

General Orders

Public Service Commission



**2011
Edition**

Foreword

I am pleased to introduce this revised version of the General Orders. The last revision was done in 1993.

The General Orders (2011 Edition) harmonizes and reflects the Policies, Procedures and Regulations of the Public Service Commission. The information contained in this revised version incorporates all the relevant Public Service Commission policies from the operative Public Service Commission Circulars and Memorandums, relevant Decrees and other Legislations. It therefore reflects all relevant policies, procedures and regulations the Public Service workforce is expected to comply with.

The overwhelming reaction within the civil service is that this review has been long overdue. It is envisaged that the 2011 Edition will mark the beginning of a more proactive civil service that is focused on improving efficiencies and overall a better and much revamped level of service delivery.

With best wishes



JOSEFA SERULAGILAGI
CHAIRMAN, PUBLIC SERVICE COMMISSION

1st July, 2011

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Chapter 1 – Introduction

Preliminary

General Orders are Orders of the Public Service Commission and the authority for its interpretation is vested in the Commission.

General Orders prescribe the terms and conditions of service of Public Officers and certain procedures to be followed when dealing with staffing and other matters in the Public Service. The Orders have legal effects as it contains written directions issued under Section 20 and Section 32 of the Public Service Act 1999 and contain the terms and conditions of employment of Public Officers, the Administration of Justice (Amendment) (No.3) Decree 10 (No.14 of 2010) applies to the Orders as decisions of the State that cannot be challenged in any court of law. The Orders should be read with other relevant written laws, particularly the State Services Decree 2009, the Public Service Act 1999, the Public Service (General) Regulations 1999, the Public Service (Discipline) Regulations 2009, and the Delegation of Powers of the Public Service Commission (Legal Notice No. 92 of 2002).

General Orders are applicable to all Public Officers including Temporary Officers and Officers serving on Contract or Agreement, i.e. salaried officers (which excludes casual employees on daily or weekly rates of pay), except in so far as:

The contrary intention appears in these General Orders.

Alternative provision is made for an Officer in a Decree or an Act of Parliament, or in a Regulation, By-law or Order made under a Decree or an Act of Parliament.

The Officer is excluded by the terms of his appointment from General Orders or from any one of them.

While for convenience, General Orders are worded so as to refer to officers in the masculine gender, they are equally applicable to female officers.

Non-compliance with, or disobedience of, a General Order may form the basis of a disciplinary charge.

- 105.** General Orders may be supplemented or amended from time to time. Such additions and amendments have equal validity with, and are issued under the same conditions as, General Orders.

Miscellaneous

It is the duty of all Officers to be thoroughly acquainted with the General Orders and the contents of all amendments.

General Orders should be readily available in every Ministry and Department for reference by all Officers and it is the duty of Permanent Secretaries and Heads of Departments to ensure that all Officers have reasonable access to a copy.

Like all official documents, copies of General Orders provided for the use of Departments are not to be regarded as the property of individuals, but as part of the equipment of the Government Office for which copies are provided. Officers are encouraged to purchase personal copies of General Orders from Government Printer. It is the duty of Heads of Departments to ensure that official copies of General Orders are not retained by Officers when they are transferred to another Department or when leaving the Public Service.

Additional office copies for any Ministry or Department should be obtained from the Government printer.

Permanent Secretaries and Heads of Departments are responsible for ensuring that amendments and additions to office copies of General Orders are made immediately after they are received and that all copies are kept up to date.

Amendments will be made through PSC Circulars. The Public Service Commission will issue the amendment(s) for replacement of the existing Orders, together with a periodic check list of the amendments which have been made.

Chapter 2 – Appointment

The Public Service

Permanent Secretaries and Heads of Departments and other officers responsible in relation to the following matters are advised to study the relevant provisions of the State Services Decree 2009 (Decree No. 6), the Public Service Act 1999, and the Public Service (General) Regulations 1999, and other instructions which bear the administration of the Public Service.

Orders and Regulations

All Officers are subject to:-

State Services Decree 2009 (Decree No. 6), Finance Management Act 2004, Finance Instructions, Supplies and Services Instructions and any other Order or Instruction issued from time to time.

Such special conditions may, in addition, be prescribed in their letters of appointment or contractual appointments.

Authority for Appointments

Appointments to Public Offices are made by, or under the authority of, the relevant Service Commission and in compliance with the State Services Decree 2009 (Decree No. 6).

Medical Examination and Police Report

(a) Before either a letter of appointment or contract of appointment is issued, a candidate selected for appointment must undergo medical examination and be passed as being in all respects physically and mentally fit by an authorized Medical Officer.

The employee must have a satisfactory police record.

Effective Date of Promotion

(a) An Officer appointed from overseas – the date of appointment is the date of embarkation for Fiji, subject to the limitations specified in the contract.

For all Officers appointed in Fiji – the date of appointment is the date on which the Officer assumes duty (which should be within 14 consecutive days from the date of appointment).

Advertising of Vacancies

Vacant posts will normally be advertised in the Fiji Public Service Official Circular and the press. When an Officer applies for any vacancy, he should send his application through his Permanent Secretary or Head of Department. Prior approval of the Public Service Commission is to be obtained with the certificate of availability of funds from the Ministry of Finance before any substantively vacant post is advertised.

Specific Information Required for Certain Appointments

A Permanent Secretary or Head of Department recommending the appointment or re-appointment of any person who:

Has previously been employed in Government Service and has been dismissed or called upon to resign there from.

Has been convicted of a criminal offence.

Has previously been employed in Government Service and has been deemed to have resigned or was terminated under the Public Service (General) Regulations, 1999, Part 4, Regulation 20(3).

Has retired from Government Service.

Is a close relative (husband, wife, son, daughter, father, mother, brother or sister) of a Minister or a Senior Officer (holder of an office for which the maximum salary exceeds the maximum salary for Grade SS04 or SS03 to be included) of a Ministry/Department to which it is proposed to appoint him shall submit full details in respect of such matters with his recommendations to the Commission.

Should not be declared a discharged bankrupt

Performance Assessment Reports

Reports to be full and candid - It is essential for the general efficiency of the Service that the Performance Assessment Reports of Officers should be detailed and candid. Reporting Officers should realize that their own capabilities are discernible from the reports they write on their subordinates, bearing in mind that they hold their offices by virtue as much of administrative as of professional or technical ability. The Reporting

Officer should place appropriate ratings in the forms provided to indicate his assessment fairly before signing the forms and giving his comments in the required section of the Report.

Communication of Performance Assessment Reports to Officers

The Performance Assessment Report will also be given to the Officer on whom it is written for their assessments rating. The signed forms should then be submitted to the countersigning officer for his comments and endorsement. Before any Reporting Officer begins to fill in a report, he must familiarize himself with the current Performance Assessment Report and its instructions.

Submission of Performance Assessment Report

(a) At the completion of the assessment process, the Supervisor or Reporting Officer should complete all required sections of the Performance Assessment Report form and submit them to their Countersigning Officer who will complete and countersign the form. In the case of Heads of Departments who are supervising Officers, reports should be submitted to the Deputy Secretary who will countersign them.

The Performance Assessment will be conducted annually for all Officers including those serving on temporary, permanent or contract terms basis. Relevant performance assessment forms for teachers, health, general civil service and Government Wage Employees shall be completed and submitted to their respective Permanent Secretaries for endorsement of assessments.

The reports for the Senior Executive Officers and those Officers in occupational classifications that are yet to be delegated are to forward their completed forms to their respective supervisors and countersigning officers in respective ministries/departments by the prescribed dates.

Submission of Reports by Officer Proceeding on Leave - Officers who will be on leave at the time when confidential reports are due to be submitted must complete the Performance Assessment Report before they proceed on leave and deposit the forms with the appropriate Reporting Officer. Further, they should leave a phone contact where they could be reached so that they could be called to discuss their Performance Assessment Report.

Officers on Study Leave - In the case of Officers on study leave for extended periods, Permanent Secretaries and Heads of Departments should ensure that a statement is

placed in the Officer's confidential file referring to his absence and to the non-submission of reports.

Supplementary Performance Assessment Report – In the case of Officers appointed from Overseas on contract, a supplementary performance assessment report may be requested from the Heads of Departments by their Permanent Secretary on expiry of their contract for transmission to the appropriate employing agencies.

Assessment Period is to be effective *from 01/01 to 31/12 of any year* to coincide with the Annual Corporate Plans, Business Plans and Individual Work Plans for on-going officers and pro-rata assessment for Contract Officers.

Resignation

(a) Officers who have been confirmed to a permanent establishment must, if they wish to resign, give not less than 30 consecutive days notice of their intention, in order that other arrangements may be made for the filling of their posts. The period of notice of resignation should exclude any annual and long service leave due to an Officer before resignation. Unless approved by the Commission, an Officer who resigns without giving 30 consecutive days notice may be required to pay 30 days salary in lieu of notice.

Officers serving on contract should, if they wish to resign before the normal term of their contract, give such notice as is required by the terms of their contract.

On resignation, an Officer forfeits all the rights and privileges of his office, save as otherwise provided in these General Orders.

An Officer who is deemed to have resigned or terminated under the provisions of Public Service Regulation, 1999, Part 4, 20(3) shall forfeit all the rights and privileges of his office from the date decided by the Commission.

Resignation of an Officer serving a bond shall not be accepted by the Permanent Secretary and Heads of Departments until the bond obligations are fulfilled.

Retirement

(a) This General Order applies to Officers serving under the Pensions Act, 1983.

The compulsory retirement age from the Service will be 55 years as per Part 15 (1) of Decree No. 6 and titled State Services Decree 2009

Any Officer may, in special circumstances, and with the approval of the

appropriate Service Commission be allowed to remain in the Service after he has attained the age of 55 years.

An Officer who has been found by a Medical Board constituted under GO 1005 to be medically unfit for further service, may be called upon to retire.

Reporting on Officers About to Reach Retiring Age

(a) Permanent Secretaries and Heads of Departments shall notify the Permanent Secretary for the Public Service six months before they reach the compulsory retiring age or four months prior to their proceeding on leave which would be immediately followed by their attaining the compulsory retiring age, whichever is the earlier.

Permanent Secretaries and Heads of Departments shall send to the Permanent Secretary for the Public Service on or before the 15th of September in each year a list of the Officers in their Ministries/Departments, who will reach the compulsory retiring age, during the next calendar year and of serving Officers who have reached or passed the compulsory retiring age. In addition, they shall specifically bring to the notice of the Permanent Secretary for the Public Service each case where an Officer is due for leave and will reach the compulsory retiring age during the course of his leave.

Such notifications must be submitted to the Permanent Secretary for the Public Service not less than four months before the Officers are due to go on leave. In each case, the Permanent Secretary or Head of Department should submit a recommendation whether the Officer should retire or whether his service should be retained. If the recommendation is for the retention of an Officer beyond the compulsory retiring age, a full justification must be provided.

The completion of Contract for Retiring Officers should also be communicated to the Permanent Secretary for the Public Service 6 months prior to the end of the contract.

Certificate of Service

Standard Form –

An Officer holding a permanent post, who upon relinquishing his appointment wishes to be furnished with a Certificate of Service, will be provided with a Certificate in the form illustrated in the next page and titled *Appendix I*.

No form of testimonial other than the above-mentioned Certificate may be given to an Officer relinquishing his appointment, except with the prior permission of the Permanent Secretary for the Public Service.

A Certificate as at (a) above may be given to a Temporary Officer with not less than one year of service, if he so requests relinquishing his appointment. The Certificate of Service should be signed by Heads of Departments and referred to the Secretary for the Public Service for counter signature.

APPENDIX I



GOVERNMENT OF FIJI

CERTIFICATE OF SERVICE

Name of Officer:

Date of Birth:

Position held and Department:

Period of Service:

From:.....To:.....

Reason for leaving Service:

Efficiency:

General conduct:

.....

Head of Department

.....

Permanent Secretary for the Public Service

.....

Date:

.....

Date:

(Efficiency and general conduct should be assessed - Very Good, Good, Fair or Poor).

Chapter 3 –Discipline

General

300 (a) The provisions governing disciplinary proceedings are to be found in the Public Service Act and the Public Service Regulations (1999). Permanent Secretaries, Heads of Departments and other Officers responsible for instituting disciplinary proceedings should consult the Public Service Act (1999) and Public Service Regulations (1999) whenever the question of disciplinary action arises, and if necessary, should seek advice from the office of the Permanent Secretary - Public Service. The Disciplinary Procedure is articulated in the Disciplinary Policy.

At all times Officers in the Service must display a standard of discipline and conduct that upholds the Public Service Values and Public Service Code of Conduct. Refer to **Annexure II.**

Office Hours

Office hours shall be prescribed from time to time by Permanent Secretaries and Heads of Departments with the consent of the Public Service Commission but the entire time of Public Officers is at the disposal of Government. It is at the discretion of Permanent Secretaries and Heads of Departments to require the attendance of all or any member of their staff for such additional period as they may from time to time consider necessary.

Attendance Register

302. (a) Unless exempted by name by Permanent Secretaries or Heads of Departments, every Officer, except Heads and Deputy Heads of Departments, must:

Sign an Attendance Register when arriving at work each day and indicate the time of arrival.

Sign the Register when leaving work and indicate the time of departure.

In the space provided give the reason for late arrival or early departure.

(i) Office Supervisors are required to check and initial daily the Attendance Register under their control and to take appropriate advisory and disciplinary action in the case of persistent offenders (late arrivals and

officers who fail to sign in/out) and report accordingly in the Officers' Annual Confidential Reports.

Any absence from duty occasioned by late arrival to or early departure from work except in respect of sickness shall be deducted from an Officer's salary if the accumulated absence in one month equals or exceeds one hour.

(i) In country districts the Senior Department Officer will be responsible to his Head of Department for keeping a local register as in (a) above.

If a Permanent Secretary or Head of Department is absent from the office other than on duty, he shall notify the Secretary for the Public Service and his Permanent Secretary respectively.

Register of Absences

(a) In every Section/Division/Department/Ministry there shall be kept a Register of Absences in which the information regarding the absences of Officers from the office shall be recorded except in respect of absences on official duty. Every Officer, except Heads and Deputy Heads of Departments must:-

Sign the Register of Absence when leaving the office and indicate the time of departure.

Sign the Register when returning to the office and indicate the time of return.

In the space provided give the reason for the absence.

All unauthorized absences due to any reason except sickness must be deducted from the Officer's salary, provided the accumulated absence in one month equals or exceeds one hour,

In country districts the Senior Departmental Officer will be responsible to his Head of Department for keeping a local register as in (a) above.

If a Permanent Secretary or Head of Department is absent from the office other than on duty, he shall notify the Permanent Secretary for Public Service and his Permanent Secretary respectively.

