

CIRCULAR SAVINGRAM

FROM: Permanent Secretary to the President

TEL: +267 3950859

FAX: +267 3912525

TO: All Permanent Secretaries
 Attorney General
 Auditor General
 Clerk to the National Assembly
 Commander, BDF
 Commissioner of Police
 Secretary, Independent Electoral Commission
 Director of Public Service Management
 Director of Information Services
 Director of Broadcasting Services
 Registrar and Master of the High Court
 Ombudsman
 Coordinator, National Aids Coordinating Agency
 Senior Private Secretary to the President
 Senior Private Secretary to the Vice President
 Senior Private Secretary to the Former President I
 Senior Private Secretary to the Former President II
 Private Secretary, State House


 CARTER N. MORUPISI


REF NO: OPS 4/26/5 I (127)

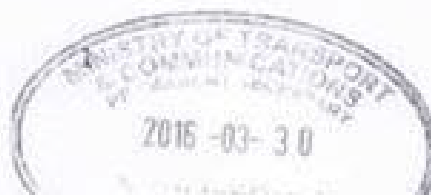
29 March 2016

**PERMANENT SECRETARY TO THE PRESIDENT
 CIRCULAR SAVINGRAM NO. 3 OF 2016**

UNAUTHORIZED DISCLOSURE OF GOVERNMENT INFORMATION

Addressees are informed that in terms of the Public Service Act, No: 30 of 2008, unauthorized disclosure of confidential information constitutes an act of serious misconduct punishable through summary dismissal.

2. Further, that the divulging or use of information or documents received in an official capacity for private purposes is prohibited, and could lead to criminal prosecution for the offence of Disobedience of Statutory Duty and/or other offences.



SAVINGRAM

FROM: Permanent Secretary
Ministry of Transport
and Communications


Neil P. Fitt

TEL: 3612000

FAX: 3907236

TO: Senior Manager, CS
Director, DIT
General Manager, CTO
Director, DTPS
Ag. Director, DRTS
Ag. Director Roads



REF: C/MT&C 1/7/1-22 II (19)

5th April 2016

PERMANENT SECRETARY TO THE PRESIDENT
CIRCULAR SAVINGRAM NO. 3 OF 2016

UNAUTHORISED DISCLOSURE OF GOVERNMENT INFORMATION

Please find attached a copy of Circular Savingram No.3 of 2016 from the Permanent Secretary to the President on unauthorised disclosure of Government Information.

You are directed to ensure that every employee in your Department completes and signs the DPSM Declaration Form 3. Thereafter, you are to submit the forms to Head office by the **15th April 2016** with a copy remaining in the officer's file.

Please provide/attach a list of the employees who have signed the form.

A copy of the DPSM Declaration form 3 is also attached.

Thank you.



We Connect Communities



Government of Botswana

DECLARATION
PUBLIC SERVICE ACT No. 30 of
2008

Annexure 7
Form DPSM 3
(Rev 2010)

General Order 18.

Date of

Issue:

1. Declaration

PS. NO.

My attention has been drawn to the provisions of Public Service Act No.30 of 2008 and of the Penal Code chapters 08:01 which are set out below and I am fully aware of the serious consequences which may follow any breach on my part of such provisions.

I undertake not to divulge any information gained by me as a result of my employment, except in the course of duty or as may be authorised by my superior officer*. I understand that these provisions and this Declaration are binding on me, not only during my employment, but also after I have left the Public Service.

I further undertake on leaving the Public Service to surrender any sketch, plan, model, article, note or document made or acquired by me in the course of my official duties, save such as I have been authorised by my superior Officer* to retain.

Officer's Signature	Name in Block Letters	Grade	Date
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2. Certification

The above provisions have been spelled out to the Officer concerned in practical terms and I feel certain that he/she understands them and how they should be put into practice.

Senior Officer's Signature	Name in Block Letters	Grade	Date
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PUBLIC SERVICE ACT No.30 of 2008: Section 34 of Public Service Act No.30 of 2008 provides as follows:

34. Subject to the provisions of any other written law, every employee shall comply with the following rules of conduct:

- (a) he shall not, without the express permission of the Permanent Secretary to the President, act as the editor of a newspaper (not being a publication of the Government), nor take part directly or indirectly in the management thereof, nor publish in any manner anything which may be reasonably regarded as advocating for or against political party or candidate but he or she may publish in his or her own name other matter relating to subjects of general interest;
- (b) whether on duty or on leave of absence, he shall not except with due authority, allow himself or herself to be interviewed on questions of or connected with, any matter affecting or relating to, defence or to the military; and
- (c) he or she shall not directly or indirectly reveal, or use for private purposes, any information coming to his or her knowledge or acquired by him or her of the nature or the contents of any document communicated to him or her either in the course of his or her duties or in his or her capacity, as an officer, otherwise than in the proper discharge of his or her duties as authorized by law or competent authority.

PENAL CODE CAP 08:01: Section 132 of CAP 08:01 provides as follows:

- 132. Everyone who wilfully disobey any written law by doing any act which it forbids, or by omitting to do any act which it requires to be done, and which concerns the public or any part of the public is guilty of an offence, and is liable, unless it appears from the written law that it was the intention of the legislature to provide some other penalty for such disobedience, to imprisonment for a term not exceeding two years.

*Note: The following are superior Officers for the purpose of this Declaration:

The President
Ministers and Assistant Ministers
Commissioner of Police
Attorney General
Permanent Secretaries
District Commissioners
Heads of Diplomatic Missions



3. All Accounting Officers are therefore required to ensure that by **29th April 2016** all employees will have received, completed and duly signed DPSM Declaration Form 3.
4. All Accounting Officers should, with a view to mitigating the risk of leakage of confidential Government information, put in place sufficient measures to ensure that access is restricted to authorized personnel and that the movement of official files is fully accounted for.
5. Please ensure that this communication receives wider publicity.
6. Thank you.

