



## LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref.: HR/40/2018

From: Mary Scicluna, Director HR (MEDE)

To: Permanent Secretary, Directors General, Directors, College Principals, Heads of State Schools, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/ Unit

Subject: Returns concerning Admonitions

Date: 10<sup>th</sup> January 2018

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Directive 11, issued on the 28<sup>th</sup> February 2017, declared that supervisory officers are empowered to draw the attention of subordinate officers regarding improper conduct and to admonish such officers verbally or in writing for minor misconduct, as an administrative measure.

As in previous years, the Human Resources Directorate shall still be collecting the admonitions returns twice a year..

In this regard, you are being requested to send, on the attached template, your return summarising the total number of admonitions issued as an administrative measure to staff falling under your remit, covering the period 1 July to 31 Dec 2018. **No names are to be included.** Nil returns are also requested.

You are kindly requested to fill in and print the attached template on your letterhead and send it via e-mail to the person below, **by not later than Thursday 11<sup>th</sup> January 2019:**

Ms Daniella Abela (*Daniela.abela@gov.mt*)  
Discipline Section, Room 211  
MEDE, Head Office

Mary Scicluna  
Director Human Resources