



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/25/2016

From: Mary Scicluna, Director HR (MEDE)

To: Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/Unit

Subject: Admonitions Returns (Reg. 18 of the PSC Disciplinary Procedure Regulations)

Date: 21st June 2016

With reference to Regulation 18 of the Disciplinary Procedure in the Public Service Commission Regulations (LN 186 of 1999), the Admonitions Returns are to be sent twice a year as follows:

- 1st week of January to cover the months of July to December of the previous year;
- 1st week of July to cover the months of January to June of the current year.

In this connection, you are being requested to send your return covering the semester January to June 2016. The number of admonitions issued during that period to staff falling under your remit should be inserted on the attached template. No names are to be included.

You are kindly requested to fill in and print the attached template on your letterhead and send it to the address below, **by not later than the first week of July 2016:**

Director General, Operations
Att: Ms Daniella Abela
Discipline Section, Room 210
Ministry for Education and Employment
Education Head Office
Great Siege Road
Floriana VLT 2000

Nil returns are also requested.

Mary Scicluna
Director Human Resources