

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|--------------------------------|--------------------|--------------------------------|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Primary Industries | Agriculture | Farm Reports | Pereparation of Farm Reports | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Project Proposal | Preparation of Project Proposal | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Crop Advisory Service | Advisory Services on all agricultural crops | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Fertilizer Reccommendation | Assist Farmers with soil sampling & fertilizaer reccommendation | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Distribution of seed | Distribution of seed (vegetable) based on 1/3 : 2/3 | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Farmer Training | Capacity Building through Farmer training | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Linking Markets to Farmers | Provide Linkage of market to farmers | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Market Information | Provide Market Information | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Meat Inspection | Inspection of Meat | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Export and Import License | Production of Export and Import farms | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Veterinary & Animal Qurantine | Production of Export and Import farms | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Drug Sales | Distribution of Drugs (Animal Drugs) | | | | | | | | | | |
| Ministry of Primary Industries | Agriculture | Animal Livestock Inspection | Farm Inspection in case of diseases | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | Request for Trade Analysis | Using WITS software to identify Multilateral Trade Analysis | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | Request for Trade Analysis | Using UNTAD software to identify Trade Analysis (IDB) International Trade Database | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | FAO Agri Market | To identify FAO market price guideline | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | Survey Analysis | Survey Analysis comodity sales for Hotels and Road stall/ Market | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | District (Tikina) Base Profile | Reports on the tikina base profile; present landuse, demographic survey, income expenditure, agricultural production, farmer profile | | | | | | | | | | |
| Ministry of Primary Industries | EP&S | National Figures | Highlighting production, Export & Import | | | | | | | | | | |
| Ministry of Primary Industries | Extension Division | Market Prices | Request for current market price of all comodity | | | | | | | | | | |
| Ministry of Primary Industries | Extension Division | New Technology | Request for new Technology adopted for every comodity (organic agriculture) | | | | | | | | | | |

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| Ministry of Primary Industries | Extension Division | Livestock Information | Request for new breed disease control and measures | | | | | | | | | | |
| Ministry of Primary Industries | LRPD | Land Use Map | Request for present land use, Maps, land use capability, soil fertility, locality and potential | | | | | | | | | | |
| Ministry of Primary Industries | LRPD | Farming Assistance Scheme | Request Farming Assistance Scheme under the Affirmative Action Program | | | | | | | | | | |
| Ministry of Primary Industries | LRPD | Rural Farming Scheme | Request for Rural Farming Scheme assistance under the Affirmaive Action Program | | | | | | | | | | |
| Ministry of Primary Industries | LWRM | Irrigation | Request for Irrigation and Dredging | | | | | | | | | | |
| Ministry of Primary Industries | Research Koronivia | Research on Crop | Request for Research findings on crop diseases | | | | | | | | | | |
| Ministry of Industry and Trade | 22 other Agencies | Investment Aproval | Process that approves all investmenet in Fiji | | | | | | | | | | |
| Ministry of Industry and Trade | Admin | Import License | Issue of Import Licenses for Lubricant Oils, Solvents & other Petrol | | | | | | | | | | |
| Ministry of Industry and Trade | Admin | Export License | Issue of Export License for Trochus Shells | | | | | | | | | | |
| Ministry of Industry and Trade | Admin | Forum Secretariat Marketing Support Fund | Endorsing of Forum Secretarial Marketing Support Fund (MSF) | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Licensing Telecommunications service providers | Issuance of New licences, annual licence renewals, collection of fees | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Issuance of Spectrum Licences | Issuance of new frequency assignments, issuance of spectrum licences, annual licence renewals, collection of fees | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Assignment of numbers for telecommunications services | Assignment of numbers to telecommunications services, collection of fees | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Facilitations in the provision of universal service | facilitate in close cooperation with the Minister , Universal Service advisory committee and Ministry of Finance, collection of US funds, tendering for US | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Import Permit Issuance | Issuance of permits to import telecommunications equipment of apparatus ,collection of fees | | | | | | | | | | |

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| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Certification | Issuance of safety Certificates and Operators certificates of proficiency , survey and inspection of ship station radio installations , collection of fees. | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Regulation | Enforcement of provisions in the Telecommunications Act and its subsidiary regulations and licence conditions ,notification of breaches pursuance of police investigations, pursuance of judicial proceedings | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Policy Implementation | Implement telecommunications policy as required under the Telecommunications Act | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Investor Confidence promotion | Promoting investor confidence in relation to telecommunications, cooperate with FTIB on facilitating investment initiatives , making available relevant information for interested investors | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Dispute resolution | Assisting through mediation resolving of disputes between licenses or between licensees and consumers , making available relevant infoamtion on disputes resolution | | | | | | | | | | |
| Ministry of Industry and Trade | Communications[Telecommunications Authority of Fiji (TAF)] | Consumers Affairs | Protecting consumer interests and promoting consumer awareness in relation to telecommunications customers complaints on relevant licence matters, information dissemination and consumer awareness | | | | | | | | | | |
| Ministry of Industry and Trade | Economic Analysis Unit - Admin Dept | Import licence | Issue of licences for lubricant oils, solvents and other petrol | | | | | | | | | | |
| Ministry of Industry and Trade | Economic Analysis Unit - Admin Dept | Export licence | Issue of export licences for Trochus shells | | | | | | | | | | |
| Ministry of Industry and Trade | Economic Analysis Unit - Admin Dept | Forum secretariats marketing support funds | Endorsement of Forum Secretariats Marketing Support Funds (MSF) | | | | | | | | | | |
| Ministry of Industry and Trade | National Trades Measurements Standards Dept | Import licence | Issue import licences for cyclonic building materials | | | | | | | | | | |
| Ministry of Industry and Trade | National Trades Measurements Standards Dept | Verification of equipment | Verification and re-verification of appliances used for trade | | | | | | | | | | |

