



P.S.C.
PUBLIC SERVICE COMMISSION

MAKING A DIFFERENCE

BERKELY CRESCENT,
P.O. BOX 2211, GOVT. BUILDINGS,
SUVA, FIJI.

PHONE: (679) 3315688
FAX: (679) 3300502

Ref: PSC 13/3 - 8

17th December 2007

CIRCULAR MEMORANDUM

To : The Permanent Secretaries and Heads of Departments

Subject : **TPAF LEVY AND GRANT ASSESSMENTS**

As part of its role in administering the TPAF Levy and the Training Grants Scheme as stipulated in the FNT Act, the Public Service Commission is required to provide training information to the Training & Productivity Authority of Fiji (TPAF) on behalf of all Government employees. In this regard your assistance in providing the necessary information is again solicited. You are requested to submit the following:

[a] 2008 Training Plan (In – House)

Your 2008 Training Plan is to incorporate all in-house training programs that your Ministry/Department will mount as on – the – job/off – the – job basis during 2008. This plan should be submitted to the Centre for Training and Development by 20/01/2008. The form at **APPENDIX I** should be used in completing and submitting this information.

[b] 2007 Training Statistics

This covers all the training activities undertaken by your Ministry/Department during 2007 and must be submitted by 20/01/2008. The form at **APPENDIX II** should be used in completing and submitting this information.

[c] Personal Emolument Figures for all Staff (01/07 – 31/12/07)

One (1) percent of the total Personal Emolument paid during the second six months of 2007 to both established and unestablished staff be paid to TPAF as levy. A breakdown

of these figures is outlined in APPENDIX III and should be completed and submitted to the PSC, Centre for Training & Development in Nasese by **28/02/2008**.

All enquiries related to this matter are to be directed to **Mr. Waisake Ratubalavu** at the Centre for Training & Development on telephone number **3315688** or email wratubalavu@psc.gov.fj



Taina Tagicakibau
Permanent Secretary for Public Service, Public Enterprises and Public Sector
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