all cases, where an opinion is sought from the Attorney General's Office on the interpretation of a statute, document, or generally as to the legal implications of a given course of action, the correspondence should be addressed to the Solicitor General.
4. It is the duty of the Attorney General's Chambers' Registry to ensure that each letter received is sent to the appropriate Head of a Department or Division in the Chambers, and in his or her absence, to some other officer in that Department or Division. Letters should not be addressed to any officer personally since that officer may be absent either on duty or on leave.
5. When making telephone or other inquiries concerning a particular letter, these should be directed to the Head of Department or Division and, in his or her absence, to one of the officers in the particular Department or Division. It is also accepted that when it is known that a particular officer is dealing with a specific subject, the memorandum may be addressed to the Solicitor-General marked for the attention of that particular person.
6. A State Attorney, having given his or her advice, must be assumed to have sought the advice of a more senior legal officer in the Attorney General's Chambers, if he or she has considered such a course necessary. He or she is, therefore, unlikely

to change that advice unless he or she is, convinced there are new grounds for altering the original opinion. It follows that if a Responsible Officer is, after very careful consideration, is dissatisfied with the advice received, he or she should address the Solicitor General in writing stating why. The Attorney General's opinion expressed personally or through the Solicitor General is final.

Quoting Advice

7. When quoting legal advice received from the Attorney-General's Chambers the formula should be:- "I am advised that" or "Government's opinion is" or "My instructions are" The terms of the advice or opinion should then be set out as nearly as possible in the terms in which it was conveyed, but without using quotation marks or mentioning the source of the advice.

Memoranda of Ministers

8. In a case where a memorandum or minute for the Minister is being prepared, the Responsible Officer should indicate the rank of the officer in the Attorney General's Chambers from whom any legal advice may have been obtained. For example, the Solicitor General, a Senior Principal State Attorney. Where a subject involves policy matters which have little or no legal implications, the Attorney General will usually have been consulted by his or her colleagues, and any memorandum or minute should reflect that fact.

Communication outside Government

9. When communication is being prepared for a destination outside the Government administration, the correct reference in those documents should always be to the "Attorney General", and in any such case, the person preparing the documents must ensure that the Attorney General has been consulted.

Advice by Telephone

10. The practice of seeking legal advice over the telephone is greatly discouraged. Except in the most urgent cases, advice should always be sought by written memoranda. In cases where it is absolutely necessary to seek legal advice by telephone, this should be followed by an exchange of minutes confirming the substance of the enquiry and the advice given.

Interviews

11. Interviews with Legal Officers in the Attorney General's chambers are to be discouraged as they greatly interfere with legal work and should not be attempted except by prior appointment.

LEGISLATION (Q - b)

New Legislation

1. Where it is proposed to promote new or amend existing legislation or make statutory instruments, the procedure has been laid down by Cabinet and is set out in the following paragraph. Cabinet's decisions cannot be changed or varied in any way except by the Cabinet and where a change or variation becomes necessary, Cabinet's authorisation to that effect must be sought and obtained. This is one of the few exceptions to paragraph 6 of the section on Applicability, Interpretation, Waivure and Amendments under the Introduction to these Standing Orders.

Authority to Draft

2. Before instructions are given to the First Parliamentary Counsel for the drafting of Bills or Statutory Instruments, the instructing Ministry or Department must:-
 - (a) seek Cabinet approval authorising the subject legislation; or
 - (b) request through its Minister, the authority of the Attorney General or Solicitor General for the legislation to be drafted without prior reference to Cabinet. This approval will be given only in special circumstances.

Instructions to Counsel

3. When Cabinet has approved the proposals for legislation, the instructing Ministry or Department must then forward copies of the Minister's Cabinet Memorandum and the Cabinet Minute to the First Parliamentary Counsel, together with any other relevant papers, so that the draftsman is given the clearest possible explanation of what it is intended to achieve by the Legislation to be drafted.

Allocation of Drafting Duties

4. The First Parliamentary Counsel will allocate the proposed legislation to a person in the Department who will be generally responsible for the legislation until it is enacted. Officers of the Ministry or Department promoting the legislation may be called upon to attend a number of conferences with Parliamentary Counsel and will be expected to seek out and provide all information that may be required for the purposes of drafting.

Scrutiny of Drafts

5. Drafts of the legislation, when ready, will be provided to the instructing Ministry or Department which will be expected not only to examine them critically but also to circulate them to persons, who in the opinion of the instructing Ministry or Department or Local Government should be given an opportunity to comment on them, for example, the Ministry responsible for Finance and the Auditor General in respect of financial provisions; the Chairman or Managing Director of any particular parastatal body that may be affected by a proposed legislation.

Satisfaction of the Law Officers

6. In some cases it will be necessary for the Law Officers that is to say, the Attorney General and the Solicitor General, to be informed and satisfied concerning some of the provisions in a proposed legislation. It will be the draftsman's responsibility to do this, but the instructing Ministry or Department may have a better knowledge of the scope and probable effect of the proposed legislation and members of the Ministry or Department or Local Government are expected to inform the First Parliamentary Counsel if they know that a proposed legislation falls into the categories listed below:-
- (a) Any proposals which may have the effect of altering any of the provisions of the Constitution.
 - (b) Interference with private property.
 - (c) Failure to preserve existing pension or other similar rights.
 - (d) Failure to safeguard rights of persons engaged in a profession or trade when such profession or trade is for the first time being regulated by statute.
 - (e) Compulsory acquisition of private property.
 - (f) Rights of entry to private property.
 - (g) Interference with or deprivation of existing private rights relating to occupation, trade, residence, social customs.
 - (h) Rights of imprisoning or otherwise detaining persons without trial.
 - (i) Provisions which might render a person stateless.
 - (j) Any provisions which are contrary to the rule of law as generally understood in a democratic society.
 - (k) Provisions which might offend against the comity of nations or against public international law.
 - (l) Any provision which has the effect of retrospectively imposing penalties of fines or taxation.

Final Draft

7. After a legislation has been drafted by First Parliamentary Counsel and approved by the instructing Ministry or Department and by the Law Officers (if it comes under the ambit of paragraph 6 above), it must be submitted to Cabinet accompanied by a Memorandum by the subject Minister explaining the legal effect of its more important provisions. No Bill (without exception) must be published until this has

been done. Cabinet copies of the final draft to support the Cabinet Memorandum must be obtained by the promoting Ministry or Department from the First Parliamentary Counsel.

Publication

8. After a Cabinet draft Bill has received Cabinet approval, a final copy, accompanied by a Memorandum signed by the Minister of the instructing Ministry or Department, will be sent to the First Parliamentary Counsel. It will then be published. Instructions to the designated Government Printer to publish will be given only by the First Parliamentary Counsel when he or she has seen Cabinet's Minute authorising publication. The designated Government Printer may take instructions to publish a Bill or a Statutory Instrument only from the First Parliamentary Counsel.

Non-conformity to the laid-down Procedure

9. Any request for the preparation or publication of a Bill or Statutory Instrument which does not follow the procedure outlined above will not be given consideration by the First Parliamentary Counsel.

LEGAL PROCEEDINGS

Legal Proceedings against Public officers

1. From time to time legal proceedings are instituted against public officers as a result of their official positions or of an act done or omitted to be done in the course of their official duties.
2. When a criminal prosecution or civil action is instituted against a public officer as a result of his or her official position, or because of an act done or omitted to be done in the course of his or her official duties, he or she will be at liberty to apply to his or her Responsible Officer for assistance in his or her defence.
3. The Responsible Officer, if satisfied that the act was done or omitted in good faith, or that the charge is malicious and is brought solely on account of the official position which the officer holds, and that it is in the public interest that he or she should be defended, will forward the case to the Solicitor-General and request that arrangements be made for the officer's defence.
4. If the Solicitor-General is satisfied that it is proper and just to do so, he or she will, with the consent of the officer concerned, arrange for his or her defence. The cost of his or her defence will then be met by the Government.
5. If in a civil case in which the defence has been arranged under paragraph 4 above, the officer loses the case and damages are awarded by the court against him or her such damages may be met from public funds. If the officer is successful in his or her case, and is awarded costs and/or damages, he or she will be required to refund to the Government the amount of the financial help he or she received, or the amount of damages or costs recovered, whichever is less.

Legal Proceedings instituted by Public officers

6. A public officer may wish to institute legal proceedings because of circumstances connected with his or her official position or because of action taken in the course of his or her official duties. Except in the circumstances set out in paragraph 3 below, no officer may, however, institute civil proceedings in these circumstances without the prior consent of the Responsible Permanent Secretary who may withhold consent for important reasons of public policy, or if the Solicitor-General advises, on legal grounds, that the case should not be pursued.

Actions for Defamation

7. If a public officer is defamed in circumstances connected with his or her official position, and if the Government is defamed by implication, the Government may have an interest in ensuring that the officer concerned is cleared from the imputations. A criminal prosecution by the State for libel is the exception rather than the rule but it is open to an officer who has been defamed to take legal proceedings for defamation (whether libel or slander) and it may be in the public interest that he or she does so. When he or she does, any of the following alternatives will be open to him or her:-

- (a) If, owing to the financial implications involved in legal proceedings of this nature by way of legal costs, whether or not he or she recovers any damages or, in the event of the case being lost, damages and costs are awarded by the court, the officer decides to seek for financial assistance from the Government, the following will apply:-
- (i) The officer will submit his or her application through his or her Responsible Officer to the Responsible Permanent Secretary, with a copy to the Solicitor-General, for permission to institute legal proceedings with financial assistance from the Government;
 - (ii) The Responsible Officer will forward the application with his or her recommendations to the Responsible Permanent Secretary with a copy of the recommendations to the Solicitor-General;
 - (iii) The Responsible Permanent Secretary, after consultation with the Solicitor General, will, on the facts available decide whether or not the Government has a substantial interest in seeing that the defamatory statement is repudiated and whether or not there is a good prospect of success and if so, give approval for the officer to institute legal proceedings in which event:-
 - (1) The Responsible Permanent Secretary will give a prior undertaking for the Government to meet all the financial obligations involved in the officer instituting and maintaining legal proceedings in the case;
 - (2) A public officer must employ private (as opposed to state) counsel subject to the cost involved being met from public funds only if the Government approves of the advocate the officer proposes to employ;
 - (3) If a public officer is successful in an action after receiving financial help from the Government, and recovers damages or costs or both, he or she will be required to refund to the Government the amount of financial help which he or she has received, or the amount of damages or costs recovered, whichever is less;
 - (4) In addition to the help which can be provided under the terms of this paragraph, where an action has been instituted and maintained in accordance with the procedure described herein, and judgement in such action is given for the defendant, the Government will meet any costs awarded to the defendant for which a public officer becomes liable, unless the facts emerging from the proceedings indicate that the officer has misrepresented his or her facts when making application for financial help.

- (b) If a public officer decides to institute legal proceedings without Government financial assistance, or if he or she goes ahead to institute legal proceedings before obtaining definite approval from the Responsible Permanent Secretary of an application made under paragraph (1) above, or if, after getting a response from the Responsible Permanent Secretary to an application made under paragraph (1) above, this turns out to be in the negative then he or she will not expect to obtain any financial assistance from the Government.

APPENDICES

- A – 1 Letter of offer of appointment on probation
- A – 2 Letter of offer of appointment on transfer from “Other Public Service” to the Uganda Public Service.
- A – 3 Letter of offer of appointment on transfer from one Local Government to another
- A – 4 Letter of appointment when an officer is appointed direct to the Service and his or her probationary period having been waived
- A – 5 Letter of appointment on transfer within the Service
- A – 6 Letter of appointment on promotion
- A – 7 Letter of appointment of an Officer recruited locally on Contract terms in which a terminal gratuity and a specific period of employment are expressed
- A – 8 Letter of appointment to an Officer recruited locally to the Foreign Service on contract terms in which a terminal gratuity and a specific period of employment are expressed
- A – 9 Letter of Appointment of an Officer recruited locally on non-pensionable overseas terms in which a terminal gratuity and a specific period of employment are expressed
- A – 10 Letter to an Officer appointed by the Appointing Authority to Act in another Office (Applicable only to Statutory Offices)
- A – 11 Letter to an Officer appointed by the Appointing Authority on a Trial basis
- A – 12 Letter to an Officer appointed on a part-time basis on Authority of the Responsible Permanent Secretary
- A – 13 Letter of offer of appointment on transfer from the Central Government to a Local Government
- A – 14 Letter of offer of appointment on transfer from the Local Government to a Central Government
- A – 15 Letter of confirmation of an Officer in his or her appointment in the Public Service
- A – 16 Letter of termination of probationary appointment of an Officer
- A – 17 Staff Vacancy (PSF 1)

A – 18	Recommendation for Promotion (PSF 2)
A – 19	Application for appointment to the Uganda Public Service (PSF 3)
A – 20	Staff Performance Appraisal Form (PSF 4)
A – 21	Official Oath and Oath of Secrecy (PSF 5 and PSF 6)
A – 22	Personal Record Form (PSF 7)
A – 23	Certificate of Service (PSF 8)
A – 24	Public Service Contract Agreement Form (PSF 9)
A – 25	Public Service Contract for Permanent Secretaries (PSF 10)
B– 1	Last Pay Certificate (PSF 11)
C – 1	Leave Roster
C – 2	Application for Leave (PSF 12)
C – 3	Leave Records Register (PSF 13)
F – 1	Reporting Register
F – 2	Departure Register
F – 3	Dissemination of information Form (PSF 14)
F – 4	Guidelines on preparation and circulation of Local and Overseas touring reports
F – 5	Code of Conduct and Ethics for the Uganda Public Service
G - 1	Recognition Agreement
G - 2	Subjects for Negotiations and Consultations
G - 3	Rules Governing Access of Union Officials and Representatives to Employing Units
H – 1	Grades of Staff Houses
H – 2	House Allocation Form (PSF 15)
J – 1	Recommendation by the Responsible Officer for an Officer to proceed on Training/Study Leave (PSF 16)

- J – 2 Bond Agreement (PSF 17)
- L – 1 Application for Pension (PSF 18)
- L – 2 Application for Contract Gratuity (PSF 19)
- L – 3 Application for Death Gratuity (PSF 20)
- M – 1 Medical Examination Form (PSF 21)
- O – 1 Procedure for the repatriation of bodies or remains of deceased Expatriate Officers and Technical Assistance Personnel
- O – 2 Laissez – Passer for a Corpse (PSF 22)
- O – 3 Report of Death to Administrator General (PSF 23)

LETTER OF OFFER OF APPOINTMENT ON PROBATION

Ministry/Department/Local Government.....
Address.....

Ref.....
Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*
Address

Dear Sir*/Madam*,

I am pleased to inform you that theunder minute no. has directed that you be offered appointment on probation as in the Public Service.

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions issued from time to time.
3. In addition, your appointment will include the following terms and conditions of Service:-
 - (a) Salary scale.....
 - (b) Starting salaryp.a.
 - (c) Effective date of appointment
 - (d) Incremental date.....
 - (e) Probationary period.....
4. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest and found medically fit to work in the Public Service by a Government Medical Officer.
5. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
6. If you are prepared to accept this offer of appointment on the terms and conditions stated above, please inform me in writing and report to a Government Medical Officer for examination with the attached form.
7. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance and the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

*** Delete whichever is not applicable*

**LETTER OF OFFER OF APPOINTMENT ON TRANSFER FROM
"OTHER PUBLIC SERVICE" TO THE UGANDA PUBLIC SERVICE**

Ministry/Department/Local Government.....
Address.....

Ref:

Date:.....

Mr.*/Mrs.*/Ms.*/Miss.*/Dr.*/Rev.*

Thru:.....

(The Current Employer)

Dear Sir*/Madam*

I am pleased to inform that thehas under Minute No..... directed that you be offered appointment on transfer from to the Public Service of Uganda as

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions issued from time to time.
3. In addition the appointment will include the following terms and conditions of Service:-
 - (a) Salary scale.....
 - (b) Starting salaryp.a.
 - (c) Effective date of appointment.....
 - (d) Incremental date.....
4. As you are already a confirmed Officer your probationary period has been waived.
5. For the purpose of the Pensions Act only, your appointment to this office will be deemed to be a transfer to the Public Service and your service with (the Employing Authority) will count as qualifying service towards retirement but not in the computation of any retirement benefits which you may earn in respect of your employment in the Public Service. Any retirement benefits payable by the (Employing Authority) will be calculated and paid in accordance with the appropriate retirement regulations.
6. When occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
7. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest and found medically fit to work in the Public Service by a Government Medical Officer.
8. If you are prepared to accept this offer, please inform me in writing and report to a Government Medical Officer for medical examination.
9. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance, the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Permanent Secretary Ministry of Public Service, Secretary (Relevant Service Commission)

* Delete whichever is not applicable

LETTER OF OFFER OF APPOINTMENT ON TRANSFER FROM ONE LOCAL GOVERNMENT TO ANOTHER

Local Government.....
Address.....

