



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

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### Public Service Commission

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## CIRCULAR MEMORANDUM

**To: All the Permanent Secretaries**

**File: 29/450**

**Subject: OVERSEAS VISITS - TRAINING,  
MEETINGS, SEMINARS & CONFERENCES**

**Date: 19/12/07**

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This is to remind the Permanent Secretaries and the staff in the Public Service generally on the requirement to submit report to the Commission following overseas visits for training, meetings, seminars and conferences etc.

It has been noted that such reports have not been forthcoming in many cases. The Public Service Commission at its meeting held on 19.12.07 decided that those who fail to submit their reports should not be considered for further overseas visits. This will apply to all the staff from the Permanent Secretary to the lowest level in the service.

Please ensure that the content of this circular is brought to the attention of all the staff and the requirement for the submission of report following overseas visit is fully complied with.

Taina Tagicakibau

**Permanent Secretary for Public Service, Public Sector, Public Enterprise & Public Sector Reform**