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| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | All Agencies | Applications for posts advertised | Positions Advertised | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | All Staff | Leave Application | Staff Apply for leave | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | CDU | Monitor School Curriculum | Develop & Monitor School Curriculums | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Education | School Registration | Registration of students information for Primary, Secondary and Tertiary Institutions | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Library Service | Support Library Service | Provide materials and support to Libraries around the Country | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Primary Section | Support to Primary School Teachers | Appointments, Transfer of Primary Teachers, Primary School Grants | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Schools | Exam Registration | Registration of students for Exams for all levels | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Secondary Section | Support to Secondary Teachers | Appointments, Transfer of Secondary teachers, Secondary School Grants | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Staff of all Levels | Salary Notification | All Staff have Salary slips | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Students | Exam Results | Collection of Exam Results by all students | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Students | Access to Exam Papers | Students to access past exam papers of various examinations | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | Multi Ethnic Affairs | Scholarship | Issuance of Scholarships to students (awardees) after processing of applications | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | Multi Ethnic Affairs | Project Fundings | Issuance of Funds to communities (poor & underprivileged) after processing of applications | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | Multi Ethnic Affairs | Cultural Enhancement | Registration & Educating of students (general public) in terms of Indian Ethnic Culture | | | | | | | | | | |

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| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Effective Disaster, Risk Reduction & Disaster Management | Response Plans by various agencies for hazards such as earthquakes, Tsunami, flood & volcano. Contingency plans for hazards developed such as drought. | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Effective disaster risk reduction and Disaster management | Response plans by various agencies for hazards such as Earthquake, Tsunami, Floods & Volcano. Contingency plans for hazards developed such as Drought. | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Develop Contingency Plans for Hazards | Develop Natural Contingency plan for drought, flood and Tsunami | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Provide Training and Awareness | Development of Community based Training, Community capacity building program and community awareness. | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Risk Reduction | Develop CHARM as a tool to be used for all developments and Urban Risk Assessment | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Coordinate Disaster Awareness Week at a National level | Disaster Awareness program for the whole country where stakeholders both in the government and non government organizations work together in educating the public | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Coordinate Training on disaster related areas- | Topics covered include operation and adoption of the Emergency Operation Centre and Introduction to disaster Management | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Risk Reduction as consultation for development policy proposal- | Risk Management using CHARM to be introduced into government policies to reduce the impact of Disaster | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Risk Assessment for major urban Centers- | A guideline and strategies in line with the requirements of relevant agencies to be developed | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Coordinate community involvement in emergency relief program | Coordination of Emergency Volunteer Service (EMVS) established | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Coordinate and facilitate the set up of Early Warning System in Fiji | The Early Warning System is for all hazards and once set up would reduce the impact of disasters such as Tsunami, Earthquake, Flood, Fire etc | | | | | | | | | | |

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| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Coordinate the enforcement and awareness on Building Code- | New Building code once completed will benefit the country as it now developed to accommodate all the hazards experienced in Fiji | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Analysis & evaluation of Hazards, Vulnerabilities & Elements at Risk | Adopt & apply CHARM to facilitate decision making and conduct hazard and vulnerability. | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Provide the Standard Operation Procedure (SOP) | Agencies both in the government and non government organizations to develop their own SOP based on the National SOP | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Conduct Research on Hazards affecting Fiji | The research findings will be used to develop policy papers | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Provide Public Advisory | Public Advisories are issued to the media to warn the public on hazards such as cyclone, flood, landslide etc | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Disaster Management Office | Provide Disaster Awareness Material such as Brochures- | The awareness materials are used by students, academics/researchers and the general public | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Reconciliation & Unity | Workshops | Facilitate workshops for people (including general public & civil servants) | | | | | | | | | | |
| Ministry of Provincial Development, Indigenous and Multi-Ethnic Affairs | National Reconciliation & Unity | Reconciliation Programs | Organise Reconciliation Programs on community requests | | | | | | | | | | |
| Ministry of Finance and National Planning | Admin | Import and Export License | Provision of Import\ Export License & processing Duty Concessions request | | | | | | | | | | |
| Ministry of Finance and National Planning | Admin | Import / Export Licence | Provision of import/export license and processing of duty concessions request | | | | | | | | | | |
| Ministry of Finance and National Planning | Budget | Budget Estimates | Selling of Budget Estimates and Supplements | | | | | | | | | | |
| Ministry of Finance and National Planning | Budget | Budget Estimates | Selling of budget estimates abd supplements | | | | | | | | | | |
| Ministry of Finance and National Planning | Bureau of Statistics | Provide Statistical Information & Reports | Provision of Statistics on Social & Economics indicators to Public | | | | | | | | | | |
| Ministry of Finance and National Planning | Bureau of Statistics | Provide Statistical Information and Reports | Provision of statistics on Social and Economics indicators to public | | | | | | | | | | |
| Ministry of Finance and National Planning | Debt Management | Debt | Provide External and Domestic Debt infor to Reserve Bank | | | | | | | | | | |