If an Officer is absent from his office for any reason other than duty, he shall ensure that a message explaining his absence is sent immediately to his Superior.

Absence without Leave

304 (a) (i) An Officer, who is absent without leave is liable for disciplinary action.

If an Officer is absent from duty without leave or for a reason not acceptable to the Commission and has not notified the Commission within seven consecutive days of the beginning of such absence of his intended date to return to duty and the reason for his absence, he shall be deemed to have resigned from the Public Service and his employment terminated. The Officer forfeits all rights and entitlements in relations to his Public Service employment in accordance with the provisions of the Public Service Regulation, 1999, Part 4, 20(3)

Application for leave of absence must be made to the respective Permanent Secretaries

An Officer who, having been granted leave, fails to return to duty at the proper time is liable to disciplinary action including termination under Public Service Regulation, 1999, Part 4, 20(3).

Posting and Residence

Subject to the provisions of Regulations 13 of the Public Service Regulation, 1999, the Commission may transfer an employee without the employee's agreement only if the Commission has:

given the employee 28 days written notice of the transfer;

given the employee an opportunity to state his or her views about the transfer; and

considered any views stated by the employee.

Outside Employment

306 (a) Officers are prohibited from engaging in any trade, or in any commercial undertaking, without the prior permission of the Permanent Secretary for the Public Service.

No Officer may render professional assistance either during or outside office hours to private persons or firms, except with the prior permission of the Permanent Secretary for the Public Service. Such permission will only be given in very exceptional circumstances and the amount of remuneration, if any, which the Officer is allowed to accept, must be first approved by the Permanent Secretary for the Public Service

Oath of Office

(a) It is an offence under the Official Secrets Act, for any Officer to disclose without authority, any official information, whether confidential or not, acquired during the course of his duties.

The provisions of the Official Secrets Act apply similarly to ex-civil servants so far as information is concerned, which they obtained or to which they had access while employed by Government.

The relevant extract from the Official Secrets Act is printed in a register kept in all Departments/Ministries and Permanent Secretaries and Heads of Departments are responsible for ensuring that every Officer appointed to the Department/Ministry signs a declaration that he has read the extract

Political & Outside Influence Forbidden

Officers are forbidden to make representations to, or to attempt to influence directly or indirectly, Members of Parliament or members of any public body to bring their claims for promotion or increased emoluments to the notice of any Service Commissioner or otherwise to bring outside influences to bear in any matter connected with their status or official duties.

Articles, Interviews or Broadcasts

(a) No Officer shall, without the express permission of the Permanent Secretary for the Public Service whether on duty or leave of absence:-

Act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof.

Contribute to, whether anonymously or otherwise, or publish in any newspaper, magazine or periodical or cause to be published in any manner, anything which may reasonably be regarded as of a political or administrative nature.

Speak in public or broadcast on any matter which may reasonably be regarded as of a political or administrative nature.

Allow him to be interviewed or express any opinion for publication on any issue of an administrative or political nature or on matters affecting the administration, defense or military resources of Fiji.

He may, however, publish in his own name, matters relating to subject of general interest.

Proceeding for Libel or Slander

No Officer may take steps, without the prior approval in writing of the Permanent Secretary for the Public Service, to institute legal proceeding for libel or slander in connection with matters arising out of his official duties.

Pecuniary Embarrassment and Money Lending

- (a) Permanent Secretaries and Heads of Departments are responsible for reporting to the Permanent Secretary for Public Service any case in which it appears that an Officer is suffering from serious pecuniary embarrassment.

Permanent Secretaries and Heads of Departments are responsible for reporting to the Permanent Secretary for Public Service any Officer who is involved in money lending at interest.

Investment or Outside Interests

- (a) An Officer shall on appointment or during the course of his service, disclose to the Permanent Secretary for the Public Service in the prescribed form, particulars of any investment or share-holding which he or any member of the immediate family may possess in any commercial undertaking, or any other direct or indirect interest in such undertaking. If the Permanent Secretary for the Public Service decides that by reason of the facts disclosed, the Officers private affairs might be brought into real or apparent conflict with his public duties or in any way influence him in the discharge of his duties, the Officer shall to such extent as the Permanent Secretary for the Public Service may direct, divest himself of such investments or interests.

No Officer shall directly or indirectly acquire investments or interest of the nature mentioned in this Orders without the express permission of the Permanent Secretary for the Public Service.

An Officer who fails to declare private business or that of the immediate family private business interest by the due date and if subsequently found to have such interest will be subject to investigation and disciplinary action if warranted

Subscriptions and Presents

Subscriptions may not be collected by an Officer from members of the Public Service on any pretext unless the prior permission of the Permanent Secretary or Head of Department has been obtained. The collection of subscriptions from subordinate Officers to defray the cost of testimonials and presentations to superior Officers will not be

undertaken without the prior permission of the Permanent Secretary or Head of Department.

314 Presents from private individuals or groups of persons which cannot be refused without giving offence shall be handed over to the Permanent Secretary or Heads of Departments, and a letter in appropriate terms shall be sent by the Permanent Secretary or Head of Department to the donor.

Mineral Discoveries

315 All Officers must report to their Permanent Secretary or Head of Department any discovery of valuable minerals and are prohibited from deriving any benefit or taking any payment from any syndicate, company or individual as a reward for giving such information.

Gifts by Public Officers to a Public Officer or a non-Public Officer

(a) Voluntary collections may be organized for presentation of a gift to an Officer leaving the Public Service on retirement or resignation.

Voluntary collections within a Ministry/Department are also permitted for presentation of a *reguregu* to the family of a deceased officer or on the death of an immediate family member of a Public Officer.

Similar collections may also be organized by a Permanent Secretary or Head of Department at his discretion to provide some form of assistance/relief (fire, natural disasters relief) to a fellow Public Officer where such presentation is, in the opinion of the Permanent Secretary or Head of Department, warranted or desirable.

Invitations

Officers are also invited by the commercial firms to attend social functions which, in most cases, are held entirely for advertising purposes. Some of these invitations are addressed to the post held rather than by name. If it is felt that acceptance of such an invitation might be construed so as to lend color to an allegation, then the invitation should be refused.

Employment while on Leave

No Officer on leave shall undertake any paid employment without the prior permission of the Permanent Secretary for the Public Service.

Chapter 4– Salaries & Performance Appraisal System.

Part I – Salary

Method of Payment

Salaries are payable fortnightly at one-twenty-sixth [1/26] the annual rate. Payment in respect of a broken period will be computed on a pro-rata basis.

Recovery of sums due to Government

Any sum or sums due by an Officer to Government may be deducted by the Permanent Secretary for Finance from salary due to such Officer. An Officer shall be given prior notice of such action being taken.

Forfeiture of salary for absence

An Officer who is absent from duty owing to his own impropriety or misconduct, or owing to ill-health caused by his own neglect or misconduct, may be required to forfeit full salary, as the Permanent Secretary for the Public Service may determine for the whole period of such absence.

Salary on Re-grading

The following rules will apply in the assessment of the salary of an Officer when the scale of his post is altered:-

If the minimum and maximum salaries of the scale are altered, he will be given incremental credit in the new scale as to one half of the incremental stage reached in the old scale. His salary in the new scale and his incremental date will be determined accordingly (e.g. An Officer who has just reached the third point in the old scale will be given credit of one increment above the minimum of the new scale, and will thus enter the new scale at the second point and retain his incremental date.

An Officer who has reached the third point in the old scale and served for six (6) months on it, will be given credit to an extent of one (1) increment plus three (3) months credit towards the next above the minimum of the new scale, and will

thus enter the new scale at the second point and his incremental date will be brought forward by three months.

Where the minimum only of the salary scale is increased the rule set out in (a) and (b) above will apply.

Where the maximum only of the salary scale is increased, the Officer will receive an increment from the date of the alteration and will retain his incremental date. If however, he has reached the old maximum, his new increment date will be the first day of the month in which the alteration is made.

Effective Date of Promotion

(a) Where an Officer has not been acting in the post to which he is promoted, the effective date of contract on promotion is the date he assumed the duties of the post he has been promoted to.

All appointments on promotion backdated to a date prior to the 10th of April, 2009 are to be referred to the Secretary Public Service Commission for approval.

All new promotions and appointments after 10.04.2009 will be on contract basis as per Part 6, Section 16 of the State Services Decree No.6 of 2009.

Salary on Promotion

(a) If immediately prior to his promotion, the salary of the Officer was less than the minimum of the new office, he shall receive the minimum and the first day of the month in which he is promoted will be his future merit payment date, but if he was qualifying for the final increment in the salary scale of his former office and if that maximum is the same as the salary scale of his former office and if that maximum is the same as the minimum of his new scale, then he will receive the minimum but will retain his incremental date.

If an Officer is promoted to a post the minimum of the salary scale of which is equal to or lower than his substantive salary immediately prior to promotion, he will receive one increment of salary in the new scale on promotion, and he will retain his incremental date. If, however, he has reached the maximum of his former scale, his new incremental date will be the first day of the month in which he is promoted. If he is promoted on his incremental date, he will receive an additional increment on promotion.

Part II - Performance Appraisal System

Definition

The performance management system is the assessment of an Officer's performance which is to be reported in the 'Performance Assessment and Development Form' which highlights the following:

- the grading of performance of duties during the period covered;
- whether performance objectives and targets are met;
- the competency rating;
- individual comments;
- remuneration linkages recommended by the respective Permanent Secretaries
- recommendation for increment payment are done by the respective Permanent Secretaries
- fitness for promotion; and
- endorsement.

[Period for review should be from January to December to coincide with the deliverables as per agreements and individual work plans]

Criteria

The criteria to be applied in the consideration of recommendations for merit increase are as follows:

The Officer must have shown marked ability and achievement in the performance of his duties for the period under review.

The Officer's performance should be of a definitely higher standard than would normally be expected of an Officer of corresponding seniority in a similar grade.

While emphasis should be on competency in the Officer's performance of his duties, due regard should be given to other qualities as set out in the performance assessment form.

The Officer should have shown that he is capable of sustained effort to deserve a merit increment and bonus.

A merit increase should in no case be granted merely to counter attrition.

Quantum of Increase

The quantum of a merit increase payment shall be the amount of the difference between an Officer's annual basic salary and the salary point immediately above his substantive annual basic salary structure. It will be an increase in the form of:

An annual merit increase consolidated in salary or a one-off —bonus payll not consolidated into the Officer's annual basic salary.

An Officer who is on the maximum of his salary scale shall be paid a merit increase based on the amount of the difference between his substantive annual basic salary and the bonus point.

Eligibility

(a)An Officer who is confirmed in his appointment and who has achieved the required performance rating may be awarded a merit increase.

An Officer who is continuously absent from official duties for a period of six (6) months or more during a merit increase qualifying period for any reason other than on approved annual and/or long service leave will not be eligible for a merit increase during that particular merit qualifying period.

An Officer who is on suspension as a result of disciplinary proceedings at the time of the assessment shall not qualify for a merit increase.

Merit Increase Qualifying Period

(a)An Officer's performance assessment and merit increase qualifying period shall be from 1st January through to 31st December in any one year.

Recommendations for merit increases should be made to the Permanent Secretary, with full details supporting what is recommended, at the time of submission of the Performance Assessment Report.

Authority

The authority for the payment of merit increases is vested with the Permanent Secretary of the respective Ministry or Department.

Documentation of Performance Assessment

An Officer's performance assessment shall be properly documented on relevant performance assessment forms for the purpose of promotion and the appropriate award of merit increase as and when due.

Acting Appointment

An acting appointment may only be made and/or acting allowance on the post with the minimum salary equivalent to SS04 and must be filled and no Officer of corresponding rank is available to discharge the responsibility. Acting appointments will normally but not necessarily be published in the Fiji Republic Gazette. The mere fact that the substantive holder of the post will be absent for a short period (e.g. on sick leave or away from Fiji on duty, even if that absent there from for a short period (e.g. on sick leave or away from Fiji on duty, even if that duty is not directly related to his Office) does not in itself justify an acting appointment. Acting appointments will not normally be made for periods of less than one month. Exceptionally, there may be circumstances (such as compliance with statutory provisions) which will necessitate acting appointments for less than one month. Such cases should be submitted to the Permanent Secretary for the Public Service.

(a) Recommendation for acting appointments and acting allowances must include details of the proportion of duties of the post in question which are to be undertaken by the Officer(s) proposed, with a recommendation for the respective rate(s) of acting allowance expressed as a percentage(s) of the full rate of allowances.

If necessary, it may be proposed

Acting Allowance

Acting allowance will be payable at the rate specified in GO's 416 & 417 from the date of commencement of acting appointment to the date of termination thereof (both dates inclusive). No acting allowance will be payable if absence from duty is in excess of fifteen consecutive days.

(a) When an acting appointment requires an Officer to undertake the full duties and responsibilities of a single office higher than his own, he will be eligible to receive an acting allowance at a rate equal to 95 percent of the difference between his own substantive salary and the minimum salary of the higher office or a normal increment in accordance with (b) below, whichever is the greater.

If an Officer's salary in his substantive appointment is equal to or greater than the minimum salary of the post in which he is acting, an acting allowance equal to the normal increment in that segment of the salary of his substantive appointment may be granted.

When an acting appointment requires an Officer to discharge simultaneously the duties of more than one Office, the following rules shall apply :-

If the two (2) Offices are distinct and separate Offices in different Departments or do not stand to one another in any immediate relation of superiority or subordination, the rate of acting allowance will be fixed by the Public Service Commission at an appropriate amount not exceeding half the minimum salary of the acting Office.

Overtime

(a) Overtime work shall be approved only in essential circumstances and on the specific approval of the Permanent Secretary or Head of Department.

Officers occupying posts, the maximum salary of which does not exceed \$20,295, are eligible for the payment of overtime or time-off in lieu on an hour-for-hour basis of any work performed in excess of their normal daily working hours.

Overtime worked during normal working days will be remunerated at Rate I or granted time-off as per (b) above.

Except for those Officers on shift duties, all overtime performed on Saturdays, Sundays and Public Holidays will be remunerated at Rate II or compensated by the grant of time-off as per (b) above.

An Officer on shift duties will be paid at Rate I for any overtime performed in excess of his normal shift hours, except that overtime performed on his rostered day-off shall be paid at Rate II. Alternatively, Officers may be granted time-off as per (b) above.

(i) An officer who would have otherwise qualified to claim overtime, will not be eligible for overtime pay or time-off when acting in a higher position, the maximum salary of which is \$20,295 or above.

An Officer who acts in a higher post which is eligible for the overtime, will be eligible for the overtime rate based on the salary equivalent to the acting allowance plus the Officer's substantive salary.

