

# PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211  
Government Buildings, Suva. Telephone 3-314-588

## PSC Circular No. 03/2007

**To:** Acting Permanent Secretaries, Advisors and Heads of Departments **Date:** 16/02/2007

**Subject:** **Delegation of Powers – Partial Withdrawal of Delegated Powers** **File:** C29/588

---

- 1.0 Addressees are advised that the delegated powers to the former and de-established Chief Executive Officer positions under Legal Notice No. 92/2002 dated 29/11/2002 are now with the re-established Permanent Secretary positions which are listed in PSC Circular No. 01/2007 dated 06/02/2007.
- 2.0 However, at its meeting on 25/01/2007, the Public Service Commission had decided to partially withdraw its delegated powers specifically in respect of the common cadre, which includes all positions in the Administrative and Clerical group, the Secretarial group, the Hansard group, the Telephonist group and the Accounting cadre.
- 3.0 The partial withdrawal of the delegated powers is prompted by the Commission's concern in ensuring better management and development of staff in the groups concerned. In terms of the accounting cadre, the delegation of powers to the Permanent Secretary for Finance, National Planning, Public Enterprise and Sugar Industry is to enable the Ministry to facilitate and undertake more effective training and development for accounting staff as part of the on-going Financial Management Reform.
- 4.0 The current delegation by the Public Service Commission of its powers is as provided under Legal Notice No. 92/2002 and the Delegation Manual of 2002. The delegation of powers was structured as part of the necessary building blocks paving the way for the appointment of Chief Executive Officers in 2004.
- 5.0 With the de-establishment of the Chief Executive Officer positions and the re-establishment of the Permanent Secretary positions, the review by the Commission of the current delegation of its powers was necessary.
- 6.0 The Commission's powers in respect of the Technical and Professional positions in the grades DE01, EDIF, EP01, ES01, HW01, LB01, LG01, MD01, NU01, PH01, SC01 and VR01 and below remain delegated as under Legal

Notice No. 92/2002. Its powers in respect of the Upper Salaried Range (USR) positions remain not delegated.

**Further Delegation of Powers to Permanent Secretary for Finance, National Planning, Public Enterprise & Sugar Industry in respect of the Accounting Cadre**

- 7.0 As mentioned, the Public Service Commission has also decided that its powers in respect of the accounting cadre be further delegated to the Permanent Secretary for Finance, National Planning, Public Enterprise and Sugar Industry and the Legal Notice for this has been formalized making the delegation effective immediately .

**Effect of Partial Delegation of Powers**

- 8.0 The partial withdrawal of delegated powers is from 5<sup>th</sup> February 2007. The effect of this partial withdrawal of delegated powers is as explained below:

- (i) All appointments/promotions and transfers/postings in respect of the occupational classifications, grades and posts, as listed in Schedule 1 of Legal Notice No. 92/2002, for which a decision is already made by the delegate (former Chief Executive Officer) on or prior to 19<sup>th</sup> January 2007 remains valid and are to be implemented by the respective ministries;
- (ii) Any appointment, promotion and transfer/posting made after 19<sup>th</sup> January 2007 and up to and inclusive of 24<sup>th</sup> January 2007 are to be referred to the Public Service Commission for a decision;
- (iii) All vacancies in the Common Cadre (Administrative and Clerical), Secretarial, Hansard and Telephonist groups, already advertised and are being processed but for which a decision has not been made formally by the delegate (former Chief Executive Officer) on or prior to 19<sup>th</sup> January 2007, are to be referred to the Public Service Commission together with the relevant vacancy folders containing all the necessary documents including the written applications, letters of acknowledgement etc. Those in respect of all positions in the Accounting Cadre are to be forwarded to the Acting Permanent Secretary for Finance, National Planning, Public Enterprise & Sugar Industry;
- (iv) All such vacancies whether advertised or not created after 19<sup>th</sup> January 2007 and to date are to be referred formally and in writing to the Public Service Commission or to the Ministry of Finance, National Planning, Public Enterprise & Sugar Industry, whichever is appropriate, for processing;

- (v) All pending appeals before the Public Service Appeal Board in respect of decisions already made under delegated powers shall continue to be dealt with by the respective Ministries.
- (vi) The disciplinary process including the necessary investigations and laying of disciplinary charges and the formal submission to the Commission for the imposition of the disciplinary penalty remains unchanged and will continue as under Legal Notice 92/2002.

### **Clarification**

- 9.0 This Circular is to be read in conjunction with PSC Circular No. 01/2007 dated 06/02/2007 and PSC Circular No. 34/2002 dated 29<sup>th</sup> October 2002.
- 10.0 Please bring this Circulation to the attention of all staff involved in post processing and in the disciplinary process.
- 11.0 Any clarification required may be sought and obtained from Mr. Joketani Mainavukea, Senior Employee Relations Advisor, of the Employee Relations Division, Public Service Commission, on telephone number 3314588 extension 255 or on email address: [jmainavukea@psc.gov.fj](mailto:jmainavukea@psc.gov.fj).



Tom Lee

**Acting Permanent Secretary for the Public Service &  
Public Sector Reform**