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| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Finance and National Planning | Debt Management | Debt | Provide External and domestic debt Information to Reserve Bank | | | | | | | | | | |
| Ministry of Finance and National Planning | Pension | Govt Pension | Payment of Pensions , gratuity , reengagement bonus under Pension act of 1983 | | | | | | | | | | |
| Ministry of Finance and National Planning | Pensions | Govt Pension | Payment of Pension, Gratuity, Re engagement Bonus, under Pension Act of 1983 | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of the Laws of Fiji | Production of all the Bills passed and Acts enacted by Parliament . Available fro sale to the Public | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of the Weekly Government Gazette | Publication of Gazette Notices on Death, Appointments, Acting Appointments, Promotions Regrading, Resignation, Governemnt Public Tenders, Registration of Trade Unions, Registration of Companies, Town Planning Schemes, Lost Insurances, Policies, Lost Certificates of Titles, Bankrupteies , Winding Up Actions Consumer Price Index. Commerical Bank Key Disclourse Statements etc for issue to subscribers and sale to Public. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Supplement to the Weekl Gazette | Publication of Legal Notices on Subsidiary Regulations to the Acts enacted by Parliament , Price Control, Delegation of Powers, Ministerial Assignments. Income Tax Allowances etc for issue to subscribers and sale to the public. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Legal Form | Sale of Legal forms for Land and Business transactions , judicial hearing, registration of Companies . Registration of land titles and registraton of births, deaths and marriages. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Departure Tax Stickers | Sticker issued to anyone paying departure tex on leaving the country for aborad | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Annual Reports | Parliamentary Papers of Government agencies and statutory bodies that are tabled in parliament after which they are made available for sale to the public. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Social Welfare Payment Vouchers | Vouchers issued by the department of Social Welfare as subsistance allowances to the underpriviledged | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of Water Rates receipts | Receipts issued by the Water Rates Department when ones pays their water bill | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing of General Purpose Forms | Sale of these forms to government agaencies, the private sector and the public for their daily business transaction. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Printing School Text Books | Publications and sales of School text books for use by student from primary to secondary school level | | | | | | | | | | |

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| Ministry of Finance and National Planning | Printing & Stationary | Printing of Past Years External Exam Papers | Production and sales of School text books for use by students from primary to secondary school level | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Budget Estimates | Annual appropriation fro Government expenditure which when passed by parliament us available for purchase. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Diaries | Official government Diaries available for sale to Goevrnment agencies and to the public. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Wall Calender | Official government Wall Calender available for sale to Goevrnment agencies and to the public. | | | | | | | | | | |
| Ministry of Finance and National Planning | Printing & Stationary | Government Bookshops | Retail Outlet for publications and forms produced by the department and range of stationery fines. | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Leave Allowances, Passage & Payroll | Process payment for Leave Allowances, passages, payroll for Govt employees including expatriate officers | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Leave Allowances and Passages Payroll | Process Payment of Leave Allowances and passages payroll for all government employees including expariate officers | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Deduction Report | Provide reports for insurance companies | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Deduction Reports | Provide reports for insurance companies | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Salaries Inpurt Form | Selling of Salaries Input forms to Govt Departments and Regional Offices | | | | | | | | | | |
| Ministry of Finance and National Planning | Salaries | Salary Input form | Selling of Salary input form to government departments and regional office. | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Fishing licence | Issuance of Tuna longline fishing licence | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Fishing licence | Issuance of inshore fishing licence | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Fishing licence | Issuance of deepwater snapper fishing licence | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Export permit | Issuance of Export permit for all fish and fishery products | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Import permit | Issuance of Import permits for live fish specimen | | | | | | | | | | |
| Ministry of Primary Industries | Fisheries Dept | Assessment of Fish Processing plants for certification | Issuance of letter of recommendation for certification of processing plots | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Logging Licenses | Issuance of Logging Licenses | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Logging Contractor Reg. | Registration of Logging Companies | | | | | | | | | | |

