

MISCELLANEOUS PROVISIONS**Section****1 General**

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1 General**101 Official telephones in residences**

1. Officers may have duty telephones installed in their quarters on the authority of their Responsible Officer when considered essential by the nature of their work.
2. In such cases the installation charge will be met by the Government which will also meet the monthly rental. The Officer will be required to pay for all calls, whether official or private.
3. Officers can arrange for the cost of all calls to be deducted from salary on a fortnightly basis and those wishing to make use of this facility should notify the Accountant General, in writing, through their Responsible Officer.
4. Responsible Officers must ensure that the need for a duty telephone in an officer's quarter is kept under constant review and that the arrangement is terminated as soon as the officer performs duties not requiring the use of a telephone out of hours. Officers who have been provided with a duty telephone are responsible for informing the Ministry of Finance (Budget Unit) when vacating their quarter so that the telephone can be disconnected.

Amendment No. 01/07

Effective date: 1 January 1984.

Amendment No. 242/85

102 Government Purchases from officers

No items or equipment may be purchased by a Ministry from an officer without the prior approval in writing of the Accountant- General, Ministry of Finance.

103 Spelling of place and personal names

1. When place names are given these should be spelt as listed in the Guide to the Spelling and Pronunciation of Place Names published by the Lands and Surveys Department in 1968 or from time to time.
2. Personal names of Solomon Islanders should be given the local spelling, subject to an individual's declared preference in respect of his own name.

104 AMENDMENT AND ANNOTATION OF WORKS OF REFERENCE

Responsible Officers are responsible for ensuring through appropriate instructions that all volumes of the relevant Acts, statutory instruments, bye-laws, General Orders, Special Conditions, Financial Instructions and other rules and regulations or other works of reference issued to their Office/ Ministry are correctly annotated and amended at all times.

Amendment No. 242/ 85

105 PRESERVATION AND DESTRUCTION OF DOCUMENTS

1. Government records including files, registers and records of court proceedings should only be destroyed on the authority of the Chief Justice in respect of records of court proceedings, the Accountant- General and Auditor General in respect of accounting documents, and the Secretary to Cabinet in respect of all other documents.
2. The Government Archivist in charge of the National Archives shall arrange through the respective Responsible Officers for the deposit in the Archives of a Ministry's obsolete records at appropriate intervals and Responsible Officers are responsible for the listing of all files and records in respect of the period involved. Which records are to be destroyed and which to be deposited in the National Archives will be notified after examination of the records listed.
3. A record shall be made of all records destroyed either in registers relating to the particular records or in a separate register. A certificate of destruction stating the authority for destruction, the name of the officer who destroys the records and the date should be entered in the register.
4. Responsible Officers are responsible for ensuring the safe custody and optimum storage of records within available resources.

Amendment No. 242/85

106 FIRE PRECAUTION

1. Responsible Officers are responsible for ensuring that fire precautions are adequate in all public buildings under their charge. In respect of each building or group of buildings an officer should be designated as fire officer and it will be his duty to prepare instructions for fire drill, to ensure that all members of the staff concerned are conversant with it, and to see that all fire fighting equipment is both adequate for emergency use and is maintained in proper working order. Fire officers should not hesitate to seek the advice of the Assistant Superintendent, Fire Brigade, regarding fire precaution arrangements.
2. Where public buildings are shared by more than one Ministry the fire officer shall be appointed by the officer in charge of the department occupying the largest space, subject to the consultation with the Responsible Officers concerned.
3. For fire precautions in Government quarters reference should be made to GO H 1109.

Amendment No. 242/85

107 COMPENSATION FOR LOSS OR DAMAGE

Nothing in these Orders shall confer on any officer any entitlement to compensation in respect of loss or damage to private property, incurred through fire, theft, riot or otherwise, in the course of his service; but in special cases, subject to any other regulations, the Permanent Secretary, Finance, may consider the grant of compensation as an act of grace. No such concession shall, however, be made in respect of losses which in the opinion of the Permanent Secretary, Finance, were due to negligence for which the officer was responsible or which could reasonably have been covered by insurance.