Chapter 5 – Allowances & Transport

Subsistence Allowance

Definition

(a) The words "travelling on duty" are defined as:

Travelling on transfer from one station to another.

The period spent away from an Officer's station while on official duty.

The period spent in Government quarters while on tour, provided that the Officer's own dwelling is not vacated.

The period spent away from an Officer's station when he has been instructed by a Government Medical Officer to proceed to a Government medical institution within Fiji for examination or treatment.

The period spent away from an Officer's station occasioned by instruction issued through his Permanent Secretary or Head of Department.

The term "station" and "headquarters" refer to the places within the declared limits of a town or city and/or an Officer's normal place of work.

A subsistence allowance is intended to recompense an Officer, who has to travel on public service for additional expenditure incurred by him. It is not a personal emolument.

When Payable

501

An Officer will be entitled to draw subsistence allowance for each night during which he is absent from his station on official duty. If the absence is less than 24 hours duration and an Officer does not spend a night away from his station, no subsistence allowance will be paid. In such circumstances, the Officer will be paid meal expense at existing rate per meal together with reasonable expenses. Production of receipts will not be necessary. Reasonable out of pocket expenses other than (a) above will, on return of an Officer to his station, be reimbursed in respect of the day which does not rank for a night's payment. Production of receipt is compulsory.

Limitation

No Officer, who is absent from his headquarters for a period of more than three months (90 consecutive days), may draw subsistence allowance in respect of the excess period unless prior approval has been obtained from the Permanent Secretary for the Public Service.

Rates of subsistence

- (a) An Officer will be entitled to draw subsistence allowance if accommodation is not provided at the rate equivalent to the revised hotel/accommodation rate at designated areas.

The subsistence allowances where accommodation is provided, officers are only entitled to claim \$20.00 or the revised amount per night. Accommodation provided in this context means lodging in a government rest house or a cabin on-board a ship (provided he pays for his own meal). This excludes hotel accommodation. Tents, temporary sheds or huts are not considered as accommodation for the purpose of subsistence allowances.

On Board Ship

An Officer travelling on board a ship whilst on official duty is entitled to claim subsistence allowance provided he pays for his own meals

Hotels

505

Officers traveling on duty within Fiji who have to stay at hotels or other commercial accommodation overnight may claim the actual cost of reasonable accommodation subject to the production of receipts

An officer is entitled to claim meal allowance based on the existing rates and practices.

Duty Allowance

Where a duty allowance is attached to an appointment, this allowance shall be payable to the holder of the office only while he is actually performing the duties of that office and during his absence or incapacity shall be payable only at the discretion of the Secretary for the Public Service to the Officer performing such duties for the time being. A duty allowance is not pensionable emolument.

Transfer Allowance

- 507** (a) (i) A transfer allowance is payable to an Officer when he is transferred from one station to another and where the transfer justifies and results in a change of residence. In the case of an Officer who requests a transfer and has not served at a station for three (3) years, no transfer allowance is payable except traveling and cartage expenses.

The transfer allowance will be payable when an Officer is posted to another station as a relieving officer provided that the posting is for not less than three (3) months. In such cases, the allowance will be paid on posting to the station in which the officer is to act as a reliever, but it will not be paid when he returns to his normal station. If unforeseen circumstances require him to be moved back again in less than three (3) months, the transfer allowance will still be payable.

Subject to (a) (i) above, where the Officer and his spouse are both Public Officers, on transfer, only one (1) set of transfer allowance will be paid.

An Officer proceeding on training of no less than one academic year will be paid transfer allowance if he is required to move his residence.

Any Officer who is transferred as a result of the transfer of a spouse who is a non-Public Officer and who has received a transfer allowance or equivalent shall not be paid transfer allowance and traveling expenses.

Rate of Transfer Allowance

The allowance will be paid at the following rates:

Single Officer \$190.00

Married Officer \$395.00

Transfer allowance shall be paid seven (7) days before a transfer takes place

The above allowances shall be subject to review from time to time.

(a)—*Transport*ll means transport within Fiji.

—*Family*ll means an Officer's spouse and dependent children and other dependents solely maintained by the Officer.

An Officer's —*household effects*ll will normally be regarded as being confined to the following items: glassware, linen, cutlery, furniture, sewing machines and

other household machines, gardening tools and similar household goods, provided that other items may also be regarded as effects at the discretion of the Permanent Secretary for the Public Service.

When Payable

When an Officer is traveling on duty by air within Fiji, his personal baggage allowance will be limited to the maximum free weight authorized by the operating company except in cases where the carriage of excess baggage by air is unavoidable, the Head of Department, may approve a refund upon the Officer presenting sufficient justification. In the case of Officers using the local air service to proceed overseas on duty, Government will meet the cost of excess baggage on the local air service up to the amount allowed by the international airline.

An Officer who is transferred by sea within Fiji will be entitled to free transport including marine insurance in respect of his household effects up to a maximum of 17 cubic meters. An Officer shall not be allowed to receive free transport other than in respect of his household effects as defined in GO 509 (c) above. It is the responsibility of the Officer to arrange marine insurance before the actual transfer.

Cartage of Car by Sea

- (a) The Permanent Secretary or Head of Department on receipt of an application from an Officer on transfer will approve claims for the cost of carting motor vehicles or motor cycles by sea including the cost of marine insurance, provided the vehicle or motor cycle is wholly owned by the Officer or joint ownership with the spouse.

It is the Officer's responsibility to arrange marine insurance coverage before the actual cartage of motor vehicle.

Transfer by Road

An Officer who is transferred by road from one station to another will be entitled to free transport of his household effects, provided that the Departmental transport is not available, a Government contractor shall be arranged by the Permanent Secretary or Head of Department. Should government transport not be available, the PS or HOD shall procure private transportation based on existing financial and procurement policies.

Family Passages

If an Officer's family, dependent(s), or household effects do not accompany him on his transfer, the cost of their passages and/or transport will be paid by Government if they follow him within 12 months.

Transport when Traveling on Duty

(a) Officers, who have been granted permission to draw transport allowances as provided in GO 518, when traveling on duty, are expected to use their own transport. If they do not do so, they will be required to use the regular bus services unless, in Suva, the Head of Department, and in the country districts, the Senior Departmental Officer, certifies, in respect of each journey that the use of such bus services prevents the Officer from properly fulfilling his duties and that Government transport is not available and that hired transport may therefore be used.

Officers other than Heads and Deputy Heads of Department who do not possess their own transport shall, if traveling on duty, be required to use the regular bus services unless, in Suva, the Head of Department, and in the country districts, the Senior Departmental Officer, certifies, in respect of each journey that the use of such bus services prevents the Officer from properly fulfilling his duties and that Government transport is not available and that hired transport may therefore be used.

In cases in which a Head of Department or Senior departmental Officer has certified under the provisions of (a) and (b) above that hired transport may be used, the Officer shall be allowed to hire transport at Government expenses and provided that the rates of hire are reasonable.

In cases in which an Officer is, by virtue of the nature of his duties, provided with Government hired transport for the proper fulfillment thereof, the Permanent Secretary or Head of Department may exempt him from the necessity to make certification in respect of every journey as provided in (a) and (b) above.

Passage on Inter-Island Vessels

Officers traveling by sea on duty or on transfer within Fiji are eligible for saloon passages (if available).

Officers Working Away from Normal Place of Work-Fares

Where an Officer is required to work at a place or station other than his normal place of work, his Permanent Secretary or Head of Department may for a period of up to one month approve the refund of any additional reasonable fares required in traveling to work. This provision applies only in the case where the Officer is able to return home each night. A period in excess of one month will require the approval of the Permanent Secretary for the Public Service.

Mileage Allowance

Officers who wish to use their own motor vehicles or motor cycles in the performance of their official duties should obtain prior approval from their respective Permanent

Secretary or Head of Department. Upon approval the officer may claim for mileage allowance.

On Internal Transfers

Officers who own cars and have been given permission to draw mileage allowance may be granted the allowance at the prescribed rates for journeys between stations on transfer. Officers who are not authorized to draw mileage may also apply to their Permanent Secretary or Heads of Departments for consideration of such claim on transfer

Rates for Motor Vehicle

Allowances in respect of motor vehicles and motor cycles shall be payable at the following rates or at such rates as may from time to time be authorized by the Permanent Secretary for the Public Service:-

- Vehicles of 2001 cc or over 45 cents per km
- Vehicles of 1451 cc to 2000 cc 42 cents per km
- Vehicles of 1001 cc to 1540 cc 38 cents per km
- Vehicles of 501 cc to 1000 cc 34 cents per km
- Vehicles of 500 cc and under 28 cents per km
- Motor Cycles 16 cents per km
- Bicycles - \$7.00 per month
- Outboard Motors - \$70.00 per month
- Horses – \$230.00 per annum per horse

Transport Claims

An Officer authorized to receive a transport allowance shall certify on the prescribed form that he has kept for the performance of his official duties the motor car, motor cycle, horse or horses, or bicycle in respect of which the allowance is granted, and shall furnish such other information as may be required from time to time. Officers must be prepared to explain the necessity for a journey for which a transport allowance is claimed

Claims for a motor car, motor cycle, and horse or bicycle allowance shall be submitted monthly and those in respect of motor car or motor cycle allowances shall be accompanied by a monthly mileage return in the prescribed form. They shall be submitted by the Officer to the Head of Department who shall, after examining them and satisfied that the submission is correct, approve them for payment

Journeys from Home to Office

An Officer is not permitted to claim for journeys between his residence and his office or normal place of work.

Where circumstances warrants officers to travel by air on official duties, the officer can claim taxi fares in respect of journey to and from their residence or office and airports.

Per Diem Allowance

An Officer traveling overseas on duty may be paid per diem allowance at rates prescribed by the Permanent Secretary for the Public Service if the per diem is not provided for by the donor agencies.

Meal Allowance

Officers shall be paid meal allowance under the following circumstances:-

Day Worker

If required to work or undertake official travel two (2) hours before or beyond normal working hours.

If required to work or undertake official travel during the lunch meal period during normal working days.

An additional meal allowance for each successive period of 5 hours continuous work performed immediately after the initial meal break at (a) (i) above.

In respect of Saturdays, Sundays and gazetted Public Holidays, he shall be paid a meal allowance if he is required to work and/or undertake official travel continuously for each period of not less than five (5) hours.

An additional meal allowance for each successive period of 5 hours continuous work and/or official travel immediately after the initial qualifying period at (iv) above.

The provision in (a) (iv) above shall also apply to day workers during working days (but outside of normal working hours) in circumstances not covered under provision (a) (i) to (a) (iii).

An Officer who qualifies for meal allowance under (a) (vi) above and who is required to continue working after qualifying for the payment of the initial meal allowance shall be paid an additional meal allowance for each

successive period of five (5) hours continuous work performed immediately after the initial qualifying period

Except for (a) (ii) above, no additional meal allowance is payable for work carried out during normal working hours.

Shift Worker

If required to work following the termination of his normal shift an Officer shall be paid a meal allowance if he works more than two (2) hours or through a meal time, whichever is earlier. He shall also be paid a meal allowance if he is recalled and required to work through a meal time

If required to continue working after qualifying for the payment of the initial meal allowance on completion of a full shift an Officer shall be paid an additional meal allowance for each successive period of five (5) hours continuous work performed immediately after his meal break.

The rate of meal allowance shall be \$9.00. The rate may be varied from time to time by the Permanent Secretary for the Public Service

Allowances for Teachers

527 a) Executive Teacher's Allowances - \$2,000 per annum

b) Boarding Allowances – Primary

- Per annum; [(No. of boarders x \$8.50) + \$1000] =
- A Per term: $A/3 = B$
- Rate per day : $B/\text{no. of days in the term} = C$
- Teacher's allowance per term: $C \times \text{no. of days teacher worked during the term.}$
- Head Teachers – fixed rate \$333.33 per term.

c) Boarding Allowance – Secondary

- Per annum: (No. of boarders x \$13.40) = A
- Per term: $A/3 = B$
- $B/\text{total hours worked by all teachers} = \text{Rate}$
- Teacher's Allowance : $\text{Rate} \times \text{individual hours worked by teachers}$
- Principals – fixed rate \$333.333 per term

Allowances for Medical Officers

Consolidated Allowance is to compensate employees normally for those extra hours worked that cannot be defined or recorded accurately. This allowance is normally a certain % of the annual basic salary of employees.

- 528** a) i Principal Medical Officer - 15.5% of Annual Basic Salary
 ii Senior Medical Officer - 15.5% of Annual Basic Salary
 iii Medical Officer - 15.5% of Annual Basic Salary
 iv Medical Intern - 15.5% of Annual Basic Salary
 v Medical Assistant - 15.5% of Annual Basic Salary

b) **On Call Allowances** – is payable to those categories of officers who are required to make themselves available, as part of their terms and conditions, to return to work after normal working hours.

Medical Doctors	\$12.00 per appearance
Dental Officer	\$10.00 per appearance
Other Groups	\$10.00 per week

Allowances for Nurses

529 a) **Shift Allowance** - payable at the rate of \$10.00 per shift to officers who work between the hours of 10.00 pm and 6.00 am. It is to compensate officers for the unsocial hours and transport expenses arising out of working within these hours. It is not payable to officers who are provided official transport.

Responsibility Allowances –

Staff Nurse only (10% of Basic Salary) Duty Allowance. This is payable only to Staff Nurses acting as Sisters and rostered as Supervisors in the afternoon of night shifts. As for Staff Nurses not acting as Sisters who have been asked to do Supervisory duties only when rostered Supervisors go on unscheduled leave such as sick or bereavement. A Staff Nurse on Supervisory duty when not acting as a Sister is entitled to both \$12.00 night shift allowance and the 10% Basic Salary Duty Allowance. On the other hand, a Staff Nurse who is receiving acting allowance shall not be eligible for the 10% Basic Salary Duty Allowance.

Also payable (10% of Basic Salary) to Orderlies not acting but assigned to perform supervisory duties when the rostered supervisor is absent from duties.

Consolidated Allowance – Payable to Staff Nurses working in Nursing Stations in the Districts at the rate of 15.5% of basic salary fortnightly.

Other Medical Related Allowances

530 a) **Environmental Allowance** – payable to Principal Medical Officers and below including Dental Officers in Hospitals and Nursing Practitioners in Health Centres (without Medical Officers) who are doing calls and are properly certified by their Supervisors/Consultants. They are paid at a rate of 15.5% basic salary fortnightly.

Shift Allowance – payable to other officers (other than Nurses) who work between the hours of 10.00pm and 6.00 am. It is to compensate for the unsocial hours and transport expenses arising out of working within these hours. It is not paid to officers who are provided official transport. It is paid at a rate of \$10.00per shift.

