



## **MINISTRY OF CIVIL SERVICE**

# **Annual Report 2017 - 2018**

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## **Referral Letter from Permanent Secretary**

**14 May 2021**

Honourable Aiyaz Sayed-Khaiyum  
Attorney-General, Minister for Economy, Civil Service and Communications  
Suvavou House  
Suva

Dear Sir,

In accordance with the Financial Management Act 2004 requirements, I hereby submit for your information and presentation to Parliament, the Annual Report for the Ministry of Civil Service for 2017-2018 financial year.

Yours sincerely,



**Susan Kiran**  
**Permanent Secretary for Civil Service**

## **1. Permanent Secretary's Statement**

In its third year of existence, the Ministry of Civil Service (MCS) expanded its responsibilities with the creation of the Major Events Division. The division was responsible for the governance and management of the Asian Development Bank (ADB) meeting from 2-5 May 2019 in Nadi. This would be the first time a Pacific Island country would be hosting such a large meeting, involving more than 3,000 delegates.

MCS continued to facilitate improvements in service delivery through policy advice, capacity building and training, supporting the Public Service Commission (PSC) to carry out its responsibilities and effective management of customer relationships.

The Policy Division actively participated in the formulation of a Discipline Manual for the civil service and assisted the Civil Service Reform Management Unit (CSRMU) initiate a consultation process with ministries on the review of General Orders 2011 (GO).

In January 2018, a total of 77 Medical Interns were confirmed and issued with Medical Officer Contracts. In addition, 78 Graduates were recruited as Medical Interns.

The Training Division conducted Open Merit Recruitment and Selection (OMRS) Readiness workshops for civil servants and external OMRS panellists.

As part of enhancing customer satisfaction, MCS assumed responsibility for the Government Service Centre (GSC) and coordinated the effective operation of the Customer Care Call Centre (CCCC) based at the Ministry of Health and Medical Services (MHMS).

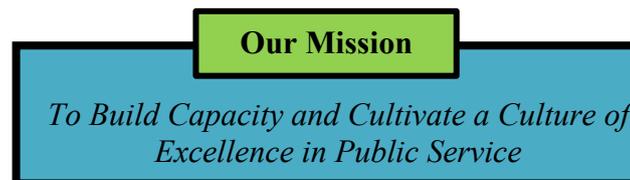
I am pleased to present the Ministry of Civil Service 2017-2018 Annual Report.



**Susan Kiran**  
**Permanent Secretary for Civil Service**

## 2. Corporate Profile

### 2.1 Vision, Mission and Values



### 2.2 Roles and Responsibilities

The role of MCS was to support Government's civil service reforms through capacity building and improving the overall capabilities of the civil service, policy advice to Ministries relating to Permanent Secretaries' (PSs) responsibilities under section 127 of the Constitution, secretariat and administrative support to the PSC and recruitment and administration of Medical Officers.

