



**THE REPUBLIC OF UGANDA
MINISTRY OF PUBLIC SERVICE**

**THE UGANDA PUBLIC SERVICE
STANDING ORDERS
(2010 EDITION)**

POPULAR VERSION – SECTION F

**THE ROLES, OBLIGATIONS AND CONDUCT OF A PUBLIC
OFFICER**

NOVEMBER 2015

MINISTRY OF PUBLIC SERVICE MANDATE STATEMENT

Mandate:

The mandate of the Ministry of Public Service is to develop, manage, and administer human resource policies, management systems, structures, and procedures for the Public Service.

Vision:

“A Public Service that is Affordable Efficient and Accountable in Steering Rapid Economic Growth and Social Transformation”

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UGANDA DEBT NETWORK VISION AND MISSION

UDN VISION:

A prosperous Uganda with sustainable, equitable development and a high quality of life of the people.

UDN MISSION:

A policy advocacy organization working to promote and advocate for poor and marginalized people to participate in influencing poverty focused policies, demand their rights and monitor service delivery to ensure prudent, accountable and transparent resource mobilization and utilization.

INSTRUCTIONS FOR THE USE OF STANDING ORDERS (2010 EDITION)

Edition:

This edition of the Standing Orders shall be referred to as the 2010 Edition.

Content:

It is a single consolidated document which deals generally with the management of the Public Service and issues concerning the terms and conditions of Service.

Structure:

The Standing Orders is divided into alphabetical sections marked with capital letters representing the major sections, from A-Q. There is also a list of contents at the beginning of each alphabetical section, which are sub-divided into sub-sections marked in small letters, thus A-a. Paragraphs in sub-sections are referred to as, for example, A-a 6.

Maintenance of Standing Orders:

It is the duty of every public officer, issued with an official copy of the Standing Orders to keep it safely and note any amendments or additions to the Standing Orders, issued from time to time by the Responsible Permanent Secretary.

Standing Orders:

The Standing Orders are an accountable document and must, therefore, be handed over should circumstances warrant this, e.g. on transfer or on leaving the Public Service.

Commencement Date:

The commencement date of this Edition of the Standing Orders is **1st January, 2010.**

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THE ROLES, OBLIGATIONS AND CONDUCT OF A PUBLIC OFFICER (F - a)

1. A public officer, like any other citizen, is subject to the laws of Uganda.
2. A public officer shall maintain a high standard of personal conduct and integrity both in public and private life.
3. A public officer is employed in public trust and on the clear understanding that the whole of his or her time is at the disposal of Government.
4. A public officer is a servant of the public and is required to give services to members of the general Public as a duty.
5. A public officer shall be loyal to Government and implement Government policy without fear or favour to ensure economy, efficiency and effectiveness in utilization of public resources.
6. A public officer must adhere to the Code of Conduct and Ethics for the Public Service. In addition, a public officer is subject to the Code of Professional Ethics and Practice as may be applicable to a particular profession to which the officer belongs.
7. A public officer shall perform his or her duties with dedication, diligence, integrity and justice.
8. In addition to the normal duties of the post to which an officer has been appointed, he or she may be required to perform any other appropriate duties upon which the Government may find it

necessary to employ him or her, expressed through the normal public service channels.

9. It is an essential part of the duties of any officer to coach and mentor staff working under him or her.

10. A public officer is expected to obey official and lawful instructions of his or her supervisors and must not refuse to carry out reasonable orders. If for any reason, the order strikes him or her as beyond the limits of recognized propriety, he or she may register a protest in writing, and such protest shall not count against the officer.

11. A public officer, undertaking official assignment or trip, shall promptly make a written report through the supervisor to the Responsible Officer.

12. Any public officer who wishes to leave his or her duty station to another country, in the case of home service or from a country of accreditation in the case of foreign service officer must first obtain permission of the Responsible Officer or Head of Mission.

13. A public officer shall not leave the town in which his or her duty station or mission is situated without notifying the Supervisor or Head of Mission.

14. A public officer shall not hold two appointments concurrently and shall not draw more than one salary from public funds

OFFICIAL WORKING HOURS AND ATTENDANCE TO DUTY (F - b)

1. Government official working hours are as follows:-

Monday to Friday 8:00 a.m – 12.45 p.m.
2:00 p.m – 5:00 p.m.

2. Official working hours of the Mission will follow working hours of the country to which the mission is accredited. Officers shall attend to duty punctually and efficiently utilize the time during office hours. Public officers shall not absent themselves without approval of the supervisor.

3. A public officer may be required to work beyond these official hours due to the exigency of the service.

4. A public officer shall attend to members of the public promptly. In his or her absence, the job holder shall delegate his or her responsibilities to another officer.

5. The attendance of public officers shall be monitored using the register set out in Appendices F - 1 and F - 2 and shall be signed by all public officers in Ministries, Departments and Local Governments.

6. The supervising officer shall be responsible for the proper maintenance of the registers which will usually be kept at a convenient place in the office premises.

7. The register shall be availed for signatures every working day between 8:00 a.m. – 8:30 a.m. after which, the register will be withdrawn.
8. The supervisor shall submit the attendance register to the Head of Division or Institution for analysis on the 30th day of every month.
9. Officers who report early for duty should be recognized and commended and those who report late should be disciplined.
10. The Government reserves the right to take disciplinary action against an officer including making deductions from his or her pay for any period during which he or she is absent from work without permission.
11. A public officer who is unable to attend to duty due to illness will be handled in accordance with Section M-a, paragraphs 8 and 9.

POSTING AND REPORTING FOR DUTY (F - c)

1. A public officer reporting for duty on first appointment shall immediately report to the Responsible Officer at the station to which he or she is posted. An officer who does not comply with the posting instructions will be liable to disciplinary action.
2. A public officer, other than support staff, may be posted or transferred to or from Ministry or Department or Local Government or Institution to another when need arises and the following guidelines shall be followed:-

- (a) Posting must always be justified on genuine administrative considerations;
 - (b) Postings must never be used as a punitive measure; and
 - (c) Postings must be carried out in accordance with deployment plans.
3. Under normal circumstances, the Government shall not post husband and wife for duty in the same duty station.
 4. If para 3 above is not possible, both husband and wife may work in the same Ministry or Department or Local Government or Mission but they should not be employed in a relationship of immediate supervisor.
 5. When posting public officers, the Responsible Officer must ensure that copies of the posting instruction are sent to the receiving station or institution.
 6. Whenever an Officer hands over his or her duties to another officer to act or to succeed him or her, while proceeding on leave or on official duty outside the duty station, on return, the officer asked to carry out the duties shall be required to write a report for the supervisor.
 7. A public officer on posting shall be required to hand over office in accordance with Section F - d.

