

# CIRCULAR 1/2023

**From:** Permanent Secretary for Civil Service

**Phone:** 8924320

**To:** All Permanent Secretaries

**Date:** 5 January 2023

**Subject:** **Expiring and New Contracts**

**File Ref:** C01/2023

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1.0 In view of the current transition period for phasing out of existing policies and introducing new ones, the Prime Minister and Minister for Civil Service, has advised on the following adjustments:

**(i) Contract Expiry at Retirement**

All employees turning 55 years old from 1 January 2023 are to be retained through the process outlined under regulation 14(2) of the Civil Service (General) Regulations 1999 (Regulations) until such time the Regulations are amended to reflect the compulsory retirement age of 60 years. This does not prevent an employee from retiring at the age of 55 years, if he or she wishes to pursue this option.

**(ii) Contract Expiry other than Retirement**

All employees whose contracts are expiring are to be retained until such time a permanent employment policy is established. This does not apply to employees who are employed for projects with specific durations or who are appointed as temporary relieving officers appointed to cover for substantive post holders who are away from office on maternity leave or study leave.

**(iii) New Appointments**

All new appointments and promotions are to be put on hold with effect from today until further notice. This applies to recruitments currently in progress or where contracts have not been issued at all after the completion of the recruitment process.

2.0 I kindly request that this Circular is brought to the attention of all responsible officers. Please contact us on [mcpolicy.fiji@gmail.com](mailto:mcpolicy.fiji@gmail.com) for any further enquiries.

Thank you.



Susan Kiran (Ms)

**Permanent Secretary for Civil Service**