NATIONAL STATISTICAL OFFICE
Becoming Smarter and Strategic with Statistics



OFFICE MANUAL

Securing Official Statistics for Informed Decision-making, Evidence-based Governance and Development Planning through Smarter and Effective Office Management

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Forward by the Acting National Statistician

The National Statistical Office in its ambitious strategy to “Reform and Modernize” its operations and programs to better serve its clients in the 21st Century has crafted this Office Manual as a complementary document. It is a very critical document that will assist the NSO to operate more effectively and more smarter than ever before in a coordinated and timely manner.

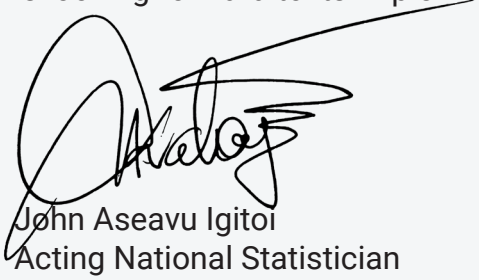
This Manual is congruent to the already existing Department of Personnel Management Act and Regulations including the General Orders but is more NSO tailored to suit its operations more better which is adjusted to properly resonate its mandate and corporate responsibilities.

The NSO mandate is encapsulated in its functional divisions, branches and units/ sections where the officers are placed above the activities, programs and projects to perform more smarter and better. This requires simple guides on and for:

- Recruitment & selection,
- Probationary officers,
- Part-time/casual employees,
- Office rules,
- Salaries & allowances,
- Staff development & performance appraisals, and
- Discipline among other.

These important elements of an organized office is detailed in the Manual. I expect every staff of NSO to read, understand and execute what is documented. I also expect that the key information spelt out in this Manual will set the basis for improved staff performances. Only then, can NSO be able to move to greater heights in producing better and timely statistical results.

On this note, I acknowledge the NSO’s Corporate Services Division management staff and Mr. Igi Yoviga of Lamari Crossings Ltd for putting together this quality Manual and is looking forward to its implementation.



John Aseavu Igitoi
Acting National Statistician

1. Introduction

This Office Manual is based on the Public Service General Orders as issued by the Department of Personnel Management under the powers conferred to it by Section 53 of the Public Service (Management) Act of 2014.

The provisions of the General Orders have been amended to suit the operational requirements of the National Statistical Office (the NSO). It covers operating procedures, rules and protocols, and applies to all employees of the NSO.

This Manual was endorsed by the Minister for National Planning and Monitoring in December 2021 and accepted by the NSO Management at its meeting No. 3 of 14th December 2021.

In the event of matters arising which may not be covered by the Office Manual, the Public Service General Orders may be used as a guide and basis for Management decisions.

The decision of the National Statistician is generally regarded as final, although in some instances of staff discipline, a decision may be reviewed by the Department of Personnel Management (DPM).

2. Overview of the National Statistical Office

Under the National Statistical Services Act 1980, the National Statistician performs the functions, exercises the powers, and manages and directs the affairs of the NSO. The National Statistician manages the NSO in accordance with the directions of the Government.

The National Statistician is responsible for all matters concerning the daily running of the NSO which include matters concerning the appointment, promotion, demotion, transfer, suspension, discipline, cessation or termination of an Officer.

In practice, the National Statistician will deal with most matters concerning staff after receiving advice from the appropriate Divisional Deputy National Statistician, Branch Managers and/or the Human Resources Manager.

The NSO is structured to have four (4) semi-autonomous Divisions at Head Office: (1) Corporate Services, (2) Statistical Field Services, (3) Economics Statistics and (4) Population & Social Statistics. The Statistical Liaison, Methodology & Research Unit is under the office of the National Statistician and the four (4) Divisions are under the National Statistician. The Human Resources Branch comes under the Corporate Services Division.

Each Division is headed by a Deputy National Statistician (DNS), and the Branches are headed by Branch Managers. In view of the semi-autonomous nature of the NSO, Divisional DNS and the Branch Managers are responsible for most matters applicable to their Divisions and/or branches. They are equally accountable to the National

Statistician in the administration of these matters.

The National Statistician has the power to review Divisional matters. When the need arises, the National Statistician will cause any such review to be carried out. Upon completion of a review on personnel matters, the National Statistician may either confirm, or vary, or revoke any prior decision made by any previous National Statistician, or that of the Divisional Deputy National Statisticians.

All information pertaining to matters of review shall be forwarded to the Branch Managers, Divisional DNS or Officer concerned. In all matters of personnel review, a copy of advice will be sent to the National Statistician's Office and a copy to the personal file of the Officer concerned.

3. Definitions

In this Manual, the term National Statistical Office, the NSO, and NSO have the same meaning.

In this Manual, the term Deputy National Statistician, the DNS, and Divisional Head have the same meaning.

In this Manual, the term Branch Manager, or Manager have the same meaning.

For the purposes of this Manual, a person, an Officer, his/her, and any similar reference to persons shall be regarded as an employee of the NSO.

For the purposes of this Manual, the singular shall include the plural and vice-versa. Words importing any gender shall include the other gender. Words importing natural persons shall include partnerships and NSOs, and vice-versa.

Recruitment means the appointment of a person as a Probationary Officer to the NSO.

Promotion means the appointment of an Officer already serving the NSO to a position of higher classification in the same or another Division or Branch.

Transfer means the appointment of an Officer already serving the NSO to a position of equivalent classification to his/her substantive position in the same or another Division or Branch.

Appointment means the notification to a person that he/she has been selected for engagement as a Probationary Officer, has been selected for promotion, or has been selected for Transfer.
Office Rules and Rules of the NSO, or words otherwise meaning the same as the Rules of the Office shall for the purposes of this Manual mean the Rules of the Office.





CHAPTER ONE
RECRUITMENT AND SELECTION

1.0 Approval to Fill Vacant Position

1.1 If a position is vacant and funded, then advertisement and selection for a suitable candidate to fill the position may proceed in accordance with the procedures in this Manual.

1.2 The National Statistician is responsible for ensuring that the manpower ceilings issued in the Annual Budget (as revised throughout the year) are not exceeded. Accurate and up-to-date records on staffing will be kept by the Corporate Services Division and the Human Resources Branch.

2.0 Advertisement of Vacant Position (PNG)

2.1. All vacant positions should be advertised internally within the NSO and in the local media. The National Statistician may, for the sake of expediency, authorise an internal promotion without advertising the position in the local media.

2.2. An advertisement in respect of a vacant position should contain the following particulars:

a) Position Title;
b) Grade and Salary Range payable;
c) Job Description;
d) Closing Date for Applications;
e) Forwarding Address for Applications; and
f) Details of the Contact Officer to whom enquiries may be directed.

3.0 Advertisement of Vacant Position (Overseas)

3.1. All vacant positions shall be advertised at least twice in the appropriate local news papers. The vacancies will be made known to NSO staff through an internal memorandum. In the event that specialist skills are required, and should suitably qualified persons not be available, then following a second round of advertising, the NSO may elect to advertise overseas the vacancy with non-citizen labour.

3.2. No non-citizen may be recruited if suitably qualified Papua New Guineans are available.

4.0 The Selection Process

4.1. The selection process covers the procedures from the receipt of completed applications through to appointment of the successful applicant.

4.2 All applicants are required to undertake the full selection process, except for non-professional staff that, for definition of this Chapter, are to be employed as Drivers or Clerical Staff on Grade 3 or less.

4.3 A Selection Committee shall be appointed in each instance and that Committee shall comply with the prescribed selection procedures.

4.4 For vacancies at a DNS or Branch Manager level and above, the final selection shall be the prerogative of the National Statistician, who will make such judgements following a recommendation from the Selection Committee.

5.0 Composition of the Selection Committee

5.1 The Selection Committee shall consist of:

a) The National Statistician who will act as Chairman where positions of DNS are being considered; or

b) The Deputy National Statistician who will act as Chairman where positions of Branch Managers are being considered; and

c) The DNS of the Division or Branch Manager of the Branch in which the vacancy exists, who will act as Chairman; and

d) The Manager Human Resources; and

e) Any other person the Chairman might deem appropriate.

5.2 For the selection of non-professional or clerical staff of Grade 3 or lower, the DNS of each Division or the Branch Manager of the Branch concerned may convene a Selection Committee as he/she sees fit.

5.3 Should a Selection Committee not follow the required procedures, the National Statistician may withdraw the Chairmanship of that Committee and assume responsibility for all selection matters pertaining to the vacancy under consideration.

6.0 Receipt & Acknowledgement of Applications

6.1. All applications received shall be referred to the Manager Human Resources immediately following the closure of applications acceptance date.

6.2. The Manager Human Resources shall cause the NSO to acknowledge receipt of each application and shall, where appropriate, reject any application which are unsigned, late, or do not conform with any aspect of the application requirements.

6.3 The Manager Human Resources shall cause the NSO to prepare a complete list of all applicants who applied for each advertised vacancy.

6.4 The Human Resources Branch will coordinate interview arrangements in conjunction with the Chairman of the Selection Committee.

7.0 Establishing Selection Criteria

7.1. The Selection Committee shall establish a selection criteria against which each applicant shall be assessed. The selection criteria shall include:

a) The expertise required by the published job description;
b) Details of educational qualifications required;
c) Details of previous work experience required;
d) Details of any specialised skills, personal qualities, and abilities required in the successful candidate; and
e) Any other criteria which might be specified by the Selection Committee.

7.2. The minimum requirement for employment with the NSO shall be the qualifications specified in the job description for that vacancy.

8.0 Short-Listing of Applicants

8.1. Applicants will initially be ranked in order through an assessment of the details provided in the Curriculum Vitae and other pertinent documents of the applicants for the position.

8.2. Applicants who do not make the initial short-list should be notified as soon as practicably possible, but normally within two (2) weeks of the short-list being made that their application has been unsuccessful. All material forwarded to the NSO in relation to that application would be returned if requested by the applicant.

9.0 Pre-Interview Arrangements

9.1. Applicants who are short-listed shall be given reasonable notice of the time and place of the interview.

9.2. Applicants must be advised to bring with them evidence of qualifications and work experience along with other documentation deemed necessary to establish the bona fides of the applicant.

9.3. Interviews shall be scheduled as soon as practicable after the closing date for applications.

10.0 Interviewing of Applicants

10.1. The Selection Committee shall be constituted in accordance with Clause 1.11.

10.2. The NSO Interview Guideline Sheet for the Recruitment of Staff (NSO Form __) will be used as a basis for all interview processes and the Answers to questions therein will be detailed on it. The Interview Guideline Sheet of the successful applicant will become part of the personnel record of that applicant.

10.3. Having considered all applications, conducted interviews where necessary, and checked references as applicable, the Selection Committee will then short-list applicants. The Selection Committee may then either select a candidate for the position or the Committee may call for a second and/or third round of interviews before selecting a candidate for a position.

11.0 Reference & Statement Checking

11.1. In addition to the interview process, the Selection Committee shall require all short-listed candidates to supply the names and addresses of at least two (2) referees who are not related to the applicant.

11.2. The references and other bona fides of successful applicants must be checked and verified. This will be done prior to the candidate being short-listed.

12.0 Finalization of the Selection Committee's Decision

12.1. The selection process shall conclude with the formalisation of an action to recruit, promote, or Transfer an Officer to the advertised vacancy, or with a decision by the Chairman, after consultation with the Selection Committee, not to fill the vacancy.

12.2. The decision of a Chairman, after consultation with the Selection Committee not to fill a position will be final, and will not be subject to review except where the National Statistician so directs reversal of the decision.

12.3. The decision of a Chairman, after consultation with the Selection Committee not to fill a position from the list of applicants considered, but to re-advertise a position, will be final and will not be subject to review except by the National Statistician.

12.4. The decision of the Selection Committee, with agreement from the Chairman and any other Divisional Head or Branch Manager concerned, to recruit from outside the NSO, or to promote or Transfer an Officer already employed by the NSO, to a vacancy which has been advertised will be final and will not be subject to review, except by the National Statistician.

12.5. Any applicant who becomes an employee of the NSO may be charged with a serious disciplinary offence under Chapter 10 of this Manual should they have supplied false or misleading information in order to secure a position with the NSO.

13.0 Factual Statements

The successful candidate for any position must sign a NSO Employment Contract before he/she can commence employment with the NSO.

14.0 Internal Promotion

14.1. An Officer shall not be promoted to a position of higher classification unless he/she possesses the qualifications and experience specified in the job description for that position. Where the position of higher classification is at or above the classification of Divisional Deputy National Statistician or Branch Manager, the Officer shall not be promoted unless he/she has the proven ability to fill the position.

14.2. For the purposes of this Chapter, "proven ability" means the employee has demonstrated a consistent attitude and ability over the course of time which, in the opinion of the Divisional Head, Branch Manager, and the National Statistician, has provided prima facie evidence of an employee's ability to be able to carry out the tasks and functions to which they are promoted, and the special qualifications and assessed aptitude needed for the discharge of the duties of the position of higher classification together with merit, diligence and good conduct.

14.3. A promotion will take effect from the date of the Officer commencing duty in the position he/she has been promoted to, or from any such date as determined by the Selection Committee if he/she was acting in the position prior to the Selection Committee's decision.

14.4. Generally, an Officer who is promoted to a vacant position shall not receive more than the minimum pay for that position.

14.5. Where an Officer is promoted to a vacant position which he/she is currently acting in and that Officer is receiving pay above the minimum pay fixed for that position (e.g. being paid a Higher Duties Allowance), the Officer shall be promoted without reduction in pay.

14.6. If the Selection Committee decided to promote or Transfer an Officer to a vacant position, the Chairman of the Selection Committee shall notify the candidate of the granting of the position.

15.0 Notification of Position Offer to a Person Already Employed within the NSO

15.1. The Selection Committee's decision shall be final except where an Officer declines promotion or Transfer within a specified time and/or when National Statistician revokes or reverses that decision. Should an Officer decline a promotion or Transfer, then the Selection Committee may reconvene and decide to appoint another applicant from the short-list, to re-advertise the position, or to not fill the vacancy.

15.2. The Chairman of the Selection Committee or the National Statistician shall notify the successful candidate of a position offer which shall be subject to a three-month probationary period. The offer must be confirmed in writing. The term of probation of the Officer shall be subject to same terms and conditions of any new Officer entering the employ of the NSO.

15.3. The successful applicant will receive, along with a written confirmation of a position offer, two copies of the standard National Statistical Office Employment Contract (NSO Form __) of which one copy must be initialled on every page, duly signed where stated, and returned to the NSO before the applicant can commence work. That Contract of Employment will be lodged on the applicant's personal file and will remain the property of the NSO.

15.4. The applicant shall provide in writing to the NSO confirmation of his/her acceptance of the offer within fourteen (14) days of notification of such an offer.

15.5. Should an applicant fail to respond to a position offer within fourteen (14) days of receiving such an offer, then the offer lapses and the Selection Committee may reconvene and decide to appoint another applicant from the short-list, to re-advertise the position, or to not fill the vacancy.

15.6. The Divisional Deputy National Statistician or Branch Manager in which a successful candidate for a new position has previously been employed shall have no power to obstruct an employee from Transferring, nor shall that Director or Branch Manager place any hindrance to an Officer's moving to take up a new position within the NSO.

15.7. Any Officer within the NSO who Transfers or otherwise moves to an advertised position within the NSO shall be subjected to the same probationary terms and conditions as any external applicant regardless of their existing length of service. This includes dismissal from the NSO.

15.8. Any position vacated by an employee who takes up employment elsewhere within the NSO will be regarded as a vacant position. The position may be advertised and vacancy filled in the normal manner.

16.0 Notification of Position Offer to a Person Not Employed within the NSO

16.1. The Chairman of the Selection Committee or the National Statistician shall notify the successful candidate of a position offer who shall be subject to a three-month probationary period. The offer must be confirmed in writing.

16.2 The successful applicant will receive, along with a written confirmation of a position offer, two copies of the standard National Statistical Office Employment Contract (NSO Form__) of which one copy must be initialled on every page, duly signed where stated, and returned to the NSO before the applicant can commence work. That Contract of Employment will be lodged on the applicant's personal file and will remain the property of the NSO.

16.3 The applicant shall provide in writing to the NSO confirmation of his/her acceptance of the offer within fourteen (14) days of notification of such an offer.

16.4 Should an applicant fail to respond to a position offer within fourteen (14) days of receiving such an offer, then the offer lapses and the Selection Committee can elect to either make a second offer or to not fill the vacancy.

16.5 Should an applicant reject the offer of employment, the Chairman of the Selection Committee may elect to make an offer to another applicant from the short-list.

17.0 Notification of Unsuccessful Applicants

17.1 Applicants who have been short-listed, then interviewed prior to their rejection should be notified of their lack of success as soon as practicably possible after the final selection decision is made. Wherever practicable, this should be within two weeks of a conditional offer being made to the successful candidate.

17.2 Should the Selection Committee have more than one applicant whom it considers acceptable for the vacancy, the Committee may prefer to delay rejecting applicants until the preferred candidate has been appointed, promoted or transferred.

17.3 All material forwarded to the NSO by persons who are short-listed should be retained by the NSO for at least six (6) months whereupon the material shall be destroyed.

17.4 Should a short-listed but unsuccessful candidate request their application material be returned to them, then the NSO must keep a copy for at least three (3) months whereupon the material shall be destroyed.

18.0 Placement of a Newly Appointed Officer to Permanent Staff

18.1 After the applicant has completed the three-month probationary requirement necessary for appointment to a permanent office (refer to Chapter Two), the Divisional Deputy National Statistician or Branch Manager may recommend that the Officer has fulfilled the requirements of the NSO and move to place that Officer into permanent placement in accordance with the conditions of Chapter Two of this Manual.

18.2 At any time during an Officer's probationary period, the Divisional Deputy National Statistician or Branch Manager may extend the probationary period for a further length of time, or that Director may elect to have the Officer terminated from employment (refer to Chapter Two).



CHAPTER TWO
PROBATIONARY OFFICERS

1.0 Condition of Employment

1.1 The NSO shall deliver with each position offer two (2) copies of the National Statistical Office Contract of Employment (NSO Form__).

1.2 Before an intending employee can commence work with the NSO, one signed copy of the Contract of Employment must be returned to the NSO. The signed copy will become part of the Officer's permanent personal record.

2.0 Procedures for Appointment as a Probationary Officer

2.1 When a person is recruited to a position within the NSO, he/she becomes a Probationary Officer for a period of at least three (3) months and remains as such until he/she has satisfied the conditions to become a Permanent Officer.

2.2 There shall be no discrimination between any people offered a position within the NSO. An existing employee who elects to take up a position offer shall be subject to the same probationary terms and conditions as any other person.

2.3 In order to be recruited as a Probationary Officer, an individual must apply for a vacancy and be selected for that position through the normal selection procedures detailed in Chapter One.

