



## MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

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### Public Service Commission

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Ref: PSC 13/2/4-9

June 26, 2007

### *CIRCULAR MEMORANDUM*

**To** : Permanent Secretaries and Heads of Departments

**Subject** : **TPAF LEVY ASSESSMENTS FOR FIRST HALF OF 2007**

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As part of its responsibility to administer the TPAF Levy and Training Grant Scheme stipulated under the Fiji National Training (FNT) Act, the Public Service Commission is responsible for providing training and claim for grants from TPAF in respect of individual employees in the occupations which are subject to levy within the Fiji Public Service.

It is in this regard that you are once again requested to submit the Personnel Emolument Figures for all your staff (both established and wage earners) for the period 01/01/07 to 30/06/07.

From the total Personnel Emolument figures submitted, one (1) percent Personnel Emolument for **leviable** officers only will be calculated and paid to TPAF as levy.

A levy assessment form is attached as Appendix 1 and should be completed and submitted to the PSC, Centre for Training & Development, Nasese under a covering memorandum by **31st August 2007**.

All enquiries related to this matter should be directed to **Mr. Waisake Ratubalavu** at the Centre for Training & Development on telephone number **3315688** or email [wratubalavu@psc.gov.fj](mailto:wratubalavu@psc.gov.fj)

**Tom Lee**  
**Acting Permanent Secretary for Public Service, Public Enterprises**  
**and Public Sector Reform**

