

PSC CIRCULAR

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

PSC CIRCULAR: 27/2009

To: Permanent Secretaries and Heads of Departments File: 29/455

Subject: Reassertion of PSC Circular 28/2005 Date: 23/04/09

- 1.0 PSC Circular 28/2005 is titled 'Signing of Correspondence upon Promulgation of Staff Board Matters'; it is an Operative Circular under PSC Circular 4/2007.
- 2.0 In light of the State Services Decree No. 6/2009 and the PSC Circular 23/2009, it has become necessary to remind that signing of staff board matters remain the responsibility of Commission Delegates which are not further sub-delegated.
- 3.0 The Circular therefore serves to inform addressees that all letters and memoranda promulgating your decisions on **all** matters including new contract appointments, acting appointments, confirmation of appointments and promotions must be signed by you as the Commission Delegates.
- 4.0 Please ensure that this Circular is brought to the attention of all your various Heads of Divisions/Departments and staff members of human resource departments.
- 5.0 Your usual co-operation is solicited and all related enquiries are to be directed to the Director – Human Resource Management Division, Mr. Vincent Rajalingam on telephone 3314588, ext. 416 or email: vrajalingam@govnet.gov.fj.



Parmesh Chand
Permanent Secretary for Public Service