2.4 The NSO may, prior to appointment of an Officer to a Probationary or Permanent position, or at any time during the employment of an Officer, require a person to provide all or any of the following information:

a) A medical certificate duly signed by a registered medical practitioner indicating the officer's fitness. The NSO will be responsible for the cost of the medical examination;
b) Evidence of date and place of birth. This shall be evidenced by a birth certificate, or should such a certificate not be available, then by verifiable census. Church or District records may be used to establish the applicant's age and identity.

2.5 Where none of these are available, the NSO may at the discretion of the National Statistician, accept a statutory declaration from an unrelated person who was an adult at the time of the applicant's birth and who knew the applicant personally;

Certified copies of any proof of qualifications required;

a) A character reference from a citizen of some standing in the community (e.g. Bank Manager, Commissioner of Oaths, Doctor, Lawyer, etc.);
b) References from current or previous employer, if applicable;
c) Proof of citizenship;
d) An original copy of a police clearance certificate of the applicant.

2.6 A person who has been retrenched from the NSO or the Public Service is not eligible to be appointed or re-appointed to the NSO.

2.7 A person who has been dismissed from the NSO shall not be re-appointed to the NSO.

2.8 Every Probationary Officer shall serve a period of at least three (3) months before his/her application to become a Permanent Officer is considered.

2.9 A Divisional Head or Branch Manager may recommend the dismissal of an Officer on Probation from the employ of the NSO at any time, provided due cause is given and the grounds for dismissal are consistent with the general termination of employment policies of the NSO.

3.0 Place of Recruitment of Probationary Officer

Any person recruited from NCD to take up a position with the NSO will be deemed to have been recruited in Port Moresby for all matters except for the termination of an employee on probation following recruitment. In such instances, the National Statistician has the discretionary powers to authorise one-way fares to return that probationary employee to his/her home location, or to the location of their place of recruitment.

4.0 Procedures for Appointment as a Permanent Officer

4.1 Officer on Probation shall not become a Permanent Officer unless his/her Divisional Deputy National Statistician and/or Branch Manager and the National Statistician have been satisfied that his/her performance during the probationary period of employment was acceptable.

4.2 If a permanent appointment is approved for a probationary applicant, the Probationary Officer shall become a Permanent Officer from the date stated in the letter of notification of his/her appointment. The National Statistician will sign such a letter. The permanent appointment of an Officer shall be at the substantive classification level as that the Officer occupied during his/her probationary period.

4.3 If permanent appointment, or the re-appointment of an Officer to a permanent position is not recommended, the Officer on Probation shall be dismissed forthwith. An Officer so dismissed will be entitled to two (2) weeks pay in lieu of notice plus all accrued leave entitlements.

5.0 Place of Recruitment of Permanent Officer

Any person who takes a permanent position with the NSO will be deemed to have been recruited in Port Moresby.

6.0 Fares & Removal Expenses on Appointment

Where a person is appointed to the NSO for the first time, the NSO at the discretion of the National Statistician may pay:

a) The fares of the appointee from his/her place of domicile or location of their last place of employment to Port Moresby prior to commencement of duties; or

b) If the appointee is married, the fares of his/her spouse and children eighteen years or under, who are wholly dependent on and maintained by the Officer and are the Officer's natural or legally adopted children, from the place of do micile or location of last place of employment to Port Moresby;

c) The cost of removal of the appointee's personal effects from the last place of domicile or location of last place of employment to Port Moresby. This cost must not exceed the value of moving 200kg by air at the airfreight (cargo) rate. Transport other than air may be used at the discretion of the NSO.

7.0 Promotion During a Probationary Period

A Probationary Officer shall not be promoted to another position in the NSO.

8.0 Transfer of a Probationary Officer

A Probationary Officer shall not be Transferred to another Division or Branch.

9.0 Higher Duties Allowance While on Probation

A Probationary Officer shall not act in a position of higher classification or receive Higher Duties Allowance.

10.0 Training During Probation

A Probationary Officer shall not be eligible for external training, unless authorised by the National Statistician.

11.0 Maternity Leave for Probationary Officers

A Probationary Officer shall not be entitled to any paid Maternity Leave, but they may at the discretion of the National Statistician, be allowed Maternity Leave without Pay.

12.0 Terms & Conditions of Employment as a Probationary Officer

12.1 In general, the terms and conditions of employment for a Probationary Officer are similar to that of a Permanent Officer occupying an office of equivalent classification, except that dismissal of the Officer may be effected on grounds of

their being unsuitable for the position. These terms and conditions shall apply to all Probationary Officers unless otherwise stated in writing by the NSO.

12.2 All employees are bound by the Office Rules of the NSO, by the Contract of Employment signed prior to taking up employment with the NSO, and by the conditions of this Manual. For points of procedural clarification not covered in the

aforementioned documentation, the Public Service General Orders will be used as a guide as to action to take.

12.3 An employee shall sign a declaration indicating that they have received a copy of the Office Manual, and that they take responsibility for reading and understanding the contents therein before they are appointed to be a Permanent Officer.

13.0 Normal Hours of Duty

13.1 Normal total hours of duty shall be 37.5 hours per week between the hours of 8:00am to 12:00 noon and 1:00pm to 4:30pm from Monday to Friday.

13.2 Staff will commence work at the stated times and cease work no earlier than the stated time, unless authorised to do so.

14.0 Sick Leave Entitlement Upon Recruitment

14.1 Upon appointment to the NSO, a Probationary Officer shall accrue sick leave credits at the rate of 1¼ days per completed month of service.

14.2 On the date of appointment as a Permanent Officer, sick leave credits will then accrue at the rate specified for Permanent Officers in this Manual.

15.0 Resignation or Termination of a Probationary Officer

15.1 A Probationary Officer may resign by giving two (2) weeks notice in writing to the National Statistician .

15.2 The NSO may terminate the employment of a Probationary Officer by giving two (2) weeks notice in writing.

15.3 The employment of a Probationary Officer who has tendered his resignation or who has been terminated by the National Statistician, shall be terminated on a date recommended by the Divisional Deputy National Statistician or Branch Manager.

15.4 Upon receiving the letter of resignation of a Probationary Officer, the National Statistician shall have the discretion to dispense with the Officer's services forthwith and authorise payment of ten (10) working days normal salary in lieu of requiring the Officer to work the period of notice.

15.5 A Probationary Officer who resigns from the NSO will not be entitled to relocation expenses for him/herself, his/her family, or spouse.

16.0 Termination Other Than Resignation of a Probationary Officer

16.1 Should the NSO establish that a Probationary Office did not present factual information to the Selection Committee when interviewed for the position now held, the National Statistician may terminate the employment of that Probationary Officer. In such instances, the NSO will be under no obligation to relocate the dismissed Probationary Officer or his/her family.

16.2 In all instances of employment, the NSO reserves the right to claim from any officer, probationary or permanent, who did not present entirely factual data to the Selection Committee, all monies outlaid in relation to the commencement of the employ of that Officer, including relocation costs and interview costs.

16.3 The NSO may withhold salary, gratuity payments, or other monies due to the Probationary Officer upon termination of employment to an amount equal to any advances of salary, capital or goods made by the NSO to an Officer, and may seek recovery of any monies owed to it by legal proceedings.

16.4 If a Probationary Officer's performance is not satisfactory, then the Officer's Division al Deputy National Statistician shall do an appraisal of that Officer's performance, and the National Statistician may terminate the Officer's employment by giving fourteen (14) days notice.

16.5 The NSO may at the discretion of the National Statistician make available to an Officer who has had his/her employment terminated by the NSO:

a) A one-way fare for himself and authorised dependents to return to his/her place of domicile or location of his/her last place of employment;
b) The cost of returning the Officer's personal effects, subject to a maximum cost of 200kg by air at the airfreight (cargo) rate.

17.0 Discretion of the National Statistician in Matters of Employment

17.1 An employee who is recommended for dismissal by a Divisional Deputy National Statistician or Branch Manager shall have the right of appeal to the National Statistician.

17.2 The National Statistician shall hear any appeal against dismissal brought to him/her by an employee in a reasonable period.

17.3 A decision by the National Statistician in all matters of hiring, employment, and termination of staff of the NSO shall be final.



CHAPTER THREE
PERMANENT OFFICERS

1.0 Appointment and Qualification

1.1 A Permanent Officer who is placed on probation will be subject to the same terms and conditions as any Officer who is newly appointed to the NSO.

1.2 It is the policy of the NSO not to recruit into employment any person over the age of fifty (50).

1.3 It is a condition of employment with the NSO that all Permanent Officers of Grade 8 and above shall undertake a medical examination by a Doctor authorised by the NSO.

1.4 An Officer who is deemed medically unfit may be terminated from the employ of the NSO in accordance with conditions stipulated in Chapter 11.

2.0 Normal Hours of Duty

2.1 Normal total hours of duty shall be 37.5 hours per week between the hours of 8:00am to 12:00 noon and 1:00pm to 4:30pm from Monday to Friday.

2.2 Staff will commence work at the stated times and cease work no earlier than the stated times unless authorised to do so.

3.0 Duties Outside of Normal Hours of Duty

3.1 When so required by their Divisional Deputy National Statistician or Branch Manager, an Officer shall perform duties outside of the normal hours.

3.2 The Divisional Deputy National Statistician or Branch Manager shall not authorise duty outside normal hours unless he/she is satisfied that the Division or Branch business requires an Officer's attendance outside normal working hours.

3.3 Overtime shall not be paid to senior staff members who are on Grade 8 and above.

3.4 Overtime for staff below Grade 8 will not be paid for periods less than five hours.

3.5 Time-off in lieu of overtime may accumulate to a maximum of 37.5 hours. The Divisional Deputy National Statistician or Branch Manager may, workload permitting, grant an employee time-off in lieu of hours worked upon the written request of the employee.

3.6 Time-off in lieu of overtime which accumulates beyond 37.5 shall be forfeited.

4.0 Promotion of Officers

All promotions in the NSO will be made through the normal selection process outlined in Chapter 1.

5.0 Transfer of Officers

5.1 An Officer shall not be Transferred to another position within the NSO unless he/she possesses the qualifications and/or skills specified in the job description for that position.

5.2 A Transfer shall take effect from the date on which the Officer commences duty in the position he/she is Transferring to.

5.3 A Permanent Officer who Transfers to a new position shall be deemed to be a Probationary Officer and be subject to the same terms and conditions as any Probationary Officer who is newly appointed to the NSO.

5.4 The NSO will be under no obligation to redeploy any Officer who elects to take up a higher position, should that Officer's performance be unsatisfactory in the new position.

5.5 An Officer whose employment is terminated on the grounds of unsatisfactory performance whilst employed under the probationary period of taking up a new position, shall be entitled to severance terms and conditions in accordance with those of any new employees.

6.0 Temporary Transfer

6.1 Where a temporary vacancy exists in a Division or Branch, the Divisional Deputy National Statistician or Branch Manager may make an acting appointment to fill the position. In such cases, the Officer concerned shall retain his/her substantive position. An Officer so acting shall be eligible to receive Higher Duty Allowances (HDA) the Divisional Head, Branch Manager, or the National Statistician may deem appropriate.

6.2 Where the Divisional Deputy National Statistician or Branch Manager considers it necessary, he/she may Transfer two or more Officers within his/her Division or Branch to each other's position (i.e. swap them) providing that both Officers substantively occupy positions at the same classification level.

7.0 Permanent Transfer

7.1 Where a permanent vacancy exists in a Division or Branch, the Divisional Deputy National Statistician or Branch Manager may advertise the position in accordance with procedures stipulated in Chapter One.

Should an Officer already employed within the NSO be selected to fill the position, that Officer shall forfeit his/her substantive position and shall take up the new position on probationary status.

7.2 A Permanent Officer who is placed on probation as a result of obtaining a new position within the NSO is subject to the same terms and conditions as any Officer who is newly appointed to the NSO, except that leave entitlements and other benefits which have accrued to the employee during the tenure of their employment will continue.

8.0 Removal Expenses on Promotion or Permanent Transfer

If an Officer is permanently Transferred to a position in another location, then he/she may be entitled to removal expenses at the discretion of the National Statistician as follows:

(a) The fares of the Officer from his/her place of domicile to his/her new place of employment; and

(b) If the appointee is married, the fares of his authorised spouse and children eighteen years and under who are wholly dependent on and maintained by the Officer; and

(c) The cost of removal of the appointee's personal effects from his place of domicile to the new place of employment, subject to a maximum value of 200kg by air at the airfreight (cargo) rate.

9.0 Notice of Resignation

9.1 A Permanent Officer who wishes to resign from the NSO shall do so by giving four (4) weeks notice of resignation in writing to the NSO.

9.2 An Officer who commits a disciplinary offence during the period a notice of dismiss al is in force shall be charged under the disciplinary provisions of Chapter 10.

9.3 Resignation shall be deemed to take effect on the date determined by the National Statistician.

10.0 Withdrawal of Resignation

Once an Officer lodges a letter of resignation and that letter of resignation has been accepted by the NSO, the Officer cannot withdraw that resignation.

11.0 Entitlements on Resignation

An Officer is entitled to a payment in lieu of the following:

(a) Recreational Leave; and
(b) Furlough Leave (should the Officer be entitled to it).

12.0 Payment of Salaries in Lieu of Leave of Absence

Where an Officer gives notice of resignation effective from the end of a period of leave of absence to which he/she is entitled to or which he/she has been granted, the National Statistician may determine that the resignation be effective from an earlier date. The National Statistician may also give approval for the payment of salary in lieu of leave of absence for the period of leave or the residue of the period.

13.0 Discretion of the National Statistician in Matters of Employment

13.1 An employee who is recommended for dismissal by a Divisional Deputy National Statistician or Branch Manager has a right of appeal to the National Statistician.

13.2 The National Statistician shall hear any appeal against dismissal brought to him/her by an employee.

13.3 A decision by the National Statistician in all matters of hiring, employment, and the termination of staff of the NSO shall be final.





CHAPTER FOUR – PART-TIME/CASUAL EMPLOYEES

1.0 Appointment

1.1 The National Statistician may from time to time employ persons to carry out causal duties.

1.2 Persons employed on casual duties shall be known as Part-Time Employees or Casual Employees.

1.3 Part-Time Employees are those employees who work no more than twenty-eight (28) hours per week.

1.4 Casual Employees are those who work more than twenty-eight (28) hours per week, but whose specific jobs within the NSO are such that the creation of a permanent position is not practicable.

1.5 Casual Employees shall be engaged for a maximum period of three (3) months following from which they shall be laid off.

1.6 Should any Casual Employee be re-engaged following their initial engagement they must have had a break of service of at least two (2) weeks from the time of their last engagement.

1.7 A casual position that is in place for more than twelve (12) months shall be deemed to be a permanent position. Any employee who has been employed for more than three (3) months in a casual position prior to that position becoming a permanent position may either be terminated from the employ of the NSO, or made a Permanent Employee of the NSO.

2.0 Terms & Conditions of Service

2.1 The general terms and conditions of employment of Casuals shall be those provided for under the Employment Act of 1978 which is administered by the Department of Labour & Employment.

2.2 Casual and Part-Time Employees shall sign a Casual Employment Agreement before commencement of duties. This Agreement spells out their specific terms and conditions of engagement.

2.3 A Casual shall be paid salary calculated on an hourly basis. Such payment will be made fortnightly in accordance with normal salary payment arrangements of the NSO. The hourly calculation will be made using the following formula:

(a) Hourly pay at Single Time rate:
Pay = [Annual Salary] x [PH/F] x 1.10%
[252 / 7.5]

(b) Hourly pay at Time and a Half rate (payable for weekends and Public Holidays)

Pay = [Annual Salary] x [PH/F] x 1.5%
[252 / 7.5]

(c) There shall be no leave loading on overtime earnings.

2.4 The following definitions apply to Clause 4.10 above:

(a) [Annual Salary] is the annual amount in Kina allocated for a full-time position with a similar job description;

(b) [252 / 7.5] is the calculation for the number of days worked per year (365 days per annum less 104 weekend days less 9 days public holidays) divided by the normal working hours per day (7.5);

(c) PH/F is the Paid Hours per Fortnight a Casual or Part-Time Employee works;

(d) 1.10% reflects the loading on top of the hourly rate paid a Casual Employee. It balances the fifteen (15) days recreation leave per annum and ten (10) days sick leave per annum granted to Permanent Employees of the NSO;

(e) 1.5% reflects the time and a half loading for weekend work and work done on public holidays. Full time staff who work weekends do not accrue extra sick leave or holiday benefits for additional hours worked throughout the year.

2.5 Specialists, professionals, and skilled persons shall be paid the appropriate rates relative to their speciality and job classification.

2.6 A Casual Employee not rendering specialist skills or services in a professional/ technical field for which he/she is formally qualified shall be paid the minimum wage applicable.

2.7 A Casual or Part-Time Employee shall not be eligible for any leave or superannuation benefits because of the nature of their engagement and the tenure of their engagement.

2.8 A Casual or Part-Time Employee on termination of engagement shall only be paid normal salaries/wages up to the time of separation.





CHAPTER FIVE
OFFICE RULES

1.0 General

1.1 The Rules of the Office shall apply to all employees of the NSO.

1.2 Motor Vehicles owned or rented by the NSO are regarded as an extension of the NSO. The Rules of the Office apply to motor vehicles.

1.3 Rented accommodation at hotels, motels, or any other place of work or overnight residence rented by the NSO or otherwise hired by staff on behalf of the NSO is re garded as an extension of the office. The Rules of Office apply.

1.4 The Rules of Office shall apply to an Officer's lunch hour and during any period of time worked out of normal hours by an Officer of the NSO.

1.5 An Officer enroute to a destination on NSO business, regardless of mode of Trans port, is bound by the Rules of Office.

1.6 Any Officer who negligently or wilfully breaches any of the Rules of Office may be charged with a serious disciplinary offence under Chapter 10. For such an offence, a fine of not more than 20% of the Officer's gross fortnightly pay may be imposed, or the Officer may be dismissed from the employ of the NSO without any further notice. An Officer so dismissed shall be entitled to two (2) weeks pay in lieu of notice and to any other payment which might have been accrued or otherwise payable to the Officer as a result of a contract or any other agreement.

1.7 The Rules of the NSO are as follows:

(a) The normal hours of duty are from 8:00am to 12:00 noon and 1:00pm to 4.30pm Monday to Friday, excluding public holidays. For the purposes of this Chapter, working hours include any lunch break or other work-related break whereafter the employee is expected to return to work to complete a normal working day.

(b) An Officer, by accepting employment in the NSO, has agreed that he/she may be required to work overtime from time to time. Officers at Grade 8 level or above are not eligible for overtime unless under extenuating circumstances so determined by the National Statistician.

(c) No employee is to be absent from the office during working hours other than with proper authority. Any person who is so absent will have their salary reduced accordingly and may be subject to the conditions of fine or dismissal as detailed in Chapter 10.

(d) An Officer may be suspended without pay, placed on probation, or dismissed from duty should he/she arrive late for work without a valid reason for more than five (5) times per calendar year.

(e) All Officers shall follow lawful directions given to them by their superior Officers.

(f) An Officer shall conduct himself/herself with courtesy and respect when dealing with other employees and with the general public.

