APPLICATION FOR REVIEW

PSC's Review Process in brief

The Commission shall, following a complaint made by an officer to the Commission, review any decision on a personnel matter relating to appointment, selection or discipline connected with the National Public Service.

Dr. Philip Kereme, OBE, M.A, Ph.D.

Acting Chairman PSC

1. Jurisdiction—determine if your case can be reviewed . Talk to your organization/departments lawyer or call PSC.
2. If PSC has jurisdiction, than you have 60 days from the date a decision was made to apply for a review.
3. Pick up a Review Application from PSC or log onto our website at www.psc.gov.pg and download an application.
4. When lodging in your review application make sure you attach all relevant documents.
5. PSC will send you an acknowledgement letter, acknowledging receipt of the application.
6. A case officer is assigned to your case.
7. A summons and brief is prepared and copies are sent to the department/agency concerned, the aggrieved party and Department of Personnel Management (DPM). The summons is to have all parties appear before a Commission Oral Hearing.
8. Commission Oral Hearing is conducted—14 days notice is issued to the organization concerned to respond to the aggrieved officers appeal. *(14 days for officers in NCD and 21 days for those outside NCD)*
9. When a response is received, it is given to the aggrieved officer to rebut within 14 days for officers in NCD and 21 days for those outside NCD.
10. A submission is prepared for the Commission Hearing.
11. The Commission Members make a decision on the matter, which is final and legally binding.

For further information, please contact PSC on 325 7722 or log onto our website on www.psc.gov.pg or our Facebook Page.

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REVIEW APPLICATION

How to fill in a Review Application Form

STEPS TO FOLLOW;

(1) Pick up an Application for Review of a Personnel Matter form from the Public Services Commission.

(2) PERSONAL PARTICULARS— it is important that you include a current postal address and telephone number. It is more important for officers in the provinces to ensure all contact details are correct.

(3) EMPLOYMENT DETAILS– in this section, it is important that you provide accurate information to assist the Commission.

3.1 – In your application, include your permanency status in the Public Service, as the Commission will only review applications lodged by Permanent Officers of the National Public Service and not Probationary Officers or Casual Employees.

3.2 – Verify your designation, level and substantive position held, because an un-attached officer who is appointed to act on a position may lodge an appeal that may mislead the Commission and the review process/proceedings (when it is an administrative matter).

3.3 – The Commission needs to know which department/agency the applicant is employed in, to establish the issue of jurisdiction in-order to review an application. (e.g: IRC employee– PSC has NO Jurisdiction).

3.4 – Provide the correct postal address and telephone number of your department/ agency for the purpose of communication by the Commission.

(4) STATEMENT OF FACTS– Under this section, it is important that you provide a brief, precise and factual information to assist the Commission.

4.1 – Indicate on the application the date the decision was made to establish the issue of 60 days compliance by the Applicant, which is pursuant to Section 18(2)(b) of the *PS(M) Act 1995 (as amended).*

4.2 – The applicant must Indicate the correct nature of complaint on whether it falls into the category of discipline, selection or terms & condition.

4.3 – Include the name & designation of the officer who made the decision. This is to assist the Commission ascertain whether the decision was made by a lawful authority.

4.4 – The Applicant is required to properly lay-out the grounds of appeal correctly with evidence to allow the Department to provide its response in writing within 14/21 days to the Commission.

(5) SUPPORTING DOCUMENTARY EVIDENCE – this is very important for the purpose of validating or substantiating the Grounds of Appeal pursued by the applicant. These are documents produced by the department/agency and the written statements made by the aggrieved. Documents that are made in the normal course of business such as attendance records or documents that record the events shortly after they occurred are generally considered the most reliable source of evidence.

(6) SUBMIT APPLICATION – after you have filled in all necessary information and attached supporting documents to the Application for Review of a Personnel Matter, you must sign the form and indicate the date you lodged the application.

NOTE: It is a statutory and mandatory requirement that all Applications for Review of Personnel Matters be lodged with the Commission by the applicant within 60 days of the decision being made; otherwise the application becomes “time-barred”.

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