



P.S.C.

## Public Service Commission

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**Together We Can Make a  
Difference**

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Reference: 29/299/23

Date: 25/05/10

### CIRCULAR MEMORANDUM

To: Permanent Secretaries and Heads of Departments

Subject: **PROMOTION OF GOVERNMENT SERVICES THROUGH  
THE GOVERNMENT INFORMATION REFERRAL  
CENTRE (GIRC)**

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- 1.0 It has been decided that greater use of the Government Information Referral Centre be made by various Ministries, Departments, Agencies and Government to improve the visibility and impact and results of the range of services and assistance provided by Government. In this regards, it has been decided that the front porch /verandah of the Centre be used to stage displays on a rotational basis by respective Ministries, Departments and Agencies.
- 2.0 The following criteria will apply in this regards:
- (a) Displays to be undertaken during normal working hours (8.00am – 4.30pm) and Saturdays from 8.00am – 1.00pm;
  - (b) Ministries and Departments are to provide own equipment, furniture, manpower and associated accessories (brochures, forms, pamphlets etc) for your displays and demonstrations;
  - (c) Normal dress attire to be worn;
  - (d) Grog drinking, playing of cards and other board games are prohibited;

- (e) Observance of the Public Service Code of Conduct and Public Service Values are to be strictly adhered;
- (f) All expenses (including overtime, meals, etc...) are to be borne by the Ministries and Departments.

3.0 The PSC has prepared a tentative programme for this displays as per attached. We would be grateful if you could take this opportunity to stage displays as scheduled or liaise further with GIRC Staff for alternative timing. The GIRC staff would be available to assist in setting up of the displays. They however, will need to be manned by staff of the respective Ministries, Departments and Agencies.

4.0 For further details and information, you may contact the following GIRC employees:

Susan Baleikanacea 13277		<a href="mailto:susan.baleikanaea@govnet.gov.fj">susan.baleikanaea@govnet.gov.fj</a>
Henry Matatolu	"	<a href="mailto:henry.matatolu@govnet.gov.fj">henry.matatolu@govnet.gov.fj</a>
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5.0 I look forward to your usual co-operation and understanding in this regards.



Parmesh Chand

**Permanent Secretary for the Public Service**

ATTACHMENT

Name of Ministry/Department	Possible Items/Services/Products for Display	Time Frame
Prisons Department	Department programs & Activities, brochures etc Yellow Ribbon Project Furniture, eggs etc	31/05/10 to 05/06/10
Ministry of Health	Activities & programs Free Medical check-ups Brochures, pamphlets Condoms etc. Rehabilitation services Health Clinics	15/06/10 to 19/06/10
Judicial	Brochures, pamphlets General services provided	28/06/10 to 03/07/10
PM's Office	Brochures, pamphlets General services provided	12/07/10 to 17/07/10
PSC	Brochures, pamphlets Free general advice on the Public Service	26/07/10 to 31/07/10
Fisheries	Brochures, pamphlets Assistances to the community Fishing Licences Other products	09/08/10 to 14/08/10
Youth & Sports	Brochures, pamphlets National Youth Band Sports & Youth activities Youth Groups display	23/08/10 to 28/08/10
Ministry of Education	Brochures, pamphlets Textbooks Education assistance General education services	06/09/10 to 11/09/10
Indigenous Affairs	Brochures, pamphlets Scholarship assistance Culture & language Native Lands Commission	20/09/10 to 25/09/10
Tourism	Brochures, pamphlets Tourism related activities	04/10/10 to 09/10/10
Immigration Dept.	Brochures, pamphlets Immigration services Passports, Visas, Permits	18/10/10 to 23/10/10
Police Dept.	Brochures, pamphlets Police activities Dog handling show Police Band	01/11/10 to 04/11/10 & 06/11/10
Ministry of Women, Social Welfare & Poverty Alleviation	Brochures, pamphlets Women's group displays Horticulture Welfare programmes	15/11/10 to 20/11/10
Public Utilities	Brochures, pamphlets General services	28/11/10 to 04/12/10