(g) Every employee shall attend diligently to the duties of his/her office and shall regard himself/herself as a servant of the public. Correspondence from members of the public and enquiries in person from the public shall be promptly attended to and where necessary, followed up subject to the provisions of this Manual relating to confidentiality.

(h) An Officer shall not, unless duly authorised, speak to any member of the press or media or to any other person who might cause to take any knowledge given them to the public arena. It is both a disciplinary and criminal offence for an Officer to divulge confidential information to public or private institutions and organisations. Inquiries from the news media or the general public on matters which the Officers knows or believes to be confidential shall be referred to the National Statistician at all times.

Confidential matters include the following:

- Matters relating to the national security, defence, or international rela tions of PNG;
- Records of meetings of the National Executive Council, Provincial Executive Councils, or the NSO Executive Management;
- Trade secrets and privileged or confidential commercial or financial information including information provided by domestic and international stakeholders under the NSS Act;
- Parliamentary Papers protected by Parliamentary privilege;
- Reports, official registers and memoranda by Government authorities prior to completion of a matter;
- Matters of personal privacy other than those regarding an Officer's own individual affairs;
- All matters related to and cited in the NSS Act considered to be confidential.

(i) No wantoks or friends of an employee are allowed in the office at any time except when on legitimate NSO business or in cases of emergency.

(j) The use of telephones, computers, facsimile machines, and other equipment owned by the NSO for purposes other than NSO business is strictly prohibited. This includes incoming transmissions as well as outgoing transmissions. The NSO may at any time assign a Kina value to any unauthorised usage of equipment and charge the Officer concerned with the misappropriation of funds to that value and may deduct any outstanding amount in full from the Officer's next fortnightly salary.

(k) Newspapers shall not be read in the NSO's time, unless an Officer's specific task/function requires the reading of such material and has been duly authorised by a Divisional Head or Branch Manager.

(l) Any item removed from the NSO without the permission of the NSO or any misappropriation of cash funds shall for the purpose of this Manual be regarded as stolen.

(m) Personal hygiene and acceptable deportment must be upheld. Staff must be clean, presentable and well-dressed at all times. Staff shall at all times during official hours dress in a neat and tidy fashion. The following items of clothing are not acceptable:

- Thongs and Sporting Shoes/Boots;
- T-Shirts, Singlets or Shorts;
- Any clothing bearing advertisements other than brand names and logos; and
- Dirty, torn, or defaced clothing.

(n) Smoking is strictly prohibited in the NSO's offices and in the NSO's vehicles at all times. For the purposes of this sub-clause, the Office shall include any other place, public or private, in which location an Officer may be while employed during working hours or at any other time while on authorised NSO business.

(o) Chewing of betelnut is strictly prohibited in the NSO's offices and in the NSO's vehicles at all times. For the purposes of this sub-clause, the Office shall include any other place, public or private, in which location an Officer may be while employed during working hours or at any other time while on authorised NSO business.

(p) Consumption of alcohol, unless authorised by the National Statistician, is strictly prohibited in the NSO's offices and in the NSO's vehicles at all times. For the purposes of this sub-clause, the Office shall include any other place, public or private, in which location an Officer may be while employed during working hours or at any other time while on authorised NSO business.

(q) An Officer shall at no time be under the influence of alcohol at any time when they can reasonably be expected to represent or do work for the NSO. It shall be an Officer's responsibility to commence work at any assigned time free of the influence of alcohol, even if such influence is sustained in the employee's own private time.

(r) No socially unacceptable drugs or substances of any kind are allowed in the Office at any time, nor is the employee permitted to be under the influence of such drugs or substances at any time when they can reasonably be expected to represent or do work for the NSO. No Officer shall report for work under the influence of alcohol or any other intoxicating drug or substance(s).

It shall be an Officer's responsibility to commence work at any assigned time free of the influence of any such drugs or substances.

No client is allowed in the Office other than by appointment.

2.0 Travel

2.1 The NSO in recognising that its Officers may from time to time be required to travel on NSO business, compensate staff so involved through the payment of per diem gratuities.

2.2 Specific per diems are detailed in NSO Form __.

2.3 No per diem amount will be due to any staff member who overnights at their normal place of residence while on NSO business.

2.4 The calculation of per diem payments shall be taken as the number of nights spent out of the office while on NSO business. An amount of per diem equivalent to either lunch or dinner or both is payable to an Officer who travels and returns to his/her normal place of residence in any one day. The date of commencement of travel and/or date of completion of travel shall not be taken into account for the purposes of per diem calculations.

2.5 Staff overnighting with per diem shall, for the purposes of the Rules of Office, be bound by those rules for the entire period they are in receipt of a per diem payment. For the purpose of this Chapter, that period shall mean 24 hours per day and shall commence at the designated time and date travel on behalf of the NSO commences until the time and designated time the employee returns to the office. Specifically included are weekends, evenings, and other periods of time which would otherwise be regarded as an Officer's private time should an Officer be at their normal place of residence and off duty.

The object of the above Clause is to ensure an Officer who represents the NSO while away on NSO business maintains the high standards and principles of the Office.

2.6 Time-off in lieu of overtime will not accrue to an Officer who represents the NSO on business, and who for reason of that travel is eligible for a per diem gratuity payment. The per diem gratuity shall be the only compensation for time so spent.

2.7 It is the responsibility of an Officer while on NSO travel to pay from any per diem gratuity payment his/her meals, drinks, laundry, personal telephone calls, and any other items of personal expenditure which the Officer may incur while on such business.

2.8 The NSO will in addition to the allocation of per diem gratuity to an Officer, pay for that Officer's travel and accommodation costs provided that such travel (including airport Transfers and taxi fares) is for NSO business. In addition, the NSO will pay for telephone calls made for legitimate business purposes and for meals provided

to clients in the normal course of business. Receipts must be produced for all reim bursable expenditure. There are no exceptions to this rule.

2.9 The private use of a rental car hired on NSO business is prohibited. The NSO may pay for a rental car if that car is used solely for the purposes of enhancing the NSO's business. At all times a log book must be kept which clearly details all kilometres travelled and the purpose of all travel thereupon. An Officer who cannot justify all such distances will be charged those discrepancies accordingly.

2.10 It is the responsibility of every Officer of the NSO to protect all items of NSO equipment at all times it is out of the office. Failure to return any item or the returning of an item in an unserviceable or otherwise unsatisfactory condition may result in the Officer being required to make full restitution for any repairs or replacement of items so damaged or lost.

3.0 Discrimination in the Office

3.1 Where a person considers that a personnel decision has been made which discriminates against him/her on the grounds of his/her sex, he/she may request the National Statistician to review the personnel matter concerned.

3.2 If after the review the National Statistician decides there is a case to answer, he/she may take disciplinary action against the Officer concerned including:

(a) Suspending the alleged offender without pay pending the arbitration of a case; or
(b) Any other action he/she thinks fit.

3.4 If the National Statistician decides there is no case to Answer, he/she will then decide whether the Officer who originally laid the complaint acted maliciously. If sufficient indication exists to suggest malicious action was taken, the National Statistician may or may not take disciplinary action. If disciplinary action is taken, it may include:

a) Suspending the Officer without pay for a period of time; or
b) Any other action as the National Statistician sees fit.

3.5 The NSO will analyse and consider all procedures and complaints which have a discriminatory basis as being a problem of the work environment and will do its ut most to ensure, through work practice modification, that such occurrences are minimised.

3.6 If after a review of work practices and conditions it is obvious that any one of a number of Officers cannot work together, then the NSO reserves the right to move any Officer to other positions within the NSO, or to terminate the employment of the Officer.

3.7 Any Officer dismissed on the grounds detailed in Clause 5.22 shall receive one month's notice or one month's pay in lieu of notice, along with any other entitlement which might otherwise be due.

3.8 An Officer who is moved from one position to another on the grounds of Clause 5.22 will not suffer any reduction in salary because of that move.

3.9 An Officer who is moved to a new position in accordance with Clause 5.22 and who does not perform in a manner satisfactory to the NSO, may be dismissed from office on the grounds of incompetency.





CHAPTER SIX
SALARIES/ ALLOWANCES/ OVERTIME

1.0 General

1.1 This Chapter deals with the salary and allowances that an Officer may be entitled to receive, details of entitlement for particular types of salary and allowances, current pay rates and explanations on the rules and procedures for application and payment where applicable,

1.2 The pay-week for the NSO finishes at 2400 hours on every second Tuesday. There are 26 pay fortnights per annum.

1.3 The NSO undertakes to pay its employees by midday on Wednesday following the closure of the pay-week on the preceding Tuesday.

2.0 Salaries

2.1 Payment and Calculation of Salary

Fortnightly salary shall be calculated using the following formula:

$$\frac{\text{Annual Salary} \times 12}{312}$$

2.2 Salaries of Officers

2.11 Salary payments are to be paid fortnightly and in arrears. The NSO may elect to pay salaries in cash, by cheque, or by bank Transfer.

2.12 In general, Officers are paid a salary in the grade range which they occupy. Within each grade range there is a salary point or range of salary points applicable to an individual officer. Salary Point Ranges are detailed on NSO Form__. This Form provides a list of designations/classifications and the appropriate salary point, or range of salary points, and rates of salary applicable to a position designation.

2.3 General Description of Salary Structure

2.11 The NSO has a designated salary scale. There are fifteen salary grades which form this scale (refer to NSO Form__).

2.12 Each salary grade is broken into seven (7) salary points which, spread from either side of the mid-point, matches the designated salary mean for the particular salary grade. The points range from a percentage point of 10% on the high side to 10% on the low side of that mean at approximately 3% intervals.

2.13 The minimum salary in each grade is 90% of the mid-point. The maximum salary in each grade is 110% of the mid-point. Counting the mid-point, there are seven salary points in each salary grade ranging from minimum to maximum salaries.

2.14 The rate at which an Officer can progress through the grade structure is determined largely by the Officer's performance. This performance is monitored and assessed by the Divisional Deputy National Statistician or the Branch Manager. Feedback on the Director's assessment of an Officer's performance is made known to the Officer through the Staff Appraisal System.

2.0 Salary Structure/Grade Mid-Point Salary Ratio

2.21 Every salary grade is assigned a mid-point. That mid-point is calculated and deter mined through a large number of on-job evaluations. The mid-point salary (100%) is defined as "the rate for the job". It is the salary awarded to a fully trained and fully experienced jobholder for thoroughly satisfactory work performance.

The NSO Hay Point ratio is:

Grade	1	2	3	4	5
Mid-Point	153	179	210	246	287
Grade	6	7	8	9	10
Mid-Point	336	393	460	538	630
Grade	11	12	13	14	15
Mid-Point	736	862	1008	1180	1380

3.0 Salary Point Entry at Recruitment / Initial Appointment

3.1 All recruits from outside the NSO enter a position at the Grade Minimum Salary although the National Statistician may determine an alternative starting point.

3.2 The progression of a new recruit or promotee from the Minimum Salary Point to the Grade Mid-Point Salary will be subject to the Officer receiving satisfactory performance appraisals from their Divisional Deputy National Statistician or Branch Manager.

3.3 In the event that the recruit has extensive experience and a previously established performance record in a field of endeavour closely aligned with the position they are filling within the NSO, the recruit may be placed on a salary point up to Grade Mid-Point.

4.0 Salary Increase on Promotion

Upon being promoted to a higher graded position, an Officer will be placed on a new salary point in the higher grade which results in a salary increase, the greater of either being:

(a) An increase which brings the Officer to Grade Minimum Salary; or
(b) An increase at least equal to the next salary increment that would have been due to the Officer in his/her present grade.

5.0 Salary Progression Based on Work Performance

5.1 The assessment of an Officer's work performance will be made on the Staff Training & Performance Appraisal Form (NSO Form__) by an Officer's Divisional Deputy National Statistician or Branch Manager in accordance with this Manual.

5.2 The Work Performance Ratings of "Poor", "Below Average", "Average", "Above Average", "Excellent" shall be utilised to determine whether or not an Officer should progress through to a new salary point increment at the time of the annual review. Any salary progression will be payable from the first pay period in January of each year.

5.3 Movement through the salary scales is limited to a maximum move (either up or down) following a performance review of two (2) salary points per annum.

6.0 Work Performance Rating and Salary Point Progression

The Work Performance Rating and Salary Point Progression scale to be utilized by the NSO is as follows:

Salary Point	Percentage of Mid-Point Salary	Work Performance Rating
7 Maximum	110 %	Excellent/Outstanding
6	106.7 %	Above Average
5	103.3 %	Above Average
4 Mid-Point	100 %	Fully Satisfactory
3	96.7 %	Below Average
2	93.3 %	Below Average
1 Minimum	90 %	New Starter/Cadet

7.0 Progression Rules

7.1 Salary progression is dependent on the Officer improving his/her work performance. An Officer who continuously fails to improves in his/her performance will be held at a level at which the NSO, through the Divisional Deputy National Statistician or Branch Manager assesses is reflective of the Officer's ability.

7.1 Provided that an Officer commencing on the minimum salary is performing satisfactorily and continuing to demonstrate improving skills with the task of his/her job description, that Officer will progress from minimum to Mid-Point salary. The overall assessment of performance shall be:

"Below Average/Average" for progression to Salary Points 2 and 3;

"Average" for progression to Mid-Point Salary.

Progression above Mid-Point to Salary Points 5, 6, and 7 shall be dependent upon the following overall performance assessments:

"Above Average" for progression to Salary Points 5 and 6;

"Excellent" for progression to Salary Point 7.

7.3 Progression beyond Mid-Point is dependent upon "Above Average" performance, and a Divisional Deputy National Statistician or Branch Manager must ensure the salary of an Officer is consistently commensurate with the Officer's performance.

7.4 Should an Officer who is on a salary higher than Mid-Point become incapable of performing his/her duties, then the Divisional Deputy National Statistician or Branch Manager shall recommend for the demotion of that person back to a salary no greater than Mid-Point. If the Officer fails to stabilise their performance at the new lower level to the satisfaction of the Divisional Deputy National Statistician or Branch Manager, the Officer may be dismissed or placed on probation pending a final assessment of his/her performance.

7.5 Should the performance of an Officer improve during the probation period enforced by reason of Clause 6.23, the Divisional Deputy National Statistician or Branch Manager may recommend a placement for the Officer. This placement may be at a level and into a position decided by the Divisional Deputy National Statistician or Branch Manager in consultation with the Manager Human Resources and approved by the National Statistician.

8.0 Annual Work Performance Review Periods

8.1 A review of an Officer's work performance will provide the basis for the Divisional Deputy National Statistician or Branch Manager to recommend a salary point progression effective from the first pay period in January of each year.

8.2 In the case of suspected poor performance of an Officer, the Divisional Deputy National Statistician or Branch Manager may elect to review an Officer's work performance at any time.

9.0 Officers on Salary Points Below Mid-Point

Salary progression to Grade Mid-Point will be based upon the work and skill improvement of an Officer, and upon the Officer demonstrating an improved understanding of the tasks to which they are assigned. The progression will also be dependent upon an Officer's ability to communicate well with others, and on their being able to integrate as a team member within the general ethos of the Division or Branch to which they are assigned and within the NSO overall.

10.0 Officers on Salary Points At Mid-Point

10.1 To maintain a salary at mid-point, the Officer must consistently demonstrate that the tasks to which they are assigned are being carried out in a manner which is satisfactory and competent in all aspects. In this regard, an Officer's ability to communicate and integrate as a team member within the general ethos of the Division or Branch is also assessed.

10.2 An Officer who fails to consistently demonstrate his/her competence to hold his/her salary at mid-point may be recommended for demotion, placed on probation, or dismissed from duty.

11.0 Officers on Salary Points Above Mid-Point

11.1 Salary progression beyond mid-point will be restricted to those Officers who consistently gain an "Above Average" work performance report.

11.2 Salary progression beyond mid-point is the prerogative of the Divisional Deputy National Statistician or Branch Manager.

11.3 An Officer whose performance is lacking will be demoted, and that demotion will take place as of the day of the assessment and pay will be adjusted accordingly.

11.4 Clauses 6.27 to 6.32 notwithstanding, a Divisional Deputy National Statistician or Branch Manager may at any time review the work performance of an Officer and at the completion of any such assessment, circumstances dictating, demote the Officer or otherwise take action under Clauses 6.27 to 6.32

12.0 Salary Costing

12.1 For the purposes of controlling salary costs within each Division or Branch, the average salary being paid to all Officers in each grade shall not, without exceptional performance being demonstrated, exceed the grade mid-point salary.

12.2 The estimated Divisional or Branch salary budget detailed in the NSO's Annual Work Programme will set the upper limit for salary expenditure for each Division and Branch per year. Such a ceiling shall be the determinant as to whether or not a Divisional Deputy National Statistician or Branch Manager will increase the salary of the staff under their control.

3.0 Allowances

13.0 Higher Duties Allowance

13.1 A Higher Duties Allowance (HDA) may be payable where an Officer is appointed to act in an office of higher classification. All such payments must be recommended by the Divisional Deputy National Statistician or the Branch Manager and approved by the National Statistician.

13.2 In order to qualify for HDA, an Officer must have served in that higher position for a minimum period of ten (10) working days.

13.3 In the case of an HDA for an Officer who is temporarily occupying a Divisional Deputy National Statistician or Branch Manager position, the application shall be made to the National Statistician. If an allowance or other payment is authorised by the National Statistician, it shall be on such terms and conditions as the National Statistician sees fit.

14.0 Special Allowance for Duties Rendered

14.1 The National Statistician may award an extraordinary payment to a permanent staff member for services rendered beyond that normally required of an Officer.

14.2 For an Officer to receive an extraordinary payment, that Officer shall not be in receipt of any other allowance, except normal salary, which relates to the services rendered and for which the extraordinary allowance is to be paid.

14.3 Appropriate tax must be paid by the Officer concerned on all extraordinary allowances paid.

15.0 Applications for Domestic Market Allowance (DMA) for Additional Designations

15.1 A submission in respect of DMA shall be approved by the National Statistician subject to Salaries and Conditions Monitoring Committee (SCMC) endorsement, and include the following information:

(a) A history of recruitment efforts;
(b) Staff Turnover;
(c) Market Salary Level;
(d) Establishment/Vacancies;
(e) Financial considerations; and
(f) Skills and Qualifications required.

15.2 The recommendation must be signed by the Divisional Deputy National Statistician or Branch Manager concerned.

16.0 Rules for Payment of Domestic Market Allowance (DMA)

16.1 Where an Officer is promoted to an office which attracts DMA, his/her allowance shall be effective from the date of that Transfer, or the date of promotion of the Officer after approval by the Divisional Deputy National Statistician or Branch Manager concerned.

16.2 Where an Officer occupying an office which attracts DMA is Transferred or promoted to another office which does not attract DMA, he/she shall not receive the DMA from the date of promotion or Transfer.

16.3 In the case of leave, DMA is payable only in circumstances where salary is paid. If for example the leave is without pay, the Officer shall not receive DMA for that period of leave.

