



DEPARTMENT OF PERSONNEL MANAGEMENT

*Office of the Secretary*

PO Box 519, WAIGANI, 131, NCD, Papua New Guinea

Telephone: (675) 3276379/3276422

Facsimile: (675) 3250520

Website: [www.dpm.gov.pg](http://www.dpm.gov.pg)

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**CIRCULAR INSTRUCTION NO. 6 OF 2012**

**DATE:** 23<sup>RD</sup> APRIL 2012  
**FILE:** SEC: 4-10  
**TO:** ALL NATIONAL DEPARTMENTAL HEADS  
ALL PROVINCIAL ADMINISTRATORS  
HEADS OF OTHER PUBLIC AUTHORITIES

**LAUNCHING, DISTRIBUTION AND ENFORCEMENT OF THE FOURTH EDITION OF THE PUBLIC SERVICE GENERAL ORDERS**

***Purpose***

The purpose of this Circular Instruction is to inform heads of all government agencies of the official launching, distribution and enforcement of the Fourth Edition of the Public Service General Orders in all Departments, Provincial Administrations and public authorities which utilize the Public Service General Orders.

***Fourth Edition of Public Service General Orders***

The Fourth Edition of General Orders is effective on and from 1<sup>st</sup> January 2012 and replaces the Third Edition dated 1<sup>st</sup> June 2002 and subsequent interim or draft documents, and reflect all policy changes and amendments made to the Organic Law on Provincial Governments & Local Level Governments, and the *Public Services (Management) Act 1995* up to 31<sup>st</sup> December 2011.

The new General Orders include specific rules to cater for the devolution of organizational and staffing functions and powers to line agencies by the Secretary, Department of Personnel Management. Provisions now cover the nomination and approval of delegates of the Secretary, Department of Personnel Management who are made responsible for consulting the Department of Personnel Management and certifying that the line agency is complying with the HR policies and rules as contained in the General Orders.

Therefore, as a matter of priority, every line agency covered by the General Orders is required to nominate their Delegates of the Secretary, Department of Personnel Management in the forms provided under the respective General Orders and submit them to the Department of Personnel

Management for authorization of the delegates.

### ***Official Launch & Invitation to Heads of all Government Agencies***

The official launching of the Fourth Edition of General Orders is scheduled to take place on Tuesday 01<sup>st</sup> of May 2012 at the Holiday Inn in Port Moresby. All heads of government agencies including departmental heads, provincial administrators and CEOs of hospitals are invited through this circular instruction to attend this launch.

At the official launch, all Departmental Heads, Provincial Administrators and CEOs of hospitals will be issued with one hard copy of the General Orders.

### ***Road Shows – Workshops and Distribution of General Orders***

Road shows for the workshops and distribution of the General Orders have been scheduled to enable proper advice and exchange of information on the content of the General Orders. As a result of these exchanges, new induction programs will be developed for probationary officers, together with refresher programs for existing officers. The road shows for the four regions and the national capital are scheduled as follows:

| (i) | (ii)<br>Region/Sector  | (iii)<br>Dates  | (iv)<br>Venue  | (v)<br>No of Attendees           |
|-----|--|-----------------|--|----------------------------------|
| 1   | <b>Official Launch of General Orders Fourth Edition</b>            | 1 May           | Arrival 9.30am, Holiday Inn, Port Moresby                                    | Heads of All Government Agencies |
| 2   | <b>Highlands Region</b>  | 7 -11 May       | Commences 7.45am, 7th May 2012, Bird of Paradise Hotel, Goroka, EHP          | 36 agency attendees              |
| 3   | <b>MOMASE Region</b>   | 14 -18 May      | Commences 7.45am, 14th May 2012, Madang Resort, Madang, MP                   | 24 agency attendees              |
| 4   | <b>Southern Region</b>   | 21- 25 May      | Commences 7.45am, 21st May 2012, Alotau International Hotel, Alotau, MBP     | 33 agency attendees              |
| 5   | <b>NG Islands Region</b>   | 28 May - 1 June | Commences 7.45am, 28th May 2012, Gazelle International Hotel, Kokopo, ENBP   | 30 agency attendees              |
| 6   | <b>National 1 (Administrative &amp; Economic Sectors)</b>          | 4 - 8 June      | Commences 8.00am, 4 <sup>th</sup> June 2012, Holiday Inn, Port Moresby, NCD  | 108 agency attendees             |
| 7   | <b>National 2 (Social, Infrastructure &amp; Law &amp; Justice)</b> | 18-22 June      | Commences 8.00am, 18 <sup>th</sup> June 2012, Holiday Inn, Port Moresby, NCD | 126 agency attendees             |



### ***Targeted Participants***

Officers who hold the following positions (or equivalent) are requested to attend the respective road show for their region:

- 1 Deputy Secretary or Deputy Administrator responsible for Corporate Services matters in departments and provincial administrations, and the Director for Finance and Administration for hospitals,
- 2 HRM Manager, and
- 3 A senior HRM officer.

### ***Distribution of General Orders***

During the road shows, each government department and provincial administration will be given three hard copies of the General Orders while every hospital will be given two hard copies each.

In addition, the full General Orders have been compressed into one extractable file on a compact disc (CD), in "read only format". One CD will be provided and instructions for installation are contained within the CD, enabling wide installation on computers and computer networks within all government organisations.

Access to the new General Orders must be afforded to each and every officer throughout your organization on request. Therefore, you are hereby directed to immediately:

- display this Circular Instruction prominently throughout your organization;
- supply a full copy of the new General Orders to every Deputy Head, Divisional Head and Branch Head within your organization; and
- enable every officer to have access to a hard copy or a computerized version, of General Orders including the Public Service Code of Conduct.

Public servants in all government agencies are expected to familiarize themselves with the General Orders catering for devolution of HR Management functions and powers. In particular, Human Resource Managers and their officers must become fully conversant and competent in their application.

### ***Other HR Priorities for Road Show***

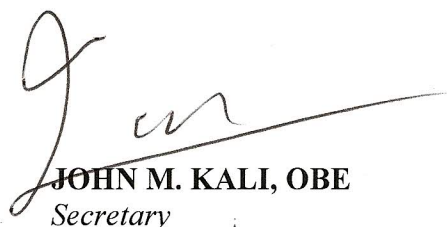
The following HR priorities have been agreed for inclusion at the various GO Road Show workshops. These sessions planned for Day 5 of each workshop are intended to be informational in nature and will include:

- (a) Public Service Code of Conduct
- (b) Leadership Capability Framework
- (c) HR COnNECT

- HR Payroll Rollout
  - HR Module
  - Staff & Establishment Control
  - HR Capacity enhancement Program
- (d) Salaries and Establishment Review
- (e) Redundancy and Retrenchment
- (f) Audit Findings and Agency Obligations
- (g) ADS Scholarships

***Inquiries about this Circular Instruction***

All inquiries about this Circular Instruction must be made to the Deputy Secretary Operations, Deputy Secretary Policy, Executive Manager Human Resource Advisory Services and Executive Manager Workforce & Organisation Development on telephone numbers 3276482, 3276335, 3276553 and 3276316 (closest number) respectively.



**JOHN M. KALI, OBE**  
*Secretary*