Ref:.....

Date:.....

Mr.*/Mrs.*/Ms.*/Miss.*/Dr.*/Rev.*

Thru:.....

(The Responsible Officer of the Current Local Government)

Dear Sir*/Madam*

I am pleased to inform you that thehas under Minute No..... directed that you be offered appointment as on transfer from..... Local Government to.....Local Government.

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Local Government Act, the Government Standing Orders and Administrative Instructions issued from time to time.

3. In addition the appointment will include the following terms and conditions of Service:-

- (a) Salary scale.....
- (b) Starting salary p.a.
- (c) Effective date of appointment.....
- (d) Incremental date.....

4. As you are already a confirmed Officer, it will not be necessary for you to serve a probationary period.

5. When the occasion demands, you will be required to serve in any part of the Local Government by normal posting instructions.

6. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

* Delete whichever is not applicable

**LETTER OF APPOINTMENT WHEN AN OFFICER IS APPOINTED DIRECT TO THE
SERVICE AND HIS OR HER PROBATIONARY PERIOD HAVING BEEN WAIVED**

Ministry*/Department*/Local Government of
Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Dear Sir*/Madam*,

I am pleased to inform you that the under Minute No. has directed that you be offered appointment as in the Public Service.

2. The appointment is subject to the Constitution, the Public Service Act, and regulations made thereunder, the Pensions Act, Government Standing Orders and Administrative Instructions made from time to time.
3. In addition, the appointment will include the following terms and conditions:-
 - (a) Salary scale.....
 - (b) Starting salary p.a.
 - (c) Effective date of appointment.....
 - (d) Incremental date
4. It has been decided to waive the necessity for you to serve a probationary period under section A - d, paragraph 2 of the Standing Orders and to admit you direct to the pensionable establishment of the Public Service.
5. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
6. If you are prepared to accept this offer of appointment under the above terms and conditions, please inform me in writing and report to a Government Medical Officer for medical examination.
7. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance and the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

LETTER OF APPOINTMENT ON TRANSFER WITHIN THE SERVICE

Ministry*/Department*/Local Government
 Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Dear Sir*/Madam*,
 Through the current Responsible Officer

Dear Sir*/Madam*,

I am pleased to inform you that theunder Minute No..... has directed that you be offered appointment as..... on transfer within the Service.

2. The appointment is subject to the Constitution, the Public Service Act, and regulations made thereunder, the Government Standing Orders and Administrative Instructions made from time to time and the Pensions Act.

3. In addition the appointment will include the following terms and conditions of service:-

- (a) Salary scale.....
- (b) Starting salary p.a.
- (c) The effective date of Appointment
- (d) Incremental date.....

4. As you are already confirmed in your appointment to the pensionable establishment, you will not be required to serve a further period of probation.

5. When occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.

6. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

** Delete whichever is not applicable*

LETTER OF APPOINTMENT ON PROMOTION

Ministry*/Department*/Local Government*
 Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Thru: The Responsible Officers or Head of Department *

Address

Dear Sir*/Madam*,

I am pleased to inform you that the under Minute No..... has directed that you be offered appointment on promotion toon the following terms and conditions of service:-

- (a) Salary scale.....
 - (b) Starting salary p.a.
 - (c) Incremental date
 - (d) Effective date of promotion
2. Your appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions made from time to time.
 3. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
 4. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

** Delete whichever is not applicable*

**LETTER OF APPOINTMENT OF AN OFFICER RECRUITED LOCALLY ON CONTRACT
TERMS IN WHICH A TERMINAL GRATUITY AND A SPECIFIED PERIOD OF
EMPLOYMENT ARE EXPRESSED**

Ministry*/Department*/Local Government
Address.....

Ref:.....
Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*
Address

Dear Sir*/Madam*,

I am pleased to inform you that the under Minute No..... has directed that you be offered appointment on contract as.....

2. The appointment is subject to the Constitution, the Public Service Act, and regulations made thereunder, the Pensions Act, the Government Standing Orders, and Administrative Instructions and issued from time to time.
3. In addition, your appointment will include the following terms and conditions of service;
 - (a) The appointment will be for a period of months
 - (b) Salary Scale.....
 - (c) Starting salary p.a.
 - (d) Effective date of appointment
 - (e) Duration
 - (f) Subject to satisfactory completion of the stated period of employment, you will be paid a terminal gratuity of percent of your annual salary.
4. If you are prepared to accept this offer of appointment on the above terms and conditions of service, please inform me in writing and report to a Government Medical Officer for medical examination.
5. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance, the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Commission)

* Delete whichever is not applicable

**LETTER OF APPOINTMENT OF AN OFFICER RECRUITED LOCALLY TO THE FOREIGN
SERVICE ON CONTRACT TERMS IN WHICH A TERMINAL GRATUITY
AND A SPECIFIED PERIOD OF EMPLOYMENT ARE EXPRESSED**

Ministry of Public Service
P. O. Box 7003
Kampala

Ref:.....

Date:.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Dear Sir*/Madam*,

I am pleased to inform you that the Public Service Commission under Minute No..... has offered you appointment on contract as.....in the Foreign Service of the Public Service of Uganda.

2. The appointment is subject to the Constitution, the Public Service Act, and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions made from time to time.
3. In addition, your appointment will include the following terms and conditions of service
 - a) The appointment will be for a period of months
 - b) Salary Scale.....
 - c) Starting salary p.a.
 - d) Effective date of appointment
 - e) Duration
 - e) Subject to satisfactory completion of the stated period of employment you will be paid a terminal gratuity of percent of your annual salary.
4. If you are prepared to accept this offer, on terms and conditions stated above, please inform me in writing and sign and return to me all the three copies of the attached agreement forms.
5. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest and found medically fit to work in the Public Service by a Government Medical Officer.
6. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance, the medical form and a provisional bank statement.

Yours faithfully,

Permanent Secretary, Ministry of Public Service

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Foreign Affairs

Secretary, Public Service Commission

* Delete whichever is not applicable

LETTER OF APPOINTMENT OF AN OFFICER RECRUITED LOCALLY ON NON-PENSIONABLE OVERSEAS TERMS IN WHICH A TERMINAL GRATUITY AND A SPECIFIED PERIOD OF EMPLOYMENT ARE EXPRESSED

Ministry of Public Service
P. O. Box 7003
Kampala

Ref:.....

Date:.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address.....

Through Responsible Officers / Head of Department*

Dear Sir*/Madam*,

I am pleased to inform you that the Commission ...under Minute No ... has offered you a non-pensionable appointment to the Public Service on overseas terms as.....

2. The appointment is subject to the Constitution, the Public Service Act, and regulations made thereunder, the Pensions Act , the Government Standing Orders and Administrative Instructions made from time to time.
3. In addition, your appointment will include the following terms and conditions of service
 - (a) The appointment will be for a period ofmonths
 - (b) Salary Scale.....
 - (c) Starting salary p.a.
 - (d) Effective date of appointmen.....
 - (e) Duration
 - (f) Subject to satisfactory completion of the stated period of employment you will be paid a terminal gratuity of percent of your annual salary.
4. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest when the Medical Officer considers this necessary, and found medically fit for public service by a Government Medical Officer.
5. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
6. If you are prepared to accept the offer under the terms stated above, please inform me in writing, sign and return to me all the three copies of the attached agreement forms.
7. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance, the medical form and a provisional bank statement.

Yours faithfully,

Permanent Secretary, Ministry of Public Service

Copies to:

Auditor General, Audit Commission

Secretary, (Relevant Service Commission)

* Delete whichever is not applicable

LETTER TO AN OFFICER APPOINTED BY THE APPOINTING AUTHORITY TO ACT IN ANOTHER OFFICE

(Applicable only to Statutory Offices)

Ministry*/Department.....
Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Dear Sir*/Madam*,

I am pleased to inform you that the..... under Minute No has offered you appointment as for a period of six (6) months on terms stated below.

2. The appointment is subject to review at intervals of six months until you either revert to your substantive appointment, or you are appointed substantively to the post in which you have been appointed to act, on the direction of the Appointing Authority.
3. The effective date of your acting appointment will be
4. During the period you will be acting, you will receive an acting allowance representing the difference between the salary attached to the post you are appointed to act, and your substantive salary.
5. The acting appointment is non-pensionable for the purpose of the Pensions Act except that subject to paragraph 2 above in the unlikely event of the appointment lasting for a period of at least two consecutive years, if you retire or you are retired whilst still acting, your retirement benefits shall be calculated based on your acting appointment unless the Appointing Authority directs that you shall be regarded as having reverted to your substantive post for the purpose of determining your retirement benefits.
6. Please, inform me in writing if you are prepared to accept the appointment on the stated terms and conditions of service.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

* Delete whichever is not applicable

LETTER TO AN OFFICER APPOINTED BY THE APPOINTING AUTHORITY ON TRIAL BASIS

Ministry*/Department*/Local Government.....

Address.....

Ref.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address.....

Dear Sir*/Madam*,

I am pleased to inform you that the Commission under Minute No. offered appointment on trial basis in the Public Service as

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Regulations made from time to time.
3. In addition, your appointment will include the following terms and conditions of service:-
 - (a) Duration
 - (b) Salary scale.....
 - (c) Starting salary p.a.
 - (d) Effective date of appointment will be
4. If you are prepared to accept this offer, on terms and conditions stated above, please inform me in writing and sign and return to me all the three copies of the attached agreement forms.
5. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest and found medically fit to work in the Public Service by a Government Medical Officer.
6. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance, the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

* Delete whichever is not applicable

LETTER TO AN OFFICER APPOINTED ON PART-TIME BASIS ON AUTHORITY OF THE RESPONSIBLE PERMANENT SECRETARY

Ministry*/Department*/Local Government
Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address.....

Dear Sir*/Madam*,

I am pleased to offer you part-time appointment in the Public Service as

2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act and Regulations made thereunder, the Government Standing Orders and Administrative Regulations made from time to time.
3. In addition your appointment will include the following terms and conditions of service:-
 - (a) The appointment will be for a period of months.
 - (b) Salary scale.....
 - (c) Starting Salaryp.a.
 - (d) Effective date of appointment
4. Subject to the Constitution, your part-time appointment may be extended or terminated at any time without notice.
5. Your part-time appointment attracts no rights to any retirement benefit, leave, transport or any other return, privileges or benefits.
6. If you are willing to accept this offer please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

** Delete whichever is not applicable*

LETTER OF OFFER OF APPOINTMENT ON TRANSFER FROM A CENTRAL GOVERNMENT TO THE LOCAL GOVERNMENT

Local Government.....
Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address.....

Thru: Officer's Current Responsible Officer

Dear Sir*/Madam*,

I am pleased to inform you that the has under Minute No. directed that you be offered appointment on transfer from the Central Government to the Local Government as

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions issued from time to time.

3. In addition, your appointment will include the following terms and conditions of service:-

- (a) Salary scale.....
- (b) Starting salary p.a.
- (c) Effective date of appointment
- (d) Incremental date

4. As you are already a confirmed officer, it will not be necessary for you to serve a probation period.

5. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.

6. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

* Delete whichever is not applicable

LETTER OF OFFER OF APPOINTMENT ON TRANSFER FROM THE LOCAL GOVERNMENT TO CENTRAL GOVERNMENT

Ministry/Department.....

Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Thru:.....

(The Officer's Current Responsible Officer)

Dear Sir*/Madam*,

I am pleased to inform you that the has under Minute No. directed that you be offered appointment on transfer from Local Government to the Central Government as

1. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions issued from time to time.
2. In addition, your appointment will include the following terms and conditions of service:-
 - (a) Salary scale.....
 - (b) Starting salary p.a.
 - (c) Effective date of appointment
 - (d) Incremental date
3. As you are already a confirmed officer, it will not be necessary for you to serve a probation period.
4. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
5. If you are prepared to accept this offer, please inform me in writing.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

** Delete whichever is not applicable*

**LETTER OF CONFIRMATION OF AN OFFICER IN HIS OR HER APPOINTMENT IN
THE PUBLIC SERVICE**

Ministry*/Department*/Local Government.....
Address.....

Ref:.....

Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*

Address

Dear Sir*/Madam*,

I am pleased to inform you that the under Minute No. has directed that you be confirmed in your appointment as and admitted to the pensionable establishment of the Public Service with effect from the date of your appointment on probation.

2. Your attention is drawn to Standing Orders, Section A - e, paragraphs 10 to 14 which explains the effect of confirmation.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

** Delete whichever is not applicable*

LETTER OF TERMINATION OF PROBATIONARY APPOINTMENT OF AN OFFICER

Ministry*/Department*/Local Government.....
Address.....

Ref:.....
Date.....

Mr.*/Mrs.*/Ms.*/Miss*/Dr.*/Rev.*
Address

Thru: Head of Department

Dear Sir*/Madam*,

I am directed by the under Minute No. to inform you that your probationary appointment as has been terminated with effect from

2. You should make immediate arrangements to hand-over any Government property in your possession, including where applicable, any Government quarters you are occupying, in accordance with the laid down procedure.
3. The termination of your probationary appointment is subject to 30 days' notice and you will have no claim to any retirement or other terminal benefit.
4. You are entitled to your earned annual entitlement leave to your credit of days and outstanding approved leave of days. You will also be provided with transport back to your home for yourself and your family in accordance with the regulations.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

PSF 1



Ministry/Department/ Local Government:Vote.....

STAFF VACANCY

1. Title of the Post		2. Post Code	
3. Salary Scale		4. Number of Vacancies	
5. Provision Exists in the Budget for FY			
6. Programme Name		7. Code	
8. Type of Appointment: Probation Permanent Contract Trial			
9. Cause of Vacancy			
10. Date vacancy occurred / will occur (MM/DD/YYYY)		11. Age Limit	
12. (a) Qualifications (b) Key Competences required for the post (c) Any other requirements			
13. Key Duties of the Post/Key Result Areas			
14. Is there any candidate, either trained or in training to fill this post? If so give please details.			
<div style="display: flex; justify-content: space-between; border-top: 1px dashed black; padding-top: 10px;"> <div style="width: 25%;">Name</div> <div style="width: 25%;">Designation</div> <div style="width: 25%;">Signature</div> <div style="width: 25%;">Date</div> </div>			
For. Service Commission Use			
<div style="border-top: 1px dashed black; padding-top: 10px;">Date</div>		<div style="border-top: 1px dashed black; padding-top: 10px;">SECRETARY/ SERVICE COMMISSION</div>	

PSF 2

**RECOMMENDATION FOR PROMOTION**

Ministry/Department/ Local Government:Vote.....

1. Vacant Post and Salary Scale
2. Cause of Vacancy
3. Program Name and Code
4. Reference number for the post.
5. Qualifications and Key Competences required for the post
 - a) Minimum qualifications
.....
.....
 - b) Key competences
.....
.....
 - c) Working Experience
.....
6. Duties of the post/Key Results Areas.
.....
.....
.....
.....
.....
.....

7. Recommendation of the Responsible Officer with full supporting details of service of officer(s) recommended and grounds for promotion. (This should be continued on a separate sheet if this space is inadequate).

.....

.....

.....

.....

.....

.....

.....

.....

NAME: **DESIGNATION:**

SIGNATURE: **DATE:**

Note:

- a) Attention is drawn to the provisions of the Uganda Government Standing regarding promotion of officers.
- b) If this recommendation involves supersession of any officer, full reasons for this in respect of each officer to be superseded should be given in a memorandum attached to this recommendation.
- c) This form should be completed in quadruplicate for issue as follows:-
 - (i) One copy to be retained by the Ministry/Local Government/ Department concerned; and
 - (ii) Original and two copies to be sent to the Secretary of the relevant Service Commission.

PSF 3

Attach coloured
passport size
photograph here

Note: Please study the form carefully before completing it.

APPLICATION FOR APPOINTMENT TO THE UGANDA PUBLIC SERVICE

- (i) In the case of serving officers to be completed in triplicate (original in own handwriting) and submitted through their Permanent Secretary or Responsible Officer.
- (ii) In the case of other applicants, the form should be completed in triplicate (the original in own handwriting) and submitted direct to the relevant Service Commission.

