



PUBLIC SERVICES COMMISSION REVIEW PROCESS

REVIEW PROCESS IN BRIEF



The Commission shall, following a complaint made by an aggrieved officer, review any decision on a personnel matter relating to Discipline, Selection or Terms & Conditions of employment connected with the National Public Service.



Mr. Apeo Fuata. Sione, L.M, M. PP
Chairman, PSC

1. **Jurisdiction** –This is to ascertain whether your department/agency fall within the jurisdiction of PSC to conduct a review. Before applying to PSC, you can seek verification from your Human Resource section or lawyer within your organization or call PSC.
2. If PSC has jurisdiction to review, then you have **60 Days** from the date the decision was made to apply for a review.
3. Pick up an Application for Review of a Personnel Matter from PSC or log onto our website at www.psc.gov.pg and download the application.
4. When lodging in your Review of a Personnel Matter Application ensure you attach all supporting documents together with a cover letter addressed to the Chairman of the Public Services Commission.
5. PSC will send you an Acknowledgment Letter, acknowledging receipt of your Application for Review.
6. A case officer is assigned to your case. Ensure you get the name of your case officer to follow-up on your case.
7. A summons and brief are prepared and copies are sent to your department/agency; the aggrieved party; and the Department of Personnel Management. The Summons is to have ALL parties appear before the Commissions' Oral Hearing.
8. A **14 Days'** notice is issued to the department/agency that is located within the National Capital District to respond to the aggrieved officer's appeal. A **21 Days'** notice is issued to agencies outside NCD.
9. When a response is received, it is given to the aggrieved officer to rebut within **14 Days** for officers within NCD, and **21 Days** for those outside of the nation's capital.
10. A submission is prepared for the Commission Oral Hearing where all parties are brought together to present their case.
11. After the Oral Hearing the Commission makes a decision on the matter. The Commission can either uphold the decision made by your Departmental Head; annul or waive the decision.
12. The decision made by the Commission is final and legally binding after 30 Days.





APPLICATION FOR REVIEW OF A PERSONNEL MATTER



HOW TO FILL IN A REVIEW APPLICATION FORM

1. Pick up an Application for Review of a Personnel Matter from the Public Services Commission. You can also download the Application from our website at www.psc.gov.pg or email enquiries@psc.gov.pg and ask for an application.

2. **Personal Particulars** – it is important that you include a current postal address and telephone number. Please ensure that all your 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 department/agency you are employed with, as PSC will only review applications lodged by Permanent Officers of the National Public Service and not Probationary or Short-Term Contract officers.

3.2 – state your designation and level. Officers on acting basis must state their substantive position, because an un-attached officer who is appointed in a position may lodge an appeal that may mislead the Commission and the Review Process when it is an administrative matter for the department/agency to address.

3.3 – PSC needs to know which department/agency you are employed in to establish the issue of jurisdiction in-order to review the application (e.g., IRC employee – PSC has NO jurisdiction).

3.4 – provide the current postal address and telephone number of your department/agency in-order for PSC to contact your organization.

4. **Statement of Facts** – under this section, it is important that you provide a brief, precise, honest 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, which is pursuant to Section 18(2)(b) of the PS(M) Act 1995 (as amended).

4.2 – you must indicate the correct nature of complaint on whether it is a Discipline, Selection or Terms & Conditions of employment matter.

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

4.4 – the applicant must properly state the grounds of appeal and provide evidence to support your case to allow the department/agency that you are employed with to provide its response in writing within **14 Days** for organizations in NCD, and **21 Days** for those outside the nation's capital.

5. **Supporting Documentary Evidence**- it is important that you provide supporting documentary evidence for the Commission to validate or substantiate the grounds of your appeal. These are documents produced by the department/agency and your written statements. Documents that are made in normal course of business such as attendance records/documents that record the events shortly after they happened are generally considered the most reliable source of evidence.

6. **Submit Application** – after you have filled in all necessary information and attached supporting evidence to the Application for Review of a Personnel Matter, you must sign the Application, and indicate the date you lodged the Application.

NOTE: It is a statutory and mandatory requirement that applications for Review of a Personnel Matter be submitted within **60 Days** of the decision made by your Departmental Head. Applications submitted to the PSC beyond this 60-day period will be considered time-barred. In such instances, affected officers must write to the Chairman of the PSC, providing an explanation for the delayed submission. The Chairman will then determine whether to waive the deadline and permit the application to proceed to review.

***‘To be the premier institution promoting ethical leadership
and good governance in the public service’***
