



**THE REPUBLIC OF UGANDA**

# **THE UGANDA PUBLIC SERVICE STANDING ORDERS**

**2021**



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## **INSTRUCTIONS FOR THE USE OF STANDING ORDERS (2021 EDITION)**

<b>Edition:</b>	This edition of the Standing Orders shall be referred to as the 2021 Edition.
<b>Content:</b>	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.
<b>Structure:</b>	The Standing Orders are 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).
<b>Definitions:</b>	Definitions in these Standing Orders are intended to avoid repetition, ambiguity and misinterpretation in the text.
<b>Maintenance of Standing Orders:</b>	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.
<b>Standing Orders:</b>	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.
<b>Appendices:</b>	Appendices for the various sections appear at the end of the document.
<b>Forms:</b>	Forms in these Standing Orders shall be referred to as Public Service (PS) Forms and numbered accordingly.
<b>Regulations:</b>	For the purpose of these Standing Orders, regulations refer to any regulations made by the Service Commissions
<b>Commencement Date:</b> <b>1<sup>st</sup> November, 2021.</b>	The commencement date of this Edition of the Standing Orders is 1 <sup>st</sup> November, 2021.

## **APPLICABILITY AND POWERS OF INTERPRETATION, WAIVURE AND AMENDMENT**

1. All public officers are bound by these Standing Orders.
2. 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.
3. Ignorance of any provisions of these Standing Orders cannot, in itself, be accepted as an excuse for the infringement of any part of the Standing Orders by any public officer.
4. Notwithstanding the provisions of paragraph 3 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.
5. All Responsible Officers shall adhere to the terms and conditions of service set out in these Standing Orders.
6. Responsible Officers shall ensure that each unit under their Ministry, Department or Local Government has a copy of the Standing Orders.
7. All claims or appeals arising out of these 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 12 below may apply.
8. Monies paid to an officer in contravention of any provisions of these 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 public officer or in the absence of any monies owing to the public officer, from the public officer himself or herself.
9. 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.

10. 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.
11. 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.
12. 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.
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 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.
15. 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, be ready to help public 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.
16. When the function to which any benefit is related is financed other than by the Uganda Government, the public 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 the activity is planned or initiated by the Uganda Government.
17. 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.

18. The powers to waive or vary any provision of the Standing Orders, in any particular case, are vested in the Responsible Permanent Secretary whose decision shall be final.
19. 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:-

<b>Abroad</b>	means outside Uganda;
<b>Accounting Officer</b>	<p>(a) means a person who is designated or appointed in writing, as Accounting Officer, by the Secretary to the Treasury, to be responsible for a vote; or</p> <p>(b) appointed as Accounting Officer under an Act of Parliament or under an instrument of appointment made under an Act of Parliament, to be responsible for a vote; and charged with the duty of Accounting for any Service in respect of which money has been appropriated by Parliament or money from the consolidated fund;</p>
<b>Accelerated Promotion</b>	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 three years in the lower post or grade;
<b>A currency point</b>	is equivalent to twenty thousand Uganda Shillings;
<b>Archives</b>	means records of enduring value selected for permanent preservation;
<b>Agency</b>	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 its own affairs or is otherwise independent;
<b>Appointing Authority</b>	means the President, relevant Service Commission or Authority or, a person to whom the president's powers under Article 172 of the Constitution have been delegated under Article 172 (3);
<b>Appointment</b>	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;

<b>Cadre</b>	means a group of trained officers forming the core of a profession, performing more or less the same functions
<b>Channels of Communication</b>	means the procedure by which public officers convey information in the Public Service in accordance with Section P of these Standing Orders
<b>Child</b>	means a son or daughter of a public officer (including an adopted child of the public officer or his or her spouse) who either-  (a) has not attained his or her 18 <sup>th</sup> birthday and is dependent upon the public officer engaged; or  (b) is unmarried and in the opinion of the Government is dependent upon the public officer by reason of physical or mental incapacity
<b>Chief Administrative Officer</b>	means a chief executive of a District Local Government
<b>Compulsory Retirement</b>	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
<b>Common Cadre</b>	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
<b>Contract terms</b>	means an agreement of employment in which a specific period of employment and a terminal gratuity may be expressed
<b>Constitution</b>	means the Constitution of the Republic of Uganda
<b>Dangerous illness of a public officer</b>	means that condition that may incapacitate or lead to death of the public officer, or render the public officer a threat to himself or herself, the public and the environment; or be transmissible to clients
<b>Date of assumption of duty</b>	means the date specified by the Appointing Authority or the date a public officer assumes the duties of the office after the directive of the Appointing Authority which is always a future date

<b>Department</b>	means an area of Government for which a public officer responsible reports directly to the President or to the Parliament of Uganda, like the Office of the Auditor General, Uganda Police Force, Uganda Prisons Services etc
<b>Dependant</b>	means the spouse and the children of a public officer
<b>Direct route</b>	means the normal route that is practical and available from time to time to a public officer 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
<b>Discretion or discretionary decision</b>	means an action taken within the ambit of any provision of the Standing Orders involving the exercise of judgement in a particular case
<b>Duty station</b>	means a place where a public officer is posted or deployed for the purpose of providing Public Services
<b>Effective date of appointment</b>	is the date a public officer assumes duty or the date specified by the Appointing Authority
<b>Entity</b>	Means a Ministry, Department, Agency or Local Government in the Public Service
<b>Established office</b>	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
<b>Established officer</b>	means the holder of an established office
<b>Family</b>	means a public officer, his or her spouse and biological or adopted children
<b>For official use only</b>	means that the document so marked is not available to the general public but only to the public service for official purposes
<b>Foreign Service</b>	means public service outside Uganda

<b>Formal qualification</b>	means a qualification obtained through examination by a recognised examining body or institution
<b>Government company</b>	means a company in which the Government has majority shareholding
<b>Government Medical Officer</b>	means a public 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
<b>Home Destination</b>	means a place in Uganda which the public 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
<b>Home Service</b>	means the Public Service of the Government of Uganda excluding the Foreign Service
<b>Interdiction</b>	means temporary removal of a public officer from exercising the duties of his or her office while investigations into a particular misconduct are being carried out
<b>Local Leave</b>	means the days taken off at the station by Foreign Service Officers at Missions abroad in lieu of the exigencies of the assignment
<b>Local terms</b>	means employment on terms which do not include a right to passage to a home destination outside Uganda
<b>Long-term training</b>	means a course including study tours and practical attachments, lasting more than three months
<b>Mandatory retirement</b>	means the retirement of a public officer on attainment of statutory retirement age

<b>Mission</b>	means a Uganda Embassy or Uganda High Commission or Consulate in a Country to which a Uganda Representative is accredited
<b>Ministry</b>	means a Ministry of Government specified in the Second Schedule of the Public Service Act, 2008
<b>Negotiating and Consultative Council</b>	Means the Public Service Negotiating and Consultative Council as established by the Public Service (Negotiating, Consultative and Disputes Settlement Machinery) Act, 2008
<b>Other Public Service</b>	means Authorities declared as “other public service” by the Pensions Authority
<b>Owner Occupier</b>	means or refers to a public officer entitled to free housing and stays in his or her own house
<b>Parastatal body or parastatal organisation</b>	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, owned or controlled by the Government
<b>Passages</b>	means appropriate mode of travel between the public officer's port of embarkation or disembarkation in his or her country of origin to/in Uganda
<b>Parent Ministry or Department</b>	means the Ministry or Department responsible for career development of a specific cadre
<b>Pensionable Service</b>	means service which may be taken into account in computing pension under the Pensions Regulations
<b>Pensionable Office</b>	means an office to which 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 public officer has not ceased to hold such an office
<b>Pensionable Officer</b>	means a public officer holding a pensionable office
<b>Performance Efficiency Audit</b>	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

<b>Permanent Secretary</b>	means the Chief Executive Officer of a Ministry or Department
<b>Place of domicile</b>	has the same meaning as a home destination
<b>Professional Head of Medical Services</b>	means the Head of Medical Services in the Ministry responsible for health
<b>Promotion</b>	means the appointment of a public officer to a high office and responsibilities with an immediate or potential increase in salary
<b>Public office, Public officer and Public Service</b>	have the meanings respectively assigned to them by articles 175 (a) and (b) and 257 (1) of the Constitution
<b>Public funds</b>	means monies paid to or from the Consolidated Fund or funds appropriated by Parliament
<b>Public service Tribunal</b>	Means the tribunal established under the Public Service (Negotiating, Consultative and Disputes Settlement Machinery) Act, 2008
<b>Qualifying Service</b>	means the service which may be taken into account in determining whether a public officer is eligible, by length of service, for pension or gratuity under the Pensions Act, (Cap. 286)
<b>Recognised Examining Body</b>	means a body declared as such by the Ministry responsible for education
<b>Residential Service</b>	means, in relation to a public officer serving on overseas terms, the period between the date the public 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
<b>Responsible Permanent Secretary</b>	means the Permanent Secretary of the Ministry responsible for the Public Service;

<b>Responsible Officer</b>	in relation to a public officer, means the Permanent Secretary of a Ministry or a Department under which the public officer is serving, or head of Department as defined in the Public Service Act, 2008 or Chief Administrative Officer or Town Clerk of a Local Government
<b>Retirement in Public Interest</b>	is where the Appointing Authority requires a public officer to relinquish his or her office as a disciplinary measure which does not merit dismissal and the public officer is entitled to retirement benefits in accordance with the Pensions Act
<b>Salary Personal to Holder</b>	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
<b>Service</b>	means the public service of the Republic of Uganda, and includes home and foreign service
<b>Service Commission</b>	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
<b>Short-term Training Course</b>	means a course including a seminar, workshop, symposium, study tour, practical attachment, lasting three months or less
<b>Sponsored Officer</b>	means a public officer who undertakes a training course fully or partially catered for at public expense or by an external Government
<b>Statutory Office</b>	means a public office specified by the Constitution or any other law
<b>Spouse</b>	means a wife or husband

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<b>Technical Assistance Personnel</b>	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
<b>Training Institution</b>	means a school, college, university, or any other place at which training courses are held and where public officers may attend training both locally and abroad
<b>Town Clerk</b>	means the Chief Executive of an Urban Council
<b>Vehicle</b>	means a machine or implement of any kind drawn or propelled along a public road whether by animal, mechanical, electrical or any other motive power
<b>Waiver</b>	means variation of a particular provision of the Public Service 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. 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.
3. The objective of Public Service is to enable the Government to formulate and implement policies and programmes of Government for the development of Uganda.
4. 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.
5. Subject to the provisions of the Constitution and any other written law, a District or Urban Council may establish or abolish offices in the Public Service of a District or Urban Council.
6. The overall responsibility for the administration and management of the Public Service vests in the Minister responsible for public service.
7. The Minister is responsible for the formulation of policies relating to the terms and conditions of service and the management of the Public Service.
8. Subject to the Constitution and any other written law, the Minister may intervene in all public service matters where he or she considers this necessary, which he or she will do through the Responsible Permanent Secretary.
9. The power to appoint, confirm, discipline and remove public 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 approval in writing by the Responsible Officer in the case of locally recruited staff for the mission.
10. 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.
11. 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 the work of the 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) carrying out any other duties assigned to him or her from time to time by the President.
12. There shall be a Deputy Head of the Public Service, appointed by the President acting in accordance with the advice of the Public Service Commission.
13. 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) 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;
  - (b) clarifying and interpreting the Public Service Standing Orders and terms and conditions of Service;
  - (c) preparing the 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;
  - (d) preparing a manual containing a statement on the mandate, responsibilities, functions and organisational structure of every Ministry, Department or Local Government;
  - (e) streamlining and demarcating inter-Ministerial and intra-Ministerial roles;
  - (f) preparing a Job Classification Plan for every Ministry, 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;
  - (g) developing schemes of service or career progression plan for each cadre of staff in the entire Public Service, in liaison with the Ministries, Departments and Service Commissions to provide a systematic basis for staff recruitment, placement, promotion, development, performance appraisal or any other human resource process;
  - (h) guiding the service in developing and disseminating the service standards and charters for the Public Service; and
  - (i) performing 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 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 public officers 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 public 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, 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; and
- (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 these 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 to the Public Service is in accordance with written law 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 public 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 public 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-m).or
  - (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; or
    - (iv) on contract in which both the period of employment and terminal gratuity are specifically expressed; or on non gratuitable contract terms with the period of employment expressed; 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) on part time basis in exceptional circumstances where recruitment of substantive staff is difficult and the services are essential, with the express permission of the Responsible Officer.

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 Appointing 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 his or her powers of appointment under the Constitution by direction in writing, to any service commission or any other authority or public officer as may be prescribed by Parliament and may, in like manner, revoke the delegation.
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, Department or Local Government, the Responsible Officer shall seek authority from the Responsible Permanent Secretary to either trade off, 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 public 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 public 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 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 for 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 public 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 Public Service Commission, Health Service Commission, Judicial Service Commission and Education Service Commission- 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 in respect of the staff of a District Local Government and Municipal Council shall be implemented by the Chief Administrative Officer and Town Clerk, respectively.
11. All Appointing Authorities, in exercising powers of appointment, whether delegated or not, shall 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 public officer and he or she has accepted the offer in writing. It follows therefore, that until the public 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 published in the Gazette, the Gazette Notices shall not be published until the public officer has 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. Foreign service officers will in addition be required to take oath of allegiance. (see Appendix A-21).
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 application forms shall be completed either in hard copy or by electronic means by the applicant with copies of academic certificates and recent passport size photographs attached as specified in 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 or 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, a public officer

exhibits weaknesses in the performance of his or her duties, he or she should be assisted to improve. If there is no sign of improvement, the Responsible Officer shall warn the public 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 the appraisal forms 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 public officer in accordance with the schemes of service or addressing a critical skills gap.
10. Where paragraph 9 above applies:-
  - (a) the public officer's probationary period shall be suspended and resumed on return to office; and
  - (b) the salary increment of the public 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 a public 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 public 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 a public officer in a pensionable office vests in the Appointing Authority.
2. Initiation of action for confirmation of a public 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 a public 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 public 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 public 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 shall be given to the public officer in writing by the Responsible Officer as specified in Appendix A – 15.

## **Effects of Confirmation**

10. The confirmation of a public officer 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 public 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 public officers in the same grade.
2. In this section, where the expression “Pensionable Officer” is used, it shall unless otherwise stated, include a public officer who is on probation to a pensionable office.
3. Seniority should not be confused with status. Status is concerned 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 public officer’s increment is either stopped or withheld as a result of a decision of the Appointing Authority;
  - (b) any period during which the public 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 a public officer is taking or has taken leave without pay;
  - (d) any period when probation was suspended as a result of a public officer proceeding on long term training while on probation.
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 public officers in the same grade, the following guidelines shall apply:-
  - (a) establish the terms of service of the public officers, the pensionable officer is senior to a non-pensionable officer;
  - (b) if both public officers are on the same terms, as for example when they are both pensionable, the public officer who entered the grade first is more senior;
  - (c) where both public officers entered the grade on the same date, then work backwards the public 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 public 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) where both public 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 public 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 a public officer did not earn seniority or when his or her seniority was retarded should not be overlooked in assessing seniority; or
- (f) where, as a result of disciplinary action, a public officer loses seniority, or where a period of service does not earn seniority, the loss of seniority occurs in the grade in which the public officer was serving at the time the loss occurred. On promotion, a public 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 public 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 of a public officer to a higher office and responsibilities with an immediate or potential increase in salary
2. When recommending a public officer for promotion, the following shall be considered:-
  - (a) existence of a vacancy; and
  - (b) eligibility for promotion including existence of eligible serving officers with the required competencies and having served for a minimum of 3 years at the lower grade.
3. A public officer shall not be recommended for promotion while on probation.
4. A public officer shall not be recommended for promotion until he or she has served for a minimum of three years in his or her substantive grade.
5. A public 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. Accelerated promotion shall not be to a post more than two steps above the public officer's substantive grade or post.
7. A public officer may be considered for accelerated promotion if he or she has the set job competencies and has been cleared by the Responsible Permanent Secretary.
8. Accelerated Promotion shall be permitted under the following circumstances.
  - (a) where there is no other qualified public officer for the position; and
  - (b) where efforts have been made to fill the vacancy through a competitive process on two occasions and failed to attract a suitable candidate.
9. A public officer shall not be recommended and considered for promotion in the public Service during his or her absence on:-
  - (a) a scholarship or training course, if after promotion he or she will not be able to assume duty within one month;
  - (b) leave without pay;
  - (c) absence from office as a result of interdiction;

10. When a public officer, who has served a maximum period of five years in his or her current grade, is superseded by a more junior public officer in any promotion to the next grade, the Responsible Officer shall request the Responsible Permanent Secretary to subject the public officer to a performance efficiency audit. Any weakness arising out of the performance efficiency audit should be brought to the attention of the public officer.
11. 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.
12. 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.
13. 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.
14. 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 6 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 considers that the services of the public officer are still required, he or she shall indicate to the public officer that he or she considers recommending renewal of the contract. If the public officer is not willing to serve for another period, it shall be assumed that he or she will be leaving the public service at the end of his or her current tour.
9. Renewal of appointment on local contract terms shall be subject to satisfactory performance and medical examination by a Government Medical Officer on the public officer's state of health.
10. After obtaining the consent of the public 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 with a public officer without clearance of the Responsible Permanent Secretary.
12. One of the essentials of a valid contract of employment is that the parties 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 a decision is made to promote a public officer during a current contract causing a change in designation and salary from agreed dates;
  - (b) when, in the public interest, it is agreed to release the public 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 public officers on a contract which expresses gratuities as applicable to a pensionable officer as laid down in Section L-b 1 to 3. Contracts of employment, in whatever form, bind the public officer to the State, but they do not absolutely bind the State to the public 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. Since 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.

### **ACTING APPOINTMENT (A - i)**

1. Acting appointment is a temporary appointment to a higher office. Such appointment shall only be granted by the Appointing Authority.
2. A public officer shall not act in more than one higher office concurrently.
3. Upon appointment on an acting basis, the substantive position the public officer holds shall not be declared vacant.
4. Public officers on probation and those on leave exceeding one month shall not be eligible for acting appointment.
5. When a public officer has been acting in a higher office continuously up to the date of promotion, the effective date of appointment on promotion shall be the date the public officer assumes the duties of the new office.
6. The salary of a public officer on acting appointment shall be the salary of his or her substantive position. He or she will be eligible for acting allowance in accordance with Section E-c.
7. Where a public officer retires or dies while still acting, his or her benefits shall be computed at the salary he or she was holding in the substantive position.
8. Acting appointment shall be for a period of six months and is renewable only once.

## **RE-EMPLOYMENT IN THE PUBLIC SERVICE (A - j)**

### **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
  - (c) the only suitable candidate available for the post is the pensioner.
2. A pensioner who is to be employed on local contract terms shall be examined by a registered Government Medical Officer and shall be employable upon receipt of a satisfactory medical report.
3. A pensioner employed on local contract terms will be eligible to receive a gratuity in respect of his or her contract of service and in accordance with the terms of appointment.
4. The salary payable to a pensioner employed on local contract terms shall be a salary attached to the post.
5. A pensioner engaged on contract terms shall be subject to the provisions of Section A – h.

### **Employment of Persons Retired on Abolition of Office**

6. 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 is qualified.
7. A pensionable public officer who retires on abolition of office may be re-engaged on terms specified in paragraphs 1-4 above.
8. A public officer who 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**

9. 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**

10. 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 Public Service**

11. Persons previously employed in the Public Service shall not be re-employed after leaving the Service under any of the following circumstances:-
  - (a) abandonment of duty;
  - (b) retirement in public interest;
  - (c) dismissal from the Public Service.

## **EFFECTIVE DATE OF APPOINTMENT, DECLARATION AND CHANGE OF PERSONAL DATA (A – k)**

### **Effective Date of Appointment**

1. The effective date of appointment of a public officer recruited to the Public Service on probation, promotion, transfer within the service or 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 public 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 public 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 a manner admissible in 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. Where there is change in particulars of personal information provided in paragraph 6 above, the public officer shall inform the Responsible Officer accordingly.
8. A public officer shall on joining the public service attach evidence of the date of birth which shall be maintained.
9. 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 public officer may, in writing, update the information originally declared in light of future developments.



### **Change of Personal Data**

10. Any change in personal information shall be communicated to the Responsible Permanent Secretary. A public officer shall be held accountable for the validity of the information provided.
11. Any change in the particulars of service of a public officer shall be submitted by the Responsible Officer to the Responsible Permanent Secretary.
12. A public officer shall not, after entering the Public Service, change his or her name except in accordance with the laws of Uganda.
13. A female officer whose name has changed on marriage, shall be required to produce a marriage certificate which will be returned to her 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 on the legal document, in accordance with written law.
15. The public officer's name shall not be changed until the Responsible Permanent Secretary has effected the Change in writing.

## **ADMINISTRATION OF OATHS (A – I)**

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. No Foreign Service Officer shall assume duty in the Foreign Service until he or she has taken in addition to the official oath and the Oath of Secrecy, the Oath of Allegiance.
3. The Oaths shall be administered by persons authorized under section 11 of the Oaths Act, Cap 19. 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 ministries
  - (f) Chief Magistrates for Chief Administrative Officer and Town Clerks; and
  - (g) Chief Administrative Officer or Town Clerks for Public Officers in the Local Governments
4. 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.
5. 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 or internship.
6. A public officer who declines, neglects or omits to take the required oath or make the required affirmation under the Oaths Act shall be dealt with in accordance with section 4 of the Oaths Act.
7. 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 public officer's confidential file in his or her Ministry, Department or Local Government.
8. 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 public officer to take the oaths without delay.

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

1. The Government subscribes to the concept of free movement of labour within the country and within reasonable limits, and beyond the Public Service. Procedures are laid down to be followed to prevent 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 and other organisations shall consist of the following categories:-
  - (a) movement of personnel within the Public Service;
  - (b) appointment on transfer within the Public Service;
  - (c) appointment on transfer of service from Central Government to a Local Government;
  - (d) appointment on transfer of service from a Local Government to Central Government;
  - (e) appointment on transfer of service from one Local Government to another;
  - (f) appointment on transfer from the “Other Public Service” to the Public Service
  - (g) movement of personnel from the Public Service;
  - (h) secondment; and
  - (i) appointment on transfer from the Public Service to “Other Public Service”.

### **Movement of Personnel within the Public Service - General provisions**

3. A public officer may be deployed from one Ministry or Department to another or from one department or from one 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 shall not 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) A Public Officer already appointed in a pensionable office in the Public Service whose position does not fall under the common cadre; may transfer services from one Ministry or Department to another if appointed by the same Appointing Authority under the following circumstances:-

- (i) where there is a vacancy and wage in the receiving Ministry or department;
- (ii) where the releasing and receiving entities have endorsed the request for transfer; or
- (iii) upon meeting the conditions in paragraphs (a) and (b) above, the Responsible Permanent Secretary shall effect the transfer;
- (d) on transfer, the releasing Ministry or Department shall forward the public officer's open and confidential files, particulars of service and other relevant documents;
- (e) a public officer who resists a transfer and fails to report to the new duty station within thirty days without justifiable reasons shall be subjected to disciplinary action.