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| Ministry of Primary Industries | Forestry | Logging Crew Reg | Registration of Logging Crews | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Logging Machine Reg. | Registration of Logging Machines | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Fines | Issuance of Fines for Breaches to Forest Decree | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Log Removal Licenses | Issuance of Log Removal Licences | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Timber Export Licenses | Issuance of Timber Export Licences | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Timber Import Licenses | Issuance of Timber Import Licences | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Sawmill License | Issuance of Sawmill Licenses | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Timber Treatment Plant License | Issuance of Licenses for Timber Treatment Plant | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Sawmill Returns | Collection of Sawmill Log Input & Output Returns | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Timber Chemical Returns | Collection of Timber Chemical used in each Treatment Plants | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Log Volume Estimates | Issuance of Log Volume Estimates | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Logging Plan Maps | Issuance of Logging Plan Maps | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Harvested Log Volumes | Submission of Harvested Log Volumes | | | | | | | | | | |
| Ministry of Primary Industries | Forestry | Logging Fees & Royalties | Collection Logging Fees & Royalties | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of Diplomatic Blue Book | Issuance of Diplomatic List (Blue Book) to resident members of the diplomatic community and Fiji Missions abroad. | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of Diplomatic Passports | Issuance of Diplomatic 'red' Passports to entitled Fijian Citizens, like diplomats, Presidents, Vice Presidents, Cabinet Ministers etc. | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of Exemption Visa | Issuance of Exemption Diplomatic visas to resident members of diplomatic community | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of Diplomatic Driving Licence | Issuance of Diplomatic driving licence to resident members of diplomatic community | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of ID Card | Issuance of ID Cards to residents of Diplomatic community | | | | | | | | | | |

