



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY**

No. 86

25th May, 2016

Nauru

G. N. No. 399 / 2016

SUPERSESSON OF GAZETTE NO. 66/2016

This Gazette Notice is to Supersede Government Gazette No. 66/ 2016 dated 28th April, 2016.

POLICY FOR PUBLIC SERVICE EMPLOYEES UNDER SCHOLARSHIP

INTRODUCTION

This policy provides the guidelines for public service employees to avail scholarships granted by Government, Embassies or any private parties to study abroad and how they could help Nauru to benefit out of their studies.

This policy is in reference to the PSA (Public Service Act 2016) subdivision 8 section 77 subsection 4 (a) for public servants going for scholarship study abroad.

SCOPE

The scope of this policy is to bring a guideline to grant additional sustainability financial support to the public servants opting for scholarships abroad and to ensure to bring their contributions back to the public service after their studies.

SCHOLARSHIP ADDITIONAL FINANCIAL APPROVER

The Financial allowance is for those employees who have already been selected for a scholarship. The approval shall be based on the facts submitted as per the selection criteria and as per the signed agreement with the Government of Nauru. Chief Secretary should submit the list of employees who have won scholarship to Cabinet for approval for the Financial Allowance.

The selections process for Employees is as follows.

1. Shall be a citizen of Nauru
2. Shall be permanent in public service
3. Shall not be reprimanded for any disciplinary actions
4. Shall be a merited one
5. Shall be high on ethical grounds
6. Willingness to work for Government

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The Financial allowance Selection is followed by an agreement to be signed by the Employee, Head of Department and the Chief Secretary. The financial allowance agreement shall be initially for one (1) year and which shall be extended after the Scholarships assessments conducted once every year. The agreement template is attached as **Appendix 1**.

SCHOLARSHIP ADDITIONAL FINANCIAL AID

The Government would extend financial support over and above to their scholarship to each student under Public Service to receive an allowance based on the conditions and approved by Chief Secretary.

The allowance will be paid on fortnight basis to the Bendigo Bank account of Public Service Employees in Nauru.

SCHOLARSHIP ADDITIONAL FINANCIAL AID ASSESSMENT AND RENEWALS

The Chief Secretary shall review once every six (6) months to ascertain the progress of the study and recommend further course of action. The Employee shall submit the progress report once every six (6) months. The Performa of the progress report is as mentioned below. The Finance Minister and/or Chief Secretary shall extend the grant period, recommend for adjustments for Scholarship Additional Financial Aid terminations.

Six (6) monthly Employee Course Assessment Details			
Name			
Department			
Course Name			
University			
Country			
Semester	Attendance*	Marks / grade Obtained*	Others

*Proof required

The Employee shall receive the financial allowance renewed notice as well as the financial allowance statement for the previous year.

SCHOLARSHIP COMMITMENTS

The Employees who have completed the course under the public service scholarship scheme shall follow the guidelines mentioned below as agreed and signed as per the agreement.

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1. Shall submit a self-attested copy of the course certificate to the Head of the Department and the Chief Secretary
2. Shall continue to serve the public service for a minimum of one (1) year at the same designation at the same department where and when he/she left, unless the Head of the Department and the Chief Secretary desires so depending on the vacancy at that point in time
3. Shall not be eligible for any promotion or salary increment for one (1) year
4. Shall continue to work for the public service for a minimum of three (3) years and must not resign from the Public Service and work elsewhere.
5. Shall provide value addition and innovative measures to the Job so as to improve the functioning of the department
6. Assist and support other departments as and when required to meet operational needs.
7. Execute a GON Bond with Human Resources, Department of Chief Secretary.

If an employee fails in joining the Government after the successful completion of the course, he/she shall pay back the financial allowance received in equal instalment as agreed in the signed agreement.

If an employee fails in their studies and return to Nauru by not successfully completing the course, he/she shall pay back the financial allowance received in equal instalment as agreed in the signed agreement.

SCHOLARSHIP ADDITIONAL FINANCIAL AID TERMINATIONS

The financial allowance will be terminated if the students:

1. Continuous three (3) semester failure in all major study subjects
2. Continuous absenteeism (more than 50%) in attending the classes for two (2) semesters
3. Breach of NPS Values and Code of Conduct
4. Any unethical behaviour reported by the Institution with valid proof
5. Any untoward incident that required Employee to be in Nauru
6. Any other incidents as it finds genuine and reasonable for the Cabinet and/or Chief Secretary

On termination of the financial allowance, the Employee shall remit the sum received as financial aid while on scholarship period on equal instalments as agreed in the signed agreement.

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APPENDIX-1
PUBLIC SERVICE EMPLOYEE - SCHOLARSHIP AGREEMENT

Employee Details	
Name	
Department	
Present Designation	
Employee Code	
Scholarship Offered	
University	
Country	
Period From	
Period To	
Financial Allowance granted per fortnight	
I, _____, hereby agree that I would complete the course successfully within the given timeline. I also agree that, on my return, I would serve the public service and my Department at least for one (1) year in the same designation and at the same department. I agree to serve the public service at a minimum of three (3) years. If I fail, I will return the financial allowance received in equal instalments as agreed herein. If I do not complete my course, I will return the financial allowance received in equal instalments as agreed herein.	
Dated.....day of20.....	
Employee Name	
Employee Signature and Date	
Head of Department Name	
Head of Department Signature and Date	
Chief Secretary Name	
Chief Secretary Signature and Date	
Date Executed	