

CIRCULAR 10/2024

From: Permanent Secretary for Civil Service and Public Enterprises **Phone:** 892 4320
To: All Permanent Secretaries **Date:** 12 June 2024
Subject: Request for Nominations for Civil Service Medal **File Ref:** MCS 4/21

- 1.0 The Office of the President is calling for nominations through the Ministry of Civil Service and Public Service Commission from members of the Fiji civil service for the awarding of this year's Civil Service Medals.
- 2.0 The Civil Service Medal (CSM) may be awarded to any member of the civil service for distinguished devotion to duty and outstanding achievement and to recognise civil servants who have immeasurably contributed to Fiji's development as a Nation.
- 3.0 This year, 100 civil service medals will be given out with 60 medals for males and 40 for females.
- 4.0 Any member of the civil service is eligible for the award provided each member fulfills the following conditions:
 - a) Must have been a member of the Fiji civil service established cadre on or after 10th October, 1987; and
 - b) Must have served Fiji with dedication and high example over a long period in a responsible position;
 - c) Have marked his or her career in the civil service by outstanding achievement in duties in the service of Fiji and its people;
 - d) Must be a career civil servant with over 15 years of unblemished service;
 - e) Must not have a civil conviction or outstanding domestic case or similar; and
 - f) Must not be a political appointee.
- 5.0 Nominations are to be submitted using the annexed nomination form supported by respective Permanent Secretaries and sent to the Ministry of Civil Service by the 20th of June 2024.
- 6.0 After assessment the selected nominees will then be recommended to the Minister for Civil Service for further submission to His Excellency the President.
- 7.0 Your assistance in this regard will be highly appreciated and please liaise with the Ministry of Civil Service through email at samuela.moce@mcs.gov.fj should you require further clarification.

Thank you.

A handwritten signature in blue ink, appearing to be 'Parmesh Chand', written in a cursive style.

Parmesh Chand

Permanent Secretary for Civil Service