### **Appointment on Transfer within the Public Service**

- 4. An appointment on transfer within the Public Service is where a confirmed serving public officer changes from one cadre to another within the Public Service, following appointment procedures.
- 5. Appointment on transfer shall be in the public interest and on the recommendation of the Responsible Officer.
- 6. Where a transfer within the Public Service is approved, the effective date of appointment will be the date the public officer assumes duty in the new office.
- 7. Appointment on transfer within the Public 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**

- 8. Where a public officer who holds a pensionable office in the Central Government is appointed to a post in a Local Government, the appointment shall be referred to as appointment on transfer from the Central Government to a particular Local Government. The Ministry or Department concerned shall provide the public officer's 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**

- 9. Where a public officer who holds a pensionable office in a Local Government, and is appointed to a post in a Ministry or Department, the 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 public officer's open and confidential files, particulars of service and other relevant documents including Local Last Pay Certificate to the Ministry or Department.

### **Appointment on Transfer of Service from one Local Government to another**

10. Where a public officer who holds a pensionable office in a Local Government, is appointed to a post in another Local Government, the 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 public officer's open and confidential files, particulars of service and other relevant documents such as the Local Last Pay Certificate to another Local Government.

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

11. A person who is a Ugandan citizen and is employed in Other Public Service may be appointed in the Public Service. Once appointed to the Public Service, the Appointing Authority may waive the requirement for the public officer to serve the probationary period.
12. Before appointing such person, the Appointing Authority shall consult the Responsible Permanent Secretary, about the status of the releasing authority in as far as pension matters are concerned.
13. 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 person.

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

14. The Pensions Authority has the authority to designate and classify Public Service Institutions as "Other Public Service".
15. A Ugandan citizen and who holds a pensionable post in the Public Service may be appointed to any position in a Government entity which is classified as other Public Service. In such circumstances, the Responsible Permanent Secretary shall regularise the public officer's movement to Other Public Service and freeze the retirement benefits of the public officer.
16. In the event that the public officer returns to the mainstream Public Service, his or her period served in the Other Public Service shall be pension qualifying but not be pension earning.
17. In the event that the public officer does not return to the mainstream Public Service from the Other Public Service, the effective date of retirement from the Public Service shall be the date of transfer to the Other Public Service.

18. An employee who transfers service from the Public Service to the Other Public Service shall be eligible to receive his or her pension on retirement from the Other Public Service under pensionable circumstances.

### **Movement of Personnel from the Public Service**

19. When an international organisation requires Uganda to fill its quota of available vacancies, the international organisation concerned shall inform the Ministry of Foreign Affairs of the vacancy giving the qualifications and experience required by the international organisation and the conditions of service under which public 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 or Departments, and the Local Governments, which shall then be responsible for informing their staff of the advertisement by 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 public officer, state the reasons and whether a decision of a public 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 public officer appointment shall be the exclusive right of the international organisations concerned but even where an offer is made to a Ugandan, the Government has the exclusive right to refuse to release the public officer if his or her release would prejudice public interest.

### **Secondment**

20. On the request by a Ministry, Department or Agency, a confirmed public officer may be seconded to assist or complement the service of another entity with approval of the Responsible Officer of the releasing entity. For a Local Government, the request shall be addressed to the releasing entity through the Responsible Officer of the Ministry responsible for Local Government.

21. The period of secondment shall be for one year and shall be renewable once on request of the receiving entity and approval of the Responsible Officer of the releasing entity.
22. During the period of secondment, the receiving entity shall only pay duty facilitating allowances while the releasing entity shall pay the salary of the public officer. Where a public officer is seconded to an entity whose pay level for the same post is higher than that of the releasing entity, the salary difference shall be paid by the receiving entity.
23. A public officer on secondment shall be eligible for promotion as any other public officer in Public Service. In the event that a public officer is appointed on promotion, secondment shall be terminated in order to enable him or her to assume duties of the new post.
24. The Responsible Officer shall ensure that the position of a public officer on secondment is not declared for filling and that arrangements are put in place to ensure the duties of the public officer are adequately handled in his or her absence.
25. Where in the interest of the Public Service it is deemed necessary that the public officer becomes a permanent staff of the entity where he or she is seconded, the public officer shall be recommended for appointment on transfer of service and the laid down recruitment procedures shall be followed.
26. Upon the expiry of the period of secondment, a public officer shall be required to report back for duty with immediate effect. A public officer who does not resume duty upon expiry of the period of secondment, shall be deemed to have abandoned duty and resigned accordingly.

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

27. Before assuming a new office, the transferred public officer shall be permitted to exhaust all leave days due to him or her.
28. If the transfer was granted in public interest, the public 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.
29. Where a public officer was bonded by the previous employer, the provisions of Section J - a paragraph 29 shall apply.

## **PERFORMANCE MANAGEMENT IN THE PUBLIC SERVICE (A - n)**

### **General**

1. Performance management is a systematic process of managing the organisation 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 provide leadership and to manage the performance of their Ministry, Department or Local Government, to ensure that performance of public officers directly contribute to improved service delivery and the attainment of national development objectives.
4. Responsible Officers shall ensure that public officers are provided with schedules of duty and assigned work. A copy of the schedule of duties shall be kept on individual Public officer's file.
5. Each Ministry, Department or Local Government shall establish a results framework that shall:-
  - (a) specify the purpose for which it exists;
  - (b) indicate the national, programme and sector outcomes that the institution contributes to;
  - (c) outline the objectives that it aims to achieve;
  - (d) specify the key outputs and outcomes; and
  - (e) define the performance indicators that will be used to measure how well the organisation is performing and delivering the expected outputs.
6. The results framework shall be subject to periodic reviews in line with changes in the national and institutional development priorities.
7. 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 National Development Plan. The institutional performance plans shall form the basis for the individual performance plans.
8. All Responsible Officers shall ensure that performance review meetings with Heads of Department or as the structure so provides, are 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.



9. All Responsible Officers shall ensure that the overall performance of the Ministry, Department, Agency or Local Government and the individual public officer is monitored and evaluated on the basis of annual objectives, outputs, performance indicators and targets in the performance plan.
10. Performance appraisal shall be evidence based and scoring shall be supported by availing means of verification or evidence documents.
11. 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 the challenges.

### **Staff Performance Appraisal**

12. 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.
13. 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.
14. The performance appraisal system shall involve the following processes:-
  - (a) performance planning;
  - (b) performance implementation and monitoring;
  - (c) performance assessment or evaluation;
  - (d) performance improvement;
  - (e) rewards and sanctions; and
  - (f) performance reporting.
15. In concluding the performance appraisal, public officers shall follow guidelines issued from time to time, by the Responsible Permanent Secretary.
16. Performance management shall be carried out objectively in Ministries, Departments and Local Governments and supervisors shall be required to keep appropriate documentation and key milestones at all levels in the performance management cycle.

17. A staff performance appraisal report form shall be completed for each pensionable and non-pensionable Public 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 June of every financial year.
  - (b) for a confirmed officer and those on contract in the Education Service, by 31st December every year.
  - (c) for a public officer on probation, every three (3) months with effect from the date of assumption of duty.
18. A special staff performance appraisal report regarding a public 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.
19. Responsible Officers shall be held personally responsible for any failure or irregular completion of staff performance appraisal reports of their staff.
20. Responsible Officers shall ensure that all public officers are trained to acquire performance appraisal skills.
21. A public 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 authorised and clearly documented.

### **Rewards and Sanctions**

22. As part of the performance management system, there shall be a Rewards and Sanctions Framework under which good performance shall be rewarded and poor performance sanctioned.
23. The Framework shall include both monetary and non-monetary rewards.
24. The performance management scheme shall support a working environment that values employees and facilitates a workplace that motivates, excites, encourages, stimulates and rewards.
25. There shall be a Rewards and Sanctions Committee constituted by the Responsible Officer in each Ministry, Department or Local Government in accordance with the Rewards and Sanctions Framework to receive, evaluate nominations and determine the rewards for good performance. The Rewards and Sanctions Committee shall also handle cases of indiscipline and sanction poor performance.
26. The rewards and sanctions framework shall apply to all public officers.

### **Managing Poor Performance**

27. Public officers who fail to meet their performance standards and targets, due to factors outside their control, shall be assisted to improve through training, mentoring, coaching, and attachment to other better performing officers, among others.
28. Responsible Officers shall ensure that the interventions in the performance improvement plans are adequately budgeted for and implemented.
29. Disciplinary cases arising out of the implementation of the performance management system shall be handled in accordance with the Disciplinary Procedures for the Public Service

### **Service Delivery Standards and Client Charters**

30. Ministries, Departments and Local Governments shall develop and publish service delivery standards with regard to the respective services they provide.
31. 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 that the Ministries, Departments or Local Government 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 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; and
  - (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 that is consistent with the changing demands of the clients and other stakeholders.
32. 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.
33. 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 utilisation of services and whether service recipients are satisfied with service delivery, in terms of coverage, quantity and quality.

34. The performance and competency gaps identified during the performance appraisal process shall form the basis for training and development in the Service.
35. The training shall be guided by the training policy, the induction manual and shall be conducted in accordance with Section J of these Standing Orders.

### **Inspection and Quality Assurance**

36. 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.
37. 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.
38. Failure to implement recommendations of inspection shall be subject to disciplinary action in accordance with the regulations made under the Public Service Act, 2008.
39. The Responsible Permanent Secretary shall issue guidelines on implementation of performance management initiatives including; result oriented management framework, rewards and sanctions framework, development and dissemination of service delivery standards and development and implementation of client charters.

## **LEAVING THE PUBLIC SERVICE (A – o)**

### **General**

1. 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 appointing authority.
2. 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 for the purpose of facilitating improvement in the organisation of a Ministry, department or Local Government to which he/she belongs to effect greater efficiency or 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 O);
  - (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 of appointment in accordance with the terms of the agreement.
3. A public officer leaving the Public Service shall be entitled to a period of notice in accordance with Section A - o, paragraph 23.
4. 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.

5. A Responsible Officer must ensure that the provisions of paragraph 4 above are strictly adhered to. In the event of any difficulties, the Responsible Officer shall institute such measures deemed necessary so that the public officer leaving the Public Service is made to settle his or her obligations. The Responsible Officer may direct a deduction to be effected from the departing public officer's terminal benefits to settle the obligation.
6. 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.
7. 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.
8. The Pensions Authority may grant such pension, gratuity or other allowances not exceeding the amount which the public officer would be eligible if he or she retired from the Public Service on medical grounds.

### **Termination of Probationary Appointment**

9. A public officer whose probationary appointment is terminated other than by dismissal shall:-
  - (a) be given 14 days' notice;
  - (b) be granted such leave on full pay as the public 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 the place of domicile;
  - (d) have no claim to any retirement or other terminal benefits;
  - (e) on request, be given a certificate of service; and
  - (f) hand-over any Government property in his or her possession.
10. Notice of termination of probationary appointment shall be given by letter in the format in Appendix A - 16.

### **Resignation of Public officers**

11. A public officer cannot 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.
12. A public officer who wishes to resign from a public office shall give thirty (30) days' notice to the Government. The public officer shall not leave office until his or her resignation has been accepted in writing indicating the date the public officer may leave.

13. The Government has discretion not to accept a resignation whenever it may be necessary for service reasons to do so.
14. 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 a public officer which might lead to his or her dismissal.
15. A pensionable public 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.
16. 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.
17. The authorities to accept resignations on behalf of Government are:—
  - (a) the Appointing Authority in respect of:-
    - (i) the Head of Public Service;
    - (ii) the Deputy Head of Public Service;
    - (iii) Permanent Secretaries;
  - (b) Responsible Permanent Secretary, for all pensionable public officers below the level of Permanent Secretary in Ministries and Departments;
  - (c) the Permanent Secretary, Ministry of Local Government, for the Chief Administrative Officers, Deputy Chief Administrative Officers and, Town Clerks for Municipal Councils and Cities;
  - (d) the Chief Administrative Officer or Town Clerk, for all staff in a Local Government; and
  - (e) Responsible Officers, for all support staff in Ministries or Departments.

### **Abandonment of Duty**

18. It is the responsibility of a public officer to inform the Responsible Officer, in writing, about his or her absence from duty.
19. A Responsible Officer shall require a public officer, in writing, who is absent from duty for fourteen (14) days to resume duty immediately with a written explanation for his or her absence.

20. In the absence of communication from the public officer and failure to resume duty within 30 days, the public 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.
21. All communication on abandonment of duty from the Responsible Officer to the public officer shall be sent to the address declared by the public officer in his or her Personal Record Form.
22. The public officer who abandons duty shall forfeit all rights and privileges attached to his or her office with effect from the date of abandonment.

### Notice

23. On termination of appointment other than in the circumstances stated in paragraph (24) below, notice shall be given to a public officer in the manner set out in Table 1 below:-

**Table 1: Notices**

	<b>Cause of Termination</b>	<b>Notice</b>
(a)	Mandatory retirement	6 months
(b)	Termination of probationary appointment ( Refer to Appendix A-16	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)	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

24. No period of notice will be given to a public officer on:-
  - (a) his or her dismissal;
  - (b) upon the expiry of the period of employment expressed in his or her local contract of appointment;



- (c) upon attainment of mandatory retirement age; or
  - (d) after 30 days of continuous absence from duty which amounts to abscondment or abandonment of duty.
25. 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.
26. 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 (23), the employee is entitled to notice equivalent to that pay period.
27. A public officer who wishes to voluntarily terminate his or her employment with Government must apply to resign from Government. In this case he or she shall be required to give a notice of not less than one month before the date of departure.
28. A public officer whose appointment is terminated under paragraph 23 above will be permitted to take such leave he or she is entitled to, subject to the terms in Section C- b paragraph 2 when he or she ceases duty.
29. Any outstanding period of annual leave to which a public officer is entitled on termination of his or her employment shall not be included in any period of notice which he or she is entitled to under this subsection.
30. A public officer may be paid salary in lieu of notice. In this case, this period shall not reckon towards the public officer's total pensionable service.
31. In case a public officer continues to be paid monthly salary for the period of notice, the period of notice will reckon in full towards the public officer's total pensionable service.

### **Exit Interview**

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

### **Certificate of Service**

34. The main purpose of a certificate of service is to provide a reference covering a public officer's period of Public Service when the time comes for him or her to seek further employment. 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 public officer.

35. 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 36 or 37 below.
36. A certificate of service should be signed in triplicate by the Responsible Officer or any public officer designated to do so. One copy shall be given to the public officer, the second copy put on the public officer's personal file and the third to the Responsible Permanent Secretary.
37. The Head of Public Service shall sign Certificates of Service for all Permanent Secretaries and the Responsible Officer for the rest of the staff.
38. Nothing in this Section shall be construed as preventing a Responsible Officer from giving a confidential reference direct to a prospective employer of a public 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**

39. The main purpose of a valedictory letter is to give due recognition, for the outstanding performance of a public officer while in service.
40. 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.
41. 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.
42. The Head of Public Service shall issue valedictory letters for the Permanent Secretaries, while the Responsible Officers shall issue for their staff.
43. 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 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 public officer's date of assumption of duty, whether recruited in Uganda or outside Uganda in accordance with the provisions of subsection A – c, paragraph 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 a public officer may be eligible in accordance with the provisions of subsection B-c.
9. Salaries for public officers shall be paid monthly in arrears by the 28th day 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 Responsible 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 public 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 downgraded 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. When a public officer is appointed on transfer within the Public Service and the salary in his previous appointment is higher than the salary in the new appointment, he or she will retain his or her previous salary on a personal to holder basis until the salary level in the new post reaches his or her level.
16. 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 public officer's personal file and another one retained by the Head of Department.

### **Deductions from A public officer's Salary**

17. The Accounting officer shall where applicable deduct the following monies due to Government from a public officer's salary:-
  - (a) housing deductions for Government quarters and water charges, where applicable;
  - (b) statutory taxes, including 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 public officer;
  - (e) the cost or part of the cost of any losses of public funds or property damages attributable to the public officer's negligence;
  - (f) any other outstanding debts to Government owed by the public officer; or
  - (g) being a judgement debtor.
18. 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.
19. Total deductions from a public officer's salary shall not exceed 50% of the public officer's basic salary in any one month. The statutory deductions, that is to say, Government taxes, shall take precedence.
20. When a public officer is indebted in any manner under paragraphs 17 and 18 above, the Government may offset any outstanding debts owing from the public 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 public 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 public 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 public officer could not have foreseen.
23. Upon approval, the request for payment shall be effected through the payroll using the established procedure. Recovery of the amount advanced shall be effected through deduction from the public 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 public 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 day of September.
27. All claims for salary arrears must be authorised by the Accounting Officer in person.

### **Salary Adjustment**

28. When a public officers' 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 a public officer's salary is to be transferred from one vote to another following a transfer, the releasing Ministry, Department or Local Government shall immediately forward a Local Last Pay Certificate. The receiving Ministry, Department or Local Government shall ensure that, the public 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 a public 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 public 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; and
  - (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, public officers earning a salary on personal to holder basis and public 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 public officer 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 Point	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, Uganda Certificate of Education	U8

3. Except as may be specifically stated, for all entry points mentioned in Table 2 above, an Ordinary or 'O' Level and Advanced or '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; or
  - (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 recorded in his or her performance appraisal Form and approved by the Responsible Officer.
4. If the Responsible Officer is satisfied that a public officer has performed 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.
8. Salary shall be reviewed regularly to maintain the purchasing power in the economy.

### **Incremental Date**

9. The incremental date of a public officer is the first day of the month in which he or she assumes duty.
10. The incremental date of a public officer on promotion shall be the first day of the month during which the anniversary of the public officer's promotion falls.
11. Subject to the preceding paragraph, where a public officers' incremental date falls during his or her annual leave, his or her increment will be in accordance with paragraph 9 above.
12. When a public officer's incremental date falls during his or her leave pending retirement, or where the public officer has been retired in the public interest, no increment will be payable.
13. 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 public officer shall not change and no arrears of increment shall be paid.

### **Salary Increments Deferred, Withheld and Stopped**

14. The increment may be withheld where the public 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 public officer shall retain his or her previous incremental date.
15. The increment may be stopped where the public 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 public officer will move to the next higher point on the salary scale retaining his or her incremental date.
16. A public officers' 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**

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

### **Effect of Leave without pay on Incremental Dates**

19. When a public officer on an incremental salary is granted 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 downgraded 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 public 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.



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### **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. Special leave of absence, study leave and leave without pay are a privilege granted to a public officer depending on circumstances provided for in these Standing Orders.
4. Maternity leave is a right for all female officers regardless of status or grade for every pregnancy.
5. Sick leave is a right, provided it is on the recommendation of a Government Medical Officer.
6. Any period taken on leave of whatever description, with the exception of special leave of absence are not leave earning.
7. A public officer must return to duty from leave on the due date and failure to do so may render the public officer liable to disciplinary action as may be decided after consideration of the circumstances of the case.
8. 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.
9. 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 a public officer senior to him or her; and
  - (d) that delegation shall not be made to a public officer below salary scale U5.

10. 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 public 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 public officer's annual entitlement of leave.
11. All provisions relating to leave shall apply to Foreign Service Officers.
12. 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;  
or
  - (b) when the services of a public officer are terminated other than by dismissal with approved earned leave to his or her credit.
13. In either case, in paragraph 12 (a) and (b) above, the Responsible Officer shall pay cash in lieu of any leave due to the public officer at the rate of 1/30 th of the public officers' last monthly salary multiplied by the number of days' leave. Any outstanding debts owed to the Government by the public officer shall be deducted from the sum due to the public officer under this paragraph before actual payment is made.
14. A public officer shall, before proceeding on any leave provided for in these Standing Orders, be required to hand over his or her office and any Government property under his or her care in accordance with Section F - d.

### 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; and
  - (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
U2 and above	36 working days
U7 to U3	30 working days
U8	24 working days

3. The entitlements in Table 3 above shall also apply to public officers in the Foreign Service serving in a Mission of Uganda abroad.
4. A public officer serving outside Uganda shall have the option of taking his or her leave at the duty station or outside the duty station. If the public officer opts to take leave outside the duty station, he or she shall obtain clearance of 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. During a tour of duty abroad, a public officer will be eligible for 7 day's local leave every year but no transport or subsistence allowance may be claimed for such local leave.
6. Annual leave for a public officer serving on contract terms shall be calculated as stipulated in the contract agreement.
7. 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 a public officer will be in employment throughout the year.
8. When a public officer is not or it is anticipated that he or she will not be in the pay of Government for a full calendar year, the public officer's leave entitlement will be assessed on the basis of completed months of service multiplied by the appropriate leave entitlement rate shown in paragraph 2 of Table 3 above.



9. The annual leave of any public officer will commence on the date following the day he or she ceases duty and will end on the day preceding the day he or she resumes duty. Additional leave will not be granted for the purposes of travel.
10. 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 preceding year.
11. 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.
12. 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 public 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.
13. The Responsible Officer shall, on receipt of the recommendation from the Head of Unit, 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.
14. The Head of Unit shall inform the public officer of the decision in paragraph 13 above immediately so that the necessary preparations including proper temporary handing over of duties of the office is done.

### **Approval for Carrying Leave Forward**

15. 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; and
  - (c) in respect of any other public officers, from the Responsible Officer.
16. A request to carry forward annual leave must be submitted to the relevant offices for approval by the 15th day of December.
17. Leave cannot be accumulated from one calendar year to another unless authority is sought for and is obtained as provided for under paragraph 15 above.
18. A public officer retiring or about to retire from the Public Service, shall take and exhaust any entitlement of leave due to him or her before the last day, immediately preceding the date of retirement or else it shall be forfeited.

**Leave entitlement for officers who are on interdiction or remain un-deployed pending assignment of other duties**

19. A public officer who is on interdiction or who remains un-deployed whilst awaiting assignment of other duties, shall be regarded as being on leave.
20. It also follows that the period during which such a public officer remains on interdiction, or un-deployed is not leave earning.
21. A public officer affected by paragraph 20 above is liable to recall at any time at the discretion of the Responsible Officer.
22. A public officer who remains un-deployed 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 Pension but it does not attract other privileges and benefits.
2. Leave without pay may be granted in public interest on the recommendation of the Responsible Officer.
3. Leave without pay shall be granted to deserving officers, under the following circumstances:-
  - a. Employment with an international organisation, 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 organisation.
  - b. Employment on contract under Government Projects and Programmes:-  
In this case, Leave Without pay will be granted for a period of five(5) years renewable once.
  - c. Leave on Gender / Domestic related grounds:- In this case, Leave without pay will be granted to married officers with family related challenges for non-renewable period not exceeding two years. Leave without pay on gender / domestic related grounds will be granted under the following circumstances:
    - i. A public officer who wishes to join a spouse who is undertaking an approved course of study abroad;
    - ii. A public officer who wishes to join a spouse who is working in Foreign Service; and
    - iii. A public officer who encounters challenges related to child raising.
4. 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.
5. 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 public officer ceases to exercise the functions of the office.
6. 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 public officer ceases to exercise the functions of his or her public office, and the public officer will receive his or her monthly salary until his or her leave expires.