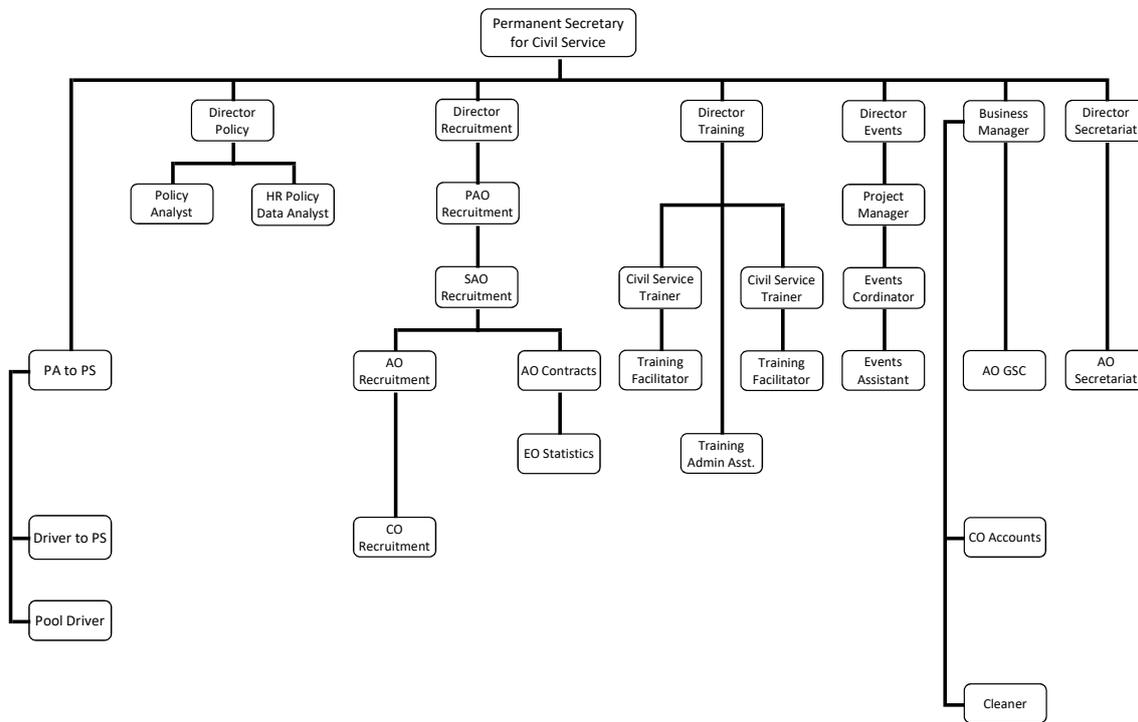
MCS had six divisions: *Recruitment, Policy, PSC Secretariat, Training, Business Unit* and the newly created *Major Events Division*.

## Roles and Responsibilities of Divisions

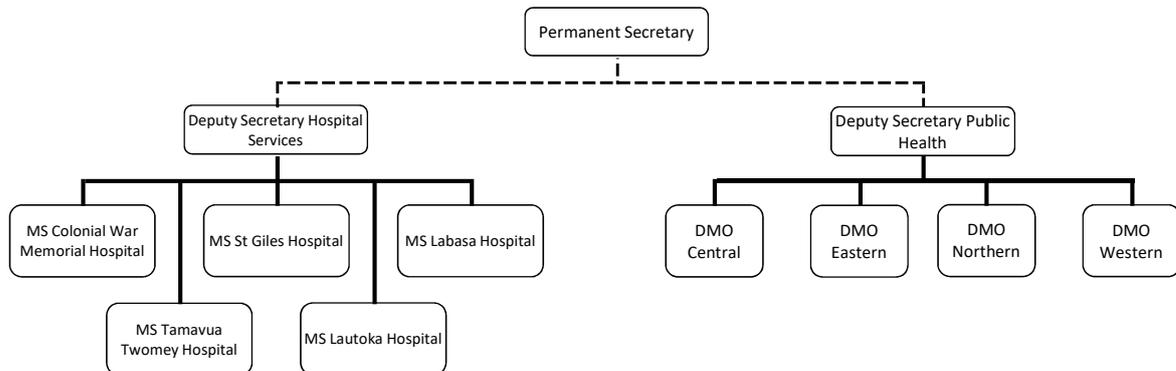
Division	Outcome	Roles and Responsibilities
Recruitment	<b>Outcome 1</b> - A stable and high performing Ministry with favourable recruitment and retention outcomes.	<ul style="list-style-type: none"> <li>• Coordinate recruitment, selection, contracts, postings and appeals of Government doctors and other MCS Staff</li> </ul>
Policy	<b>Outcome 2</b> - Coherent civil service policy that supports consistent and informed decision making at Ministry level.	<ul style="list-style-type: none"> <li>• Provide advice on human resource policies to ensure consistency and fairness across the civil service.</li> </ul>
PSC Secretariat	<b>Outcome 3</b> - Public Service Commission to effectively achieve its mandate regarding Permanent Secretary recruitment and performance.	<ul style="list-style-type: none"> <li>• Provide secretariat support and administrative services to the PSC.</li> </ul>
Training	<b>Outcome 4</b> - Quality training that reflects the capacity building needs of civil servants as recognised by Government under the reform agenda.	<ul style="list-style-type: none"> <li>• Coordinate local and international training programmes focussed on up-skilling and capacity building of civil servants.</li> </ul>
Major Events	<b>Outcome 5</b> - International meetings that support the achievement of desired policy outcomes through the provision of structured, professional and collaborative operations management.	<ul style="list-style-type: none"> <li>• Coordinate major international events in collaboration with other ministries and/or host partners.</li> </ul>
Business Unit	<b>Outcome 6</b> - Better customer and client service in areas impacted by MCS.	<ul style="list-style-type: none"> <li>• Manage the contract with Vodafone Fiji on the Customer Care Call Centre.</li> <li>• Coordinate the human resource, accounting and Information and Communication Technology (ICT) services.</li> </ul>