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| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Duty Free purchases | Processing of FA608 forms exempting Diplomatic missions from duties for imported goods. | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Protocol Division | Issuance of Manuals on ceremonies for presentations of credentials | Manuals for presentation of credentials new heads of missions | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Administration Division | Annual Reports | Production & Issuance of Annual Report to all stakeholders | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Administration Division | Strategic Plan | Formulation of strategic plan in line with the government overall SDP Plan | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, Administration Division | Corporate Plan | Formulation of corporate plan in line with SDP of the Ministry | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, International Relations Division | Treaty Database | List of Treaties to which Fiji is signatory to and its obligation | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, International Relations Division | UN Resolution Consultation | Consultation with NGOs on Fiji obligations | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, International Relations Division | Apostille Stamp | Authentication of public documents | | | | | | | | | | |
| Ministry of Foreign Affairs, International Co-operation and Civil Aviation | Foreign Affairs, International Relations Division | Bulletins | Quarterly issue of bulletins to all stakeholders | | | | | | | | | | |
| Ministry of Health | MOH Health Services Dept | Health Information | Upkeeping and storage of all National Health Information | | | | | | | | | | |
| Ministry of Health | MOH Health Services Dept | Health Policies | Provide information regarding Public Health Act and Policies /Monitor and control compliance | | | | | | | | | | |
| Ministry of Health | MOH Corporate Dept | Health Statistics | Provide updated records of vital statistics on population, births, deaths, health service utilisation mortality and morbidity | | | | | | | | | | |
| Ministry of Health | MOH Corporate Dept | Human Resource Information | Keep records of staff establishment, staff movements, leave, resignation, termination | | | | | | | | | | |
| Ministry of Health | MOH Corporate Dept | Recruitment and Training | Recruitment and training of all new employees | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | General Outpatient | Provide outpatient services | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|--------------------|---------------------------------|--|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Health | MOH Divisional Health Services | Special Outpatient | Provide medical consultationpost treatment and hospitalisation | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Obstetric and Gynaecology | Provisional health, services for womens health problem/ Provision of health services in pregnancy and childbirth | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Curative Health Services | Provide general hospital services ie consultation, investigation, treatment and admission services | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Oral Health | Provision of general oral health care ie consultation , investigation, extraction, curative oral health, awareness programme | | | | | | | | | | |
| Ministry of Health | MOH FSN | Nurse recruitment and training | Recruit appointment and training services for basic and post-basic nursing | | | | | | | | | | |
| Ministry of Health | MOH NSG&HSS | Registration and Professional verification | Register Doctors, Nurses & Paramedics/ Provide professional verification for nurses | | | | | | | | | | |
| Ministry of Health | MOH NSG&HSS (Ltk&CWM Hosp) | Patients overseas referrals | Provide medical referrals service for urgent, complicated medical conditions overseas | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Maternal/ Child Health | Provide advice and monitor Nursing mothers and babys health status from birth to 6yrs of life | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Pharmaceutical | Provide procurement storage and distribution of drugs, raw materials and medical & surgical consumables/ Provide stock for retail pharmacies | | | | | | | | | | |
| Ministry of Health | MOH Govt Pharmacy,Div H/Service | Immunization | Immunization services | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Non-Communicable Diseases | Provision of general hospital services ie consultation, investigations, treatment, follow-ups, awareness programmes | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Radiology | Provision of imaging services | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Physiotherapy | Provision of treatment, investigation, counselling and evaluation of client disabilities | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Laboratory | Provision of Laboratory services on seriology, microbiology, bld bank, Haemat, biochemisty, Histology, Cytology and forensic science | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Family Health and Reproductive Health Services | Provision of family planning consultation treatment, use of contraceptive services/ Provision of consultation, treatment and awareness programmes on sexually transmitted diseases | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Communicable diseases | Provision of health care services on Leprosy, Tuberculosis and other notifiable diseases | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|--|----------------------------------|---|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Health | MOH (ESU) Executive Support Unit | Media Liason | Media Liason Services in providing and verifying health information queries raised. | | | | | | | | | | |
| Ministry of Health | MOH Divisional Health Services | Eye Care | Provision of health care services on Eye conditions and injuries | | | | | | | | | | |
| Ministry of Health | MOH Div H/Serv / Public Health | Nutrition & Dietitics | Provision of health care services to support the improvement of nutrition status of the overall population/ Provide support for breastfeeding | | | | | | | | | | |
| Ministry of Health | MOH Public Health | Disease Surveillance | Conduct surveys to closely monitor anticipated disease outbreaks, management and control | | | | | | | | | | |
| Ministry of Health | MOH PH | Environmental Health | Monitor and control appliance of Environmental Health policies/Issuance of Health Certificates for Hotel and Food Establishments exported food and building completion, quarantine clearance | | | | | | | | | | |
| Ministry of Health | MOH Tamavua Rehab | Health Rehab | Provision of rehabilitative services to severity disabled persons | | | | | | | | | | |
| Ministry of Health | MOH Old Peoples Home | Elderly support | Provision of health care services to the elderly | | | | | | | | | | |
| Ministry of Health | MOH PH | Public Health Programmes | Provision of Health education and tailored preventative information for consumers | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Safe custody of Govt Records of Permanent Value | Proper Maintenance & Conservation of Fiji's public records for permanent value | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Deposit of Public Record | Evaluate Public records & acquire those of permanent value for safe keeping | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | File Lending | Releasing of Files/ Records to Government Departments & Ministries for information purposes | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Research Services | Providing Information to the Government and the Public where applicable | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Legal Deposit | Ensure all publications printed in Fiji are deposited in the Reference Library | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Advisory Services | Provision of records management advisory service to government departments & ministries | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Disposal Authority | Issue disposal authority to authorise disposal of public records held in government agencies | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Record Surveys | Survey of Public records and evaluation of records management practices in government agencies | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Microfilming | Copying of public records on to microfilm format | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Duplicating Microfilm | Duplication of Microfilm reels for local & overseas institutions | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Photocopying | Providing copies of public records and publications to government and public | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|---------------------------|------------------------------------|---|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Library Services | Providing Published materials on request to researches in the Reference Library | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Records Request | Providing public records to researches in the Reference Library where appropriate | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Microfilm Request | Providing microfilm records to researches in the Reference Library | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | Library Materials | The acquisition and accession of library materials for the Reference Library | | | | | | | | | | |
| Ministry of Defence, National Security and Immigration | National Archives of Fiji | National Archives Retrieval System | National Archive Database and Search tool for accessing records | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Court Interpretation | Daily court interpretation during trials and chamber matters | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Updating of Diaries | Checking and updating of judges and master diaries daily | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Court Rooms | Daily organising of court rooms washing of glasses and filling of water | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Despatching | Despatching of cause list and urgent summons to DPP & Prison | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Issuance of Documents | Issuing of documents with returnable dates and informing counsel. | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Court Orders | Issuing of Production order and warrants as directed by Judges | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Court Assessors | Summoning and preparing list for assessors and letter for police clearance | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Preparing Time sheets | Preparing of Assessors, Timesheets after Trials | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|--------------------------|-----------------------------------|---|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Typing Work | Daily typing of Judges Head notes and other correspondence | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Counter Service | Attending to members of Public on counter and phone | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Photocopying | Daily photocopying of judgements and other legal doc as requested by Public and Stakeholders | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Updating Records & record keeping | Daily updating of case books and storing files at allocated cabinets in alphabetical order | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Company Registration | Registration of local & foreign incorporations | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Business Name Registration | Registration of Individual Businesses & Firms, changes thereto & notice of cessations of business | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Company File Search | Company File Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Business Name Certificate Search | Business Name Certificate Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Company Name Search | Company Name Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Business Name Search | Business Name Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Company Mortgage Registration | Registration of Company Mortgage/ Charges | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Application Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|--------------------------|---------------------------|--|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Trademark Registration | Registration of Trademarks | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Patent Registration | Reguistration of Patent | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Trademark Search | Trademark Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Patent Search | Patent Search Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Credit Union Registration | Registration of Credit Unions | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Newspaper Registration | Registration of Newspapers | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Credit Union | Credit Union Search | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Neswpaper | Newspaper Search | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Official Receiver | Official Receiver Search | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | AG & Justice Dept | Bankruptcy | Bankruptcy Search | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Administration | Court Document | Checking and approving of all documents filed into court | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Application Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|-------------------------------------|----------------------|---|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Receiving of Revenue | Issuance of Revenue Receipts | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Registration | Registration of payments in respective cards | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | To pay out | To pay recipients maintenance monies (manual payment) | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Issue Vouchers | To raise Vouchers (Cheque Payments) | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | F/S | To raise 'FS' | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Calculation | To calculate arrears of Payment | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Updates | To update payments | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Govt,Business,Statutory,Individuals | Verification | To verify payments - Payment Sheets/ Payment Cards | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Criminal | Revenue Collection | Receiving of Court Fines imposed by the Resident Magistrates | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Criminal | Revenue Collection | Receipting of Traffic infringement fines imposed by residence magistrates | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Criminal | Revenue Collection | Receipting of Compensation payment ordered by the resident magistrate | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Application Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|---------------------|-------------------------------------|---|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Revenue Collection | Receipting of traffic fines imposed by the resident magistrates | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Registration of Criminal Cases | Registration of each criminal charges filed by the complainants | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Registration of Traffic Offences | Registration of each traffic offence pursuant to the LTA Acts & Regulations | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Registration of Juvenile Matters | Registration of Juvenile offences pursuant to offences committed contrary to the Criminal Procedure Code | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Registration of Appeals | Registration of Appeals by convicted inmates to appeal to the High Court | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Court Records | Preparation of certified Court Requests upon request by the Police/Prosecution/Defense or accused persons | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Certificate of Proceedings | Preparation of certificate of Proceeding upon request by accused persons/Embassies | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Updating of Criminal Case Registers | Updating of registers after a criminal matter has been disposed by the court | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Updating of Traffic Case Registers | Updating of registers after a traffic case has been disposed by the Court | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Payment Vouchers | Preparation of Payment Vouchers for payment out of compensation and refunds | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judicial - Criminal | Warrant Issuance | Issuance of Bench Warrants/Warrants of Apprehension | | | | | | | | | | |