Title of the Post Applied for:	
A. Personal Particulars	
1.Full names in capital letters (Surname First):	
2.Date of Birth:	DD MM YYYY <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
3.Postal Address:	
4.Email Address:	
5.Telephone Number:	
6.Nationality:	
7.Are you a permanent resident in Uganda?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.Sub-County	
9.Village	
10. Marital Status (Tick as appropriate) 11.Number and age of Children	
Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>	
11.Number and age of Children	

B. Employment Details								
12. Present Ministry, Local Government or Department or other Employer (where applicable)								
13.(a) Present post (where applicable):								
(b) Salary Scale								
(c) Date of Current Appointment <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td style="text-align: center;">YYYY</td> </tr> <tr> <td style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </td> <td style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </td> <td style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </td> </tr> </table>			DD	MM	YYYY	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
DD	MM	YYYY						
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>						
14. Terms of Employment (Tick as appropriate)								
Contract <input style="width: 30px; height: 20px;" type="checkbox"/> Probation <input style="width: 30px; height: 20px;" type="checkbox"/> Permanent <input style="width: 30px; height: 20px;" type="checkbox"/> Trail <input style="width: 30px; height: 20px;" type="checkbox"/>								
15. Details of Schools/Institutions attended <i>(Start with the highest and certified copies of documents or other evidence should be attached, in respect of Section 10)</i>								
Years/Period	School/Institution	Award/Qualifications attained						
16.(a) Have you passed Uganda Certificate of Education Exams [UCE]? Indicate the year, subject and level of passes.								
Year ----- Index No.-----								
Subject	Grade							

b) Have you passed Uganda Advanced Certificate of Education Exams [UACE]? Indicate the year, subjects and level of passes.

Year -----

Index No. -----

Subject	Grade

17. Employment Record

Year/Period	Position held/Designation	Employer i.e. Name and Address

18. Have you ever been convicted of a criminal offence? (If so, give brief details including sentence imposed)

.....

N.B: Conviction for a criminal offence will not necessarily prevent an applicant from being employed in the Public Service but giving of false information in that context is an offence.

19. a) How soon would you be available for appointment if selected?

b) State the minimum salary expectation.....

20. I hereby certify that to the best of my knowledge and belief, the particulars given in this form are true and complete in all respects.

Signature of Candidate..... Date

21. (a) In the case of applicants not already in Government Service, the names and addresses of two responsible persons(not relatives) to whom reference can be made as regards character and ability should be provided here.

.....

b) In the case of applicants already in Government Service, the comments and recommendation as to the suitability for the post applied for of the Responsible Officer should be provided here.

Name: Designation:

Signature: Date:

PSF 4



STAFF PERFORMANCE APPRAISAL FORM FOR THE PUBLIC SERVICE

(Uganda Government Standing Orders Section A-m)

Preamble

Staff Performance Appraisal is part of the Performance Management System for the Public Service of Uganda. It is used as a management tool for establishing the extent to which set targets within overall goals of the organization are achieved. Through staff performance appraisal, performance gaps and development needs of an individual employee are identified. The appraisal process offers an opportunity to the Appraisee and Appraiser to dialogue and obtain a feedback on performance. This therefore, calls for a participatory approach to the appraisal process and consistence in the use of guidelines by all Public Officers in filling the form.

The Appraiser and Appraisee are therefore, advised to read the detailed guidelines before filling this form.¹

Period of Assessment: From

DD

MM

YYYY

 To

DD

MM

YYYY

SECTION A: PERSONAL INFORMATION (To be filled by the Appraisee)

Name of the Appraisee

Date of Birth

DD

MM

YYYY

Job Title/Rank..... Salary scale

Date of present appointment

DD

MM

YYYY

Terms of employment (Probation, Permanent, Contract).....

Name of the Appraiser

Designation.....Salary scale

Ministry/ Department/ Local Government/Institution

Department..... Division.....

¹ Every Public Officer should be provided with a copy of the staff performance appraisal guidelines, which is also available on the Ministry website: www.publicservice.go.ug

SECTION B: ASSESSMENT OF THE LEVEL OF ACHIEVEMENT

This section should be filled by both the Appraiser and the Appraisee. At the beginning of each assessment period, the Appraiser and Appraisee will agree on the key outputs for the assessment period. The means by which performance shall be measured (Performance Indicators) and the minimum level of performance (performance targets) for each output shall be agreed upon. If in the course of the assessment period, other activities are assigned to the Appraisee, the outputs related to the new activities should be agreed upon and included immediately or at least before the end of the assessment period. It is recommended that the maximum number of outputs for each assessment period should not exceed 10.

At the end of the assessment period, an appraisal meeting should be conducted by the Appraiser. The Appraisee completes part B (1), before the appraisal meeting, by indicating the key outputs, performance indicators and targets agreed upon in the performance plan at the beginning of the assessment period. The Appraiser should complete part B (2), after the appraisal meeting. The assessment should reflect the jointly agreed position.

The assessment of the Individual outputs shall be reflected as a performance level under section B(2), this will be supported by relevant comments on performance under the same section. The performance levels shall be described as Excellent, Very Good, Good, Fair and Poor. In order to quantify the assessment the performance levels shall be awarded scores namely; 5 for excellent, 4 for Very Good, 3 for Good, 2 for fair and 1 for Poor. Right after the table below is a detailed description of the performance levels.

B(1)			B(2)	
Agreed Key Outputs, Performance Indicators and Targets			Agreed Assessment of Performance between the Appraiser and the Appraisee	
Key Outputs	Performance Indicators (How will results be measured)	Performance targets (An agreed minimum level of performance)	Performance Level	Comments on Performance

Definition of the Performance Levels

Excellent (5): The Appraisee has exceeded the agreed targets and has consistently produced results of excellent quality and demonstrated a high level of productivity and timeliness. The Appraisee is a model of excellence in both the results achieved and the means by which they are achieved.

Very good (4): The Appraisee achieved all the agreed outputs in line with the agreed targets. The Appraisee consistently meets expectations for the outputs achieved and the means by which they are achieved.

Good (3): The Appraisee achieved most, but not all the agreed outputs in line with the agreed targets, and there is no supporting rationale for not meeting the other commitments.

Fair (2): The Appraisee has achieved minimal outputs in line with the agreed targets and without a supporting rationale for inability to meet the commitments.

Poor (1): The Appraisee has not achieved most of the agreed targets and without supporting rationale for not achieving them.

Overall Assessment of Performance

Overall assessment of performance should be derived by adding the scores at each performance level and the total divided by the total number of outputs. The average of the scores obtained shall be the overall assessment.

Overall Performance Level

Tick the relevant box

Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1

SECTION C: ASSESSMENT OF CORE COMPETENCIES

This section should be filled by the Appraiser after joint discussions between the Appraiser and Appraisee. The assessment will help establish any areas where some training or development is necessary. The Appraisee should be rated only in areas, which are relevant to his/her job. The maximum points per competence are 5, where 5 is for Excellent, 4 - Very Good, 3 - Good, 2 - Fair, 1 – Poor, N/A - Not Applicable. The Appraiser should give work related examples under comments, to justify their rating.

COMPETENCE	ASSESSMENT Performance level attained (Please tick)						COMMENTS
	5	4	3	2	1	N/A	
Professional knowledge/skills Draws on own experience, knowledge and expertise to demonstrate good judgment; relates professional knowledge to work.							
Planning, organizing and coordinating Prioritizes own work, develops and implements plans; rationally allocates resources, builds group capacity for effective planning and executing of work. Has ability to meet deadlines.							
Leadership Keeps people informed; models and encourages personal accountability; uses power and authority fairly; demonstrates credible leadership, champions new initiatives; reinforces and communicates a compelling vision for change.							
Decision Making Makes logical analysis of relevant information and factors; develops appropriate solutions and takes action, generates ideas that provide new insight; provides reasons for decision or actions, is objective.							
Team work Works cooperatively and collaboratively; builds strong teams; shares information and develops processes to improve the efficiency of the Team.							
Initiative Shows persistence by addressing current problems; acts proactively, plans for the future and implements comprehensive plans. Is open to new ideas; curious about and actively explores new possibilities; identifies how to create more value for customers; takes action on innovative ideas and champions innovation.							
Communication Actively listens and speaks respectfully; seeks to send clear oral and written messages; understands the impact of messages on others.							
Result Orientation Takes up duty willingly and produces results.							

Integrity Communicates values to others, monitors own actions for consistency with values and beliefs, takes pride in being trust worthy; is open and honest and provides quality services without need for inducements.							
Human Resource Management Works effectively with people to achieve organizational goals. Motivates the supervisees, focuses on the knowledge, skills and attitudes and the general work environment that affects their efficiency and effectiveness. Trains, mentors, coaches, inspires, motivates the supervisees, delegates effectively and are able to build a strong working team.							
Financial Management Knows the basic financial policies and procedures; familiar with the overall financial management processes.							
Management of other resources (equipment & facilities) Effectively and efficiently uses resources to accomplish tasks.							
Time Management Always in time and accomplishes tasks in time required and maximizes the use of time to achieve set targets.							
Customer care Responds well and attends to clients. Reflects a good image for the Public service.							
Loyalty Complies with lawful instructions of Supervisor and is able to provide on going support to Supervisors.							
Any other relevant Competence							

SECTION D: ACTION PLAN TO IMPROVE PERFORMANCE

The Action Plan shall be jointly agreed during the performance appraisal meeting, taking into consideration the Appraisee's required job competences and the identified performance gaps.

The action plan to improve performance may include; Training, Coaching, mentoring, attachment, job rotation, counseling and or provision of other facilities and resources.

Where the plan (s) involves formal training of the Appraisee, the record should be forwarded to the Training Committee.

Performance Gap	Agreed Action	Time frame

SECTION E: COMMENTS, RECOMMENDATIONS (IF ANY) AND SIGNATURES

This section is to be completed by the Appraisee, Appraiser and the counter signing Officers. It is a confirmation that the appraisal meeting took place and that there was agreement or if there was disagreement, it was resolved. It is also confirmation that the action plan to improve performance was discussed and agreed upon. The Appraisee / Appraiser / countersigning officer should use this section to comment about the job, career and any other relevant information.

COMMENTS OF THE APPRAISEE

.....

Signature

--	--

--	--

--	--	--	--

COMMENTS OF THE APPRAISER

.....

Signature

--	--

--	--

--	--	--	--

COMMENTS OF THE COUNTERSIGNING OFFICER/SUPERVISOR OF APPRAISER

.....

.....

.....

.....

.....

Name of Countersigning Officer

Designation

Signature

DD		MM		YYYY			

COMMENTS OF THE RESPONSIBLE OFFICER

.....

.....

.....

.....

.....

Name

Designation

Signature

DD		MM		YYYY			

PSF 5

**OFFICIAL OATH****(To be completed in duplicate)**

I,, swear that I will at all times well and truly serve the Republic of Uganda in the office ofand that I will observe, support and uphold the Constitution. So help me God.

.....
Signature of Declarant

SWORN before me atthis day of 20.....

.....
**Signature of Person authorised
to administer Oath.**

PSF 6

OATH OF SECRECY

I,, swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by the President. So help me God.

.....
Signature of Declarant

SWORN before me atthis day of 20.....

.....
**Signature of Person authorised
to administer Oath.**

- NOTE:**
- a) This form should be signed by all Public officers on the U8 scale and above, and witnessed by the officer authorised to administer the Official Oath of Secrecy in accordance with Section A - k, of the Standing Orders.
 - b) One copy of the form should be kept in the officer's Ministry or Department and one copy sent to the Ministry of Public Service in the case of staff in Central Government.
 - c) In the case of Local Governments, a copy be kept by the Head of Department and one copy sent to the Responsible Officer of the respective Local Government.

** Delete whichever is not applicable*

PSF 7

THE PUBLIC SERVICE OF UGANDA PERSONAL RECORD FORM

Two copies of this Form must be filled in person by all employees joining the Public Service for the first time or on re-appointment. The Responsible Officer should forward a copy to the Ministry of Public Service. A copy should be kept in the Officer's open file.

SECTION A – PERSONAL INFORMATION

1. Surname:	
2. Other Names:	
3. **File Number	
4. **Personal Number (from payslip):	
5. Date of Birth: (DD MM YYYY)	
6. Nationality and Sex:	
1. Ugandan Male 2. Non Ugandan Male 3. Ugandan Female 4. Non Ugandan Female	
7. Home District (If Ugandan) _____ **Code	
Country of Origin (If Non Ugandan) _____	
8. Marital Status: 1. Married 2. Single 3. Divorced 4. Widowed 5. Separated	
9. Name of Husband*/Wife* (if applicable) _____	
10. Number of Children <div style="display: inline-block; width: 30px; height: 30px; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 30px; height: 30px; border: 1px solid black; margin-right: 5px;"></div> Ages of Children _____	
11. Location of Residence (Address) _____	
12. Place of work (Address) _____	
13. Religious Denomination _____	
14. Bank and Branch _____	
15. Bank Account Number _____	
16. Bank Account title***	

* Delete whichever is not applicable

****To be filled in by the Head of Personnel.**

*** The district code should be the same as the vote code.

**** *The Bank Account Title should be same as the names on the appointment letter.*

SECTION B – EDUCATIONAL STATUS/QUALIFICATIONS

	Year Completed	School/ Institution	Award + Class	Area of Study/ Specialisation
PHD				
Masters				
Postgraduate Diploma				
First Degree				
Vocational Training				
A'Level				
O'Level				
Apprentice Training				
PLE				

SECTION C– NEXT OF KIN

Names of two persons who should be contacted in case of an emergency.

1. (a) Name	
(b) Relationship	
(c) Place of Work	
Organisation	
Telephone/Mobile	
Place of Residence	
Postal Address	
2. (a) Name	
(b) Relationship	
(c) Place of Work:	
(i) Organisation	
(ii) Telephone/Mobile	
(iii) Place of Residence	
(iv) Postal Address	

SECTION D– CERTIFICATION

I certify that the information provided is true

_____ Name of Officer	_____ Designation
_____ Signature	_____ Date

** Delete whichever is not applicable*

**Provision of wrong information is a criminal offence*

PSF 8



THE REPUBLIC OF UGANDA

CERTIFICATE OF SERVICE*(To be completed in respect of all Public officers regardless of scale when leaving the Service)*

Name of Officer.....

Ministry*/Department*/Local Government of

Post held on leaving the Service

Department

Period of Service: From To

Type of engagement: Pensionable*/Non-pensionable*.

Details of work performed.....

Efficiency

General Conduct

Cause of termination of engagement

This certificate is issued without any alteration or erasure.

.....
Name.....
Designation.....
Signature.....
Date

** Delete whichever is not applicable*

PSF 9

**PUBLIC SERVICE CONTRACT AGREEMENT FORM**

THIS AGREEMENT is made between the person specified in the scheduled hereto as the person engaged (hereinafter referred to as the person engaged) of the one part and the Government of Uganda (hereinafter referred to as the Government) of the other part WITNESSETH as follows:

1. The schedule to this Agreement (hereinafter referred to as the Schedule) shall be read and constrained as part of this Agreement.
2. The person engaged shall be deemed to be in the employment of the Government from the date on which he or she assumes the duties of the post specified in the schedule as the post to which he or she is appointed (hereinafter referred to as the post)

DUTIES

3. The person engaged shall act in all respects according to instructions or directions given to him or her by the Government through its duly authorized officers.
4. The duties of the person engaged shall include the usual duties of the post and any other suitable duties which the Government may call upon him or her to perform.
5. The person engaged shall reside in such place or accommodation as the Government, through its duly authorized officers, may direct.
6. Except as otherwise expressly provided in this Agreement, the officer shall be subject to the provisions of the Uganda Constitution, Public Service Act and any other Regulations made thereunder, the Uganda Government Standing Orders and Administrative Instructions issued from time to time. In the event of any conflict between this agreement and such orders or instructions, this Agreement shall prevail.

SALARY

7. The Salary Scale of the post and the entry point to that scale shall be as stated in the Schedule.
8. On first engagement full salary shall be paid from the date on which the person engaged assumes the duties of the post.
9. Increments of salary, if any, shall be reckoned annually from the first day of the month in which the person engaged takes up his or her appointment. Subject to the provisions of close ten of this agreement annual increment in the salary scale in accordance with the schedule shall be awarded on the incremental of the person engaged.

10. No increment shall be granted unless the efficiency, conduct and diligence of the person engaged during the year, immediately preceding have been acceptable to the government and they shall be considered as having been acceptable unless the Permanent Secretary of the Ministry or the Head of Department in which the person engaged is working is certifies otherwise.
11. The salary of the person engaged may be liable to deductions under agreement and to the Standing Orders.

PERIOD OF SERVICE

12. The engagement of the person engaged is for aperiod of Service as specified in the schedule.
13. The period of service may be extended at the discretion of the Government by a period of six months or with the consent of the person engaged, by any other period.
14. The term of engagement of the person engaged shall be deemed to be completed on the day following the expiration of any earned leave commenced immediately following the last day of service.
15. On the termination of this Agreement under Clause 14, the Government and person engaged may extend this Agreement for such as period and on such terms as may be specified in a renewal schedule to be attached hereto, and on the execution of such renewal schedule, this Agreement shall be deemed to have been extended accordingly.
16. At some time not more than seven month and not less than three months before the date on which his or her period of service under this Agreement terminates, the person engaged shall give notice in writing to the Government whether he or she desires to remain in its employment, and if he or she so desires, the Government shall thereupon decide whether it will offer him or her further employment, in which case the re-engagement shall be on such terms as may be mutually agreed.

