

# PSC CIRCULAR

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

PSC Circular 5/2009

**To** : Permanent Secretaries and **File:** C29/588  
Heads of Departments

**Subject** : **DELEGATION OF POWERS** – **Date:** 23 January, 2009

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- 1.0** The Public Service Commission withdrew its delegated powers for all appointments and promotions in all occupational groups vide PSC Circular 11/2008 dated 03/04/08.
  - 2.0** The withdrawal of delegated powers was necessitated for the acceleration of the 10% right sizing exercise in SEG 1 and SEG 2.
  - 3.0** Addressees are advised that effective from the date of this Circular the Commission has decided to delegate its powers progressively to certain Permanent Secretaries and Heads of Departments who have shown commitment to the Commission's policy in terms of the exercise currently being undertaken.
  - 4.0** It has therefore, decided to delegate powers on appointments and promotions for all Professional and Technical positions in the grades itemized against the relevant Permanent Secretaries and Heads of Departments listed below:

<b>No.</b>	<b>Permanent Secretary/HOD</b>	<b>Occupational Groups/Grades</b>
1.	Official Secretary to the President	TG 01 and below, Matanivanua SS05
2.	PS for Prime Minister's Office	SC01 and below, Principal Economic Planning Officer SS01 and below, Principal Immigration officer SS01 and below, 1R01 and below, TG01 and below, EP01 and below, ES01 and below.
3.	PS for Public Service	Principal Economic Planning Officer SS01 and below IT04 and below, IR02 and below, LG03 and below, TG01 and below.
4.	Solicitor General	LG01 and below, IR02 and below, LG01 and below
5.	PS for Finance	Principal Economic Planning Officer SS01 and below Principal Auditor AC01 and below, IT 01 and below, Printing Officers TG01 and below, ES01 and below, EP01 and below IR01 and below, SK01 and below, Statistician SS01 and below, Security Officers PL 05 and below.
6.	PS for National Planning	Principal Economic Planning Officer SS01 and below, IR 02 and below, ES01 and below.
7.	PS for Indigenous Affairs	IT03 and below, ST01 and below
8.	PS for Provincial Development and Multi Ethnic Affairs	ES01 and below, SK 01 and below
9.	PS for Defense, National Security, Immigration and Disaster Management	Principal Immigration Officer SS01 and below, IR02 and below
10.	PS for Lab our, Industrial Relations and Productivity	Principal Lab our Officer SS01 and below, EP01 and below, ES01 and below, IT01 and below, Information Officers SS01 and below
11.	PS Foreign Affairs, External Trade and Civil Aviation	Principal Economic Planning Officer SS01 and below, TG 01 and below, and the newly introduced Foreign Service Cadre for which details will be finalized very shortly
12.	Auditor General	Principal Auditor AC01 and below, Principal Information Officer SS01 and below
13.	PS for Justice, Electoral Reform, Public Enterprises & Anti Corruptions.	ES01 and below, Principal Economic Planning Officer SS01 and below, IR 02 and below, IT03 and below, HW01 and below, Principal Court Officers SS01 and below, Principal Statistician SS01 and below, TG01 and below, LG03 and below.
14.	Ombudsman	LG 03 and below, Principal Information Officers SS01 and below
15.	Director of Public Prosecution	LG 01 and below, IR02 and below, IT 03 and below
16.	Commissioner of Police	LG03 and below, EP01 and below, ES01 and below, Research Officers SC01 and below, IT03 and below, Principal Information Officer SS01 and below, TG0 1 and below,
17.	PS for Education, Heritage, Culture, Arts, Youth & Sports	ED01 and below, IT 03 and below, TG01 and below, SK01 and below, SC01 and below, HW01 and below, ES01 and below, HW01 and below, IR02 and below, Principal Youth Officers SS01 and below, Principal Sports Officer SS01 and below, PR01 and below,
18.	PS Health	MD 01 and below, HW01 and below, DE01 and below, IT 03 and below, IR02 and below, ES01 and below, NU01 and below, PH01 and below, SK01 and below, TG01 and below, Principal Statistician SS01 and below.

19.	PS Local Government Urban Development, Housing and Environment	EP01 and below, ES01 and below, L B01 and below, ST01 and below, IT03 and below.
20.	PS for Agriculture	EP01 and below, ES01 and below, PR01 and below, SK01 and below, TG01 and below, VR01 and below, ST01 and below, LB01 and below, IR02 and below, SC01 and below, Principal Economic Planning Officer SS01 and below.
21.	PS for Fisheries & Forests	PR01 and below, ES01 and below, IT03 and below, IR02 and below, ST01 and below, SK01 and below, SC01 and below, TG01 and below, Principal Information Officers SS01 and below, Principal Economic Planning Officer SS01 and below
22.	PS for Lands and Mineral Resources	ES01 and below, EP01 and below, ST01 and below, IR02 and below, SC01 and below, IT03 and below, SK01 and below, LB01 and below, TG 01 and below
23.	PS for Works and Transport	EP01 and below, ES01 and below, IR01 and below, IT03 and below, SC01 and below, SK01 and below, Principal Economic Planning Officer SS01 and below, ST01 and below, TG01 and below
24.	PS for Public Utilities	EP01 and below, ES01 and below, SK01 and below, ST01 and below, SC01 and below

- 5.0** The Ministries and Departments that have not complied with the requirements of the 10% reduction exercise will only be given back the delegated powers once the Commission is satisfied with their adherence level to the Commission's policies and procedures.
- 6.0** The Commission has also decided that its powers in respect of Accounting Cadre be delegated to the Permanent Secretary for Finance.
- 7.0** Powers in respect of the Upper Salary Range (USR) and common cadre which includes all positions in the Administrative and Clerical Group, the Secretarial Group, the Hansard Group, and the Telephonist Group remain not delegated.
- 8.0** The Public Service Commission is required under the Public Service Act, section 16 sub-section 16(1) to (13) of the Public Service Act 1999 to monitor the exercise of those functions that Permanent Secretaries still perform under Legal Notice 92/2002. Designated Desk Officers for Ministries/Departments at Commission will be available to provide advisory and monitoring role at Ministerial Staff Board Meeting. As stipulated in PSC Circular 44/2007, they will monitor the process and compliance with regulations and procedures by Ministries and Departments.

- 9.0** Reports which should include all such functions performed are to be submitted to the Commission on a monthly basis by 15<sup>th</sup> of the following month in the table attached in the said Circular, copy of which is attached at Appendix 1.
- 10.0** The Permanent Secretaries and Heads of Departments are reminded that all officers directly involved in the processing of appointments, promotions, transfers, discipline and appeals should be thoroughly acquainted with the table and all columns should be filled accurately.
- 11.0** Any further clarifications may be obtained from Mr Yogesh Prakash on telephone number 3314588 extensions 206 and 302 or on email [yprakash@govnet.gov.fj](mailto:yprakash@govnet.gov.fj) .



**Taina Tagicakibau (Mrs)**  
**Permanent Secretary for the Public Service**