HANDING-OVER AND TAKING-OVER OF OFFICE (F - d)

1. The efficiency of the Public Service demands that when a public officer leaves temporarily or permanently he or she shall hand-over his or her duties to another officer. The procedure for handing over must be systematic and thorough.
2. Before the arrival of the incoming officer, the outgoing officer must make a conscientious effort to clear his or her "IN" and "PENDING" trays. If there is any backlog of work to hand over, it must be done, through the supervisor to the Responsible Officer with a copy to the incoming officer.
3. The hand-over report shall be signed by both parties and shall include, but not limited to, the following:-
 - a. Major policy issues which the officer shall be involved with for continuity;
 - b. Government property under the custody of the officer;
 - c. Specific assignments to be handled and any pending cases; and
 - d. Organisations/clients the officer has been involved with in the course of performing his or her duties.
4. Whenever handing-over and taking-over takes place, the following guidelines shall apply:-

- a. The incoming officer shall report to the Responsible Officer;
- b. The outgoing officer shall introduce the incoming officer to the staff of the Organisation;
- c. The outgoing officer shall show the incoming officer the geography of the organisation and in appropriate cases any satellite organisations and installations;
- d. The outgoing and incoming officers shall discuss the office routine, paying particular attention to the chain of command, to whom the incoming officer will report and from whom he or she can expect to receive work, and where he or she fits into the organisation;
- e. The outgoing officer shall give the incoming officer an assessment of the capabilities of any of his or her subordinate staff and particularly any weak points which require watching or duties in which they require additional supervision;
- f. The outgoing officer shall provide the Incoming Officer with a list of files, with which he or she will deal with and draw his or her attention to all outstanding “bring ups”;
- g. The outgoing and incoming officer shall discuss the work schedules, key result areas, organisational workplans and major outstanding issues at the same time, referring to the relevant files;
- h. The outgoing officer shall brief the incoming officer on any idiosyncrasies of all colleagues with whom he or she is required to work whether within or outside the immediate organisation of which he or she forms part;

- i. The outgoing and incoming officers shall go through the office instructions together. The incoming officer shall be informed of the procedure to be followed if he or she is required for any reason to gain access to the office premises and also the security registry or files after normal working hours;
 - j. The outgoing and incoming officers shall discuss any legislation involved in the job with particular reference to any interpretation which has set a precedent or any case-law judgments which have arisen out of the particular law;
 - k. The outgoing officer shall hand over any items listed in the handing-over notes in his or her charge and where Imprests are involved cash must be handed over strictly, in accordance with Treasury Accounting Instructions; and
 - l. If the job involves responsibility for any field installations, the outgoing officer shall conduct the incoming officer round those installations and introduce him or her to the officers in charge of these installations.
5. When an outgoing officer is leaving the station and has Government accommodation, he or she must settle the personal outstanding bills e.g. telephone, water and electricity before departure.
6. An incoming officer shall read relevant literature concerning his or her profession, job and organisation. This would help the officer to become aware of the overall objectives of his or her job and the work of the organisation at large.
7. In view of the broad field of work in which the Government operates, the procedure outlined in this Section cannot be

exhaustive, and it is no defence where something has gone wrong because of any omission during handing-over by an outgoing officer.

EMPLOYMENT OUTSIDE OFFICIAL SCHEDULE (F – e)

1. A public officer shall not engage in any occupation or undertaking for gain outside his or her official duties which would require his or her attention at any time during official working hours.
2. A public officer on leave must not accept any paid employment during the course of that leave without first obtaining the consent of the Responsible Officer.
3. A public officer may not:-
 - (a) accept any position in any trading, commercial, industrial, financial or professional firm or company which in any way interferes with his or her work as a Public officer, or causes him or her to neglect his or her official duties;
 - (b) engage in any occupation or undertaking which might in any way conflict with the interests of the Public Service or be inconsistent with his or her position as a Public officer; and
 - (c) make use of his or her official position to further his or her private interests or those of his or her family.

DISSEMINATION OF INFORMATION (F - f)

1. A public officer shall exercise the greatest caution in handling information and documents, which come into his or her possession in the course of his or her duty.
2. In accordance with the Official Secrets Act 1964 Cap 311, it is a criminal offence, punishable by imprisonment, for any public officer to divulge information to any unauthorised person which would be prejudicial to the security of the State.
3. On first appointment, every public officer shall be required to take the prescribed oaths of allegiance and secrecy.
4. A public officer shall not divulge any information acquired or accessed during employment in the Public Service, to any unauthorised person verbally, in writing or otherwise.
5. A public officer shall not publish without lawful authority any such information in any form whether orally or in any document, article, book, play, film or otherwise anywhere.
6. A public officer shall surrender any sketch, plan, module, article, note or document made or acquired by him or her in the course of his or her official duties, save for those he or she has been duly authorised to retain by the Responsible Officer.
7. A public officer shall sign the relevant declaration form on entry to the public service and termination of his or her service in the Public Service.

8. The provisions of the Official Secrets Act apply even after employment with the Public Service of the Republic of Uganda.

COMMUNICATION TO THE PRESS, RADIO, TELEVISION AND LITERATURE (F - g)

Communication to the Press by Officers

1. The term “communication to the press” refers not only to formal written communication or interviews, but also includes casual or indiscreet conversations with representatives of the press or other people wherever they may take place, for example, in clubs, hotels or bars.

2. A public officer shall not, without express permission of the Responsible Officer, be the editor of any newspaper or take part directly or indirectly in its management.

3. A public officer shall not, except in the proper course of his or her duties and with specific authority of the Minister or Responsible Officer, make communication to the press on questions of Government policy or business. A breach of this instruction shall make a public officer liable to disciplinary proceedings.

