



MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

Public Service Commission

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FILE: PSC 29/341/1 -4

Public Enterprise & Public Sector Reform

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Date: 27 March, 2007

Circular Memorandum

TO: The Permanent Secretaries and Heads of Departments

SUBJECT: **FIJI NATIONAL PROVIDENT FUND ASSISTANCE:**
ESTABLISHED OFFICERS AND GOVERNMENT WAGE EARNER

The Commission has been advised by the Fiji National Provident Fund [FNPF] of its approval to assist all established officers and government wage employees who have recently had their salaries cut by five (5%) percent.

The partial withdrawal assistance will be restricted to housing, education, medical assistance, especially those facing financial hardship in as far as mortgage repayments and tuition fees are concerned. The criteria is attached as **Appendix I**

In such cases, the assistance will be paid out directly to the institutions that members owe money to. All applications for such withdrawal will be received at Ministries/Departments by designated officers in the list attached as **Appendix II**

The designated officers in the Ministries/Departments will then vet the application for withdrawals before they are sent to the Public Service Commission for final vetting before onward submission to FNPF for processing.

The FNPF partial withdrawal assistance to established officers and government wage employees will commence from 21st March 2007 and will cease on 21st May 2007.

The approval of Permanent Secretaries and Heads of Department is sought for the affixation of your official stamps by the vetting officers on the duly completed application forms which is a requirement by the FNPF.

Taina Tagicakibau

PERMANENT SECRETARY OF THE PUBLIC SERVICE/PUBLIC SECTOR REFORM

CIVIL SERVANTS ASSISTANCE

Assistance on education/medical is for member, spouse, children, grandchildren, siblings, sibling's children, parents and parents in law. Documentations required are:

Education - Education & Partial Eligibility

- ✓ Completion of partial withdrawal form
- ✓ Evidence of relationship with the student
- ✓ Letter from school or education institution with the details of the amount in arrears (owing) and educational expenses.

Medical - Partial Eligibility

- ✓ Completion of partial withdrawal form
- ✓ Latest medical report
- ✓ Evidence of relationship to the patient

Housing - Housing Eligibility

Assistance for housing loan arrears is for member only.

Documentations required are as follows

- ✓ Completion of partial withdrawal form
- ✓ Invoice or conformation from local government on municipal rates owed
- Or
- ✓ Statement of account from the housing lender with details of housing loan arrears
- Or
- ✓ Quotations from hardware suppliers for building material to repair homes and scope of work

Forms are available at all FNPF offices and agencies, various government departments, and FNPF website www.fnpf.com.fj . FNPF will accept photocopies forms also:

MIN/DEPT CONTACTS

| NO. | NAME [DILO'S] | DESIGNATION | MIN/DEPT | EMAIL |
|------------|-------------------------------------|--|-----------------------|---|
| 1 | Alumita Cakau | Administrative officer | Energy | acakau@govnet.gov.fj Fax No. 3386301 |
| 2 | Suliana Waqa | Administrative officer | Government Supplies | [07] Fax: 3301347 PH: 3311388 |
| 3 | Rejieli Serulagilagi | Admin officer | Commerce | rserulagilagi@govnet.gov.fj Fax:3302617 |
| 4 | Meenal Kaant Alumeci susu - [DI LO] | Clerical officer | Co-operatives | Fax: 3303431 |
| 5 | Akuila Kunawawa | A/Admin officer | Justice | akunawawa@govnet.gov.fj [04] PH: 3308600 x 615 Fax3303676 |
| 6 | Vijay Kumar | A/Senior Admin Officer | Immigration | Vijay.Kumar@immigration.gov.fj [10,61] PH:3312622 Fax:3301653 |
| 7 | Beci Danford | S/Assistant Secretary | Parliament | bdanford@parliament.gov.fj [18] PH:3305811 Fax:3305325 |
| 8 | Ziad Hussain | Librarian | Bureau of Stats | info@statsfiji.gov.fj [27] PH: 3315822 Fax:3303656 |
| 9 | Sereseini Sute | A/Admin Officer | Finance | ssute@govnet.gov.fj [05] PH: 3222109 Fax:3300834 |
| 10 | Alesh Chandra | A/Executive officer | Education | Alesh.Chandra@govnet.gov.fj [28] PH:3220451 Fax:3303511 |
| 11 | Tiko Rasoqosoqo [DI LO] | A/AO | Foreign Affairs | trasoqosoqo@govnet.gov.fj PH:3309645 Fax:3301741 |
| 12 | Jyotika Narayan | Typist (Admin) | Regional Development | Jyotika.narayan@govnet.gov.fj Fax:3313035 PH:3303256 |
| 13 | Inoke Dreudreu | A/Snr Admin officer | Labour | Inoke.dreudreu@govnet.gov.fj |
| 14 | Inoke Marokobau[DI LO] | | Tourism | Fax:3302060 |
| 15 | Tevita Duwai(Michael Ali - DI LO) | Economic Planning officer(Admin officer) | National Planning | tdanai@govnet.gov.fj Fax: 3304809 |
| 16 | Emosi Rakai | | Women @Social Welfare | women@gov.fj PH:3312199 Fax:3303829 |
| 17 | Paulo Saleleyawa | Admin officer | Information | psaleleyawa@info.gov.fj vyalimaiwai@info.gov.fj (Sec) PH: 3211762 Fax:3305139 |