## 2.3 Organisation Chart

### 2017-2018 Organisational Structure



### Senior Executives for Hospital Services and Public Health



## 3. Performance and Achievements

### 3.1 Recruitment Division

The major achievements of the Recruitment Division in line with its **Outcome 1** (A stable and high performing Ministry with favourable recruitment and retention outcomes) are summarised below:

- Continuous refinement of the Ministry's Recruitment and Selection policy and its implementation.

- Confirmed and appointed 77 Medical Interns as Medical Officers. These Officers underwent the required Induction Training in January 2017.
- A total of 78 graduates were absorbed as Medical Interns in January 2018.
- Out of the establishment of 968 medical officer positions, 683 positions were filled while 285 positions were vacant.

### 3.2 Policy Division

The Policy Division provided policy advice to Ministries ensuring alignment and consistency with overarching legislation, regulations, policies and PSC guidelines.

A summary of achievements in line with its **Outcome 2** (Coherent civil service policy that supports consistent and informed decision making at Ministry level) are:

- A total of 52 policy advice on human resource policy was provided to Ministries following research and consultation with relevant agencies.
- Participated in the review of the GO. Ministries were consulted on allowances, such as meal, overtime and rural and maritime location allowance, which are paid to eligible civil servants.
- Contribution towards the formulation of a Discipline Guideline for Civil Service, which is a guide to employees involved in the administration of disciplinary matters.
- Formulated a Risk Management Policy for MCS.
- Assisted with the 2018-2019 budget submission for MCS.

### 3.3 PSC Secretariat

The Secretariat maintained its support towards achievement of **Outcome 3** (Public Service Commission to effectively achieve its mandate regarding Permanent Secretary recruitment and performance).

The Secretariat undertook the following:

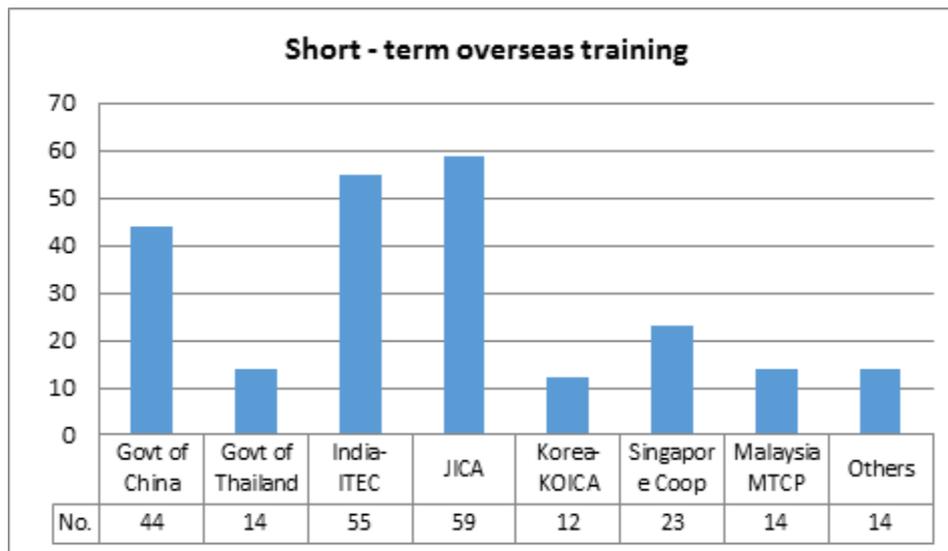
- Processed approvals for PSs duty travel overseas, oversight and acting roles.
- Received and assessed 93 requests for procedural review.
- Processed leave applications and other administrative matters relating to PSs entitlement.
- Provided administrative and logistical support to seven meetings of the Commission, four PSs forum and two PSs retreats.

