

PSC CIRCULAR

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PSC Circular No. 30/2005

To : Chief Executive Officers and Heads of Departments

File: 29/685/23

Subject: **SERVICE EXCELLENCE AWARD -
NOMINATIONS FOR EXEMPLARY
EMPLOYEE AWARDS**

Date: 09/08/05

1.0 INTRODUCTION

1.1 Further to PSC Circular 21/2005 of 14/04/2005 this Circular provides relevant information on the submission of nominations for the Exemplary Employees Awards.

1.2 The Service Excellence Committee has endorsed changes to the closing date of submissions and CEOs and Heads of Departments are advised to take note of the following changes.

2.0 SUBMISSIONS

2.1 The closing date for submissions has been brought forward to the 15th August 2005 and not 15th September 2005 as had been conveyed earlier in PSC Circular 21/2005. This is to allow the Service Excellence Committee to validate and formalize appropriately the nominations before the Awards night.

3.0 NOMINATIONS

3.1 Heads of agencies will submit in ranking order their three (3) nominees together with full justification within the given criteria. Other clauses of the criteria remain unchanged.

4.0 FURTHER INFORMATION

4.1 Any inquiries may be directed to Peniana Lalabalavu on 3314588 ext 276 or Luisa Kamakorewa ext 201 or by email to plalabalavu@psc.gov.fj and lkamakorewa@psc.gov.fj of the Management Improvement Division. Addressees are requested to ensure that this Circular is circulated widely and brought to the attention of all staff members within your agencies.



A. Jale

Chief Executive Officer for the Public Service

