



# P.S.C.

## PUBLIC SERVICE COMMISSION

**MAKING A DIFFERENCE**

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Ref: PSC 13/2/4 - 9

20<sup>th</sup> January 2010

### CIRCULAR MEMORANDUM

**To** : The Permanent Secretaries and Heads of Departments

**Subject** : **TPAF LEVY AND GRANT ASSESSMENTS**

1. As part of its role in administering the TPAF Levy and the Training Grants Scheme, as stipulated in the FNT Act, the Public Service Commission is required to provide training information to the Training & Productivity Authority of Fiji (TPAF) on behalf of all Government employees.
2. In this regard, your assistance in providing the necessary information is again solicited. You are requested to submit the **Personnel Emolument Figures for all Staff for the period 01/07 – 31/12/09.**
3. A template for the required information is enclosed as **APPENDIX I**. It should be completed and submitted to the PSC, Centre for Training & Development by **26/02/2010**. A copy of this circular and that of the template (**APPENDIX I**) is also available on the PSC website
4. One percent (1%) of the total Personnel Emolument of leviable employees, during the six-month period stated above, will be paid to TPAF as levy.
5. All enquiries related to this matter are to be directed to **Mosese Nasoubuta or Mr. Waisake Ratubalavu** at the Centre for Training & Development on telephone number **3315688**, fax **3300502** or email [mnasoubuta@psc.gov.fj](mailto:mnasoubuta@psc.gov.fj) or [wratubalavu@psc.gov.fj](mailto:wratubalavu@psc.gov.fj).

**Parmesh Chand**  
**Permanent Secretary for the Public Service**