Other Work Related Allowances

Rural and Maritime Location Allowances

This payable to those officials that match the following criteria and with the effect from 01/08/2011:

The work station is at least 45 km from the nearest declared city or township; and
All those leave in maritime areas regardless of distance.

A listing of those eligible based on the above criteria will be published from time to time.

The rates are -	\$1,200 gross per annum	-	Single Officer
	\$1,800 gross per annum	-	Married Officer

Where married officers are both Civil Servants, only one is eligible.

Allowances to Witnesses and Assessors

Witnesses/Assessors – to be equivalent to the provision of the Criminal Procedure Decree (Allowances to Witnesses and Assessors) Rule and Schedule.

SevuSevu Allowances

For the purchase of —Yaqonall for traditional protocol during official visits. A provision of \$22.00 is applicable which would be revised from time to time.

Relocation Allowances

This is payable to retiring employees to cover for relocating them back to their post-retire homes. Similar to that of a transfer arrangement with transfer allowance.

Repatriation/Relocation (on death)

To cover the relocation costs of the surviving family of an officer who dies while on duty at an out-station. Similar to that of a transfer arrangement with transfer allowance.

Chapter 6 – Accommodation and Housing

Definition

Institutional quarters and pool quarters are now amalgamated and all are henceforth called Government Quarters. This is to ensure better management of Government Quarters, coordinated from one source and in this case the Public Service Commission. This however does not apply to institutional quarters under the Military, Police and Prison Services Department.

Entitlement or Eligibility

CRITERIA FOR ELIGIBILITY FOR GOVERNMENT QUARTERS

The following shall be the criteria for eligibility for Government Quarters at 8% of basic salary remaining as the rent contribution by eligible Officers accommodated either in Government Quarters or rented premises. There shall be no ceiling or rental cap on the amount of rental to be deducted as part of this formula.

- Officer does not own a property in the location where he currently works;
- Officer was not initially appointed from the District where he currently lives;
- Officer did not request for own transfer;
- Transferred Officer to live within the station he is being transferred to;
- Single Officers eligible for quarters irrespective of post to share quarters;
- Essential services and rural postings to be given priority when allocating quarters;
- A quarter's grade is to be allocated according to the level and seniority of Officers;
- Government rented Quarters should be equivalent to the level of Government Quarters suitable to the officer;
- Those entitled for housing allowance as part of their employment contract can be accommodated in Government Quarters if available but will not receive any portion of the housing allowance as direct payments; and
- Expatriate Volunteer Officers will have their 8% contribution met by hosting Ministries/Departments and Agencies.

The following Officers would be eligible for Government Quarters at a subsidized rate of 8% of their basic salary.

- Medical personnel appointed on expatriate
- contract; Engineers on expatriate contract; Others
- on expatriate contract; Expatriate Volunteer
- Officers ;

- Divisional Commissioners;
- Director DISMAC;
- Director Government Shipping Services;
- Director Animal Health & Production;
- Director Meteorological Services;
- Director of Lands;
- Director of Mineral Resources;
- Medical Superintendent – Divisional Hospitals;
- Commissioner of Police; Commissioner of
- Prisons;
- Director of Public Prosecutions;
- Magistrates;
- Judges;
- Permanent Secretaries;
- Official Secretary to the President;
- Divisional Engineers and Road Supervisors, Ministry of Works;
- Solicitor General;
- Supervisor of Elections;
- Chairman NLC;
- Principals of Government schools and teachers where student boarding facilities are available;
- The Matron and Supervisor at the Mental hospital and other specialist hospitals;
- Subordinate Officers of the Fiji Police and Prisons Officers Classes A, B and C;
- Landscape Officer, Chief Cook, Stewards, Lady's maid President's house;
- Superintendents of Old People's homes at Natabua, Samabula and Labasa;
- Doctors and Nurses working in sub-divisional hospitals, rural health centers and nursing stations;
- Meteorological Officers; and
- District Officers, Provincial Administrators, Divisional Planning Officers and Senior Planning Officers based in the districts.

Definitions

Ownership of property' is described as the Officer either singularly or jointly owning a property;

Stations' is defined as the workplace where Government Officers are located;

District' has the same definition as that adopted by Ministry of Regional Development; and

Institutional and pool quarters are amalgamated and all are henceforth called Government Quarters. The institutional quarters under the Military, Police and Prison Services Departments are excluded.

Allocation of Quarter

In Suva, the allocation of Government Quarters is done by the Public Service Commission. Correspondence should be addressed to the Permanent Secretary, Public Service Commission.

Outside Suva, the allocation of Government Quarters is done by the relevant Divisional Housing Committee in consultation with the Public Service Commission.

Appeals

Based on the decisions of the respective authorities in the allocation of quarters, an officer may appeal to the Permanent Secretary for the Public Service or Divisional Housing Committee as appropriate, provided that such appeal is lodged within 14 days of the receipt of the decision.

Sub-Letting Prohibited

Tenants of Government Quarters will not be allowed to sublet and to accommodate any paying lodger or guest.

Officer Refusing Quarters Allocated

If an Officer is allocated Government Quarters and does not wish to occupy the Quarters, Government will not be responsible for the Officer's accommodation and the Officer will not be eligible for Rent Subsidy or any allowance.

Tenancy Conditions

(a) The Officer occupying the Government Quarters is the tenant of the Government and the Officer is responsible for the Quarters and the compound up-keeping during the period of tenancy. The Permanent Secretary for the Public Service Commission will attend to any reports or complaints from the tenants on the Quarters. Except in cases of emergency, the Public Service Commission may directly contact the spouse or dependents of an Officer.

Electric light bulbs will be provided by Government on the first occupation of Government Quarters. Thereafter, replacement of unserviceable bulbs will be the responsibility of the tenant.

Inventories of furniture will be prepared by the Quarters' Clerk.

The Quarter's compound should be kept clean and tidy at all times by the tenants.

Sharing Quarters

(a) Any single Officer will be required to share Quarters with another single Officer or Officers with the relevant rent rate.

A married Officer, who is occupying Government Quarters, whereby whose spouse precedes the Officer on leave or is to be absent from their quarters on approved leave for three (3) months or more, the Officer will be required to vacate the quarters. It is the responsibility of the officer's Ministry to inform the Secretary for the Public Service Commission of such leave.

Maintenance, Authority for

(a) The maintenance of Government Quarters is the responsibility of the Secretary Public Service Commission and tenants should communicate with Public Service Commission regarding urgent building maintenance and plumbing repairs.

The maintenance of Quarters rented by Government is the responsibility of the landlord, and unless the terms of the lease provide otherwise, complaints should be addressed to the Permanent Secretary for the Public Service Commission.

Tenant Responsible for Security

Occupants of Government Quarters are responsible for the security of the premises and their contents, and for keeping the grounds in good order.

Tenant Liable for Damage Done

Occupants of all Government Quarters will be responsible for the proper care and use of furniture, fixtures and equipment and will be charged with the cost of repair or replacement for any losses and damages either to the structure, furniture, fittings or equipment caused by their negligence.

Proposals for alterations will not normally be considered. In exceptional circumstances, application may be made by or through Heads of Departments who, if they are fully satisfied that such alterations be made, shall submit such applications to the Permanent Secretary for Public Service Commission.

Alterations by Tenant

(a) No structural alterations of any kind whether to the premises, furniture or fixtures, may be effected in Government Quarters or equivalent premises owned or rented by Government without the prior knowledge and written consent of the Permanent Secretary for the Public Service Commission.

The Director of Lands shall also be informed of any proposed alterations to Government rented Quarters.

Occupants of Government Quarters will be charged with the cost of carrying out any necessary work made as a result of any breach of (a) and (b) above.

Service/Utility Charges

(a) Officers occupying Government Quarters will be required to pay water, electricity, telephone and other charges unless their terms of service provide otherwise.

In the case of an Officer who by virtue of his office is provided with an official telephone in the residence, Government will pay the whole connection fee for a rent-free telephone and at half the connection fee for an Officer entitled to a telephone at half-rate. If the Officer is transferred within three (3) years, Government will reimburse half the connection fee paid.

An Officer who has been provided with an official telephone in the residence free of charge, or at half rate, is required to give immediate notice to the Permanent Secretary or Head of Department whenever the officer vacates the premises or ceases to perform the duties of the Office in respect of which the privilege was granted.

The obligation at (c) above is personal and not Departmental, and any Officer failing to comply with it will become liable for telephone rental.

Officers occupying Quarters connected to Government systems which are not separately metered will pay charges at the rates specified by Government from time to time.

Officers sharing Quarters will be required to share electricity charges.

Tenants of Government owned or rented Quarters should make their own arrangements with the FEA for connection with the electricity system and for the necessary disconnection when they vacate the Quarters, and will have to pay the Authority for electricity used.

Staff Movement Affecting Housing

Heads of Departments must advise the Permanent Secretary for the Public Service Commission or Commissioners of Divisions in advance of all staff movements, including postings from one station to another which may affect the allocation of quarters.

Hotel Allowance in Lieu of Quarters

(a) For expatriate Officers entitled to Government quarters, a hotel allowance may be paid on production of receipted bills as defined in *GO 505*, for any period which they must necessarily spend in a hotel or boarding house on first arrival in Fiji, return from overseas leave or transfer within Fiji, subject to the following limitations:

(i) The allowance will be confined to the Officer, legal spouse and dependent children under the age of 19 years.

(ii) The allowance will be at such rate that the Officer shall pay two-fifths of the hotel bill or one-half of the basic salary for the period involved whichever is less.

(iii) The allowance will not be paid if Government or rented Quarters are available for the Officer, provided that when Quarters are available a temporary hotel allowance may be paid while an Officer is arranging to enter the Quarters, subject to the following maximum periods:

- (1) In the case of an Officer returning from leave – two days.
- (2) In the case of an Officer on first appointment, transfer or secondment - five days, provided further that is the officer arrives in Fiji by air, and his household effects follow by sea, the number of days for which the allowance paid will be at the discretion of the Permanent Secretary for the Public Service and will depend upon the availability of equipment to enable the Officer to set up house.
- (3) In the case of an Officer departing on leave who moves out of the Quarters to allow an incoming Officer to occupy them immediately – seven days, provided that alternative Quarters are not available for the incoming Officer; and in the case of an Officer stationed in the Western Division departing by air from Nadi, whose flight leaves after 12 midnight – one day.
- (4) A hotel allowance for one night will be paid to an Officer departing on leave, on termination of his contract or terminal leave.

A married Officer who is awaiting the arrival of legal spouse and/or family and who has to stay in a hotel may be reimbursed the hotel expenses at the appropriate rate with the prior approval of the Permanent Secretary for the Public Service. Such a claim will not normally be met in respect of a period exceeding one month, and if accommodation is available the Officer may be required to occupy it. If the officer does not wish to occupy the accommodation allocated, the officer will not be reimbursed any of the hotel expenses.

- (i) Local Officers who are eligible for Government Quarters outside Suva and who have been allocated Quarters which are not immediately available on transfer shall be given hotel accommodation on the approval of the Permanent Secretary for the Public Service Commission.

Claims for hotel allowances must be endorsed by the Permanent Secretary for the Public Service Commission or by the Commissioner or by the District Officer in other areas to confirm that Quarters were not available for the period in question.

No Officer should expect to be reimbursed for costs incurred above their entitlement unless the Officer can show no other suitable accommodation was available and can explain why the Officer did not make a reservation earlier.

A married Officer who is transferred to another station except Suva, for whom Quarters are not immediately available and who stays privately whilst awaiting the availability of Quarters, will be paid the appropriate subsistence allowance in respect of the Officer up to a maximum of five days. If accompanied by the Officer's family, the Officer will be paid double the subsistence allowance. The allocating authority should certify that Quarters were not available for the Officer for the number of days subsistence allowance is claimed.

The Permanent Secretaries and Heads of Departments should ensure that Quarters are available before an Officer is transferred to another station except Suva.

Chapter 7 – Leave Conditions

1988 LEAVE CONDITIONS

Definition

In these Orders :-

the term 'salary' means basic salary.

the term 'leave year' means a period of twelve months of resident service according to the anniversary of the date on which the Officer joined the Service on or after 01.02.1988 (for those joining the Service after the commencement of these Orders) or the anniversary of the date of resumption of duty after their last vacation/long service leave under the 1972 Leave Conditions, for Officers who joined the Service prior to 01.02.1988-excluding any of the following periods of leave taken by the Officer:-

Long service leave.

Training courses, attachments or visits of more than three months duration.

Maternity leave.

Sporting leave.

Leave without pay.

Military leave without pay.

Vacation/Terminal leave.

Application

(a)The following leave conditions apply from 1 February 1988 and apply to every Officer other than:-

Officers appointed under the agreement of service who will be governed by their terms of agreement.

Non-gazetted Ranks of the Fiji Police Force, Junior and Subordinate Officers of the Fiji Prisons Service, Forest Guards and any other Officer who is governed by terms of service otherwise laid down by Order, Regulation, or Letter of Appointment--the provisions of these should coincide with these Orders.

Temporary Relieving Officers.

(i) No Officer shall be granted leave with salary within the first three months of appointment to the Service.

This provision shall not apply where an Officer has served continuously for at least three (3) months as Temporary Relieving Officer immediately prior to his appointment on permanent terms.

Authority for the Grant of Leave

Except where otherwise provided by these Orders the authority for the grant of annual and long service leave in accordance with these Orders is vested in :-

The Permanent Secretary for the Public Service, after consultation with the appropriate Minister, in relation to leave for any Permanent Secretary or other Supervising Officer directly responsible to a Minister.

Each Head of Department or other Officer authorized by him for the purpose, in relation to leave for any Officer in his Department, in accordance with powers delegated by the Public Service Commission from time to time.

Leave, etc. to be Right

Leave and other conditions under these Orders shall be deemed to be the right of Officers.

Leave on resignation etc:-

In the event of resignation, termination of appointment on any grounds or death of an Officer he or his legal representative shall be paid pro-rata compensation for:

annual leave - due to the Officer up to the date of his resignation, termination or death;

leave allowance; and

passages under *GO 708*, if applicable; and long service leave earned in accordance with *GO 706*.

Leave and Passages on Retirement:-

In the event of retirement from the Service whether at the Officer's own request or at the instigation of Government, the Officer shall be granted:-

Annual leave on pro-rata basis.

On leave allowance on pro-rata basis, an Officer who has completed 12 years or more continuous service shall be paid the full long service allowance due to him under General Order 707(a) or (b) provided he has not already taken it. Provided that the Officer has completed 20 years of continuous service and has completed a further one and a half leave years, he shall be granted the full amount of leave allowance.