| | | | | |
|----|-------------------------|--------------------------|-----------------------|--|
| 18 | Eroni Loganimoce | Admin officer | Youth and sports | PH: 3315960 Fax: 3305348 |
| 19 | Jewedra Lal | Admin officer | Govt Printing | Jewendra.lal@govnet.gov.fj PH:3385999 Fax: 3370203 |
| 20 | Lusiana bulunasui | Admin Officer | Meteorology | Lusiana.Bulunasui@met.gov.fj PH:6724888 Fax:6720430 |
| 21 | Samuela Delai | A/Admin officer | President's office | sdelai@govnet.gov.fj |
| 22 | Vijay Prasad [DI LO] | Executive officer | Multi Ethnic | No Email |
| 23 | Pauliasi Nene | Admin off | Minerals Resources | penne@mrd.gov.fj Fax: 3370039 |
| 24 | Fereti Nete | Training Officer | Transport | Fereti.nete@govnet.gov.fj PH:3316866 Fax: 3316879 |
| 25 | Akuila Rauto | A/Admin officer | Agriculture | No email |
| 26 | Milika Washington | A/Executive officer | National roads | mwashington@yahoo.com.au Fax:3383198 |
| 27 | Tupou Ravulo | Clerical officer | Water & Sewerage | Fax: 3383198 |
| 28 | Praveen Goundar | Clerical officer | Works | Fa: 3383198 |
| 29 | Apenisa Baleimaleya | Executive officer | Forestry | abaleimaleya@mff.net.fj Fax: 3318692 PH: 3301611 |
| 30 | Sanaila Ravia | Asst. Sup. Of Prisons | Prison | Fax: 3302523/3303516 |
| 31 | Kitione Sovanivalu | Snr Admin off | Pm's Office | Fax: 3315751 PH: 3211472 |
| 32 | Maciu Vatuloka | A/Admin offcer | Public Enterprise | mvatuloka@govnet.gov.fj Fax:3315035 PH: 3315577 |
| 33 | Metuisela Mua | Admin officer | Police | Fax: 3303199 PH: 3318046 |
| 34 | Apenisa Baleimalea | A/Admin officer | Fisheries | Fax: 3318692 PH: 3301611 |
| 35 | Joana Qiodravu | A/executive officer | Lands | jqiodravu@lands.gov.fj Fax: 3303841 |
| 36 | Marica Rinakama | A/Executive | Home Affairs | Fax: 3300346 PH: 3211909 |
| 37 | Alifereti Nete | Admin officer | Fijian Affairs | Fax: 3312530 PH: 3313400 |
| 38 | Peni Tikoca | A/EO | Health | Fax: 3306163 |
| 39 | Unaisi Moceisuva | Snr Secretary | Solicitor General | Fax: 3302344 |