### 3.4 Training Division

In supporting the government's reform agenda, the Training Division worked closely with other ministries and actively engaged with stakeholders to achieve **Outcome 4** (Quality training that reflects the capacity building needs of civil servants as recognised by Government through the reform agenda) as follow:

- Conducted the following core skills training:
  - 40 sessions for 808 civil servants on OMRS Readiness.

- Three sessions on OMRS for 21 external panellists.
- Two sessions on OMRS HR module for 51 officers.
- 14 sessions for 304 civil servants on Discipline Guideline (Investigation Officer).
- Training on Procurement was delivered in partnership with the Ministry of Economy as well as Records Management trainings in collaboration with the Fiji National Archives.
- Coordinated short term overseas training funded by development partners for 235 civil servants and master's degree scholarships for 7 officers.



### 3.5 Major Events Division

The Major Events Division was established in January 2018 when the Director Major Events was recruited.

The division worked towards achieving its **Outcome 5** (International meetings that support the achievement of desired policy outcomes through the provision of structured, professional and collaborative operations management).

Work started immediately on the organisation of the 52<sup>nd</sup> ADB Annual Meeting. This would be the largest international event that Fiji has ever hosted. This meeting would be a high-level prestigious event to be attended by the ADB member countries. Delegates include Ministers of Economy/Finance, Governors of Reserve Banks, Chief Executive Officers and representatives of multi-lateral organisation, businesses and civil society and local and international media representatives.

Other achievements included:

- Delivered a successful host country event in Manila for the 51<sup>st</sup> ADB Annual Meeting to unveil Fiji's theme and logo for 2019 as well as to showcase our nation to the ADB member countries.
- Assisted with the coordination of other government events such as the 20<sup>th</sup> Commonwealth Education Ministers Meeting in February 2018.

### 3.6 Business Unit

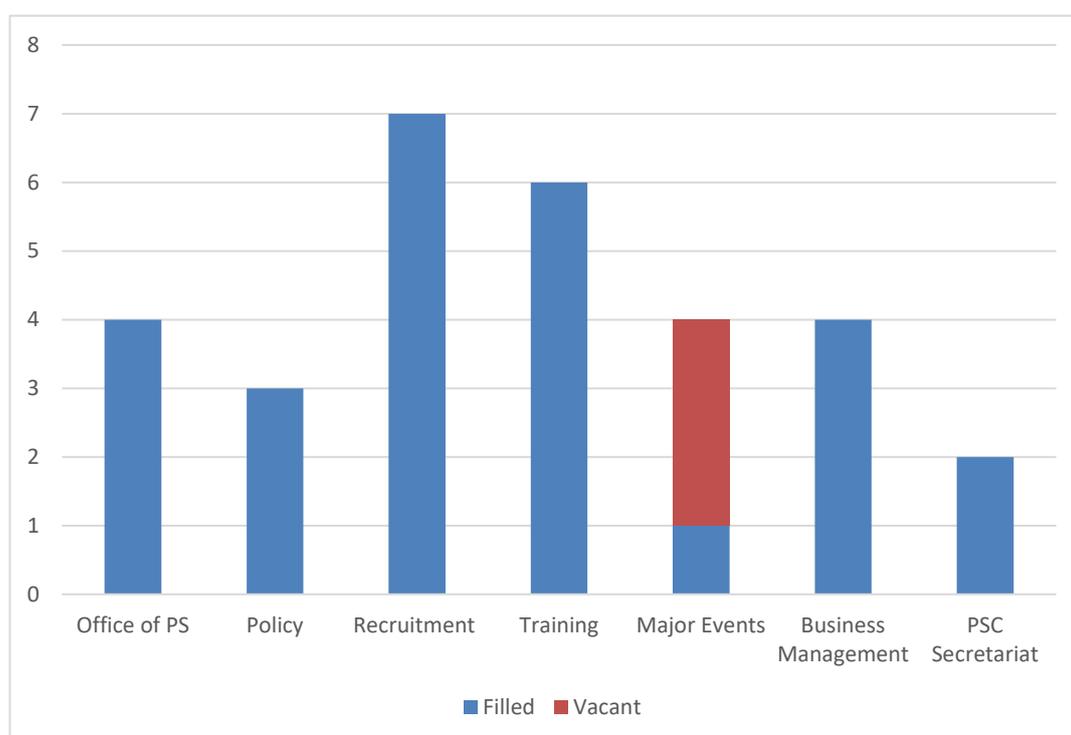
The Business Unit coordinated the corporate services responsibilities of the Ministry, including human resource administration, accounts and ICT support.