An Officer who is entitled to Auckland Passages, in accordance with General Order 708 and has served continuously for 20 years and has completed more than one and a half leave years will, when proceeding on pre-retirement leave, be granted full Auckland passages.

Leave and Passage before due date:-

In the event of an Officer being authorized to proceed on leave before the due date on medical grounds, if recommended by a Medical Board, or on grounds of urgent private affairs or if the Officer is required by Government to proceed on leave, he may be granted:-

Annual leave on a pro-rata basis;

Long service leave on/after becoming eligible;

Leave allowance or, if entitled Auckland passage calculated on pro-rata basis;

If the Officer is required by government to proceed on leave before the due date on which he will become entitled to leave allowance under General Order 708, then the Officer will qualify for full leave allowance under General Order 707 or full passages in accordance with General Order 708.

For the purpose of this Order, the calculation of leave and leave allowance on a pro-rata basis shall be on the completed months served in the leave year and leave allowance or passage earning period respectively.

Categories of Officers

For the purposes of these Orders Officers will be divided into four categories as follows:-

Category A: Officers in grades with salary maximum up to \$15,819.

Category B: Officers in grades with salary maximum up to \$25,334.

Category C: Officers in grades with salary maximum up to \$40,919.

Category D: Officers in grades with salary \$40,920 and above.

Annual Leave

(a) Annual leave shall be granted as follows :-

Category A: 18 working days.

Categories B, C & D: 21 working days.

Annual leave which has been earned may be taken through arrangement with the Permanent Secretary or Head of Department or an Officer authorized by him during the leave year.

Officers may be allowed to carry over up to a maximum of ten working days leave entitlement from one leave year to the next.

Annual leave shall normally be taken when due. The Permanent Secretary or Head of Department shall ensure scheduling of leave to avoid bulging of leave entitlements at any time of the year. This will be done by leave entitlements being assessed and taken on becoming due in accordance with General Orders 700 (b).

Any Officer who has his annual leave deferred either at his own request or by management for a period not to exceed six (6) months shall not be granted any additional leave nor shall forfeit any leave from his leave entitlement.

Long Service Leave

In addition to annual leave as prescribed above Officers shall be granted long service leave as follows:-

Categories A-D

On completion of 12 continuous years service: 30 consecutive days

On completion of 15 continuous years service: 42 consecutive days

On completion of 20 continuous years service: 56 consecutive days

On completion of 25 continuous years service: 84 consecutive days

On completion of 30 continuous years service: 112 consecutive days

Long service leave shall normally be taken together with an Officer's annual leave due on completion of the Officer's leave year. But in exceptional cases or in case of retirement it may be granted before the end of the Officer's leave year. Long service leave should be regarded as non-leave earning for annual leave purposes.

An Officer who has taken long service leave in his 12th, 15th, 20th or 25th year of service shall be entitled to be granted the difference between the long service

leave he has already taken and the leave prescribed for completing 15, 20, 25 or 30 years service.

Any unestablished service and/or the temporary relieving service of a person immediately prior to his appointment to the permanent establishment shall count as qualifying service for the purpose of computing his long service leave entitlement provided there was no break in the service and provided long service leave was not taken under the provisions of the —Terms and Conditions of Government Wage Earnersll.

The above provisions do not apply to contract Officers.

Leave Allowance

Leave allowance is payable seven (7) days before the qualifying date provided a written request is made to the Permanent Secretary for Finance through the respective Permanent Secretary or Head of Department at least three (3) months immediately prior to the qualifying date as follows:-

Category A

\$300 payable before going on long service leave.

\$150 on the first anniversary date of the third leave year after qualifying for long service leave thereafter every third leave year.

If the long service leave is taken with the third leave year annual leave and the officer qualifies for the leave allowance under (i) and (ii) then both allowances (\$450) shall be payable.

Category B

\$300 is payable before proceeding on long service leave for the first instance in accordance with General Order 706.

\$300 on the first anniversary date of the third leave year after qualifying for long service leave and thereafter every third leave year.

If the first long service leave is taken with the third leave year annual leave and the Officer qualifies for the leave allowance under(i) and (ii), then both allowance (\$600) shall be payable.

Category C

\$720 payable every third leave year.

Category D

\$826 payable every third leave year.

Leave allowance for long service leave under Categories A and B shall be payable once only. No such allowance shall be payable when an Officer utilizes

the balance of his long service leave under General order 706(c) provided that if the officer proceeds on long service leave before qualifying for leave allowance in accordance with General Order 707 (a) (ii) and 7070 (b) (ii), leave allowance shall be calculated on a pro-rata basis.

Teachers will be paid their leave allowance on completion of every third leave year which shall be on completion of the equivalent of three academic years from the date of appointment to the service or since the last received leave allowance. Teachers' long service leave allowance under Categories A and B shall be payable once only upon completion of twelve continuous years of service.

For the purpose of payment of leave allowance under GO 707 (a) (ii); (b) (ii); and (d), any period under GO 700 (b) (i) to (vii) shall not count as qualifying service and leave allowance if eligible, to be calculated on pro-rata basis.

The above provisions do not apply to Contracted Officers

Overseas Passages

- 708.** (a) An Officer who was eligible for overseas leave and passages under his pre- 1972 Leave Conditions and had opted for future Auckland Passages shall receive up to three adult economy class passages for himself, his spouse and children below the age of eighteen years to Auckland, New Zealand at the end of every sixth leave year on becoming entitled to long service leave under Category A and B and every third leave year when leave allowance is payable under Categories C and D. Further, any Officer under Category B who was eligible for Australasian passages every three years under his pre-1972 Conditions shall enjoy future Auckland, New Zealand passages as for Officers falling under Categories C and D.

No compensation shall be payable to an Officer who elects to receive passages to Auckland as described in General Order 708 (a) if he does not qualify for the full three adult passages or does not take the passages.

Passage entitlement referred to in (a) above shall not be used for travel within Fiji.

Leave for Temporary Officers

- (a) Temporary Relieving Officers described in GO 701 (a) shall be entitled to leave in accordance with the provisions of the Employment Relations Promulgation 2007.

All other Temporary Officers appointed to establish post will qualify for leave as reflected under their contract and other benefits under these Orders in the same manner as permanent Officers.

Sick Leave

- 710.** (a) The procedure to be followed is laid down in General Order 1003. Sick leave on full salary shall only be granted if the sickness is not occasioned by the Officer's own neglect or misconduct.

Outpatient Sick Leave :-

An Officer shall be entitled to outpatient sick leave up to 21 days in any one leave year of Service. This leave cannot be accumulated.

Outpatient sick leave shall be supported by a medical certificate obtained from a registered Medical Practitioner. This requirement shall be waived for absences on grounds of illness of not more than one day at a time; such absence shall not exceed an aggregate period of six days in any one leave year of Service.

Inpatient Sick Leave:-

An officer required to undergo treatment as an inpatient of a hospital or required by a registered Government Medical Practitioner to be confined to his home on grounds of illness shall, in addition to his outpatient sick leave, be entitled to a further period of up to 60 days sick leave on full salary in any one leave year of service. This leave cannot be accumulated.

On the recommendation of a medical board, inpatient sick leave on full salary may be extended up to a maximum of 180 days. Thereafter sick leave with or without full salary shall be at the discretion of the Permanent Secretary for the Public Service.

The Permanent Secretary for the Public Service or a Head of Department may require an Officer who is absent on sick leave to be examined by a registered Medical Practitioner nominated by the Permanent Secretary for the Public Service or Head of Department.

Study Leave

- (a) Training courses, attachments or visits of more than three (3) months shall not count as qualifying service for annual leave and leave allowance except for the purpose of qualifying for long service leave.

If at the end of a training course, attachment or a visit of three to twelve months' duration, an Officer has no annual leave to his credit, he shall be granted five (5)

working days leave on full salary before being required to resume duty. If the training course, attachment or visit is of more than twelve month's duration and the Officer has no annual leave to his credit, he shall be granted ten (10) working days leave on full salary before being required to resume duty.

An Officer sitting examinations in connection with a course approved by the Government will be granted duty leave for such examinations.

An Officer who is granted study leave with salary shall be required to sign an undertaking to serve the Government for such period as specified in the rules governing bonding of recipients of in-service training.

Military Service

Officers released by the Public Service Commission for military service and for any military purpose other than military training shall have their leave and pay conditions governed by such administrative policy directives as may be issued by the Public Service Commission at the time of their release.

Military Training Leave

(a) An Officer released for short-term military training in Fiji (weekend territorial training and annual camps) will draw his military pay in addition to his civil pay. Release for extended military training in Fiji as preparation for service overseas or similar duties will be treated as leave without pay, and Officers so released will not be entitled to civilian pay in addition to military pay. However, in the event of military pay and allowances being less than the civil pay which the Officer was receiving at the time of his release for military training, Government will pay the difference.

Any period of military training will not count against any leave due to an Officer.

Maternity Leave

(a) A woman employed in a workplace who expects to give birth is entitled to maternity leave and abstain from work for a period of 84 consecutive days subject to providing her employer with a certificate from a registered medical practitioner or registered nurse specifying the possible date of birth.

A woman is entitled to paid maternity leave as follows—

for the first 3 births, to the normal remuneration she would have received as if she had been at work; and

for the 4th and subsequent births, to half the normal remuneration she would have received as if she had been at work.

The woman may proceed on maternity leave at any time before or after confinement provided that if she continues to work during the pre-confinement period and she must produce a medical certificate certifying that she is fit to work during that period.

Leave for Sporting Tour

An Officer who is selected to be an official or a member of a Fiji National Sporting team shall be granted leave on full salary up to 60 days in any one year, such period to include local and overseas training sessions. Leave in excess of 60 days shall be on leave without salary.

Leave Without Salary

Leave without salary shall only be granted by the Public Service Commission in very special circumstances.

Leave without salary in the Public Interest

(a) The Commission may in its discretion grant an Officer leave without salary in the public interest.

Without limiting the generality of the Commission's discretion, the following situations are deemed to be in the public interest:

an Officer granted leave without salary for duty with a recognized international or regional organization:

an Officer granted leave without salary for duty with a statutory body:

Officer granted leave without salary to undertake a course of instruction deemed to be of value to him in his work:

an Officer granted leave without salary to accompany a spouse posted overseas in the service of Fiji:

an Officer granted leave without salary to accompany a spouse undertaking a Government sponsored course of instruction, attachment or visit on full salary whether in Fiji or overseas: and

an Officer granted leave without salary to accompany a spouse granted leave under items (i) and (iii).

Leave granted under this General Order shall be deemed to be on the grounds of public policy for the purposes of Regulation 13 of the Second Schedule of the Pensions Act 1983, but shall not earn annual or long service leave or any other leave, or count as merit increase earning period.

An Officer granted leave under this General Order for a period which is to exceed twelve months shall be transferred to a supernumerary post on a Reserve List Leave whereupon his post will become vacant. Upon resumption of duty the Officer will be considered for transfer to a suitable vacancy in his substantive or lower grade.

Leave Without Salary- not in Public Interest

- (a) The Commission may grant an Officer leave without salary not in the public interest, for a period not exceeding twelve months.

Leave granted under this General Order shall not count as service for any purpose.

Bereavement Leave

Permanent Secretaries or Heads of Departments may grant Officer bereavement leave of up to three days in any one leave year on application. This leave shall be additional to any other leave to which an Officer is entitled under these General Orders.

Unexpired Leave

- (a) Whenever possible Officers should be allowed to enjoy the full leave earned by them prior to resuming duties.

An Officer who is requested to resume duty before the expiry of his leave shall if he so desires be paid appropriate compensation for the total of his unutilised leave at the time of resumption of duty or enjoy his unutilised leave no later than at the end of his leave year immediately following his recall.

Extension of Leave

- (a) Extension of leave may be granted with the prior approval of the Permanent Secretary for the Public Service and shall be on any of the following grounds:-

on full salary on grounds of ill health in accordance with GO 710.

on grounds of public interest which, unless otherwise directed shall be on full salary.

Extension of leave granted on any grounds other than those set out above shall be without salary unless decided otherwise by the Permanent Secretary for the Public Service.

Leave for Teachers

- (a) The term "teachers leave year" means the equivalent of one academic year (41 school weeks) of resident service.

These Orders shall apply to all teachers except that they will enjoy their school holidays instead of annual leave and long service leave.

Teachers in Government boarding schools who are required to be on duty during school holidays shall be granted a period of leave equivalent to the normal school holidays in a year. No compensation shall be payable for being on duty for any period during the school holidays.

Principals in Government boarding schools will be entitled to leave under General Orders 700 to 708.

Temporary teachers excluding those on special conditions shall enjoy the normal school holidays.

Temporary teachers, excluding those on special conditions, who are subsequently appointed to the permanent establishment, will be allowed to count their temporary service for the purpose of Leave Allowance provided the service is continuous.

The teaching service of Officers who are re-graded may be taken into account for the grant of long service leave.

Teachers may be granted bereavement leave for up to three (3) days in any one leave year on application. This leave shall be additional to any other leave to which a teacher is entitled under these General Orders.

Application for Long Service Leave

- (a) All applications for long service shall be submitted thirty (30) days in advance in triplicate on the prescribed form. Permanent Secretaries and Heads of Departments shall ensure that particulars set out therein are correct in every respect.

When an Officer's long service leave has been approved, one copy of the application shall be retained by the Department, one copy shall be forwarded to the Officer and the original to the Permanent Secretary for Finance.

Leave Rosters

Permanent Secretaries and Heads of Departments shall maintain leave rosters in respect of their staff so that leave may be granted with minimum disruption to the Services provided.

Leave Schedules

A leave schedule in the prescribed form shall be kept in respect of every Officer included in the Officer's leave file. On the leave schedule will be entered records of all leave granted to the Officer commencing from the date he first joined the Service. This leave schedule shall be produced upon demand for inspection by staff of the Public Service Commission, the Auditor General's Office or the Ministry of Finance.

Leave in respect of Public Holiday; for Shift Workers

(a) A shift worker who is required to work a normal shift on a public holiday shall be granted a day off in lieu of the public holiday in addition to the payment at the standard hourly rate of pay for the day in question.

A shift worker, who does not work on a public holiday because it is his rostered off duty day, shall be granted a day off in lieu of the public holiday.

A shift worker who on a rostered day off is recalled to duty on a public holiday, and not rostered for an additional off-duty day to compensate, shall be granted a day off in lieu of the public holiday in addition to payment at Rate II, if eligible for overtime.

The days granted in lieu of the public holidays shall be in addition to the Office annual leave entitlement.

Saving Provision; for Officers; Serving on Pre-1972 Leave and Passage Conditions

The provisions of GOs 741 to 746 of the 1972 Leave Conditions of the 1981 Edition of General Orders shall continue to apply to any Officer who has not exhausted the rights conferred upon him under those Orders.