16.4 DMA is not calculated for furlough leave purposes.

4.0 Overtime

17.0 Payment of Overtime – General Rules

17.1 Overtime Pay shall be calculated on an hourly basis using the standard fortnightly pay of the Officer to whom the overtime is to be paid as reference for the hourly calculation.

17.2 Overtime will not be paid to Officers who hold positions at Grade 8 or above which are designated as senior positions.

17.3 Pay means the total annual salary, HDA and DMA. It excludes all other allowances including overtime and penalty payment.

18.0 Payment of Overtime - Formula

"Time" in relation to the calculation of overtime pay means the hourly rate of pay of the Officer calculated to the nearest toea according to the formula:

$$\frac{\text{Pay} \times 6}{312 \quad 38}$$

19.0 Payment of Overtime - Conditions

19.1 Payment of overtime shall be calculated to the nearest quarter of an hour of the total amount claimed each fortnight.

19.2 Unless otherwise specifically directed by the Divisional Deputy National Statistician or Branch Manager, overtime shall not be paid to any Officer.

19.3 An Officer whose job description provides for payment of allowance in lieu of over time shall not receive any other type of overtime payment or penalty payment.

19.4 An Officer who is not eligible for overtime may, with the agreement of their Divisional Deputy National Statistician or Branch Manager, grant time-off in lieu of overtime worked. The accumulated time shall not exceed 37.5 hours. Agreement will be sought and given at each individual instance of time-off required.

20.0 Time-Off In Lieu Of Overtime

20.1 The Divisional Deputy National Statistician or Branch Manager may grant an Officer time-off in lieu of overtime worked. Time-off in lieu of overtime shall not exceed overtime worked and will not be compensated for in monetary terms.

20.2 In accordance with Clause 3.9 time-off in lieu of overtime shall not apply to senior Officers.

21.0 Overtime Pay – Qualifying Hours

21.1 A junior Officer who works more than five hours beyond hours of duty in a pay fort night is entitled to receive overtime provided that the overtime duty has received prior approval of the relevant Divisional Deputy National Statistician or Branch Manager.

21.2 An Officer who has not worked more than five (5) hours overtime in a pay fortnight may be granted time-off in lieu.

21.3 With the permission of the Divisional Deputy National Statistician or Branch Manager, time-off in lieu may be accumulated to a maximum of fifteen hours where by the Officer shall, at the convenience of the Division or Branch, be given two days off in recompense.

21.4 Current rates of overtime are as follows:

(a) Monday to Friday
The rate shall be time and one half.
(b) Saturday
The rate shall be time and one half for the first (3) three hours, and double time thereafter.
(c) Sunday
The rate shall be double time with a minimum payment of three (3) hours pay.
(d) Public Holidays
The rate shall be double time with a minimum payment of one half day's pay
(e) Full Day Sunday Duty

An Officer who is required to perform a full day's duty on a Sunday in addition to his/her prescribed weekly hours of duty may, where practicable but at the discretion of their Divisional Deputy National Statistician or Branch Manager, be granted a day off during the five (5) days following that Sunday duty. In such a case, payment for Sunday shall be one (1) day's pay. The Officer will also be paid normal wages while taking the granted day off.

22.0 Eligibility for Payment In Lieu of Overtime

Where a Divisional Deputy National Statistician or Branch Manager believes it is expedient to do so, he/she may determine that an Officer receive a payment in lieu of overtime.

23.0 Allowances to Officers

An allowance may be payable to an Officer because of the nature of his/her duties, or a payment authorisation may be of a discretionary nature in which case an application must be forwarded for approval of payment.

24.0 Advance on Salary

24.1 An Officer shall not be permitted to obtain an advance on salary or overtime payment unless approval to do so has been granted by the National Statistician.

24.2 An Officer may, at the discretion of the National Statistician, be permitted to obtain an advance on accrued leave up to a maximum of the leave entitlement owed at the time of the Officer's request for such an advance.

24.3 An advance obtained by an Officer in accordance with Clause 6.65 shall be repaid in full.

5.0 TRAVEL ALLOWANCES

25.0 Per Diems

25.1 Per Diems are the only allowances made available to an Officer of the NSO that need not be fully accounted for. All other cases of expenditure must be through the lodgement of a receipt or cash which equals any monetary advance given to an Officer.
An Officer who fails to fully account for any expenditure (per diems excepted) outlaid on behalf of the NSO shall repay any outstanding amount in full.

25.2 The NSO retains the right to withhold any part or all of an Officer's salary to reclaim outstanding monies owed to it by an Officer.

25.3 An Officer who deliberately misuses NSO funds shall be presumed to have committed a serious disciplinary offence. In such instances, an Officer may be placed on probation, suspended from duty without pay, or terminated.

26.0 Domestic Per Diem

26.1 This per diem covers the cost of meals and incidental expenses whilst traveling on duty within PNG. The current rates and method of calculation are determined by the NSO from time to time.

26.2 Current rates of allowances are detailed in NSO Form__.

26.3 An Officer who elects to receive an extra per diem allowance in lieu of being provided overnight accommodation while on domestic travel shall receive an amount no greater than K30.00 per night in respect of that extra per diem.

26.4 The NSO reserves the right at any time to alter any or all of the allowances detailed herein.

27.0 International Per Diem

27.1 This allowance is payable to an Officer who is required to travel on duty overseas.

27.2 The current rate of international per diem for each country is determined by the NSO, and detailed on NSO Form__.

27.3 The allowance is only payable when an Officer is required to be absent overnight from his/her normal place of employment because of official duty. Where an Officer travels on duty but is not required to be absent overnight, he/she shall not be entitled to a per diem allowance but allowance equivalent to the cost of meals missed in day.

27.4 An Officer who elects to receive an extra per diem allowance in lieu of being provided paid overnight accommodation while on international travel shall receive an amount no greater than the Kina equivalent of K40.00 per night in respect of the extra per diem.

27.5 The NSO reserves the right at any time to alter any or all of the allowances detailed herein.

28.0 Rental Allowance / Accommodation Subsidy

28.1 An Officer who resides in and pays rental in respect of property not owned by the NSO may be paid a rental allowance in relation to that property. The allowance shall be an amount determined by the NSO from time to time, and shall take the form of a fortnightly payment to that Officer.

28.2 At the discretion of the NSO, prevailing Government rates will be applied:
(a) For Officers at Grade 8 (or equivalent) or above;
(b) For Officers at Grade 5 to Grade 7 (or equivalent);
(c) For Officers below Grade 5 (or equivalent).

28.3 Any Officer whose spouse receives accommodation or a rental allowance or subsidy from the State or a Government body or institution shall not be entitled to accommodation or rental allowance provided by the NSO, other than with the combined approval of the NSO and the other body or institution involved.

28.4 A rental allowance/accommodation subsidy for executive management staff shall be determined by the National Statistician in accordance with SCMC conditions.

29.0 Allowance Retention

In all cases of retirement, retrenchment, dismissal or other termination of employment, the NSO is entitled to withhold from the amount calculated as being payable to an Officer under the terms and conditions of employment, any amount owing to the NSO under this Manual or the Contract of Employment.





CHAPTER SEVEN
LEAVE

1.0 General

1.1 This Chapter covers Officers' leave entitlements.
1.2 Leave entitlements are based on a 5-day working week unless otherwise specified.
1.3 NSO Form__ will be used for applications for Recreation and Furlough Leave.
1.4 Applications for all other types of leave are to be made on NSO Form__.
1.5 The Divisional Deputy National Statistician or Branch Manager has the authority to recommend and/or approve all leave set out in this Chapter except where specifically noted.
1.6 The National Statistician must approve all leave for Directors and Branch Managers.

2.0 Compassionate Leave

2.1 The Divisional Deputy National Statistician and Branch Manager may grant leave on full pay for a period not exceeding ten (10) days in any calendar year on the following grounds:

(a) Serious illness or death of an Officer's spouse, children, father or mother; or
(b) Urgent personal problems.

2.2 Unless it is impractical to do so, an Officer shall request Compassionate Leave prior to taking same.

2.3 Compassionate Leave not taken by an Officer within a twelve-month term does not accrue.

2.4 Compassionate Leave shall count as part of service and shall not affect continuity of service.

3.0 Leave Without Pay

3.1 The following rules will apply to the granting of Leave of Absence Without Pay:

(a) For any period not exceeding twelve (12) months, approval shall be granted by the National Statistician on application by the Officer concerned;

(b) Leave of Absence Without Pay will not be granted for periods longer than twelve (12) months, unless otherwise approved by the National Statistician;

(c) An Officer who has been granted and taken more than six (6) calendar months continued Leave Without Pay shall not be eligible for further Leave Without Pay until that Officer has completed a further eighteen (18) months service;

(d) An Officer who fails to attend work on the specified day following a leave period, extenuating circumstances aside, may be deemed to have tendered their resignation from the NSO.

3.2 Any period of Leave Without Pay lasting more than three (3) months shall not be counted as part of a period of service.

3.3 Where an Officer takes Leave Without Pay on the last working day before a public holiday, and on the first working day after that public holiday, he/she shall not receive pay for that public holiday.

3.4 Unless specified otherwise, Leave Without Pay shall not affect the due date for other entitlements.

4.0 Representational Leave

4.1 The National Statistician may grant an Officer Representational Leave for the following purposes:

(a) As a participant or official in any National Team at the South Pacific, Commonwealth or Olympic Games;
(b) As a participant or official in any National Team playing against the national teams of other countries within or outside Papua New Guinea; or
(c) As a participant or official during training prior to the final selection of the National Team.

4.2 At the discretion of the National Statistician, leave granted under this provision may be with pay. Any such payment is subject to a maximum of fifteen (15) working days per year.

4.3 The period of absence on Representational Leave shall not affect continuity of service and shall be counted as service.

4.4 An application for leave under this provision shall be supported by written evidence confirming that the Officer is a participant or official in a National Team. “National Team” means a team representing Papua New Guinea.

5.0 Leave for Breast Feeding

The Divisional Deputy National Statistician or Branch Manager may grant leave for breast feeding to a female Officer for periods not exceeding one hour twice on each day for a period not in excess of six (6) months from the date of birth of a child.

6.0 Maternity Leave

6.1 The National Statistician may grant Maternity Leave to an Officer

6.2 Leave granted under this provision may be with pay and shall not affect continuity of service. The Divisional Deputy National Statistician or Branch Manager may re view or revoke the grant of leave at any time.

6.3 Maternity Leave may include leave to care for an adopted infant.

6.4 Should the Officer so request, Maternity Leave may be granted for periods not exceeding six (6) weeks prior to the anticipated date of delivery and six (6) weeks immediately following delivery.

6.5 Subject to Clause 7.25, an Officer may apply the available leave in a manner suitable to the Officer's requirements.

6.6 In the case of an adopted infant, leave shall not exceed a period of two (2) weeks immediately following the date of adoption. Leave prior to the anticipated date of delivery shall not accrue if not taken. An Officer may resume duty earlier than six (6) weeks following birth.

6.7 Leave to care for an adopted infant shall not be granted unless:

(a) The adopted infant is certified by a Medical Practitioner to be a newborn nfant of less than one (1) week;
(b) The Officer has completed a Statutory Declaration certifying that she has adopted the infant in accordance with the law. Within six (6) months of the birth, the Officer must supply to the NSO a Local Court or National Court certificate certifying that the adoption has taken place in accordance with the law;
(c) An Officer who has been paid any part of Maternity Leave and who fails to produce evidence of birth or adoption of a child within six (6) months of the stipulated birth of that child shall reimburse the NSO all monies advanced by the NSO during that period.

6.8 The anticipated date of delivery of an infant shall be the date certified as the probable date of delivery by a Medical Practitioner.

6.9 For the period of leave granted prior to the anticipated date of delivery, an Officer may utilise leave credits and remain on the payroll. In the absence of Recreation Leave credits, the Officer shall be granted Leave Without Pay. The Officer may be granted Leave Without Pay to count as service.

6.10 For the period of leave granted after the date of birth of the Officer's natural child, an Officer shall be entitled to leave with full pay. Leave granted under this provision shall be Sick Leave as long as the Officer has sick leave credits which can be utilised for that purpose.

6.11 Additional leave following the expiry of the six (6) weeks leave after birth may be granted upon producing a certificate from a Medical Practitioner certifying that the Officer is unfit to resume duty due to illness resulting from the birth. Where a Medical

Practitioner is not available, a medical statement by an Aid Post Orderly or a Health Extension Officer may be accepted.

7.0 Paternity Leave

7.1 The National Statistician may grant Paternity Leave on full pay for a period not exceeding ten (10) working days in any calendar year.

7.2 Paternity Leave may include leave to care for an adopted infant.

7.3 An Officer who has been paid for any part of Paternity Leave and who fails to produce evidence of birth or adoption of a child within six (6) months of the stipulated birth of that child, shall reimburse the NSO all monies advanced by the NSO during that period.

7.4 Paternity Leave to care for an adopted infant shall not be granted unless:

(a) The adopted infant is certified by a Medical Practitioner to be a newborn infant of less than one (1) week;
(b) The Officer has completed a Statutory Declaration certifying that she has adopted the infant in accordance with the law. Within six (6) months of the birth, the Officer must supply to the NSO a Local Court or National Court certificate certifying that the adoption has taken place in accordance with the law.

7.5 The anticipated date of delivery of an infant shall be the date certified as the proba ble date of delivery by a Medical Practitioner.

7.6 An Officer may apply the ten (10) working days according to the Officer's preferred requirement providing the return date to work is adhered to.

8.0 Recreation Leave

8.1 Recreation Leave accrues at the rate of fifteen (15) working days per annum, or one and a quarter days per completed month of service on an Officer's substantive salary.

8.2 Accrued Recreation Leave may be granted when an Officer has completed a period of duty of:

(a) Not less than six (6) months service commencing on the date on which he/she first commenced duty after permanent appointment;
(b) Not less than six (6) months service commencing on the date on which the Officer last proceeded on Recreation Leave. For the purposes of this paragraph, service excludes Leave Without Pay;
(c) An Officer who is on probation shall not be entitled to Recreation Leave until such time as they have obtained a permanent placement.

8.3 The Divisional Deputy National Statistician or Branch Manager shall, wherever practicable, ensure that the Officer is granted Recreation Leave as it falls due.

8.4 Recreation Leave shall not be allowed to accrue for more than two and a half years. After a two-and-half-year period, leave credits cease to accrue any further and will not re-commence until the Officer has taken at least two thirds of all owed Recreation Leave.

8.5 All applications for Recreation Leave shall be made on NSO Form__. An Officer shall submit his/her application through the Divisional Deputy National Statistician or Branch Manager who upon approval will forward the leave application to the Deputy National Statistician Corporate Services Division for inclusion in the Officer's leave records.

8.6 The Deputy National Statistician Corporate Services Division shall check the eligibility of an Officer's proposed leave and advise the Divisional Deputy National Statistician or Branch Manager and the Officer concerned whether leave applied for is in order.

8.7 If the applicant is eligible for any type of leave fare, the submission must be lodged one (1) month prior to departure on Recreation Leave. Any application for Leave Fare will be made to the Deputy National Statistician Corporate Services Division who will advise the National Statistician. The National Statistician 's decision shall be final in all such matters.

8.9 A Divisional Deputy National Statistician may direct an Officer to take Recreation Leave at such time as is convenient to the operations of the NSO.

8.10 The National Statistician may require an Officer to resume duty prior to the expiration of a period of Recreation Leave. This should only be required in exceptional circumstances. In cases where an Officer is recalled early from his/her leave:

(a) The balance of his/her leave entitlements shall be credited to his/her next Recreation Leave;
(b) If an Officer has incurred self-funded costs for travel when utilising Recreation Leave, the NSO will reimburse the Officer such costs including any penalties incurred upon being presented with legitimate travel receipts and any other documentation as may be required by the NSO;
(c) Time spent by an Officer traveling following a recall from leave will count as service to the NSO.
(d) Time spent traveling by an Officer to complete a holiday which has been interrupted by a travel recall shall count as service, and the NSO shall bear any accommodation costs which may be incurred in returning the Officer to the location which the Officer was recalled from.

9.0 Payment in Lieu of Recreation Leave

9.1 The National Statistician may authorise the payment of salary in lieu of any period of Recreation Leave due to an Officer where:

(a) The Officer ceases to be an Officer through resignation, retrenchment or retirement; or
(b) An Officer dies or is presumed to have died, in which case payment shall be made to the immediate authorised dependents of that Officer; or
(c) The circumstances of the Officer are such that the payment is justified.

9.2 An Officer is entitled to pro-rata Recreation Leave credits calculated to the nearest completed month of service in accordance with Clause 7.37, except where the Officer has been dismissed from the NSO in consequence of a criminal conviction.

Where Recreation Leave credits have accrued during an Officer's suspension pending dismissal or the outcome of a court hearing, these shall be forfeited.

9.3 An Officer charged and found not guilty of an action shall be entitled to pro-rata Recreation Leave credits in accordance with Clause 7.37

10.0 Recreation Leave Fares

10.1 The National Statistician may authorise payment of the cost of return travel by scheduled air or sea services or by road of the Officer and his/her authorised dependents.

10.2 Recreation Leave Fares shall be granted only after an Officer has served for a continuous period of two (2) years with the NSO.

10.3 Recreation Leave Fares will be paid to major air, sea and/or road ports serviced by scheduled passenger services, or the town serviced by public motor vehicles nearest to the Officer's place of domicile.

10.4 The National Statistician may, under special circumstances, authorise payment of travel arrangements for an Officer on leave.

10.5 No monies shall be paid in lieu of airfares.

10.6 An Officer shall not allow any person other than that to whom the ticket was authorised to travel. A breach of this requirement will be regarded as a serious of fence and will be dealt with under the provisions of Chapter Ten.

10.7 An Officer with less than two (2) years service as a Permanent Officer with the NSO shall not be granted consideration for Leave Fares.

10.8 Notwithstanding the above, the National Statistician may grant Leave Fares in the following circumstances:

(a) Where in the opinion of the NSO, acceptable grounds exist, or where death has occurred in a member of the Officer's immediate family. Any such advance will be recovered through part payments using fortnightly wages and at a rate stipulated by the NSO;
(b) An Officer who has received any Leave Fare entitlement in advance shall not be eligible for any further consideration until at least two (2) years after the date at which an Officer returned from any leave so granted;
(c) Where an employee of the NSO has served for a continuous period of one (1) year outside the NSO's principal office, then the National Statistician may authorise payment of Leave Fares. If international Leave Fares are granted under this provision, the National Statistician may authorise payment of no more than one half of the total cost of economy class fares for the Officer.

10.9 The most direct route of travel shall be the basis for calculating Leave Fares unless otherwise authorised for reasons of economy. Travel shall be by public Transport other than taxi.

11.0 Sick Leave

11.1 Sick Leave shall be credited to an Officer as follows:

(a) On the date of appointment as an Officer, ten (10) working days on full pay;
(b) On completion of each additional twelve (12) months service, ten (10) working days on full pay.