QUARTERS

17. (1) The Government quarters may be provided if they are available.
 - (2) When Government quarters are not available, the person engaged shall be required to make his or her own arrangement for housing.
 - (3) Where the person engaged occupies government quarters, the rent specified by the standing orders shall be payable by him or her.
 - (4) Rent and other charges payable under this clause by the person engaged may be recovered by deduction from his or her salary or from any other sums which may be due to him or her from government.

TRAVELLING EXPENSES

18. When travelling on duty the person engaged shall be provided with free transport or shall be paid travelling expenses according to scale and regulations from time to time prescribed by the government.

TRANSPORT

19. The Government shall provide the person engaged on initial appointment with free transport for himself or herself, spouse and children from the place of engagement to the station where the person engaged is going to serve.
20. Upon completion of a period of service in accordance with this Agreement, the person engaged shall be provided with free transport for himself/herself, his or her spouse and his or her children from his or her station to the place of engagement.
21. (1) If the person engaged (being a woman) marries a person employed by the central government or district Local government who is entitled as a result of such employment is entitled to free transport for himself or herself his or her spouse and his or her children or who subsequent to the marriage becomes so employed and so entitled, the rights of the person entitled to free transport shall thereafter be those normally enjoyed by the wife of a person so employed and so entitled.

(2) Provided that if it thinks fit the Government may in its discretion grant the person engaged free transport to her place of engagement in accordance with her entitlements prior to her marriage.

ILL HEALTH

22. If at any time a Government Medical Board or a Physician appointed by Government certifies that the person engaged is incapable by reason of any infirmity of mind or body of rendering further efficient service, the person engaged shall relinquish his or her office.
23. If the person engaged is compelled to resign his or her office by reason of ill health not caused by his or her misconduct or to relinquish his or her office under clause 22 of this Agreement:
 - (a) The Government shall provide him or her with free transport to his or her place of origin for himself/herself, his or her spouse and his or her children at the first opportunity which in the opinion of the Government is available;
 - (b) The Government shall pay the person engaged his or her salary up to the date his or her service ends; and
 - (c) He or she shall be entitled to gratuity in accordance with Clause 34 of this Agreement.
24. A certificate signed by the members of a Government Medical Board or by a Physician appointed by the Government shall be conclusive evidence on the question whether or not the person engaged was compelled to resign or relinquish his or her office by reason of ill health within the meaning of Clauses 22 and 23 of this Agreement.

DISCIPLINE

25. Save as may otherwise be provided in this Agreement, the person engaged shall be subject to the disciplinary provisions of the Constitution, the Public Service Act and Regulations made thereunder or such other instructions as may be in force from time to time in relation to the discipline of the Public Service.

26. If the person engaged shall at any time neglect or refuse or for any cause (except ill health not caused by his or her own misconduct as provided for in clauses 22 and 23 hereof) become unable to perform any of his or her duties or to comply with any order by the Government or shall improperly disclose any information in respect of the affairs of the Government to any unauthorized person or shall in any manner conduct himself/herself contrary to Standing Orders, the Government may terminate his or her engagement forthwith on the advise of the Appointing Authority and thereupon all rights and privileges reserved to him or her by this Agreement shall cease and he or she shall be liable to repay the government on demand the amount paid for transport under clause 19 of this agreement.

TERMINATION OF ENGAGEMENT

27. The Government may at any time terminate the engagement of the person engaged giving him or her three (3) months' notice in writing or on paying him or her one month's salary in lieu of notice and in either case, furnishing him or her with free transport to his or her place of origin for himself/herself and, if his or her spouse and children are with him or her, free transport for his or her spouse and children, provided he or she claims and avails himself/herself of such free transport not later than two months after the expiration of his or her engagement.
28. The person engaged may, at any time after the expiration of three months from the date of engagement, terminate his or her engagement on giving to Government three months' notice in writing or on paying to Government one month's salary in lieu of notice and in neither case repaying the amount paid for free transport under clause 19 of this agreement. He or she shall not in either case be entitled to free transport to his or her place of engagement or to gratuity under clause 34 of this Agreement.
29. If he/she terminates his or her engagement otherwise than in accordance with the Agreement;
- (a) he or she shall be liable to pay to the Government as liquidated damages three months salary and the amount paid for or on account of free transport under clauses 19 and 20 of this agreement; and
 - (b) he or she shall not be entitled to a gratuity under clause 34 of this Agreement.
30. (1) If (being a woman) the person engaged marries the government may her engagement
- (2) Where an engagement is terminated under this clause-
 - (a) The person engaged shall be eligible for gratuity under clause 34 of this agreement; and
 - (b) The Government if it thinks fit may grant the person engaged free transport to her place of engagement under clause 20 of this agreement.

LIABILITY TO MAKE GOOD ANY DAMAGE

31. If in the opinion of the Government, any pecuniary damage arises from any disregard or failure on the part of the person engaged to comply with any order, Standing Orders or departmental instruction or from any neglect of duty whatsoever on his or her part, he or she may be required to make good the damage or part thereof by deduction from his or her salary, the amount of which shall be fixed by the Permanent Secretary of the Ministry or the Head of Department he or she is working.

32. Where the person engaged is required to pay or to reimburse any sum to the Government or owes the Government any sum, such sum may be recovered from his or her salary in such instalments as the Government considers appropriate or, if he or she is eligible for a gratuity under this Agreement, from such gratuity

MEDICAL ATTENTION

33. The person engaged together with his or her spouse and children shall be entitled to free medical attention by the Government staff subject to the regulations in force from time to time. The person engaged and his or her family shall be entitled to free conservative dental treatment.

GRATUITY

34. (1) The person engaged shall be entitled to receive a gratuity at the end of each period of service or, if paid leave of absence is granted, immediately following the conclusion of such leave in accordance with and subject to the other provision of this clause.
- (2) The rate of gratuity shall be 25% of the aggregate salary paid to the person engaged during his or her period of service together with the salary paid to him or her whilst on any leave of absence immediately following such period.
- (3) Where this agreement is terminated before the end of a period of service in circumstances which entitle the person engaged or his or her personal representative to a gratuity under Clause 38(a) ii of this Agreement, the expression "period of service" in this clause shall be construed as meaning so much of the period of service as has been completed.
35. (1) Where the person engaged dies during a tour of service, then –
- (a) If the government is satisfied that he or she is survived by a widow/widower or dependant children no gratuity shall be payable under clause 36 of this Agreement but the Government shall pay or to the benefit of the widow/widower or children or the widow/widower and children , as the case may be, a death gratuity consisting of a sum equal to the annual salary of the person engaged at the rate payable immediately before his or her death; and
- (b) In any other case, the Government shall pay to his or her personal representatives for the benefit of his or her estate, a death gratuity calculated in accordance with clause 36 of the Agreement as if this Agreement had ended on the day following the date of his or her death.
- (2) Notwithstanding the provisions of paragraph (1) of this clause if the Government is satisfied that the person engaged who dies during a tour of service-
- (a) is not survived by a widow/widower or dependent children; and
- (b) is survived by another person who is wholly or mainly dependent upon the person engaged, it may if it thinks fit pay to or for the benefit of such other person a death gratuity calculated in the manner provided in paragraph (1) (a) of this clause; and, were it does so, paragraph (1) (b) of this clause shall not apply.

LEAVE

36. The person engaged shall be granted leave of absence (so far as the exigencies of the Public Service permit and in accordance with the regulations for the time being in force in relation thereto)-
- (a) After a period of service;
 - (b) If because of ill health he or she is sent back to his or her place of engagement during a period of service;
 - (c) If, his or her engagement is terminated because of ill health under clauses 22 and 23 of this Agreement; and
 - (d) If, his or her engagement is terminated under clause 27 or 30 of this Agreement.

INTERPRETATION

37. In this Agreement, unless the context otherwise requires:-

“Child”	Means a son or daughter of the person engaged (including a step son, step daughter, lawfully adopted son or lawfully adopted daughter) who either- (a) has not attained his or her nineteenth birthday and (being unmarried) is dependant upon the person engaged; or (b) Is unmarried and in the opinion of the government is dependant upon the person engaged by reason of incapacity;
“Free Transport”	Means conveyance by rail, road, water or air transport (and, in either case of the grade or class stated in the schedule) between the place of engagement of the person engaged and his or her duty station;
“Salary”	Does not include acting allowance or any other allowance whatsoever.
“Standing Orders”	Means the Government’s Standing Orders for the Public Service, in force from time to time and any other regulations, direction or instruction (however describe) issued by or with the authority of the Government from the control of or otherwise in relation to public officers or the public service.

38. References in this Agreement to the termination by Government of this Agreement or of the engagement of the person engaged shall be construed as references to such termination or engagement by the person or authority whose function it is under the law in force from time to time in relation to the public service to effect such termination.
39. In this Agreement, unless the context otherwise requires--
- (a) Where a word or expression is defined, the definition extends to the grammatical variations of such word or expression; and
 - (b) Words and expressions in importing the masculine gender include female; and
 - (c) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.
40. Without prejudice to the three immediately preceding clauses, this Agreement shall be interpreted in accordance with the Laws of Uganda.

As WITNESS our hands, the day and year below written against our signatures:

Signed by.....
*For and on behalf of the Government of the
 Republic of Uganda*

Signed.....

Date.....20.....

Designation.....

Signature.....

Address

Date.....

Signed by
The person engaged in the presence of:

Signature

Date20.....

Designation.....

Signature.....

Address

Date.....

***RENEWAL/SCHEDULE**

The Person engaged	
The Government	
Post to which the person engaged is appointed	
Number of previous contracts	
Duration of Contract	
Salary Scale	
Salary per annum	
Clauses which do not apply to this Contract	
Other special conditions	

Signature.....
 (Person engaged)

Signed by.....
 (for and on behalf of the Government)

Dated this..... day of.....20.....

** Delete whichever is not applicable*

PSF 10

**PUBLIC SERVICE CONTRACT FOR PERMANENT SECRETARIES**

THIS AGREEMENT is made the day of20 between the Government of the Republic of Uganda (hereinafter referred to as the “**Government**”) and (hereinafter referred to as the “**Permanent Secretary**”).

WHERE IT IS AGREED that the Government will employ and the **Permanent Secretary** will serve, on the following terms and conditions

1. The schedule to this Agreement (hereinafter referred to as the Schedule) shall be read and construed as part of this Agreement.
2. The **Permanent Secretary** shall be deemed to be in the employment of the Government from the date on which he or she assumes the duties of the post.

DUTIES

3. The **Permanent Secretary** shall act in all respects according to instructions or directions given to him or her by the Government through its duly authorized officers.
4. The duties of the **Permanent Secretary** shall include the duties of the post and any other suitable duties which Government may call upon him or her to perform.
5. Except as otherwise expressly provided in this Agreement, the **Permanent Secretary** shall be subject to the provisions of the Constitution, Public Service Act, 1969, and any other Regulations made thereunder, the Uganda Public Service Standing Orders and Administrative Instructions in force from time to time.

SALARY

6. The Salary Scale of the post and the entry point to that scale shall be stated in the Schedule.
7. Full salary shall be paid from the date on which the **Permanent Secretary** assumes the duties of the post.
8. The salary of the **Permanent Secretary** may be liable to deductions under this Agreement and Standing Orders.

PERIOD OF SERVICE

9. This Agreement shall be for a period of three (3) years renewable by mutual agreement of both parties.

10. The term of engagement of the **Permanent Secretary** shall be deemed to be completed on the day following the expiration of any earned leave commenced before the last day of service.
11. On the expiry of this Agreement under Clause 10, the Government and the **Permanent Secretary** may extend this Agreement for such period and on such terms as may be agreed upon and on the execution of such renewal, this Agreement shall be deemed to have been extended accordingly.
12. At a time not less than three months before the date on which his or her period of service under this Agreement expires, the **Permanent Secretary** shall give notice in writing to the Government whether he or she desires to remain in its employment, and if he or she so desires, the Government shall thereupon decide whether it will offer him or her further employment, in which case the re-engagement shall be on such terms as may be mutually agreed.
13. The Government shall before the date on which this Agreement terminates, give three (3) months notice to the **Permanent Secretary** in writing, informing him or her of its intention not to offer him or her further employment.
14. In the event of the **Permanent Secretary** being offered another appointment by the Government or by another entity to which Government subscribes before the end of the contract, the existing contract shall be deemed to have been mutually terminated and the gratuity due shall be paid for the period served.

TRANSPORT

15. The Government shall provide the **Permanent Secretary** on initial appointment with free transport for himself/herself, his or her spouse, his or her children from the place of origin to the station where he or she is to serve.
16. The **Permanent Secretary** shall be entitled to a chauffeur driven vehicle for official use or to claim mileage at the appropriate mileage rate in the event of unavailability of a Government vehicle for using a personal vehicle for travelling on duty.
17. Upon completion of a period of service in accordance with this Agreement the **Permanent Secretary** shall be provided with free transport for himself/herself, his/her spouse and his/her children from his/her station to the place of origin.

ILL HEALTH

18. If at any time a Government Medical Board or Physician appointed by Government certifies that the **Permanent Secretary** is incapable by reason of any infirmity of mind or body of rendering further efficient service he or she shall be required to relinquish his or her office.
19. If the **Permanent Secretary** is compelled to resign his or her office by reason of ill health not caused by himself/herself misconduct or to relinquish his or her office under clause 18 of this Agreement:
 - (a) The Government shall provide him or her with free transport to his or her place of origin for himself/herself, his or her spouse and his or her children at the first opportunity which in the opinion of the Government is available;

(b) The Government shall pay him/her his or her salary up to the date his or her service ends; and

(c) He or she shall be entitled to gratuity in accordance with Clause 29 of this Agreement.

20. A certificate signed by the members of a Government Medical Board or by a Physician appointed by Government shall be conclusive evidence on the question whether or not the **Permanent Secretary** was compelled to resign or relinquish his or her office by reason of ill health within the meaning of Clauses 18 and 19 of this Agreement.

DISCIPLINE

21. Save as may otherwise be provided in this Agreement, the **Permanent Secretary** shall be subject to the disciplinary provisions of the Constitution, the Public Service Act, 1969, and Regulations made thereunder or such other instructions as may be in force from time to time in relation to the discipline of the Public Service.
22. If the **Permanent Secretary** shall at any time neglect or refuse or for any cause (except ill health as provided for in clauses 18 and 19 hereof) become unable to perform any of his or her duties or to comply with any order by the Government or shall improperly disclose any information respecting the affairs of the Government to any unauthorized person or shall in any manner misconduct himself/herself contrary to Standing Orders, the Government may terminate his or her engagement forthwith on the advice of the Appointing Authority and thereupon all rights and privileges reserved to him or her by this Agreement shall cease.

TERMINATION OF ENGAGEMENT

23. The Government may at any time terminate the engagement of the **Permanent Secretary** giving him or her three (3) months' notice in writing or on paying him or her one month's salary in lieu of notice and in either case, furnishing him or her with free transport to his or her place of origin for himself/herself and, if his or her spouse and children are with him or her, free transport for his or her spouse and children, provided he or she claims and avails himself/herself of such free transport not later than two months after the expiration of his or her engagement.
24. The **Permanent Secretary** may, at any time after the expiration of three months from the date of engagement, terminate his or her engagement on giving to Government three months' notice in writing or on paying to Government one month's salary in lieu of notice. He or she shall not in either case be entitled to free transport to his or her place of origin or to gratuity under clause 29 of this Agreement.
25. If he/she terminates his or her engagement otherwise than in accordance with the Agreement:
- (a) he or she shall be liable to pay to the Government as liquidated damages three months salary and,
- (b) he or she shall not be entitled to a gratuity under clause 29 of this Agreement.

LIABILITY TO MAKE GOOD DAMAGE

26. If in the opinion of the Government, any pecuniary damage arises from any disregard or failure on the part of the **Permanent Secretary** to comply with any order, Standing Orders or

departmental instruction or from any neglect of duty whatsoever on his or her part, he or she may be required to make good the damage or part thereof by deduction from his or her salary the amount of which shall be fixed by a competent authority.

27. Where the **Permanent Secretary** is required to pay or to reimburse any sum to the Government or owes the Government any sum, such sum may be recovered from his or her salary in such instalments as the Government considers appropriate or, if he or she is eligible for a gratuity under this Agreement, from such gratuity.

MEDICAL ATTENTION

28. The Permanent Secretary together with his or her spouse and children shall be entitled to free medical and dental care in a Government Hospital or any other institution approved by the Government subject to the Regulations from time to time in force.

