

# Disciplinary and Retirement Unit

## Disciplinary

The main focus of this Unit is to ensure that the rules and regulations are: adhered to by all the stakeholders in the public service; interpreted with meaning, equity and transparency; maintained by all users, and in the case of disciplinary measures; that these are proceeded with as stipulated by the Public Service Regulations, 1961.

The Unit has a responsibility to ensure that persons conform to the rules as stated in the Staff Orders for the Public Service (2004.) This is achieved through lectures, seminars/workshops, presentations and advice given verbally or in written form.

The Unit is staffed with one (1) Deputy Chief Personnel Officer, who is the head of the Unit. The other staff members include one (1) Director, who is the assistant; one (1) administrator and two (2) secretaries.

## Retirement

The processing approval for all the forms of retirement on the receipt of the relevant documentation is another function of this unit. *N.B. the mandatory age for retirement for persons in the Public Service is sixty (60) years.*

## Probation and Confirmation

Another responsibility of the unit is giving confirmation for the first (time) appointment of officers in the Public Service. This is done after the officer has served a probationary period of six (6) months.