

CHAPTER 1

Preliminary

- 101.** The conditions of service of public officers, instructions for the conduct of public business and of officers and other matters are embodied in these Orders which are entitled "General Orders for the Public Service of Montserrat" and are published under the authority of the Governor. Title
- 102.** These Orders take effect from the 1st day of July, 1986 and supersede the General Orders for the Public Service of Montserrat, 1973 and all amendments thereto; and are supplementary to Colonial Regulations. Effective date of Introduction
- 103.** (1) The provisions of these Orders shall apply to all public officers provided that where special regulations are made in regard to a particular category or class of officers, such special regulations shall have precedence over related provisions in these Orders other than those in Chapter 6. Application and amendment
- (2) Orders may be amended or their meaning clarified by means of numbered Establishment Circulars issued by the Permanent Secretary, Administration with the approval of the Governor.
- 104.** All public officers are required to familiarise themselves thoroughly with General Orders and any amendments and additions thereto which may from time to time be issued. The Orders should be readily available to all officers in every Ministry and Department and it is the duty of Permanent Secretaries and Heads of Departments to ensure that amendments and additions are made as soon as they are received and that a sufficient number of copies are available for consultation by all officers under their authority. Orders to be available to all officers
- 105.** Public officers are required to make themselves acquainted with all Government notifications and orders, whether published in the Government Gazette or conveyed by circular or other means of communication and Permanent Secretaries and Heads of Departments will be held responsible for the necessary circulation of such publications to their staff. Government notifications and orders
- 106.** Public officers will be liable to disciplinary action in respect of a breach of any of these Orders. Liability to disciplinary action
- 107.** In these Orders unless there is something in the subject or context inconsistent with such construction or unless it is therein otherwise expressly provided - Definitions
- (a) words importing the masculine gender include female and vice versa;
 - (b) "Department" includes reference to a Ministry;
 - (c) "Head of Department" means, in relation to a Ministry, the Permanent Secretary of that Ministry;
 - (d) "office of emolument" in relation to the definition of "public officer" means any pensionable or non-pensionable post which is shown under a personal emoluments sub-head in the Estimates;
 - (e) "public officer" or "officer" means any person holding an office of emolument in the Public Service of Montserrat employed on permanent pensionable or contract terms and includes one employed permanently or temporarily on non-pensionable monthly terms, or on probation;

- (f) "Service Commission" means the Public Service Commission, the Judicial and Legal Services Commission or any other Service Commission appointed under the laws of Montserrat;
- (g) "children" means any child whether legitimate, legally adopted or illegitimate (Provided that an illegitimate child lives with and or is maintained by the officer) who is below the age of nineteen years, unmarried and dependent on the officer.