GRATUITY

29. (1) The **Permanent Secretary** shall be entitled to receive an annual gratuity.
- (2) The rate of gratuity shall be 40% of the aggregate salary paid to the **Permanent Secretary** during his/her period of service together with the salary paid to him/her whilst on any leave of absence immediately following such period.
- (3) Where this agreement is terminated before the end of a period of service in circumstances which entitle the **Permanent Secretary** or his or her personal representative to a gratuity under Clause 30 (1) (b) of this Agreement, the expression “**period of service**” in this clause shall be construed as meaning so much of the period of service as has been completed.
30. Where the **Permanent Secretary** dies during the period of service, then –
- (a) Gratuity shall be payable under clause 29 of this Agreement for the period of service completed and Government shall pay to or for the benefit of the widow/widower, lineal descendants, dependants and any other lawful beneficiaries to the estate as the case may be, a death gratuity consisting of a sum equal to the annual salary of the person engaged at the rate payable immediately before his or her death and gratuity due for the completed period of a service.
- (b) In any other case, the Government shall pay to his or her personal representatives for the benefit of his or her estate, a death gratuity calculated in accordance with clause 29 of the Agreement as if this Agreement had ended on the day following the date of his or her death.

LEAVE

31. The **Permanent Secretary** shall, so far as the exigencies of the Public Service permit and in accordance with the regulations in force in relation thereto, be granted annual entitlement leave and during a period of service –
- (a) At any time during the period of service.
- (b) If because of ill health he or she is sent back to his or her place of origin during a period of service.

(c) If, his or her engagement is terminated because of ill health under clauses 18 and 19 of this Agreement.

(d) If, his or her engagement is terminated under clause 23 of this Agreement.

INTERPRETATION

32. In this Agreement, unless the context otherwise requires:-

“Child”	Means biological son or daughter of the person engaged (including lawfully adopted son or lawfully adopted daughter) who has not attained his or her eighteenth birthday.
“Free Transport”	Means conveyance by rail, road, water or air transport between the place of origin of the person engaged and his or her duty station.
“Salary”	Does not include acting allowance or any other allowance whatsoever.
“Standing Orders”	Means the Government’s Standing Orders for the Public Service in force from time to time, and any other regulations, directions or instructions (however described) issued by or with the authority of the Government for the control or otherwise in relation to public officers or the public service.
“Terminate”	Means bringing to an end before the contract expires on disciplinary grounds, ill health with or without full benefits.
“Competent Authority”	In this case refers to a relevant statutory body such as, Inspector General of Government, Auditor General, Administrator General, Public Service Commission, etc.
“Family”	In this case means the Permanent Secretary, his or her spouse and biological children or legally adopted children making a total of six people.
“Dependant”	In this case means a person who wholly relies on the person engaged for financial support.

33. References in this Agreement to the termination by Government of this Agreement or of the engagement of the Permanent Secretary shall be construed as references to such termination or engagement by the person or authority whose function it is under the law in force from time to time in relation to the public service to effect such termination.

34. In this Agreement, unless the context otherwise requires:-

- (1) Where a word or expression is defined, the definition extends to the grammatical variations of such word or expression.
- (2) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.
- (3) Permanent Secretary includes Solicitor General and Secretary to the Treasury.

35. Without prejudice to the two immediately preceding clauses, this Agreement shall be interpreted in accordance with the Laws of Uganda.

As WITNESS this Agreement has been signed by or on behalf of the parties hereto the day and year first before written.

Signed by.....
*For and on behalf of the Government of the
 Republic of Uganda*

.....
Signature

In the presence of:

Name.....

Address

.....
Signature

Occupation.....

Signed by
Permanent Secretary

.....
Signature

In the presence of:

Name.....

Address

.....
Signature

Occupation.....

RENEWAL/SCHEDULE

The Person engaged	
The Government	
Post to which the person engaged is appointed	
Number of previous contracts	
Duration of Contract	
Salary Scale	
Salary per annum	
Clauses which do not apply to this Contract	
Other special conditions	

Dated this..... day of.....20.....

Signed by
(for and on behalf of the Government
of the Republic of Uganda)

.....
Signature

Signed by
(Permanent Secretary)

.....
Signature

** Delete whichever is not applicable*

PSF 11

**LAST PAY CERTIFICATE**

To: The Responsible Officer

Address:

This is to certify that Mr/Ms/Dr./Rev/Mrs./Miss*

Designation: has been earning:

1. Emoluments:

a) Salary: per month.

b) Allowance: per month.

2. The following deductions should be effected from his/her salary:

S/N	DEDUCTION	CODE
(i)		
(ii)		
(iii)		
(iv)		
(v)		

3. The Officer has been paid basic salary and allowances up to (DD MM YYYY).

--	--	--	--	--	--	--	--

Name..... Designation

Signature..... Date

Stamp.....

Note: A copy of the last pay slip should be attached

Approved By

[illegible]

PSF 12**APPLICATION FOR LEAVE****Note:** To be addressed to the Responsible Officer/Head of Department/Head of Division.

To:

Thru:

Thru:

NameDesignation

Department

Leave Applied fordays p.m.

Leave Address/Telephone No./E-mail

.....
Date.....
Signature of Officer**SECTION II:** To be completed by Head of Human Resource**COMPUTATION OF LEAVE**

Leave due in (year)

Less leave taken

Balance

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED

This application is in accordance with leave roster. Computation checked and leave recorded by.....
Head of Human Resource **Date****SECTION III**

To

Your application for leave from.....to is
approved/not approved (reasons for not approving must be given).....
Signature of Responsible Officer Date

Name

Designation..... Official Stamp and date

* Delete whichever is not applicable

PSF 13

LEAVE RECORDS REGISTER

Name..... Designation.....

Date of Current Appointment..... Open Personal File No.....

[illegible]

* Delete whichever is not applicable

DEPARTURE REGISTER

DEPARTMENT/SECTION

[illegible]

PSF 14**DISSEMINATION OF INFORMATION****DECLARATION TO BE SIGNED BY A PUBLIC OFFICER ON APPOINTMENT TO THE PUBLIC SERVICE**

1. My attention has been drawn to the provisions of the Official Secrets Act (Cap.311) and subsection A-k of Standing Orders and I am fully aware of the serious consequences which may follow any breach of their provisions.
2. I understand that the Official Secrets Act and subsection A-k of Standing Orders cover also articles published in the Press and any other form of communication and I am aware that I must not divulge any information gained by me as a result of my employment to any unauthorised person, orally or in writing.
3. I understand that those provisions apply even after my employment with the Public Service of Uganda.
4. I appreciate that all the information which I will acquire or to which I will have access to during my employment in the Public Service is information which is protected by either the Official Secrets Act or subsection A-k of Standing Orders and that it would be a contravention of the Act and Standing Orders for me after I have left the Uganda Public Service:-
 - (a) To publish without lawful authority any such information in any form whether orally or in any document, article, book, play, film or otherwise anywhere; or
 - (b) To communicate without lawful authority any such information to any other person whether or not such person is or has been employed in the Uganda Public Service.
5. I further undertake that on leaving the Uganda Public Service I am required to surrender any sketch, plan, model, article, note or document which I will acquire in the course of my official duties, save such as I have been duly authorised to retain by my Responsible Officer.

Name and Signature of Declarant..... Date.....

In the presence of:

Signature of witness

Address

.....

Occupation

GUIDELINES ON PREPARATION AND CIRCULATION OF LOCAL AND OVERSEAS TOURING REPORTS

LOCAL TOURING REPORTS

Category of Touring Officer	Individuals to whom Touring Reports to be Circulated
1. Ministry/Department Staff	
a) Permanent Secretary	(i) His or her Minister ii) Head of Public Service and Secretary to Cabinet iii) Permanent Secretary, Prime Minister's Office iv) All Heads of Department in his or her Ministry/Department.
(b) Director	i) His or her Minister ii) His or her Responsible Officer iii) All Heads of Department in his or her Ministry/Department.
(c) Head of Department	i) His or her Minister ii) His or her Responsible Officer iii) All his or her fellow Heads of Department in his or her Ministry. iv) All the Heads of Division in his or her Department.
(d) Any other senior officer	i) His or her Head of Department ii) All the Heads of Division in his or her Department. iii) Indicate officers below him or her.
2. Local Government Staff	
(a) Chief Administrative Officer/ Town Clerk	i) His or her Chairperson ii) Permanent Secretary, Ministry of Local Government iii) Permanent Secretary, Office of the Prime Minister iv) All Heads of Department in his or her Local Government.
(b) District Head of Department	i) Chairperson ii) His or her Responsible Officer iii) His or her Head of Department v) Any other superior field officer to whom the officer is responsible, e.g. Regional Head of Department, etc.
(c) Any other Senior Officer	vi) His or her Responsible Officer vii) His or her Head of Department viii) Any other superior field officer to whom the officer is responsible, e.g. Regional Head of Department, etc.

Note: The reports may be distributed to other offices like Ministry of Public Service, Finance, Planning & Economic Development, Office of the President depending on the information contained in the report, or the Permanent Secretary may pick issues to communicate

OVERSEAS TOURING REPORTS

Category of Touring Officer	Individuals to whom Touring Reports to be Circulated
1. Single Ministry delegations (whether the officer is alone, a head of a delegation or accompanying the Minister)	
(a) Permanent Secretary	i) His or her Minister ii) The Head of Public Service and Secretary to Cabinet iii) Permanent Secretary, Prime Minister's Office iv) Permanent Secretary, Ministry of Foreign Affairs v) All Directors in the Ministry/Department Heads of Department in his or her Ministry
(b) Director/Chief Administrative Officer/ Town Clerk	i) His or her Minister/District Chairperson/ Mayor ii) His or her Responsible Officer iii) All Heads of Department in his or her Ministry/Department/ Local Government.
(c) Head of Department	i) His or her Minister ii) Responsible Officer iii) Directors in the Ministry/Department iv) All his or her fellow Heads of Department in his or her Ministry/Local Government v) Heads of Division in his or her Department
(d) Any other officer	i) His or her Responsible Officer ii) All Heads of Division in his or her Department iii) Any other Senior officer below him or her in the Department

2. Inter-Ministerial/Local Governments Delegations with Officials only

At least for the purpose of preparation of touring reports both a Chairperson and a Secretary shall be designated or otherwise identified from among the group for the two to be responsible for spearheading the preparation of an official report to cover the tour.

Copies of the official report shall be circulated to:

- (1) Every official on the delegation;
- (2) Every Minister and Responsible Officer of officials on the delegation;
- (3) Head of Public Service and Secretary to Cabinet
- (4) Permanent Secretary, Prime Minister's Office;
- (5) Permanent Secretary, Ministry of Foreign Affairs;

3. Inter-Ministerial delegations with a combination of Ministers and officials

Subject to a similar process of getting both a Chairperson and a Secretary (at least for the purposes of preparation of an official report) as for (4) above, copies of the official report to

be circulated to:

- (1) Every Minister on the delegation;
- (2) Every official on the delegation;
- (3) Every Minister and Responsible Officer of officials on the delegations;
- (4) Head of Public Service and Secretary to Cabinet, Office of the President
- (5) Permanent Secretary, Office of the Prime Minister
- (6) Permanent Secretary, Ministry of Foreign Affairs

GENERAL

4. Keeping other individuals informed

Other individuals beyond those stipulated under (1)-(3) above may be kept informed or otherwise requested to take the necessary action, by whoever is responsible for following up action, either through ordinary correspondence or relevant extracts of a touring report although this should not preclude the despatch of the full report where it is clearly more advantageous in the public interest.

CODE OF CONDUCT AND ETHICS FOR THE UGANDA PUBLIC SERVICE

The following Code of Conduct and Ethics for the Public Service is adopted;

1.0 PREAMBLE

The Public Service as the implementing arm of Government policies and programmes is charged with the responsibility of providing timely, high quality and cost effective services to the nation. To achieve this, it must have public officers who are loyal, committed, results-oriented, customer-centred and observe a high standard of conduct in both official and private life. The existence of a Code of Conduct and Ethics for public officers to enhance performance and reflect a good image of the Public Service and promote good governance is of paramount importance.

The aim of this Code of conduct and Ethics is to provide general guidance to Public officers in their relationships and dealings with their clients and the general public. It compliments existing laws, regulations, guidelines and professional Codes of Conduct issued over the years for the purpose of prescribing acceptable standard of behaviour and conduct in the Public Service. Provision has also been made for appropriate sanctions to be applied where a Public officer's conduct is found to be inconsistent with the Code.

2.0 APPLICATION OF THE CODE OF CONDUCT AND ETHICS AND INTERPRETATIONS

2.1 Application of the Code

- (1) This Code of conduct and Ethics is applicable to persons holding or acting in any public office in the Public Service of Uganda.
- (2) The Code shall be reinforced by professional Codes of Conduct and Ethics.
- (3) Information on the Code shall be made available to all Public officers.
- (4) All Public officers shall consciously subscribe to the Code of conduct and Ethics by swearing the Official Oath and the Oath of Secrecy prescribed in the Uganda Government Standing Orders.

2.2 Interpretation

In this Code, unless the context otherwise requires:-

Bribe	Means any gratification as an inducement to or a reward for or otherwise on account of any public officer for doing or forbidding to do anything in respect of any matter or transaction whatsoever, actual or proposed in which the public body is concerned. It is anything offered or given to or given out by a public officer to gain favour and influence in a particular case.
Code	Means the Code of conduct and Ethics for the Uganda Public Service.
Conduct	Means behaviour, attitude and character exhibited by a public officer within and outside the working environment
Conflict of interest	Refers to a situation where a public officer has got to make a decision between his or her personal interest and public interest.

Currency-Point	Is equivalent to twenty thousand shillings.
Customer	Means a person, whether external or internal, whom a public officer serves or interacts with in the course of his or her official duties.
Employer	Means the Central Government or a Local Government.
Ethics	Means a Code of morals applicable in the Public Service.
Family Member	Means a Public officer's Spouse, biological children or legally adopted children.
Gift	Means any present, donation, grant or favour whether monetary or in kind or any other gain of a personal nature given as an appreciation after a service has been rendered.
Interdiction	Means Temporary stoppage of a public officer from exercising the powers and functions of his or her office to pave way for investigation of a case.
Professional Code	Means the Code that applies to a specific profession in the Public Service.
Public Service	Means Service in a civil capacity of the central Government or of a Local Government.
Public officer	Means any person holding or acting in an office in the Public Service.
Public Office	Means an office in the Public Service.
Responsible Officer	Means a Permanent Secretary or Head of Department under which the Officer is serving or the Chief Administrative Officer or Town Clerk of a local Government.
Sexual Harassment	Means conduct of a sexual nature that affect the dignity of women and men, which is unwelcome, irritating, unreasonable and offensive to the recipient. Such a conduct may be explicit, verbal or non-verbal or implicit and creates an intimidating, hostile or humiliating working environment for the recipient.

3.0 GUIDING PRINCIPLES OF THE CODE OF CONDUCT AND ETHICS

The Code of conduct and Ethics is based on the following principles: -

Accountability	A Public officer shall hold office in public trust and shall be personally responsible for his or her actions or inactions.
Decency	A Public officer shall present himself or herself in a respectable manner that generally conforms to morally accepted standards and values of society.

Diligence	A public officer shall be careful and assiduous in carrying out his or her official duties.
Discipline	A Public officer shall behave in a manner as to conform with the rules, regulations and the Code of Conduct and Ethics for the Public Service generally and codes of professional conduct for the specific professions.
Effectiveness	A Public officer shall strive to achieve the intended results in terms of quality and quantity in accordance with set targets and performance standards set for service delivery.
Efficiency	A Public officer shall endeavour to optimally use resources including time in the attainment of organisational objectives, targets or tasks.
Impartiality	In carrying out public business, a Public officer shall give fair and unbiased treatment to all customers irrespective of gender, race, religion, disability or ethnic background. A Public officer shall make choices based solely on merit.
Integrity	A Public officer shall be honest and open in conducting public affairs.
Loyalty	A Public officer shall be committed to the Policies and programmes of the Government both at national and local levels.
Professionalism	A Public officer shall adhere to the professional codes of conduct, exhibit high degree of competence and best practices as prescribed for in a given profession in the Public Service.
Selflessness	A Public officer shall not put his or her own interest before the public interest. He or she should not take decisions in order to gain financial and other benefits.
Transparency	A Public officer shall be as open as possible about all the decisions and actions taken. He or she must always be prepared when called upon to give reasons for the decisions he or she has taken.

4.0 WORK ETHICS

4.1 Attendance to duty

- (1) A Public officer shall observe the official working days in accordance with the regulations and shall always be available for official duty when called upon.
- (2) A Public officer shall without exception perform his or her duty in a manner that conveys professionalism, respect and conforms to morally accepted standards.
- (3) A Public officer shall commit working hours to official duties.
- (4) A Public officer in position of authority shall exercise such authority with due diligence and trust and shall demonstrate a high standard of Performance of duty and conduct.
- (5) A Public officer shall not hold two jobs at any point in time (moonlighting), and shall not draw two salaries from Government payrolls.

