

Reference No: E109/82/35; **Date:** 12/06/1936

Circular 16/1936:- Civil Servants and Outside Occupations

A Dhuine Uasail,

1. I am directed by the Minister for Finance to state that he has had under consideration the conditions under which it is allowable for Civil Servants to engage in or be connected with outside occupations.
2. Having regard to the numbers of officers newly recruited to the Service in recent years the Minister considers it desirable to bring to the notice of Civil Servants, permanent and temporary, the general rule which prohibits an officer from engaging in any outside occupation during his normal hours of duty. An officer's whole time during prescribed official hours of attendance must be at the service of the State. Any other service which necessitates the official's attention during official hours must obviously interfere with the proper performance of his duty as a Civil Servant. In no circumstances, therefore, shall an officer be permitted to devote any part of his official time to matters unconnected with his official duties as a Civil Servant.
3. The Minister also directs me to state that the following general rules shall be observed:-
 - (a) No officer may at any time engage in or be connected with any outside business or activity which would in any way conflict with the interests of his Department, or be inconsistent with his official position, or tend to impair his usefulness as a public servant. In particular, whole-time Civil Servants whose duties are of a professional character (e.g. Doctors, Architects, Veterinary Surgeons, Solicitors, etc.) must not engage in private practice in their respective professions.
 - (b) Any officer who doubts the propriety of undertaking a particular outside business or occupation should consult the Head of his Department.
 - (c) Where the circumstances suggest doubt as to the proper course to be followed the Minister will be glad to consider any representations the Head of a Department may desire to make.
4. If it appears to a Department at any time that there are grounds on which a relaxation of the rules would be desirable or advantageous in the public interest, the prior approval of the Minister for Finance should be obtained for its adoption. Where the outside duties concern State Services (e.g. swearing of Affidavits for members of the Garda Siochana) any fees paid to the officer, whether from State funds or otherwise, must be surrendered by him to his Department.
5. The instructions contained in this Circular are to be regarded as supplementary to those in the Department of Finance Circular No. 50/29 of the 21st of December, 1929, and to any Departmental Regulations at present in force, and should be conveyed to each officer at present serving in, and to all future appointees to, your Department (including sub-Departments).

Mise, le meas,
?