4. A Responsible Officer must keep his or her Minister informed of the names of the officers assigned and authorised by him or her to make communication to the press. In the case of a Local Government, clearance should be sought from the political head.

5. In making communications to the press, the Responsible Officer and other authorised officers must bear in mind that the Minister is responsible for the policy of the Ministry, Department,

or Local Government, falling within his or her portfolio (See also F-o 5)

6. A public officer must, therefore, avoid making statements of policy so far as possible, except in accordance with settled policy, or with the specific authority of the Minister. But if there is no settled policy, and there is no opportunity of consulting the Minister, the officer concerned must avoid making a statement. In any event, he or she must report the matter to the Minister concerned without delay.

7. Where it is necessary for Responsible Officers or other authorised officers, to make statements of fact, not involving policy, relating to matters with which the Ministry, Department or Local Government is concerned, such statements are, in the officer's judgment, of sufficient importance, they will be reported to the Minister concerned without delay, and where possible, cleared with the Minister before issue.

Lecturing, Broadcasting and Televising by Public officers

8. Prior permission from the Responsible Officer must be obtained by an officer who wishes to give a public lecture, broadcast or television talk on any subject, which is of a political or administrative nature. An application made under this paragraph must be accompanied by the notes or script of the lecture, broadcast, or television talk he or she is proposing to give.

9. A public officer who has expert knowledge of particular subjects may give public lectures, broadcast or television talks about them, whether or not he or she has specialised in such subjects in the official capacity. If whenever the subject matter of a lecture or talk is related to the work or to the policy of a Ministry, Department or Local Government, prior authority of the

Responsible Officer concerned must be obtained to ensure that there is nothing in the lecture or talk contrary to the public interest or inconsistent with the status of a public officer and that the official standing of the officer is sufficient to justify the delivery by him or her of a lecture or talk.

10. A public officer, not being an officer of the ministry responsible for information and broadcasting acting in the normal course of duty, may, with the prior permission of his or her Responsible Officer, undertake to read news bulletins and other broadcasting items for the ministry of information and broadcasting provided such work does not interfere with his or her official duties. Whenever possible the work must be undertaken outside the officer's official duty hours. In cases where this is not possible, a public officer may be required to make up the hours of duty so lost by working outside normal office hours. An officer may be paid the normal broadcasting fees.

11. Subject to obtaining prior permission from the Responsible Officer, a public officer may do part-time lecturing or tutoring in Government training institutions and receive honoraria in accordance with Section E - c or in any of the Faculties or specialised bodies of Universities and be paid and retain the appropriate part-time lecturing fee.

12. A public officer shall seek for permission from the Responsible Officer to do part-time lecturing at non- Government training institutions.

Publication of Books or other Works by Officers

13. A public officer may not, without the permission of the Responsible Officer, publish a book or other works, the subject

matter of which is connected with his or her official duties or those of other officers.

14. A public officer may, with the prior approval of his or her Responsible Officer, publish papers on scientific, technical or general subjects. Responsible Officers must satisfy themselves that such publications are acceptable from the point of view of the public interest, and in case of doubt, will refer them to the Responsible Permanent Secretary.

15. If a public officer receives a fee for the publication of a paper, he or she may retain it.

Press and Radio Releases

16. A release is “published” when it is communicated to the public; not necessarily when it is delivered to the press or radio/TV news-room. News editors are accustomed to receiving advance information which is to remain confidential until publication. Releases should be delivered well in advance of publication dates, which should clearly be stated, together with the hour and the date before which they should not be released to the public.

17. The following rules shall apply in making press and radio releases:

- a. Releases should be approved by the Responsible Officer before publication;
- b. Material for such releases should be factual;
- c. Consultation between a Responsible Officer and the office responsible for Information and Broadcasting on all press and Radio/TV releases, particularly as regards time of



delivery of the material to the Radio/TV newsroom and method of publication; and

d. Official letters to the press should be issued under the signature of the Responsible Officer and should be cleared by the appropriate Minister or Chairperson of a Local Government Council before publication

18. The attention of all officers is drawn to sub-Section F – f.

ROYALTIES, PATENTS AND COPYRIGHTS (F – h)

1. When a public officer creates what he or she believes to be an invention, he or she shall notify the Responsible Officer who shall inform the Responsible Permanent Secretary.

2. The Responsible Permanent Secretary shall, after consultation with the Solicitor General decide whether the officer shall or shall not be allowed to control the rights in the invention and whether the invention shall be classified as secret. Pending the decision of the Responsible Officer as to the controlling rights, all rights shall be deemed to be held in trust of the Uganda Government.

3. Where an invention is in all respects alien to the employment of the officer, he or she shall be granted full rights in such an invention.

4. If the Responsible Permanent Secretary decides that the officer shall be allowed limited control of the rights in the invention,

with certain rights reserved to the Government, the following conditions shall apply:

- a. The officer shall, subject to paragraph (c) below, be responsible for all expenditure for registration under the appropriate Act;
 - b. The Responsible Permanent Secretary may attach to his or her decision such conditions as he or she may think fit, and in particular, may reserve to the Government the right to use the invention free of royalties or a right to a share of any proceeds;
 - c. The officer may, whether any rights are reserved under sub-paragraph (b) above or not, apply to the Awards Committee (herein after referred to as the committee) as constituted in paragraphs (6) and (7) below through his or her Responsible Officer for an award in respect of his or her invention. If rights are reserved under paragraph (b) above to the Government, the Committee may, in appropriate cases make an award to assist the officer to apply under the Act for a grant of patent; and
 - d. The question of whether any award shall be made, and if a share of the commercial proceeds is reserved to the Government and the amount of such share shall be determined by the Responsible Permanent Secretary acting in accordance with the advice of the Committee.
5. If the Responsible Permanent Secretary decides that an officer shall not be allowed controlling rights in the invention, the following provisions shall apply:-