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| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|-----------------------------------|----------------------------------|---|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Criminal | Baliff Registration and Licenses | Registration of Baliff and issuance of Baliff License | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Registration | Registration of Warrant of Summons | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Registration | Registration of application for Bankruptcy | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Registration | Registration of application for Workmans Compensation | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Registration | Registration of Enforcements | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Registration | Registration of application for Habers Corpus | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Enforcement | Execution of Orders of the Court | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Payments | Issuing Receipts for payments ordered by the Court | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Civil Magistrates Court | Typing | Typing of Records for appeal or transferring of cases | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Receiving of Revenues | Issuance of Revenue Receipts | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Registration | Registration of Payments in respective Cards | | | | | | | | | | |

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| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|--------------------------|---|---|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Payout | Pay Receipts Maintenance(Manual Payment) | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Issue Vouchers | to issue Vouchers (Cheque Payments) | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Calculation | to calculate Arrears of Payments | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Update | to Update Payments | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Domestic Court | Verification | To verify Payments (Payment Cards/Payment Sheets) | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Dissolution of Marriage | Dissolution of Marriage | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Maintenance Proceedings | Maintenance Proceedings | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Spouse and Child Support | Spouse and Child Support | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Parentary Responsibility and Spousal Property | Parentary Responsibility and Spousal Property | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Provide Marriage Counselling/Reconciliation and related matters | Provide Marriage Counselling/Reconciliation and related matters | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Consent to Marry | Consent to Marry | | | | | | | | | | |

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| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Application Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|--------------------------------|--|---|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Receipt and Payment out of Maintenance | Receipt and Payment out of Maintenance | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Procedural Hearing | Procedural Hearing | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Conciliation Conferences | Conciliation Conferences | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Family Court Counselling Services | Family Court Counselling Services | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Parenting Plans | Parenting Plans | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | The best Interest of the Child | The best Interest of the Child | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Orders about Children | Orders about Children | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Overseas Orders | Reciprocal Orders | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Family Court | Property | Property | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Fiji Court of Appeal | Notice of Appeal | Notice of hearing of appeal to the applicant and respondent | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Judical - Fiji Court of Appeal | Judgement | Copies of appeal decisions to the applicant and respondent | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|------------------------|-----------------------------------|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Small Claims Tribunal | Lodging Claims | Lodging of New Claims which are \$ 2000.00 or less | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Small Claims Tribunal | Accepting Payments | Accepting payments by Respondents who have been ordered to make payments | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Small Claims Tribunal | Assisting in Filling Forms | Assisting public who cannot fill the claims form | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Small Claims Tribunal | Enforcement Summons | Taking out Enforcement summonson Request by Claimant | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Small Claims Tribunal | Appeal Records | Preparing appeal records and sending it to Magistrates Court | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Environment Department | ODS Licensing | Issue of License relating to ODS | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Environment Department | ODS licensing | Issuance of license relating to ODS | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Environment Department | CITES Permit | Issue of Permit | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Environment Department | Cites permit | Issue of permit | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Consultation | Regular and on-going consultation with tourism stakeholders on issues of toursim development | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Tourism Awareness & Communication | General awareness on the business of tourism as establishing communication networks. Dissemination of tourism information via brochures, websites, TV, press releases, bulletin, etc | | | | | | | | | | |