11.2 A Divisional Deputy National Statistician or Branch Manager may approve Sick Leave only when the Officer has accumulated such leave in accordance with Clause 7.58. An Officer shall apply for Sick Leave on NSO Form__. Should an Officer have no Sick Leave entitlements owed, the NSO can elect to pay the Officer from his/her Recreation Leave entitlements or to place the Officer on Sick Leave Without Pay.

11.3 An Officer who has used up his/her Sick Leave and Recreation Leave entitlements will be placed on Sick Leave Without Pay for the duration of the period granted.

12.0 Sickness on Recreation or Furlough Leave

Should an Officer fall sick whilst on Recreation or Furlough Leave, and produce certified medical evidence of that fact, the National Statistician may grant the Officer additional leave equivalent to the period of sickness falling within the scheduled period of leave. In such a case, the period of absence shall be recorded as sick leave and the Officer will be subject to the normal conditions of that leave.

13.0 Evidence of Sick Leave

13.1 Evidence in cases of Sick Leave shall consist of a medical statement or a medical certificate. A medical certificate is acceptable evidence of sickness for a period of up to ten (10) working days. A further certificate shall be produced at the expiration of those ten (10) working days. This medical certificate shall normally be

made by a Registered Medical Practitioner. However, statements by an Aid Post Orderly or Health Extension Officer may be accepted.

13.2 It is within the discretion of the National Statistician to grant Sick Leave without the production of a medical statement or medical certificate, or to require a second medical opinion in order to ascertain the validity of such leave.

14.0 Continuous Sick Leave

14.1 Where an Officer has been absent on account of illness for a continuous period of twenty (20) working days, he/she:

(a) Shall not resume duty unless a Medical Practitioner has certified that he/she is fit to do so; and
(b) Shall not be granted a further period of sick leave until he/she has been examined by a Medical Practitioner and a medical statement or medical certificate is received by the NSO.

14.2 The NSO reserves the right to appoint a Medical Practitioner of its choice when an Officer has been absent on account of illness for a continuous period of twenty working days.

15.0 Health Danger

7.66 Should the NSO have reason to believe that an Officer is in such a state of health as to make himself or herself a danger to his/her fellow Officers or to the public, the NSO may require the Officer to:

(a) Absent himself/herself from his/her duties for a specified period which shall be counted as Sick Leave; or

(b) Obtain and submit a report as to his/her condition from a Medical Practitioner; or

(c) Submit himself/herself for examination by Medical Practitioner nominated by the NSO.

7.67 On receipt of a medical report, the National Statistician may:

(a) Allow an Officer to recommence work; or

(b) Require the Officer to continue on leave for a further period to be counted as sick leave; or

(c) Place the Office on Recreation Leave should sick leave credits be exhausted; or

(d) Terminate the Officer's employment under the retirement provisions of Chapter 11.

15.1 Infectious Diseases

The National Statistician shall grant Sick Leave to an Officer who is certified by a Medical Practitioner to have come into contact with a person suffering from an infectious disease. The period of leave shall not normally extend beyond the earliest date on which, having regard to any restrictions imposed by law, it would be practical for the Officer to resume duty.

15.2 Illness due to Misconduct

15.21 Sick Leave shall not be granted on account of illness caused by the misconduct of an Officer in the course of his/her employment. If leave is granted due to such cause, it shall be granted as Recreation Leave or Leave Without Pay.

15.22 The National Statistician may require an Officer to undergo a medical examination to establish the cause of an illness or injury and/or obtain an opinion as to whether or not the Officer will be capable of resuming his/her normal duties. If an Officer is incapable of resuming those duties to the full, the NSO may elect to terminate the employment of the Officer in accordance with the retirement provisions of Chapter 11.

15.23 An Officer who is on Sick Leave for more than twenty (20) working days as a result of their own misconduct can be dismissed from the NSO under the retirement provisions of Chapter 11.

15.3 Leave Arising from Accidents on Duty

15.31 Where an Officer suffers physical injury in the course of his/her duty other than injury attributable to wilful misconduct on the part of that Officer, the National Statistician may grant Accident Leave on full pay to the Officer for a period not exceeding three (3) months. Leave granted under this provision shall not be counted as Sick Leave.

15.32 Application for leave under Clause 7.72 shall be made to the National Statistician and shall be accompanied by statements from the Officer concerned and, should the National Statistician so require, by statements from a witness to the accident. The National Statistician may also require a full statement from the Officer's Divisional Deputy National Statistician or Branch Manager explaining the circumstances of the accident and why the employee was at the place of the accident.

15.33 If at the end of three (3) months the Officer is unable to resume duty, he/she may be granted further Accident Leave on such conditions as are determined by the NSO, or the National Statistician may elect to terminate the employment under the retirement provisions of Chapter 11.

15.34 The NSO may pay Transport, medical and hospital expenses properly incurred in con sequence of the injury, but an Officer will not otherwise be entitled to receive such or similar benefits under any law relating to compensation for employees of the State for injuries suffered in the course of their employment without the procedures of legal arbitration having been first complied with.

16.0 Furlough Leave

16.1 When an Officer has served the NSO for at least fifteen (15) years, the National Statistician may, from time to time, grant the Officer leave of absence as Furlough Leave calculated at the rate of nine (9) days on full pay, or at the discretion of the National Statistician, eighteen (18) days on half pay in respect of each completed year of continuous service (based on 5-day working week).

16.2 The Officer shall apply for Furlough Leave on NSO Form__. It shall be within the powers of the NSO to deduct up to five (5) days leave from any accrued Furlough Leave as a penalty for any serious disciplinary offence. Any such penalty must be disclosed on a permanent entry on the conduct record of an Officer and on the Officer's salary and leave records. A serious offence means an offence considered as such under Chapter Ten.

16.3 An Officer who is eligible for Furlough Leave but ceases to be an Officer, other than by death, may at the discretion of the National Statistician be paid a sum equivalent to his/her pay for a period of furlough not exceeding that which he/she could have been granted on full pay under this condition.

16.4 On the death or presumed death of an Officer eligible at the date of his death for Furlough Leave, the National Statistician may authorise payment to his/her authorised dependents a sum not exceeding the period of Furlough that the Officer would have been granted in full pay had they resigned as an Officer immediately before the date of his/her death, or in the case of a presumed death, immediately before a date determined by the National Statistician.

16.5 In the event Furlough Leave is paid presuming an Officer's death and the Officer is found not to have died, the NSO may, at the discretion of the National Statistician immediately terminate the employment of the Officer whereby all monies paid the Officer's authorised dependents will be deemed to have become the property of the Officer. The NSO may make a claim against all such payments made to the Officer's authorised dependents. The time frame of any such repayment will be at the discretion of the National Statistician.

16.6 Any period of probationary service within the NSO that is continuous with permanent service shall be taken into account in calculating the period of service for Furlough.

16.7 Officers on Furlough Leave shall not be recalled prior to the expiration of their leave subject to Clause 7.45.

17.0 Pro-Rata Furlough Leave

An Officer who continues in the service after he/she has taken Furlough Leave may be granted paid leave at the rate of nine (9) days per completed year of service (based on a 5-day week). This leave can be taken as it accrues but cannot be taken as money-in-lieu.

18.0 Continuity of Service

18.1 For the purposes of calculating Furlough Leave and recognising prior service, the continuity of service of an Officer is not broken by any periods of absence if:

(a) Any period of absence does not exceed twelve (12) months in a continuous period; and
(b) The periods of absence do not exceed in aggregate one-seventh of the total number of working days and holidays occurring after the first period of his/her employment that may be included in the period of service;

(c) provided that such periods of absences are properly authorised by the NSO.

18.2 An Officer does not break the continuity of his/her service by reason of being:

(a) On leave of absence with pay or part-pay; or
(b) On leave of absence without pay where the leave was granted on account of illness, or for a purpose provided for in this Manual.

18.3 Approval to include periods of absence for Furlough purposes is the discretion of the National Statistician and may only be granted by the National Statistician on application by the Officer through the Divisional Deputy National Statistician or Branch Manager.

19.0 Leave to Officers not Eligible for Furlough

19.1 Where the Officer has served the NSO for four (4) years but less than fifteen (15) years, the National Statistician shall grant Money-In-Lieu-of-Furlough to an Officer at the time of his/her termination of employment if the termination is a result of:

(a) Retirement at age fifty (50) years or more; or
(b) Retirement on grounds of physical or mental infirmity; or
(c) Retrenchment; or
(d) Resignation; or
(e) Death (or where the Officer is presumed to be dead).

19.2 Money-in Lieu-of-Furlough is calculated at the rate of nine (9) days pay in respect of each completed year of continuous service based on a 5-day week.

19.3 If paragraph 7.87(e) applies, then payment may, at the discretion of the National Statistician, be made to the authorised dependents of the Officer.

19.4 Should the Officer have no immediate family, or should there be some doubt as to the eligibility of those who seek payment, the National Statistician may elect to place the money in trust and to have that trust administered by a duly Registered Legal Practitioner until such time as the issue is resolved.

19.5 One day's pay shall be deducted from the final calculation in Clause 11.41 based on a 5-day week, for each serious disciplinary offence disclosed by the conduct record of an Officer.

19.6 Probationary service in the NSO that is continuous with permanent service may be taken into account for the purposes of calculating the period of service of an Officer.

20.0 Leave to Attend as a Witness Before A Court

20.1 An Officer required to attend as a witness in any court proceedings may be granted leave with pay by the National Statistician for the period he/she is necessarily absent from duty.





CHAPTER EIGHT
HOUSING/MOTOR VEHICLES

1.0 Housing

1.1 General

1.1.1 The NSO will provide accommodation or accommodation allowance for national management staff members.

1.1.2 The NSO may provide accommodation or an accommodation allowance to an expatriate member of staff who is employed on a contractual basis.

1.1.3 The NSO may provide accommodation or accommodation allowance to the National Statistician.

1.1.4 The NSO may pay other staff members an accommodation allowance in accordance with standard Public Service Orders.

2.0 Motor Vehicles

2.1 Purchasing of Motor Vehicles

2.1.1 The NSO may from time to time determine its needs for motor vehicles.

2.1.2 The NSO shall have the right to purchase either new or second-hand vehicles.

2.2 Quotations

2.2.1 Requests for purchase of a motor vehicle (or equipment) over K10,000 should be accompanied by evidence of three (3) quotations.

2.2.2 In the event three (3) quotations for a motor vehicle are not obtainable, the NSO may purchase a motor vehicle without obtaining a competitive quote provided that the vehicle is purchased from a recognised motor vehicle dealership and provided that the NSO keeps record in writing detailing the reasons for the purchase, and a statement as to why three (3) quotes could not be readily obtained. A copy of such reasons shall be lodged on audit files with a copy of the receipt for the vehicle along with transaction details of any NSO's vehicles traded as part of that transaction.

2.2.3 It shall be a NSO policy to purchase any new vehicles without the addition of any options over that normally fitted to a basic model, the only exception being to ensure power steering, air conditioner, and a radio/cassette/ or cd player are fitted should they not be so included.

2.3 Disposal of Motor Vehicles

2.3.1 Before any sale, the duty and customs status of the vehicle to be sold must be determined. If at all possible, a vehicle should be clear of any obligation in such regard before its disposal.

2.32 The NSO will, unless extenuating circumstances prevail, keep its new motor vehicles for at least three (3) calendar years. Vehicles purchased second-hand may be disposed of at any time provided that such a vehicle is not subject to any taxation or customs requirements.

2.33 Every vehicle to be disposed of should be put to public tender. The highest bidder shall be given the opportunity to purchase. In the event of a non-sale to the highest bidder, the vehicle may then be advertised to staff at a sale price equal to the highest bid received. Should the vehicle then not be sold, the next highest bidder should be offered the vehicle. Failing a sale, the NSO may then elect to dispose of the vehicle by advertising a fixed disposal price in the local newspapers or by re-tender process.

2.34 A vehicle may be traded on a replacement vehicle at an agreed upon trade-in value provided the National Statistician is satisfied that the price of the replacement vehicle, less trade-in allowance for the old vehicle, is conducive with fair market value overall when compared against an outright sale of the old vehicle by tender process and a subsequent direct purchase of the replacement vehicle.

2.4 Use of Motor Vehicles

2.4.1 The NSO's motor vehicles shall be for use by the NSO's employees only. No other driver is permitted.

2.4.2 All vehicles owned by the NSO will be available for the use of employees on NSO business during all work hours including lunch hours and overtime. A Divisional Deputy National Statistician or Branch Manager may allocate the use of vehicles assigned to their Division or Branch.

2.4.3 The Division of Finance & Administration, through the Administration Officer, is responsible for the general maintenance of the NSO's vehicles and for the allocation of any vehicles not specifically assigned to the National Statistician, Deputy National Statistician, Divisional Deputy National Statistician, Human Resource Manager, or Branch Manager.

2.4.4 The NSO will insure its vehicles for theft, damage and third party claims, and in so doing indemnify employees who are correctly licensed and authorised to use vehicle for NSO business.

2.4.5 The NSO will maintain its vehicles in good mechanical condition and ensure road-worthiness of its vehicles at all times.

2.4.6 All motor vehicles owned by the NSO will be garaged overnight at the principal place of business of the NSO, subject to the exclusion of vehicles when used in accordance with Cause 8.23 and Clause 8.25 of this Chapter.

2.4.7 A staff member may, with the permission of the Divisional Deputy National Statistician or Branch Manager or National Statistician, utilise their private vehicle on NSO business. Prior to permission being granted, the Divisional Deputy National Statistician or Branch Manager will assure himself/herself that no NSO vehicle is available and that every attempt has been made to secure such a vehicle in each instance.

2.4.8 Under no circumstances will the NSO allow an Officer to use their private vehicle for NSO business outside the Port Moresby area or the Branch area.

2.4.9 An Officer who uses his or her own private vehicle for authorised business may, with permission of the Divisional Deputy National Statistician or Branch or the National Statistician, claim an allowance for that use (as set and amended from time to time). Such an allowance will be paid monthly in arrears.

2.4.10 A staff member shall not be permitted to use a NSO vehicle for any purpose other than NSO business at any time unless specific exemptions are made under an individual Officer's employment contract.

2.4.11 At no time shall any persons, other than a correctly licensed and approved employee, either drive or be placed in a position of having control over a NSO vehicle.

2.4.12 Any staff member who, while on NSO business, elects to drive with a person who is not an employee or client of the NSO, agrees by virtue of that act to indemnify the NSO against all claims, civil and criminal, which may result from the use of a motor vehicle.

2.4.13 A staff member who is required to work outside of normal hours or during weekends for reasons other than to attend the office to undertake routine work may, with the permission of their Divisional Deputy National Statistician or Branch Manager, use a NSO vehicle outside of normal work hours. An employee retaining a NSO vehicle overnight must undertake to secure the vehicle against accidents/incidents to the best of their ability.

2.4.14 The onus is on any staff member who drives a NSO vehicle for any reason to comply with all laws which directly or indirectly involve the use of that vehicle. By virtue of the act of taking possession of a NSO vehicle, the employee himself/herself is deemed to have indemnified the NSO against all claims, civil and criminal, which may result from the unlawful use of such a vehicle.

2.4.15 There is no smoking allowed in any NSO vehicle at any time. This rule applies to all other persons who might have cause to be in or otherwise use the vehicle. For the purpose of enforcement, the employee in charge of the vehicle will be held culpable for the actions of others.

2.4.16 The is no consumption of food allowed in a NSO vehicle at any time. This rule applies to all other persons who might have cause to be in or otherwise use the vehicle. For the purpose of enforcement, the employee in charge of the vehicle will be held culpable for the actions of others.

2.4.17 There is to be no chewing or spitting of betelnut or the consumption of other socially unacceptable drugs allowed in any NSO vehicle at any time. This rule applies to all other persons who might have cause to be in or otherwise use the vehicle. For the purpose of enforcement, the employee in charge of the vehicle will be held culpable for the actions of others.

2.4.18 There is no consumption of alcohol allowed in any NSO vehicle at any time. This rule applies to all other persons who might have cause to be in or otherwise use the vehicle. For the purpose of enforcement, the employee in charge of the vehicle will be held culpable for the actions of others.

2.4.19 The NSO forbids any employee or other persons who are intoxicated to make use of a NSO vehicle at any time.

2.4.20 Every employee who uses a NSO vehicle will at all times ensure the vehicle is re turned in good condition and that the vehicle is clean both inside and out.

2.4.21 Any item removed from any NSO vehicle without the permission of the NSO shall be regarded as stolen.

2.4.22 Any employee who is in breach of any of the provisions of this Chapter, or who causes a person to breach any of the provisions of this Chapter will be deemed to have committed a serious offence. The penalties for any such offence are detailed under Chapter 10 of this Manual.





CHAPTER NINE
STAFF DEVELOPMENT & PERFORMANCE APPRAISALS

1.0 General

This Chapter details the administrative procedures relating to staff development and training,

2.0 Staff Training Report

2.1 The National Statistician shall submit to the Minister for National Planning and Monitoring in the first quarter of every new year, an Annual Training Report which details the staff training undertaken by the NSO in the previous calendar year. This report must detail the training commitment of the NSO for the period 01 January to 31 December in the year to which the report refers.

2.2 Included in the Report shall be the following:

(a) The name of the supplier of the training course;
(b) The title of the training course;
(c) The cost of the training course;
(d) The status of NSO in regard to the NSO's obligation under the Training Guarantee Levy;
(e) Justification for the training; and
(f) Expected benefits of the training.

3.0 Staff Training Needs Analysis

3.1 In order to establish the NSO's training needs and the training dispensations which may be given to an Officer, the National Statistician, having knowledge of the Government policy directives, will consider the broad aims and objectives of the NSO and from these objectives identify and analyse areas of training need.

3.2 The NSO will formulate broad training policies and associated career development plans for its Divisional and Branch staff from the directives given by the National Statistician and the Government.

3.3 All training programmes, be they scheduled to be undertaken or otherwise authorised, whether for all the NSO's staff, Divisional or Branch staff, or for an individual staff member, will be in line with the NSO's broad corporate objectives and policy.

3.4 Training directed towards an individual staff member will be decided upon by an Officer's Divisional Deputy National Statistician or Branch Manager, who having regard to the training policy and corporate objectives of the NSO and skills required for execution of duties under the Supervisors, may or may not elect to provide a training opportunity to any employee.

3.5 Divisional Deputy National Statisticians and Branch Managers must at all time discuss staff training with individual Officers and the Manager Human Resources prior to devising or allocating specific requirements.

4.0 Staff Training Programme

4.1 The NSO shall prepare an annual programme of training for its Officers.

4.2 The programme will be arrived at after consideration as to the needs of the NSO.

4.3 The training of any staff will remain at the discretion of an Officer's Divisional Deputy National Statistician, Branch Manager or the National Statistician following advice/ recommendation from the Manager Human Resources.

4.5 The programme may cover:

(a) Internal training within NSO;
(b) Training within Papua New Guinea; or
(c) Training overseas.

5.0 Training within PNG and Overseas

5.1 Study Assistance

Study Assistance means the receipt of any internal, external or overseas assistance provided to the NSO's employees for study purposes at any authorised institution or venue outside of the NSO.

