

PSC CIRCULAR

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

PSC Circular No. 39/2009

To: Permanent Secretaries and
Heads of Departments

File: 29/632/1-54

Subject: PROPOSED STRATEGIES TO SAFEGUARD GOVERNMENT FINANCES Date: 06/08/2009

1.0 Further to PSC Circular No. 13/2009 dated 13th March 2009 and in conjunction with Finance Circular No. 7 of 26th June 2009, the Commission provides the following clarifications and directs all addressees to observe with diligence these strategies.

- (i) All new recruitments/appointments against temporary vacancies are to be frozen. This will include professionals (Doctors, Nurses and Teachers) in the Ministry of Health and Ministry of Education.
- (ii) For substantive vacancies the request for Certificate of Availability of Funds (CAF) are to be directed to the Public Service Commission, (PSC) who will then liaise with the Ministry of Finance on the availability of funds, provided the post is available within the Establishment. Based on the CAF, PSC will decide if the post is to be advertised and filled.
- (iii) Any variations to the approved Staff Establishments will be considered by PSC in very rare circumstances. The closing date for issuance of Variance Notice is 30th September, 2009, to ensure the approved staff establishment for each Ministry and Department is in line with the Salary and Wages Allocations (SEG 1 and 2) in the 2010 Budget. Further variation requests may be considered by PSC once the 2010 budget is announced.
- (iv) All Salary Increments with the exception of increases resulting from promotions are to remain frozen.
- (v) Implementation of JER remains suspended.
- (vi) Overtime work, only in extenuating circumstances, is to be approved in writing by the respective Permanent Secretaries. Payment of all Allowances related to overtime work will be at the discretion of the respective Permanent Secretaries and this shall be kept at a minimum. Retrospective approvals must be avoided.
- (vii) PSC approval for all overtime and honorarium payments, remain mandatory.

- (viii) All vacancies resulting from the retirements on 30th April that have been pooled with PSC, will remain frozen and no recruitments and/or acting appointments will be allowed against these vacant positions. Ministries/Departments that need to fill any such position will need to obtain prior approval from PSC. This applies to all positions including professional posts in the Ministry of Education and Ministry of Health.
 - (ix) New study leave approvals will only be considered in circumstances where there is no need for replacements. This can be achieved through the re-alignment of duties which can be catered by existing personnel. No new appointments are to be made against such vacancies.
- 2.0 Addressees are urged to ensure that work targets are met by officers in accordance with their Individual Work Plans, Business Plans and Ministry/Departments Annual Corporate Plans in order to avoid or to minimize unnecessary overtime and its associated expenditures.
- 3.0 Any clarification(s) required may be obtained from Asraf Maqbool on telephone number 3314588 ext 218 or email address AsrafM@psc.gov.fj or Jimaima Vilisoni on ext 227 or email address jvilisoni@psc.gov.fj



Pamesh Chand
Permanent Secretary for the Public Service