- a. The officer shall assign all his or her rights in the invention to the Government;
 - b. The Government shall meet all expenditure for protecting the invention under the law and any fees which might arise out of the officer having to make application under the law for a grant of patent;
 - c. The Government shall decide whether the officer shall or shall not be allowed a share of any proceeds;
 - d. The officer may, whether he or she is allowed to share in the commercial proceeds or not, apply to the committee through his or her Responsible Officer for an award in respect of his or her invention;
 - e. The question of whether an award shall be made and, if the Permanent Secretary decided that the officer shall be allowed a share in the commercial proceeds, the amount of such share shall be determined by the Responsible Permanent Secretary acting on the advice of the Committee.
6. In the event of a material change taking place in the circumstances which existed at the time when an award or allocation of commercial proceeds was made, the original decision may be modified by the Responsible Permanent Secretary after further advice by the Committee, provided that in any such modification of the original decision, the amount of an award which has been paid shall not be reduced.
7. For the purpose of this Section, an Awards Committee shall be constituted by the Responsible Permanent Secretary consisting of the Solicitor-General as chairperson and three other members, one nominated by the Staff Association or Labour Union, which

would normally represent the officer who has made the invention, the Secretary to the Treasury and the Government's expert in the subject appropriate to the invention. An officer shall be entitled, at his or her own expense, to appear personally before the Awards Committee or to be represented by his or her lawyer if he or she so wishes at his or her own expense.

8. All conclusions of the Committee shall be embodied in recommendations, which shall be forwarded to the Responsible Permanent Secretary.

9. The Committee may make rules for regulating its own proceedings, save that no recommendation may be made without the concurrence of a majority of members.

10. Nothing in this Section shall affect the duties and liabilities of any public officer under the provisions of the Official Secrets Act.

USE OF, CARE AND DISPOSAL OF GOVERNMENT PROPERTIES (F - i)

General Rules

1. Government property means resources owned by Government or in the custody or care of Government which include monies, inventories, property, assets, loans and investments.

2. Every Government Officer is personally and pecuniary responsible for Government property under his or her control or custody.

3. A public officer shall safeguard public property or assets entrusted to him or her and shall ensure that no damage, loss or misappropriation occurs in the process of procurement, storage, utilization and disposal.
4. The management of all Government properties in a given Ministry, Department or Local Government is the direct responsibility of the Responsible Officer, who shall make arrangements for the maintenance of such properties.
5. A Responsible Officer shall ensure that all Government property under his or her care is labeled.
6. Disposal of Government assets and property shall be in accordance with the law on public procurement and disposal of assets.

Use and Care of Government Vehicles

7. The following shall be observed with regard to all Government vehicles:
 - a. A Ministry, Department or Local Government shall not hire any private vehicle whatsoever, without following the Government procurement regulations;
 - b. A Ministry, Department or Local Government shall not acquire a new vehicle outside the guidelines as circularized from time to time by the Ministry Responsible for the Public Service in consultation with the Ministry Responsible for Transport;
 - c. Every Ministry, Department or Local Government shall designate an officer to be in charge of transport matters, who shall among other duties, maintain a fuel register on any

Government vehicle and carry out monthly fuel reconciliation exercises;

d. Every Government vehicle shall be subject to an annual inspection, irrespective of age or condition;

e. A Government vehicle shall not be driven outside official working hours without authority of the Responsible Officer;

f. Where a vehicle is required for official use outside official working hours and on weekends, the Responsible Officer may grant authority in writing for a specified period of time and shall ensure that the authority is not misused;

g. Every Government vehicle shall have a log book in which the driver records all the journeys made. Each journey entered in the log book shall be certified by an authorised officer by countersigning against each entry; and

h. A driver shall not carry unauthorised passengers and goods in a Government vehicle.

8. Government vehicles shall be driven by official drivers except:

a. officers specifically engaged to drive or operate vehicles or plant;

b. officers in the mechanical sections of Ministries, Departments or Local Government units in the course of their duties; for example, when inspecting, testing, running –in and demonstrating vehicles;

c. officers who have written permission from a Responsible Officer;

- d. a public officer who, in case of emergency, shall write a report to explain the circumstances.
9. Any public officer authorised to drive a Government vehicle must possess a valid driving permit.
10. Care and discretion must be exercised by Authorizing Officers in granting authority under paragraph 8 above, which irrespective of the period of time covered by the permission, must always be conveyed in writing and carried by the person so authorised for production when required.

Obligation of Drivers in caring for Government Vehicles

11. A driver of a Government vehicle must take personal interest and be capable of carrying out limited or routine repair or checks on them.
12. It is the direct responsibility of the drivers to ensure that Government vehicles are always road-worthy in all respects. Drivers of Government vehicles are, therefore, just as liable for prosecution for driving defective vehicles as are other drivers, e.g. when apprehended by the traffic police.
13. To ensure that Government vehicles are regularly serviced (including oiling and greasing) a Service Chart will be kept by the Transport Officer on every Government vehicle in his or her charge. It will, however, be the duty of the driver of the vehicle to see to it that the chart is followed strictly.
14. To encourage and sustain the highest level of care and responsibility for Government vehicles on the part of individual drivers, the following shall apply:-

- a. A Government driver who completes a period of 36 months without scratches and/or accidents to a Government vehicle in his or her charge shall be rewarded in accordance with the reward and recognition scheme;
- b. A new Government driver prior to assumption of duty shall undergo a driving test by the Chief Mechanical Engineer;
- c. A Government driver shall be required to undergo periodic training including defensive driving, at a recognized Training Institute;
- d. A Government driver shall be re-tested periodically every three years, on traffic regulations including traffic signs and shall have valid driving permits;
- e. A Government driver shall be required to undergo annual medical checkup, including eye testing at Government expense;
- f. Any Government driver who loses a public vehicle shall be prosecuted and shall be liable to disciplinary action;
- g. A driver of a Government vehicle shall observe traffic rules and shall be liable for prosecution for breaking any of these rules like any other drivers and shall be personally liable to costs arising out of traffic offences;
- h. A Government driver, like any other public officer, shall not be re-engaged to drive any Government vehicle of a Ministry/Department or Local Government and project related vehicles after he or she has been dismissed from the public service;

- i. A Government driver shall observe any other rules put in place by the Responsible Officer for the purpose of protecting Government vehicles.

Provision of Government Vehicles

15. A Public Officer at the level of Director and above shall be entitled to a chauffeur driven vehicle at Government expense.
16. A public officer at the level of Head of Department (scale U1SE) shall be provided with an official vehicle for official duties including house to office running.
17. Pool transport consists of other Government vehicles, including project and hired transport, meant specifically to cater for the official transport needs of public officers and, where applicable, their families or personal effects as provided for in these Standing Orders.