5.2 Eligibility for Study Assistance

5.2.1 To be eligible for any type of study assistance, an Officer must:

(a) Be a Permanent Officer of the NSO who has completed at least one year of service;
(b) Be eligible to undertake the course of study. Eligibility will be decided upon by the Divisional Deputy National Statistician or Branch Manager in consultation with the Manager Human Resource and the National Statistician. Such study will normally either:

i) be directly related to his/her duties; or
ii) result in an additional qualification which is of benefit to the NSO; or
iii) result in research work which relates to the activities of the Officer's Division or Branch;

(c) Not already be undertaking an approved course of study;
(d) Not be receiving any type of study assistance from any other organisation;
(e) Be formally accepted into the training course for which assistance is being sought. Evidence of such acceptance will be required by the NSO;
(f) Meet any prerequisite and other external conditions relating to the particular type of assistance being applied for; and

(g) Meet any other conditions that a Divisional Deputy National Statistician, Branch Manager, Manager Human Resources, or the National Statistician may require or impose.

5.2.2 Probationary Officers are not eligible for any form of study assistance.

5.3 Frequency of Training

5.3.1 An Officer may become eligible to be nominated by his/her Divisional Deputy National Statistician or Branch Manager to undertake a training course after completing one year of service

5.3.2 An Officer may not be eligible for further training outside of the NSO until a further two-year period has lapsed since the completion of the last training course. Exceptions may be granted:

(a) For courses requiring follow-up of a previous training programme or;
(b) For programmes that are of three (3) months duration or less; or
(c) Where this condition is waived by the National Statistician in respect of (a) and (b) above.

5.4 Application for Study Leave

Before commencing any training course requiring study leave, an Officer must apply for such leave through his/her Divisional Deputy National Statistician or Branch Manager to the National Statistician. The National Statistician will then seek the advice of the Manager Human Resources before approving study leave with or without pay.

5.5 Accrual of Leave While on Study Leave

5.5.1 Study Leave With Pay will normally be regarded as service. Recreation and Sick Leave therefore will continue to accrue during any period of approved Study Leave.

5.5.2 Study Leave Without Pay will not count as service for purpose of accrual of Recreation Leave.

5.6 Higher Duties Allowance and Salary While on Training

5.6.1 Higher Duties Allowance shall not be paid during study leave. Such leave includes:
(a) Part-Time Study;
(b) Approved Secondments; or
(c) Training Courses organised In-House.

5.6.2 Any salary to be paid in respect of study leave will not normally be paid in a lump sum prior to the commencement of the leave. Unless otherwise directed by the National Statistician, an Officer's salary will be paid fortnightly in line with normal staff salary arrangements.

5.7 Evaluation Report

On completion of a training or study programme, the Officer will be required by his/her Divisional Deputy National Statistician or Branch Manager, Manager Human Resources, or the National Statistician to immediately submit a report on any training undertaken.

5.8 Upgrading of a Qualification

Approval must be sought from the National Statistician if an Officer wishes to undertake a course of study to upgrade a technical or tertiary qualification. In any such application, the National Statistician will give consideration to the length of the course, the placement of NSO resources required, and the benefit to the NSO of the qualification sought. The decision by the National Statistician in any such case will be final.

6.0 Part-Time Study

6.1 Conditions

6.1.1 Before enrolling or re-enrolling for any part-time technical or tertiary study for which they seek study assistance, Officers must have their course of study approved by the Divisional Deputy National Statistician or Branch Manager and the National Statistician. The decision of the National Statistician will be final.

6.1.2 In formation which may reasonably be required before consideration for any approval can be given includes:

(a) Name of the Institution;
(b) Course to be undertaken;
(c) Units/Subjects to be studied;
(d) Length of course;
(e) Cost of course (if fee assistance is requested from the NSO);
(f) Relevance to position currently held.

6.1.3 Any Officer undertaking part-time study will be required to pay their own tuition fees in the first instance. Reimbursement may be made by the NSO upon successful completion of the study. Fees for failed subjects which have been repeated shall be paid by the Officer. These fees are not reimbursable.

6.1.4 All study for which reimbursement of fees will be sought must be approved by the National Statistician before commencing study.

6.2 Entitlements

The National Statistician, in consultation with the Divisional Deputy National Statistician or Branch Manager, will decide upon any entitlements the NSO may grant to an Officer. Any decision by the National Statistician in such matters will be final.

7.0 Study Leave Without Pay

7.1 Conditions

The National Statistician may, on the recommendation of the Divisional Deputy National Statistician or Branch Manager, grant study leave without pay.

7.2 Eligibility

To be eligible for study Leave Without Pay, an Officer must conform to those conditions laid out in Clause 9.14

7.3 Frequency of Training

Frequency of training is determined as per Clauses 9.16 and 9.17.

7.4 Application for Study Leave

As per Clause 9.18

7.5 Accrual of Leave While on Study Leave

As per Clauses 9.19 and 9.20

7.6 Higher Duties Allowance and Salary while on Training

Higher Duties Allowance shall not accumulate during any Study Leave. An Officer who is to return to the NSO at the completion of any unpaid study leave will normally return to the position held prior to the placement of the Officer on any temporary Higher Duty position.

8.0 Courses Conducted by Consultants

8.1 Conditions

8.1.1 Courses conducted by specialists/consultants are regarded as in-house courses. Approval to attend such courses will normally be obtained from the Divisional Deputy National Statistician or Branch Manager. Any arbitration on such matters will be undertaken by the National Statistician whose decision will be final.

8.12 Fees for courses run by specialists/consultants will normally be the responsibility of the NSO. Course fees and other entitlements to which an Officer may be eligible will be decided by the National Statistician whose decision will be final.

9.0 Correspondence Courses

9.1 Conditions

9.1.1 In order to be considered for assistance to complete a correspondence course, an Officer must be a Permanent Employee of the NSO.

9.1.2 Approval for any correspondence study assistance must be sought from and approved by the National Statistician prior to the commencement of the course.

9.1.3 All study for which reimbursement of fees is sought must have approval of the National Statistician before study commences.

9.1.4 Reimbursement will not be made for Officers who seek approval after commencement or following the completion of a course.

9.1.5 The subjects or courses of study for which assistance is sought must be those that are:
(a) Designed to achieve a qualification that is recognised in Papua New Guinea; and
(b) Relevant to the duties of the position the Officer is occupying within the NSO.

9.1.6 Postal charges, textbooks, etc. will normally be the Officer's responsibility.

9.2 Entitlements

The entitlements to which an Officer may be eligible will be decided by the National Statistician whose decision will be final.

9.3 Repayment of Fees or Other Costs Outlaid by the NSO

The NSO at all times reserves the right to seek full reimbursement of all fees and any other associated costs within four (4) weeks of the completion of the training programme should an Officer upon or during completion of a course for which the NSO has outlaid money or paid wages for time taken to study, decide to resign from or in any other manner sever his/her employment or relationship with NSO.

The National Statistician, on behalf of the NSO will have sole discretion as to any pro-rata reimbursement sought, and as to the length of time allocated to an Officer to pay any such reimbursement.

10.0 Staff Performance Appraisals

10.1 Conditions

10.1.1 The Divisional Deputy National Statistician or Branch Manager will carry out an appraisal on each Officer in their Division or Branch every twelve (12) months. Such assessments shall be completed in November of each year and submitted to the National Statistician by 31 November.

10.1.2 The NSO Staff Performance Appraisal Form (NSO Form__) will be used for all staff assessments.

10.1.3 A copy of a completed Appraisal Form is to be kept on the Officer's personal file.

10.1.4 The Appraisal may be used to determine the eligibility of a Probationary Officer for appointment as a Permanent Officer.

11.0 Purpose of the Appraisal System

11.1.1 Staff Performance Appraisals serve three main purposes:

(a) They allow for the regular evaluation of an Officer's performance;
(b) They serve to assist in identifying certain areas for future development of and/or improvement in an Officer's performance;
(c) They highlight areas of performance which are of concern to both the employee and the management of the NSO. This provides the basis, should an Officer not perform to expected standards, for a Divisional Deputy National Statistician or Branch Manager to recommend appropriate measures to be taken.

11.1.2 The information given in the Appraisal Form may affect decisions in any or all of the following areas:

(a) Discipline
Poor performance may lead to disciplinary action or skill upgrade;
(b) Promotion
Comments on performance will form an important component of the candi date's promotion as reward in the selection process;
(c) Payment of Salary Increment
A salary increment will only be approved for an Officer if his/her performance in the preceding year has been satisfactory. An increment awarded to an Officer must specifically be approved by a Divisional Deputy National Statistician or Branch Manager on the Appraisal Form;
(d) Further Training
Comments on the Appraisal Form concerning training needs will also be used to determine the type of training recommended for individual Officers.



CHAPTER TEN
DISCIPLINE

1.0 General

1.1 Use of Disciplinary Action

1.1.1 Disciplinary action is not necessarily to be used solely as punishment. It may be used as a means of improving an Officer's performance or behaviour.

The two major types of circumstances which require disciplinary action are:

(a) Where a specific incident is used a s punishment (e.g. wilful disobedience of an Officer where the Divisional Deputy National Statistician or Branch Manager needs to assess whether such a breach is of a minor or serious nature, and to recommend punishment accordingly);

(b) Where an Officer's behaviour or performance deteriorates in some way over a period of time (e.g. persistent poor attendance or negative attitude to his/her work). In these circumstances, disciplinary action may serve initially as a warning with the main aim being to secure an improvement in the Officer's behaviour rather than to punish him/her.

1.2 Application of Disciplinary Provisions

The provisions of this Chapter apply to all Officers of the NSO.

1.3 Authorisation and Disciplinary Power

1.3.1 A Divisional Deputy National Statistician or Branch Manager may:

(a) Deal with minor disciplinary offences upon consultation with the Manager Human Resources or National Statistician; or
(b) Recommend laying serious disciplinary charges against an Officer; or
(c) Recommend suspension of an Officer from duty.

1.3.2 All recommendations made which involve the laying of a serious disciplinary charge or the suspension of an Officer from duty may be reviewed at the discretion of the National Statistician, or at the request of the suspended Officer subject to one review only being permitted at an Officer's request.

1.3.3 An Officer who is subject to a disciplinary charge shall have the right to have a review undertaken by a more senior officer than the staff member who laid the charge against the Officer.

1.3.4 A Divisional Deputy National Statistician or Branch Manager who has a disciplinary charge laid against him/her by the National Statistician shall have the right to appeal to the Government.

1.4 Types of Offences

Offences are either Criminal Offences or Disciplinary Offences. Both types of offences are considered separately below.

2.0 Criminal Offences

2.1 Suspension

2.11 If an Officer has or is formally charged with having committed a criminal offence:
(a) And the offence relates to his/her office, then the Officer shall be formally suspended without pay by the National Statistician;
(b) And if the offence does not relate to the duties of his/her office or to any other business of the NSO, the National Statistician may elect to keep the Officer at his/her duties, to suspend the Officer without pay, or to suspend the Officer on full or part pay.

1.12 In deciding whether an offence relates to the duties of his/her office, the National Statistician will assess the nature of the offence and its relationship with the Officer's duties. For example, if an Officer occupies a position which involves responsibility for money and he is charged with stealing money either in his/her job or outside of the NSO, then this can be taken as relating to the duties of his/her office and he/she may be suspended without pay. Similarly, a Driver who is charged with a serious driving offence may also be suspended without pay as the offence clearly relates to his/her duties.

2.13 A Notice of Suspension of an Officer charged with a criminal offence shall be made in writing.

2.2 Conviction

2.2.1 Where the Officer is convicted of a criminal offence relating to the duties of his/her office, he/she shall be dismissed from the NSO by the National Statistician with effect from the date of the offence or an Officer's suspension, whichever was first.

2.2.2 Where the Officer is convicted of a criminal offence which does not relate to the duties of his/her office, then he/she may be dismissed from the NSO at the discretion of the National Statistician. Such termination shall be in writing.

2.2.3 If the National Statistician decides not to dismiss the Officer, then the Officer shall be notified in writing of the removal of his/her suspension.

2.2.4 If an Officer who has been charged with a criminal offence is found not guilty of that offence (or any other offence), then the National Statistician may notify the Officer of the removal of his/her suspension in writing, or should the National Statistician elect to not permit the employee to recommence work for reasons of compatibility or security of the NSO, the National Statistician may at his/her discretion terminate the employment of the Officer forthwith.

2.25 An Officer who has their employment terminated for reason of Clause 10.14 shall, in addition to four weeks additional pay in lieu of notice, have all pay reimbursed for any period they were suspended without pay, and shall be paid all leave, redundancy, and other entitlements the Officer would have received should that Officer have vol untarily resigned from his/her employment with the NSO.

2.26 If the Officer has been suspended with pay, and is reinstated, having had no conviction recorded against himself/herself, he/she shall be paid monies owing during the period of suspension effective from the first day of that suspension. This payment should be on the first day the Officer is reinstated.

2.27 If through no fault of the NSO an Officer who has been charged with a criminal offence is not prosecuted, then the National Statistician may, should reasonable grounds for the suspicion exist, terminate the employment of an Officer. In such cases, the conditions of Clause 10.15 will apply.

2.28 If the National Statistician is of the opinion that actions of the Officer constitute a serious disciplinary offence as defined in Clause 12.20, notwithstanding his/her conviction or non-conviction of those actions, the National Statistician may also charge that Officer with a disciplinary offence.

3.0 DISCIPLINARY OFFENCES

3.1 Serious Offences

3.1.1 An Officer may be deemed to have committed a serious disciplinary offence if he/she:

(a) Commits a breach of the Industrial Centres Development NSO Act, the terms of their Contract of Employment, the Rules of the Office, or this Office Manual;
(b) Except as authorised in the course of official duty, uses or divulges, directly or indirectly, any confidential information concerning public business or any matters to which he/she has official knowledge;
(c) Except with the express consent of the National Statistician, publicly comments on administrative action or the administration of the NSO;
(d) Wilfully disobeys or disregards a lawful order made or given by a person having authority to make or give it;
(e) Is negligent or careless in the discharge of his/her duties;
(f) Is insufficient or incompetent from causes within his/her own control;
(g) Uses intoxicating liquors or drugs to excess or is under the influence of either during office hours;
(h) Solicits a free reward, gratuity or gift in connection with the discharge of his/her official duties (other than his/her official remuneration);
(i) Is guilty of disgraceful or improper conduct in his/her official capacity or otherwise;
(j) Does not report in a timely manner for duty without good reason;
(k) Seeks to influence or raise the interest of any person in order to obtain promotion, Transfer or other advantages for themselves;

(l) Supplies to another Officer, for use for any purpose referred to in paragraph (k), a certificate or testimonial relating to official capacity or the performance of official duties;

(m) Breaches a term or condition of any tenancy agreement in relation to premises rented by the employee from the NSO.

3.2 Minor Offences

3.2.1 A minor offence is where the Divisional Deputy National Statistician or Branch Manager determines that the disciplinary offence warrants only a caution or reprimand or the placement of an Officer on probation.

3.2.2 Where the Divisional Deputy National Statistician or Branch Manager has reason to believe that an Officer has committed a minor disciplinary offence, he/she may call upon that Officer for an explanation as to the alleged offence.

3.2.3 If after considering the explanation, the Divisional Deputy National Statistician or Branch Manager thinks that the offence has been committed, he/she may caution or reprimand the Officer concerned.

3.2.4 The caution or reprimand should be made in writing, with a copy sent to the Officer and another copy placed in his/her personal file.

3.2.5 A repeat of a minor offence shall constitute a serious disciplinary offence.

3.3 Resoultion of an Offence

3.3.1 If the Divisional Deputy National Statistician or Branch Manager is of the opinion that an Officer has committed a serious disciplinary offence, he/she may place the Officer on probation, or recommend the suspension of the Officer from duty, or a recommendation that the Officer be dismissed from duty.

3.3.2 An Officer recommended for termination may, at the request of the Officer so charged, have his/her case referred to the National Statistician for final deliberation. The decision of the National Statistician shall be final.

3.3.3 Should a Divisional Deputy National Statistician or Branch Manager be recommended for termination of employment, the National Statistician shall, at the request of the Divisional Deputy National Statistician or Branch Manager, have the Director's case or Branch Manager's case referred to the Government for final deliberation. The Government shall review the matter and make a decision which shall be final.

3.4 Suspension

3.41 Suspension in this context refers to suspension from duty. Suspension is at the National Statistician's discretion and must be done in consultation with the Divisional Deputy National Statistician or Branch Manager, and the Manager Human Resources.

3.4.2 The National Statistician may suspend an Officer immediately prior to laying a charge, or at the same time as laying the charge, or after laying the charge. The suspension should be served in writing within twenty-four (24) hours of any verbal suspension notification.

3.4.3 An Officer may be suspended where:

(a) An Officer's continued presence may influence an investigation into an alleged offence;
(b) The Officer's continued presence at work presents a risk to life and property;
(c) The Divisional Deputy National Statistician or Branch Manager considers it likely that the Officer may repeat the alleged offence.

3.4.4 The National Statistician may in writing remove the suspension at any time pending the determination of the charges, and he/she must do so if the charges are not sustained.

3.4.5 In all matters of suspension, except that of a Divisional Deputy National Statistician or Branch Manager, the decision of the National Statistician will be final. In the case of a Divisional Deputy National Statistician or Branch Manager being suspended, the decision of the Government shall be final.

3.5 Nature of Charge

3.5.1 The National Statistician, Divisional Deputy National Statistician or Branch Manager shall, as soon as practicable, inform the Officer in writing of any disciplinary offence committed by the Officer.

3.5.2 If an Officer is to be charged with an offence, the notification of such an offence shall contain the following information:

(a) The exact nature of the offence;
(b) A statement as to the exact charge being levelled against the Officer;
(c) A comprehensive statement to the reasons for the charge being upheld;
(d) The penalty to be imposed should the charge be upheld;
(e) A comprehensive statement as to the Officer's right of reply to the charge; and
(f) A comprehensive statement as to an Officer's right of appeal to a person more senior than the person laying the charge.

3.6 Reply to Charge

An Officer who is charged with a serious disciplinary offence may reply to the charge within seven (7) working days from the receipt of the charge. If the Officer fails to reply within this period, a decision may be made in the absence of a reply. The Officer by not replying within the seven (7) working day period will forfeit any recourse on the decision taken.

3.7 Decision on Charge - Minor Offences

A Divisional Deputy National Statistician or Branch Manager may, after considering a reply received under Clause 10.35 in respect of a minor offence, withdraw the charge.

3.8 Decision on Charge - Serious Offences

3.8.1 If after considering the charge and the reply and explanation (if any) of the Officer charged and any further report that he/she thinks necessary, the National Statistician is of the opinion that the charge has been sustained, he/she may:

(a) Fine the Officer a sum not exceeding twenty (20) percent of the Officer's gross fortnightly pay;
(b) Reduce the Officer's pay so long as the Officer's pay remains within the salary range of the Officer's designation;
(c) Demote the Officer to an office having a lower classification and to a salary within that lower classification, provided that the Officer is not otherwise under specific contract by the NSO to be employed at a predetermined grade and title; or
(d) Dismiss the Officer from the employment of the NSO with immediate effect.