List of Government Services as at October 2007

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|---|------------|---|---|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Issuance of Hotel License | Issuance of hotel licenses to tourism accomodation | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Issuance of IHRDPEP and Ecotourism Grant | IHRDPEP grant issued to all ethnicity that wish to start a tourism venture and issue MOT Grant to interested indigenous Fijians & Rotumans on setting up an ecotourism business | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Issuance of incentive approval | Provisional and Final approval issued to tourism projects applying for tax incentives under the HAA | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Advisory Services | Provision of advise for the formulation of policies, investment & incentives for the tourism sector, current product offering in Fiji, Approval process for tourism ventures- resource owners issue etc | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Policy Formulation | Planning, research & analysis, Establish and servicing of industry segments taskforce/ committees and consultative grups for regular consultation | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Administration of HAA Applications | Involves all incentive processing, inspections abd recommendations to Minister for approval granting | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Legislative compliance and monitoring | Legislative development and alignment. Formulation of an Accreditation Scheme for Fiji's Tourism products, HAA and Hotels & Guest Houses Act | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Customer Service Training/ Capacity Building | Customer Service Training to Tourism stakeholders to develop and enhance tourism | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Survey of International Tourists | Survey on international visitors to measure impact of product and services | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Tourism | Secretariat Support | Servicing of NTC[3], Inter-agency[6], T-CLAG[6], etc | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Fomulate now Town Planning Schemes & Grant Approval to scheme plans | Prepare new scheme plans/ revise existing scheme plans for municipal councils | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|------------|---|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Formulate Advisory Plans, Local Area Plans | Prepare plans for local areas outside the declared Municipal areas for development | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Approval of Development Master Plans | Assess and decide on Master Plans for major land developments | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Amendment to Approved Town Planning schemes & Rezoning of land in rural town planning areas | Assess and decide (approve/ refuse) land subdivision applications. | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Development Consent | Determine all development (including building) applications and grant consent/ refusal for applications | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Land Subdivision Approval | Assess and decide (approve/ refuse) land subdivision applications | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Information | Provide Information about Planning and Land development regulations and requirements and attend to development queries | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | DTCP | Building Searches | Provide copies of approved building plans as requested by the applicant | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Local Govt | Financial Loss Allowance | Process Financial Loss allowance request by Municipal Councils | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Local Govt | Budget | Monitor & Guide Municipal Councils in Budget preparation an Monitoring | | | | | | | | | | |
| Ministry of Labour, Industrial Relations, Employment, Local Government, Urban Development and Housing | Local Govt | Fees and Charges | Process request of increases in fees & charges by Municipal Councils | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Aviation | Air Service License | Issue of Air Service License | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|--|--------------------------------|--|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Aviation | Air Route License | Issue of Air Route License | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Buildings- Architect Section | Provide Architectural designs Services | Provide Architectural design services | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | DBGA,PQS,PWSO,PE S,PPO | Consultancy services | Provide consultancy services to client Ministries | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | DECE,DEW,DEN, Building section | Painting services | Painting houses | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | DECE,DEW,DEN, Joinery section | Joinery services | Provide joinery services - manufacture joinery furnitures | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | DECE,DEW,DEN,Plu mbing Section | Plumbing services | Provide plumbing services | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | DEW only | Block | Manufacture & Supply concrete blocks/drains/meterbox | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Rural Electrification | Diesel Schemes Training - Implementation /Repair and Maintenance/Diesel Operator/Management | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Renewable Energy Development Programme | Solar House System/Solar Water Pump project/Biogas Project/Survey (Wind Energy/Hydro Energy/Wave Energy) | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Energy Policy and Power Sector Programme | Energy policy/National Energy policy development/Regulator Review of the electricity sector/Pacific Islands Renewable Energy program/Working with Independent Power producers. | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Energy Conservation and Efficiency | Energy conservations assessment/Energy Conservation Implementation/Appliance Labelling | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Energy Information and Database | Fiji National Energy Statistics/Energy Information Sys/Department Website/Library | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Energy Dept | Petroleum and Transport | Copra Biofuel projects | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | FIMSA | Vessel Registration | Registration of vessels compliant with registration of Marine Act | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Applicati on Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|--|---|---|--|----------------------|------------------------|-----------------------|------------------------|---|---------|------------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Importan t | Normal | Other | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | FIMSA | Ship Survey | Survey of Vessels in compliance with legislation | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | FIMSA | Oil Spill | Assessment of Oil Spill for risk assessment | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | FIMSA | Seafarer Certificate | Issue of Seafarer Cetificate & License | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Govt Shipping Services | Transfer of Passengers | Provide transport for the transfer of Govt Officers & members of the public to outer islands | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Govt Shipping Services | Shipment of Cargo | Provide transport for shipment of Cargo to outer islands | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Govt Shipping Services | Lighthouse | Provide operative lighthouse for vessels | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Meteorology | Weather Data | Provide quality & timely weather data | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Meteorology | Weather Forecast | Provide quality weather forecast information | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | PWSO,PPO,DECE,DE W,DEN | Construction and maintenance services | Provide construction and maintenance services to Govt infrastructures | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Quantity Surveying & Estimating Section | Provide costing services | Provide costing services | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Structure Section | Provide structural engineering services | Provide design engineering services | | | | | | | | | | |
| Ministry of Public Utilities (Water and Energy), Works and Transport | Transport Planning Unit | Shipping Franchise | Issue of Shipping Franchise License | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Family Assistance | Provide poor and needy with family assistance allowance | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Care and Protection | Children in care giving homes are supported with allowance | | | | | | | | | | |