Liability for spot checks of Government Vehicles on the Road

18. Any Government vehicle found travelling on the road may be stopped by authorised officers including the Police for inspection as to its road-worthiness, purpose and authority for the journey and the like. The authorised officer will be free to report either to the Responsible Officer of the driver/vehicle in question and/or the nearest police station if in his or her opinion there are sufficient grounds for him or her to make such report, e.g. if he or she suspects dishonest or criminal involvement in the use of the vehicle, if the vehicle is not sufficiently road-worthy, etc.

Care and Maintenance of other Government Property

19. Government property shall include:- ammunition; houses, office equipment e.g. furniture, computers, consumable stores, maintenance materials, spare parts, stock of un-issued currency; work in progress such as educational/training course materials; and land/property for sale.
20. A Responsible Officer is responsible for purchase and safe custody of inventories under his or her vote in accordance with the Law.
21. A public officer shall not be held responsible for accidental losses of Government property, in which case, the loss shall be written-off.
22. A public officer shall be held financially responsible for losses of Government property which are due to his or her neglect or fault. In this case, a personal advance account shall be opened in the name of the officer concerned and the officer shall be charged with the value of the loss.
23. In addition to the maintenance of inventories for vehicles, plant and other equipment, log books or operating records must be maintained by recording its history, performance, servicing, overheads, repairs etc. in sufficient details for periodic assessments to be made of its performance compared to its cost of upkeep.



DRESS (F - j)

1. The public service is not as a whole a uniformed service and, therefore, only general comments can be made on the way public officers should dress while on duty.
2. Where a public officer is in a uniformed service, such as the Police, Prisons and Medical Services he or she must wear such a uniform as prescribed from time to time by the Head of Department administering that service.
3. Uniform for a public officer shall be provided at public expense on such conditions as the Head of Department concerned will decide.
4. A public officer shall always be required to dress decently and in the generally acceptable standards in the Uganda Community.
5. A male public officer should wear neat long trousers, shirt, jacket and neck tie.
6. A female public officer's dress must be neat, respectable, seemly and practical for the particular work she does.
7. A public officer, who has to tour and undertake work under rural and open urban conditions, such as building and works sites, may dress casually even though he or she is based at headquarters.
8. A Responsible Officer in charge of a unit in Government shall require a public officer to dress properly, if his or her dress does not conform to the standards required by this section or to

generally accepted standards of safety in relation to the work he or she is performing.

9. Technical assistance personnel are expected to conform to the dress code of the Public Service of Uganda.

10. Support staff e.g. Office Attendants, Drivers and Askaris should be provided with two pairs of uniforms per annum.

11. Legal Officers employed by Government may wear Legal Dress and members of the Nursing, Prisons Services and the Police Force may wear their own uniform on any occasion where ceremonial dress is to be worn.

Ceremonial Occasions

12. Ceremonial dress may be worn on the following occasions by public officers:-

- a. Independence Day (9th October);
- b. State Opening of Parliament;
- c. Liberation Day;
- d. Labour Day (1st May);
- e. On receiving the President or Vice-President at any station;
- f. On a review or Inspection of Military or Police Forces;
- g. Any official ceremony at which the President or Vice President is present, if so ordered; and

- h. On any other occasion when declared an appropriate occasion by Government.
13. In the absence of a ceremonial dress, public officers shall dress as in paragraph 5 and 6 above.

Protective Clothing

14. Government is responsible for the safety and well-being of its Public officers, and is under statutory obligation to ensure that they are protected from injury while on duty.
15. A public officer when entering rooms, or works, where machines are operating should ensure that he or she wears protective gear.
16. The Responsible Officer or Head of Department shall provide any staff under his or her care with protective clothing, either as a safety measure or to preserve the officer's everyday clothing as applicable.
17. Where protective clothing is provided, Heads of Department or Unit should require public officers to wear such clothing.

OFFICIAL TRIPS/TOURS AND SUBMISSION OF REPORTS (F - k)

Official Trips

1. Co-ordinated and effective rendering of Government services evenly throughout the country means that there must, of necessity, be movement of staff between the field and the Ministries/Departments or Local Government Headquarters in the form of field tours, and other consultative visits.
2. Official trips or tours may also be taken abroad in form of study trips/tours seminars, conference, training programmes and meetings.
3. Except in emergencies or other unavoidable circumstances, official trips or tours must be planned and coordinated. Individual officers intending to make official trips/ tours should submit, at least a month in advance, their expected tour programmes for approval by the Responsible Officer or such other officers as the Responsible Officer may have, in writing, delegated his or her powers in this respect.
4. The approved official trip or tour programmes must be followed strictly and any deviations referred immediately to the Responsible Officer with full explanation for necessary action.

Consultative Visits

5. Apart from attending the usual Senior Officers' Conferences at the Headquarters, the field staff do from time to time, visit the Headquarters for consultations on various issues affecting them

and their work. Such visits should be planned and well coordinated to avoid wastage of resources.

Timing and Size of visiting Teams or Touring Groups

6. Official trips or tours should be arranged with maximum economy, for example, in planning the official trip or tour, care should be taken to avoid unnecessary delegations, and where possible as many of the Ministerial, Departmental and Local Government stations should be covered along the route to obviate the need for another separate journey being made to cover such stations.

7. Unless considerable on-the-spot confidential typing will be inevitable, secretarial staff need not form part of such touring teams or groups.

8. Official trips or tours or visits should, as far as possible, avoid starting towards the end of the week, because of the long week-end involved or public holidays, when offices are closed.

9. Responsibility for deciding on whether or not there is a need for a Ministry/ Department or Local Government to send an officer on duty abroad lies with the Responsible Officer working in very close consultation with his or her Minister or Chairperson of a District or Urban Local Government.

Submission of Reports and Follow-Up

11. A public officer, completing an official trip or tour or returning from a special or important visit, must submit a written report, if necessary, supplemented verbally, to his or her immediate supervising officer or through him or her to the senior officer responsible for receiving such reports. In any case, copies of such

reports must be sent to the Responsible Officer, who shall determine the distribution list.

