

PSC CIRCULAR

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

PSC Circular 03/2008

To: Permanent Secretaries and Heads of Department File: C29/588

Subject: ANNUAL CONFIDENTIAL REPORTS Date: 17/01/2008

- 1.0 The Public Service Commission, at its meeting, on Thursday 17th January 2008 noted with concern the laxity in the filling of the Annual Confidential Reports (ACRs) for officers in all grades and occupational groups.
- 2.0 The Commission has also noted the unsatisfactory manner where in some instances the Annual Confidential Reports were filled for two to three reporting periods on the same date as the latest ACR. This is a clear indication of non compliance of standard procedure and is in breach of Public Service Code of Conduct. The practice is unethical and manipulative.
- 3.0 The ACR is a confidential reporting system and officers will not be shown their reports. The ACRs will only be released under strict circumstances at the discretion of Permanent Secretaries and Head of Departments.
- 4.0 These ACRs are very crucial documents and as such should be kept under safe custody of the Ministries /Departments or forwarded to the Public Service Commission as the case may be.
- 5.0 All completed ACR to be submitted through the respective Corporate Services Section/Divisions for proper verification and compilation.
- 6.0 All officers on probation (professional, technical and generalist administrative/clerical and equivalent) are requested to fill their ACR six months after their initial appointment. The report will be used to determine their confirmation or annulment and extension of probationary appointment.
- 7.0. Officers who are away attending courses etc. should have appropriate documentation on their respective personal files stating their inability to fill their ACRs.
- 8.0 The reporting period for the year would be from 1st January to 31st December and all reports should be submitted by 30th of April the following year.

- 9.0 Addresses are reminded that all ACRs for officers in their respective ministries and departments should be submitted on time.
- 10.0 Clarification, if any, may be sought from Mr. Jeremaia Namuaira, Principal Administrative Officer, Human Resources & Management Division, Public Service Commission on telephone 3314588 extension 206 or e-mail: jnamuaira@psc.gov.fj .



Taina Tagicakibau
Permanent Secretary for the Public Service