



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 16 OF 2024

DATE : 19 August 2024
FILE : HRACA-1-8A
TO : NATIONAL DEPARTMENTAL HEADS
: PROVINCIAL ADMINISTRATORS
: HEADS OF PUBLIC FUNDED AUTHORITIES
: ALL PUBLIC SERVANTS

SUBJECT: SUBMISSION REQUIREMENTS FOR STRATEGIC DEVOLUTION COMMITTEE (SDC)

This Circular Instruction serves to advise respective government agencies on the role of the Department of Personnel Management (DPM) Strategic Devolution Committee (SDC).

The Strategic Devolution Committee was set up in accordance with DPM's internal controls for compliance in line with the "**Re-Issuance of Administrative Human Resource Powers & Functions**" effective 02 January 2024.

All eligible agencies in respective "Instruments of Delegation" as per Circular Instruction No. 20 of 2023, are now directed to comply with the following SDC requirements and must now attach for the following submissions for payroll clearance:

1. Intention to Advertise (External mode ONLY)

- Request Letter from Agency Head
- List number of **Funded Vacant** positions

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Telephone: (675) 327 6379 / 327 6422 / 327 6447

Facsimile: (675) 325 0520

Website: www.dpm.gov.pg

- Cost Benefit Analysis of "PE" Spending vs EOY "Savings/Deficit"
- Total cost of positions

2. Request for New Hires

- Request Letter from Agency Head
- Advertisement Letter approved by DPM
- Advertisement Type (Internal or External)
- Advertisement Mode (Media, online, memo etc)
- List of advertised positions
- List of Total No. of New Hires
- Copy of approved Selection Report Form RS 3.16
- Copy of Decision Forms 3.10
- New Hire Checklist Requirements
- NID

3. Structure Loading

- Request Letter by Agency Head
- Signed and stamped ECT by agency head
- Issued GL codes by Department of Treasury for new positions
- DPM approval letter
- Section 33 listing (either at loading or after loading process is complete)
- Section 39 listing (either at loading or after loading process is complete)

4. Senior Officer's Contracts

4.1 Initial Contracts

- Approval Letter from Agency Head
- PE Appropriation 2024 (111)
- Cost Benefit Analysis (CBA)
- Copy of approved Selection Report
- Copy of Selection Decision Form 3.10
- New Hire Checklist requirements (for external)
- Copy of signed Contract Document

4.2 Renewals

- Approval Letter from Agency Head
- Copy of expired contract document
- Copy of renewed contract document
- Copy of approved CRC (Contract Review Committee) Report

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4.3 Non – Renewals (Terminations)

- Request Letter from Agency Head
- Copy of disciplinary report
- Copy of approved Contract Review Committee (CRC) Report
- Other relevant documents

5. Structures

- Request Letter by Agency Head
- Structure submission
- Copy of Corporate Plan
- Organization Determination
- Job Descriptions
- Job Evaluation Report for new creations and re-classifications
- Relevant OD Forms under GO2

6. Special Offline Payments (Compliance Requirements by DPM)

Submission Level:

1. Gratuity Claims

- Request Letter from Agency Head
- Gratuity Calculations (attach)
- Copy of current contract or valid contract
- Staff Performance Appraisals (2x Biennial)
- Pay Variation Advice (PVA)

2. PBSS (Top of the Range) 5% Bonus

- Request Letter from Agency Head
- Calculations attached
- Staff Performance Appraisal (rating of 3 and above only)
- Pay Variation Advice (PVA)

3. Higher Duty Allowance

- Request Letter from Agency Head
- Section 39 Appointment Letter by Agency Head
- Staff Performance Appraisal
- Pay Variation Advice (PVA)

4. Contractual Allowances

- Request Letter from Agency Head
- Current Contract or Valid Contract (for period to be paid)
- Pay Variation Advice (PVA)

5. Final Entitlements – Deceased, Resignation, and Terminations

- Request Letter from Agency Head

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- Calculated claims (attached)
 - Personnel File or Salary History Card (Copies) to verify MILOL/MILOF components
 - Other source documents
6. *PSC / Court Decisions for Reinstatement*
- Request Letter from Agency Head
 - PSC Decision
 - All necessary documentations with regards to the PSC Decision
7. *Backpays/Loss Entitlements/Liabilities*
- Request Letter from Agency Head
 - PSC /Court Decision if emanating from these decisions
 - All necessary source documentation for the liabilities
 - For claims over seven (7) years, evidence document that matter was raised within a 7-year period consistent with requirements under the Frauds & Limitation Act.
 - Cost Benefit Analysis (CBA)
 - Identified Source of Funding

Queries concerning the application and enforcement of this Circular Instruction can be made to the following persons:

| No. | Name | Designation | Directorate | Contact |
|-----|----------------------|-----------------|---------------------------|----------|
| 1 | Mrs. Rhymbi Kokiva | Acting Director | National Agencies | 327 6355 |
| 2 | Mr. William Hapipai | Acting Director | New Guinea Islands Region | 327 6494 |
| 3 | Mr. Yetrus Buka | Director | Southern Region | 327 6352 |
| 4 | Ms. Josephine Konjib | Acting Director | Momase Region | 327 6369 |
| 5 | Ms. Christine Rupen | Acting Director | Highlands Region | 327 6348 |


TAIES SANSAN (MS)
 Secretary



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