12. A public officer submitting the report will as far as possible be responsible for ensuring that the various aspects of the report requiring follow-up action are acted upon.

13. The Responsible Officer shall ensure that follow-up action is taken on recommendations made in the reports.

14. A public officer, where necessary, shall ensure that a feed-back on developments is sent to the person who initially raised any particular issue included in the report indicating who may have interest to know what is going on.

ILLEGAL POSSESSION OF GAME TROPHIES (F - I)

1. The attention of public officers is directed to the provisions of the Game (Preservation and Control Act) concerning the possession, or purchase from any unauthorised person, of any game trophies such as lion and leopard skins and ivory, which have been illegally obtained. By such possession an officer not only condones a breach of the law, but is himself or herself committing an offence.

2. If a public officer is in doubt about the legality of his or her possession or purchase of any game trophy he or she should report the circumstances of its acquisition to the Commissioner responsible for Game so that the officer's claims thereto may be established.

ACCEPTANCE OF PRESENTS AND GIFTS (F - m)

1. A public officer or a member of his or her family shall not receive valuable presents other than ordinary gifts from friends or relatives.
2. The attention of public officers is drawn to the Penal Code Act and Leadership Code Act which provide that corruption of a public officer is an offence and on conviction before a court of Law, a public officer would be punished by either a fine or imprisonment or both.
3. A public officer may accept a valuable gift or present if it is in the nature of a souvenir or ornament and does not exceed five currency points in value.
4. Besides being an offence under the Penal Code Act and Leadership Code Act, corruption on the part of a public officer, is a disciplinary offence under the Public Service Code of Conduct and Ethics.
5. Any particular charge of corruption against the liability under the circumstances stated in paragraph (1) above does not stop when a Public officer leaves the service.
6. A Public officer or any member of his or her family shall not solicit or accept valuable gifts, presents, hospitality gratuity or favour or other benefits, if he or she has reason to believe that the acceptance of such gifts, presents and other benefits is bound to influence his or her judgment or action in a matter he or she is dealing with or will handle in future.

7. A public officer will be held personally responsible for the non-observance of the conditions under paragraph 6 above, by his or her family.
8. Where a valuable present or gift is given to a public officer or to his or her family, it should be returned immediately to the donor with an explanation that the acceptance of such a present is not allowed under the Uganda Government Standing Orders.
9. If the return of a present or gift is likely to cause offence and embarrassment to the donor, it should be handed over to the Responsible Officer who may decide whether the officer retains the gift or hands it over to Government and is given a receipt.
10. On the occasion of an officer's retirement from the Public Service and if fellow staff wish to make him or her a presentation to mark the general esteem in which he or she was held, authority to open a subscription list may be given by the Responsible Officer.
11. Notwithstanding the terms of paragraph 1 to 8 above, if a public officer has served in a voluntary capacity with an organisation, for example as the President or Chairperson of a Sports Association, he or she may retain a gift from such a body, if it is presented to him or her on relinquishing his or her office with that organisation.
12. A public officer may accept a personal gift or donation from a relative or personal friend to such an extent and on such occasion as is recognised by custom.

FINANCIAL EMBARRASSMENT (F - n)

1. A public officer shall not be indebted to the extent of being financially embarrassed. For purposes of this section, financial embarrassment refers to any form of indebtedness, which includes but is not limited to:-
 - a. Failure to pay a debt;
 - b. Issuance of a bouncing cheque;
 - c. Obtaining goods, money, services or works under false pretence, extortion and blackmail; and
 - d. Failure to fulfill agreements under the various schemes, such as the hire purchase or loan scheme.
2. Indebtedness is considered a serious disciplinary offence because it makes the debtor officer vulnerable to bribery and corruption.
3. Any court of law will report to an officer's Responsible Officer, with a copy to the Responsible Permanent Secretary, any proceedings brought against a public officer in bankruptcy or whenever an officer becomes a judgment debtor.
4. On receipt of such notification, a Responsible Officer shall bring to the attention of the public officer concerned details of the court judgment and request him or her to indicate the repayment schedule.

5. If a public officer finds himself or herself in a serious debt, he or she may seek the advice of the Administrator General about the ways of liquidating his or her indebtedness.
6. A debt of any kind owing to Government by an officer in the Public Service may, at the option of the Government, be settled by deduction from any monies owing to that officer from public funds or, failing that, direct from the officer. The Responsible Officer shall consult the Administrator General on how to proceed in this case.
7. A public officer may not conduct financial transactions, that is to say, borrow money, effect the sale of goods and private property, with an officer subordinate to himself/herself, with whom his or her official duties bring him or her into contact.

CONSTITUTIONAL ROLES AND THE RELATIONSHIP BETWEEN MINISTERS AND PUBLIC OFFICERS (F - o)

Ministers Portfolios

1. According to the Constitution, the allocation of portfolios to Ministers is made by the President and is set out from time to time in the publication “Uganda Government Directory” which is published with the Uganda Gazette.
2. A Minister responsible for a portfolio in accordance with paragraph (1) above may be assisted by a Minister of State/Deputy Minister in the discharge of his or her Ministerial portfolio.

3. In the absence of a Minister for short periods of time, a Minister of State/Deputy Minister may deputise for him or her in all matters pertaining to ministerial portfolio.

Relationship between Ministers and Permanent Secretaries

4. In carrying out his or her responsibilities over his or her portfolio, the Minister is assisted by a Permanent Secretary. The respective constitutional roles of a Minister and his or her Permanent Secretary are both complementary and indispensable to each other. As such each of the two roles form a distinctly necessary link in the proper running of the Ministry and should be fully recognised and treated as such by everybody concerned.

Policy Making

5. The determination of policy in a Ministry is the function of the Minister. Therefore, decisions by a Minister should normally be conveyed to those concerned through the Permanent Secretary.

6. It is the duty of the Permanent Secretary to consult with Heads of Department as required and to ensure that all the information on the matters which are within the Ministry's knowledge is made available to the Minister.

7. There shall be regular continuous monitoring and evaluation of the effectiveness of current policy which is an important part of the administrative work of all departments.

