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L.N. 487 of 2010

**PUBLIC ADMINISTRATION ACT
(CAP. 497)**

**Public Administration Act Second Schedule Amendment
Order, 2010**

IN EXERCISE of the powers conferred by article 8 of the Public Administration Act, the Prime Minister has made the following order: —

Citation

1. This order may be cited as the Public Administration Act Second Schedule Amendment Order, 2010, and it shall be read and construed as one with the Public Administration Act, 2009, hereinafter referred to as “the principal Act”.

Repealing of L.N. 194 of 2010

2. Legal Notice 194 of 2010 is hereby repealed.

Substitution of the Second Schedule.

3. The Second Schedule of the principal Act shall be substituted by the following: —

**“SECOND SCHEDULE
DEPARTMENTS**

(Article 8)

In each part of this Schedule departments are listed in alphabetical order according to the functional element of their title (Social Security rather than Department of Social Security).

**Part I
Departments other than those not subject to ministerial control**

<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function of the department</i>
Agriculture and Fisheries Regulation Department	Director General (Agriculture and Fisheries Regulation)			To regulate the fishing industry and contribute to the conservation of fish stocks; to regulate plants and agricultural products; to regulate animal welfare; and to safeguard public health through assurance of livestock health
		Director (Veterinary Regulation)	Director General, Veterinary Services Director of Veterinary Services	
		Director (Fisheries Control)	Director of Fisheries Director responsible for fisheries	

<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function of the department</i>
		Director (Plant Health)	Director Plant Health Department Director of the Department responsible for plant health	
Benefit Fraud and Investigation Department	Director (Benefit Fraud and Investigation)		Director responsible for the Benefit Fraud and Investigation Directorate	To investigate fraud by individuals receiving benefits and allowances payable under the Social Security Act
Cabinet Office	Secretary to the Cabinet			To support the workings of Cabinet
Citizenship and Expatriate Affairs Department	Director (Citizenship and Expatriate Affairs)			To administer the provisions of the law on Maltese citizenship and to issue residence permits
Department of Civil Protection	Director (Civil Protection)		Director of Civil Protection	To provide fire-fighting and rescue services and take protective action against natural, industrial and other emergencies
Cleansing and Maintenance Department	Director General (Cleansing and Maintenance)			To provide ancillary building projects services, manufacturing services, public cleansing services and a regulatory framework for the building construction industry
Commerce Department	Director General (Commerce)		Comptroller of Industrial Property Director of Trade Director of Industry	To monitor and provide assistance to small enterprises and craft industries, and to regulate intellectual property and trade
Consumer and Competition Department	Director General (Consumer and Competition)		Director of Consumer Affairs Public officer heading the Office for Fair Competition	To safeguard common interests and promote competitive market practices
Department of Contracts	Director General (Contracts)		Head of the Department of Contracts	To regulate, monitor, manage and approve contracts issued by Government departments
Correctional Services Department	Director (Correctional Services)		Director of Correctional Services Director of Probation Services	To securely detain offenders while providing rehabilitation services to help them reintegrate into society

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<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function of the department</i>
Courts of Justice Department	Director General (Courts)			To support and facilitate the administration of justice
		Director (Civil Courts and Civil Tribunals, Malta)	Director, Civil Courts and Tribunals Registrar, Civil Courts and Tribunals	
		Director (Criminal Courts and Criminal Tribunals, Malta)	Director, Criminal Courts and Tribunals Registrar, Criminal Courts and Tribunals	
		Director (Gozo Courts and Tribunals)	Director, Gozo Courts and Tribunals Registrar, Gozo Courts and Tribunals	
Customs Department	Director General (Customs)		Comptroller of Customs	To collect customs and excise duties and curb illegal imports while facilitating trade
Economic Policy Department	Director General (Economic Policy)			To provide expert advice and assistance to Government in the formulation of economic policy and the management of economic activity
Examinations Department	Director (Examinations)		Registrar of Examinations	To administer local and overseas examinations
Government Property Department	Director General (Government Property)			To promote the effective and profitable use of government owned immovable property
		Director (Land)	Commissioner of Land	
Department of Industrial and Employment Relations	Director (Industrial and Employment Relations)		Director responsible for employment and industrial relations Registrar of Trade Unions	To protect the interests of parties in employment contracts and to contribute towards stable industrial relations
Department of Information	Director General (Information, Local Government and Public Consultation)		Press Registrar	To provide the public with up-to-date, comprehensive and meaningful information on Government policies, services and activities, and on matters which may be of public interest
Inland Revenue Department	Director General (Inland Revenue)		Commissioner of Inland Revenue	To administer fiscal legislation in relation to income and other taxes

