Public Bodies Appeal Tribunal (PBAT)

Guidelines for filling PBAT Form 1

Appellants are invited to be careful while filling PBAT Form 1 which is the notice containing the Grounds of Appeal. This is the major document on which the Tribunal will base itself when considering the appeal. No new grounds will be accepted thereafter.

Section 1

i) Appellant must write his name as it appears on his National Identity Card legibly.

ii) His address must also be clear as this is where the Tribunal will send all relevant documents.

iii) It is important to specify if the appeal is against the Public Service Commission (PSC) or the Local Government Service Commission (LGSC).

iv) The Ministry, Department or Local Authority concerned is put in brackets.

v) As regards the date of notification of the decision appealed against, it must be clearly stated, specially if the Appellant received it on a different date than that which appears on the notification circular, which must be annexed in all cases.

vi) The Appellant must provide a letter from the Ministry, Department or Local Authority concerned to prove the date of receipt in order to determine if the Appeal was lodged within the mandatory delay of 21 days. Any appeal lodged outside this delay will not be entertained.

Section 2 Particulars of decision appealed against

This must refer to an appointment as per the notification circular, or to a disciplinary action taken against the Appellant. If the Appellant did not apply for the post, his appeal will be struck out immediately.

Section 3 Grounds of Appeal

This is a very important part of the Appeal. Grounds must be stated concisely and precisely, in bullet points, preferably in 1 page, to explain what the Appellant is contesting, why and what he wants the Tribunal to do. For example: Better qualifications, more experience… Later on, the Appellant will be called upon, if he so wishes, to lodge a Statement of Case in which he can give more details on the Grounds of Appeal but no new grounds must be added outside the delay of 21 days. No annexes (biodata, certificates etc) should be submitted. These can be produced later.