List of Government Services as at October 2007

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|--|--------------------------|--|--|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry of Women, Social Welfare and Poverty Allevation | Poverty Eradication Unit | Poverty Alleviation Project | Providing grants for housing and income generating projects | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Counselling | Providing Counselling to families | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | NGO Grants | Provide Grants to NGOs that compliment company's co-business | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Court Reports | Facilitate Court with Social Enquiry Reports | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Probation Reports | Providing Court with Probation Reports including supervision of offenders | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Adoption | Adoption Services | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Social Welfare | Residential Care | Providing Residential Care to children at Risk | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Women | Womens Plan of Action | Providing Grants for Projects that Empower women and provide gender development | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Women | Legal Literacy | Training Women in community of Law such as Family Law, Domestic Violence, Consumer Rights etc | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Women | WOSED | Provision of MicroFinance to women for income generating projects | | | | | | | | | | |
| Ministry of Women, Social Welfare and Poverty Allevation | Housing Department | Squatter Settlement | Developing and upgrading of squatter settlements and approving of water and electricity supply | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Employment | Job seeker registration | Registration of unemployed youth | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Employment | Jobseeker/ Career Guidance and counselling | Counselling of unemployed youth for job search and training opportunities | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | National Youth Week | Facilitates & Provides programmes to recognize the contribution of young people to nation building | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | Rural Sports Field Development | Development and construction of rural playing fields | | | | | | | | | | |

List of Government Services as at October 2007

| Ministry | Department | Service Name | Description | Require Forms? (Y/N) | Application Fee (FJD) | GIRC to assist? (Y/N) | Info on website? (Y/N) | Probable Service Turnaround time (in days or hours) | | | | | Remarks |
|---|---------------|--|---|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | Technical Sports Outreach Program | Facilitate & provide coaching, sports skills training, sports administration training for rural communities | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | Donation of Sports Equipment | Provision of basic sports equipment assistance | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | Disbursement of grants to National Sporting bodies | Provide grants to national sporting bodies hosting international tournaments/ overseas sporting tours/ short term experts/ sports scholarship | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Sports | Disbursement of grants to minority sports | Facilitate grant assistance to minority sports | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Youth Group Registration | Issuance of Registration numbers to youth groups | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Youth Enterprise Assistance | Issuance of grant for youth enterprise development | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | National Youth Service Training Program | Provision of agricultural, trade skills and character development training for youth | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Positive Mental Attitude Training | Provision for Attitudinal and motivational training programmes for youth | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | National Youth Band | Provision of music and expressive arts training for youth | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Duke of Edinburgh Award Programme | Provision of an award programme for youth to develop self reliance, perseverance, responsibility and service to the community | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Door Knock Programme | Provision of Advisory and referral service for unemployed youth to gain work attachment and employment | | | | | | | | | | |
| Ministry of Education, National Heritage, Culture and Arts, Youth and Sports | Youth | Life Skills Education | Aims to empower young people with skills to cope with daily challenges | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Titles Office | Search and Photocopy | Titles and Deeds Documents are searched and photocopied upon the general public's request | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Titles Office | registration of Titles Documents | Examination verification and registration of Documents | | | | | | | | | | |

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|---|---------------|-------------------------------------|--|----------------------|-----------------------|-----------------------|------------------------|---|---------|-----------|--------|-------|---------|
| | | | | | | | | Critical | Serious | Important | Normal | Other | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Titles Office | Issuance of Certificate of Title | Issuing and signing of new certificate of title | | | | | | | | | | |
| Ministry for Justice, Electoral Reform, Public Enterprises and Anti-Corruption, Industry, Tourism and Trade | Titles Office | Registration of subdivisional plans | Approval, signing and registration of all sub divisional plans | | | | | | | | | | |