



**P.S.C.  
PUBLIC SERVICE COMMISSION**

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**MAKING A DIFFERENCE**

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Reference: 29/685/13

13<sup>th</sup> July 2010

**CIRCULAR MEMORANDUM**

To: All Permanent Secretaries and Heads of Departments

Subject: CAPTURE OF MINISTRY/DEPARTMENT PERSONNEL RECORD EXERCISE

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1. Permanent Secretaries and Head of Departments are advised that a project to develop an Integrated Human Resource Database (IHRD) is currently underway, spearheaded by the Public Service Commission.
2. The Commission is pursuing the development of this integrated database for the civil service to help improve its management of human resources as part of civil service reforms.
3. In this regard the Commission is seeking your cooperation and support in the capture of all the personnel records of your Ministry/Department. The details of the fields requiring input is in Appendix 1.
4. The Commission with the assistance of ITC Services will be deploying a basic personnel records database to facilitate the capture of these personnel details. The deployment for this database will begin from 19th July 2010.
5. Permanent Secretaries and Head of Departments are therefore requested to nominate a focal point from your respective Ministry/Department. The officials of the Management Improvement Division of the Public Service Commission will be liaising with your nominated focal points.
6. Any further clarification on the matter may be referred to Ms Laite Waseiyaroi on telephone number 3314588 extension 403 or email [projectihrd@govnet.gov.fj](mailto:projectihrd@govnet.gov.fj).

Parmesh Chand

Permanent Secretary for the Public Service Commission

## Appendix 1: Requirement

1. Department Name
2. Department Section
3. EDP No
4. Employee Title (Mr, Ms)
5. Surname
6. First Name
7. Other Name(s)
8. FNPF No
9. Tax ID No
10. Person No (as on birth certificate)
11. Date Of Birth
12. Job Title
13. Post
14. Start of Post
15. End of Post
16. Grade
17. Grade Point
18. Marital Status (Married, Single, Divorced, Widowed)
19. Annual Salary
20. Employment Status (Substantive, Acting, Relieving, Secondment)
21. Employment Type (Uncontracted Established, Contracted Established, Unestablished, Temporary Relieving)
22. Phone Contact
23. Postal Address
24. Residential Address
25. Email Address
26. Gender (Male, Female)
27. Start Leave Date
28. End Leave Date
29. End of Service
30. Reason for End of Service (Retirement, Termination, Contract Expiry, Death)
31. Fathers Name
32. Mothers Name
33. Emergency Contact