Officers who are Suspended from Duties

- 728.** (a) If an Officer is suspended from duties, the period of suspension shall be non-leave earning.

However, if the Officer is acquitted of the charges and reinstated without any penalty, the period of suspension shall be leave earnings

Applications to Travel Overseas

- (a) All Officers wishing to leave Fiji for reasons other than official duties are required to obtain written approval of the Permanent Secretary for the Public Service.

(i) Applications must be submitted through the Officer's Permanent Secretary or Head of Department whose comments and recommendations, plus all necessary documentation, should reach the Commission at least 21 days before the proposed date of departure.

- (ii) All applications must state the reason(s) for travelling abroad.

Permanent Secretaries or Heads of Departments are to confirm whether an applicant is serving a bond or is a guarantor, whether the applicant has any loan obligations to Government, provide details of any debts the applicant owes Government and explain how the duties of the post will be carried out.

Chapter 8 – Examinations

(a) The following are examinations prescribed for Officers in the Public Service. All Officers will be required to pass the appropriate examination within the prescribed time.

E	:	Public Administration for Administrative officers
H (1)	:	Basic Clerical/Accounting Procedures for CO
H (2)	:	Advance Clerical/Accounting Procedures for CO
L (1) & L (2)	:	Printing duties
P	:	Audit Duties
Q (1) & (2)	:	Meteorological Observing Duties
R (1)	:	Agricultural Assistant Duties for Agriculture
R (2)	:	Agricultural Assistant (Livestock) Duties for Agriculture
R (3)	:	Technical Assistant (Research) Duties for Agriculture
S	:	Public Administration for Executive Officers
T	:	Labour Duties
TT (I), (II), (III)	:	Supplies Department Duties
T (2)	:	Immigration Department Duties
U	:	Accounting for Assistant Accounts Officers
V	:	Co-operative Duties
W (1), (2), (3), (4)	:	Archives Duties
Z (1) & Z (2)	:	Fisheries Assistant Duties for Fisheries Division

Departmental Examinations

Departmental examinations are prescribed in *GO800*. Permanent Secretaries and Heads of Departments shall be responsible for providing to the Permanent Secretary of the Public Service by *01.01* of a new year details of respective examination syllabus and fix dates, times and places for each examination.

Any changes to the composition of the Departmental examinations will have to be approved by the Permanent Secretary for the Public Service.

Failure to Pass

Any Officer who fails to pass the prescribed examinations within the stipulated period will not be qualified for advancement.

Exemptions

The Permanent Secretary for the Public Service may exempt any Officer from being required to pass prescribed Departmental examinations.

The criteria for granting exemption from passing service examinations is as follows:-

An Officer who holds a qualification which is considered to be relevant and equivalent to or higher than the Public Service examination in question.

No application will be considered unless:

The Officer satisfies the above criteria.

The Officer applies to the Permanent Secretary for the Public Service in writing through his/her Permanent Secretary or Head of Department who supports the application.

Examination Authorities

Departmental Examinations as provided in *GO800* shall be conducted from time to time, and.

The Permanent Secretary for the Public Service in respect of the Departmental examinations, shall notify the civil service via a PSC Circular the date, time and place for each Public Service Examination held under *GO800* and shall appoint a Board of Examiners whose Chairperson shall be responsible for supervising all arrangements for the conduct of that examination. At least two (2) examiners shall be appointed to the Board and who shall set and mark the examination papers and conduct and assess the performance of candidates in any oral and practical tests of proficiency prescribed for the examination.

Subject to these Orders and to any direction given by the Permanent Secretary for the Public Service, every Chairperson of a Board of Examiners shall in respect of the examination for which he has been appointed under *GO804 (b)*:-

Publish to each department concerned a notice of examination specifying the date and place of the examination and the conditions for acceptance of applications or forms approved for the purpose.

Inform in writing each Officer who applies on the approved form to sit at the examination and the head of that Officer's Department whether the Officer is accepted as a Candidate for the examination and if so with what instructions he must comply for admission to and during the examination.

Inform in writing each candidate at the examination and the Head of Department concerned, of the result achieved by the candidate in the examination as approved by the Board of Examiners.

Shall submit to the Permanent Secretary for the Public Service a return signed by him and by each examiner showing the marks attained by each candidate in each subject paper or test and whether that candidate has been successful in the examination.

Public Service examinations are governed by the provisions of the Examinations Act, 1978, and every Chairperson of a Board of Examiners shall:-

Ensure that examination papers, questions, instructions and tests conform to the syllabus and standards prescribed:

That all applications for service exams received are endorsed by the respective Ministries/Departments;

Every effort should be made by the Ministry/Department to provide assistance by organizing in-house training for their staff in the upcoming exams. Training Officers in the respective agencies can be facilitated:

Ministries/Departments are to facilitate easy access to relevant management tools and materials that would assist the candidates to successfully pass the examinations.

Secure examination papers, questions and instructions from premature or other unauthorized disclosure.

Appoint for the duration of the examination, such supervisors and invigilators as may be necessary to ensure that:

Only authorized candidates of proven identity are admitted to the examination:

An accurate record is taken of attendance at the examination:

Candidates at the examination are fully instructed and supplied all necessary materials but denied any unauthorized aids and assistance: and

Candidates at the examination are kept under continuous surveillance and the order, procedures and conditions laid down for the examination are strictly observed.

Arrange for written answers to examination questions to be completed in such a way as not to disclose the identity of any candidate to an Examiner.

Ensure that written answers to examination questions are transmitted under seal by the Supervisor to the Examiners immediately after the examination is concluded.

Ensure that an approved scheme of marking and assessment is employed by Examiners and that as far as practicable different papers completed by each candidate are marked by different Examiners.

Ensure that everything necessary is done to maintain the efficiency, impartiality and integrity of the examination.

Expenses of Candidates

Every Officer who is accepted as a candidate for the Public Service examination under *GO804* and who is required to attend such examination during his normal working hours shall be granted duty leave for the duration of that examination and for any period necessarily incurred in traveling from and returning to his normal duty station before and after his attendance at such examination.

Every Officer who is accepted as a candidate for a Public Service examination under *GO804* and who travels away from his normal duty station in order to attend to such examination shall be regarded as traveling on official duty and shall be paid the appropriate travel and subsistence allowance or expenses as laid down in the relevant General Orders.

Non-Attendance – Candidates who are issued with index numbers and fail to sit the examination on the approved date will have to submit written explanation for their non-attendance, within seven (7) days from the date of the examination. Those candidates, who fail to inform the Commission within the given time frame, will not be allowed to sit the relevant service examination for at least one (1) year.

No fees shall be charged for admission to any Public Service examination prescribed under *GO800*.

Re-marking of Examination Papers

Any Officer who wishes to have his answer scripts re-marked may apply to the respective examination Board stating his/her reasons within one month from the date of release of his examination results.

Applications should be sent under registered cover and must be accompanied by a cheque or money order of \$25.00 (VAT inclusive) to cover the fee for re-marking of his script.

The re-marking fee will be refunded if the candidate obtains a pass.

Examiner's Fees

The following fees to examiners will be paid in respect of Public Service examinations:-

(a) (i) ***Setting Papers:-***

Examination H (1) H (2): \$11.50 per question

Examination E: \$16.50 each question

Examination U: \$16.50 per question

Examination S: \$16.50 per question

Trade Test 1: \$16.50 for one whole set of papers

Trade Test 2 & 3: \$13.50 for one whole set of papers

If the setting of papers is shared the fee should be shared as determined by the Training and Examination Board

Marking of Papers:-

Examination H (1) H (2): \$4.50 for each script

Examination E: \$5.50 for each script

Examination S: \$5.50 for each script

Examination U: \$5.50 per each script

Trade Test I,II & III: \$5.50 per each script

Chapter 9

Courses of Instruction, Attachments and Visits

Allowances for Attendance

- 900.** (a) (i) An Officer who is required by Government to undertake a training course or attachment outside Fiji will continue to receive his salary and will be paid such allowances and travelling expenses as appropriate.

Officers who are required to vacate their quarters when going on an overseas course or attachment may be paid transfer allowance under GO 508 on departure for but not on return from, the course or attachment, irrespective of whether he is posted back to his previous station or to a different station.

An Officer who is given leave for In-service Training Course at an institution within Fiji will be granted the following:-

Full Salary.

Normal transfer allowance in accordance with GO 508.

Book allowance for full time course as appropriate.

Tuition and examination fees (if necessary).

Any other fee required by the Training Institution and at the discretion of the Secretary for the Public Service.

Bonding for Training at Government Expense

- 901.** (a) (i) An Officer receiving training at Government expense, including any on aid made available by donor countries and organisations, must be bonded before they proceed on training either on pay or without pay to serve in the Public Service or elsewhere for a specified period. An Officer seconded to work in other organisations for training purposes must also be bonded.

There will be a standard bonding procedure to cover both trainees on study leave with and without salary.

If the Officer is unable to complete his training through no fault of his, then the bond obligations shall be deemed to have been cancelled but if he fails to complete the course due to his own negligence or misconduct, they shall apply.

Where an Officer on overseas training absconds from his course, he, or in case of default by the bondee, the guarantors shall be required to pay immediately the full amount calculated on a pro-rata basis.

If during or on completion of his period of training at an overseas institution and while from the Service for misconduct he or if he defaults, his guarantors shall be required to pay immediately the full amount specified in the bond, calculated on a pro-rata basis.

In respect of an Officer on local training, he or if he defaults, his guarantor shall be required to pay one third of the bond amount immediately in one lump sum and the balance to be paid by monthly installments over a maximum period of three (3) years or such shorter period as the Head of Department may determine, all to be executed upon completion by the bondees/guarantor of an undertaking in advance.

Period of Bond:-

A bond shall apply only for training lasting eight (8) weeks or more.

The bond period of one and half times (1 ½) the period of time of studies to reflect the monetary value of scholarship.

Amount of Bond:-

A minimum bond amount of \$2,000.

The amount of bond is the actual amount spent on the Officer's training either by the Government or any aid donor together with the salary paid to the Officer while on training.

In case of cadets and apprentices the salary component of training cost shall be calculated on a pro-rata basis but shall not exceed one-quarter of the salary paid to the cadet or apprentice.

This amount shall be estimated before the trainee leaves for training and his total liability should be inserted in the bond as the head-sum.

Guarantee of Bond:-

All bonds shall be signed by at least two (2) guarantors, neither of whom can be the spouse of the bondee.

The guarantors must be resident Fiji Citizens and Permanent Secretaries and Heads of Departments must be satisfied of their ability to meet their bond obligations should the bondee default.

The Government reserves the right to demand the surrender or declaration of assets from the bondee/guarantors as a measure to assist in the recovery of any sum which might become due to Government.

Transfer of Bond:-

All applications requesting the transfer of bonds from the Public Service to a statutory body or Government controlled company must be made to the Permanent Secretary for the Public Service for consideration and decision before an Officer is permitted to leave the Service.

In the event of a transfer of bond to other organisations, a supplementary bond must be entered into between the bondee, the Government and the recipient institution on the tenure of service at that Institution outlining the safeguards that are to be invoked should the bondee decide to leave before the bond period expires.

Bondee wishing to depart from Fiji:-

A bondee who wishes to leave the country must notify the Permanent Secretary for the Public Service. If approved he may be called upon to pay immediately the full bond amount in one lump sum.

Responsibility for Completion of Bond Forms:-

Permanent Secretaries and Heads of Departments shall be responsible for the completion of the bonds in respect of their Officers and to ensure that two (2) completed bond forms are sent to PSC, one retained by the Department and one by the Officer.

Permanent Secretaries and Heads of Departments are to ensure that a satisfactory arrangement is made by an Officer to repay his bond obligations by signing an appropriate undertaking prior to acceptance of resignation or termination of his appointment from the Service.

Permanent Secretaries and Heads of Departments are to keep an up-to-date list on all Officers currently on bond including the names and current addresses of their guarantors. A copy of this list must be provided to the Permanent Secretary for the Public Service who will inform the Immigration and Police Departments and Foreign Embassies so that appropriate administrative/legal actions may be pursued should bonded Officers or guarantors appear to be about to leave the country.

Course Report

- (a) An Officer who undertakes a course of instruction, attachment or visit shall submit a report in duplicate to the Permanent Secretary for the Public Service through his Head of Department.

Permanent Secretaries and Heads of Departments should examine the recommendations in the report and, wherever possible advise the Permanent Secretary for the Public Service accordingly.

Courses Taken before Appointment

When a person attends a course as a Government sponsored trainee before being appointed to the Service any payments in respect of the course will be regarded as an allowance and not as salary.

Correspondence Courses (Certificate, Diploma, Degrees)

(a) An Officer who, with the prior approval of the Permanent Secretary for the Public Service undertakes any course/programme through correspondence, part-time study, evening classes which it is considered of value to him in his work, or which is taken at the request of Government, will be eligible for :-

A refund of half of the cost of tuition and registration fees.

In this section, course/programme refers to Certificate/Diploma/Degree.

Application for refund should be submitted with supportive evidence to the Permanent Secretary for the Public Service.

The Permanent Secretary for the Public Service will not consider any case whereby an agency is seeking retrospective approval in respect of an officer upon successful completion of a correspondence course.

Chapter 10 - Medical

Medical Attention

- 1000** Subject to specific conditions herein stated as prescribed by the Permanent Secretary for Health from time to time and provided that the need for medical attention does not arise from an Officer's indiscretion or negligence, all Officers are to pay for medical charges under the Public Hospitals and Dispensaries (Amendment) Regulations 2010..
- 1001** New appointees are also required to pay for medical examination in line with the Public Hospitals and Dispensaries (Amendment) Regulations 2010.

Absence from Duty – Medical Certificates

- 1002** a) Where an Officer falls sick and is required to proceed on sick leave for any period exceeding twenty-four hours, the Medical Officer or private Medical Practitioner is to complete the Medical Certificate on the prescribed form as soon as the patient is initially examined. The medical certificate will be handed to the patient who is responsible for dispatching it immediately to the relevant Head of the Section.

The section head should forward the medical certificate to the Head of Department who will be responsible for its insertion in the Officer's personal file, and recording in the leave schedule which will provide a continuous medical history on the Officer.

The Permanent Secretary for Health shall be responsible for reporting to the Permanent Secretary for the Public Service any case in which the officer, whose nearest relatives reside outside Fiji, falls dangerously ill in order that the relatives may be informed. Updated reports are to be disseminated to the identified relative on the progress of such case.

When the Permanent Secretary or Head of Department is sick and absent from duty for more than 24 hours, it shall be the responsibility of the next Senior Officer in the Department to inform the Permanent Secretary for the Public Service and continue to do so at weekly intervals. The Permanent Secretary or Head of Department should inform the Permanent Secretary for the Public Service of his return to duty after any absence through sickness.