Amendment No. 242/85

108 NOTIFICATION OF NEXT OF KIN

Every officer whose next-of -kin resides outside Solomon Islands is required within 30 days of arrival and on any subsequent change of next-of-kin to notify the Permanent Secretary, Ministry of the Public Service, of the names and addresses of two relatives on the approved form. The form shall be retained in the Ministry of the Public Service.

Amendment No. 242/85

2 CEREMONIAL AND DRESS**201 ORDER OF PRECEDENCE**

The approved order of precedence for Solomon Islands will be as approved from time to time and as set out in Appendix 1 to this Chapter.

202 WEARING OF OFFICIAL AND POLICE UNIFORM

- 1 The occasions on which official uniform may be worn by officers entitled to wear it, and the class of uniform appropriate to any particular post, will be notified individually to officers on request. The class of uniform is determined by the substantive post held and is not affected by acting appointments. Full sized medals or insignia are appropriate when official uniform is worn.
- 2 The occasions on which uniform will be worn by police officers and the uniform appropriate to any rank shall be as prescribed by the Commissioner of Police, subject to the approval of the Secretary to Cabinet.
- 3 Where the wearing of decorations is requested for formal social functions miniatures are to be worn.

Amendment No. 242/85

203 FLYING OF FLAGS

1. The National Flag may be flown at public buildings; otherwise permission of the Permanent Secretary of Home Affairs must be sought in writing.
2. All government vessels will fly the Blue Ensign defaced with the Solomon Islands emblem from the stern mast from sunrise until sunset. The Governor- General's standard will be flown from the foremost only when the Governor- General is aboard.

Amendment No. 242/85

204 MINISTERIAL UNIFORM

1. Scales of uniform other than those prescribed for non- established employees at Appendix 4 to Chapters S of these Orders and those prescribed for officers of the Police Force and Prisons Service shall be prescribed by the respective Responsible Officers concerned. Uniform, where issued, should be worn during work hours.
2. Officers may retain items of worn uniform clothing when they fall normal replacement. Items replaced prematurely, however, may not be retained but handed in to the respective Responsible Officer concerned at the time of replacement.

Amendment No. 242/85

205 PROTECTIVE CLOTHING

1. Where there is a need to protect personal clothing against abnormal risks of soiling or wear or to protect the employee from an exceptional degree of exposure to adverse weather conditions or to risks against which he might not reasonably be expected to provide from his own resources, including footwear on loan to officers.
2. Wherever possible issues of protective clothing shall not be personal issues and the officer should return the clothing in as clean condition as possible. Protective clothing shall not be provided merely because an employee is engaged on outdoor duties.

**SOLOMON ISLANDS NATIONAL
ORDER OF PRECEDENCE**

1. The Queen
- 1A. The Governor General
2. The Prime Minister
3. Former Governor General
4. Speaker of Parliament
5. Chief Justice
6. Deputy Prime Minister
7. Cabinet Ministers
8. President of the Court of Appeal
9. Puisne Judge
10. Judge of Appeal
11. Attorney General
12. Leader of Opposition
13. Leader(s) of Independent Groups/ Political Parties
14. Heads of Diplomatic Missions
15. Acting Head of Diplomatic Missions ie. Acting High Commissioners
16. Heads of International Organizations
17. Premiers of Provinces
18. Heads of Religious Denominations
19. Deputy Speaker
20. Members of Parliament
21. Paramount Chiefs, according to Electoral States and Dates of Installment
22. Constitutional Appointees and Chairman of a Constitutional Commission
23. Mayor of Honiara Municipal Authority
24. Secretary to the Prime Minister and Permanent Secretaries and Heads of Statutory Authorities.

- NOTES:**
- (a) **when the Dean of Diplomatic Corps is present in his capacity as representative of all Diplomats, he should take up the position of precedence between 13 and 14.**
 - (b) **when the Corps as a whole are together, the Dean should be with the rest of his Diplomatic Colleagues in accordance with their order of precedence.**