7. Applications and recommendations for leave without pay must be submitted, giving justification and duration before commencement of the assignment.
8. Leave without pay shall be granted on condition that a public officer shall lay no claim on the post he or she holds at the time of the request.
9. Upon the expiry of Leave without pay, a public officer shall indicate in writing his/her readiness to resume duty and will be considered for redeployment to his/her previous post if it is still vacant or be considered for redeployment elsewhere in the service to a post for which he/she is qualified.
10. In the event of failure to deploy the officer, he/she shall be retired in accordance with the existing Regulations
11. A public officer shall rejoin the Public 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 a public officer on an incremental salary scale, the salary increments must be deferred by the period of leave without pay.
12. A public officer who is nominated by Government to fill her quota of Personnel vacancies in an international body shall have his/her job protected untill the expiry of the approved Leave without pay.
13. Leave without pay shall not be granted to public 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 or Local Government or the career progression of the public officer.
2. Once a public officer has been identified for a full time training course, the public 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 (See Appendix J- 1).
4. Approved study leave shall be on full salary.
5. When submitting a request 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. A public officer who proceeds for full time studies without authority shall be regarded as having abandoned duty in accordance with the provisions of Section A - o.
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 public 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 public officer will be fit to resume duty within a reasonable time. If there is doubt about the public officer's ability 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 Section M - c.
4. It is recognised that sick leave may have to be approved in retrospect because when a public officer falls sick, his or her medical officer cannot at that stage be sure when the public officer will be fit to resume duty. This is in order, provided the public 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 public officer's approved annual leave, paragraphs 3 and 4 above, shall apply.
6. A public officer who falls sick 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 is otherwise involved in an activity or event through which the public interest or national prestige will directly or indirectly, be served or enhanced;
  - (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;
  - (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 public officer leaves his or her official duties to attend the event in question.
3. For the avoidance of doubt, if the Responsible Officer deems it unnecessary to grant special leave of absence under this Section, the public 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 a public officer has exceeded the 10 days limit, the excess days shall be offset from the public officer's annual leave entitlement, if permitted to proceed for the activity in question.

### **MATERNITY LEAVE (C - g)**

1. A female public officer regardless of status and terms of service shall as a consequence of pregnancy be entitled to sixty (60) working days of maternity leave on full pay.
2. A female public officer should be allowed to proceed 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 time stated in paragraph 2 above.
4. For the 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 sixty (60) days of maternity leave stated in paragraph 1 above, she shall apply for additional number of days.
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 public officer.



### **PATERNITY LEAVE (C - h)**

1. After a wife of a public officer has had a delivery or miscarriage, the public officer shall immediately be entitled to seven (7) working days of paternity leave on full pay.

### **SABBATICAL LEAVE (C – i)**

1. Sabbatical leave shall be granted to a public 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) sabbatical leave 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) sabbatical leave shall be granted for a maximum of 12 months with pay in every ten 10 years;
  - (c) sabbatical leave shall be granted by the Responsible Permanent Secretary;
  - (d) there must be evidence that the leave will benefit both the public officer and the Ministry, Department or Local Government of deployment; and
  - (e) the receiving organisation shall be responsible for 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, Cap. 255 which declares public holidays in Uganda under the Schedule to that Act and also empowers the President to declare any other public holiday. At the commencement of these Standing Orders, the following are public holidays-

New Year's Day	1 <sup>st</sup> January
Liberation Day	26 <sup>th</sup> January
Janan Luwum Day	16 <sup>th</sup> February
Idd el Fitr	
Idd Adhuha	
Good Friday	
Easter Monday	
Women's Day	8 <sup>th</sup> March
Labour Day	1 <sup>st</sup> May
Martyrs' Day	3 <sup>rd</sup> June
Heroes' Day	9 <sup>th</sup> June
Independence Day	9 <sup>th</sup> October
Christmas Day	25 <sup>th</sup> December
Boxing Day	26 <sup>th</sup> December

2. Government offices will be closed on all public holidays. In the case of the Foreign Service, each Mission will be closed on all public holidays observed in Uganda and every public holiday 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 a public officer on duty on a public holiday, he or she shall make arrangements for the public 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 economical way possible, and care must be taken to ensure that the execution of a public 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 public 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 public officer to travel with him or her for consultation on the way, the Responsible Officer may make arrangements for the public 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 public officer wishes to travel with his or her spouse the public officer shall bear the expense of the spouse.
7. Government shall have no responsibility of transporting newly recruited persons, whether Ugandan citizens or not, residing outside Uganda.
8. Travel arrangements for public 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 a public officer will not be returning to Uganda.
10. In cases where for any reason the return half of a ticket cannot be used within its period of validity, a public officer shall 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 public 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 public officer obtains authority from the Responsible Officer and travels by the most direct route.
13. It is the policy of Government that wherever possible, public 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 a public 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; and
  - (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 public officer to be accompanied by his or her spouse and, where applicable, his or her children, may be granted the same travel facilities;
  - (c) when a public officer travelling on special leave in accordance with 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 public officer may also claim transport allowance by road or rail in the appropriate class; and
  - (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 and Principal Judge, by first class;
  - (b) Head of Public Service, Deputy Head of Public Service, Specified Officers and Permanent Secretaries and Heads of Mission abroad by business / club class; and
  - (c) all other public officers by economy class.
3. A Responsible Officer travelling for official duty with a public officer entitled to a class of transport under economy may on availability of funds upgrade the class of transport for the Public Officer in question in anticipation of a flight duration exceeding 16 hours.
4. 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.
5. A Public officer travelling to and from countries that share a common border with Uganda may travel by surface public transport.
6. 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.

7. 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) to (c) above shall apply only if seats are available. Otherwise, the public officer shall travel by whatever seat is available.
8. 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.
9. 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 a journey to cover death or injury caused by a flying accident.
10. 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 business or club class air travel when he or she is posted to Head a Uganda Mission abroad. Where a Foreign Service Officer Grade I is not a Head of Mission, he or she shall travel in economy class. The children of the Head of Mission may travel in business class only when accompanying an entitled parent on posting and on recall.
3. All other public 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 public 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 a Foreign Service Officer at a Mission, certifies that a public officer shall for medical reasons return to Uganda, the public officer and his or her family shall be entitled to air travel, in accordance with the appropriate class.
7. When a medical doctor of a Foreign Service Officer at a Mission, states in writing that for medical reasons, a Foreign Service 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, Foreign Service 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 four persons.
10. If the purpose of leave on urgent personal affairs is for a Foreign Service Officer to marry, on return to duty, the public officer and the spouse will be entitled to full air travel at public expense in the appropriate class.
11. Notwithstanding paragraphs 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.

## **CONTENTS**

### **SECTION E: ALLOWANCES**

- E – a Allowances General
- E – b Travel Allowances
- E – c Extra Duty Allowances
- E – d Training Allowances
- E – e Foreign Service Allowances

## **ALLOWANCES (E - a)**

### **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 public officer to another, in whole or in part.
2. An allowance is paid to a public officer for two main purposes:-
  - (a) to compensate a public 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 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, where transport for a journey is provided, the public 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 a public 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 a public 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 travel undertaken by a public officer to ensure that their duties are 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 a Ministry, Department or Local Government vote for official entertainment such as 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.

#### **Mobile Telephone Allowance**

17. A Mobile telephone allowance shall be paid to a public officer to facilitate official communication. The rates and eligibility for the allowance shall be determined by the Responsible Permanent Secretary.
18. The cost of the telephone handset shall be borne by the public officer.

#### **Housing Subsidy Allowance**

19. A Housing subsidy allowance shall be paid to a public officer to enable him or her to cater for the cost of domestic utilities such as water and electricity bills. The rates of the allowances shall be determined by the Responsible Permanent Secretary.

## **TRAVEL ALLOWANCES (E - b)**

### **Night Allowance in Uganda and away from Officer's Station**

1. Night allowance shall be paid to a public 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 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 a public 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 public 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 public 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 public officer is expected to carry out his or her duties shall be made in accordance with Section D. The public 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. The cost of transport incurred on internal travel upon reaching a country where a public officer is performing the official duty may be claimed on return.
9. A public 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 public officer.
10. 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 a public officer proceeding on duty from Uganda.

11. 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 public officer to board a connecting flight on which he or she was booked, or other default;
  - (c) the public officer did not for personal reasons choose to travel on an aircraft which had a scheduled night stop when he or she had a choice for a direct flight; or
  - (d) the public officer did not make the night stop for any personal reasons.

### **Transit Allowance**

12. Transit allowance shall be paid to a public officer travelling on official duty per round trip to cover costs incurred while waiting for flight connections for four (4) hours and above. The rates of the allowances will be determined through circular standing instructions issued from time to time by the Responsible Permanent Secretary

### **Safari Day Allowance in Uganda**

13. Safari day allowance, in Uganda, is an allowance which a public 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.
14. In order to claim the allowance, a public officer must travel a distance of 40 kilometres or more from his or her station by the most direct route.
15. 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.
16. In this Section, “station” includes a hotel or rest house at which a public 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 paragraphs 13 and 14 above.
17. A claim for safari day allowance must be made following the laid down procedure and shall not be paid concurrently with night allowance.
18. For safari day allowance on training in Uganda, see Section J - a.

### **Safari Day Allowance outside Uganda/Mission**

19. Safari day allowance outside Uganda is paid when a public 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.

20. The safari day allowance cannot be claimed concurrently with night allowance.
21. 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**

22. 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.
23. In case of a public officer on duty who is flying 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, the public officer may claim the actual cost of reasonable meals and expenses in accordance with approved rates.
24. Accounting Officers have the discretion of identifying the public officers who may, from time to time, qualify for lunch or dinner allowance.

### **Out of Pocket Allowance**

25. 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**

26. 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 public officer.
27. The allowance may be claimed before the departure of the public officer for his or her duty trip overseas.
28. In the case of Foreign Service Officers, the allowance will be paid every two years provided the public officer remains posted in a temperate or cold climate outside Uganda.

### **Kilometrage Allowance**

29. 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.
30. Kilometrage allowance shall be paid as a consolidated monthly allowance commensurate with the public officer's grade and shall be determined by the Responsible Permanent Secretary.



31. In the event that a public officer uses his or her vehicle for official duty beyond a radius of 40 kilometres 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 by the Responsible Permanent Secretary.
32. All claims for kilometrage allowance will be submitted monthly on the prescribed forms and must be certified by the claimant's Accounting Officer.
33. An Accounting Officer who certifies kilometrage allowance claims shall retain a copy of the certificate for accountability purposes.
34. Every public 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.
35. 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.
36. All authority granted by the Accounting Officer for daily or monthly allowance shall expire on the 15th day of June each year. Claims for kilometrage allowances in respect of journeys undertaken on or after the 16th day of June in any year, shall be paid from the votes for the following financial year, and shall form part of the claim for July.
37. When the amount payable to a public 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 34 above and the kilometrage will be ignored for the purpose of paragraph 42.

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

38. Where a public officer, his or 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 satisfied that, having due regard to the economy in time and travelling expenses, the use of the public 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.
39. In all other cases, use will be made of the public transport service, and the public officer may claim appropriate public fare on such services.

40. The terms of paragraph 38 above apply equally in the case of a public officer and his or her family whose duty station does not possess a resident Medical Officer, who reports to the nearest medical centre for treatment.
41. In such cases, where a public officer uses his or her own vehicle for the journey, the entry in his or her log book should be initialed and stamped by the Government Medical Officer concerned.
42. A public officer cannot claim kilometrage allowances if he or she uses his or her own motor vehicle for travelling between his or her home or office and the medical centre, if such journeys do not require him or her to travel outside his or her station.
43. No allowances will be paid to any public officer in any one year for Kilometrage run in excess of 35,000kms unless the Accounting Officer has given his or her personal approval.
44. If a public officer on duty uses 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.
45. In submitting kilometrage claims, public officers must distinguish between duty kilometrage run on tarmac and on murram.
46. Transport allowance shall be paid to public officers to cover home to office running, using public means.

#### **Staff welfare Allowance**

47. Staff welfare allowance may be paid to a public officer on a monthly basis to supplement the welfare of a public officer.

#### **Disturbance Allowance**

48. In this Section, "station" means 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;
  - (b) from Uganda to a Mission or vice versa or from one mission to another;
  - (c) when the distance between a public 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 a public 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 public 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 49 (c) above.
- 53. The allowance is not payable:-
  - (a) when a public officer draws night allowance in respect of the same absence from his or her station;
  - (b) when a public officer is transferred from one station to another but is permitted to retain his or her previous living quarters; and
  - (c) in case of a married couple being transferred to the same working station and one of them has received the allowance.

### **Installation Allowance**

- 54. Installation Allowance is an allowance which a public 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 public officer's full monthly basic salary.
- 56. The allowance is not payable if a public officer on overseas terms has been resident in Uganda within two years of coming to Uganda on first appointment.
- 57. The installation allowance will be paid by the appropriate Responsible Officer on application being made by the public officer on assuming duty.
- 58. If a public 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 a public officer, on first appointment, to whom installation allowance does not apply, consisting of the following-
- (a) a non-accountable sum representing 50% of the public officer's basic monthly salary; and
  - (b) an optional advance of up to 50% of the public officer's basic monthly salary.

### **Hardship Allowance**

61. Hardship allowance shall be paid on a monthly basis to a public officer in a designated hard to reach and hard to stay area in Uganda or a Foreign Service Officer posted to a Mission in a country that is volatile, hard to reach, hard to stay or with harsh climate.
62. In case a public officer loses personal effects due to emergency evacuation, reasonable compensation shall be paid subject to verification by the Responsible Permanent Secretary in consultation with the Responsible Officer.

## **EXTRA DUTY ALLOWANCES (E - c)**

### **Acting Allowance**

1. An Acting Allowance shall be paid to a public 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 public 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 public 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 public 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 public officer is acting; and
  - (e) not paid indefinitely but lapses after six months unless specifically renewed or extended by the Appointing Authority.
6. For gazetting 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 public 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 public officer exercising the statutory functions is unconstitutional.

### **Duty Allowance**

8. Duty allowance is payable to a public 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 or 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 a public officer is assigned duties of a post one step above his or her substantive post, he or she shall be paid the 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 a public 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 public officers the allowance arrived at (a) or (b) above will be divided equally between the public officers.
15. Duty allowance shall not be paid where the higher responsibilities for the public 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.
16. Duty allowance is not payable for any period in excess of 15 days during which a public officer does not carry higher responsibilities for any reason.
17. Duty allowance does not continue indefinitely but lapses after six months' payment.
18. The extension for payment of duty allowance shall be granted only in cases where the substantive holder is away on authorised leave.
19. Duty allowance is not pensionable and does not attract gratuity for non-pensionable officers whose agreements include a gratuity clause.
20. Duty allowance is not payable where the salary of the public 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.

21. In accordance with Section A – d, a public officer on probation shall not be considered for payment of duty allowance.
22. 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 ends 48 hours after the substantive, acting or trial holder assumes or resumes the function of the office.

### **Honoraria**

23. 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, a public 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 made under the Public Service Act.
24. Honoraria is an allowance payable when Government requires a particular piece of work to be carried out by a public officer within a specified period of time which:-
  - (a) is of exceptional importance to Government;
  - (b) is outside the normal scope of the public officer's official duties;
  - (c) involves disproportionate amount of his or her official and private time;
  - (d) involves temporary additional responsibilities; and
  - (e) requires the direct use of the public officer's special talent or professional skill or his or her active participation in the actual work.
25. 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.
26. Honoraria shall be paid on satisfactory completion of the assignment.
27. Honoraria shall be paid at the rates determined by the Responsible Permanent Secretary.
28. A public officer affected by paragraph 23 above may in addition, where applicable, and subject to the provisions of Section E - a (6), be paid subsistence allowance and transport costs in connection with the execution of his or her assignment.



29. 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; and
  - (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.
30. 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 with the expenses.

### **Sitting Allowance**

31. 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.
32. 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.
33. The Responsible Permanent Secretary, shall from time to time determine rates of Sitting Allowance.

### **Overtime Allowance**

34. 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.
35. A twenty-four hours' continuous rest period in any week is essential for the welfare of public officers and Responsible Officers should ensure that this rest period is not encroached on 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.
36. Overtime, means any period of work on weekends, public holidays or in excess of 7¼ hours on any day, from Monday to Friday.
37. When a support staff works under circumstances stated in paragraph 36 above, he or she shall be paid an overtime allowance.

### **Special provisions of Overtime for Drivers**

38. 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.



### **Innovation or Award Allowance**

39. A public officer shall be paid an allowance for innovation and research work undertaken in the public officer's professional field.

## **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 public officer before leaving his or her duty station to attend the course.
41. The Schedule in Table 4 shows the details of the allowances applicable to sponsored public officers in different circumstances.

### **Part time Lecturer's Allowance**

42. A part time lecturer's allowance shall be paid to a public officer who is authorised by the Responsible Officer to teach an academic course at a Government institution on a part time basis.

### **Part time Examiner's Allowance**

43. A part time examiner's allowance shall be paid to a public officer who is authorised by the Responsible Officer to be hired to test and mark knowledge or proficiency of candidates' written examinations at a Government institution on a part time basis.

### **Oral Examination Allowance**

44. An oral examination allowance shall be paid to a public officer who is authorised by the Responsible Officer to be hired to test and mark knowledge or proficiency of candidates' oral examinations at a Government institution on a part time basis.

### **Invigilation Allowance**

45. An invigilation allowance shall be paid to a public officer who is authorised by the Responsible Officer to be hired to supervise candidates during an examination at a Government institution on a part time basis.

### **External Examination Allowance**

46. An external examination allowance shall be paid to a public officer who is authorised by the Responsible Officer to be hired to test and mark knowledge or proficiency of candidates' oral examinations at a Government institution at which he or she is not hired on a part time basis.

### **Teaching Allowance**

47. A teaching allowance shall be paid to a public officer who is authorized to teach an academic course at a Government institution at which he or she is hired on a part time basis.

### **Book Allowance**

48. A book allowance shall be paid to a public officer to purchase books and other supplies necessary for the public officer to undertake training as authorized by the Responsible Officer.

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

	<b>Travelling Allowance</b>	<b>Transit Allowance</b>	<b>Free Lunches, Tea and Occasional Refreshments</b>	<b>All Standard Meals and Refreshments Free of Charge</b>	<b>Out of Pocket Allowance</b>	<b>Training Night Allowance</b>
<b>1. SHORT-TERM TRAINING COURSE LOCALLY</b>						
At public officer's duty station but non-residential	*Round trip daily	N/A	YES**	N/A	N/A	N/A
At public 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 public 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 the public officer's duty station but residential	*One round trip for the entire course for himself or herself alone.	N/A	N/A	YES	YES	N/A
<b>2. SHORT-TERM TRAINING COURSE OUTSIDE UGANDA</b>						
Fees inclusive of board and accommodation	*One round trip between duty station and international airport in Uganda for himself or herself alone for entire course	YES, where applicable	N/A	YES	YES	N/A

	<b>Travelling Allowance</b>	<b>Transit Allowance</b>	<b>Free Lunch, Tea and Occasional Refreshments</b>	<b>All Standard Meals and Refreshments Free of Charge</b>	<b>Out of Pocket Allowance</b>	<b>Night Allowance</b>
When fees exclusive of full board and accommodation	*One round trip between duty station and international airport in Uganda for himself or herself alone for entire course	YES, where applicable	N/A	N/A	N/A	YES
<b>3. LONG-TERM COURSE LOCALLY</b>						
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 or 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 Lunch, Tea and Occasional Refreshments	All Standard Meals and Refreshments Free of Charge	Out of Pocket Allowance	Night Allowance
<b>2. LONG-TERM COURSE OUT-SIDE UGANDA</b>						
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 public 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 in the Foreign Service, as well as every Home Service Officer posted to a Uganda Mission, for a tour of duty 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 Foreign Service Officer leaves the Mission on transfer.
2. A tour of duty is a period of duty outside Uganda for a continuous period of 36 to 48 months.
3. Foreign Service allowance rates and their categorisation are subject to review by the Responsible Permanent Secretary in consultation with the Responsible Officer.
4. Where a public 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.
5. When a Foreign Service Officer is married to another Foreign Service Officer, the public officers will, for the purposes of allowances under this Section, cease to be considered as two single units and become one married unit.
6. 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.
7. In the case of a transfer, only one disturbance allowance and one baggage allowance shall be paid.

### **Climatic Clothing Allowance**

8. A Climatic clothing allowance shall be paid to a Foreign Service Officer or Home Service Officer, irrespective of the ranks on first being posted to a Ugandan Mission abroad as shall be determined by the Responsible Permanent Secretary from time to time.
9. An additional climatic clothing allowance will be paid every three years to Foreign Service Officers and Home Service Officers posted to Missions in a "specified country" with harsh climatic conditions, subject to the officer remaining posted to a Uganda Mission in a specified country. The rate payable is 30% of climatic clothing allowance payable in the above paragraph. For the purpose of this subsection "specified country" means The Russian Federation and Canada

### **Formal Wear Allowance**

A Foreign Service Officer shall be paid a formal wear allowance on one occasion and on presentation of receipted accounts be reimbursed by way of assistance only a sum of up to US \$ 400 for the purchase of "morning" and "evening" dress for formal occasions. No charges for the hire of formal clothing will be accepted against public funds.

### **Children's Allowance**

10. Childrens' allowance is payable only once in every tour of duty of every Foreign Service Officer serving outside Uganda, for each child accompanying the Foreign Service Officer, up to a maximum of four children.
11. 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 by the Responsible Permanent Secretary.
12. Where both parents are Foreign Service Officers, only one parent will draw the childrens' allowance regardless of whether they are in one mission or not.
13. The allowance is not payable when a child is above 18 years of age at the commencement of the public officer's tour of service outside Uganda.
14. 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.

### **Representational Allowance**

15. The Head of Mission and the Deputy Head of Mission shall be paid a representational allowance on a monthly basis to facilitate receiving of other Diplomats and officials on behalf of the Mission.

### **Language Bonus**

16. A language bonus is payable to a Foreign Service Officer for each language in which he or she has a certificate of proficiency and has been posted to a country where the language is an official medium of communication.

### **Education Allowance**

17. Education allowance is payable to a public officer posted at a Mission to facilitate the public officer to meet the extra expenses incurred on the children's education as a result of his or her posting abroad.
18. The allowance shall cover up to four biological or adopted children.
19. A Foreign Service Officer posted to a Mission abroad, where English is not the medium of instruction, may 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.
20. The primary or secondary education fees for the category of children mentioned in paragraph 19 above will be met by the parent concerned, in full.
21. A Foreign Service Officer posted to a Mission abroad may leave his or her children of secondary education age in Uganda.

22. Each application for an education allowance must be approved by the Responsible Officer and must be accompanied by a certificate by the Head of Mission certifying:-
- (a) that the circumstances described by the Foreign Service Officer are correct;
  - (b) the period of education to be covered;
  - (c) the date of birth of the child;
  - (d) the evidence of child parentage and or adoption.

### **Holiday Travel Concession**

23. 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**

24. For the purposes of payment of baggage allowance, the Missions shall be categorised as follows:-
- (a) **Group One:** Geneva, Paris, London, Copenhagen, Canberra, Tokyo, Brussels, Washington, New York, Rome, Abuja, Kinshasa, Ottawa, Berlin, Moscow, Riyadh, Abu Dhabi, Khartoum, Juba, Mogadishu, Algiers, Doha; and
  - (b) **Group Two:** Tripoli, Nairobi, Mombasa, Dar-es-Salaam, Kigali, Bujumbura, Beijing, Kuala Lumpur, Ankara, Tehran, Pretoria, Guangzhou, Addis Ababa, Cairo, New Delhi and Goma.
25. A Foreign Service 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.
26. Where a Foreign Service 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 shall be settled by the Foreign Service Officer.
27. The provisions of this Section shall also apply when a Home Service Officer is posted to a Mission.

### **Excess baggage Charges**

28. The Charges shall be paid for up to 100 kgs as excess baggage per officer by air unaccompanied or air freighted on posting and recall.



