



PUBLIC SERVICE COMMISSION

FRAMEWORK FOR MANAGEMENT OF RE-DESIGNATION IN THE CIVIL SERVICE

1.0 INTRODUCTION

Re-designation refers to the change of a public officer from one career path or cadre to another at a grade equal to or substantially equal to the one held before the change. It is therefore a horizontal mobility of public officers from one cadre to another, which does not constitute a promotion or upward mobility. Provided that the posting, deployment or secondment of a public officer from one duty station to another in the same grade in the public service shall not be regarded as a re-designation.

I. Section 40 (2), (3) & (4) of the PSC Act, 2017 on Re-designations

The provisions of this section provide that:-

40(2) A public officer who wishes to re-designate shall apply, in writing, to the respective authorized officer or to the Public Service Commission through the concerned authorized officer, as the case may be, for re-designation.

40(3) A public officer may be re-designated to hold or act in a public office if:

- a) the office is vacant;*
- b) he or she meets all the qualifications;*
- c) the re-designation shall not disadvantage any public officer who is already serving in the particular cadre;*
- d) the officer has consented to such a decision; and*
- e) the decision shall not reduce the public officer's salary.*

40(4) A re-designation shall take effect on a date to be determined by the Commission or Authorized Officer.

II. Regulation 35 of the PSC Regulations, 2020 on Re-designations

The provisions of this section provide that:-

35(1) The Commission may delegate to an Authorized Officer the power to re-designate officers up to a rank as may be determined by the Commission.

(2) An officer may be re-designated if he/she possesses the requisite qualifications, experience, skills and competencies.

(3) An officer who is due for promotion and who is eligible for re-designation shall first be considered for promotion before the officer's re-designation is processed.

(4) Re-designation with continuous service shall be allowed only for technical cadres whose job specifications are similar for both graduate and non-graduate officers.

III. Effective date of appointment, promotion, and Re-designation

Section 35 of PSC Act, 2017

35 The effective date of appointment, acting appointment, promotion or re-designation shall be the date of the decision to appoint, promote or re-designate or such other date as the Commission or authorized officer may determine.

Paragraph 18 of the PSC Regulations, 2020

18 The effective date of appointment, acting appointment, promotion or re-designation shall be the date of the decision to appoint, promote or re-designate or such other date as the Commission or authorized officer may determine.

Provided that a fresh appointment shall take effect on the date the officer reports to his or her work station.

2.0 POWERS TO RE-DESIGNATE OFFICERS IN ACCORDANCE WITH EXISTING GUIDELINES

- (i)** The Commission has delegated to Authorized Officers the power to re-designate officers as per this framework.
- (ii)** Re-designation will be limited to grades in the common establishment for employees moving to different cadres.
- (iii)** Re-designation will not be automatic but subject to suitability testing for employees who are moving from one cadre to another.
- (iv)** The above provision shall not apply to employees re-designating from one sub-cadre to another within the same cadre (i.e. Certificate to Diploma holders or Diploma to Degree Holders).
- (v)** Re-designation shall apply to employees who have served for a minimum cumulative period of two (2) years.
- (vi)** Re-designations arising from re-organisation of government, abolition/creations of office or any other cause not covered under this guidelines will be considered by the Commission on a case by case basis

3.0 FRAMEWORK FOR CONDUCTING SUITABILITY INTERVIEWS

Employees seeking re-designation to a different cadre shall be subjected to suitability interviews as follows:

- (i)** Employees will apply for re-designation to their respective Authorised Officers, who will undertake the initial analysis on the request, prepare a PSC3 form, verify and certify the relevant academic and professional certificates, collate and submit the requests to the Ministry / State Department responsible for the cadre or to the Commission as appropriate.
- (ii)** The Ministry / State Department responsible for the cadre while undertaking analysis for re-designation shall consider the Authorised Establishment in the entire Civil Service. On re-designation, an employee can be deployed to a Ministry / State Department where a vacancy exists.
- (iii)** The Ministry/State Department responsible for the Cadre shall process the re-designation cases through the Human Resource Management Advisory Committee (HRMAC).

- (iv) Suitability interviews for re-designation at the grades of CSG 12 / JG 'H' and below shall be undertaken and finalized by the Ministry / State Department responsible for the Cadre through the HRMAC and a report submitted to the Commission.
- (v) Suitability interviews for re-designation at the grades of CSG 11 / JG 'J' to CSG 8 / JG 'N' shall be undertaken by the Ministry / State Department responsible for the Cadre through the HRMAC and the recommendations submitted to the Commission for consideration and decision.
- (vi) Suitability interviews for re-designation at the grades of CSG 7 / JG 'P' and above shall be undertaken by the Commission.
- (vii) Suitability interviews shall be conducted at least quarterly both at the Ministry/State Department responsible for the Cadre and at the Commission.

3.1 SUBMISSION OF CASES FOR REDESIGNATION

3.1.1 Officers being subject to redesignations to different cadres

The determination of competencies to perform in a cadre is critical to ensure suitability of officers beyond the qualifications that have been acquired. Such officers will be subjected to suitability interviews to determine their competencies to serve in the cadre. This is especially necessary for officers being re-designated to positions beyond the entry grades and would therefore be deployed as such.

3.1.2 Officers subject to re-designations in the same cadre on acquisition of higher qualifications

Such officers shall be considered for re-designation with continuous service and shall not be subjected to suitability interviews.

3.2 CHECKLIST FOR SUITABILITY INTERVIEWS

The following parameters will be considered to guide the suitability interviews:

| S/No | Requirements | Checklist of Parameters | Remarks / Comments |
|------|---|---|--|
| 1. | Basic requirements under the law and guidelines | a) There exists a vacancy in the Authorized Establishment; | Yes/No |
| | | b) The employee meets all the relevant qualifications for the position; | Yes/No |
| | | c) The re-designation shall not disadvantage any public officer who is already serving in the particular cadre; | Yes/No |
| | | d) The officer has consented to the re-designation; and | Yes/No |
| | | e) The re-designation shall not reduce the public officer's salary. | Yes/No |
| 2. | Recommendation by Authorized Officer / HRMAC | a) Employee's request for re-designation | Employee's request letter available |
| | | b) Employee recommended by Authorized Officer | Recommendation by the Authorised Officer |
| | | c) PSC 3 form and Certified Certificates | Duly completed PSC 3 form and Certified Copies of Certificates |
| | | d) Recommendations by the cadre administrator | MHRMAC minutes |
| | | e) Any other observations | Experience, skills and competencies. |

4.0 EFFECTIVE DATE

The framework will be implemented with effect from **01/05/2022**