

PSC CIRCULAR

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PSC CIRCULAR NO. 35/2010

To: **All Permanent Secretaries and
Heads of Departments**

Ref: 29/299/23

Subject: **STAFF ESTABLISHMENT -
CONTROL MEASURES**

Date : 12 July, 2010

Following the announcement of the Revised 2010 Budget, it has become necessary to introduce appropriate measures in terms of Staff Establishment control in the Public Service. These are as follows:

1.0 Freeze on Appointment to Established Positions:

- 1.1 All new vacant positions have been frozen with effect from Friday, 2nd July, 2010. The duties of the position(s) affected will need to be redeployed or reassigned to other Officers in the same grade or a grade above.
- 1.2 Any vacancies arising out of the recent regularization exercise have also been frozen, including the freezing up on making new acting appointments on such vacant posts, effective from Friday, 2nd July, 2010.
- 1.3 All new acting appointments have been frozen effective from 2nd July, 2010. The only exceptions to this will be the cases of acting appointments absolutely necessary for the exercise of statutory functions. In all such cases, prior approval of the PSC needs to be sought. There will, however, be no consequential acting appointments or relieving appointments allowed or permitted as a result of any absolutely necessary acting appointments.
- 1.4 The freeze of appointments/recruitments of temporary officers at base level remains in force.
- 1.5 Advertisement of vacant positions will cease forthwith.
- 1.6 The freeze on the creation of line and project positions as per PSC Circular No 16/2010 of 26/4/2010 will remain in force.

In terms of priority areas of work and service delivery, consideration for the filling of vacant positions will only be given to technical/professional areas of priority. It is in this respect that the Commission's approval must first be obtained, following which a Certificate of Availability of Funds from the Ministry of Finance may be issued.

2.0 Freeze on Appointment to New Project Positions

New appointments to project positions, including the recruitment of casual labourers is being frozen with immediate effect. This also applies to casual labourers hired under other SEGs by virtue of labour component budgeted and included as part of overall project costs.

3.0 Leave Compensation on Promotion will be deferred

Prior arrangements need to be made for utilization of any leave or any other entitlement for officers appointed on promotion on contract during the period of contract as leave compensation only in exceptional circumstances will be considered. Officers leaving the Service through resignation will be requested to take leave as part of their notice period wherever possible. Permanent Secretaries and Heads of Departments are also reminded to fully enforce the Circular 53/2009, dated 3/11/2009 on "Effective Leave Administration".

4.0 Other control measures will be conveyed separately.

5.0 Please bring this Circular to the attention of all staff in your Ministry, Department or Agency.

Further clarifications may be obtained from Mrs. Iva Tavai, on telephone number 3314588, extension 405 and e-mail itavai@psc.gov.fj



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