

# PSC CIRCULAR

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

## PSC Circular No: 44/2007

**TO:** Permanent Secretaries and  
Heads of Departments

**Date:** 21/11/2007

**Subject:** POSTS PROCESSED BY MINISTRIES  
UNDER DELEGATED POWERS

**File:** C29/588

- 1.0 The Public Service Commission withdrew its delegated powers specifically in respect of common cadre positions which included positions in the Administrative and Clerical groups, the Secretarial group, the Hansard and Telephonist groups vide PSC Circular 3/2007 dated 16<sup>th</sup> February 2007.
- 2.0 However, Permanent Secretaries retained the powers specifically for all Technical positions in their respective ministries. These include Technical and Professional positions in the grades DE01, ED1F, EP01, ES01, HW01, LB01, LG01, MD01, NU01, PH01, SC01, VR01 and below.
- 3.0 The Public Service Commission is required under Section 16 Subsection 16 (1) to (13) of the Public Service Act to monitor the exercise of those functions that Permanent Secretaries still perform under Legal Notice 92/2002
- 4.0 A table has been developed to facilitate this monitoring role of the Commission. The Permanent Secretaries are required to complete the table and the Commission will use the table to monitor the processes and compliance with the regulations and procedures by Ministries and Departments. The table is attached on **Appendix 1**.
- 5.0 The Commission has decided that the initial table should include all such functions performed effective from 1<sup>st</sup> January 2007 to 31st October 2007 and submitted to the Commission by 30<sup>th</sup> November 2007. Thereafter, all duly completed tables are to be submitted from Ministries and Departments on monthly basis by the 15<sup>th</sup> of the following month.
- 6.0 It is necessary for all officers directly involved in the processing of appointments, promotions, transfers, discipline and appeals to be thoroughly acquainted with the table and all columns should be filled accurately.
- 7.0 Any further clarification required may be obtained from Mr. Jeremaia Namuaira, Human Resource and Management Division, Public Service Commission on telephone number 3314588 extension 206 or on e-mail address: [jnamuaira@psc.gov.fj](mailto:jnamuaira@psc.gov.fj).



Taina Tagicakibau  
**Permanent Secretary for the Public Service, Public Enterprises**  
**and Public Sector Reform**