



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

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### Public Service Commission

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FILE: PSC 5/112-4

### Public Enterprise & Public Sector Reform

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Date: 6<sup>th</sup> August, 2007

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### Circular Memorandum

TO: The Permanent Secretaries and Heads of Departments

**SUBJECT : APPROVAL FOR PRIVATELY FUNDED CORRESPONDENCE AND PART-TIME COURSES**

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- 1.0 The Public Service Commission has been receiving numerous submissions from government agencies seeking retrospective approval for reimbursement of payment in respect of officers who have acquired qualifications through correspondence courses. This circular memorandum is intended to remind addressees that the PSC Circular No. 2/96 of 25/2/1996 on the captioned subject is still in force. Hence any correspondence courses undertaken by civil servants, as outlined in the circular must be complied with. Please note that the Ministry of Finance and National Planning since 2002 has stopped approving salary advance, therefore, part (i) of the circular 2/96 is no longer applicable. However, Part (ii) of the same circular as re-stated below is in practice, which is an amendment to the provisions of GO 904.

*“ An officer, who with the prior approval of the Secretary for the Public Service undertakes any course through correspondence, part-time study evening classes which is considered of value to him in his work or which is taken at the requests of government, will be eligible for:*

*On successful completion of the course, a refund of half the cost of the tuition and any registration fees only. Applications for refund should be submitted with supportive evidence to the secretary for the Public Service” [amended to read Permanent Secretary for the Public Service, public Enterprises & Public Sector Reform].*

- 2.0 Permanent Secretaries and Heads of Departments whilst seeking prior approval from the Commission for any correspondence program in respect of your officers should justify the importance of the course program to the Ministry/Department and that it must be linked to the Human Resource Training and Development Plan.
- 3.0 On Successful completion of the program, consideration for refund of half the cost of tuition and registration fees will be determined by the agency(s) with commitment to meet the reimbursement from it's budgetary provision, supported by evidence of original documents, that is, course transcript, Certificate/Diploma/Degree attained, actual cost of the tuition and registration fees from the training institution. If an officer is unable to complete the program Government will not be responsible for any cost for which approval is given.
- 4.0 Please note that the Commission will ***not consider any cases whereby an agency is seeking retrospective approval*** in respect of an officer upon successful completion of a correspondence course.
- 5.0 Please ensure that this circular is brought to the attention of all officers in your Ministry/Department(s) including stations in the rural areas.
- 6.0 Any clarification required may be sought and obtained from Mrs. Manjula Sologar, Centre for Training and Development Public Service Commission, Nasese, on phone no 3315688 extension 104 or email [msologar@psc.gov.fj](mailto:msologar@psc.gov.fj).



Taina Tagicakibau

**Permanent Secretary for the Public Service, Public Enterprise and Public Sector Reform**