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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 public 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 a public 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 public 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 public 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 public officer.
5. The attendance of public officers shall be monitored using a system, modality, mechanism or any other approved system including Biometrics, attendance registers applications or any other tool or device a Responsible Officer may deem appropriate which allows for monitoring attendance to duty.
6. The Responsible Officer shall extract and analyse information on attendance to duty by the 30th day of every month which shall be used to take management decisions.
7. The Government reserves the right to take disciplinary action against a public officer including making deductions from his or her pay for any period during which he or she is absent from work without permission.
8. 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.
9. The Responsible Permanent Secretary shall issue guidelines on management of attendance to duty.

## **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. A public officer who does not comply with the posting instructions without justifiable reasons will be liable to disciplinary action.
2. A public officer, other than support staff, may be posted or transferred to or from Ministry, Department, Local Government, Institution or Mission 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;
  - (c) postings must be carried out in accordance with deployment plans; and
  - (d) where vetting is required, the vetting exercise should be completed within one month.
3. Under normal circumstances, the Government shall not post husband and wife for duty in the same duty station.
4. If paragraph 3 above is not possible, both husband and wife may work in the same Ministry, Department, Local Government, Institution 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 a public officer hands over his or her duties to another public officer to act or to succeed him or her, while proceeding on leave or on official duty outside the duty station, on return, the public officer asked to carry out the duties shall be required to write a report for the supervisor.
7. A public officer shall, on posting, be required to hand over office in accordance with Section F - d.
8. A public officer who fails to report for duty to the new posting station within 30 days without justifiable reasons will be regarded as having declined the posting instruction and therefore abandoned duty.

## **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 public officer. The procedure for handing over must be systematic and thorough.
2. Before the arrival of the incoming public officer, the outgoing public 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 public 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 incoming public officer shall be involved with for continuity;
  - (b) Government property under the custody of the public officer;
  - (c) specific assignments to be handled and any pending cases; and
  - (d) organisations or clients that the public 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 public officer shall report to the Responsible Officer;
  - (b) the outgoing public officer shall introduce the incoming public officer to the staff of the Ministry, Department or Local Government;
  - (c) the outgoing public officer shall show the incoming public officer the geography of the Ministry, Department or Local Government and in appropriate cases any satellite organisations and installations of the Ministry, Department or Local Government;
  - (d) the outgoing and incoming public officers shall discuss the office routine, paying particular attention to the chain of command, to whom the incoming public officer will report and from whom he or she can expect to receive work, and where he or she fits into the Ministry, Department or Local Government;
  - (e) the outgoing public officer shall give the incoming public officer an assessment of the capabilities of any of his or her subordinate staff and particularly any weak points which require monitoring or duties in which they require additional supervision;
  - (f) the outgoing public officer shall provide the incoming public 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 public officer shall discuss the work schedules, key result areas, work plans of the Ministry, Department or Local Government and major outstanding issues at the same time, referring to the relevant files;
  - (h) the outgoing public officer shall brief the incoming public officer on any idiosyncrasies of all colleagues with whom he or she is required to work whether within or outside the immediate Ministry, Department or Local Government of which he or she forms part;
  - (i) the outgoing and incoming public officers shall review the office instructions together. The incoming public 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 public 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 public 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) where the public officer's job involves responsibility for any field installations, the outgoing officer shall induct the incoming public officer round those installations and introduce him or her to the public officers in charge of these installations.
5. When an outgoing public officer is leaving the station and has Government accommodation, he or she must settle the personal outstanding bills including telephone, water and electricity before departure.
  6. An incoming public officer shall, for purposes of learning the overall objectives of his or her job and the work of the Ministry, Department or Local Government read relevant literature concerning his or her profession, job and organisation.
  7. In view of the broad field of work in which the Government operates, the procedure outlined in this Section is not exhaustive and it is no defence where something has gone wrong because of any omission during handing-over by an outgoing public officer.
  8. The handover report shall be witnessed and countersigned by the supervisor within office premises.
  9. Where there is no incoming public officer to take over from the outgoing public officer, the outgoing officer shall handover to the Head of Department or Responsible Officer as appropriate

### **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 Cap 302, it is an 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. (See Appendix F - 3).
8. The provisions of the Official Secrets Act shall apply after employment with the Public Service.



## **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 means a public officer is liable to disciplinary proceedings.
4. A Responsible Officer must keep his or her Minister informed of the names of the public 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 paragraph 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 public 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 and such statements are, in the public 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 a public 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 the subject, whether or not he or she has specialised in such subjects in the official capacity. Where the subject matter of a lecture or talk is related to the work or 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 public 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 or communication 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 responsible for Information or Communication provided such work does not interfere with his or her official duties.
11. Subject to obtaining prior permission from the Responsible Officer, a public officer may undertake part-time lecturing or tutoring in Government training institutions or in any of the faculties or specialised bodies of a University and receive honoraria in accordance with Section E - c and be paid and retain the appropriate part-time lecturing fee.
12. A public officer shall seek permission from the Responsible Officer to undertake part-time lecturing at private 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 and TV news-room. News editors are accustomed to receiving advance information which should 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, electronic, radio or TV 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 electronic media and Radio and TV releases, particularly as regards time of delivery of the material to the Radio or 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 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 public 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 Permanent Secretary 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 public officer, he or she shall be granted full rights in such an invention.
4. If the Responsible Permanent Secretary decides that the public 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 public officer shall, subject to subparagraph (c) below, be responsible for all expenditure for registration under the applicable written law;
  - (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 public officer may, whether any rights are reserved under subparagraph (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. Where rights are reserved under paragraph (b) above to the Government, the Committee may, in appropriate cases make an award to assist the public officer to apply under written law 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. Where the Responsible Permanent Secretary decides that a public officer shall not be allowed controlling rights in the invention, the following provisions shall apply:-
  - (a) the public 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 public officer having to make application under the law for a grant of patent;

- (c) the Government shall decide whether or not the public officer is allowed a share of any proceeds;
  - (d) the public officer may, whether he or she is allowed to share in the proceeds or not, apply to the Committee through his or her Responsible Officer for an award in respect of his or her invention; and
  - (e) the question of whether an award shall be made and, if the Permanent Secretary decided that the public officer shall be allowed a share in the 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 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 purposes of this Section, an Awards Committee shall be constituted by the Responsible Permanent Secretary consisting:-
  - (a) the Solicitor-General as chairperson;
  - (b) one person nominated by the Staff Association or Labour Union;
  - (c) the Secretary to the Treasury; and
  - (d) the Government's expert in the subject appropriate to the invention.
- 8. A public 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.
- 9. All conclusions of the Committee shall be made in form of recommendations, which shall be forwarded to the Responsible Permanent Secretary.
- 10. The Committee may make rules governing its own proceedings.
- 11. All recommendations shall be made with the concurrence of a majority of members.
- 12. 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 public 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. All Government vehicles procured using Government funds shall be registered under the vehicle series of the receiving Ministry, Department or Local Government. A list of such vehicles shall be kept by the Ministry, Department or Local Government.
7. 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**

8. 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 Government vehicle outside the guidelines as circularised 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 a public 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 Government 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 or goods in a Government vehicle.
9. The Ministry responsible for transport shall undertake periodic census of all Government vehicles, plants, ferries, boats or aircraft, among others, maintain an inventory for all Government vehicles and periodically share a report with the Ministry responsible for Public Service to take stock.
10. Government vehicles shall be driven by official drivers except:-
- (a) a public officer specifically engaged to drive or operate vehicles or plant;
  - (b) a public officer 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) a public officer who has written permission from a Responsible Officer; or
  - (d) a public officer who, in case of emergency, shall write a report to explain the circumstances.
11. Any public officer authorised to drive a Government vehicle must possess a valid driving licence.
12. Care and discretion must be exercised by the Responsible Officers in granting authority under paragraph 10 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**

13. A Driver of a Government vehicle must take personal interest and be capable of carrying out limited or routine repair or checks on the vehicle.
14. 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, for example when apprehended by the traffic police.
15. A Service Chart shall be kept by the Transport Officer on every Government vehicle in his or her charge to ensure that Government vehicles are regularly serviced including oiling and greasing. It will, however, be the duty of the driver of the vehicle to see to it that the chart is followed strictly.

16. 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 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 a valid driving licence;
  - (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 subject to prosecution for breaking any of the traffic 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; and
  - (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**

17. A public officer at the level of Director and above, shall be entitled to a chauffer driven vehicle at Government expense.
18. 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.
19. 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**

20. 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 may report either to the Responsible Officer of the driver 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, including where he or she suspects dishonest or criminal involvement in the use of the vehicle, if the vehicle is not sufficiently road-worthy.

**Care and Maintenance of other Government Property**

21. Government property shall include ammunition; houses, office equipment such as furniture, computers, consumable stores, maintenance materials, spare parts, stock of un-issued currency; work in progress such as educational or training course materials; and land or other property for sale.
22. A Responsible Officer is responsible for the purchase and safe custody of inventories under his or her vote in accordance with law.
23. A public officer shall not be held responsible for accidental losses of Government property, in which case, the loss shall be written-off.
24. 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 public officer concerned and the public officer shall be charged with the value of the loss.
25. In addition to the maintenance of inventories for vehicles, plant and other equipment, log books or operating records must be maintained by recording the history, performance, servicing, overheads and repairs in sufficient details for periodic assessments to be made of its performance compared to the 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 shall dress decently in a neat and respectable suit, trouser, shirt, Jacket, tie and closed dark shoes and maintain well groomed hair (colour)
6. A female public officer shall dress decently in neat, respectable, seemly clothes.
7. A female public officer may wear trousers during Office hours in form of smart fitting lady suits with jackets according to their professions.
8. The dress code shall be formal and according to industrial specifications and profession. A public officer shall maintain decency at all times.
9. A public officer shall dress in corporate wear of his/her respective Ministry, Department, Agency or Local Government on those days designated by the Responsible Officer.
10. A Foreign Service Officer at Mission may dress appropriately according to the climatic conditions and diplomatic requirements.
11. 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.
12. A Responsible Officer in charge of a unit in Government shall require a public officer to dress appropriately 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.
13. Technical assistance personnel are expected to conform to the dress code of the Public Service of Uganda.
14. Responsible Officers shall provide all support staff with at least three pairs of uniform.
15. Legal Officers employed by Government may wear their Professional Dress, and members of the Nursing, Prisons Services and the Police Force may wear their uniform on any occasion where ceremonial dress is to be worn.

### **Ceremonial Occasions**

16. Ceremonial dress may be worn by a public officer who by virtue of their office is required to wear a ceremonial dress on the following occasions-
  - (a) Independence Day - 9<sup>th</sup> October.
  - (b) State Opening of Parliament;
  - (c) Liberation Day;
  - (d) Labour Day - 1<sup>st</sup> 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 declared by Government.
17. In the absence of a ceremonial dress, public officers shall dress in accordance with paragraph 5 and 6 above.
18. Nothing in this section shall prevent a public officer from dressing according to his or her religious beliefs as long as they are in conformity with limits of decency under this Section.

### **Protective Clothing**

19. Government is responsible for the safety and well-being of public officers, and is under statutory obligation to ensure that public officers are protected from injury while on duty.
20. A public officer shall wear protective gear when entering rooms or works, where machines are operating.
21. 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 public officer's everyday clothing as applicable.
22. 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 shall, 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 and 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 programme must be followed strictly and any deviations referred immediately to the Responsible Officer with full explanation for the 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 a separate journey being made to cover such stations.
7. Secretarial staff need not form part of such touring teams or groups unless considerable on-the-spot confidential typing will be inevitable.
8. Official trips, 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 a public 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.
12. The Responsible Officer shall ensure that follow-up action is taken on recommendations made in the reports.
13. 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 a public officer not only condones a breach of the law, but commits an offence.
2. Where 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 Minister responsible for wildlife so that the public officer's claims to the game trophy 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, Leadership Code Act, 2002 and the Anti-Corruption Act, 2009 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, Leadership Code, Act, 2002 and the Anti-Corruption Act, 2009, 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 these 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 public 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 paragraphs 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:-
  - (a) failure to pay a debt;
  - (b) issuance of a bouncing cheque;
  - (c) obtaining goods, money, services or works under false pretense, 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 disciplinary offence because it makes the debtor public officer vulnerable to bribery and corruption.
3. Any court of law should report to a public officer's Responsible Officer, with a copy to the Responsible Permanent Secretary, any proceedings brought against a public officer in bankruptcy or whenever a public 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. Where a public officer finds himself or herself in a serious debt, he or she may seek the advice of the Registrar General about the ways of liquidating his or her indebtedness.
6. A debt of any kind owing to Government by a public officer in the Public Service may, at the option of the Government, be settled by deduction from any monies owing to that public officer from public funds or, failing that, direct from the public officer. The Responsible Officer shall consult the Registrar 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 a public officer subordinate to himself or 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 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 in the discharge of his or her Ministerial portfolio.
3. In the absence of a Minister, a Minister of State may perform the Minister's duties 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 a 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, 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, Vice President or the President this must always be done through the public 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 these 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 sub paragraph (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 on anything involving matters of a Political Party.
  - (d) showing party symbols; and
  - (e) engaging in canvassing support for an independent candidate or Political Party, or a candidate standing for public election, sponsored by a political party or an organisation.
2. A public officer may participate in politics within the provisions of the law, rules and regulations.
3. Where a public officer wishes to contest for a political position, 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 of conduct and ethics, the relevant laws and regulations shall apply.
5. A public officer who resigns to participate in politics may be re- appointed not re-instated, in the Public Service as a new applicant.
6. Where a public officer is appointed to a political office, he or she will be required to retire if he qualifies in accordance with the Pensions Act or resign from the Public Service.

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

1. A public officer is required to submit to the Inspector General of Government a written declaration of his or her income, assets and liabilities, on the prescribed form, within three months after becoming a leader, thereafter every two years during the month of March.
2. A public officer 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 shall, in declaration under paragraphs 1 and 2 above, 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 the Leadership Code Act is liable in accordance with the Act.

## **DISCIPLINE (F - r)**

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 F - 5).
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. 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 of the 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 or Gross misconduct.
5. Misconduct shall include the following:-
  - (a) disclosure of information in contravention of the law;
  - (b) acts that bring the Service into disrepute;
  - (c) bullying or victimisation;
  - (d) threatening behavior;
  - (e) fighting or assault at the place of work;
  - (f) financial embarrassment;
  - (g) Insider Trading;
  - (h) breach of trust or confidentiality;
  - (i) issuing media statements or granting media interviews without authority;
  - (j) unauthorised use and possession of Government property or facilities;
  - (k) act or omission against public interest;
  - (l) using abusive language;
  - (m) holding more than one fulltime employment concurrently;
  - (n) making false statements;
  - (o) driving a Government vehicle under the influence of liquor or stupefying drug;
  - (p) incitement with intent to cause disobedience;
  - (q) use and abuse of drugs or alcohol;
  - (r) absence from duty without permission;
  - (s) refusal to comply with a posting instruction or order;
  - (t) insubordination;

- (u) lateness for duty; and
  - (v) noncompliance to performance management requirements.
6. Misconduct shall result into disciplinary measures other than dismissal or any other form of removal from public office specified in Section F- t.
  7. Gross misconduct is conduct which destroys the relationship of trust and confidence between the public officer and a Ministry or Department or an Agency or a Local Government, and renders the working relationship untenable. Gross misconduct shall result into retirement in public interest or dismissal, and it shall include:–
    - (a) commission of offences under the Anti-Corruption Act, 2009, Leadership Code Act, 2002 and the Penal Code Act, Cap. 120 in the course of one's duty;
    - (b) breach of health and safety rules endangering safety and lives of others;
    - (c) un authorised destruction of official documents and records;
    - (d) disclosure of information prejudicial to national security;
    - (e) malicious damage to Government property;
    - (f) failure to account for public resources;
    - (g) disregard of or breach of laws, regulations or procedures causing loss;
    - (h) discrimination contrary to the provisions of the Constitution; and
    - (i) Sexual harassment.
  8. For cases of gross misconduct, there shall be proper framing of charges with full particulars of the case including the applicable provisions of the law and this shall be done in consultation with the Solicitor General.
  9. The rules of natural justice shall apply in all disciplinary cases of whatever description.
  10. A public officer shall not 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.
  11. Persons handling disciplinary cases must be impartial and both parties in the case must be heard.
  12. It is essential that when disciplinary proceedings are instituted against a public officer, the proceedings are brought to a speedy conclusion including, where applicable, action by the Police, the Director of Public Prosecutions and the Courts of law is required.
  13. A Responsible Officer shall 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.



14. Submissions in paragraph 13 above shall be accompanied by up-to-date Staff Performance Appraisal Reports of the public officer affected in the disciplinary case under the personal signature of the Responsible Officer.
15. Removal of a public officer from office is not effective until the decision of the removal is taken and communicated to the public officer and the decision shall not be backdated.
16. A public officer who abandons duty shall be regarded as having removed himself or herself from office and the procedure in paragraph 12 and 13 above shall not apply.
17. The conviction of a public officer on a criminal charge and his or her imprisonment does not automatically remove him or her from office.
18. It is the Appointing Authority, who has the power to remove a public officer from office.
19. If a Responsible Officer considers that a public officer should be removed from office, upon conviction of a criminal offence, a submission should be made to the relevant Appointing Authority in line with the laid down procedures.
20. 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.
20. If a public officer is arrested under the Penal Code Act on an allegation of having committed a felony, he or she must immediately be interdicted under the appropriate legal provision for the Public Service.
22. Disciplinary cases shall be dealt with promptly and concluded within a period of six (6) months from the date the case is reported to the Responsible Officer. Where it is found impracticable to do so, the Responsible Officer shall report individual cases to the relevant Service Commission explaining the reason for the delay.
23. Government shall not be deprived of the right to exercise disciplinary control by intimation of early retirement, resignation, transfers and mandatory retirement. Responsible Officers shall conclude disciplinary proceedings before any of the above.

### **Roles of Responsible Officers in the Disciplinary process**

24. Responsible officers shall have authority to institute the disciplinary proceedings and actions against a public officer arising out of a disciplinary matter.
25. The Responsible Officer may:-
  - (a) conduct a preliminary hearing arising out of a disciplinary matter;
  - (b) interdict a public officer;
  - (c) issue a warning
  - (d) effect a recovery;
  - (e) withhold, defer or stop salary increment.
26. Roles and responsibilities for key actors in handling disciplinary cases shall be provided for in the Rewards and Sanctions Framework reviewed regularly.

## **DISCIPLINARY PROCEDURES (F - s)**

1. 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.
2. The power to discipline and remove public officers from office is provided for in the Constitution.
3. The Disciplinary procedures are provided in the Public Service Commission Regulations, 2009, Health Service Commission Regulations, 2013, Education Service Commission Regulations, 2012, and Judicial Service Commission Regulations, 2005.
4. The Responsible Officer shall ensure that a progressive approach to disciplinary action is followed and the following steps shall apply:-
  - (a) an 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
5. Notwithstanding paragraph 3 above, the Responsible Officer may commence a disciplinary process at any step.
6. The following procedure shall be followed where a public officer is involved in misconduct:-
  - (a) any person who alleges misconduct by a public officer, shall report to the immediate supervisor of that public officer;
  - (b) the immediate supervisor shall inform the public officer of the allegation of misconduct made under paragraph (a) above;
  - (c) the public officer shall be given an opportunity to respond to the allegations of misconduct;
  - (d) where the public officer accepts that he or she committed the misconduct, the supervisor shall initiate disciplinary action in accordance with Section F-r;
  - (e) where a meeting between the supervisor and the public officer was held, a copy of the record of the meeting shall be kept by the supervisor;
  - (f) where a public officer denies the allegation of misconduct, the immediate supervisor shall investigate the matter and obtain evidence to determine whether in his or her opinion, the public officer committed the misconduct;

- (g) if the immediate supervisor finds that the public officer committed the misconduct, the supervisor shall recommend to the Responsible Officer for appropriate action; and
  - (h) Where the Responsible Officer receives recommendations from the immediate supervisor in paragraph (g) above, he or she may conclude the matter or forward the matter to the Rewards and Sanctions Committee.
- 7. The following procedure shall be followed where a public officer is involved in gross misconduct:-
  - (a) any person who alleges gross misconduct by a public officer shall report to the Responsible Officer;
  - (b) the report shall, where possible include the name of the public officer, designation, a statement covering the gross misconduct or accusations against the public officer;
  - (c) where the Responsible Officer has reason to believe that gross misconduct has been committed, he or she shall interdict the public officer in question;
  - (d) the Responsible Officer shall within ten (10) working days after receipt of the report of gross misconduct against a public officer refer the matter to the Rewards and Sanctions Committee or other government investigating agencies as deemed appropriate.
- 8. The Rewards and Sanctions Committee shall upon receipt of a report from the Responsible Officer under paragraph 5 or 6 invite the public officer to appear before the committee and defend himself or herself.
- 9. The Rewards and Sanctions Committee shall make a written recommendation to the Responsible Officer within a period of not more than twenty one (21) working days from the receipt of report from Responsible Officer.
- 10. When raising the charges to the public officer, and where it is necessary to clear with the Solicitor General, a duration of fourteen (14) working days shall be given to a public officer to respond.
- 11. Disciplinary action shall be conducted in a fair manner in accordance with the law.
- 12. Where a public officer abandons duty, the Responsible Officer shall follow the procedure on abandonment of duty provided for under Section A - o.
- 13. If criminal proceedings are instituted against a public officer or where a public officer has been acquitted of a criminal charge in a court of law, the Responsible Officer shall not be prevented from instituting administrative sanctions or otherwise punishing him or her on any other charge arising out of his or her misconduct in the matter.

### **Interdiction**

14. Interdiction is the temporary removal of a public officer from exercising his or her duties while an investigation over a particular matter is being carried out. This shall be carried out by the Responsible Officer by observing that:-
- (a) the charges against a public officer are investigated expeditiously and concluded;
  - (b) where a public officer is interdicted, investigations shall be concluded expeditiously within 3 (three) months for cases that do not involve the Police and Courts, and 6 (six) 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 amount that he or she did not receive, in case the interdiction is lifted and the charges are dropped;
  - (e) a public officer who is on 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; and
  - (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.
15. Where the Responsible officer is unable to conclude an investigation within six (6) months, the interdiction may be lifted on condition that the matter will be revisited when further evidence by the investigating bodies is adduced.
16. A public officer on interdiction due for retirement or end of contract or a public officer who has died will have his or her terminal benefits calculated and frozen until he or she is cleared or acquitted.
17. Interdiction shall only be instituted on a public officer where, in the opinion of the Responsible Officer, there is a matter to be investigated.

### **Submission of Disciplinary cases to Service Commissions**

18. The Responsible Officer may, based on the recommendations of the Rewards and Sanctions Committee, submit the case to the relevant Service Commission.
19. The Responsible Officer shall make submissions in accordance with the relevant Service Commission regulations.

### **Review of Decision of a Service Commission**

20. A public officer aggrieved by a decision of the relevant Service Commission may apply to the Commission for review of its decision.
21. An application for review of a decision of the Commission shall be based on discovery of new evidence that was not available at the time of the decision.
22. An application for review shall be made within twelve (12) months from the date of a decision.

### **Appeal Mechanism**

23. 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.
24. The appeal shall be made to the relevant authority in the hierarchy of the disciplinary machinery.
25. A public officer aggrieved by the decision of a District Service Commission, may appeal to the Public Service Commission within one (1) year.