- (6) A Public officer shall be results-oriented and committed to the performance of his or her duties.
- (7) A Public officer shall set clear standards of performance that customers can reasonably expect.

4.2 Time management

- (1) A Public officer shall have strict regard to the working hours. He or She shall not come late to office meetings and Official functions without reasonable cause.
- (2) A Public officer shall endeavour to accomplish planned activities on time. He or she shall desist from engaging in behaviour or conduct that disrupts or interferes with the work of other officers, such as, but not limited to: -
 - (a) Full time reading newspapers, keeping the radio loud as to disrupt concentration, playing computer games or surfing the Internet irresponsibly. The only exceptions are training- related Television and video programmes, Video Conferencing, Open and Distance Learning.
 - (b) Transacting private business in office and during office hours.
 - (c) Engaging in private conversation and gossip during working hours
- (4) Unless otherwise stated, the official working hours are:-

Monday – Friday: 8.00a.m – 12.45p.m

2.00p.m – 5.00 p.m

4.3 Absence from duty

- (1) A Public officer shall seek and obtain permission from his or her supervisor to be absent from duty. Permission shall not be unreasonably denied or granted.
- (2) A Public officer shall, during official working hours, report his or her absence from office to his or her immediate supervisor or relevant persons.

4.4 Sexual Harassment

- (1) A Public officer shall avoid unethical and unbecoming behaviour such as use of rude, abusive and obscene language, indecent dressing, hard supervision and sexual suggestive gestures which constitute sexual harassment and hence a violation of human rights.
- (2) A Public officer shall not subject others or be subjected to conduct of a sexual nature affecting his or her dignity, which is unwelcome, unreasonable and offensive to the recipient.

- (3) A sexually suggestive and offensive behaviour may manifest itself in such forms:
 - (a) An employee being forced to choose between acceding to sexual demands or losing job benefits (sexual blackmail).
 - (b) Verbal and non-verbal sexually offensive behaviour exhibited by colleagues (or even customers).
- (4) A Public officer who is subjected to sexual harassment overtures shall report such a case with the adduced evidence, where applicable, to the department of Government that is responsible for investigating civil and criminal offences with a view to obtaining redress.
- (5) A Public officer who has lodged any complaint regarding sexual harassment using the established complaints procedure shall not be unduly victimised.
- (6) Remedies for sexual harassment shall be those prescribed under the civil or criminal laws.

4.5 Customer Care

A Public officer shall serve customers with fairness, transparency, promptness, clarity, respect and courtesy with a view to ensuring customer satisfaction and enhancing the image of the public service. Therefore, a Public officer shall:-

- (1) Serve every customer in a professional manner in accordance with the set standards.
- (2) Not discriminate or harass any customer and ensure that the services are available and applied equally to all.
- (3) Accord courtesy, empathy and fairness to all customers with special attention to persons with disabilities, the aged, sick and expectant mothers.
- (4) Respond to all customers' requests with promptness and clarity.
- (5) Uphold teamwork and advance the public good for efficient service delivery.

4.6 Conflict of interest

- (1) In the execution of official Government business, a public officer shall not put himself or herself in a position where his or her personal interest conflicts with his or her duties and responsibilities as a public officer. The Public officer is required to inform his or her supervisor of the nature and extent of his or her interest.
- (2) A Public officer shall not either directly or indirectly enter into any contracts with Government. This is unethical since it affects the impartiality of a Public officer and mars his or her reasonable judgement.
- (3) Any Public officer infringing this regulation shall be liable to disciplinary action.

4.7 Financial Credibility

A Public officer shall not engage in any arrangement that would cause him or her financial embarrassment, e.g. bankruptcy.

4.8 Communication of Information

4.8.1 Secrecy and Confidentiality

- (i) A Public officer is a custodian of official information that comes into his or her possession in the course of his or her duty in the Public Service. The release of such information must be guided by the laws relating to rights of access to information as prescribed in the Official Secrets Act and other relevant laws that may be enacted from time to time.
- (ii) A Public officer shall continue to maintain secrecy and confidentiality of official information even after he or she has left the Public Service. Such information shall not at any point in time be used against the Government.
- (iii) A Public officer shall not at any time engage himself or herself in loose talk and make unguarded statements.

4.8.2 Publishing of official information

- (1) A Public officer shall not publish any official information in any document, article, book, play, film or otherwise without explicit permission from the Responsible Officer.
- (2) For Royalties, Patents and Copyrights, a Public officer shall notify his or her Responsible Officer if he or she creates what is believed to be an invention.

4.8.3 Communication to the Press

- (1) A Public officer shall not communicate with the media on issues related to work or official policy without due permission from the authorizing officer.
- (2) Official information will be released to the media by officials who have been authorised to do so according to the laid down procedures.

4.8.4 Anonymous communication

A Public officer is prohibited from writing or disseminating anonymous and malicious letters and printing of graffiti intended to demean the image of Government or public institution, public officer or any other person.

4.8.5 Use of official information for personal gain

A Public officer shall not use official information acquired in the course of official duties to advance personal gain.

4.8.6 Chain of Command

A public officer aggrieved by the decisions or actions of his or her immediate supervisor shall follow the established disputes and settlement procedure in seeking redress.

4.9 Removal, destruction or altering of records

A Public officer shall not, without the permission of the person immediately in charge, wilfully remove, destroy or alter public records from the office or section to which they belong or from any other office premises.

4.10 Accountability

A Public officer shall hold office in public trust and shall be accountable to the public. He or She shall be accountable for all resources under him or her as follows:-

4.10.1. Financial

- (1) A Public officer shall ensure proper and frugal utilisation of public funds and value for money.
- (2) A Public officer shall at all times promptly account for any financial resources entrusted to him or her in accordance with the Financial Regulations, Treasury Accounting Instructions (Part I Finance and Part II Stores) and Procurement Regulations.

4.10.2 Public Property/Assets

A Public officer shall safeguard public property/assets entrusted to him or her and shall ensure that no damage, loss or misappropriation occurs in the process of procurement, storage, utilisation and disposal.

4.10.3 Human Resource

- (1) A Public officer shall ensure that staff under his or her supervision have clear job descriptions and understand the scope of their work.
- (2) A Public officer shall, without favour, support staff under his or her supervision to enhance their competencies and self-development.
- (3) A Public officer shall ensure respect for subordinates, colleagues and supervisors.

4.10.4 Administrative

- (1) A Public officer shall be accountable both for actions and inactions through normal tiers of authority and will adhere to meritocratic principles in decision making.
- (2) Where a Public officer believes that he or she is being required to act in any way which is inconsistent with this Code he or she shall refrain and report the matter to the next line manager.

4.11 Handling of Gifts, Bribes, Favours and Presents by Public officers

4.11.1 Gifts

- (1) A public officer or any member of his or her family shall not solicit or accept valuable gifts, presents, hospitality gratuity or favour or other benefits, if he or she has reason to believe that the acceptance of such gifts, presents and other benefits is bound to influence his or her judgement or action in a matter he or she is dealing with or will handle in future.
- (2) A Public officer shall not give such gifts to influence the judgement or action of another person in his or her favours.

- (3) A Public officer who, in the course of discharging his or her duties, receives any gifts or other benefits of a value of five currency points or above from any one source shall disclose that gift or benefit to Government and shall be treated as a gift or donation or commission to Government.
- (4) A Public officer may accept or give a gift if the gift is in the nature of a souvenir or ornament and does not exceed five currency points in value.
- (5) A Public officer may accept personal gift or donation from a relative or personal friend for such an extent and on such occasion as is recognised by custom.

4.11.2 Bribes

- (1) A Public officer who in his or her personal or official capacity, demands, accepts or gives any bribe or is an agent of any person who intends to influence him or her or another officer is in breach of this Code.
- (2) A member of the public who corruptly gives promises or offers any gift or present or reward or gratuity (tips) to any Public officer as an inducement is guilty of a misdemeanour and shall be dealt with in accordance with the **laws of Uganda**.

4.12 Dress and Appearance

For the promotion and projection of a good image of the Public Service, a Public officer shall at all times dress appropriately and appear decent and respectable in a way that is generally acceptable.

4.12.1 Uniformed and non-uniformed.

A Public officer on duty shall dress in a way which is compatible with the generally accepted standards of propriety in the Uganda community. Where an officer is in part of the Service which is uniformed, such a uniform shall be provided at public expense. The officer shall wear the uniform during working hours, maintain and keep it clean.

4.12.2 Mode of Dress

A Public officer shall dress in a manner that is acceptable and as prescribed under the Standing Orders.

5.0 ENGAGEMENT OF PUBLIC OFFICERS IN POLITICAL ACTIVITIES

A Public officer may participate in politics within the provisions of the law, rules and regulations. He or she shall avoid in particular:

- (1) Engaging in active politics.
- (2) Canvassing political support for candidates.
- (3) Participating in public political debates.
- (4) Displaying party symbols

Where the Public officer's conduct is found to be inconsistent with the code, the relevant laws and regulations shall apply.

6.0 SANCTIONS

- (1) Unethical conduct by Public officers shall not be accepted in the Public Service. Sanctions for any breach of this Code shall be those prescribed by the Service Commissions Regulations, the Uganda Government Standing Orders and Administrative Instructions issued from time to time.
- (2) Depending on the gravity of the offence or misconduct, the following penalties shall apply:
 - (a) Warning or reprimand.
 - (b) Suspension of increment.
 - (c) Withholding or deferment of increment.
 - (d) Stoppage of increment.
 - (e) Surcharge or refund.
 - (f) Making good of the loss or damage of public property/assets.
 - (g) Interdiction from duty with half pay.
 - (h) Reduction in rank.
 - (i) Removal from the Public Service in public interest.
 - (j) Dismissal

7.0 REWARDS

- (1) An appropriate reward and recognition shall be accorded to a Public officer who exhibits good ethical conduct.
- (2) A reward shall be accorded to the Public officer by the Responsible Officer or appropriate authority.
- (3) The rewards shall include; but not limited to;-
 - (a) Word of recognition of good performance
 - (b) Open praise
 - (c) Challenging work assignments normally done by seniors
 - (d) Letter of commendation
 - (e) Presents
 - (f) Mementoes
 - (g) Certificate of merit
 - (h) Concessionary trips
 - (i) Cash bonuses
 - (j) Salary increments
 - (k) Award of Medals

8.0 OBLIGATIONS OF GOVERNMENT

While a Public officer is expected to observe the code, Government as the employer has the following obligations as laid down in the Constitution and operationalised by the relevant laws:-

- (1) To provide satisfactory, safe and healthy working environment.
- (2) To ensure reasonable pay for public officers.
- (3) To ensure equal pay for work of equal value.

- (4) To ensure that employees are accorded rest and reasonable working hours and periods of holidays with pay as well as remuneration for Public holidays.
- (5) To enable every employee to practice his or her profession consistent with the professional Code of conduct and Ethics, the Constitution and other laws of Uganda.
- (6) To accord every Public officer the right to join a Trade Union of his or her choice for the promotion and protection of his or her economic and social interests in accordance with the law.
- (7) To protect Public officers' rights, including the right to withdraw labour in accordance with the law.
- (8) To accord protection to female officers during pregnancy and after birth.
- (9) To provide Public officers with the necessary tools, equipment and gear for performance of their duties.

RECOGNITION AGREEMENT

This AGREEMENT is made this..... Day of BETWEEN the Government of the Republic of Uganda (in this Agreement referred to as “the Government”) of the one part and the Public Service Labour Unions (in this Agreement referred to as “the Union”) of the other part, meeting together voluntarily to determine and regulate the relationship between them in the interests of mutual understanding and co-operation.

1. Interpretation

In this Agreement, unless the context otherwise requires, the following terms and expressions shall have the following meanings-

“Act” means the Public Service (Negotiating, Consultative and Disputes Settlement Machinery) Act, 2008;

“autonomous body” has the meaning assigned to it by the Act;

“employment unit” means the place of work of a union member;

“essential services” means the services specified in the Fifth Schedule to the Act;

“Government” includes a local government and an autonomous body;

“public officer” has the meaning assigned to it by the Act;

“public service labour union” has the meaning assigned to it by the Act;

“responsible officer” includes the Permanent Secretary of a Ministry Or a public officer of equivalent rank, head of a department, a Chief Administrative Officer and Town Clerk of a local government council;

“terms and conditions of service” includes the subjects for negotiations And consultation set out in Appendix G- 2;

“Tribunal” has the meaning assigned to it by the Act;

“Union official” means an elected or appointed officer of the union whose name has been placed on the Authorized Visitors’ list in Accordance with rule 1 (a) of Appendix G- 3;

“Union representative” has the meaning assigned to it by the Act;

2. Recognition by Government

The Government accords full recognition to-

- (1) The union as the properly constituted and representative body representing the interests of union members in matters concerning their terms and conditions of service;
- 2) All properly constituted branches of the unions as may be set up.

3. Union officials’ right of access.

- (1) To enable officials of the unions to contact union members in any employing unit of

Government in an orderly manner, the Government agrees, subject to subparagraph (2) of this paragraph, to permit the Union officials to visit places of work; however, Union representatives shall have a right of access to employees in Ministries, Departments, autonomous bodies or Local Government only where the union representatives are listed on the Authorized Visitors' list as representing the Union.

- (2) Visits may be made and conducted under subparagraph (1) only in accordance with the code of rules set out in Appendix G- 2 to the Agreement.

4. Union Officials

- (1) The Union undertakes to inform the Government without delay of the names of Union Officials and Union Representatives following their election in accordance with the Union's Constitution.
- (2) The Government agrees not to enter into negotiations with persons purporting to represent the Union other than its accredited representatives.
- (3) Union Officials and Representatives shall have the right of access mentioned in paragraph 3 subject only to the Code of Rules set out in Appendix G-3 to this Agreement.

5. General principles

- (1) The Government and the Union recognize the country's interest in-
 - (a) Attaining and maintaining the highest level of efficiency and effectiveness in the Public Service within the constraints of the limited resources of the country;
 - (b) Attaining and maintaining good and harmonious labour relations; and
 - (c) Achieving the highest possible standard of safe and conducive working conditions, consistent with the economic reforms of The Government; and agree to co-operate towards attaining these ends-
- (2) To achieve the aims referred to in subparagraph (1), the Government and the Union agree-
 - (a) To follow the procedure laid down in the Act; and
 - (b) Not to cause, countenance or support any lockout or strike, until those procedures have been exhausted.

6. Right of access to superior officers

The Union is aware that it is a constitutional duty of the Government to employ any person whether he or she is a member of the Union or not; and nothing in this Agreement shall prevent an employee from having direct access to his or her superior officers in the Public Service or to discuss any matter which may affect him or her in connection with his or her employment.

7. Discrimination

- (1) The objective of establishing this relationship is to achieve industrial peace through

collective bargaining or negotiations and free association; and in this spirit, both Government and the Union undertake not to discriminate against an employee in matters connected with his or her conditions or employment on account of his or her not being a member of the Union.

- (2) The Government shall not interfere with the rights of employees to join or continue as Union members or discriminate, restrain, victimize or coerce an employee because of his or her recognized activity in a Union.

8. Intimidation

The Government and the Union agree to take all reasonable and practicable steps to ensure that neither party practices intimidation or uses abusive or intemperate language in their dealings with each other.

9. Negotiating Machinery and Disputes Settlement Procedure

- (1) The machinery for negotiating terms and conditions of service of Union members and for consultation on matters concerning the interests, well-being and efficiency of Union members shall be such machinery as is laid down in the Act.
- (2) The subjects for negotiation and consultation shall be as laid down in Appendix G- 2 of this Agreement.
- (3) Any matter that contravenes any written law shall not be the subject of negotiation.

10. Compliance with the provisions of Agreement

- (1) The Government and the union undertake to ensure that both parties and all their officials and representatives shall accept responsibility for compliance with the procedures laid down in the Act.
- (2) The Government and the Union shall take every possible step to prevent or bring to an end any action by any of its members which is at variance with the provisions of the Act and the spirit of this Agreement.
- (3) Any controversy relating to or arising out of the interpretation or breach of this Agreement shall, as far as possible, be settled in accordance with the Disputes Settlement Machinery provided for in Sections 3 and 4 and 5 of the Act.

11. Strikes and lock-outs

- (1) The Union agrees not to resort to strike action over any subject for negotiation and consultation specified in Appendix G-2, unless and until the machinery for negotiation and consultation provided for under the Act has been resorted to and exhausted.
- (2) It is agreed that in the event of a strike or lockout or disturbance in essential services the Union shall ensure continuation of those services with minimum disruption.