Consultation

8. The Permanent Secretary is responsible for ensuring that the Minister is made aware of, and consulted, on any administrative decisions, which may have political implications.
9. Whenever agreement cannot be reached between the Permanent Secretaries concerning matters of policy or some joint administration problem or between a Permanent Secretary and his or her senior officers, the matter should be referred to the Minister so that it is dealt with, if necessary, at Ministerial level.

Decisions by Officials

10. Although the Minister is responsible for everything that goes on in his or her Ministry, there must be a considerable measure of delegation. The Minister will normally accept and, if need be, defend any decision taken by officials in his or her Ministry but, on the rare occasions, when he or she cannot accept such a decision, it is within his or her power not to do so, or to report the matter either to the Prime Minister or the President with recommendations.

Communication with the President or the Vice President or Prime Minister

11. Public officers do not normally communicate direct with the President, Vice President or Prime Minister. Where it becomes necessary for a public officer to communicate with the Prime Minister or the President this must always be done through the officer's Minister and Permanent Secretary.

Communication between Ministries

12. Permanent Secretaries should normally communicate with each other by memorandum or official letter, and not by passing files. Each Ministry should have its own record of correspondence. There is no objection to the passing of Ministerial files to the Attorney-General's Chambers, when legal advice sought is properly summarised on the Ministerial file.

Communication between a Minister and the staff of his or her Ministry

13. Ministers normally communicate through their Permanent Secretaries with the departments and divisions under their control in such a manner as they deem fit.

Communication with Officers in different Ministries

14. If for any reason a Permanent Secretary wishes to communicate with a Head of Department or Division in another Ministry, the communication will, unless the subject matter is of a non-policy routine nature, be sent through the Permanent Secretary of the Ministry.

Political leaders and Human Resource Management Matters

15. The following is the normal procedure in handling human resource matters in which a Minister has an interest:-

- a. If a Minister wishes to deal with a human resource management matter in his or her Ministry, he or she normally raises the matter with the Permanent Secretary of his or her Ministry;

- b. If a Minister has an important matter concerning the Public Service, he or she should refer the matter to the Minister Responsible for the Public Service. In the most important matter, the Minister, refers the matter to the Prime Minister or the President as the case may be; and
- c. Disciplining of Public officers is governed by the procedure laid down in the public service regulations and Standing Orders, in particular, section F - r. If a Minister wishes to initiate such disciplinary action, he or she indicates his or her wishes to his or her Permanent Secretary in accordance with (a) above.

PARTICIPATION OF PUBLIC OFFICERS IN POLITICAL ACTIVITIES (F - p)

1. In view of the need to enhance confidence of the public in he public service, a public officer is prohibited from:-
 - a. being a founding member of a Political Party;
 - b. holding office in a Political Party;
 - c. speaking in the public anything involving matters of a Political Party.
 - d. showing party symbols; and
 - e. engaging in canvassing support of a Political Party or organisation of a candidate standing for a public election, sponsored by a political party or organisation.

2. A Public officer may participate in politics within the provisions of the law, rules and regulations.
3. If a public officer wishes to contest for a position in a political party, he or she will be required to retire if he qualifies in accordance with the pensions Act or resign from the Public Service.
4. Where the Public officer's conduct is found to be inconsistent with the code, the relevant laws and regulations shall apply.

DECLARATION OF INCOME, ASSETS AND LIABILITIES (F- q)

1. A public officer who falls within the definition of a leader according to the Leadership Code Act 2002 is required to submit to the Inspector General of Government a written declaration of his or her income, assets and liabilities, the names, income, assets and liabilities of his or her spouse, child and dependant on the prescribed form, within three months after becoming a leader, thereafter every two years during the month of March.
2. A public officer declared as a leader shall also, before leaving office, declare his or her income, assets and liabilities if his or her term of office expires six months after his or her last declaration.
3. A public officer in declaration under paragraphs (1) and (2) above, should state how he or she acquired or incurred, as the case may be, the income, assets and liabilities.

4. A public officer who without justifiable cause submits a declaration to the Inspector General of Government thirty days after the period prescribed under paragraph (1) and (2) above or who fails to submit a declaration or provides wrong information, commits a breach of the leadership code.
5. A public officer who commits a breach of leadership code is liable to:
 - a. a warning or caution; and
 - b. Removal from office, including dismissal.

DISCIPLINE (F - r)

General

1. Discipline in the Public Service entails the observance and execution of one's roles and obligations in accordance with the Public Service Code of Conduct and Ethics (see Appendix F5).
2. The power to discipline and remove public officers from office is provided for in the Constitution.
3. Proper disciplinary procedure shall be followed in all cases involving discipline and removal of public officers from office.
4. The rules of natural justice must apply in all disciplinary cases of whatever description.

5. No public officer shall be subjected to any punishment without first being informed, in writing, what he or she has done and being given an opportunity to defend himself or herself in writing.
6. Those handling disciplinary cases must be impartial and both sides in the case must be heard.
7. It is essential that when disciplinary proceedings are instituted against a public officer, they are brought to a speedy conclusion including when, where applicable, action by the Police, the Director of Public Prosecutions and the Courts of law is required.
8. A Responsible Officer must ensure that the submissions are complete and factual, that events which led to disciplinary action are isolated as to place and time, and that supporting written documents are properly annotated and cross-referenced so as to facilitate speedy handling by the Appointing Authority.
9. Up-to-date Staff Performance Appraisal Reports on the officer affected in the disciplinary case must accompany the submission sent under the personal signature of the Responsible Officer.
10. Removal of a public officer from office is not effective until the decision of removal is taken and communicated and cannot therefore be backdated.
11. A public officer who abandons duty shall be regarded as having removed himself or herself from office and the procedure in paragraph 7 and 8 above shall not apply.
12. The conviction of an officer on a criminal charge and his imprisonment does not automatically remove him/her from office.

13. It is the Appointing Authority, who has the power to remove a public officer from office.
14. If a Responsible Officer considers that an officer should be removed from office, criminal proceedings must immediately be taken in accordance with the appropriate terms.
15. The laws of Uganda apply to a public officer as they do to a member of the public. This means that the law as it relates to him or her as a public officer must not be ignored.
16. If a public officer is arrested under the Penal Code on an allegation of having committed a felony, he or she must be immediately interdicted under the appropriate legal provision for the public service.