## **DISCIPLINARY ACTIONS (F - t)**

1. 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 these Standing Orders and other 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 and any authorised earned leave and transport back to his or her place of domicile.
5. Where applicable, terminal benefits will be paid in accordance with the law.

### **Dismissal**

6. A public officer shall be dismissed in cases of gross misconduct and where the public officer acts in a manner 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 guilty by the Appointing Authority 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 or deferment of annual increment;
  - (d) surcharge or refund;
  - (e) making good of the loss or damage of public property and assets; and
  - (f) reduction in rank or demotion.

9. Without prejudice to paragraphs 1 to 8 above:-
- (a) a Responsible Officer, acting on his or her own volition, may issue a reprimand to a public officer in his or her Ministry or Department or Local Government;
  - (b) a Responsible Officer may require a public officer in his or her Ministry or Department or Local Government to make good the loss of public funds, the cost or part of the cost of any loss or damage of Government property caused by the public officer's default or negligence; and
  - (c) a Responsible Officer may deduct from the pay of a public officer who has been absent from duty without permission, an amount of salary equivalent to the number of days of absence, after giving the public officer an opportunity to be heard.
10. For purposes of this section, reduction in rank means demotion of a public officer to the next lower level position.
11. A public officer demoted in rank shall earn the salary of the position to which he or she is demoted.

**Procedure for handling officers convicted of criminal offences**

12. Where a public officer is convicted of an offence under the Penal Code Act or any other written law, the procedure for handling such a public officer shall be as follows-
- (a) the Magistrate or Registrar of a court or tribunal, as applicable, which convicted the public officer shall write to the Responsible Officer informing him or her of the conviction;
  - (b) the Responsible Officer shall assess-
    - (i) the gravity of the offence;
    - (ii) whether the offence was committed at the work place or outside the work place and the public officer's record;
    - (iii) the severity of the sentence, among others,
  - (c) the Responsible Officer shall make a recommendation to the relevant Service Commission for appropriate action.





## **CONTENTS**

### **SECTION G: UNIONISATION 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

## **LABOUR UNIONS AND STAFF ASSOCIATIONS 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 written law, 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 interests;
  - (b) collective bargaining and representation; and
  - (c) withdraw their labour in accordance with written law.

### **Labour Unions**

4. Government shall sign a recognition agreement with Public Service labour unions as set out in Appendix G-1.
5. Government will recognise labour unions as established by public officers for the purpose of negotiations concerning the terms and conditions of service.
6. In accordance with written 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.
7. A unionised public officer shall not disregard the laws and regulations that govern the Public Service.

### **PUBLIC SERVICE STAFF ASSOCIATIONS**

8. Government will recognise associations as established by public officers for the purpose of consultations on any matter of a general nature affecting public officers.
9. Public officers are free to-
  - (b) 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; or

- (c) establish or join consumer cooperatives in accordance with the general principles of the Co-operative Movement.
- 10. Police and Prisons officers may form their 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. The Public Service (Negotiating, Consultative and Disputes Settlement Machinery) Act, 2008 provides the machinery for any formal negotiations and consultations between Government and the labour unions.
3. The above Act also provides items for negotiation and for consultation.
4. Negotiations will be handled within the legal framework of the Labour Unions Act, 2006, the Public Service Act, 2008, the Public Finance Management Act, 2015 and the Public Service (Negotiating, Consultative and Dispute Settlement Machinery) Act, 2008 and other written law.
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 Unions to ensure minimal disruption of the following essential services in case of a strike:-
  - (a) fire services;
  - (b) meteorological services;
  - (c) education services;
  - (d) information technology and communication 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; and
  - (i) any other service as may be specified under written 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)**

### **Grievance Handling for Non-Unionised staff**

1. The procedures set out in this Section provide for non unionised public officers in dealing with their grievances or complaints.
2. A public officer who has a complaint may raise the complaint with the immediate supervisor. 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 public 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 public 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 Consultative Committee if the matter is not concerned with terms and conditions of service; or
  - (b) send an appeal to the Responsible Permanent Secretary, if the matter concerns terms and conditions of service. The public officer may, while observing proper channels of communications, send an advance copy to the Responsible Permanent Secretary.
6. Where a public officer is not satisfied with the decision of the Ministerial or Departmental or Local Government Consultative Committee under paragraph 5(a), he or she may appeal to the Responsible Permanent Secretary.
7. Where the public officer's appeal to the Responsible Permanent Secretary under paragraphs, 5 (b) or 6 above fail, he or she may 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 prevents a public officer from petitioning the Courts of Law.

9. In order to avoid unnecessary resort to the last stages of the grievance procedure, it will be incumbent on the Responsible Officer to ensure that:-
  - (a) he or she acknowledges receipt of the complaint with an indication of the duration and expected action to be taken;
  - (b) he or she informs the complaining public officer of the results without unnecessary delay; and
  - (c) the complaining public 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 shall apply.

### **Grievance Handling for Unionised Staff**

1. The procedures set out below provide for unionised public officers in dealing with their grievances or complaints.
2. A Public officer who has a complaint may bring the complaint to the immediate supervisor for consideration.
3. Where the complaint is not resolved, the complaint shall be referred to the Consultative Committee of the Ministry, Department or Local Government.
4. In the case of a deadlock, the grievance shall be referred to the Public Service Negotiating and Consultative Council.
5. Hearing of the grievance shall be undertaken by the Public Service Negotiating and Consultative Council and must be concluded within sixty working days.
6. Where the Public Service Negotiating and Consultative Council fails to resolve the grievance, the Chairperson of the Council shall make a report to the Minister requesting the Minister to refer the matter to the Public Service Tribunal which is the final appellate body whose ruling is final in the negotiation and consultative machinery for the unions except on points of law.

## **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 Public 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 public 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 the house for private business activities.
7. The whole country is declared as a planning area under the Physical planning Act, 2010. The consent of the Physical Planning Committee concerned may be required before a dwelling-house, situated in that area, can be used other than for residential purposes.
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 or quarters is vested in the Ministry responsible for housing.
10. Government may provide a fully furnished house to a public officer and this entitlement will be specified in public officer's terms and conditions of service. In the absence of fully furnished house, Government may:-
  - (a) rent a house for the public officer and 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 and 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 the house 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 evicted, 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 who proceeds on study leave exceeding three (3) years shall be required to vacate the Government house if the spouse is not a Government employee.
10. A public officer who has obtained authority to have his or her Government house care taken in his or her absence, shall not charge a sub-tenant a rent or receive any valuable consideration from the 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 provided 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 Leave Without Pay shall vacate his or her staff house within a period of 30 days.
16. 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 public officer is entitled to housing, his or entitlement may be withdrawn.
17. A public officer who retires from Public Service shall not retain the Government or institutional house for more than thirty (30) working days from the date of retirement. Responsible officers shall ensure that the retiree's transport to the place of domicile is paid before retirement.

## **MAINTENANCE OF GOVERNMENT HOUSES (H - c)**

1. The Ministry responsible for housing is 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 stipulated 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 willful 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 the salary of a public officer. If the tenant is not a public officer, the Responsible Officer will take all necessary action available in the written law to collect the debt.
6. A tenant to whom paragraph 5 above applies, may, in addition, be required to move into smaller premises thus leaving the vacated house free for allocation to another public 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 houses. 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 ensure 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 window 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 Public Service which shall gazette the Government houses annually.

## **ALLOCATION OF GOVERNMENT STAFF HOUSES (H - d)**

1. The responsibility for allocation of Government houses rests with:-
  - (a) Responsible Officer in the case of institutional housing;
  - (b) Chief Administrative Officer or 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 House Allocation Committee should take into account:-
  - (a) nature of the public officer's duties;
  - (b) seniority;
  - (c) size of public officer's family;
  - (d) distance from residence to the workplace;
  - (e) physical disability; and
  - (f) gender.
4. Once a house is allocated, it is the duty of the Secretary of the House Allocation Committee to notify the public officer to whom the house is allocated through the Responsible Officer or Head of Department. Copies of the notice should be provided to the Estates Officer and relevant Accounting Officer for purposes of rent deductions.
5. Where a house is not taken over within one week of being allocated, the Estates Officer shall raise the matter directly with the Secretary of the appropriate House Allocation Committee and the public officer's Ministry, 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 shall be signed between the public officer (tenant) and the institution (land lord) and Ministry responsible for housing, in case of pool houses (land lord).
7. A public officer shall not 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 public 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, the house 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 in accordance with the list of furniture and equipment in Appendix (H - 3).
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, a public 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.
5. The number of domestic staff at the official residence of the Head of Mission shall not exceed three (3) that is a cook, a housekeeper and a gardener where necessary, and they shall be approved by the Responsible Officer.
6. No member of domestic staff shall be a member of the family of the Head of Mission or of any officers in the Foreign Service. The Staff are attached to the Official Residence and not to the Head of Mission or his or her family, and shall be controlled by the officer who administers the residence.

### **Housing of Other Public Officers at Missions**

7. Government shall provide rent free furnished 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. Accommodation provided shall be furnished in accordance with the scales in the Appendix (H-1).
8. An inventory of each unit of accommodation will be compiled and maintained by an officer assigned by the Head of Mission. The cost of purchase of any unauthorised furniture or equipment outside that listed in Appendix (H-2) will be deducted from the emoluments of the officer who purchased or authorised the purchase.
9. 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.
10. Repairs to buildings, furniture, equipment and decorations or loss made necessary by willful damage to property or negligence on the part of the Foreign Service Officer

at the mission, his or her family or visitors, excluding normal wear and tear, and force majeure shall be assessed and charged to the Foreign Service Officer.

11. The Deputy Head of Mission shall be provided with one (1) domestic staff at public expense and the staff shall be approved by the Responsible Officer.
12. The domestic staff shall not be a member of the family of the Deputy Head of Mission or of any officer in the Foreign Service. The staff is attached to the Residence of the Deputy Head of Mission and not to him or her, or his or her family.
13. When an officer and his or her family have to be accommodated in a Hotel on arrival at a Mission, when no other accommodation is available, Government shall pay his or her hotel bill for board and lodging. Laundry charges, drinks, shoe cleaning for such incidentals on hotel bills are 100% charge to the officer.

### **Lighting, Water, Heating and Cooling**

14. Every Foreign Service Officer at the Mission shall be responsible for the cost of lighting and water consumed in any house allocated to him or her.
15. Government shall be responsible for the costs of heating and cooling, where applicable.
16. As a general rule, a Foreign Service Officer must be as economical as reasonably possible with fuel, gas and electricity.

### **Telecommunication Charges**

17. When a Foreign Service Officer has an official telecommunication system in his or her house at Mission, one third of the cost of communication will be paid by the Government and two thirds by the Foreign Service Officer.
18. A Foreign Service Officer will meet the cost of 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.
19. All calls at residences, official or otherwise, of Heads of Mission should not exceed USD 500 per month.



## **CONTENTS**

### **SECTION I: OCCUPATIONAL SAFETY AND HEALTH, EMPLOYEE WELLNESS**

- I-a Employee Wellness
- I-b Occupational Safety and Health

### **EMPLOYEE WELLNESS (I - a)**

1. Responsible Officers shall support and promote wellness programs to improve staff wellness and productivity.
2. Participation in employee wellness activities shall be encouraged for all public officers.
3. Wellness activities shall as much as possible resonate to the special needs of the various public officers.

### **OCCUPATION SAFETY AND HEALTH (I - b)**

1. Responsible Officers shall ensure the safety and well-being of public officers in accordance with the Occupational, Safety and Health Act, 2006.
2. Responsible Officers shall take all reasonable steps to ensure the health and safety at work of all employees and take all necessary measures to provide a safe working environment.
3. Public officers have a duty to ensure health and safety at the work place.
4. In accordance with the provisions of the Workers Compensation Act, 2000, Heads of Departments are required to report every accident suffered by an employee in the course of duty.
5. Any accident or illness occurring on the premises shall be reported to the employee's immediate supervisor, who shall ensure that all details are entered in the Accident or Illness Report Form in Appendix (I - 1).
6. The Responsible Officer shall ensure, that:-
  - (a) all equipment and fleet are well maintained and managed;
  - (b) the work place is kept clean, hygienic and free from hazardous materials;
  - (c) the work place is provided with firefighting equipments, first aid kits and emergency exits and employees are trained on how to operate the equipment;
  - (d) protective gear and uniforms are provided to employees whose nature of work requires the protective gear; and
  - (e) it is mandatory that employees with specialised or protective clothing wear them at all times while on duty.



## **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
- J - g        Public Service Examinations

## **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 or 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 the mission and strategic objectives of a Ministry, Department or Local Government.
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 to 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 a public officer's potential.
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 the job categories 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 referred to in Section J – b shall:-
  - (a) consider the human resource needs of the Public 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 are 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 the courses do not interfere with the fulfilment of his or her official obligations. In situations where training requirements conflict with official obligations, the latter shall take precedence.
18. A public officer must seek permission from the Responsible Officer to undertake training.
19. A public officer sponsored for training shall be paid 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 to purchase 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 paragraphs 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 or training course which lasts more than one calendar or academic year, unless the public 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 public 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 where 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 to serve in the public service for three years after completion of the training course. Government will recover from the public 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 shall be managed through the following Institutional framework:-
  - (a) the Ministry responsible for Public Service, in consultation with the National Planning Authority, 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;
    - (vi) issuing human resource development Guidelines; and
    - (vii) delivering in-service training in policy, research, innovation, consultancy services and professional courses through recognised Government entities to skill public officers.
  - (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 and 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 or Town Clerks on matters of training of public officers in Local Government.

### **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 Committee**

3. A Responsible Officer shall constitute a Training Committee to perform the following functions:-
- (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 the National Development Plan 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 or 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 SUBSISTENCE 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 public officer shall be entitled to one return air ticket by the most direct route from an international airport in the country of study outside Uganda. The public officer's entitlement shall be in accordance with the provisions of Sections E – b and E – d.
  - (b) the public officer shall 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 public officer to ensure that all his or her international travel documents that is to say, passports, inoculation and vaccination certificates are in order well before the date of travelling;
  - (d) the cost of travelling undertaken as part of an approved course shall 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;
  - (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 within Uganda is required to undertake practical field training or research away from the public officer's usual place of abode during the course, he or she may claim either a night allowance or day allowance in the manner prescribed by guidelines issued by the Ministry responsible for Public Service, when undertaking the training or research.
3. Where a course is financed other than by the Uganda Government, the public 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. E-Learning and other forms of distance learning shall be carried out in accordance with guidelines issued by the Ministry responsible for Public Service in liaison with Ministries responsible for Education and Information and Communication Technology.
2. The Public Service shall authorise distance learning programmes on the basis that distance learning can reach as many public officers as possible at the same time and permit more latitude in individual progress at one's pace.
3. Distance learning programmes may include teleconferencing, online or correspondence.
4. 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 leads to a formal qualification and the examining authority is recognised by the Ministry responsible for education.
5. In the event that a public officer has 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.
6. 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 in accordance with Section 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 shall be made for systematic mandatory staff training and development, including rotation of staff between different Government Ministries 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 or orientation training and ending with training for re-integration into society or retirement. The ultimate aim is to ensure that all employees are assisted to develop themselves until they reach their maximum potentials.
3. Under the training cycle scheme, efforts shall be made to systematically provide each grade of officers in the Public Service with staff development programmes along the guidelines set out below:-
  - (a) induction and orientation training programmes;
  - (b) job-related training programmes;
  - (c) integration training programmes;
  - (d) management development programmes;
  - (e) specialised training programmes;
  - (f) advanced management training programmes; and
  - (g) reintegration into society or retirement training programmes.

### **Induction and Orientation Training Programmes**

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

### **Job-related Training Programmes**

5. Job- related or skills-building training is 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. Integration training programmes 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 be undertaken during the early years of service, preferably within the first five years.

### **Management Development Programmes**

7. Management development programmes will cater for recently promoted public 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, midcareer 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. Advanced management training programmes shall be conducted on a continuous basis for top management or administrative grades in the public service.

### **Re-integration into society or Retirement Training Programmes**

10. Re-integration into society or retirement training programmes shall be offered on a continuous basis to enable public officers prepare and plan early for retirement. The programmes should assist retiring public officers to prepare for a return to life outside the public 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 programmes 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:-
  - (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 paragraph 1 above.
3. During the period of attachment, industrial training, internship or apprenticeship, the Responsible Officer shall ensure that the student:-
  - (a) adheres to and abides by these 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 or her dissertation or report, with the Ministry, Department, Agency or Local Government to which he or she is attached.
4. The duration of the training shall not exceed the time stipulated in the introduction letter from the training institution.
5. Ordinarily, a trainee, student or apprentice is not entitled to any form of payment from Government. However, in the event that he or she is asked to perform tasks for which an allowance is payable, the trainee, student or 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 Public Service, public service shall administer entry examinations and tests to achieve greater professionalism and competence to-
  - (a) ensure that only 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 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) in exceptional circumstances as may be determined by the Responsible Officer or relevant Service Commission.
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 or test, will be determined by the relevant Service Commission in consultation with the parent Ministry.



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### **SECTION L: RETIREMENT IN THE PUBLIC SERVICE**

- L - a Retirement of Pensionable Public Officers
- L - b Retirement Benefits
- L - c Retirement Procedure
- L - d Computation of Pension and Commuted Pension Gratuity (CPG)
- L - e Compensation for Injury, Dependents' Pensions and Death Gratuities and Survivors' Benefits.
- L - f Pension for Public officers on Transfer and Postings from or to the Public Service
- L - g Contract Gratuities.
- L - h Retirement on Medical Grounds
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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 circumstance 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 attained 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 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. The Government has a responsibility to protect the public interest. The Government therefore, reserves the right to remove any public officer for disciplinary reasons, without compensation if need arises.
2. A public officer is not pensionable unless he or she is appointed and confirmed in an established office. A pensionable public officer has a legal right to a pension.
3. Pensions for public officers are provided for in written law and public officers should always make reference to the Pensions Act and other relevant laws 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 written 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 attaining the minimum age laid down in the written 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 written law. Where no discretion is exercisable by the Pensions Authority, the pensions law is mandatory.
9. The Responsible officer shall ensure that any monies due to Government whether debt or relevant tax is recovered from the public 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 non-pensionable service shall be considered pensionable service when the period has been redeemed by the Appointing Authority.

12. Subject to the provisions of the applicable 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 40<sup>th</sup> birthday, may opt for transfer to the pensionable establishment and become eligible for pension on retirement any time after his or her 45<sup>th</sup> birthday and having served at least 10<sup>th</sup> years' service. Alternatively, such an officer may remain on gratuity terms as provided under Section L – f and claim a gratuity on discharge or retirement at any time after the completion of 12 years' service, in accordance with the applicable 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.
14. The Pensions Authority appointed in accordance with paragraph 13 may delegate some responsibilities provided under the Pensions Act or any other law to a Responsible Officer of a Ministry, Department or a Local Government.

## **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. Where the public officer reaches mandatory retirement, the Responsible Officer shall notify the public officer six (6) months to the date of retirement and the public officer may be required to submit relevant documents for processing the retirement benefits.
3. A public officer notified under paragraph 2 may submit to the Responsible officer the relevant Pension Forms duly completed.
4. Where a public officer applies for early retirement, the application shall be forwarded to the Pensions Authority by the Responsible Officer. Once the Pensions Authority has granted permission in writing for a public officer to retire, the Responsible Officer shall process the retirement benefits.
5. A public officer who wishes to transfer his or her service to other public service, shall apply to exit the Public Service to the Responsible Permanent Secretary through his or her Responsible Officer.
6. The public officer shall attach evidence of the appointment offer to join other public service and shall be regarded as having transferred his or her service to the other public service upon being granted permission by the Responsible Permanent Secretary.
7. The accrued benefits for the period served in the Public Service shall be frozen and will become payable upon eventual retirement from the other public service under pensionable circumstances.
8. Where it is intended to retire a public officer on medical grounds, the Responsible Officer shall upon receiving the report of the Government Medical Officer forward the matter to the Medical Board for consideration.
9. Where a public officer is to be retired on abolition of office or compulsorily on the recommendation of the Ministry Responsible for Public Service, the Responsible Officer shall submit the information to the appointing authority for appropriate decision. No public officer shall be deemed to have retired on abolition of office or compulsorily without the decision of the Appointing Authority.
10. Where it is intended to retire a public officer in public interest from the Public Service, the Responsible Officer shall on following the disciplinary procedures, forward the matter to the appointing authority for appropriate decision. No public officer shall be deemed to have been retired in Public Interest from the Public Service without the decision of the Appointing Authority.

11. The completed Pension Forms shall be signed by two officers, one of whom shall be the Accounting Officer. The Forms shall be accompanied by payment instructions where appropriate and a signed option by the public officer if he or she wishes to commute part of his or her pension.
12. In cases of retirement where there has been previous service in a Ministry, Department or Local Government other than that from which the public officer is retiring, and particulars of service for such previous employment have not been received in the public officer's current Ministry or Department or Local Government, the Responsible Officer shall satisfy him or her self of the certified details of particulars of service.
13. A public officer or a beneficiary to whom a pension or gratuity has been granted shall, before the pension or gratuity is paid to him or her, satisfy the Responsible Officer 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 1/500<sup>th</sup> 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 Annual Pension, LS is the length of Service in months, and Sal is the annual salary at 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 Section 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;
6. A pensionable female public officer retiring on marriage grounds after having completed a minimum of five years pensionable service, even though she has not reached a statutory retirement age, qualifies for a gratuity not exceeding
  - (a) One year's pensionable emoluments;
  - (b) Five times the annual amount of Pension determined in accordance with the pensions regulations.

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

### **Compensation for Injury**

1. The Responsible Permanent Secretary and Commissioner Labour shall be informed without delay 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.
2. In case a public officer is either injured or killed on duty, a report of the circumstances under which the accident occurred 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, 2000 make provision for his or her dependants. However, where the death of the public officer took place in circumstances which rendered his or her dependants entitled to an award under the Workers Compensation Act, 2000 the Pensions Authority may take into account any award under the Workers Compensation Act, 2000 when considering an award under the Pensions Act.
4. When a public officer becomes 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 and the assessment of impairment under the Workers Compensation Act, 2000 shall be subject to the advice of a Medical Board as provided for 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 representative of a deceased officer. The payment is made to the Administrator General or the deceased public officer's legal representative or relative 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, his or her particulars of service shall be submitted to the receiving Ministry, Department or Local Government where applicable. The record should end on the last day of duty or agreed date of transfer from the Ministry, Department or Local Government from which the public 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 organisation from the public service, the terms provided in Section A - i shall apply.

### **Transfer to Other Public Service**

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 Public Service, the public officer shall make a request to transfer service to the Responsible Permanent Secretary through the Responsible officer. The transfer of service is not effective unless it has been granted by the Responsible Permanent Secretary. The Responsible Permanent Secretary shall freeze the retirement benefits of the public officer until his or her exit from the Other Public service;
  - (b) the Responsible Officer shall determine the retirement benefits of that public officer based on the pensionable emolument under the public service;
  - (c) a public officer who has transferred his or her service to the other public service 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 public officer from receiving pension for the entire service including the period which he or she has served during his or her pensionable career.
5. For the avoidance of doubt, computation of pension will be based on the last salary earned and length of service at the time of the public officer's transfer of service.