12. Check-off System

- (1) All unionized employees covered by this Recognition Agreement shall be required to contribute union dues by means of a check-off System under which Ministries,

autonomous bodies, and Districts of Local Government undertake to deduct from all unionized employees union dues as will be advised by the Union General Secretary from time to time in accordance with the relevant laws.

- (2) The acceptance of the check-off system by each individual shall be entirely voluntary and shall be authorized by a form signed by the employees.
- (3) The amount to be deducted under the check-off system shall be the monthly rate of subscription fixed by the Union in accordance with the Union Constitution.
- (4) The Government shall not be responsible for issuing receipts to Union Members.
- (5) The Government shall make no deductions on behalf of the Union other than the monthly subscription.

13. General

- (1) It is agreed that no information during any discussion, negotiations or consultations between the Government and the Union shall be released to the press, radio, television or any information service bureau by either party except by mutual consent.
- (2) The Union undertakes to take appropriate measures to educate and improve awareness of its Representatives and members of the contents of this Agreement.
- (3) In their dealings, the Government and the Union agree to adhere to and comply with the provisions of the Constitution, the Act, and any other applicable written law.
- (4) The Government undertakes to take appropriate measures to educate and improve the awareness of managers of the provision or contents of this Agreement.

14. Notices

All notices between the parties shall be addressed as follow-

- (a) FOR THE GOVERNMENT
HEAD OF PUBLIC SERVICE/SECRETARY TO CABINET
OFFICE OF THE PRESIDENT
P.O. BOX 7168, KAMPALA
- (b) FOR THE UNION
GENERAL SECRETARY OF THE UNION
UNION HEADQUARTERS
UGANDA

15 Commencement and duration of Agreement

- (1) While this Agreement remains in force, its observance by both parties is a condition of the continuous recognition of the Union by Government and vice versa.
- (2) This Agreement shall-
 - (a) Come into force and take effect from (the date of the Agreement);
 - (b) remain unaltered for a period of twelve months from that date of its coming into force;

- (c) be renewed automatically every year
- (3) Any modifications or alterations to this Agreement will be mutually agreed upon by either party giving atleast three months' notice in writing of that fact to the other party together with the proposed amendments which shall be in writing.
- (4) This agreement shall come into force and take effect upon signature by both parties.

WHEREFORE the parties have on the day and year as mentioned above affixed their signatures.

FOR THE GOVERNMENT
HEAD OF THE PUBLIC SERVICE
AND SECRETARY TO CABINET

IN THE PRESENCE OF

FOR THE PUBLIC SERVICE LABOUR UNIONS
(GENERAL SECRETARIES OF THE UNIONS)

IN THE PRESENCE OF:

SUBJECTS FOR NEGOTIATION AND CONSULTATION

1. Negotiable items
 - (i) Salaries/Allowances
 - (ii) Hours of work
 - (iii) Health and Safety at work
 - (iv) All types of leave
 - (v) Principles and procedures of redundancy
 - (vi) Medical expenses and sick pay
 - (vii) Funeral expenses
 - (viii) Retirement and other terminal benefits
 - (ix) Any other matter by mutual agreement.
2. Items for consultation
 - (i) Disciplinary procedures
 - (ii) Welfare
 - (iii) Training
 - (iv) Promotion
 - (v) Methods of salary payment
 - (vi) Technological changes
 - (vii) Policy aspects that affect employment e.g employment policy, structural adjustment programme (SAP), incomes policy, schemes of service etc.
 - (viii) Any other matter that may be deemed necessary.

RULES GOVERNING ACCESS OF UNION OFFICIALS AND REPRESENTATIVES TO EMPLOYING UNITS

1. The Union shall furnish to each department, ministry, autonomous body or district local government, a list of all those Union Officials and Union Representatives (hereinafter referred to as "Officials") who are authorized by the Union to visit the department, ministry, autonomous body, or district for the purpose of conducting Union affairs; and the list shall be known as the "Authorized Visitors' list."
2. Five copies of the "Authorized Visitors' list" shall be certified by both the responsible officer and the responsible Union Official and-
 - (1) a copy as so certified shall be given to the Registrar of Labour Unions;
 - (2) two copies as so certified shall be retained by each Department, autonomous body, District or a Local Government; and
 - (3) two copies as so certified shall be retained by the Union.
3. An Authorised Visitors' list shall be prepared in the manner prescribed in Rule (1) after the expiry of each twelve months.
4. Where during the twelve months the Union desires to substitute one person for another person on the authorized Visitors' list, or to remove or to add a name, as the case may be, the Union shall inform the responsible officer, and the substitution or addition shall be effected accordingly and confirmed in writing by the union.
5. Four copies of the authorize Visitors' list as modified under sub rule (3) shall be prepared and distributed in accordance with sub-rule (2).
6. Only officials whose names are on the Authorized Visitors' list of a ministry, department, autonomous body or local government shall be granted access to employing units for the purpose of conducting Union business.
7. Every official whose name is on an Authorized Visitors' list shall be provided by the Union with an identity card bearing a photograph of the official which shall enable the official to be easily identified as the person he or she purports to be.
8. An official on visiting an employing unit shall-
 - (1) Arrive at the employing unit only during the employing unit's normal working hours, unless special prior authority has been granted from the officer-in-charge of the employing unit for the visit to begin at some other time;
 - (2) report to the employing unit's office immediately upon arrival and inform the officer-in charge of the employing unit about the nature of the business he or she wishes to conduct and the persons with whom he or she wishes to conduct such business;
 - (3) confine his or her attention to Union affairs.
9. An official shall not hold any general meeting, whether of Union members or of other persons, except-
 - (a) in accordance with any applicable written law for the time being in force;

- (b) with the consent of the officer-in-charge of the relevant employing unit, and in a manner that is mutually agreed upon;
 - (c) subject to such conditions as may be imposed by the officer-in-charge in accordance with the provisions of rule 6.
- 10. Unions shall regulate their own procedure.
- 11. The conditions which may be imposed by the officer-in-charge of an employing unit with respect to the holding of a general meeting may include specifications of-
 - (1) The date and the time at which the meeting may be held;
 - (2) The place or building in which the meeting may be held;
 - (3) The maximum duration of the meeting.
- 12. The Government reserves the right to withdraw or cancel any of the facilities or privileges granted to the Union under these Rules-
- 13. In event of flagrant or persistent contravention of these Rules by the Union;
- 14. In the event of the Union conducting or carrying out its duties in a manner that is directly and manifestly contrary to the spirit of these Rules.
- 15. In the event of any disagreement or controversy between the officer-in-charge of an employing unit or his or her duly nominated representative and an official of the Union relating to contravention or alleged contravention of any of these Rules, the matter shall be reported in writing by either the officer-in-charge of the employing unit or his or her duly nominated representative or representative of the Union to the relevant responsible officer who shall inquire into the matter and either adjudicate or settle it or negotiate it with the Union.

GRADES OF STAFF HOUSES

GRADE A

1. Quarters with more than 3 bedrooms and irrespective of number of ablutions.

GRADE B

1. Quarters 3-bedroomed with 2 ablutions and with water-borne sanitation.
2. Quarters 3-bedroomed with 2 ablutions and without water-borne sanitation.
3. Quarters 2-bedroomed with 2 ablutions and with water-borne sanitation.
4. Quarters 2-bedroomed with 1 ablutions and with water-borne sanitation.

GRADE C

1. Quarters 2-bedroomed with 2 ablutions and without water-borne sanitation.
2. Quarters 3-bedroomed with 1 ablutions and without water-borne sanitation.
3. Quarters 2-bedroomed house and flats with 1 ablutions and with water-borne sanitation.
4. Quarters 3-bedroomed houses and flats with 1 ablutions and with water-borne sanitation.
5. Quarters 3-bedroomed "all purposes" houses, with or without water-borne sanitation.

GRADE D

1. Quarters 2-bedroomed with one ablution and without water-borne sanitation.
2. Quarters one-bedroomed houses and flats with one ablution and with water-borne sanitation.
3. Quarters 3-bedroomed with one ablution and without water-borne sanitation.
4. Quarters 2-bedroomed houses and flats with one ablution and with water-borne sanitation.
5. Quarters 3-bedroomed with one ablution and with water-borne sanitation.
6. Quarters hostel cottages and flats in hostels and flats with one bedroom.
7. Quarters one-bedroomed with one ablution and without water-borne sanitation.
8. Quarters 3-bedroomed with one ablution and without water-borne sanitation.
9. Quarters 2-bedroomed with one ablution and with water-borne sanitation.
10. Clover-leaf uniports.

GRADE E

1. Quarters one-bedroomed with one ablution and with water-borne sanitation.
2. Quarters 2-bedroomed with one ablution and without water-borne sanitation.
3. Quarters 3-bedroomed with communal ancillaries.
4. Quarters hostel single rooms.

GRADE F

1. Quarters one-bedroomed with one ablution and without water-borne sanitation.
2. Quarters one-bedroomed with one ablution with water-borne sanitation
3. Quarters 2-bedroomed with communal ancillaries.

GRADE G

1. Quarters one-bedroomed with one ablution and without water-borne sanitation.
2. Quarters with one-bedroom and communal ancillaries.
3. Quarters single rooms with communal ancillaries.

GRADE H

1. Other one-roomed quarters.

NOTES:-

- (1) Number of bedrooms. These are rooms which are capable of being used as at least single bedrooms over and above a separate dining-room and lounge or a combined dining-room and lounge.
- (2) Ablutions. Ablution room means a room with a bath or a shower or other fixed washing facilities.

PSF 15

HOUSE ALLOCATION FORM

Ministry/Department/Local Government.....

Address

Date

To: (Name of Officer).....

Thru:.....

Ministry/Department/Institution.....

ALLOCATION OF QUARTERS

1. You have been allocated for your temporary occupation the following quarters on the conditions laid down in Section H of Standing Orders and the Tenancy Agreement.

(1) Address of Quarters.....

(2) Grade of Quarters.....

(3) If shared, with whom.....

(4) Date of Allocation.....

The Quarters given*/ are not* of a higher grade that would normally have been allocated.

2. The keys of the premises may be obtained from the Estates Officer */ officer in charge of Housing Allocation.* During your occupation you will be personally liable for all Government property handed over to you on the terms laid down in the Standing Orders and the Tenancy Agreement.
3. Before vacating the quarters, you should notify the Estates Officer */ office in charge of Housing Allocation who should make arrangements to inspect the house before you vacate. Failure to do this will render you personally responsible for any damage to the property after your occupancy has ceased.
4. On vacating the quarters, the keys must be handed to the Estates Officer */Office in charge of Housing Allocation* and NOT to any new occupier or any other person.
5. Your attention is particularly drawn to Government Standing Orders, Section H, and the Tenancy Agreement.

.....
For: Responsible Officer/Head of Department/Head of Institution

c.c: Estates Officer */Officer in Charge of Housing Allocation
 Town Clerk
 NWSC (Local Area Officer)
 U.E.D.C.L
 O/ C Police

*Delete the words which are not applicable.

PSF 16



RECOMMENDATION BY THE RESPONSIBLE OFFICER FOR AN OFFICER TO PROCEED ON TRAINING/STUDY LEAVE

Ministry/Department/Local Government.....
1. Personal Information
(a) Name.....
(b) Date of Birth.....
(c) Date and Min. No of first Appointment.....
(d) Confirmation Min. No.....
(e) Present Post (Date & Min. No of Appointment).....
.....
(f) Salary Scale of the post.....
2. Educational Background*
a) Uganda Certificate of Education (UCE) or equivalent (grade and year)
.....
b) Uganda Advanced Certificate of Education or equivalent (UACE) (grade and year)
.....
c) Diploma(s) - (class and year).....
d) Degree (s) - (class and year).....
e) Any examinations passed other than in (a), (b), (c) or (d) above
.....
If the candidate did not pass the Uganda Certificate of Education examination, full details to be given of examination passed and dates

3. Proposed Course

- (a) Title of the Course.....
.....
- (b) Location of Course (Institution & Country)
- (c) Commencement & ending date.....
- (d) Evidence of admission*.....
- (e) Brief Description of course
-
- (f) Award expected.....
.....

4. Purpose of Course.....
.....

- | | |
|-----|--|
| (a) | If to increase efficiency in present post, indicate the benefit which the course will give.
.....
..... |
| (b) | Will the successful completion make the officer eligible for promotion to a higher post? If so, give details of higher post.
.....
..... |
| (c) | If to obtain a qualification necessary before promotion to a higher post, give the qualification and the higher post.
..... |

5. Details of any Officer (s) already possessing the same qualifications the applicant is aspiring to obtain.....
.....6. Particulars of any Officer (s) undergoing training to obtain the same qualifications as will be obtained by the applicant.*
.....
.....7. Particulars of other Officer(s) in need of the same training. **
.....
.....
.....

8. Supersession

If the answer to (b) or (c) in section 4 is in the affirmative, give details of any officer(s) who would then be superseded and of the reasons thereof.

.....
.....

9. Source of Funding/ Sponsorship (Indicate costs and source of funding for the training).*

.....
.....

10. Recommendation of the Responsible Officer:

Name Designation

Signature Date.....

**Documentary evidence should be attached.*

***Separate sheets should be attached if necessary.*

PSF 17



THE REPUBLIC OF UGANDA

BOND AGREEMENT

BETWEEN

.....

AND

.....

Know all men by these present that has been awarded a scholarship byfor training in and under the terms of the said scholarship is required to enter the conditions set out herein below and which said conditions and rules shall form an integral part of this agreement.

The conditions referred to above are as follows:

1. The person to whom the scholarship is awarded shall be required:
 - (a) To complete the course for which the scholarship has been awarded and follow the rules as may hereafter be made whether by way of amendment or otherwise by the Responsible Officer of the relevant Ministry, Department, or Local Government or other person or committee of person so appointed/nominated by him or her that behalf governing the award of scholarship.
 - (b) On completion of training to return to his or her Ministry, Department, or Local Government and resume working in the capacity for which his or her course of instruction was adjusted by the Responsible Officer of the relevant Ministry, Department, Local Government or other person or committee of persons so appointed, and to continue in that service for a period not less than 3 years.

PROVIDED that the Responsible Officer or such committee of persons so appointed shall have power to release him or her from such obligation at any time before the expiration of the above period of 3 years as thought fit, but in the event of a breach of any or all the above conditions the bond shall remain in full force and effect.

- (a) This scholarship is sponsored by
- (b) The training course commences on the day of and ends on the day of

I, hereby declare in the presence of that the scholarship awarded to me shall be governed by these rules and that in the event of a breach by me of any of the above

rules my scholarship shall be suspended or terminated forthwith and I shall be called upon to pay the equivalent of the salary and other training related expenses incurred to sponsor me for the said training, within 6 months.

SIGNED by the said}

this of

In the presence of OBLIGATOR.

Signed by

this of

In the presence of RESPONSIBLE OFFICER
DESIGNATED PERSON/COMMITTEE
CHAIRPERSON

this of

PSF 18



**PASSPORT
SIZE PHOTO OF
CLAIMANT AND
STAMPED BY
THE SUBMITTING
OFFICE**

APPLICATION FOR PENSION [TEACHERS AND TRADITIONAL PUBLIC OFFICERS]

To:.....

.....

.....

From: Ministry/Department/Local Government.....

1. *Part A of this form should be filled by the Responsible Officer*
2. *Part B of this should be filled by the applicant.*
3. *Submission of wrong information may lead to prosecution in accordance with the Penal Code.*

PART A

PERSONAL INFORMATION OF THE APPLICANT

1. Names in capital letters (Surname first).....

2. Date of Birth: **DD** **MM** **YYYY**

--	--

--	--

--	--	--	--

3. Last Appointment held

4. Salary scale.....Salary Per Annum.....

5. Date of retirement: **DD** **MM** **YYYY**

--	--

--	--

--	--	--	--

6. Date of First Appointment: **DD** **MM** **YYYY**

--	--

--	--

--	--	--	--

7. Date of Last Appointment: **DD** **MM** **YYYY**

--	--

--	--

--	--	--	--

8. Registration Number /Force Number (where applicable).....
9. Reason for Retirement:.....
10. Last Duty Station.....
(Ministry, Department/Local Government/School)

PARTICULARS OF SERVICE

11. Record of Pensionable Service

Post Held	Salary Scale	Basic Salary PA	From (DD/MM/YYYY)	To (DD/MM/YYYY)

12. Record of Previous Non – Pensionable Service

Post Held	Salary Scale	Basic Salary PA	Type of service	From (DD/MM/YYYY)	To (DD/MM/YYYY)

13. Record of Breaks in Service and Leave of absence other than on Full Pay

From	To	Reason

OUTSTANDING FINANCIAL LIABILITY

14. Under this Section, Accounting Officers should indicate any financial obligation(salary advance, salary loan etc) not yet settled by the Officer.

Type of Liability	Amount (Ushs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc)
Total outstanding liability		

Declaration by the Accounting Officer

15. I certify that the information given in Part A of this form is correct to the best of my knowledge and belief

Name.....Designation.....