<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function of the department</i>
Land and Public Registry	Director General (Land and Public Registry)			To cater for property registration and hypothecation, civil status registration, the registration of notarial deeds and other judicial acts, and related matters including the issue of passports
		Director (Land Registry)	Land Registrar	
		Director (Public Registry)	Director of the Public Registry Marriage Registrar	
		Director (Passport and Civil Registration)	Passport Officer	
Libraries Department	Director (Libraries)		Librarian	To ensure the collection and conservation of Malta's documentary heritage, and to provide library material for education, information, research and leisure purposes
Local Government Department	Director (Local Government)		Director responsible for Local Councils	To support and monitor the activities of Local Councils
Office of the Notary to Government	Chief Notary to Government and Keeper of Notarial Archives			To prepare, draft and publish notarial deeds to which the government is a party and to conserve notarial acts according to law
Malta Police Force	Commissioner of Police		Principal Immigration Officer	To preserve peace and order, to detect and investigate offences, and to prosecute offenders; to control immigration into Malta
Centre for Development Research and Training	Chief Executive Officer, Centre for Development Research and Training			To carry out research on issues of public policy and administration and to develop the skills and abilities of public officers through training
Government Printing Press	Director (Printing Press)			To print Government documents
Project Design and Implementation Department	Director General (Project Design and Implementation)		Director of Public Works Superintendent of Public Works	To design, plan and carry out public infrastructure works and projects

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<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function of the department</i>
Public Administration HR Office	Director General (Public Administration HR Office)			To provide a framework that enables ministries and departments to manage their human resources in the most effective manner
Public Health Regulation Department	Director General (Public Health Regulation)		Chief Government Medical Officer Superintendent of Public Health	To regulate the provision of health care by both public and private sector providers
Rural Development and Aquaculture Department	Director General (Rural Development and Aquaculture)	Director (Agriculture)	Director of Agriculture	To promote and develop farming and regulate the upkeep of public gardens; to promote and develop aquaculture
Department of Social Security	Director General (Social Security)			To administer the social security (contributory and non-contributory) scheme and provide timely financial assistance and other social benefits, pensions and allowances to eligible applicants
Social Welfare Standards Department	Director (Social Welfare Standards)		Director of the Department responsible for social welfare	To regulate the welfare sector and ensure that the providers of social welfare services comply with set standards
Tax Compliance Unit	Head (Tax Compliance Unit)			To curb tax evasion
Treasury	Director General (Treasury)		Accountant General	To implement a standard accounting system throughout Government departments, and to supervise, monitor and report on all Government financial transactions
VAT Department	Director General (VAT)		Commissioner of Value Added Tax Director of Customs and Excise Tax	To ensure that all persons performing an economic activity against a consideration duly register under the VAT Act, and collect dues

Part II
Departments not subject to ministerial control

<i>Department</i>	<i>Head of department</i>	<i>Other offices with statutory powers (article 10)</i>	<i>Equivalent title at law (article 10)</i>	<i>Function</i>
Office of the Clerk to the House	Clerk to the House of Representatives		Clerk of the House of Representatives	To provide administrative support to the House of Representatives
Electoral Office	Chief Electoral Commissioner			To support the Electoral Commission in the exercise of its functions
Internal Audit and Investigations Department	Director General (Internal Audit and Investigations)		Director, Internal Audit and Investigations Directorate	To conduct internal audits and investigations under the Internal Audit and Financial Investigations Act
Office of the President	Secretary to the Presidency			To support the President in the fulfilment of his constitutional duties
Office of the Public Service Commission	Executive Secretary, Public Service Commission		Executive Secretary to the Commission	To support the Public Service Commission in the exercise of its functions

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