MCS had a staff establishment of 30 out of which, 90% was filled. There was an additional Principal Administration Officer-Recruitment position created in the Recruitment division.

#### Staffing Profile

Division	Establishment	Filled			Vacant
		Male	Female	Total	
Office of PS	4	2	2	4	-
Policy	3	3	-	3	-
Recruitment	7	2	5	7	-
Training	6	2	4	6	-
Major Events	4	-	1	1	3
Business Unit	4	1	3	4	-
PSC Secretariat	2	1	1	2	-
<b>Total</b>	<b>30</b>	<b>11</b>	<b>16</b>	<b>27</b>	<b>3</b>

#### Distribution of Staff by Division



The Business Unit in collaboration with MHMS continued to support the CCCC to effectively handle customer feedback, both positive comments on good service and complaints or

suggestions on how health and medical services could be improved. In addition the Business Unit assumed responsibility for the Government Service Centre (GSC) and its operation.

The division's achievement under Outcome 6: (Better customer and client service in areas impacted by the Ministry of Civil Service) were;

- The CCCC provided a better means for the public to report health services related complaints and have them actioned more consistently, effectively and efficiently.
- The CCCC facility allowed MHMS access to complete records, including feedback and follow up actions.
- The CCCC operated 24 hours a day; 7 days a week, and people could contact the CCCC either by calling or texting the toll free line 157, from Vodafone and Inkk network within Fiji, or sending an email to: [customercare@health.gov.fj](mailto:customercare@health.gov.fj)
- The MHMS analysed the complaints data at the CCCC and was able to better understand areas where services might need to be strengthened, what needed to change, where they did well and whether patient satisfaction was improving over time.

The GSC was established as an information hub to provide a range of information to public, reprint of births, death and marriage certificates and referrals to Government and other agencies.

The GSC was managed by a dedicated officer from MCS. Between January and July, 3,553 requests were received, which included printing of births, deaths and marriage certificates (2,745), certification of documents (592 and Justice of Peace assistance (100). A total of 30 complaints lodged at the centre were solved and closed by the responsible Ministry.