Medical Treatment and Hospital Fees

- 1003** Medical fees will be paid in accordance with Public Hospitals and Dispensaries Act (Cap 110).

Medical Board

- 1004** The Permanent Secretary or Head of Department may directly request the Permanent Secretary for Health to convene a Medical Board to ascertain whether the Officer is capable of performing the duties of his post or of any post to which it may be proposed to transfer him.
- 1005** The report of the Medical Board shall be forwarded under confidential cover to the Permanent Secretary for the Public Service.
- 1006** An Officer who has been found by a Medical Board constituted under GO 1004 to be medically unfit for further service, may be called upon to retire.

Dangerously Illness

- 1007** The Permanent Secretary for Health shall inform the Permanent Secretary or Head of Department with a copy to the Permanent Secretary for the Public Service when an Officer is placed on the dangerously ill list.

Death of an Officer

- 1008** In an event of an Officer's death, the following action will be taken:

When an Officer passes away, the Medical Officer in attendant shall submit to the relevant Ministry or Department all related information.

The Permanent Secretary or Head of the deceased Officer's Department should either write a letter of sympathy to the next-of-kin or arrange for an appropriate Officer in his Ministry or Department to do so.

The Permanent Secretary for Finance, Commissioner of Inland Revenue and the Registrar-General should be informed by the Head of Department.

Chapter 11 – Communications & Correspondence

1100 Letters from Permanent Secretaries & Head of Departments

Letters and memoranda from Permanent Secretaries and Head of Departments should, in all cases, be signed either by them or for them.

All correspondence addressed to the Permanent Secretary for the Public Service must be sent through the Head of Department. If this procedure is not observed, the correspondence will be returned to the writer.

Permanent Secretaries and Head of Departments shall forward correspondences from Officers addressed through them to the Permanent Secretary for the Public Service and must state their own opinion and recommendations on the subject matter.

Internal communication at Ministries/Departments to Permanent Secretary/Head of Departments must be addressed through immediate supervisors.

The general form which correspondence should take is:-

Relevant file and reference to previous correspondences and relevant file number.

The subject matter of the communication.

A brief outline of the history of the subject.

The points on which a decision is required and the ground on which such a decision might be based.

A statement of the alternative solutions and a definite recommendation as to which, in the opinion of the writer, is the most appropriate solution.

If appropriate, the name, substantive post and EDP Number of the Officer being written on should be stated.

In general, the use of enclosures should be avoided. When addressing the Permanent Secretary or Head of Department on a matter on which there has been previous correspondence, copy of the correspondence should not generally be forwarded but the facts contained therein should be summarized. This does not apply to memoranda of a technical nature, or in cases where an original document must be forwarded.

All letters and memoranda should be divided into numbered paragraphs and dated with the date on which they are signed for dispatch.

A letter or memorandum must deal with one subject wherever possible.

Enclosures in languages other than English must be accompanied by a translation where possible.

Reference to the Laws of Fiji should give the chapter number and also the number of the section or regulation concerned.

Whenever information or advice can be obtained by telephone/facsimile/email this medium should be used in order to save time. Rulings on substantive issues must be obtained in writing.

1101 Franking Envelopes

Franking of letters and other documents and packets must be confined to purely official matters.

An Officer who unlawfully franks letters, other documents and packets which does not relate to the business of his office, Department, or the Government renders the officer himself liable to disciplinary action.

1102 Fiji Public Service Official Circular [FPSOC]

The Public Service Official Circular is published bi-monthly. All vacancies to be advertised in this Circular shall be submitted to the Secretary for the Public Service on the prescribed form.

Refer to Part 2, Division 1, Regulation 5 (1) to (8), of the Public Service Regulations, 1999.

1103 Fiji Republic Gazette

All Officers are required to make themselves acquainted with the contents of the Gazette. The publication of any matter in the Gazette is regarded as sufficient notification to Ministries and Departments. Permanent Secretaries and Heads of Departments are to ensure that copies of the Gazette are accessible to all Officers.

All matters for publication in the Fiji Republic Gazette must be forwarded to the Gazette Clerk at the Public Service Commission.

The Government Printer is not authorized to publish in the Gazette any material other than legal advertisements, which has not been endorsed by the Gazette Clerk at the Public Service Commission.

Matters for any issue of the Gazette must reach the Gazette Clerk Permanent Secretary for the Public Service not later than noon of each Tuesday.

1104 Audit and Treasury Queries

Audit and Treasury queries and correspondences must be dealt with promptly.

A record should be kept in the register by Finance Instructions of the dates of receipt of queries and of the dates on which they are returned to the Auditor General and that there is uniformity in the filing and record systems.

1105 Departmental Correspondence

Permanent Secretaries or Heads of Departments are responsible for establishing and maintaining an effective filing and record systems.

Permanent Secretaries or Heads of Departments are responsible for ensuring that internal appraisals of the Ministry and Department Registries will have to be conducted on a weekly or bi-weekly basis.

1106 Officers' Personal Files

Each Head of Department must keep a personal file for each Officer in his respective Department. In the event of an Officer's transfer, it shall be the responsibility of the Head of Department to arrange for the personal file to be transferred to the Officer's new Head of Department.

1107 Matters Affecting More Than One Department

Matters which affect more than one Department should be examined and decided departmentally in the first instance. Where it is necessary to submit such matters for decision by a central authority, a joint expression of views should be submitted. Where this is not possible, the separate views of the Departments concerned, supported by technical or other memoranda if necessary, should be provided.

In cases where the matter concerns several Departments, copies of correspondence should be distributed as may be appropriate.

Permanent Secretaries and Heads of Departments should send copies to Commissioners of Divisions of all correspondence on points of importance with public bodies and individual members of the public within their jurisdiction.

1108 Departmental

Permanent Secretaries and Heads of Departments are required to submit Annual Reports by the 31st of January of the following year and for tabling in Cabinet. Annual Reports must be prepared by all Ministries and Departments and submitted to their respective Ministers.

The Report should be divided into two (2) parts. *Part I* should contain a general account of the Ministries/Departments activities during the year under review, describing any major achievements in some detail and referring to progress made in implementing Departmental policies and objectives as approved by the Government during the year. This Part should be written in a simple way, to encourage the public to read it, and thereby be informed, of, and to take interest in, the activities of the Department.

Part II of the Report should contain the more detailed technical information and should be so presented as to provide the information frequently required by the public or interested bodies or agencies.

Statistics appropriate to the Ministries/Departments activities should be included, together with tables showing on a programme and activity basis, established staff (established staff) and Government Wage Earners(unestablished staff) salary costs, and costs of operations of the Department.

The Head of Department will submit, to the appropriate Ministry before the end of February after the close of the calendar year one copy of *Part I* of the report together with two copies of a draft Press Release based on it. The Ministry will arrange for the issue of the Press Release, after approval, through the Director of Information.

Permanent Secretaries and Heads of Departments should submit Reports to their Ministers in the first instance and following approval, a copy should be sent to the Government Printer for printing and tabling in Cabinet.

1109 Legislations, etc

When the subject matter of the communication relates to matters governed by new legislation, including Subsidiary Legislation by Gazette Notices or Official Circular, the appropriate references must be given.

The Permanent Secretary for the Public Service must be informed before any departmental minutes, memoranda, letters or any other correspondence or document of a secret or confidential nature are produced as evidence in a court of law.

No opinion of the State Law Office may be quoted to a private person.

Requests for new legislation by Heads of Departments should be made to the Permanent Secretary of the Ministry concerned accompanied by clear and concise reasons for it. If the Permanent Secretary with the concurrence of his Minister considers that legislation should be drafted, he will then request the Solicitor-General to arrange for the necessary drafts to be prepared.

No Bill or Act shall be printed in its final form ready for issue or for signature by The President, unless the print thereof has been checked in the State Law Office and an order to print has been signed by the appropriate Officer in the State Law Office.

Officers to whom volumes of Acts and Regulations are issued are responsible for ensuring that they are correctly annotated and that such annotation is kept-up-to-date.

1110 Correspondence with the General Public

Copies of correspondence which have passed between Ministries/Departments or between the public and Government, shall not be communicated to any member of the public without the prior approval of the Permanent Secretary or Head of Department.

1111 Correspondence with Other Governments

Correspondence with other Governments is normally conducted by the Ministry of Foreign Affairs but Permanent Secretaries or Heads of Departments may, in their discretion, correspond with their counter-parts in other countries on professional or departmental matters, not involving matters of principle or policy.

1112 Printing and Stationery

(i) All orders for printing and stationery should be addressed to the Government Printer where appropriate.

Purchases of stationery from any other source must be made in compliance with printing requisition, procedure and instructions issued by the Government Printer.

The cost of any purchase made contrary to this instruction may be chargeable personally to the Officer responsible.

Government stationery must be used for official purposes only.

Any printed form required must be cleared by the Permanent Secretary for the Public Service before the order is placed with the Government Printer. The

Government Printer is authorized to exercise his discretion in declining to undertake any requisition, which he considers unreasonable.

Any report which a Head of Department desires to be printed should be submitted to the appropriate Permanent Secretary of his Ministry for their prior approval.

Officers should be guided in their dealings with the Government Printing and Stationery Department by any Printing Requisition Procedure Instructions issued by the Government Printer.

1113 Communication Mode

Use of official Communication Mode [scan, fax, computer emails] machines should be approved only by a Head of Department or by a duly authorized Officer and shall be sent only in cases of urgency where the subject matter is of such importance that it cannot be dealt with by post without causing loss or serious inconvenience to the Public Service.

1114 Trunk Telephone Calls

Office telephones should be used for official purposes only. Official calls should be limited, wherever possible, to three minute duration and should not exceed a six minutes duration.

Telephones must not be used by Officers for private purposes.

The Permanent Secretary or Head of Department will have the right to question the authority for any official trunk telephone call, and, if he decides that such call to be on private and personal business, then the Officer responsible will be required to meet the cost of the call.

1115 Mail

Permanent Secretaries and Heads of Departments should authorize an Officer who is not in charge of cash or collection of revenue to open all official mails.

All correspondences shall, immediately after opening, be registered in an Inward Letter/Mail Register and file reference to be noted. A note shall be made in the register in red ink of any letters containing money, money orders or cheques. Registered letters, not containing money, should be similarly noted.

Subject to any special directions which may be given by the Permanent Secretary or Head of Department, the Officer opening the mail shall see that a Revenue Receipt is issued the same day for any money, or valid Money Order or

valid Cheque received in the mail, and the number of the Revenue Receipt issued should be noted in the Inward Letter Register against the relative entry. Regular checks should be made by responsible officers other than those handling cash to ensure that the receipts quoted have in fact been accounted for in the Cash Book

1116 *Fijian spelling* should be used in all official documents. A note should be included in documents likely to be read overseas or by visitors to Fiji, giving the phonetic equivalents of those letters pronounced in a different way to normal English usage, for example:-

B = —mbll as in number e.g. LABASA : Lambasa

C = —thll as in that e.g. CAKAU : Thakau

D = —ndll as in end e.g. NADI : Nandi

G = —ngll as in sing e.g. SIGATOKA : Singatoka

Q = —ngqll as in finger e.g. YAQONA : Yangqona

Chapter 12– Miscellaneous

1200 Introduction

This chapter covers matters for which provision is not made elsewhere in these General Orders.

1201 Boards and Committees – Membership

All nominations for appointments as Chairperson and Members of Boards and Committees coming within the sphere of responsibility of the Minister should be cleared with the Office of the Prime Minister prior to appointments being made by the Minister.

In notifying the Office of the Prime Minister of the nominations, the following information should be provided:

Name of the Board/Committee

Names of the current Chairperson and Member

Names and background of the person(s) being nominated.

This should include information on:

Address(es) of the person(s) being nominated

His qualifications and experience

If he has any criminal record

If he is an undischarged bankrupt.

An Officer who by virtue of his official position or duties is appointed to serve on a board or committee, whether statutory or otherwise shall not receive any remuneration separate and additional to his official salary. Any such fees should be paid into Government revenue.

All meeting-related expenses of officers in respect of traveling, hotel accommodation/meals, subsistence, etc shall be based on rates prescribed by the respective organizations, but where these are less than Public Service rates, the latter should apply. Claims for the refund of such expenses are to be met by the

organizations concerned and claims should be made directly to the organization. No such claims are to be met from Departmental funds.

Officers are expected to use the organization's facilities and vehicles for transport and to use Government vehicles only as a last resort, but costs for fuel and oil should be met by the organisation.

Officers are covered under the Workmen's Compensation Act for the duration of such meetings, including necessary traveling. Insurance may also be taken out by the Board, Commission, Council or Committees to cover its members.

In respect of officers serving on Special Committees appointed by Ministers, normal Public Service conditions shall apply.

1202 Purchases from Officers

No article of any description which is the private property of an Officer may be purchased on behalf of Government without prior sanction of the Permanent Secretary for the Public Service.

1203 Protection of Office Building

Permanent Secretaries and Heads of Departments are responsible for seeing that all public buildings under their charge are, as far as practicable, burglary and hurricane-proof and that fire precautions are adequate. Any defects in this respect should be reported in writing to the Divisional Engineer concerned of the Public Works Department.

In institutions, steps must be taken to lay down fire drill and to ensure that all concerned are conversant with it.

1204 Keys

Permanent Secretaries and Heads of Department shall keep a register of all keys in their Departments. All Officers must acknowledge the receipt of such keys by signature in the register.

Permanent Secretaries and Heads of Departments are responsible for the safe-keeping of all keys and any loss must be reported immediately to the Permanent Secretary or Head of Department. An Officer who loses a key will be required to pay for any expenditure involved as a result of the loss unless he can satisfactorily establish that such loss did not arise from his negligence.

1205 External Work by Government Department

Subject to the prior approval of the Permanent Secretary for Finance in each case, work may be undertaken by a Department of Government for other administration, Local Authorities, Statutory Bodies, private firms or individuals in accordance with conditions as prescribed from time to time by the Permanent Secretary for the Public Service.

1206 Government Vessels

All Government vessels will be slipped annually to coincide with the requirements of the Marine Board for Sight and Full Surveys. Major overhaul work should be organized in conjunction with Full Survey to reduce time but must be commensurate with Survey and Safety requirement.

A deck log book shall be kept on the bridge and all details relevant to the vessel's voyage and conduct shall be entered by the Officer of the Watch and counter signed by the Master. A separate engine room log book shall be kept and all relevant details as to running hours, fuel consumption and faults shall be entered by the Engineer on Watch and counter signed by the Chief Engineer. Full logs must be forwarded to the Fleet Superintendent or Fleet engineer for scrutiny and retention and if not entirely full then at intervals not exceeding one year.