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

PART B: (TO BE FILLED BY THE APPLICANT)**1. Contact Address**

District	
Sub County/ Division	
Village	
L.C.1	
Postal Address	
Telephone Number	
Email	

2. Members of immediate Family**(i) Spouse(s) (where applicable)**

Name	Contact

(ii) Children

Children's Names (Put extra names overleaf if necessary)	Date of Birth

3. Bank Details: My pension/gratuity should be to the credit of my account at:

Bank	
Branch	
Account Title	
Account Number	

4. Declaration:

I certify that the given in Part B of this form is correct to the best of my knowledge and belief.

Name.....Designation

Signature.....Date

ATTACHMENTS TO THIS FORM

- i) First Appointment letter
- ii) Confirmation letter
- iii) Promotion letters (if any)
- iv) Last pay slip
- v) Letters of acceptance of retirement or directing removal from the service
- vi) Certificate of registration for Teachers
- vii) Provisional Bank Statement
- viii) Forwarding letter

PSF 19



THE REPUBLIC OF UGANDA

Attach and stamp
a Passport size
photograph of the
claimant.

APPLICATION FOR CONTRACT GRATUITY

To:.....

.....

.....

From: Ministry/Department/Local Government.....

1. **Part A of this form should be filled by the Responsible Officer**
2. **Part B of this should be filled by the applicant.**
3. **Submission of wrong information may lead to prosecution in accordance with the Penal Code.**

PART A

PERSONAL INFORMATION OF THE APPLICANT

1. Names in capital letters, surname first.....
2. Designation
3. Salary Scale.....Salary per annum.....

4. Record of Gratuity Earning Service

Title of Appointment	From	To	Basic Salary Shs P.A	Remarks

5. Record of leave or Absence from Duty other than on Full Pay

From	To	Reason	Proportion of salary paid

6. **Outstanding Financial Liability** (Under this Section, Accounting Officers should indicate any financial obligation (salary advance, salary loan etc) not yet settled by the Officer.)

Type of Liability	Amount (Ushs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc)
Total outstanding liability		

7. Employer's Certification

I CERTIFY THAT the information given in Part A of this form is correct to the best of my knowledge and belief

7.1 Prepared by
Head of Accounts Signature & Date

7.2 Verified by.....
Head of Personnel Signature & Date

7.3 Authorised by
Responsible Officer Signature & Date

PART B (TO BE FILLED BY APPLICANT)

1. **Bank Details:** My gratuity should be paid to:

Bank	
Branch	
Account Title	
Account Number	

2. Contact Address

District	
Sub County / Division	
Village	
L.C. 1	
Postal Address	
Telephone Number	
Email	

3. Declaration by the Applicant

I CERTIFY THAT the information given in Part B of this form is correct to the best of my knowledge and belief

Name..... Designation.....

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

ATTACHMENTS TO THIS FORM (COPIES)

- i. Appointment letter on contract
- ii. Local contract agreement
- iii. Payslip
- iv. Provisional Bank statement
- v. Letter of submission

PSF 20



THE REPUBLIC OF UGANDA

**PASSPORT
SIZE PHOTO OF
CLAIMANT AND
STAMPED BY
THE SUBMITTING
OFFICE**

APPLICATION FOR DEATH GRATUITY

To:.....

.....

.....

From: Ministry/Department/Local Government.....

Instructions:

1. **Part A of the Form should be filled by the beneficiary(s)**
2. **Part B of the form to be filled by the Responsible Officer**
3. **Please note that submission of wrong information may lead to prosecution in accordance with the Penal Code.**

PART A

PERSONAL INFORMATION

1. I apply for death gratuity in respect of Mr/Mrs/Ms/Dr.....

2. Registration Number/Force Number (where applicable).....

3. PAB Number(UPDF Widows/Orphans).....

4. Date of Death: **DD** **MM** **YYYY**

--	--

--	--

--	--	--	--

5. Designation.....

6. Salary Scale

--	--	--	--	--

7. Salary per annum

--	--	--	--	--

8. Mode of payment (Fill either 8.1 or 8.2)

8.1 To be filled by persons with letters of Administration only. An Estates Bank Account should be opened in this case.

8.2 To be filled by persons without letters of Administration only.

8.3 UPDF Widows and Orphans should open bank accounts in the names as provided by the PAB

8.1 Applicants with letters of Administration

(1) ☐ I have attached letters of administration indicating that

Dr/Rev/Fr/Mr./Mrs./Ms..... is the legal
representative of the estate of the late.....

(2) The death gratuity should be paid to the credit of:

Bank	
Branch	
Account Title	
Account Number	

8.2 Applicants without letters of administration

☐ I confirm that I have opened up a file with Administrator General's office where all payments will be remitted.

9. Contact Details:

District	
Sub County/ Division	
Village	
L.C.1	
Postal Address	
Telephone Number	
Email	

10. Declaration by the Applicant

I certify that the information given in Part A of this form is correct to the best of my knowledge and belief

Name..... Relationship.....

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

PART B (TO BE FILLED BY RESPONSIBLE OFFICER)**PARTICULARS OF SERVICE****11. Record for Pensionable Service**

Post/Title	Salary Scale	Basic Salary PA	From: DD/MM/YYYY	To: DD/MM/YYYY	Remarks

12. Record of Leave of Absence from Duty other than on Full Pay

From DD/MM/YYYY	To DD/MM/YYYY	Reason	Proportion of salary paid

13. OUTSTANDING FINANCIAL LIABILITY

Under this Section, Accounting Officers should indicate any financial obligation (salary advance, salary loan etc) not yet settled by the Officer.

Type of Liability	Amount (Ushs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc)
Total outstanding liability		

14. Employer's Certification

I CERTIFY THAT the information given in Part B of this form is correct to the best of my knowledge and belief

14.1 Prepared by
Head of Accounts Signature & Date

14.2 Verified by.....
Head of Personnel Signature & Date

14.3 Authorised by
Responsible Officer Signature & Date

ATTACHMENTS TO THIS FORM

- i) First Appointment letter
- ii) Confirmation letter
- iii) Promotion letters (if any)
- iv) Last pay slip
- v) Death Certificate or LC letter
- vi) Letters of acceptance of retirement or directing removal from the service, and
- vii) Certificated of registration for Teachers
- viii) Provisional Bank Statement
- ix) Forwarding letter

PSF 21



THE REPUBLIC OF UGANDA

PUBLIC SERVICE MEDICAL EXAMINATION FORM

Ref.....

Date:

PART I

To: The Government Medical Officer

.....

.....

Please examine Mr.*/Mrs.*/Miss*/Dr*

for appointment as on pensionable*/non-pensionable*

NameSignature.....

Designation.....

PART II

Date:.....

To: The Permanent Secretary/Head of Department/Chief Administrative Officer/Town Clerk (as applicable), Ministry, Department, or Local Government

.....

.....

I have examined the person named in Part I above and consider that he*/she* is*/is not* medically fit for appointment to the Public Service on pensionable*/non-pensionable* terms.

Name of Government Medical Officer.....

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

Copy to:-

The Permanent Secretary,

Ministry of Public Service

P. O. Box 7003

KAMPALA

*Delete whichever words are not applicable

PROCEDURE FOR THE REPATRIATION OF BODIES OR REMAINS OF DECEASED EXPATRIATE OFFICERS AND TECHNICAL ASSISTANCE PERSONNEL

If the death of an officer recruited from a foreign country occurs and the deceased officer's next-of-kin have requested that the body or remains of the deceased be repatriated to the country of origin, the procedure explained in the paragraphs below should be followed to ensure that repatriation is effected in an orderly fashion.

1. Storage and Death Certificate

After obtaining the Medical certificate of Death (which should accompany the body), immediate arrangements should be made by the deceased officer's parent Ministry or Department or Local Government to get the body transported to the Mortuary for "cold" storage. This should be done whether or not a specific request for repatriation has been received, since a request for repatriation may be delayed and if the body has not been cold stored, decomposition may set in making it impossible to embalm it latter on.

2. Identification of the body

Identification of the body by two persons, one from the deceased officer's family and the other from the parent Ministry, Department, or Local Government is required and this should be done in the presence of the Medical Officer performing the autopsy before the commencement of any examination. After the identification and the autopsy, the Medical Officer will issue a certificate giving the cause of death.

3. Registration

The Medical Certificate of cause of death should then be taken to the Responsible Officer of a District or Urban authority in charge of the area where the deceased was residing or working for preliminary registration and subsequently an official certificate of registration of death should be obtained from the Registrar-General's office.

4. Embalming

Arrangement should then be made directly with the Head of the nearest hospital, Department of Anatomy, for the embalming of the body. The fee for this service will be paid by the Responsible Accounting Officer. Transport will be arranged by the parent Ministry, Department, or Local Government of the deceased. A certificate of embalming indicating manner and method used should be obtained from the Department of Anatomy.

5. Provision of Impervious coffin and container

The Responsible Officer shall ensure that an impervious coffin zinc liner, internal despatch and external container are purchased. For the purpose of international standards set out by the World Health Organisation, an impervious coffin shall be any container or box of whatever material that can be hermetically sealed and so maintained by plastic or rubber gasket or by metal or similar material which can be soldered or welded. The body may also be encased in plastic container which has been sealed by heat or adhesive material prior to being placed in non-impervious coffin and which for the purpose of these standards is considered the same as an impervious coffin (see also paragraph.7 below).

6. Final Preparation and Sealing

- (a) The body should be SHROUDED in a cloth. It is then placed in the impervious coffin and sealed in the presence of:
 - i) The Medical Officer of Health or his or her representative;
 - ii) The Head of Anatomy Department or his or her representative;
 - iii) A representative of the Ministry or Department or Local Government to which the deceased officer belonged
 - iv) A representative of the diplomatic Mission of the country to which the body is being repatriated where applicable.
- (b) International World Health Organisation standards require that the wooden casket bear an immovable plaque or other appropriate marking in conspicuous place indicating name, age and final destination of the body.
- (c) The airlines further require for obvious reasons that the casket be placed in a rectangular wooden case which is easily dismantled and properly marked with final destination and other freight data such as weight and size.
- (d) Certificate of sealing indicating specifically that the coffin contains only the body in question and necessary clothing or shroud and packing should then be signed by three officers referred to at paragraph 6 (a), (i), (ii) and (iii) above. This is required by the Customs Authorities of Uganda and the receiving country.
- (e) After the sealing is completed the following documents should be presented to the Responsible Officer in charge of an Urban authority where the body is passing, who shall issue a Transit pass or Laissez-Passer in accordance with international World Health Organisation standards.
 - i) Official Certificate of cause of death (Medical form 105);
 - ii) Certificate of embalming;
 - iii) Certificate of sealing

7. Cremation

In the interest of the economy a suggestion should be made to the next-of-kin for cremation of the body and subsequent airmailing of the ashes. The following documents must accompany the remains:-

- (a) Official certificate of cause of death,
- (b) Certificate of Embalming,
- (c) Transit pass or laissez-passer.

No articles may accompany the coffin other than wreaths, flowers and the like. After cremation, the ashes may be sent without documents because they are not subject to any special requirements. A certificate of cremation will be issued by caretakers.

8. Booking

The freight booking for the repatriation of the remains should be made by the deceased officer's Ministry or Department or Local Government on the earliest possible connections from an International Airport in Uganda to the deceased officer's country of origin. The dimensions and gross weight of the body should be specified to the Airline.

9. Floral Tribute

When the general freight details are known, a wreath should be ordered by the Ministry or Department or Local Government concerned for despatch to undertakers (through the diplomatic Mission in Uganda; where applicable representing the deceased officer's country of origin).

10. Transport to Entebbe International Airport

The deceased officer's Ministry or Department or Local Government is responsible for making arrangements for the transportation of the consignment to an International Airport in Uganda and, where arrangements for the funeral services to be held locally have been made, for the transportation of the container to and from the Church/Mosque, en route to an International Airport in Uganda. The whole exercise must be timed so that the sealing (see paragraph 6) above and airlifting from the airport are not more than 24 hours apart. The body, must therefore, be left in the mortuary (see paragraph.2 above) until confirmation of the booking has been obtained from the Airline.

11. Documents

The Ministry or Department or Local Government of the deceased Officer will be responsible to see that the following documents accompany the container to the airport:-

- (a) Air ticket for Freight charges;
- (b) Medical certificate of cause of death;
- (c) Transit pass or laissez passer;
- (d) Certificate of embalming;
- (e) Certificate of sealing of the coffin, and where cremation is carried out a certificate of cremation;
- (f) Import licence or authorisation for the repatriation of the body by the mission in Uganda representing the deceased officer's country of origin.

12. Communication with Relatives and Other Parties

Throughout the whole period of preparation of the transport arrangements of the remains, the Diplomatic Mission in Uganda should be kept informed of the development and in particular should be requested to inform their Government, the next-of-kin and other interested parties. The Uganda mission where applicable in the Country of origin of the deceased officer should also be informed through the Ministry of Foreign Affairs to arrange for floral tributes to the next-of-kin and for the member of Mission to be present at the funeral if it is at all possible. In case Uganda has no Diplomatic Mission in the country of origin of the deceased officer, arrangements should be through a local agent for a floral wreath to be sent.

13. Settlement of Bills

The Ministry or Department or Local Government of the deceased officer should not delay settlement of any bills and debit notes which may be raised in connection with the repatriation of the body or remains.

14. Laissez – Passer for Corpse

An appropriate form must be completed to confirm adherence to all legal regulations and authorities requesting authorities whose territories the corpse is to be conveyed to let it pass without any hindrance.

PSF 22

LAISSEZ – PASSER FOR A CORPSE

1. All legal regulations concerning the placing in the coffin having been observed, the corpse of
Surname, First name, Profession (in the case of children profession of father)
2. Deceased on at
By reason of (cause of death)
At the age of years (exact date of birth if possible) is to be conveyed
by (means) of transport
from (Place) of departure) via
..... (route) to (place of destination).
3. The transport of this corpse having been duly authorised all and Sundry authorities over whose territory the corpse is to be conveyed are requested to let it pass without let or hindrance.

Responsible Officer.....

Ministry/Department/Local Government

Date

PSF 23

To be completed in duplicate

THE ADMINISTRATOR-GENERAL ACT

(Section 5 (1) and (2))

REPORT OF DEATH TO ADMINISTRATOR-GENERAL

(Where deceased has left property in Uganda)

This form should be carefully completed when:

- (a) any person who dies in Uganda leaving property in Uganda or
- (b) when any person dies elsewhere than in Uganda leaving property within Uganda and should be sent to the Administrator-General through the Responsible Officer. Should the informant be unable to answer any of the questions the words "not known" should be inserted after each query left unanswered. A detailed list of all property left by the deceased together with a certified true copy of any will found should, wherever possible, accompany this form.

1. Name of deceased
(In full and in block capital)
2. Sex 3. Age
4. Married man, widower, or bachelor, Married woman, widow or spinster (delete whichever is not applicable).
5. Religion 6. Nationality or race
7. Residence in Uganda (Place and period)
8. Date of death 9. Cause of death
10. Place of death.....
11. Home address in full (Europe, India or elsewhere)
12. Occupation in Uganda.....
13. Has a will been found?
If not, is a will known or believed to exist, and where is it likely to be found?
14. Names and address of executors, if any named in will
15. Full name and address of widow/widower.....
16. Names, ages, sex and addresses of deceased's children if any
17. Full names and addresses of the deceased's surviving nearest relatives (other than those stated above) and their exact relationship to deceased;-
(a) In Uganda
(b) Elsewhere
18. Name and address of person(s) intending to apply for probate or letters of Administration and in what capacity?
19. Particulars of property,
Movable: state amount or value of,
(a) Cash found

- (b) Salary due
- (c) Cash in bank and which bank
- (d) Personal effects (clothing, furniture, jewellery, etc.).....
- (e) Trade goods
- (f) Livestock
- (g) Implements etc.
- (h) Policies of insurance, stocks or shares, or other securities.....
- (i) Debts due to deceased and names and addresses of debtors.....

(If this space is not sufficient, please attach a separate list)

Immovable: State if; -

- (a) Freehold lands.....
- (b) Lease lands.....
- (c) Temporary occupation lands
- (d) Houses
- (e) Stores etc.

20. Approximate value of total assets; shillings

21. Debts due by the deceased and names and addresses of creditors

.....
(if this space is not sufficient, please attach separate sheet)

22. Was deceased in partnership?
(The surviving partners must submit a full statement of affairs verified by affidavit within two months, after the deceased partner's death; vide section 13 of the Act)

23. Names and addresses of persons in Uganda best acquainted with deceased's affairs

24. Name and address of advocates, if any, who are acting in obtaining probate or letters of
administration

Signature of Responsible Officer in charge of District or Urban Authority

Address

Date