### **Transfer from the Other Public Service**

6. The service of an employee who transfers from the Other Public Service to the Public Service shall be considered as qualifying service for pension notwithstanding that such a period is not pension earning.
7. 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 purposes of the Pensions Act. The public officer’s pensionable service with the Public Service starts from the date he or she assumes duty in the Public Service of the Government of Uganda 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 public 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 gratuity begins and ends, is provided for in the agreement of service.
2. The Government may pay gratuities at the rate stated in the Agreement which is normally a percentage of aggregate salary excluding any allowances earned during the term.
3. If a public officer's agreement entitles him or her to a gratuity, and during his or her period of employment the Government is obliged by law to make a "Standard contribution" to the Social Security Fund to the public 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 public officer. This does not apply to "special contributions" for non-resident non-eligible employees as they are unlikely ever to benefit under the Act.
4. The procedure for claiming and payment of gratuity shall be provided for by the Responsible Permanent Secretary from time to time.
5. The Responsible Officer shall, in respect of an employee who is entitled to a contract gratuity complete Public Service Form 22 in accordance with the employment contract.
6. Where a payment is to be made, Public Service Form 22 should be accompanied by a certificate of payment 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 public 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.
7. Public Service Form 22 should not include any periods of contract service in respect of which a gratuity has already been paid.

## **RETIREMENT ON MEDICAL GROUNDS (L - h)**

1. A Public Officer who is retired on medical grounds by the Appointing Authority shall be eligible for Pension or Gratuity in accordance with the Pensions Act.
2. For the purposes of paragraph 1 above, satisfactory evidence include-
  - (a) evidence of a Medical Board convened in accordance with Section M – c , if the public officer is in Uganda; or
  - (b) evidence of a medical practitioner acceptable to the Professional Head of Medical Services in Uganda and appointed by him or her, in the case of the public officer being outside Uganda.
3. The Appointing Authority may require a public officer to relinquish his or her office on medical grounds and this direction may be expressed through the public officer's Responsible Officer. The Medical Board's findings shall be required by the Appointing Authority prior to the exercise of discretion under this paragraph.
4. Pension shall be payable, irrespective of the age of the public officer at the date of retirement 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 public 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 of the duty, pension will be payable, notwithstanding the fact that the public officer had not completed ten years' qualifying service.

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

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 organisation 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 shall be made to the Appointing Authority that a public officer should be retired because of abolition of office or on grounds of reorganisation upon clearance by 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 public officer's career prospects must completely fail for abolition of office to occur.
3. When the Appointing Authority directs that a pensionable officer shall retire in the circumstances mentioned in paragraph 1 above, the public 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 provided in Section L – d, paragraph 2.
4. Severance packages are paid to compensate a public officer for loss of office.
5. Severance package shall be computed in accordance with the Pensions regulations.
6. In addition, the Public Officer shall be entitled to pay in lieu of notice, repatriation costs or transport and any approved outstanding leave.
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 3 above when retired because of abolition of his or her office, or compulsory retirement for the purpose of facilitating improvement in the organisation of the Ministry, 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 Form 21 and other pension forms together with photocopies of all the necessary correspondences on the matter shall be completed and lodged with the Responsible Officer.

### **RETIREMENT ON MARRIAGE GROUNDS (L - j)**

1. A married female public officer who has served for not less than five (5) years continuous service may, if he or she presents a marriage certificate, be permitted by the Responsible Permanent Secretary, to retire on marriage grounds.
2. A female Public officer who retires on marriage grounds is entitled to marriage gratuity, provided he or she is confirmed in the Public Service and has served for a minimum of five years continuous service.
3. Marriage gratuity is computed in accordance with section (L- d)



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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 public officers mentioned in subparagraphs (a) and (b) above and an officer's spouse.
2. Paragraph 1 (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 the Government Medical Officer are those which may be available from time to time from the official list.
5. When a Government Medical Officer prescribes 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 the patient is expected 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 issue 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, shall report immediately to a Government Medical Officer, who will, if the illness so warrants, recommend to the Responsible Officer, absence from duty of the public officer.
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 or 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 or she-
  - (a) fails to attend medical treatment when required to do so by a Government Medical Officer or Dentist;
  - (b) fails to appear before the Medical Board when called upon to do so by the Responsible Officer;
  - (c) fails to comply with occupational safety and health standards that may lead to contracting illness;
  - (d) contracts an illness which, in the opinion of the Government medical officer, is caused by the public officer's own misconduct, negligence or refusal to take prescribed pro-phylactic treatment;
  - (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 these Standing Orders or on request from a Government Medical Officer, a Responsible Officer or the Responsible Permanent Secretary.
12. Government Medical Officers may report cases of officers falling under the terms of paragraph 11 to either the public 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 with his or her spouse and up to four children shall be entitled to both in-patient and out-patient medical and dental treatment, medication, hospitalisation, and registration for health insurance at Government expense.
15. Every public officer shall have a medical record with a Government Medical Officer in form of medical history sheet which shall be governed by the following:-
  - (a) a public officer on first appointment to the Public Service shall 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 the Medical Board proceedings or as may otherwise be required;

- (b) it is the responsibility of a public officer and in his or her best interests to ensure the safe custody of his or her medical history sheets, as 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 Health 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 financial provision for medical treatment of staff.

## **MEDICAL EXAMINATIONS (M - b)**

1. Candidates selected for appointment to the Public Service are required to undergo medical examination to ensure that they are medically fit for duty before assuming duty. This medical examination may, where a Government Medical Officer deems it necessary, include X-ray examinations.
2. Where medical examinations are being undertaken in Uganda, the Responsible Officer is responsible for forwarding, 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 or 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 forwarded 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 forward 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 shall 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). The medical practitioner will, after carrying out the medical examination, forward the results to the professional head of medical services in Uganda. If there is a Uganda Embassy or High Commission in the public officer's country of origin, the medical examination results will be channeled through the Embassy or High Commission;
  - (c) the professional head of medical services shall, on receipt of the public officer's medical examination results, forward to the Responsible Officer his or her written opinion as to whether or not the public officer concerned is medically fit for

service in Uganda and the Responsible Officer will make arrangements to have the public officer informed accordingly keeping all persons 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 stipulated in subparagraphs (a) to (c) above, been certified by the professional head of medical services as medically fit for service in Uganda; and
  - (e) on arrival at an international airport in Uganda, the public 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 a public officer to appear before a medical Board, with a view to ascertaining whether the public 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. The Responsible Officer shall request the Ministry of Health to constitute a medical Board where:-
  - (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 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 refer 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 repatriated 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 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 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 Responsible Officer.
5. The Responsible Officer shall request, 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 public officer concerned which has a bearing on the request for the Medical Board; and
  - (c) details of any consultations which the public 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 obtain 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 recommendation even when the public 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.
8. If the Medical Board recommends that the public 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 IN UGANDA (M - d)**

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 are 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 managed 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 shall 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 public officers and their families, who are also entitled to free X-rays, physiotherapy, electrical and ophthalmic treatment provided the treatment is ordered by a Government Medical Officer.
6. The requirements of paragraph 2 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 shall not 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 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 public 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 shall be free of charge, but 20 percent of the daily accommodation charge shall be payable by the public officer.
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 shall be subject to the accommodation being available. If the grade of accommodation for which a public officer is eligible under paragraph 12 is not available, he or she may, at the discretion of the Medical Superintendent of the particular hospital, be admitted to the grade of accommodation available. Where the available grade of accommodation is lower than that for which he or she is eligible, he or she shall 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 shall 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 shall pay for the charge in person at the full public rate.
14. The public 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; and
  - (d) the spouses and children of public officers in subparagraphs (a) to(c) above.
15. Responsible Officers shall advise staff on how to access medical services for which they are entitled.

## **MEDICAL ATTENTION AND HOSPITAL TREATMENT OUTSIDE UGANDA (M - e)**

1. This Section applies to a public officer and his or her family who require medical attention when travelling outside Uganda in the following circumstances:-
  - (a) when the public officer is on duty outside Uganda and falls sick;
  - (b) on the rare occasion when the Responsible Permanent Secretary has approved 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 treatment in the country to 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 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 the 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 perform, 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 the 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, an officer or his or her family member must:-
  - (a) seek treatment through a national health service where applicable and the public officer is eligible under that service;
  - (b) where there is no national health service or there is a national health service but a public officer for any reason is not eligible, he or she may seek other reasonable 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 under that service from the Responsible Officer on the recommendation of the professional head of medical services. In the case of any nominal hospital charges, these charges may be reimbursed by the Responsible Officer, to the extent that they exceed any cost which the public 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 treatment which is not covered under a national health service, either because one does not exist or exists but the public officer is not eligible under that service, he or she may apply for a refund of the expenses incurred, to the Responsible Officer on recommendation of the public officer in charge of health services referred to in paragraph 4. 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 reimbursed;
  - (c) if a public officer is admitted at a medical facility, he or she will be required to pay the daily maintenance charges at the same rate as if he or she had been in a Government hospital in Uganda; the balance of the charges shall 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. Paragraph 6 applies 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 Section 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 public 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.

**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 under Section M – c and the Medical Board must sign a certificate to the effect that the patient is so 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 forward the recommendation, in general terms, to the Responsible Permanent Secretary, with his or her recommendation indicating 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 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 forwarded to the appropriate specialist in that country. The following rules shall accordingly 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, Section D-b applies;
  - (b) the cost of medical treatment will be handled in accordance with Section M - e paragraph 6 and Night allowance will not be payable except in the circumstances and on the conditions set out in subparagraph (c) below and Section M – e paragraph 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 referred 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 Appendix O-1, the charge to public funds will cease when the remains are delivered to the deceased's place of burial.

6. All expenditure under this Section shall be charged from the vote of the respective Ministry, 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 at public expense from time to time, as are laid down in the International Health 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 compulsory inoculations and vaccinations laid down in International Health Regulations when travelling for any reason outside Uganda. Where the inoculations and vaccinations 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 public 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 Section 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 seeks medical treatment from a private practitioner and it transpires that the patient has to be referred to a Government medical 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 medical consultant for further management. From that point, a public officer shall receive free medical and subsidised hospital treatment if necessary.
3. Notwithstanding paragraph 1, 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 be referred to the nearest Government hospital, any medical fees incurred by the public officer will be refunded to him or her on receipt of the bills being presented to the public 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 a public officer is:-
  - (a) that condition that may harm, incapacitate or lead to death of a public officer; or
  - (b) that condition that may render the public officer a threat to himself, the public or the environment.
2. The Medical Officer who declares that a public officer is dangerously ill shall cause the professional head of medical services in Uganda to be informed of the public officer's name, designation, Ministry, Department or Local Government and that the public 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 public officer is taken off the status of dangerously ill. 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 public 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 immediately report to the nearest representative of the Ministry, Department or Local Government in cases of illness and casualty on the road and in the field, the casualty of a public officer.
6. It is the duty of a public officer to report immediately to his or her supervisor or the Responsible Officer any situation which he or she has reasonable grounds to believe that presents an eminent danger to his or her life or health or to the health of any other person in the workplace or premises.
7. The Responsible Officer shall take measures to remove any public officer from a work place or premises that present eminent danger and if exposed, subject them to appropriate medical examination, treatment and compensation in accordance with the Workers Compensation Act, 2000 and any other relevant laws.

## **CONTENTS**

### **SECTION N: PROCUREMENT, UTILISATION AND DISPOSAL 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 shall 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, 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, Departments or Local Governments may not exceed this financial provision without first going through all the 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:-
  - (a) goods;
  - (b) services; and
  - (c) 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 shall be drawn after consultation with National Bureau of Standards or other appropriate Trade Associations and Professions 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.

### **Supplies**

8. Supplies means goods, products, raw materials, equipment, livestock, assets, land or objects of any kind and description in solid, liquid or gaseous form, or in the form of electricity or intellectual and proprietary rights as well as works or services incidental to the provision of those supplies where the value of the works or service does not exceed the value of the supply. 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. Services refer to any object of procurement or disposal other than works and supplies and include professional, non-professional and commercial types of services as well as supplies and works which are incidental to, but not exceeding the value of those 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 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 includes, cleaning and printing.
14. A report produced by a Commission of Inquiry or 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**

15. Works means any work associated with the 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, erection, assembly, installation, testing and commissioning of any plant, equipment or materials, decoration and finishing, turnkey projects, build, own and operate projects, build operate and transfer projects or any arrangement of this nature, or any other form of private and public partnerships or joint development activities, all or any of which may include management, maintenance, testing, commissioning and training; as well as supplies or services incidental to those works where the value of the incidental supplies or services does not exceed the value of the works.
16. 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**

17. Responsible Officers shall ensure optimal utilisation of Government resources by supervising the goods, services or works under their jurisdiction.

### **Disposal of Government Property**

18. 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.
19. The list shall be submitted to the Responsible 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 Public 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 shall be reported immediately by the quickest means of communication to the officer's Responsible Officer.
2. Where a public officer dies on duty, the Responsible Officer shall inform the next of kin of the death of the public officer.
3. Burial or cremation expenses for a public officer 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 public officer, prior to the death or his or her relatives or official representative; and
  - (g) the Responsible Officer may provide transport and any other assistance to the deceased public officer's family in connection with the burial expenses.
4. Ministries, Departments or Local Governments shall make budget provisions for the burial expenses for staff.
5. The Responsible Officer of the deceased public officer shall draft a Gazette Notice stating the name of the public officer, his or her designation, the Ministry, Department or Local Government with which he or she was serving, the place, and date of death, which should be dispatched to the Responsible Permanent Secretary for publication in the Uganda Gazette.
6. The Responsible Officer shall write a condolence message to the deceased officer's family, which should refer to the public officer's contribution and the esteem in which he or she was held in the public service.
7. 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.
8. 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 public officer's death should be sent by the public 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.



9. Responsible Officers should ensure that terminal benefits of a deceased public officer are paid promptly.
10. 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 inform the deceased public 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 a public 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 the 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 O - 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 shall 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 write a report and condolence message to the deceased officer's family, which shall refer to the public officer's contribution and the esteem in which he or she was held in the public service.

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

1. It is illegal 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, 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 means a spouse and a biological or adopted child.
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 public officer's family in connection with the burial expenses.
4. The attention of public officer is drawn to Section C - f regarding special leave of absence.



## **CONTENTS**

### **SECTION P: INFORMATION AND RECORDS MANAGEMENT IN THE PUBLIC SERVICE**

- P - a Information and 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 The Uganda Gazette

## **INFORMATION AND COMMUNICATION IN THE PUBLIC SERVICE (P-a)**

1. Forms of communication in the public service shall include:-
  - (a) telegrams;
  - (b) letters;
  - (c) fax;
  - (d) email;
  - (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 services may be used when transmitting Government documents.
4. 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.
5. Responsible Officers 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 the mail reaches the public officer who will further manage the mail. The attention of officers who open official mail is drawn to Treasury Accounting Instruction which lays down the procedure to be followed when money remittances are received by post and the existing Registry procedures.
6. Delivery books shall be used to transfer correspondence from one Ministry, Department or Local Government to another and from one office to another within a Ministry, Department or Local Government.
7. Letters intended for destinations outside Uganda should 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**

8. Government transacts business mostly in writing and transmission of this business must be by the quickest and cheapest means. Postal Services is one of the modes by which information may 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 holder'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.
- 9. Economy in the use of postal services should be observed at all times, and postal packets transmitted at the cheapest appropriate rate. Wherever possible, use of postal services should be made of reduced rates available for printed papers and parcels, and documents transmitted under such arrangements should be marked clearly "Printed Matter" or "Parcel Post" as appropriate.
- 10. 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.
- 11. 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.
- 12. 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 where applicable the name of the town and when necessary, the country in which the town is situated.
- 13. 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 public officer requires more space for the observations, a separate memorandum with sufficient copies should be attached to the communication in question. The public 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 public 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, 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 the 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. A public 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 of 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 the 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 the 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 and bodies and correspondence on policy issues should be through the parent Ministry of the agency.
16. Legal advice should always be sought in writing. The public officer making the request should ensure that the full facts are given, and shall make reference to any previous legal opinion which might have a bearing on the case.
17. 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 shall not be quoted nor should the communication indicate that the decision is based upon the opinion of the Solicitor General. Such communication shall be drafted on the basis that the decision conveyed is that of a Ministry, Department or Local Government concerned.

18. When a Government decision is to be conveyed to the public, it shall be communicated as a Government decision and not as a decision of the public officer who communicated the decision.
19. All correspondences received whether from public bodies, firms and private individuals must be acknowledged and dealt with promptly. If a correspondence cannot be dealt with promptly, the communication should be acknowledged and action taken thereafter.

## FORMS OF ADDRESS (P- c)

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 public officers may be required to draft Minutes or 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 public 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' name-

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, ARCHIVES AND INFORMATION 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 Systems and Procedures in the Public Service**

3. Responsible Officers shall create and maintain documentation of the functions and activities of their respective Ministries, Departments, Agencies or Local Government. The documentation shall include policy and personnel records in standard security classes and distinctive colors.
4. A public record shall be graded and protected based on the principles below, and as provided for in the Uganda Government Security Instructions:-
  - (a) top secret information and material, where unauthorised disclosure would cause exceptionally grave danger to the nation, will be in red file covers;
  - (b) secret information and material, where the unauthorised disclosure of which would cause serious injury to the interests of the nation, will be in blue file covers;
  - (c) confidential information and material, the unauthorised disclosure of which would be prejudicial to the interests of the nation will be in green file covers; and
  - (d) restricted/open information or material, the unauthorised disclosure of which would embarrass Government will be in yellow, pink or brown file covers.
5. The Responsible Officer shall designate a public officer responsible for custody of files among the records staff. The designated officer shall identify and manage custody records of particular personnel and sensitive functions in a designated office other than registries.
6. Each Ministry, Department, or Local Government shall establish a registry and records centre for the management of current and semi current records respectively. The records shall be managed according to existing regulations and standard records management procedures.
7. 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 including submissions to and minutes of Service Commissions, cases related to discipline, medical records and security related matters.

- (b) open records including 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 8, 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.
8. 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; and
    - (ii) for non-pensionable officers for each Ministry, 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-

All public officers irrespective of rank or terms of service 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**

9. A public officer shall 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; and
  - (c) restricted access to his or her performance appraisal report folder.
10. The Responsible Officer shall draw the attention of a public officer to any documentation of an adverse nature to the public 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**

11. When a public 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 shall be transferred with him or her to the receiving Ministry, Department or Local Government or Institution.
12. Upon retirement or death of a public officer, his or her records shall be transferred to the Records Centre after processing his or her benefits and the records shall be retrieved according to existing regulations and procedures whenever required.

### **Preservation and Disposal of Records**

13. Every Ministry, Department or Local Government shall establish and maintain a retention and disposal schedule of public records to determine their administrative, historical, research or informational values, which shall warrant their transfer for permanent preservation in the National Records Centre and Archives.
14. 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 are carefully preserved.
15. 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 in place for inspection of the records, and to fumigate records against vermin.
16. 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.
17. 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.
18. A public officer is not permitted to take official documents away from the office unless the documents are required for the execution of an assignment outside office.

### **Transfer of Custody or Ownership of Records**

19. 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.
20. 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 outsourced.

21. Where the circumstance referred to in paragraph 20 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 records and archives.

## **E-Government**

### **Electronic Information and Communications**

22. Each Ministry, Department or Local Government shall maintain official electronic information and media platforms for official information management and communications. These shall include:-
  - (a) official email based on a Government domain namely. go.ug;
  - (b) official website and intranet;
  - (c) official electronic media platform; and
  - (d) resource centers.
23. The Responsible Officer shall designate in writing, all official channels for communications, including electronic media channels, and regularly update the list on the official website of the Ministry, Department or Local Government.
24. The Responsible Officer may authorise creation of electronic media platforms for specific purposes and scope, and ensure that a record of all conversations on the Platform are kept for reference.
25. Records created through the use of electronic media shall be captured and managed in accordance with Regulations issued by the Ministry responsible for National Records and Archives.
26. The Responsible Officer shall ensure that all officers while transacting official business through electronic media use official email address or other designated official electronic communications platforms for any official communications.
27. The Responsible Officer shall ensure that there are regular backups of all electronic communication systems including websites, social media platforms and email systems. Electronic Communications must be backed up and maintained for a period of up to 6 Years from the date of generation.
28. All public officers must be issued an official electronic communication address within one month of assumption of duty. Public officers shall have their official email addresses revoked within 1 week of leaving or being retired or transferred from a Ministry, Department or Local Government.
29. Upon interdiction or on instruction from the Responsible Officer, an officer's access to his or her official email or access to official information systems shall be revoked until such a time that they are re-granted access.

30. All official electronic communications or email that is sent, received, created, or stored on a public entity's computer system is the property of the entity and may be viewed and be admissible as evidence.
31. All public officers who are issued official email addresses shall ensure that the email addresses are used solely for conducting official government business and not for personal purposes.
32. The Responsible Officer shall ensure that only authorised personnel have access to electronic information and communications. The Responsible Officer shall ensure that the official electronic communication systems including email and websites are secured both physically and electronically against hackers, data theft or malicious damage.
33. The Ministry responsible for Public Service shall in collaboration with the Ministry responsible for Information and Communications Technology, issue guidelines on securing electronic data and communication to the Service from time to time.
34. Any disposal or destruction of electronic media shall be undertaken in accordance with the guidelines issued by the Ministry responsible for Public Service in consultation with the Ministry responsible for Information and Communications Technology.
35. Access to official information shall be in accordance with the Access to Information Act, 2005.
36. A Responsible Officer shall ensure that public information including, documents, reports, publications, legislation, newsletters are available on official websites and electronic social media platforms.

### **Electronic Information Management Systems**

37. Responsible Officers shall ensure that an electronic document management system is in place for the management of all documents and records within their Ministry, Department or Local Government.

### **Government Information Systems and e-Services**

38. Ministries, Departments and Local Governments shall, within their mandate develop information systems for the purpose of automating common processes that fall under their purview so as to ensure efficiency and improved service delivery.
39. Specific access rights shall be granted to a public officer to carry out their duties on designated Government information systems.
40. All public officers with designated user access credentials to Government information systems shall ensure the following-

- (a) do not share, delegate or give access rights or credentials to any other person;
- (b) at all times, guard the assigned user credentials; and
- (c) that the holder of the user credentials is liable for any access to Government information systems using his other assigned user credentials, whether by mistake, omission, carelessness or any other way.

### **Electronic Data**

- 41. All official electronic data, documents and records in the custody of a public officer shall be treated as official Government property. Official data, shall be stored and maintained in authorised storage.
- 42. A public officer shall not share official e-data, without authorisation from the Responsible Officer.
- 43. A public officer shall be personally liable for any loss, unauthorised access or sharing of data, for which the public officer is responsible.
- 44. A public officer shall, as soon as practicable, report to the person responsible for information and communications technology function in the Ministry, Department or Local Government any loss of data, unauthorised access or leakage of any data for which the public officer is responsible.
- 45. Responsible Officers shall engage the services of information and communication technology experts to ensure the safety of Government official information and communications technology equipment and to protect the rights of public officers.

## **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 preceding financial year, in virtually all spheres of the country's socio-economic infrastructure.
2. The Annual Report is compiled using contributions received from each Ministry, Department or Local Government. The 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 by Press time, estimates should be provided clearly indicating that the figures 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 dating back to, say, 1950, 1960, might build up in ten-year steps: 1950, 1960, 1970, 1980, 1990, 2000. Thus it may be possible to reduce to six lines a table which would otherwise be fifty lines in length.
4. Contributions from each Ministry, Department or Local Government in respect of the financial year shall be submitted to the Office of the Prime Minister not later than the 30th day of June. The Office of the Prime Minister shall compile, print and disseminate the annual report by the 30th day of 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's Chambers, who is the proper authority to instruct the designated printer to publish all Government legislation and 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. The 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, 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 2000 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 or 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 published in the Gazette at the date the 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 published in the Gazette, 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 published in the Gazette.
15. Gazette notices are not conclusive evidence of the events and dates they notify.





