

# PSC CIRCULAR

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

## PSC Circular No. 11/2007

To: Permanent Secretaries and  
Heads of Department

File: 29/598/6-4

Subject: PERSONAL FILES FOR COMMON CADRE  
POST HOLDERS

Date: 30/03/07

- 1.0 The Public Service Commission has, through Legal Notice No. 29 dated 22<sup>nd</sup> February, 2007, partially withdrawn from Permanent Secretaries and selected Heads of Departments, its delegated powers in respect of the common cadre, mainly all positions in the Administrative, Clerical, Secretaries, Hansard Reporter and the Telephonists Occupational Groups.
- 2.0 As the appointment (including temporary relieving, probationary and acting appointments), promotion, transfer and disciplinary action in respect of these groups are now back with the Commission, it is necessary that the personal files (PF) for all these officers are updated and forwarded to the Commission for their custody.
- 3.0 You are also requested to forward complete "person-to-post" or "P2P" reports for these groups according to your approved staff establishment for 2007. This includes those on temporary relieving, temporary/contract and project appointments.
- 4.0 All files and P2P reports are to be submitted by 13/04/07, and to be accompanied by the list showing the names of the Offices, the PF numbers, their post or designation, date of first appointment and date of promotion to present post.
- 5.0 However, given the fact that leave for these category of Officers remain delegated to Permanent Secretaries and Heads of Department, you may continue to administer the leave for these officers in accordance with GO 705 (d) and PSC Circular No. 9/2003 on Effective Leave Administration and maintain their leave files accordingly.

Your co-operation, assistance and understanding will be much appreciated.



T. Tagicakibau (Mrs.)

Permanent Secretary for the Public Service, Public Enterprises and Public Sector Reform