



# P.S.C.

## PUBLIC SERVICE COMMISSION

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**MAKING A DIFFERENCE**

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Reference: C29/53/33

21 January 2008

### **CIRCULAR MEMORANDUM**

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

**Subject** : **PENDING DISCIPLINARY CASES**

- 1.0 This is to inform that the Public Service Commission is very concerned of the increasing number of disciplinary cases that are still pending which only indicated that the timeline provided under **PSC Circular 18/2007** has not been adhered to, hence the need to remind you again through this Circular Memorandum.
- 2.0 It has been noted that some Ministries and Departments have been slow in submitting their disciplinary cases to the Commission and as a result these cases have been pending for far too long.
- 3.0 The Commission has decided to take stringent measures against those who are directly dealing with disciplinary cases so that these cases could be submitted as soon as possible to the Commission for decision. Failing to do so, the Commission will therefore have no option but to institute disciplinary action against officers concerned.
- 4.0 Therefore, at this initial stage, the Public Service Commission wishes to obtain the latest update on all your disciplinary cases within your Ministry as listed at **Appendix I**. You should also include other disciplinary case(s) which have not been referred to the Commission on your submissions to reach the Commission no later than 20<sup>th</sup> February 2008.
- 5.0 In addition to the above the Commission has decided to convene a meeting with you and the officers from the Human Resource Division namely Mr. Vincent Rajalingam and Mr. Akuila Kunawawa to discuss pending disciplinary cases and other related issues. Please do take note of the time and venue listed below and we look forward to meeting with you as scheduled as **Appendix II**.

6.0 I kindly request for your continued support and cooperation so that all the pending disciplinary cases could be expeditiously resolved.



Taina Tagicakibau  
**Permanent Secretary for the Public Service**

**As per distribution:**

Permanent Secretary for the Prime Minister's Office  
Permanent Secretary for Provincial Development and Multi-Ethnic Affairs  
Permanent Secretary for Indigenous Affairs  
Permanent Secretary for Justice, Electoral Reform, Public Enterprises & Anti-Corruption  
Permanent Secretary for Finance, National Planning & Sugar Industry  
Permanent Secretary for Public Utilities [Water & Energy]  
Permanent Secretary for Foreign Affairs, International Co-operation & Civil Aviation  
Permanent Secretary for Health, Women & Social Welfare  
Permanent Secretary for Education, National Heritage, Culture & Arts  
Permanent Secretary for Youth & Sports  
Permanent Secretary for Labour, Industrial Relations & Employment  
Permanent Secretary for Local Government, Urban Development & Housing  
Permanent Secretary for Works and Transport  
Permanent Secretary for Lands, Mineral Resources & Environment  
Permanent Secretary for Fisheries & Forests  
Permanent Secretary for Primary Industries  
Permanent Secretary for Defense, National Security & Immigration  
Permanent Secretary for Industry, Tourism, Trade & Communication

**APPENDIX II**

**SCHEDULE OF MEETINGS**

<b>MINISTRY</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
Local Government, Urban Development & Housing	22/01/08	9.00 am	FFA Building
Defence, National Security & Immigration	22/01/08	9.30 am	PM's Office
Lands, Mineral Resources & Environment	22/01/08	10.00 am	Government Buildings
Education, National Heritage, Culture & Arts	22/01/08	10.30 am	Marela House
Justice, Electoral Reform, Public Enterprises & Anti Corruption	22/01/08	11.00 am	Justice Conference Room
Finance, National Planning & Sugar Industry	22/01/08	11.30 am	Ro Lalabalavu House
Labour, Industrial Relations & Employment	22/01/08	12.00 noon	Civic House
Industry, Tourism, Trade & Communication	22/01/08	12.30 pm	Civic Towers
Provincial Development & Multi Ethnic Affairs	22/01/08	2.00 pm	Knolly Street
Fisheries & Forests	22/01/08	2.30 pm	Takayawa Building
Primary Industries	22/01/08	3.00 pm	Takayawa Building
Works & Transport	23/01/08	9.00 am	Nasilivata House
Public Utilities [Water & Energy]	23/01/08	9.30 am	Nasilivata House
Commissioner of Police	23/01/08	10.00 am	Manohan Building, Caubati