

CIRCULAR 19/2024

From: Permanent Secretary for Civil Service

Phone: 8924323

To: All Permanent Secretaries

Date: 04 December 2024

Subject: Closure of Non-Essential Government Offices
During Christmas And New Year Holidays

File Ref: MCS 14/4

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- 1.0 We are pleased to announce that the Prime Minister and Minister for Civil Service has authorized the semi-closure of non-essential government offices during Christmas and New Year period on Friday 27, Monday 30 and Tuesday 31 December 2024.
 - 2.0 Essential services will remain operational, with appropriate staffing arrangements in place to ensure the continued delivery of service.
 - 3.0 Permanent Secretaries (PSs) are kindly requested to encourage staff to utilize their annual leave and Time off-In-Lieu during the closure period.
 - 4.0 The flexibility also remains with PSs to determine whether or not skeleton staff would be necessary to deliver certain services during the closure period.
 - 5.0 This break provides an excellent opportunity for staff to spend quality time with their families and loved ones over the festive season.
 - 6.0 For any queries relating to the above, please contact MCS Policy Division through email on mcpolicy.fiji@gmail.com.

Thank you.



Parmesh Chand

Permanent Secretary for Civil Service