DISCIPLINARY PROCEDURES (F - s)

1. Any act done without reasonable excuse by a public officer, which amounts to failure to perform any duty assigned to him or her, or which contravenes any laws relating to the Public Service or which is otherwise prejudicial to the efficient conduct of the Public Service or tends to bring the Public Service into disrepute constitutes misconduct.
2. Misconduct shall include, but not limited to, the following:-
 - a. Gross negligence in performance of duty;
 - b. Acts that bring the Service into disrepute;
 - c. Disclosure of information in contravention of the law;
 - d. Acts involving turpitude e.g. theft, corruption, tribalism, nepotism etc;

- e. Negligence causing loss to the Government;
- f. Malicious damage to Government Property;
- g. Perjury;
- h. Financial embarrassment;
- i. Inside Trading;
- j. Unauthorised use and possession of Government Property or facilities;
- k. Intimidation;
- l. Assault;
- m. Sexual harassment;
- n. Act or omission against public interest;
- o. Using abusive language;
- p. Holding more than one full time employment concurrently;
- q. Unsatisfactory performance of duty;
- r. Incitement with intent to cause disobedience/strike undermining administration;
- s. Use and abuse of drugs or alcohol;
- t. Absence from duty without permission;
- u. Insubordination;
- v. Lateness for duty;
- w. Refusal to comply with a posting instruction or order;
- x. Falsification of records or documents;
- y. Making false statements; and
- z. Driving an Official vehicle under the influence of intoxicating liquor or stupefying drug.

3. The power to exercise disciplinary control is vested in the President, for officers of the rank of Head of Department and above. While for the rest of the Public officers, the powers are vested in the respective Service Commissions.

4. The Disciplinary procedures are provided in the Public Service Commission Regulations, Cap 277 of the Laws of Uganda.

5. The Regulations provide for a progressive approach to disciplinary action and the following discreet steps shall apply:-
- a. Oral or verbal warning by the supervisor to be noted but not recorded shall be valid for a duration of three (3) months;
 - b. A formal warning is given in writing in serious cases stating the nature of the offence and likely consequences for further offences; and
 - c. A final written warning under the signature of the Responsible Officer should, when given, be valid for a period of twelve (12) months. Recurrence of the offence should lead to suspension and interdiction or other disciplinary measures
6. When raising the charges to the officer, and where necessary, clear with the Solicitor General giving duration of fourteen (14) working days in which the officer must respond.
7. The Constitution and the Local Government Act protects the public officers against unfair disciplinary action.

Interdiction

8. Interdiction is the temporary removal of a public officer from exercising his or her duties while an investigation over a particular misconduct is being carried out. This shall be carried out by the Responsible Officer by observing that:-
- a. the charges against an officer are investigated expeditiously and concluded;
 - b. where an officer is interdicted, the Responsible Officer shall ensure that investigations are done expeditiously in any case within (three) 3 months for cases that do not involve the



Police and Courts and 6 months for cases that involve the Police and Courts of Law;

c. where a Public Officer is interdicted, he or she shall be informed of the reasons for such an interdiction;

d. a Public officer interdicted shall receive such salary not being less than half of his or her basic salary, subject to a refund of the other half, in case the interdiction is lifted and the charges are dropped;

e. the Public officer under interdiction shall not leave the country without permission from the Responsible Officer;

f. the case of a public officer interdicted from exercising the powers and functions of his or her office shall be submitted to the relevant Service Commission to note;

g. after investigations, the Responsible Officer shall refer the case to the relevant Service Commission with recommendations of the action to be taken and relevant documents to justify or support the recommendations should be attached.

Appeal Mechanism

9. The disciplinary action(s) taken should provide for an appeal mechanism, due process of the law and the principle of natural justice.

10. If a public officer subjected to disciplinary action has reasonable ground to believe that the due process of the law and the principles of natural justice have not been followed, he or she may appeal in accordance with the Grievance Procedure for public officers.

DISCIPLINARY ACTIONS (F - t)

1. Depending on the gravity of the matter, the following may constitute the types of disciplinary actions to be taken in the various disciplinary cases.

Removal from Office

2. Removal from office of a public officer either by retirement in public interest or dismissal is the exclusive responsibility of the Appointing Authority.

3. When communicating the decision of the Appointing Authority on the removal of a Public officer, the Responsible Officer shall make reference to the Standing Orders and other relevant Laws. Retirement in public interest

4. When a public officer is retired in public interest, he or she shall be entitled to a period of notice, any authorised earned leave and transport back to his or her place of domicile in accordance with sub-section A – n.

5. Where applicable, terminal benefits will be paid in accordance with the law.

Dismissal

6. A public officer is dismissed only in the most serious cases of misconduct and acting in a way incompatible with his or her status as a Public officer.

7. When a public officer is dismissed, he or she forfeits all his or her rights and privileges as a Public officer, including the claim to a period of notice.

Other forms of Disciplinary Action other than Removal from Office

8. A public officer may be found by the Appointing Authority guilty of misconduct not justifying dismissal or any other form of removal from office. The following may constitute disciplinary measures to be taken against such a public officer:-

- a. Warning or reprimand;
- b. Suspension of increment;
- c. Withholding increment or deferment of increment;
- d. Stoppage of increment;
- e. Surcharge or refund;
- f. Making good of the loss or damage of public property/assets; and
- g. Reduction in rank.

9. Without prejudice to the foregoing provisions:-

- a. A Responsible Officer, acting on his or her own volition, may issue a reprimand to an officer in his or her Ministry or Department or Local Government.

- b. A Responsible Officer may require an officer in his or her Ministry or Department or Local Government to make good of the loss of public funds, the cost or part of the cost of any loss or damage of Government property caused by the officer's default or negligence;

- c. A Responsible Officer may stop the pay of a public officer who has been absent from duty without permission (after giving the officer where practicable an opportunity to be heard) an amount of salary equivalent to the number of days/months of absence.
10. For purposes of this section, reduction in rank means demotion of a Public officer to a lower level position.
11. A public officer demoted in rank to a lower level position shall earn the salary of the position to which he or she is demoted.

This Popular Version of the Public Service Standing Orders, (Section F) 2010 Edition was approved by the Ministry of Public Service of Uganda.



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Ministry of Public Service



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