



# P.S.C.

## PUBLIC SERVICE COMMISSION

BERKELY CRESCENT,  
P.O.BOX 2211, GOVT. BUILDINGS,  
SUVA, FIJI.

**MAKING A DIFFERENCE**

PHONE: (679) - 314 588  
FAX : (679) - 302 379  
: (679) - 302 570

Reference: 29/220-7

26<sup>th</sup> February 2010

### CIRCULAR MEMORANDUM

To: All Permanent Secretaries and Heads of Departments

Subject: **Opening of Government Offices During  
Lunch Hour (1.00pm-2.00pm)**

- 1.0 The Public Service Commission wishes to draw the attention of all addressees to the PSC Circular No. 05/2007 of 16/02/2007 on its decision on those Government Offices, especially those providing frontline customer services are to remain open during the official lunch hour from 1.00 pm to 2.00 pm to continue to provide services to the public.
- 2.0 The decision by the Commission is part of directives of the Prime Minister aimed at improving both the image of the Public Service and standard of public service delivery by Ministries and Departments, and the Service as a whole. It is also a necessary move to replicate similar service arrangements by commercial and corporate business and companies in private sectors.
- 3.0 The frontline staff manning the service counters will need to be organised into scheduled and staggered lunch hour breaks between 12.00 noon and 2.00 pm.
- 4.0 Any clarification and/or further information required may be obtained from Ms Bulou Rakuita, Director Employee Relations Division, Public Service Commission, on telephone number 3314588 extensions 407/408 or on email address [brakuita@govnet.gov.fj](mailto:brakuita@govnet.gov.fj).

- 5.0 Addressees are requested to give this Circular the widest possible coverage and attention especially to all frontline customer service staff/counter staff and to display on the notice boards.



Parmesh Chand

**Permanent Secretary for the Public Service**