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### **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 a Cabinet Minister. The office from which the Attorney General works is called the Attorney General's Chambers. The Deputy Attorney General shall deputise for the Attorney General. The most senior public officer in the Chambers is the Solicitor General. Any power conferred or duty imposed on the Attorney General by or under any Act may be exercised or performed by the Solicitor General in any case where the Attorney General is unable to act owing to illness or absence and in any case or class of cases where the Attorney General has authorised the Solicitor General to do so.

### **Reference to Attorney General**

2. Except in those cases where the daily routine work of a Ministry, 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, 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 format 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 5 of the section on Applicability, Interpretation, Waiver 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 drafting of a Bill;
  - (b) seek Cabinet approval authorising the drafting of a statutory instrument where the Act under which the instrument is made requires Cabinet approval; or
  - (c) 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, 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, 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 (Q - c)**

### **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 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 above, no public 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) a public 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:-
    - (aa) 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;
    - (bb) 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;
    - (cc) 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;
    - (dd) 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 subparagraph (a) above, or if, after getting a response from the Responsible Permanent Secretary to an application made under subparagraph (a) 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 a public 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 a public officer recruited locally on Contract terms in which a terminal gratuity and a specific period of employment are expressed
- A – 8 Letter of appointment of a public 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 a public 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 a public officer appointed by the Appointing Authority to Act in another Office.
- A – 11 Letter to a public officer appointed by the Appointing Authority on a Trial basis
- A – 12 Letter to an officer appointed on a part-time Basis.
- 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 the 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 a public officer
- A – 17 Staff Vacancy Declaration (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, Oath of Secrecy and Oath of Allegiance (PSF 5, PSF 6 and PSF 7)
A – 22	Personal Record Form (PSF 8)
A – 23	Certificate of Service (PSF 9)
A – 24	Public Service Contract Agreement Form (PSF 10)
A – 25	Public Service Contract for Permanent Secretaries (PSF 11)
B– 1	Last Pay Certificate (PSF 12)
C – 1	Leave Roster
C – 2	Application for Leave (PSF 13)
C – 3	Leave Records Register (PSF 14)
F – 1	Reporting Register
F – 2	Departure Register
F – 3	Dissemination of information Form (PSF 15)
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 16)
H – 3	Furniture and Equipment in the official Residence (PSF 17) and Furniture and Equipment in the Accommodation of Foreign Service Officers (PSF 18)
I- 1	Accident and Illness Report Form
J – 1	Recommendation by the Responsible Officer for an Officer to proceed on Training/Study Leave (PSF 19)
J – 2	Bond Agreement (PSF 20)

- L – 1      Application for Pension (PSF 21)
- L – 2      Application for Contract Gratuity (PSF 22)
- L – 3      Application for Death Gratuity (PSF 23)
- M – 1      Medical Examination Form (PSF 24)
- 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 25)
- O – 3      Report of Death to Administrator General (PSF 26)

**LETTER OF OFFER OF APPOINTMENT ON PROBATION**

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

Ref.....

Date.....

Mr.\*/Mrs.\*/Ms.\*/Dr.\* .....

Address .....

Dear Sir\*/Madam\*,

**APPOINTMENT ON PROBATION**

1. I am pleased to inform you that the ..... under minute no. .... has directed that you be offered appointment on probation as ..... in the Public Service.
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act, and regulations made thereunder, the Pensions Act, the Uganda Public Service 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.....
  - (e) probationary period.....
4. As a newly appointed public officer, 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 within 30 days from the dispatch date 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, Office of the 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 “OTHER PUBLIC SERVICE” TO THE UGANDA PUBLIC SERVICE

Ministry/Department/Local Government.....

Address.....

Ref: .....

Date:.....

Mr.\*/Mrs.\*/Ms.\*/./Dr.\*/\*.....

Thru:.....

(The Current Employer)

Dear Sir\*/Madam\*

### APPOINTMENT ON TRANSFER FROM “OTHER PUBLIC SERVICE” TO THE UGANDA PUBLIC SERVICE

1. I am pleased to inform that the .....has 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 of Republic of Uganda, the Public Service Act, 2008 and regulations made thereunder, the Pensions Act, the Uganda Public Service 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 your probationary period has been waived.
5. For the purpose of the Pensions Act, 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 within 30 days from the dispatch date 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

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

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*\* 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.\*/./Dr.\*/.....

Current Designation

Thru:.....

(The Responsible Officer of the Current Local Government)

Dear Sir\*/Madam\*

### APPOINTMENT ON TRANSFER FROM ONE LOCAL GOVERNMENT TO ANOTHER

1. I am pleased to inform you that the .....has 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 Uganda Public Service 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 within 30 days from the dispatch date.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Office of the Auditor General

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

---

\* Delete whichever is not applicable

**LETTER OF APPOINTMENT WHEN A PUBLIC 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.\*/ \*/Dr.\*/.\* .....  
Address.....

Dear Sir\*/Madam\*,

**APPOINTMENT ON WAIVER OF PROBATIONARY PERIOD**

1. 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 of Republic of Uganda, the Public Service Act, , and regulations made thereunder, the Pensions Act, Uganda Public Service 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 within 30 days from the dispatch date 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, Office of Auditor General  
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.\*/ \*/Dr.\*/ \* .....

Current Designation.....

Dear Sir\*/Madam\*,

Through the current Responsible Officer

Dear Sir\*/Madam\*,

**APPOINTMENT ON TRANSFER WITHIN THE SERVICE**

1. I am pleased to inform you that the .....under 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 Uganda Public Service 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 within 30 days from the dispatch date.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Office of Auditor General

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.\*/ /Dr.\*/ .....

Current Designation.....

Thru: The Responsible Officers or Head of Department .....

Dear Sir\*/Madam\*,

**APPOINTMENT ON PROMOTION**

1. I am pleased to inform you that the ..... under Minute No..... has directed that you be offered appointment on promotion to .....in the Public Service of Uganda-
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act and regulations made thereunder, the Pensions Act, the Uganda Public Service Standing Orders and Administrative Instructions made 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) incremental date .....
  - (d) effective date of promotion .....
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 within 30 days from the dispatch date.

Yours faithfully,

Responsible Officer

Copies to:-

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

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*\* Delete whichever is not applicable*

**LETTER OF APPOINTMENT OF A PUBLIC 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.\*/ /Dr.\*/ .....

Address .....

Dear Sir\*/Madam\*,

**APPOINTMENT ON LOCAL CONTRACT TERMS**

1. I am pleased to inform you that the ..... under Minute No..... has directed that you be offered appointment on contract as..... in the Public Service of Uganda.
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act, and regulations made thereunder, the Pensions Act, the Uganda Public Service 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 .....
  - (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 within 30 days from the dispatch date 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, Office of the Auditor General

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Commission)

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\* Delete whichever is not applicable

**LETTER OF APPOINTMENT OF A PUBLIC OFFICER RECRUITED ON LOCAL  
CONTRACT TERMS TO THE FOREIGN SERVICE 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.\*/ Ms.\*/ Dr.\*/ .....  
Address .....

Dear Sir\*/Madam\*,

**APPOINTMENT ON LOCAL CONTRACT TO FOREIGN SERVICE**

1. I am pleased to inform you that the Public Service Commission under Minute No..... has directed that you be offered appointment on contract as..... in the Foreign Service of the Public Service of Uganda.
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act, and regulations made thereunder, the Pensions Act, the Uganda Public Service 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) 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 newly appointed public officer, 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, Ministry of Public Service

Copies to:

Auditor General, Office of the Auditor General

Permanent Secretary, Ministry of Foreign Affairs

Secretary, Public Service Commission

**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 directed that you be offered 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 of ..... months
  - (b) Salary Scale .....
  - (c) Starting salary ..... p.a.
  - (d) Effective date of appointment .....
  - (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 deniands, 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,

Copies to:

Auditor General, Audit Commission

Secretary, (Relevant Service Commission)

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\* Delete whichever is not applicable

**LETTER TO A PUBLIC OFFICER APPOINTED TO ACT IN ANOTHER OFFICE**

Ministry\*/Department.....

Address.....

Ref:.....

Date.....

Mr.\*/Mrs.\*/Ms.\*/ /Dr.\*\ Current Designation

Thru: Responsible Officer/ Head of Department

Dear Sir\*/Madam\*,

**ACTING APPOINTMENT**

1. I am pleased to inform you that the..... under Minute No ..... has directed that you be offered acting appointment as ..... for a period of six (6) months on terms stated below.
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act, and regulations made thereunder, the Pensions Act, the Uganda Public Service Standing Orders and Administrative Instructions made from time to time.
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. Please, inform me in writing within 30 days from the dispatch date if you are prepared to accept the appointment on the stated terms and conditions of service.

Yours faithfully,

Responsible Officer

Copies to:

Auditor General, Office of the Auditor General

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

**LETTER TO A PUBLIC OFFICER ON APPOINTMENT ON TRIAL BASIS**

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

Ref.....

Date.....

Mr.\*/Mrs.\*/Ms.\*/ /Dr.\*/ .....

. Address.....

Dear Sir\*/Madam\*,

**APPOINTMENT ON TRIAL BASIS**

1. I am pleased to inform you that the ..... Commission under Minute No. .... directed that you be offered appointment on trial basis 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 Pensions Act, the Uganda Public Service 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 within 30 days from the dispatch date 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, Office of Auditor General  
Permanent Secretary, Ministry of Public Service  
Secretary, (Relevant Service Commission)



**LETTER TO A PUBLIC OFFICER APPOINTED ON PART-TIME BASIS**

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

Ref:.....

Date:.....

Mr.\*/Mrs.\*/Ms.\*/ Dr.\*/ .....

Address.....

Dear Sir\*/Madam\*,

**APPOINTMENT ON PART TIME BASIS**

1. I am pleased to offer you appointment on part-time 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 Uganda Public Service 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) You will be paid a part time allowance.....
  - (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 benefits, leave, transport or any other return, privileges.
6. If you are willing to accept this offer please inform me in writing.

Yours faithfully,  
Responsible Officer  
Copies to:

Auditor General, Office of 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 A CENTRAL GOVERNMENT TO THE LOCAL GOVERNMENT

Ref:.....

Date.....

Local Government.....

Address.....

Mr.\*/Mrs.\*/Ms.\*/ Dr.\*/ .....

Address.....

Thru: Officer's Current Responsible Officer

Dear Sir\*/Madam\*,

### APPOINTMENT ON TRANSFER FROM A CENTRAL GOVERNMENT TO THE LOCAL GOVERNMENT

1. 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 of Republic of Uganda, the Public Service Act, 2008 and regulations made thereunder, the Pensions Act, the Uganda Public Service 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 (name of 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, Office of the Auditor General  
Permanent Secretary, Ministry of Public Service  
Secretary, (Relevant Service Commission)

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

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

Ref:.....

Date.....

Mr.\*/Mrs.\*/Ms.\*/ Dr.\*/ .....

Thru:.....

(The public officer's Current Responsible Officer)

Dear Sir\*/Madam\*,

### APPOINTMENT ON TRANSFER FROM THE LOCAL GOVERNMENT THE TO CENTRAL GOVERNMENT

1. 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 .....
2. The appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act and regulations made thereunder, the Pensions Act, the Uganda Public Service 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, Office of the Auditor General  
Permanent Secretary, Ministry of Public Service  
Secretary, (Relevant Service Commission)

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

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

Ref: .....

Date: .....

Mr.\*/Mrs.\*/Ms.\*/ /Dr.\*/ .....

Address .....

Thru:.....

(The public officer's Current Head of Department or Division)

Dear Sir\*/Madam\*,

**CONFIRMATION IN APPOINTMENT**

1. 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 13 which explains the effect of confirmation.

Yours faithfully,  
Responsible Officer  
Copies to:

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

---

*\* Delete whichever is not applicable*

**LETTER OF TERMINATION OF PROBATIONARY APPOINTMENT OF A PUBLIC OFFICER**

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

Ref: .....

Date: .....

Mr.\*/Mrs.\*/Ms.\*/ Dr.\*/ .....

Address .....

Thru: Head of Department

Dear Sir\*/Madam\*,

**TERMINATION OF PROBATIONARY APPOINTMENT**

1. 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 14 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, Office of the Auditor General  
Permanent Secretary, Ministry of Public Service  
Secretary, (Relevant Service Commission)

---

*\* Delete whichever is not applicable*

**PSF 1****THE REPUBLIC OF UGANDA**

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

**STAFF VACANCY DECLARATION**

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 dotted black; padding-top: 5px;"> <span><b>Name</b></span> <span><b>Designation</b></span> <span><b>Signature</b></span> <span><b>Date</b></span> </div>			
For. Service Commission Use			
<div style="border-top: 1px dotted black; padding-top: 5px;"> <b>Date</b> </div>		<div style="border-top: 1px dotted black; padding-top: 5px;"> <b>SECRETARY/ SERVICE COMMISSION</b> </div>	

**PSF 2**

THE REPUBLIC OF UGANDA

**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) Required 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 Public Service Standing Orders
- (b) regarding promotion of officers.
- (c) 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.
- (d) This form should be completed in quadruplicate for issue as follows:-
  - (i) one copy to be retained by the Ministry/ Department or Local Government concerned; and
  - (ii) original and two copies to be sent to the secretary of the relevant Service Commission.



**PSF 3**

THE REPUBLIC OF UGANDA

**PUBLIC SERVICE FORM 3 (PSF 3)**

**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/Responsible Officer.
- (ii) In the case of others, the form should be completed in triplicate (the original in own handwriting) and submitted direct to the relevant Service Commission.

1. Post applied for and Reference Number: ..... ..... ...	
2.(i) Full name (Surname first in capital letters) ..... ..... ..... ..... ..... ..... (ii) Date of Birth: .....	Postal Address: ..... ..... ..... ..... E-mail Address: ..... Telephone Number: .....
3. Nationality: ..... Home District: ..... Sub-county: ..... Village: .....	4. Are you a temporary or permanent resident in Uganda? ..... .....
5. Present Ministry/Local Government/ Department/Any other Employer: ..... .....	
6. Present post and date appointment to it: .....	

7. Present Salary and Scale (if applicable) .....		Terms of Employment: (Tick as appropriate) Temporary/Contract/Probation/Permanent
8. Marital Status: (Tick as appropriate) Married/Single Widowed/Divorced/ Separated		9. Number and age of Children ..... .....
10. Details of Schools/Institutions attended:		
Years/Period:	School/Institution:	Award/Qualifications attained:

11. (i) Have you passed Uganda Certificate of Education Exams [UCE]? Indicate the year, subject and level of passes.

Year: .....

Subject	Grade

- (ii) Have you passed Uganda Advanced Certificate of Education Exams [UACE]? Indicate the year, subjects and level of passes:

Year .....

Subject	Grade

## 12. Employment Record

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

13. Have you ever been convicted on a criminal charge? 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.

14. How soon would you be available for appointment if selected? .....

State the minimum salary expectation.....

15. 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: .....

16. (i) 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 and should be given here.

.....	.....
.....	.....
.....	.....

*In respect of Section 10 and 11 certified copies of documents or other evidence should be attached.*

## PSF 4



THE REPUBLIC OF UGANDA

## STAFF PERFORMANCE APPRAISAL FORM FOR THE PUBLIC SERVICE

### (Uganda Public Service 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.<sup>1</sup>

**Period of Assessment:** From 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Name of the Appraisee: .....

Date of Birth: 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Title/Rank:..... Salary scale: .....

Date of present appointment 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Name of the Appraiser: .....

Designation.....Salary scale. ....

Ministry/ Department/ Local Government/Institution: .....

Department:..... Division.....

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

### 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						COMMENTS
	Performance level attained (Please tick)						
	5	4	3	2	1	N/A	
<b>Professional knowledge/skills</b> Draws on own experience, knowledge and expertise to demonstrate good judgment; relates professional knowledge to work.							
<b>Planning, organizing and coordinating</b> 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.							
<b>Leadership</b> 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.							
<b>Decision Making</b> 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.							
<b>Team work</b> Works cooperatively and collaboratively; builds strong teams; shares information and develops processes to improve the efficiency of the Team.							
<b>Initiative</b> 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.							
<b>Communication</b> Actively listens and speaks respectfully; seeks to send clear oral and written messages; understands the impact of messages on others.							
<b>Result Orientation</b> Takes up duty willingly and produces results.							



<b>Integrity</b> 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.							
<b>Human Resource Management</b> 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.							
<b>Financial Management</b> Knows the basic financial policies and procedures; familiar with the overall financial management processes.							
<b>Management of other resources (equipment &amp; facilities)</b> Effectively and efficiently uses resources to accomplish tasks.							
<b>Time Management</b> Always in time and accomplishes tasks in time required and maximizes the use of time to achieve set targets.							
<b>Customer care</b> Responds well and attends to clients. Reflects a good image for the Public service.							
<b>Loyalty</b> 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 ..... 

DD
<div></div>

MM
<div></div>

YYYY
<div></div>

**COMMENTS OF THE APPRAISER**

.....  
 .....  
 .....

Signature ..... 

DD
<div></div>

MM
<div></div>

YYYY
<div></div>

COMMENTS OF THE COUNTERSIGNING OFFICER/SUPERVISOR OF APPRAISER

.....

.....

.....

.....

.....

Name of Countersigning Officer

Designation

Signature ..... 

DD	MM	YYYY
<div></div> <div></div>	<div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>

COMMENTS OF THE RESPONSIBLE OFFICER

.....

.....

.....

.....

.....

Name of Countersigning Officer

Designation

Signature ..... 

DD	MM	YYYY
<div></div> <div></div>	<div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>

PSF 5



THE REPUBLIC OF UGANDA

**OATHS****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 of .....and that I will observe, support and uphold the Constitution. So help me God.

.....  
**Signature of Declarant**

**SWORN** before me at .....this ..... 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 at .....this ..... day of ..... 20.....

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

---

PSF 7

### OATH OF ALLEGIANCE

I, ....., swear in the name of the Almighty God/solemnly affirm that I will be faithful and bear true allegiance to the Republic of Uganda and that I will preserve, protect and defend the Constitution. So help me God.

- NOTE:**
- (a) This form should be signed by all Public officers, and witnessed by the public 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 public 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 8



## THE REPUBLIC OF UGANDA

## 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 public officer's open file.

## SECTION A – PERSONAL INFORMATION

1. Surname:
2. Other Names:
3. \*\*File Number
4. \*\*Personal Number (from payslip):
6. Date of Birth: (DD MM YYYY )
7. Nationality and Sex:
 

Code

 1. Ugandan Male 2. Non Ugandan Male 3. Ugandan Female 4. Non Ugandan Female
8. Home District (If Ugandan)   
 Country of Origin (If Non Ugandan)  Code
9. Marital Status: 1. Married 2. Single 3. Divorced 4. Widowed 5. Separated 

Code
10. Name of Husband\*/Wife\* (if applicable)
11. Number of Children   Age of Children
12. Location of Residence (Address)
13. Place of work (Address)
14. Telephone Contact
15. Email Address

16. Religious Denomination \_\_\_\_\_
17. Bank and Branch \_\_\_\_\_
18. Bank Account Number \_\_\_\_\_
19. 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**

	<b>Year Completed</b>	<b>School/ Institution</b>	<b>Award + Class</b>	<b>Area of Study/ Specialisation</b>
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	
(i) Telephone/Mobile contact	
(ii) Email Address	
(iii) Place of Residence	
(iv) Postal Address	
2. (a) Name	
(b) Relationship	
(c) Place of Work:	
(i) Organisation	
(ii) Telephone/Mobile	
(iii) Email Address	
(iv) Place of Residence	
(v) 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 9



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 .....

Last Position held .....

Department .....

Period of Service: From ..... To .....

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

Details of work performed.....

.....

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 10



THE REPUBLIC OF UGANDA

**PUBLIC SERVICE CONTRACT AGREEMENT FORM**

**THIS AGREEMENT** is made between the person specified in the Schedule to this Agreement 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 construed 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 authorised 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 authorised officers, may direct.
6. Except as otherwise expressly provided in this Agreement, the public officer shall be subject to the provisions of the Constitution of the Republic of Uganda, Public Service Act, 2008 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 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 is for a period of service as specified in the Schedule.13. The period of service may be extended at the discretion of the Government for a period of six months with the consent of the person engaged.
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 a period and on such terms as may be specified in a renewal Schedule to be attached hereto, and on the execution of the renewal Schedule, this Agreement shall be deemed to have been extended accordingly.
16. At some time not more than seven months 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 Relevant authority 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 origin 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 or herself, his or her spouse and his or her children from his or her station to the place of origin
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 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 origin 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 subject to the decision of the appointing authority
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 or 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 33 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, 2008 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 Uganda Public 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 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 or 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 origin or to gratuity under clause 33 of this Agreement.
29. If he or 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 month's 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 33 of this Agreement.

### **LIABILITY TO MAKE GOOD ANY DAMAGE**

30. 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.

31. 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 the gratuity.

#### **MEDICAL ATTENTION**

32. The person engaged together with his or her spouse and children shall be entitled to free medical attention by the Government medical officer 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**

33. (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 the 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 37 (ii) of this Agreement, the expression “period of service” in this clause shall be construed to mean so much of the period of service as has been completed.
34. (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 or widower or dependant children no gratuity shall be payable under clause 33 of this Agreement but the Government shall pay or to the benefit of the widow or widower or children or the widow or 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 33 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- is not survived by a widow or widower or dependent children; but 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

35. 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) during a 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 22 and 23 of this Agreement; or
  - (d) if his or her engagement is terminated under clause 27 or 29 of this Agreement.

### INTERPRETATION

36. In this Agreement, unless the context otherwise requires-

<b>“Child”</b>	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 eighteenth birthday and (being unmarried) is dependent 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;
<b>“Free Transport”</b>	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 origin of the person engaged and his or her duty station;
<b>“Salary”</b>	Does not include acting allowance or any other allowance whatsoever.
<b>“Standing Orders”</b>	Means the Government’s Standing Orders for the Public Service, in force from time to time and any other regulations, direction or instruction (however described) issued by or with the authority of the Government from the control of or otherwise in relation to public officers or the public service.

37. 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 the termination.
38. 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.
39. 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 (Name)..... <i>For and on behalf of the Government of the Republic of Uganda</i>	Signed.....  Date.....20.....
---	-------------------------------------

**In the presence**

Name.....

Designation.....

Signature..... Address .....

Date.....

Signed by (Name)..... <i>The person engaged in the presence of:</i>	Signature .....
--	-----------------

Name.....

Designation..... Signature.....

Address .....

Date.....

## \*RENEWAL/SCHEDULE

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

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 11



## THE REPUBLIC OF UGANDA

**PUBLIC SERVICE CONTRACT FOR PERMANENT SECRETARIES**

**THIS AGREEMENT** is made the ..... day of .....20 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 authorised 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, 2008 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 or 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 or herself, his or her spouse and his or her children from his or 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 his or her 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 or 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 or 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, 2008, 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 relating to the affairs of the Government to any unauthorised person or shall in any manner misconduct himself or 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 or 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 or 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 or 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 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 **Permanent Secretary** or his or her personal representative to a gratuity under Clause 30 (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 –
- (1) 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.

