LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/97/2013

From: Director, Human Resources (MEDE)

To: Directors, College Principals and Heads of School/Section (State Only)

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

Date: 4th July 2013

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.

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 print the attached template on your letterhead and send it to the address below:

Director General, Corporate Services
Att: Daniella Abela
Discipline Section, Room 277
Ministry for Education and Employment
Education Head Office
Great Siege Road
Floriana VLT 2000

Nil Returns are also requested.

Joseph Micallef
Director
Human Resources (MEDE)