

# PSC CIRCULAR

Public Service Commission, Berkeley Crescent, P.O. Box 2211  
Government Buildings, Suva. Telephone 3314 588

## PSC CIRCULAR NO. 28/2010

**TO:** Permanent Secretaries and  
Heads of Departments

**FILE:** C29/119/56

**SUBJECT:** REGULARISATION OF ACTING  
APPOINTMENTS

**DATE:** 10/06/2010

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- 1.0 In response to the PSC Circular No. 6/2010 of 17/03/2010, Ministries and Departments submitted recommendations for the Regularisation of Acting Appointment for Officers in line with the criteria stated under paragraph 3.0 of the PSC Circular No. 6/2010. There were additional criteria included after concerns were raised on those who did not qualify, as stated in paragraph 6.0 of the PSC Circular No. 20/2010 of 24/05/2010.
- 2.0 Following assessment of submissions received from Ministries and Departments, it was established that only 10.5% or just 98 affected officials from the 927 names received would have qualified for regularization of the respective acting appointments. This would have defeated the purpose of the exercise.
- 3.0 The Commission at its meeting held on 26<sup>th</sup> May 2010 after deliberating on the above mentioned recommendations, decided to limit the criteria for Regularization of Acting Appointment Exercise to those officers who have continuously acted for six months or more as at 31/03/2010 and who do not have any adverse report during the period of acting appointment.
- 4.0 As such, the following criteria must now be satisfied before an officer's acting appointment can be confirmed:
  - (a) The officer must have continuously acted for 6 months or more, as at 31<sup>st</sup> March 2010, and must have continuously acted in that position thereafter up to the date when his or her name is submitted to the Commission by the Permanent Secretary or Head of Department;

- (b) The position in which the officer has been acting is substantively vacant, or will become substantively vacant as a result of a subsequent promotion in accordance with the provisions of this circular;
- (c) The officer must not have any adverse report, and must not have been subjected to any disciplinary action during the period when he or she has been acting;
- (d) There must not be any pending disciplinary action or investigations for any breach of the public service code of conduct in relation to the officer;
- (e) The officer's performance, including that in an acting capacity, has been to the satisfaction of the Permanent Secretary or Head of Department or any relevant supervising officer, and
- (f) The officer's name is endorsed and recommended for confirmation by his or her Permanent Secretary or Head of Department.

5.0 This afore-mentioned decision by the Commission is largely for the purposes of simplicity and to meet the objectives of the "Exercise".

6.0 The Officers appointed under this "Exercise" will be on contract (effective from 26<sup>th</sup> May 2010 or such other date as may be approved by the Commission). The only exception to this will be those officers who have been acting prior to 10<sup>th</sup> April 2009 and have continued to act in the position without any break (in accordance with PSC Circular 37/2009 dated 9/07/2009). For these officers, the PSC Circular 37/2009 will apply.

7.0 Permanent Secretaries and Heads of Departments are requested to implement the above decision, by submitting to the Commission a list of officers holding acting appointments who meet the criteria stated in paragraph 4.0 of this Circular in their respective Ministries and Departments, and who are recommended or endorsed by the Permanent Secretary or Head of Department for confirmation.

8.0 All submissions must be received by the Commission on or before **Friday, 25<sup>th</sup> June 2010**.

9.0 Please note that this is a "one off exercise" meant to regularize long standing acting appointments. The deadline for the completion of this exercise is **30<sup>th</sup> June 2010**. Permanent Secretaries and Heads of Departments are encouraged to take advantage of this "one off" opportunity.

10.0 Those who take advantage of this "one off" opportunity are also requested to advertise any resulting vacant positions expeditiously, with the view to getting substantive appointments made within the 3 months timeframe for acting appointments.

11.0 We look forward to your usual co-operation and facilitation in this regards.

A handwritten signature in black ink, appearing to read 'Pamesh Chand', with a stylized flourish at the end.

**Pamesh Chand**  
**Permanent Secretary for the Public Service**