

# CIRCULAR 05/2024

**From:** Permanent Secretary for Civil Service

**Phone:** 8924323

**To:** All Permanent Secretaries

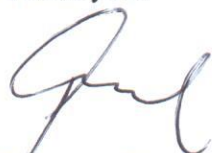
**Date:** 07 February 2024

**Subject:** Parameters For Step Increase

**File Ref:** MCS 14/4

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- 1.0 This Circular is in reference to MCS Circular 2/2024 regarding the provision of step movements within Salary Bands. Following discussions in the Permanent Secretaries Forum held on 31<sup>st</sup> January 2024, it was agreed that appropriate guidelines be developed to avoid instances of irregularities or overspending and to ensure budget sustainability. Ministries are therefore advised to adhere to the following principles:
- 1.1 Step movements are restricted to only one step within the assigned salary band, ensuring that employees are recognized and rewarded for their expanded contributions and/or staff retention;
  - 1.2 Ministries must implement these changes within the current existing budget allocation, as no additional funding will be provided in the new Financial Year to cater for the increase in salary cost as a result of this exercise. This means that any increase in staffing costs through step movement will have to consider broader issues such as its impacts on existing as well as following years establishment and budget etc.; and
  - 1.3 Ministries are to consider the overall impact of these changes while rewarding staff based on performance and/or retention. Any salary increase must be accommodated within the current budget of the Ministry.
- 2.0 It is crucial for Ministries to 'right-size' their organizations, adjusting their workforce to meet current needs. This involves possibility of working towards a reduced workforce to enhance efficiency through digitalisation and other related measures and rewarding competent, hardworking, and well performing staff accordingly.
- 3.0 The criteria outlined in Circular 02/2024 must be strictly adhered to when implementing the step increases for staff.
- 4.0 Please direct all queries to the Ministry of Civil Service Policy Division through email on [mcspolicy.fiji@gmail.com](mailto:mcspolicy.fiji@gmail.com)

Thank you.



Parmesh Chand

**Permanent Secretary for Civil Service**