3.8.2 The National Statistician shall notify an Officer in writing of any decision made under Clause 10.37 above.

3.8.3 The Officer shall be notified of the decision within fourteen (14) days of the date of an Officers' reply to the charge.

4.0 Miscellaneous

4.1 Deduction of Fines from Pay

Where a fine is imposed on an Officer as a result of disciplinary proceedings, the amount of the fine may be deducted from the pay of the Officer either by one deduction or by instalments as may be determined by the National Statistician. An Officer who is dismissed from the NSO under this provision shall be paid ten days pay in lieu of notice in addition to any contractual termination agreement which might be in force between the NSO and the employee.

4.2 Procedure where address or whereabouts unknown

4.2.1 If the NSO is unaware of the address or whereabouts of an Officer, all notices relating to disciplinary proceedings shall be posted to the last known address of the Officer.

4.2.2 Where a notice posted to an Officer relating to a charge against him/her, asks him/her to admit the truth of the charge and no Answer is received from that Officer with in seven (7) days from the receipt of the charge, the Officer may be deemed to have admitted the truth of the charge and it may be dealt with in his/her absence.

4.2.3 Should an Officer whose whereabouts is unknown be terminated from the employ of the NSO, the NSO shall by registered mail send all severance details and final payments owed to an Officer to the Officer's stated permanent address, or in the case of no such stated address, to the Officer's last known address. Any registered or otherwise mail certified as being addressed to the Officer's last stated address, which is then returned to the NSO with proof of non-receipt of same by the Postal or Courier Service so utilised, shall be deemed to have been delivered to the Officer. Any such payment shall then be retained by the NSO, and the amount therein forfeited to the NSO at the conclusion of twelve (12) months from the date the NSO had terminated the Officer's employment.

4.2.4 Should there be any other matters which the National Statistician deems as out standing and if all procedures contained in this Manual have been exhausted, the National Statistician may refer the matter to the Government for a final decision.

4.3 Compliance with Directions of Superior Officers

An Officer shall obey promptly all instructions given to him/her by any persons under whose immediate control or supervision he/she is placed. However, if an Officer believes that an instruction is illegal or is impossible to carry out, he/she may ask the Divisional Deputy National Statistician or Branch Manager to review that instruction. In the case of a Divisional Deputy National Statistician or Branch Manager believing that an instruction given him/her by the National Statistician is illegal or impossible to carry out, he/she may request the Government to review that instruction.

4.4 Prformance of Duties

An Officer shall promptly and correctly carry out all the duties relating to his/her position and comply with and give effect to all laws, regulations and instructions made or issued for his guidance in the performance of his/her duties.

4.5 Care of NSO Property

An Officer is responsible for the careful use and preservation of all property of the NSO in his/her control, possession or custody. An Officer responsible for damage, destruction, or theft of any property of the NSO is required to compensate the NSO for the cost of repair or replacement of that property in addition to any other action taken by the NSO.

5.0 Attendance

5.1 Obligation to Record Attendance

5.1.1 All Officers, other than the National Statistician, Divisional Assistant National Statisticians, Manager Human Resources, or Branch Managers, may be required to record daily in an Attendance Register, or other such device used for recording atten dance, the actual times of their arrival for duty and their departure therefrom.

5.1.2 The National Statistician may exempt an Officer of the NSO from the provisions of Clause 10.48.

5.2 Accessibility of Attendance Records

An Attendance Register, if kept, shall be accessible to the NSO's employees at all times.

5.3 Late Attendance

An Officer arriving for duty later than fifteen (15) minutes after normal times of commencing shall report to their Divisional Deputy National Statistician, who may either approve the time recorded after hearing the Officer's explanation for late attendance, or who may elect to require the Officer to retire for the day and be forfeited pay which would have accrued if the Officer had been permitted to work.

5.4 Journals To Be Kept By Certain Officers

Unless a Divisional Deputy National Statistician or Branch Manager otherwise orders, an Officer whose duties are not under direct supervision, or which are not performed at a fixed place, may be required to keep a daily journal showing their duties and the time occupied therein.

Such a journal shall be produced, or a copy thereof furnished to the Officer's Director or Branch Manager when called to do so.

5.5 Absence from the Office

5.5.1 No Officer shall, except with the express permission of his/her Divisional Deputy National Statistician or Branch Manager, be absent from his/her Office during office hours except on official business.

5.52 Any period of absence of an Officer not on official business shall be recorded by the Divisional Deputy National Statistician or Branch Manager in the Attendance Record. No pay shall be received for the period of such absence.

5.6 Absence Without Prior Approval

5.6.1 An Officer shall not be absent from duty without prior approval unless reasonable cause is shown.

5.6.2 If an Officer is prevented by illness or other emergencies from attending duty, he/she shall as soon as possible:

(a) Advise the Divisional Deputy National Statistician or Branch Manager of the circumstances.
(b) Furnish any further particulars the Divisional Deputy National Statistician or Branch Manager thinks necessary.

5.6.3 Where the absence from duty of an Officer has not been sanctioned and is not other wise on medical grounds, the period of absence shall be without pay.

5.7 Sexual Harassment

5.7.1 Sexual harassment is a serious disciplinary offence. An Officer found guilty of sexual harassment will be liable to disciplinary action including dismissal.

5.7.2 Where an Officer is subjected to:

(a) Demands of a sexual nature in exchange for promotion or other benefits, or refusal to approve benefits unless demand of a sexual nature are met; or

(b) Unwelcome verbal or physical suggestions of a sexual nature which interferes with an Officer's work and creates an offensive or intimidating working environment;

(c) The Officer shall report the matter immediately to their Divisional Deputy National Statistician or Branch Manager or the National Statistician, or in their absence, the Director of another Division or Branch Manager of the NSO.

5.8 Breach of Regulations

Staff of the NSO shall report to the Divisional Deputy National Statistician or Branch Manager any breaches of the NSO's regulations which come to their knowledge.



CHAPTER ELEVEN
RETIREMENT

1.0 General

An Officer may be retired from the NSO on age, medical, or on grounds of incompetence or inability to perform tasks required of them. Retirement as such must be approved by the National Statistician.

2.0 Redundancy, Retrenchment, Dismissal

2.1 If an Officer is retrenched, dismissed or made redundant from the NSO:

(a) The Officer shall not be re-appointed to the NSO under any circumstances;
(b) Any retrenchment of an Officer employed by the NSO shall be made in compliance with the terms of a Retrenchment Agreement made between the NSO and the Officer.
(c) Any dismissal of an Officer by the NSO shall be made in compliance with the terms and conditions of any employment contract between the Officer and the NSO, or in such absence, with the conditions of this Manual;
(d) Any redundancy shall be in compliance with any Redundancy Agreement made between the NSO and the Officer, and in recognition of the prevailing Public Service Retrenchment Policy.

2.2 An Officer who is dismissed from the NSO shall receive either two (2) weeks written notice or ten (10) working days salary in lieu of such notice.

3.0 Age Retirement

3.1 An Officer who has reached the age of fifty (50) years may, at the discretion of the National Statistician, continue with the NSO until he/she reaches sixty (60) years of age subject to Clause 11.5.

3.2 The National Statistician may retire any Officer who has elected to remain with the NSO after having reached fifty (50) years of age. An Officer can be retired under this provision if the interests of the NSO are served by the Officer's retirement. For such compulsory early retirement to be effected, a reason for such retirement must be established by the National Statistician.

3.3 Any Officer who remains with the NSO until reaching the age of sixty (60) years shall retire on reaching that age.

3.4 The National Statistician is responsible for approving all retirements on age grounds whether this be:

(a) Compulsory retirement if the Officer is sixty (60) years or over;
(b) Voluntary early retirement if the Officer is aged between fifty (50) and fifty-nine (59); or
(c) Compulsory early retirement if the Officer is aged between fifty (50) and fifty-nine (59).

4.0 Procedure for Age Retirement

4.1 Upon the retirement of an Officer, NSO Form__ shall be completed. The forms are to be lodged in the Retiring Officer's file and the file archived for a minimum period of ten (10) years whereupon it may be destroyed.

4.2 If the age of the Officer is between fifty (50) and fifty-nine (59), and he/she has not volunteered to retire, then he/she will be informed in writing of the following:

(a) At age 50 to 59, the Officer shall be made aware that they can volunteer to retire, elect to stay on as a staff member, or that he/she can be retired compulsorily;
(b) Regardless of how an Officer might retire, all Officers aged 50 and over will be entitled to retrenchment benefits;
(c) On retirement, the Officer will be entitled to money-in-lieu-of leave and may be entitled to money-in-lieu-of furlough.
(d) If the Officer has contributed to State Services & Statutory Authorities Super annuation Fund Government, or prior to that the Retirement Benefit Fund, then he/she will have relevant pension entitlements.

4.3 Should the Officer, after being informed of the procedures for retirement volunteer to retire, the processing of his/her retirement can then proceed.

4.4 Should the Officer not volunteer to retire when the NSO requires him/her to be retired compulsorily, then a reason for such compulsory retirement must be established. The reason could be on grounds of:

(a) Poor performance;
(b) That the Officer is surplus to funded staffing requirements because for example, a Division or Branch staffing is above the approved establishment or funded ceiling; or
(c) If in the opinion of the National Statistician it is in the best interest of the NSO that the Officer leave the employ of the NSO.

5.0 Retirement on Grounds of Mental or Physical Infirmity

5.1 The National Statistician may retire an Officer younger than 50 years old if after having sought medical advice it is found that the Officer can no longer continue to effectively carry out duties because of a mental or physical illness, or because of a disability which impairs or is likely to impair the Officer's performance within the NSO.

5.2 A Divisional Deputy National Statistician or Branch Manager should report any concerns to the National Statistician that they may have in regard to an Officer not being capable of effectively performing his/her duties due to:

(a) Absences caused by physical or mental illness; or
(b) Incapacity due to an Officer having a physical or mental disability.

5.3 Intermittent time off work which in any one year collectively exceeds the annual ten (10) days sick leave benefit of an employee of the NSO will be sufficient grounds for the National Statistician to retire an employee on medical grounds, irrespective of whether or not a Medical Certificate has been supplied in all instances.

5.4 Continuous time off work which exceeds a period of twenty (20) working days at any one time will be sufficient grounds for the National Statistician to retire an employee on medical grounds, except that the National Statistician will be bound by the conditions of Clause 11.18.

5.5 Should the National Statistician deem the NSO is unable to redeploy an infirm Officer to another position where his/her illness or disability does not affect the performance of the NSO, then the National Statistician may retire the Officer from service.

5.6 The decision of the National Statistician to retire an Officer on medical grounds shall be final, except that the Officer concerned shall have the right to appeal the decision to the Government.

5.7 An Officer who is retired for reasons of intermittent medical problems may receive ten (10) working days pay in compensation of lack of notice, or the Officer may be given fourteen (14) days notice of being retired on medical grounds. Such discretion will be the prerogative of the National Statistician.

5.8 An Officer under contract to the NSO shall be paid compensation under the terms of that contract, if any. In the absence of a contract, a payment in lieu of resignation as per Clause 3.24 shall apply.

5.9 An Officer on fourteen (14) days notice will be required to work the ten (10) working days this period encompasses unless a medical certificate to the contrary is produced. Any non-substantiated absenteeism during this period shall entitle the NSO to withhold pay from the Officer's final payout which is equivalent to the time lost.

5.10 An Officer who is retired for reasons of a continuous medical problem which has kept the Officer from work for a period of twenty (20) continuous working days shall, upon providing a medical certificate justifying such absence, receive twenty (20) days pay in compensation of lack of notice. The Officer will not return to work prior to the retirement date.

6.0 Medical Opinion

6.1 Should the NSO elect to retain the services of an Officer who has had twenty (20) days or more off work continuously for medical reasons, the NSO reserves the right to request that the Officer absolve in writing the NSO from all responsibility and any compensation claims or payment resulting from any action, legal or otherwise, in relation to medical grounds which caused time off work.

6.2 Should the NSO request an Officer to sign an absolution document (as per Clause 11.22) and the Officer refuses to do so for no acceptable reason, then that Officer shall be deemed to have committed a serious disciplinary offence and as such, the Officer may be subject to the terms and conditions defined under Chapter 10 of this Manual.

7.0 Procedure for Retirement on Medical Grounds

7.1 In order to retire an Officer who is a health danger or who has been absent on continuing medical grounds, a medical certificate made by a Registered Medical Practitioner (public or private) nominated by the NSO will be obtained. All costs of obtaining such a medical certificate will be borne by the NSO.

7.2 The NSO shall maintain the right to use a Medical Practitioner of its choice and to terminate the employment of any Officer who refuses an examination for the purpose of establishing the illness by that nominated Medical Practitioner.

7.3 Any medical certificate issued as a result of the NSO requiring same for the purpose of deciding whether to retire an Officer on medical grounds, must contain an opinion as to whether the Officer is likely to recover sufficiently from his/her illness or disability to allow him/her to continue to work competently for the NSO. If the Officer is likely to be fit to resume duties, the certificate must also contain a date whereby the Officer can resume employment with the NSO.

7.4 Any medical certificate presented to the NSO by an Officer or a Medical Practitioner paid for by the NSO will become the property of the NSO. The certificate will be retained in the Officer's file until such time as the file is disposed of under Clause 11.8 of this Chapter.

7.5 If, on receiving the medical report, the NSO is satisfied that the Officer should be retired on medical grounds, then steps shall be taken to do so.

8.0 Procedure for Retirement or Dismissal on Grounds of Incompetence or Inability

8.1 An Officer who is retired for reasons of inability, incompatibility, or who is dismissed on grounds of incompetence shall, in the absence of a contract between the NSO and the employee, either receive ten (10) working days pay in compensation of lack of notice, or the Officer may be given fourteen (14) days notice of their being retired or otherwise dismissed.

8.2 An Officer under contract with the NSO who is retired for reasons of inability, incom patibility, or who is dismissed on grounds of incompetence shall be paid in accor dance with the severance conditions of that contract. Should no severance conditions be contained in an Officer's employment contract, then the conditions of Clause 3.24 shall apply.

8.3 An Officer who is given fourteen (14) days notice of retirement or retrenchment will be required to work the ten (10) working days this notice period encompasses. Any absenteeism during this period shall entitle the NSO to withhold pay from the Offi cer's final payout equivalent to the time lost.

8.4 Upon cessation of an Officer's employment with the NSO, the following will apply:

(a) If an Officer is on sick leave on the date of approval of retirement, then his/her date of retirement shall be the date on which his/her sick leave credits are exhausted;

(b) If an absentee Officer who is being retired on medical grounds is not on sick leave on the date of approval of their retirement, then he/she may be put on sick leave as from the date of approval. In such an instance, his/her date of retirement shall be the date on which his/her sick leave credits are exhausted;

(c) If an Officer is dismissed from the employ of the NSO, the Officer shall be ineligible to receive payment for sickness benefits which are accrued at the time of termination. Those benefits will be forfeited to the NSO.

9.0 Letter of Retirement, Entitlements and Separation

Once the NSO has decided to remove an Officer from service either on age, medical grounds, or grounds of incompetence or inability, the Officer concerned shall be given notice in writing of his/her date of separation.

10.0 Contributions at Retirement (SS&SASFB or RBF)

10.1 It is a regulation of SS&SASFB / RBF that any contributor who is to be retired on medical grounds must have a medical certificate from a Registered Medical Practitioner giving that Medical Practitioner's opinion on the retirement.

10.2 It is a regulation of SS&SASFB / RBF that the NSO make available for Transfer to that fund, or a nominated future employer, any funds owing to the Officer as a result of that Officer's employ with the NSO.

10.3 After the NSO has written to the Officer advising his/her of that Officer's separation, the NSO shall advise the Superannuation Fund that the NSO has ceased deduction of SS&SASFB / RBF contributions for that Officer.

10.4 In the case of an Officer retiring from service with the NSO, the Director of Finance & Administration shall complete an NSO Retirement Benefits Separation & Transfer Advice (NSO Form __) in triplicate. That form shall be signed by an Authorized Officer of the NSO. Copies of the signed form will then be submitted as follows:

(a) A copy to the Officer's NSO personal file;
(b) A copy to the Secretary – Department of Personnel Management;
(c) A copy to the SS&SASFB with the following attachments:
- an application for pension or refund of contributions form; and
- a photocopy of the Officer's history card.

10.5 The National Statistician or the Deputy National Statistician Corporate Services Di vision, or their nominee, are deemed to be the Authorizing Officers of the NSO for the purpose of signing Retirement Benefits Separation & Transfer Advice forms. Once a Separation Advice has been signed, the separation of an Officer is final.

11.0 Calculation of Final Payout

11.1 The NSO shall calculate the Officer's final payout. This calculation will consist of:

(a) Salary to the date of separation;
(b) Salary in lieu of notice;
(c) Money in lieu of leave accrued. This shall be calculated at the rate of one and a quarter (1 ¼) days pay per completed months of service;
(d) Furlough Leave, if the Officer is entitled to Furlough Leave;
(e) Pro-rata furlough, if the Officer has previously taken furlough;
(f) Money in lieu of furlough, if the Officer has not previously taken furlough (refer to Chapter Seven for the conditions attached to money-in-lieu-of-furlough);
(g) Monies otherwise owed as a result of any contractual agreement between the NSO and the employee.

11.2 Any commitments by the NSO to pay a repatriation fare, including the cost of removal of the Officer's personal effects from the place of employment to the place of domicile, shall not in any event exceed the value of moving 200kg by air freight to that destination.

11.3 A retiring Officer shall not be eligible to receive cash in lieu of moving personal effects. The NSO will release funds for such purposes only after receipt of an invoice by the removalists. Such receipt will detail the weight, date of uplift, place of uplift, place and date of delivery, and a description of the goods moved.

11.4 The NSO shall not be liable for any removal costs unless the conditions in Clause 11.41 are complied with.

12.0 Personnel Records on Retirement, Dismissal, or Redundancy

12.1 The NSO will release an Officer's personal file to the custody of another Government Agency if so requested by that Agency and duly authorised by the Officer concerned. Any such request and authorisation shall be in writing.

12.2 Once an Officer has left the employ of the NSO, the NSO shall become the custodian of that Officer's personal file for a period of three (3) years, after which it may be sent to the National Archives for storage.





CHAPTER TWELEVE
ENGAGEMENT IN BUSINESS OUTSIDE OF EMPLOYMENT BY NSO

1.0 General

This Chapter deals with the engagement/involvement of Officers, regardless of their employment status, in business interests while employed in the NSO.

1.1 All Officers of the NSO shall not in any business or commercial capacity outside the NSO:

(a) Accept and/or continue to hold office in or under a Government of another country, or in or under any commercial NSO;

(b) Accept or continue to hold or discharge the duties or be employed in a paid office in connection with any commercial business, whether carried out by a NSO, firm, or individual.

