

PSC CIRCULAR

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

PSC Circular: 23/2009

To : Permanent Secretaries and Head of Departments

File : C29/588

Subject: **DELEGATION OF POWERS**

Date: 20th April, 2009

- 1.0 This circular is being issued following the gazetting of the State Services Decree 2009 and is effective immediately.
- 2.0 The powers to appoint to positions in the Public Service below the rank of the Director is delegated to the Permanent Secretary of the Ministry in which the person is employed, following the agreement of the Minister responsible for that Ministry or Department. This also applies in respect of the accounting and common cadre categories.
- 3.0 Appointment to positions in the Public Service in the rank of Director and above shall be made by the Public Service Commission upon the agreement by the Prime Minister.
- 4.0 The powers in respect of the Upper Salary Range (USR) position are not delegated and the Commission will continue to process appointments and promotions with the concurrence of the Prime Minister. Addressees are to also acquaint themselves with the provisions in the Delegation Manual 2002 [Legal Notice No 92/2002].
- 5.0 Powers delegated under this circular do not apply to officers re-engaged after retirement, wherein approval of the Commission is essential for their re-engagement.
- 6.0 Designated desk officers from PSC for Ministries and Departments will be available to provide advisory and monitoring role at Ministerial Staff Board Meetings from this office. As stipulated in PSC Circular 44/2007, they will monitor the process and compliance with regulations and procedures by Ministries and Departments.
- 7.0 Reports which should include all such functions performed are to be submitted to the Commission on a monthly basis by 15th of the following month in the **Tabled Attached at Appendix 1**.
- 8.0 The Permanent Secretaries and Heads of Departments are reminded that all officers directly involved in the processing of appointment, promotions and transfer should be thoroughly acquainted with the table and all columns should be filled accurately.
- 9.0 These Circular supersedes PSC Circular 05/2009 of 23rd January 2009.
- 10.0 Any further clarification may be obtained from Mr. Vincent Rajalingam on telephone number 3314588 extensions 416 or on email vrajalingam@govnet.gov.fj



Parmesh Chand
Permanent Secretary for the Public Service