Accidents must be reported immediately to the Fleet Superintendent and written reports submitted to the Director of Marine in accordance with Section 86 of the Marine Act 1986.

No Government vessel shall proceed to sea without appropriately qualified and certified Officers and Engineers being onboard other than in cases of immediate peril.

1207 Use of Government Vehicles

Permanent Secretaries and Heads of Department will be responsible for ensuring that all persons authorized by them to drive Government vehicles hold valid driving licenses and a Defensive Driving Certificate under the LTA Act, and they will be held personally and pecuniary responsible for any liability incurred by Government that may result from the disregard of this General Order.

Government vehicles are to be used for official business only and carrying of unauthorized passengers or private goods is forbidden.

Driving under the influence of liquor is illegal and not permitted.

All runs must be recorded on the daily running sheet GP Form 75.

A driver who commits any traffic offence whilst on duty must report this to his Supervisor immediately.

Any accident involving a Government vehicle must be reported to the respective Supervisor and Police immediately.

An Accident Report Form (GP Form 28) is to be completed and submitted in quadruplicate with full details without delay.

Garaging of a Government vehicle at an Officer's home is forbidden unless with the prior approval in writing of the Permanent Secretary for Finance and this will only be given in exceptional circumstances.

Smoking in a Government vehicle is not permitted. —No Smoking signs should be displayed in all Government vehicles.

1208 Flags

No flag other than the National flag shall be flown on official premises except with the permission of the Permanent Secretary to Cabinet, provided that the National Flag may be flown with the Blue ensign at the gaff over Marine Department establishments.

The Director of Marine shall issue instruction governing the flying of flags, ensigns, pennants, etc on vessels of the Government fleet.

If the National Flag is not flown daily as a matter of routine it shall be flown from all Government flagpoles from 8:00am until sunset on the following special days:-

22 nd March	: National Youth Day
31 st May	: Ratu Sir Lala Sukuna Day.
14 th June	: Queen's Birthday
10 th June	: Birthday of the Duke of Edinburgh.
10 th October	: Fiji Day.

Provided that whenever any of these dates fall on a Sunday the National Flag shall be flown the following Monday.

The Permanent Secretary to Cabinet, after consultation with the Prime Minister and the President shall issue instruction to Permanent Secretaries and Heads of Departments and Divisional Commissioners on the occasions when the National flag is to be flown at half mast. It should be noted that the flag is not flown at half mast on Remembrance Day but is flown from the masthead.

1209 Compensation for Loss of Private Property

No Officer shall be entitled to claim compensation in respect of losses of or damage to private property incurred through fire, theft, riot, hurricane, earthquake, natural disaster or otherwise, in the course of his service. In the event of destruction by hurricane or earthquake of property purchased by an Officer with the assistance of a Government advance (houses, cars, refrigerators, etc) the Officer will continue to repay the advance. No compensation will be paid by government. In special cases, if it is clearly established that the loss or damage was attributed directly to the nature of an official duty which an Officer was performing at the time, compensation may be considered as an act of grace. No such concession shall however, be made in respect of losses which in the opinion of the Permanent Secretary of the Public Service were due to negligence of which the Officer or which could reasonably have been covered by insurance.

1210 Air Insurance

When an Officer is required to travel on duty by air, the Officer may claim, in respect of himself only, a refund of insurance premium paid on passenger flight insurance cover of an amount up to \$30,000.

1211 Use and Storage of Industrial Explosives

Only authorized Officers holding a valid Blaster's License of Fiji, shall use industrial explosives in connection with his official duties.

Only Officers specifically authorized in writing by the Director of Mines, shall store industrial explosives and/or explosive accessories in connection with his official duties, other than in approved premises licensed by the Principal Inspector of Mines.

No Department shall establish explosive magazines for the storage of industrial explosives and/or explosive accessories, without first submitting site plans and building specifications to the Principal Inspector of Mines for approval and licensing of the premises.

1212 Tenancies of Land and Buildings

The Permanent Secretary for the Public Service Commission shall authorize tenancies of land and building for office accommodation and other official purposes. No arrangement may be made by Departments with owners of land and building.

1213 Office Accommodation, Furniture and Equipment

The Permanent Secretary for the Public Service shall be responsible for the following:-

Allocation and reallocation of space in Government owned and rented buildings.

Conduct negotiations for renting of premises.

Approve the renting, renewal or termination of leases for rented premises.

Control funds and approve alterations and additions to the office accommodation.

Control funds and approve supply of office furniture's quarter's furniture and quarter's equipment.

1214 Official Telephones – Landlines

Officers when occupying quarters in which a telephone is installed are required to notify Telecom Fiji Limited immediately.

The obligation at (a) is personal and not departmental, and any Officer failing to comply with (a) will become liable for telephone rental.

In the case of Officers who by virtue of their office are provided with a public telephone in their residence, Government will pay the whole connection fee for a rent-free telephone and half the connection fee chargeable to Officers entitled to a telephone at half-rate.

Mobile Phones

1215 (a) The procurement of mobile phones and their use shall be restricted to:

Permanent Secretaries (subject to the conditions of their contract);

Heads of Departments;

Deputy Secretaries; and

Essential Services – Discipline Services, Hospitals. (As approved by respective Permanent Secretaries)

The procurement of mobile phones shall be subject to the confirmation of funding availability from the Ministry of Finance and with the prior approval of the Permanent Secretary for the Public Service.

Annotation of Law;

1216 Officers to whom volumes of Acts and Regulations are issued are responsible for ensuring that they are correctly annotated and that such annotation is kept up-to-date.

Relocation Expenses; for Retired Officers; and Widows/Widowers; of Deceased Officers

1217 Definition

Relocation means the movement of residence of a retired officer, widow/widower of a deceased officer, and their dependent children from the officer's place of retirement or death to his station of recruitment.

Eligibility and Condition of Payment

1218 In order to qualify for relocation expenses, an officer must:

At the time of retirement or death must have been serving at a station other than his station of recruitment to be eligible for relocation expenses.

Be retired. His spouse and their dependent children under the age of 18 or with evidence under the age of 23 for those who are still fulltime students and dependent on their parents to be eligible for relocation expenses.

Eligible person(s) will be afforded relocation expenses based on actual expenses incurred, but only for the cost equivalent of travel and transport to the officer's station of recruitment. For example, an officer recruited in Suva whose last station of duty is Labasa but wishes to relocate to Sigatoka will only be afforded the cost equivalent of relocation to Suva. The officer must pay the remainder of the transport and travel costs to Sigatoka.

Any claim for relocation expenses must be made within twelve months of retirement or death of an officer.

Political Activities – Candidacy for Elections

1219 (a) A civil servant who intends to stand for election to the House of Representatives, and has made public this intention, must immediately tender his resignation/retirement from the Service.

When this happens, the procedure to be followed in respect of any leave and pensions that may be due would be as follows:

The normal period of notification of resignation (30 days) or retirement (6 months) will be waived;

Any annual leave, vacation leave and/or long service leave due to the officer shall be fully compensated with effect from the date he tenders his letter of resignation or retirement;

Whatever pension or gratuity that would normally be due on voluntary resignations or retirement will be granted to him.

Civil Servants who are prospective candidates should not issue any statement to the electorate, nor in any way publicly announce themselves as candidates or prospective candidates before informing this office of their intentions.

Section 10(2)(f) of the Local Government Act (Cap 125) provides that no person shall be qualified to be elected a Councilor, if he holds or is acting in any public office. This statutory provision therefore disqualifies a Civil Servant from candidacy as a Councilor in any municipality.

Civil Servants involvement and participation in Provincial and *Tikina* Council meetings be limited to an advisory and observer capacity.

An Officer who is appointed by the President as a member of the Senate is deemed to have vacated his office immediately before the time at which he is appointed. The procedure for dealing with accrued leave and pensions is as set out in paragraph 619(b) above.

Party Membership

- 1220** (a) Civil Servants may be members of a political party and may subscribe to the funds of that party. They may attend private political meetings of the party and may speak and vote at such meetings. They may not, however, hold office in a political party nor may they speak or vote at public political meetings.

Civil Servants who are eligible are, of course required to register themselves as voters and cast their votes in the normal manner at elections for the House of Representatives and are free to cast their votes for elections to local government bodies, and it is now compulsory for the former and desirable for the latter that they should do so as good citizens.

Expenses and facilities not to be used

- 1221** (a) No expenses of any kind will be met from public funds in respect of any political activity, and particular care should be taken to ensure that there are no payments of any allowance, including mileage or subsistence allowance in respect of such activity.

No facilities of government such as telephones, fax, stationery, offices, buildings, government quarters, boats, or any form of official transport may be used in support of an election campaign or any political activity. Political pamphlets and posters must not be distributed or displayed in government offices, buildings or quarters.

Campaigning

- 1222** Campaigning or political activity by a Civil Servant while on duty is forbidden. Civil Servants must not be canvassing or by any other means attempt publicly to further the activities or aspirations of a political party, or the election or return of an individual (whether a member of a political party or not) in any election to the House of Representatives or to a local Government body including Provincial Councils.

Government Contracts – Mandatory Requirements

- 1223 (a)** It is mandatory to obtain a legal clearance (include vetting) from the Attorney General's Chambers on all contracts, agreements, and other legal clearances. Government is party to before they are signed and sealed. This is to ensure that Government's interest is protected and to avoid major costs to Government that arise out of damaging and costly litigation.
- Where liability is incurred against Government directly arising out of weaknesses in the contract documents, where the prior clearance of the Attorney General's Chambers was not obtained, appropriate disciplinary action may be taken against the officer(s) concerned which may include surcharge action to recover the costs.

Equal Employment Opportunity

- 1224 (a)** Equal Employment Opportunity is defined to include equality of opportunity in all forms of paid employment and therefore rejects unfair discrimination on any grounds, including gender, ethnicity, age and disability. This is promoted by having work place policies, rules, practices and behaviors that are fair and just.
- The Equal Employment Opportunity Policy is intended to provide all Public Service officers with a guide to fairness and equity in employment decisions in the areas of recruitment, promotion, transfer and training on the basis of merit.
- Ministries/Departments are to adopt the Equal Employment Opportunity Policies in its human resource programme and day-to-day operations as well as part of their programmes in their Corporate Plans and Performance Agreement.

Grievances to Equal Employment Opportunity Policy

1225 Officers who are aggrieved through the non-compliance of the Equal Employment Opportunity policy should use the grievance machinery to address their concerns.

Occupational Health and Safety at Work

1226 (a) Ministries and Departments are to comply with the Health and Safety at Work Act (1996). Section 9 of the Act clearly states the duty of care of the employer to its officers and Section 13 on the duty of care of the officers. Although the Public Service Commission is the employer in so far as the Public Service is concerned, the employer's duty of care to officers equally applies to Ministries and Departments. Government departments should therefore lead the way in complying with the Occupational Health and Safety at Work Act and not to violate it. The breach of the Occupational Health and Safety at Work Act is a criminal offence.

The Commission must be immediately notified of any communication from the Ministry of Labour, Industrial Relations and Productivity's Occupational Health and Safety Division to Ministries and Departments of a likely breach of the Occupational Health and Safety at Work Act.

Health Promoting Workplace (HPW)

1227 (a) The Health Promoting Workplace Policy is applicable to all civil servants who shall respect and uphold the sanctioned policy towards the achievement of a service wide health promoting workplace.

Civil servants are responsible for taking due care and precaution to protect their health and safety and that of others in their workplace and contribute to a supportive work environment.

The Healthy Workplace Committee is responsible to the Permanent Secretary or Heads of Department for promoting, guiding and informing the Public Service Commission on status or progress of healthy workplace initiatives. The HWC will also monitor progress of such programmes and makes recommendations to the Permanent Secretary of the Public Service Commission on the maintenance and improvement of a healthy workplace culture and environment.

Civil servants should actively participate in available and sanctioned healthy workplace programmes.

The Public Service Commission shall work in partnership with the National Center for Health Promotion in the Ministry of Health and the OHS Division in Ministry of Labour and the respective Healthy Workplace Committees who will be jointly responsible for monitoring the effectiveness and consistent application of this policy, and conduct periodic audits of Ministries/Departments practices.

Public Service Values

The Public Service respects the values, policies, rights and freedoms set out in the Constitution.

Employment decisions in the public service are made without patronage, favoritism or political influence, and appointments and promotions are made on the basis of merit after an open, competitive selection process.

Men and women equally, and the members of all ethnic groups, have adequate and equal opportunities for training and advancement in the public service.

The public service carries out the Government's policies and programs effectively and efficiently and with due economy.

The composition of the public service reflects as closely as possible the ethnic composition of the population, taking account, when appropriate, of occupational preferences.

The public service provides a working environment that is free from discrimination.

The public service is apolitical, performing its functions in a neutral, impartial and professional way.

The public service is fully accountable, within the framework of the Constitution and the Public Finance Management Act 1999, to the Government, the Parliament and the people of the Fiji Islands.

The public service is responsible to the Government in providing frank, honest, comprehensive, accurate and timely advice and implementing the Government's policies and programs.

The public service has the highest ethical standards, particularly for integrity and honesty.

The public service delivers services fairly, effectively and courteously.

The public services develops and maintains leadership of the highest quality, particularly through the Senior Executive Service.

The public service provides a fair, flexible and rewarding workplace.

The public service focuses on achieving results and managing performance.

Public Service Code of Conduct

An employee must behave honestly and with integrity in the course of employment in the public service.

An employee must act with care and diligence in the course of employment in the public service.

An employee, when acting in the course of employment in the public service, must treat everyone with respect and courtesy, and without coercion or harassment of any kind.

An employee, when acting in the course of employment in the public service, must comply with all applicable Acts and subordinate legislation.

An employee must comply with all lawful and reasonable directions given by persons in authority in the employee's Ministry, department or parliamentary body.

An employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or any member of the staff of a Minister.

An employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with employment in the public service.

An employee must use Government resources and assets in a proper way.

A person must not, in the course of or in connection with employment in the public service, provide false or misleading information in response to a request for information that is made for official purposes.

An employee must not make improper use of official information or of the employee's duties, status, power or authority in order to gain, a benefit or advantage for the employee or for any one else.

An employee must not, except in the course of his or her duties as an employee, or with the express authority of the chief executive of his or her Ministry, department or parliamentary body, give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.

An employee must at all times behave in a way that upholds the Public Service Values and the integrity and good reputation of the public service.

An employee on duty overseas must at all times behave in a way that upholds the good reputation of the State.

An employee must comply with any other conduct requirement prescribed by regulations, specified in directions or required of the employee by his or her chief executive.

In this section employee includes a wage earner.

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