(c) Engage in or undertake any management function in business as principal or as agent;

(d) Engage or continue in a private practice of any profession, occupation, or trade;

(e) Enter into any employment or employment contract, whether remunerative or not, with any person, company or firm who or which is so engaged; or

(f) Accept or engage in any remunerative employment other than in connection with the duties of his/her office in the NSO.

1.2 Subject to the succeeding provisions of this Manual, Clause 12.1 does not prevent an Officer from becoming a member or shareholder of an incorporated company or of a company or society of persons registered under a law of a country elsewhere, he/she shall not take part in the conduct of the business of the company or society other than by the exercise of his/her right to vote as a member or shareholder, other than with the express written approval of the National Statistician, or in the case of the National Statistician, with the approval of the Minister for National Planning.

1.3 Notwithstanding this Manual, an Officer may, with explicit approval of the National Statistician act as a Director of a co-operative company, or in the case of the National Statistician, with the approval of the Minister for National Planning.

1.4 Breaches of the provisions of this Chapter shall be considered a disciplinary offence and shall be subjected to the provisions of Chapter 10.

1.5 For the purposes of this Chapter, references to an Officer or Officers include the National Statistician and where the context so requires, a reference to the National Statistician is a reference to the Minister for National Planning.



CHAPTER THIRTEEN
NSO RECORDS

1.0 General

1.1 Notwithstanding the definitions of the NSO elsewhere in this Manual, the place of keeping records whether by electronic means or otherwise shall be within any office space, rented, leased, or owned by the NSO.

1.2 The principal Office (the Office) of the NSO is currently located at Kumul Avenue, Waigani. The office can also be located at any other place as directed. Any other place as so directed will be regarded as an extension of the Office for the purposes of definition of the Office of the NSO.

1.3 Rented accommodation at hotels, motels, campsites or any other place of work or overnight residence rented by the NSO or otherwise hired by staff on behalf of the NSO shall for the purpose of this Chapter be regarded as an extension of the Office.

1.4 An Officer enroute to any destination on NSO business, regardless of the mode of Transport, who is in possession of any Office records shall be subject to the provisions of this Manual.

1.5 All records held by the NSO are confidential documents. At no time will an Officer allow any record or part thereof to be viewed or made available to any third party without the explicit permission of the Director of the Division in which a record is held.

1.6 Nothing in Clause 13.5 shall exclude any employee of the NSO from having access to the NSO's records for reasons of legitimate NSO business.

2.0 Staff Records

2.1 The Human Resources Branch shall keep accurate records of all staff. Such records will include:

(a) An Establishment Register which will be updated on a quarterly basis. Records of this Register will include details of each Officer occupying a position, the position title, and the number of Officers within the NSO;

(b) General personnel records, which include details of substantive and actual positions, position application details, Selection Committee records, details of an Officer's position, and the salary level of the Officer;

(c) Interview sheets for every new staff member recruited to the NSO. Such sheets will be signed by the interviewing officers. The Director of the Division in which an intending employee will commence work will ensure the interview sheet of a successful applicant is delivered to the Human Resources Branch for placement on the personal file of the staff member;

(d) A copy of the contract of employment for an employee. The contract must be signed by the intending employee. The Deputy National Statistician of the Division in which the intending employee will commence work will ensure a signed copy of a successful applicant is delivered to the Human Resources Branch for placement on the personal file of the staff member;

(e) Records of temporary and casual staff;
(f) An Officer's annual staff appraisal details;
(g) Records of an Officer's promotion, demotion, probation, suspension from duty, or dismissal from the NSO's employ.
(h) Records of personnel on leave;
(i) Records of any benefits and entitlements an Officer receives;
(j) Records of any type of leave granted an Officer including:
- compassionate leave
- leave without pay
- representational leave
- leave for breastfeeding
- maternity leave
- paternity leave
- recreation leave
- furlough leave
- any other records on personnel as may be required by the NSO.

2.2 Staff records will be secured within the Human Resources Branch.

2.3 An Officer shall be allowed access to his/her own personnel records only on the authorisation of the Manager Human Resources. He/she shall be allowed to make copies and to take note of the contents therein but not to remove the original records.

2.4 Staff records are not to leave the custody of the Human Resources Branch at any time without express permission of the Manager Human Resources or the National Statistician.

2.5 Missing or incomplete staff records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if staff records cannot be accounted for.

3.0 Payroll Records

3.1 The Corporate Services Division shall keep accurate records of all payments to all staff. Such records will include details of:

(a) Wages;
(b) Taxation payments;
(c) Overtime payments;
(d) Leave payments;
(e) Gratuity payments
(f) Domestic Market Allowance payments;
(g) International Market Allowance payments;
(h) Vehicle Allowance payments;
(i) Per Diem payments;
(j) Education, Telephone and other Special Allowance payments; and

(k) Any other payments which the NSO may have cause to make to an employee.

3.2 Payroll records will be secured within the Corporate Services Division.

3.3 An Officer shall be allowed access to his/her own payroll records only on the authorisation of the Deputy National Statistician Corporate Services Division. He/she shall be allowed to make copies and to take note of the contents therein but not to remove the original records.

3.4 Payroll records are not to leave the custody of the Corporate Services Division at any time without the express permission of the Deputy National Statistician Corporate Services Division or the National Statistician.

3.5 Missing or incomplete payroll records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if payroll records cannot be accounted for.

3.6 Payroll reconciliations shall be completed each quarter using information from the payroll and any other records which are kept pursuant to this Chapter.

3.7 For the sake of payroll reconciliation, staff strength is defined as all those on the payroll. Included in this definition are all staff who are paid in any particular fortnight plus any staff suspended without pay for any reason.

3.8 The staff on the payroll at the time of reconciliation shall be used as the basis to assess the NSO staffing level against the manpower ceiling permissible. The inclusion of suspensions from the payroll should only be calculated when an Officer is temporarily absent from duty, temporary in this instance being of likely duration of three months or less.

3.9 The Corporate Services Division shall ensure at all times that payroll reconciliation records are accurate and in agreement.

4.0 State Services & Statutory Authorities Superannuation Fund Government Contribution Records

4.1 It is a requirement that all permanent employees of the Public Service (including the employees of Statutory Authorities) contribute to the SS&SAFB Fund. Non-citizen Contract Officers are exempt from this requirement.

4.2 At the completion of an Officer's probation period and immediately following that Officer's appointment to permanent staff, the Officer is required to contribute 6% of his/her gross salary to the SS&SAFB.

4.3 The NSO is directed under Government guidelines to put aside an Officer's SS&SAFB contribution prior to releasing an Officer's pay, less tax, less other contributions and payments nominated by an Officer, to that Officer's nominee.

4.4 An Officer may request from the Corporate Services Division a statement of the contributions deducted on their behalf by the NSO. The NSO, within a reason able time, but in any event within a time period not exceeding two (2) weeks, will make such information available to the employee.

5.0 Administration Records

5.1 The Corporate Services Division shall keep accurate records on administration matters of the NSO. Such records will include details on:

(a) Inventory;
(b) Consumables;
(c) Capital Expenditure items;
(d) Motor Vehicles;
(e) Insurance;
(f) Plant, Equipment, and Buildings owned or rented by the NSO; and
(g) Any other records which the Deputy National Statistician Corporate Services Division may deem necessary.

5.2 Administration records will be secured within the Corporate Services Division.

5.3 An Officer shall be allowed access to administration records only on the authorisation of the Deputy National Statistician Corporate Services Division. He/she shall be allowed to make copies and to take note of the contents therein but not to remove the original records provided that such information is used solely for under taking the functions of the NSO.

5.4 Administration records are not to leave the custody of the Finance & Administration Division at any time without the express permission of the Deputy National Statistician Corporate Services or the National Statistician.

5.5 Missing or incomplete administration records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if administration records cannot be accounted for.

5.6 The Corporate Services Division shall ensure at all times that administration records are accurate and up to date.

6.0 Stakeholder Engagement Records

6.1 The Statistical Field Services Division shall keep accurate records on all NSO engagement with national stakeholders and maintain accurate and up to date information database and development and upkeep of ICT infrastructure. These information include:

(a) Field activities plans;
(b) Operations of Regional Offices;
(c) ICT infrastructure network;

(d) National policy and legal documents;
(e) Environment data, information and records;
(f) Environmental policies, laws, agreements; and
(g) Any other records which the Deputy National Statistician Statistical Field Services Division may deem necessary.

6.2 Stakeholder contact details and information and data provided will be secured within the Statistical Field Services Division.

6.3 An Officer shall be allowed access to Stakeholder database only on the authorisation of the Deputy National Statistician Statistical Field Services. He/she shall be allowed to make copies and to take note of the contents therein but not to remove the original records provided that such information is used solely for undertaking the functions of the NSO.

6.4 Stakeholder database information are not to leave the custody of the Statistical Field Services Division at any time without the express permission of the Deputy National Statistician Statistical Field Services Division, or the National Statistician.

6.5 Missing or incomplete stakeholder records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if administration records cannot be accounted for.

6.6 The Statistical Field Services Division shall ensure at all times that stakeholder information, data and records are accurate and up to date.

7.0 Economic Statistics Records

7.1 The Economic Statistics Division shall keep accurate database on all economic statistics. Such data and information include:

(a) Business Statistics;
(b) National Accounts data;
(c) Trade Statistics;
(d) Price Statistics;
(e) Contact details of International Agencies;
(f) Contact details of national agencies;
(g) International policy and legal documents;
(h) Any other records which the Deputy National Statistician Economics Statistics Division may deem necessary.

7.2 Economic Statistics data and records will be secured within the Economics Statistics Division.

7.3 An Officer shall be allowed access to administration records only on the authorisation of the Deputy National Statistician Economics Statistics Division. He/she shall be allowed to make copies and to take note of the contents therein but not

to remove the original records provided that such information is used solely for undertaking the functions of the NSO.

7.4 Economic Statistics data and records are not to leave the custody of the Economic Statistics Division at any time without the express permission of the Deputy National Statistician Economics Statistics Division or the National Statistician.

7.5 Missing or incomplete administration records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if administration records cannot be accounted for.

7.6 The Economics Statistics Division shall ensure at all times that Economic Statistics data and records are accurate and up to date.

8.0 Population and Social Statistics Records

8.1 The Population and Social Statistics Division shall keep accurate records on all field operations of the NSO. Such records will include:

(a) Research and Development Plans/Programs;
(b) Social Sector Statistics and data;
(c) Migration data and records
(g) Any other field operations information, data and records which the Deputy National Statistician Population and Social Statistics Division may deem necessary.

8.2 Field Operations information, data and records will be secured within the Population and Social Statistics Division

8.3 An Officer shall be allowed access to administration records only on the authorisation of the Deputy National Statistician Population and Social Statistics. He/she shall be allowed to make copies and to take note of the contents therein but not to remove the original records provided that such information is used solely for undertaking the functions of the NSO.

8.4 Field Operations information, data and records are not to leave the custody of the Population and Social Statistics Division at any time without the express permission of the Deputy National Statistician Population and Social Statistics Division or the National Statistician.

8.5 Missing or incomplete field operations information, data and records are regarded as a serious matter. The Officer responsible for records shall be deemed to be in breach of the Office Rules if administration records cannot be accounted for.

8.6 The Population and Social Statistics Division shall ensure at all times that field operations information, data and records are accurate and up to date.

9.0 File Records

9.1 Every Division of the NSO shall maintain a master file index of items held in filing cabinets, in library retrieval systems, and in computers.

9.2 File indexes of all files held by the NSO, client letter excepted, shall be printed in hard copy and shall also be stored electronically in the NSO's computer network system.

9.3 The Division of Corporate Services shall keep electronic master records of all files held by the NSO. These will include records held in hard copy and computer-based files.

9.4 The intent of keeping master records is to avoid input duplication and to allow all staff of the NSO access to documents other than those specially placed under secured control.

9.5 The Deputy National Statistician of each Division shall be responsible for the upgrading of the filing index system pertaining to their own Division and for providing assistance, as necessary, to the continual updating of the computer master index.

9.6 Computer file upgrading will be undertaken each time a new item is added to the NSO's files.

9.7 The Deputy National Statistician Corporate Services Division shall cause to have a new index list printed from the computer file at least once per month. One copy of the hard copy list will be distributed to each Division.

10.0 Running Files

10.1 The National Statistician is responsible for the daily operations of the NSO. Each Divisional Deputy National Statistician shall ensure a copy of all outgoing correspondence is delivered to the National Statistician within 24 hours of the original leaving the NSO.

10.2 The National Statistician may, at his/her discretion, exempt any portion of a Division's outward correspondence from being receipted for running file inclusion.

10.3 Running Files shall be secured within the Corporate Services Division.

10.4 An Officer may be allowed access to running files upon request. The National Statistician may deny such a request should the information required be of a confidential nature.



CHAPTER FOURTEEN
MISCELLANEOUS

1.0 General

This Chapter deals with miscellaneous items. For detailed accounts of these miscellaneous items, reference should be made to other Chapters of this Manual, and should clarification not be evidenced therein, to the appropriate paragraphs contained in the Public Service General Orders as issued in accordance with the Public Service (Management) Act of 1995.

2.0 Equipment Purchasing

2.1 Non-Budget Equipment Purchasing

2.1.1 Requests for the purchase of non-budgeted capital equipment costing K5,000 or more should be submitted to the National Statistician or his/her nominee for approval.

2.1.2 Requests for the purchase of non-budgeted capital equipment costing K5,000 but less than K10,000 should, practicalities permitting, be accompanied by three (3) written quotations.

2.1.3 Requests for the purchase of non-budgeted capital equipment costing over K10,000 should be accompanied by evidence of three (3) written requests and quotations, and the responses to those requests.

3.0 Public Office

3.1 Officer Standing for Public Office

The National Statistician is responsible for dealing with all resignations of persons who elect to stand for public office, and for their reinstatement to the NSO where applicable. Probationary Officers standing for public office will begin as Probationary Officers for the full length of the probationary period again upon reinstatement. Should an Officer be unsuccessful in his/her stand for public office and wish to be reinstated, the procedures as stated in Clause 14.10 shall apply.

3.2 Resignation to Stand for Public Office

3.2.1 In accordance with the Public Service (Management) Act, an Officer wishing to stand for election to the National Parliament or Provincial Assembly must comply with the time limits set out below for resignation from the Public Service.

General Election (normal 5-year interval)	General Election (other than normal 5-year interval)	By-Election
At least 6 months but not more than 12 months before issue of writs.	Within 2 weeks of the vote which caused the election.	Within 2 weeks of the event which caused the by-election.

3.2.2 An Officer's letter of resignation must express the purpose "To Contest an Election". Upon his/her resignation, his/her substantive position becomes vacant.

3.3 Payment of Entitlements

3.3.1 When an Officer resigns, his/her outstanding entitlements will be frozen pending the results of the election. If the Officer is successful in the election, he/she will not be automatically reappointed to the NSO upon completion of his/her term in Public Office. The position being vacated will be deemed to be vacant and may be filled in the normal manner pertaining to any Vacant Office.

3.3.2 All outstanding entitlements will be paid to an Officer who has successfully contested an election within one month of his/her taking up public office.

3.4 Procedures for Re-instatement

3.4.1 An Officer who has contested an election may only be considered for reinstatement if he/she:

(a) Has indicated in his/her resignation letter that he/she resigned to contest an election; and
(b) Actually stood in the election and was unsuccessful; and
(c) Resigned in accordance with the time limits set out in Clause14.6 above; and
(d) Re-applied to the National Statistician to re-join the NSO within two months of the declaration of the result of the election.

3.4.2 An Officer who does not comply with all the requirements listed in Clause 14.10 shall not be reappointed.

3.4.3 Any Officer who fails to re-apply for reinstatement will have all his/her accrued leave and other entitlements processed, paid and posted to his/her last known address.

3.5 Offer of Re-instatement

3.5.1 The National Statistician may elect to re-appoint the Officer to his former position if that position is still vacant.

3.5.2 If the Officer's former position has been abolished or is no longer vacant, the National Statistician may try to find another position of equivalent classification within the NSO. The NSO shall however be under no obligation in such regard.

3.5.3 An Officer expecting reinstatement shall not commence duty until so advised in writing by the NSO.

3.6 Medical Examination

An Officer who is to be reinstated may be required to undergo a medical examination if so required by the NSO.

3.7 Continuation of Service

An Officer to be reinstated may be deemed to have continued in the employ of the NSO for the period of absence. He/she may be treated as having been on leave with out pay for that period from the date of resignation to contest an election to the day immediately before the day he/she is reinstated. The period of absence will not affect continuity of service but shall not form part of an Officer's service for entitlements, including retirement benefits.

4.0 Compassionate Financial Assistance

4.1 Financial Assistance for Officer On Duty Outside PNG

4.1.1 An Officer on duty (including training outside PNG) may be granted financial assistance on compassionate grounds in the event of a family emergency occurring in PNG.

4.1.2 A family emergency ordinarily will mean death, serious illness or serious accident to the father, mother, spouse or child of an Officer.

4.1.3 Financial assistance granted by the NSO to an Officer under this provision is limited to the cost of travel for the Officer from his/her place of duty or training outside Papua New Guinea to Port Moresby only, and his/her return to the place of duty or study the Officer held immediately prior to the financial assistance being granted. Any financial assistance granted may be refundable at the discretion of the National Statistician.

4.2 Repatriation of Deceased Officer to Home District

4.2.1 All or some of the following costs may be paid by the NSO from accrued benefits in respect of the death and return to the district of a deceased Officer:

(a) The cost of a coffin;
(b) The cost of freighting the coffin by scheduled air, sea or land services to the nearest district headquarters;
(c) If there is no scheduled flights as in (b) above, the National Statistician may authorise chartered Transport; and
(d) The cost of one-way Transportation for the authorised spouse and children of the deceased.

4.22 In submitting a claim for assistance, the following information shall be provided to the NSO:

(a) Name of deceased Officer;
(b) Designation of the deceased;
(c) Name of home district and province;
(d) Marital status;
(e) Names of authorised spouse and children to accompany the body of the deceased;
(f) Death Certificate or other medical evidence of death;
(g) Original receipt of the coffin;
(h) Evidence of payment of airfares or land or sea Transport; and
(i) The personal file of the deceased Officer.

5.0 Deduction from Pay

5.1 Deductions for Service Provided by the NSO

Deductions may be made from the pay of an Officer employed by the NSO for:

(a) Payments to be made under the provisions of this Manual; and/or
(b) Such other services provided by the NSO that are approved as authorised deductions from pay by the Government.

5.2 Deduction from Pay With Consent of Officer or Employee

An Officer may authorise the deductions of sums from pay by agreement in writing signed by that Officer.

6.0 Bankrupt and Impecunious Officers

6.1 Details on Insolvency

An Officer who becomes bankrupt, insolvent, or impecunious or whose estate is sequestered voluntarily or compulsorily for the benefit of his/her creditors shall:

(a) Immediately notify the NSO of that fact; and
(b) provide, as and when required to do so by the NSO, such information relating to the bankruptcy, insolvency, or impecuniosity as may be required.





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