- (2) 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; or
- (d) if, his or her engagement is terminated under clause 23 of this Agreement.

### INTERPRETATION

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

<b>“Child”</b>	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.
<b>“Free Transport”</b>	Means conveyance by rail, road, water or air transport between the place of origin of the person engaged and his or her duty station.
<b>“Salary”</b>	Does not include acting allowance or any other allowance whatsoever.
<b>“Standing Orders”</b>	Means the Uganda Public Service 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.
<b>“Terminate”</b>	Means bringing to an end before the contract expires on disciplinary grounds, ill health with or without full benefits.
<b>“Competent Authority”</b>	In this case refers to a relevant statutory body such as, Inspector General of Government, Auditor General, Administrator General, Public Service Commission, etc.
<b>“Family”</b>	In this case means the Permanent Secretary, his or her spouse and biological children or legally adopted children making a total of six people.
<b>“Dependant”</b>	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 the 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**

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*\* Delete whichever is not applicable*

## PSF 12



THE REPUBLIC OF UGANDA

## 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
(a)		
(b)		
(c)		
(c)		
(e)		

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

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

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

Stamp.....

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

LEAVE ROASTER

Ministry/Department..... Division/Unit.....

Approved By .....

Name	Rate Per Month	Annual Entitlement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	Month	Vacation Leave	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
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**PSF 13****APPLICATION FOR LEAVE**

**Note:** To be addressed to the Responsible Officer/Head of Department/Head of Division.

To:

.....Thru: .....

Thru: .....

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

Department .....

Leave applied for .....days p.m.

Leave Address/Telephone No./E-mail .....

.....

Date

.....

Signature of Officer

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**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

**PSF 14**

## LEAVE RECORDS REGISTER

Name.....

Designation.....

Date of Current Appointment.....

Open Personal File No.....

[illegible]

**THE PUBLIC SERVICE OF UGANDA**

## REPORTING REGISTER

MINISTRY/DEPARTMENT/LOCAL GOVERNMENT..... DATE.....

DEPARTMENT/SECTION .....

[illegible]

**THE PUBLIC SERVICE OF UGANDA**

## DEPARTURE REGISTER

**MINISTRY/DEPARTMENT/LOCAL**

**GOVERNMENT.....**

DATE.....

DEPARTMENT/SECTION .....

[illegible]

**PSF 15****DISSEMINATION OF INFORMATION FORM****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 Official Secrets 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
<b>1. Ministry/Department Staff</b>	
<b>a) Permanent Secretary</b>	(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>(b) Director</b>	(i) His or her Minister (ii) His or her Responsible Officer (iii) All Heads of Department in his or her Ministry/Department.
<b>(c) Head of Department</b>	(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.
<b>(d) Any other senior officer</b>	(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.
<b>2. Local Government Staff</b>	
<b>(a) Chief Administrative Officer/ Town Clerk</b>	(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>(b) District Head of Department</b>	(i) Chairperson (ii) His or her Responsible Officer (iii) His or her Head of Department (v) Any other superior field officer to whom the public officer is responsible, e.g. Regional Head of Department, etc.
<b>(c) Any other Senior Officer</b>	(vi) His or her Responsible Officer (vii) His or her Head of Department (viii) Any other superior field officer to whom the public 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**

<b>Category of Touring Officer</b>	<b>Individuals to whom Touring Reports to be Circulated</b>
<b>1. Single Ministry delegations (whether the public officer is alone, a head of a delegation or accompanying the Minister)</b>	
<b>(a) Permanent Secretary</b>	(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>(b) Director/Chief Administrative Officer/ Town Clerk</b>	(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.
<b>(c) Head of Department</b>	(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
<b>(d) Any other officer</b>	(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-

- (a) every official on the delegation;
- (b) every Minister and Responsible Officer of officials on the delegation;
- (c) Head of Public Service and Secretary to Cabinet
- (d) Permanent Secretary, Prime Minister's Office; and
- (e) 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 paragraph 2 above, copies of the official report to be circulated to-

- (a) every Minister on the delegation;
- (b) every official on the delegation;
- (c) every Minister and Responsible Officer of officials on the delegations;
- (d) Head of Public Service and Secretary to Cabinet, Office of the President;
- (e) Permanent Secretary, Office of the Prime Minister; and
- (f) Permanent Secretary, Ministry of Foreign Affairs,

**GENERAL**

**4. Keeping other individuals informed**

Other individuals beyond those stipulated under paragraphs 1 to 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 dispatch 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 paragraph, unless the context otherwise requires-

<b>Bribe</b>	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.
<b>Code</b>	Means the Code of conduct and Ethics for the Uganda Public Service.

<b>Conduct</b>	Means behaviour, attitude and character exhibited by a public officer within and outside the working environment
<b>Conflict of interest</b>	Refers to a situation where a public officer has got to make a decision between his or her personal interest and public interest.
<b>Currency-Point</b>	Is equivalent to twenty thousand shillings.
<b>Customer</b>	Means a person, whether external or internal, whom a public officer serves or interacts with in the course of his or her official duties.
<b>Employer</b>	Means the Central Government or a Local Government.
<b>Ethics</b>	Means a Code of morals applicable in the Public Service.
<b>Family Member</b>	Means a public officer's spouse, biological children or adopted children.
<b>Gift</b>	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.
<b>Interdiction</b>	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.
<b>Professional Code</b>	Means the Code that applies to a specific profession in the Public Service.
<b>Public Service</b>	Means service in a civil capacity of the central Government or of a Local Government.
<b>Public officer</b>	Means any person holding or acting in an office in the Public Service.
<b>Public Office</b>	Means an office in the Public Service.
<b>Responsible Officer</b>	Means a Permanent Secretary or Head of Department under which the public officer is serving or the Chief Administrative Officer or Town Clerk of a local Government.
<b>Sexual Harassment</b>	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 endeavor 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 public officers officer including-
  - (a) being lazy and idle at work;
  - (b) full time reading newspapers, keeping the radio loud as to disrupt concentration, playing computer games, watching movies on the computer or surfing the internet irresponsibly. The only exceptions are training-related television and video programmes, video conferencing, open and distance learning;
  - (c) transacting private business in office and during office hours; and
  - (d) engaging in private conversation and gossip during working hours.
- (3) 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); or
  - (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-

- (a) serve every customer in a professional manner in accordance with the set standards;
- (b) not discriminate or harass any customer and ensure that the services are available and applied equally to all;
- (c) accord courtesy, empathy and fairness to all customers with special attention to persons with disabilities, the aged, sick and expectant mothers;
- (d) respond to all customers' requests with promptness and clarity; and
- (e) 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**

- (1) 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.
- (2) 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.
- (3) 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 authorising 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 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.

**4.10.3 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 written law.

**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 a public officer is in part of the Service which is uniformed, such a uniform shall be provided at public expense. The public 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**

- (1) A public officer may participate in politics within the provisions of the law, rules and regulations. He or she shall avoid in particular-
  - (a) engaging in active politics;
  - (b) canvassing political support for candidates;
  - (c) participating in public political debates; or
  - (d) displaying party symbols.
- (2) 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 or 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-
  - (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) increments; and
  - (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-

- (a) to provide satisfactory, safe and healthy working environment;
- (b) to ensure reasonable pay for public officers;
- (c) to ensure equal pay for work of equal value;
- (d) to ensure that employees are accorded rest and reasonable working hours and periods of holidays with pay as well as remuneration for Public holidays;

- (e) to enable every employee to practice his or her profession consistent with the professional Code of conduct and Ethics, the Constitution and other written law;
- (f) 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;
- (g) to protect public officers' rights, including the right to withdraw labour in accordance with the law;
- (h) to accord protection to female public officers during pregnancy and after birth; and
- (i) 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 Union (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 in 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 in the Act;

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

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

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

### **2. Recognition by Government**

The Government accords full recognition to-

- (a) the union as the properly constituted and representative body representing the interests of union members in matters concerning their terms and conditions of service;
- (b) 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, or Local Government only where the union representatives are listed on the Authorised 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 .

### **5. General principles**

- (1) The Government and the Union recognise 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, victimise or coerce an employee because of his or her recognised 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.
- (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 , 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, and Local Governments 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 authorised 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 signing 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 or Local Government, a list of all those Union officials and Union representatives (hereinafter referred to as "Officials") who are authorised by the Union to visit the Department, Ministry or Local Government for the purpose of conducting Union affairs; and the list shall be known as the "Authorised Visitors' list."
2. Five copies of the "Authorised Visitors' list" shall be certified by both the Responsible Officer  
and the responsible Union Official and-
  - (a) a copy as so certified shall be given to the Registrar of Labour Unions;
  - (b) two copies as so certified shall be retained by each Department, autonomous body, or a Local Government; and
  - (c) 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 Authorised 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 Authorised Visitors' list as modified under rule 4 shall be prepared and distributed in accordance with rule 2.
6. Only officials whose names are on the Authorised Visitors' list of a Ministry, Department 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 Authorised 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-
  - (a) 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;
  - (b) 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;
  - (c) 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-
  - (a) the date and the time at which the meeting may be held;
  - (b) the place or building in which the meeting may be held;
  - (c) 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-
  - (a) in the event of flagrant or persistent contravention of these Rules by the Union;
  - (b) 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; or
  - (c) 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 1ablutions and with water-borne sanitation.

### **GRADE C**

1. Quarters 2-bedroomed with 2 ablutions and without water-borne sanitation.
2. Quarters 3-bedroomed with 1ablutions and without water-borne sanitation.
3. Quarters 2-bedroomed house and flats with 1ablutions and with water-borne sanitation.
4. Quarters 3-bedroomed houses and flats with 1ablutions 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 16****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 the Public Service Standing Orders, 2020 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 Public Service 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 Pubic Service 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 17****FURNITURE AND EQUIPMENT IN THE OFFICIAL RESIDENCE****Each Lounge**

Curtains (all windows)	
Cabinet .....	1
Sofa Table .....	1
Coffee Table .....	1
Plate Glass Top .....	1
Easy Chairs .....	2
Settee .....	1
Wing Chairs .....	2
Standard Lamps .....	2
Lamp shades .....	2
Carpet .....	1
Cocktail Cabine .....	1
One TV Set (Not over)	

**Dressing Room**

Curtains (all windows)	
Dressing Chest .....	1
Carpet .....	1

**Main Bedroom**

Curtains (all windows)	
3 ft Headboards .....	2
3 ft Divans .....	2
Bedside Lockers .....	2
Dressing Table .....	1
Dressing Stool .....	1
Chest of Drawers .....	1
Upholstered Dressing Chair .....	1
Bedroom Chairs .....	2
Bedside Lamps .....	2
Pillows .....	4
Wardrobe (if not fixed in the room).....	1
Carpet or Bedside Rugs .....	2

**Dining Room**

Curtains (all windows)	
Side Board.....	1
Dining Table with attachment.....	1

Carving Table .....	1
Elbow Chairs .....	2
Single Chairs .....	12
Carpet .....	1
Plate Glass Tops for Side Board and Carving Table	2
Tea Trolley .....	1

**Living Room — cont'd**

Curtains (all windows)

Carpet .....	1
Welsh Dresser .....	1
Dining Table .....	1
Dining Chairs .....	4
Easy Chairs .....	2
Long Chair .....	1
Side Table .....	1
Nest of Tables	1

**Other bedrooms**

Curtains (all windows)

3-ft Divans .....	2
3-ft Headboards .....	2
Bedside Cabinet .....	1
Chest of Drawers .....	1
Dressing Table .....	1
Dressing Stool .....	1
Dressing Chairs .....	2
Bedside Lamps .....	2
Wardrobe (if not fixed in the room)	1
Pillows	2
Bedside Rugs	

**Study***Where no study, the articles may be used in other rooms)*

Curtains (all windows)

Small writing desk .....	1
Writing Chair .....	1
Book-case .....	1
Occasional Table .....	1
Wing Chair .....	1
Single Chairs .....	2

Desk Lamp .....	1
Carpet .....	1

**Kitchen**

Curtains (all windows)	
Refrigerator 8 cu ft .....	1
Cooker appropriate for available fuel .....	1
Kitchen Table .....	1
Microwave Oven .....	1

**Hall**

Curtains (all windows).....	
Cupboard .....	1
Side Table .....	1
Easy Chairs .....	2
Carpet .....	1

Lamp shades will be provided for each light fitting in each room

A Vacuum Cleaner will be provided

Each bathroom will be provided with a bathroom mirror

**Household Equipment**

Brandy Glasses	12	Vegetable Tureens and Covers	2
Sherry Glasses	12	Dish Washer	1
Liqueur Glasses	12	Electric Washing Machine	1
Claret Glasses	12	Electric Clothes Dryer	1
Tumblers, ½ pint	24	Saucepans for Electric Stove	4
Glass Butter Dishes	2	Milk Saucepans for Electric Stove	1
Table Forks	12	Cream Bowls	2
Table Knives	12	Tea-cups and Saucers, China	12
Tablespoons	12	Tea Plates	12
Soup Spoons	12	Coffee Cups and Saucers	12
Dessert Spoons	12	Sugar Bowls	2
Dessert Forks	12	Waste-paper Bins	6
Teaspoons	12	Salad Bowl	1
Coffee spoons	12	Trays	3
Fish Eaters	12	Soup Bowl	1
Sauce Ladle	2	Spatula	1
Pair Sugar Tongs	1	Potato Masher	1
Pair Beef Carvers	1	Strainer Spoon	1
Cheese Knives	12	Sandwich Tins	2

Grape Fruit Spoons	12	Sausage Tin	1
Meat Plates, China	12	Bun Tin	1
Pudding Plates	12	Cake Tray	1
Cheese Plates	12	Baking Tins	2
Fish Plates	12	Biscuit Tin	1
Soup Plates	12	Toilet brush Holders	2
Dish	1	Linen Box	1
10" Dishes	2	Ash-Trays	6
12" Dish	1	12-piece Fruit Set	1
Sauce Boats and Stands 2		Table cloths	2
Napkins	12	Rolling Pin	1
2½-pint milk jug	1	Mops	2
1½-pint milk jug	1	Chopping Board	1
Bath Mats (one per bathroom)		Broom	1
Dusters	4	Ironing Board	1
Electric Kettle	1	Can Opener	1
Electric Iron	1	Strainer	1
Iron Stand	1	Tea strainer	1
Egg-Beater	1	Oval Plates	2
Set Saucepans		Casserole	1
(if not electric Saucepans)	1	Roaster	1
Omelette			
Pan	1	Jug	1
Dustpan	1	Serving Mat	1
Teapot (2 pints)	1	Table Mats	12
Hot Water Jug	1	Cocktail Mats	6
Ice Bucket and Tongs	1	70" x 100" Bedspreads	2
Vase Cut	2	+70" x 100" dyed sheets	4
Soup Cups and Saucers	12	<b>+Pillow-cases</b>	
Basin	1	(19"x30")	8
Cake Tin	1	+27"x54" Bath Towels	4
Canister Rack	1	+24"x34" Towels	
Knife Set	1	+All-wool blankets	6
Pedal Bin	1	Sets of Breakfast Table	
Glass Jars	2	Cloths and Napkins	2
Bucket	1	Coffee Pot (2 pints)	11
Brushes	2		
+For Visitors only.			

**PSF 18****FURNITURE AND EQUIPMENT IN THE ACCOMMODATION OF FOREIGN SERVICE OFFICERS****Sitting Room**

Curtains (all windows)	
+Carpet	1
+Easy Chairs	2
+Settee	1
+Nest of Tables	1

**Hall**

Curtains (all windows)	
Coat rack	1
Carpet	1

**Dining Room**

Curtains (all windows)	
Dining Table	1
Dining room Chairs	8
Side Board	1
Small Serving/Carving Table	1
Carpet	1

**Bed-Rooms (each)**

Curtains (all windows)	
Single Beds and Mattresses (Wood frame for Spring Vono Mattresses)	2
Bedside Lockers	1
Dressing Table	1
Chest of Drawers	1
Dressing Stool	1
Bedroom Chairs	2
Bedside Lamp	1
Pillows	4
Wardrobe (if not fixed in the room)	1
Carpet or Bedside Rugs	2

**Study**

*+(Where no study, the articles may be used in other rooms)*

Curtains (all windows)	
Small writing desk	1
Writing Chair	1
Book-case	1
Single Chair	1
Desk Lamp	1
Carpet	1

**Kitchen****Curtains (all windows)**

Refrigerator 5 cu ft	1
Cooker appropriate for available fuel	1
Kitchen Table	1

*+(Where has a living-room combining both sitting room and dining room, this furniture can be combined in one room)*

**Household Equipment**

Tumblers, ½ pint	8	Cheese Knives	8
Glass Butter Dishes	2	Meat Plates, China	8
Table Forks	8	Pudding Plates	8
Table Knives	8	Cheese Plates	8
Tablespoons	8	Soup Plates	8
Soup Spoons	8	Dish	1
Dessert Spoons	8	10" Dishes	2
Soup Bowls	1	12" Dish	1
Dessert Forks	8	Sauce Boats and Stands	2
Tea spoons	8	Teapot (two pints)	1
Coffee spoons	8	Hot Water Jug	1
Sauce Ladle	2	Ironing Board	1
Vegetable Tureens and Covers	2	Set Suacepans	
Tea-cups and Saucers, China	8	(if not electric Saucepans)	1
Tea Plates	8	Coffee Pot (two pints)	1
Sugar Bowls	2		
Waste-paper Bins	1		
Tray	1		
Baking Tins	2		
2½-pint milk jug	1		
1½-pint milk jug	1		
Saucepans for Electric or Gas Stove	2		
Pair Sugar Tongs	1		
Pair Beef Carvers	1		

A Vacuum Cleaner will be provided.

Lamp shades will be provided for each light fitting in each room.  
A bedroom mirror will be provided for each bathroom



**LD FORM****NOTICE OF AN ACCIDENT****CAUSING INJURY TO, OR DEATH OF, A WORKER**

(The Worker's Compensation Act Cap. 225 Section 10 (1) and 10 (2) of the Act)

**(1) EMPLOYER**

- (a) Name.....  
 (b) Address.....  
 (c) Industry.....  
 (d) Insurance Company (name and address if insured against accident to a worker).....

**(2) INJURED PERSON**

- (a) Name..... Father's name.....  
 (b) Race..... Sex..... Age..... Trade/Job.....  
 (c) Address.....  
 (d) District (i)..... Saza.....  
 (e) Gombolola..... Village.....

**(3) EARNINGS OF INJURED PERSON**

Give rates at time of accidents:-

- I. Wages: Daily Shs..... Monthly Shs.....  
 II. Values of free rations.....  
 III. Housing Shs..... Fuel.....  
 IV. Any other bonus or allowances Shs.....

**(4) DETAILS OF ACCIDENT**

- (c) Date..... Time..... Exact place.....  
 (d) Brief description of cause.....

- (e) If accident due to machinery state:-

- (i) Name of machine and part causing accident.....  
 (ii) Whether in motion by mechanical power at the time.....

- (d) If in factory:-

- (i) Registration No.....  
 (ii) Has accident been registered in the General Register.....

- (e) Give brief description of injuries as apparent to employer.....

- (f) To what Hospital or medical practitioner was the injured person sent for treatment.....

Date.....20.....Employer

Classification	
District	1 and 2
Serial No	3 to 6
F. No	7 to 10
Industry	11 to 14
Causation	15 to 17
Month	19 to 20
Trade	21 to 22
Age	24
Sex	25
Race	26 and 27
Time off	28 and 29
Incapacity	30 and 31
Injury	32 and 33
Injury Loc	35
Occ. Dis	37
Factors or B.O	47
B.O. 's and W.E.C's only	
Cause (2)	

**MEDICAL REPORT**

Inpatient/out patient (delete as applicable)

No.....Date admitted.....date discharged.....

Nature of Injury

Results of Injury

Temporary Incapacity.....

%from.....to.....

.....%from.....to.....

Permanent Incapacity assessed at.....per cent from.....

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

PSF 19



THE REPUBLIC OF UGANDA

### RECOMMENDATION BY THE RESPONSIBLE OFFICER FOR A PUBLIC 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 public 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 20



THE REPUBLIC OF UGANDA

**BOND AGREEMENT**

BETWEEN

.....

AND

.....

Know all men by these present that ..... has been awarded a scholarship by ..... for 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 persons so appointed or nominated by him or her, governing the award of scholarship; and
  - (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 the 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 .....}

..... RESPONSIBLE OFFICER

this ..... of .....}

**PSF 21**

THE REPUBLIC OF UGANDA

Attach coloured  
passport size  
photograph here

**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 Act.**

**PART A****PERSONAL INFORMATION OF THE APPLICANT**

1. Names in capital letters (Surname first).....
2. Date of Birth: **DD** **MM** **YYYY**  

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--	--

--	--	--	--
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**  

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--	--

--	--	--	--
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 public officer.

Type of Liability	Amount (Ug Shs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc.)
<b>Total outstanding liability</b>		



**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; and
- (viii) Forwarding letter.

PSF 22



THE REPUBLIC OF UGANDA

**PASSPORT  
SIZE PHOTO OF  
CLAIMANT AND  
STAMPED BY  
THE SUBMITTING  
OFFICE**

## 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 Form should be filled by the applicant.*
3. *Submission of wrong information may lead to prosecution in accordance with the Penal Code Act.*

**PART A****PERSONAL INFORMATION OF THE APPLICANT**

1. Names in capital letters, surname first.....
2. Designation .....
3. SalaryScale.....Salaryper 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 public officer.)

Type of Liability	Amount (Ushs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc.)
<b>Total outstanding liability</b>		

**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; and
- (v) Letter of submission.

PSF 23



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 Act.*

## 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 filed 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 public officer.

Type of Liability	Amount (Ushs)	Beneficiary (e.g. Government, Credit Institution, Saving Society etc)
<b>Total outstanding liability</b>		



**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;
- (vii) Certificate of registration for Teachers;
- (viii) Provisional Bank Statement (Estates Accounts)
- (ix) Forwarding letter.
- (x) Claimants National Identity Card
- (xi) Decendant's National Identity Card .
- (xii) Letters of Administration.

PSF 24



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 terms\*

Name ..... Signature.....

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

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\*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, 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 later 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 dispatch 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**

- (1) The body should be shrouded in a cloth. It is then placed in the impervious coffin and sealed in the presence of-
  - (a) the Medical Officer or his or her representative;
  - (b) the Head of Anatomy Department or his or her representative;
  - (c) a representative of the Ministry, Department or Local Government to which the deceased officer belonged; and
  - (d) a representative of the diplomatic Mission of the country to which the body is being repatriated, where applicable.
- (2) 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.
- (3) 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.
- (4) 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 in subparagraph (1) (a), (b) and (c). This is required by the Customs Authorities of Uganda and the receiving country.
- (5) 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 (See Appendix Q-2) in accordance with the World Health Organisation standards-
  - (a) Official Certificate of cause of death (Medical Form 105);
  - (b) Certificate of Embalming; and
  - (c) 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; and
- (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 public officer's Ministry, 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, Department or Local Government concerned for dispatch 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, 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 1 above) until confirmation of the booking has been obtained from the Airline.

## **11. Documents**

The Ministry, 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, 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 25****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 hindrance.

Responsible Officer.....

Ministry/Department/Local Government

Date .....

**PSF 26**

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 -
- (i) freehold lands.....
  - (ii) lease lands.....
  - (iii) temporary occupation lands .....
  - (iv) houses .....
  - (v) 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 .....

