



P.S.C.
PUBLIC SERVICE COMMISSION
Centre for Training & Development

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MAKING A DIFFERENCE

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Reference: PSC 13/2/4 - 9

21st January 2009

CIRCULAR MEMORANDUM

To : The Permanent Secretaries and Heads of Departments

Subject : **TPAF LEVY AND GRANT ASSESSMENTS**

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

➤ **Personnell Emolument Figures for all Staff
(01/07/2008 – 30/12/08)**

One percent (1%) of the total Personal Emolument paid during the second six (6) months of 2008 for both the Established Staff and Government Wage Earners to be paid to TPAF as levy. A template for the required information is enclosed as **APPENDIX I** and should be completed and submitted to the PSC, Centre for Training & Development, Nasese by **06/03/2009**.

All enquiries related to this matter are to be directed to **Mr. Mosese Nasoubuta** or **Mr. Waisake Ratubalavu** at the Centre for Training & Development on telephone number **3315688**, Fax **3300502** or email mnasoubuta@psc.gov.fj or wratubalavu@psc.gov.fj

Taina Tagicakibau
Permanent Secretary for the Public Service