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17th March, 2010

CIRCULAR MEMORANDUM

To: The Permanent Secretaries and Heads of Departments

Subject: **INDUCTION PROGRAM FOR CIVIL SERVANTS**

1. It is essential for all appointees to the Public Service to be well acquainted with the machinery of government including processes and systems, procedures, rules and regulations etc. to enhance their effective and efficient delivery of service.
2. To facilitate that capacity building program, the Centre for Training and Development, Nasese will reintroduce the conduct of **compulsory Induction programs** for all new appointees to the Public Service.
3. Ministries and Departments are requested to complete the attached survey form by identifying appointees from all occupational groups in the service who have yet to undertake an Induction program. The CTD on receipt of your survey responses will finalize participation with other relevant logistics regarding the conduct of the program.
4. **Appendix I** is a sample of the survey form designed for this purpose. A copy of this circular and the survey form are also available on the PSC website.
5. Completed survey forms are to be submitted to CTD by Friday April 2nd, 2010
6. All enquiries relating to this matter are to be directed to Ulita Serukalou at the Centre for Training & Development on telephone number 3315688, fax 3300502 or email ulita.serukalou@psc.gov.fj

Parmesh Chand

Permanent Secretary for the Public Service