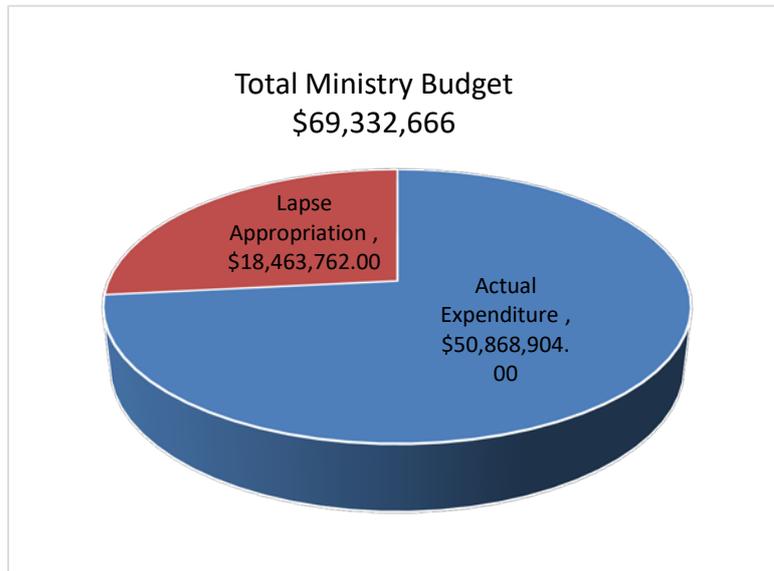
### Government Service Centre Requests

Service Provided	Month							Total	%
	Jan	Feb	Mar	Apr	May	Jun	Jul		
Complaint		1	2	7	2	11	7	30	0.84
GSC assistance			1		17	10	9	37	1.04
Tourist Assistance							4	4	0.11
NEC query			1		1	1		3	0.08
Application for Ministry	1				1			2	0.06
Certification	242	4	10	9	98	96	133	592	16.66
Printing of B/D/M certificate	25					1138	1582	2745	77.26
Justice of Peace assistance	14		1	1	19	33	32	100	2.81
Police Clearance application	1				1			2	0.06
Passport application	6			2	1		6	15	0.42
Government Forms					4	1	18	23	0.65
<b>Total</b>	<b>289</b>	<b>5</b>	<b>15</b>	<b>19</b>	<b>144</b>	<b>1,290</b>	<b>1,791</b>	<b>3,553</b>	<b>100.0</b>

#### 4. Ministry Appropriation

MCS was allocated a budget of \$69.3 million, out of which \$50.9 million or 73.7% was utilised.

##### MCS Appropriation and Actual Expenditure



# OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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File: 341

02 August 2019

The Honourable Aiyaz Sayed-Khaiyum  
Minister for Civil Service  
Level 7 Suvavou House  
SUVA

Dear Honourable Sayed-Khaiyum

**MINISTRY OF CIVIL SERVICE**  
**AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018**

The audited financial statements for the Ministry of Civil Service for the year ended 31 July 2018 together with my audit report on them are enclosed.

Particulars of the errors and omission arising from the audit have been forwarded to the management of the Ministry for necessary action.

Yours sincerely

Ajay Nand  
**AUDITOR-GENERAL**

cc Ms. Susan Kiran, The Permanent Secretary for Ministry of Civil Service, Civic House Suva.

Encl.

**MINISTRY OF CIVIL SERVICE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2018**

MINISTRY OF CIVIL SERVICE

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2018

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## INDEPENDENT AUDITOR'S REPORT

### MINISTRY OF CIVIL SERVICE

I have audited the financial statements of the Ministry of Civil Service, which comprises of the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2018, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

#### Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Ministry of Civil Service in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Management's Responsibilities for the Financial Statements

The management of the Ministry of Civil Service are responsible for the preparation of the financial statements in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

#### Auditor's Responsibilities

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

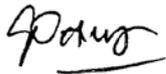
As part of an audit in accordance with ISA, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

**Auditor's Responsibilities (continued)**

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry of Civil Service.

I communicate with the Ministry of Civil Service regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Nand  
**AUDITOR-GENERAL**



Suva, Fiji  
02 August 2019

MINISTRY OF CIVIL SERVICE  
MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2018

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We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Civil Service for the year ended 31 July 2018; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.



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Susan Kiran  
Permanent Secretary

Date: 1/8/19



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Aleshri Deo  
Business Manager

Date: 31/07/19

MINISTRY OF CIVIL SERVICE

HEAD 17 STATEMENTS OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	2018 (\$)	2017 (\$)
<b>RECEIPTS</b>			
<b>State Revenue</b>			
Commission		74	42
<b>Total State Revenue</b>		<u>74</u>	<u>42</u>
<b>Agency Revenue</b>			
Miscellaneous Revenue	4 (a)	373,806	-
<b>Total Agency Revenue</b>		<u>373,806</u>	<u>-</u>
<b>TOTAL RECEIPTS</b>		<u>373,880</u>	<u>42</u>
<b>EXPENDITURE</b>			
Established Staff	4 (b)	48,819,375	40,789,894
Government Wage Earners		82,882	34,629
Travel and Communications		127,468	121,948
Maintenance and Operations		231,499	142,172
Purchase of Goods and Services		1,429,625	1,079,021
Operating Grants and Transfers	4 (c)	995	1,047,988
Special Expenditure		22,317	539
<b>Total Operating Expenditure</b>		<u>50,714,161</u>	<u>43,216,191</u>
<b>Value Added Tax</b>		154,743	167,208
<b>TOTAL EXPENDITURE</b>		<u>50,868,904</u>	<u>43,383,399</u>

PUBLIC SERVICE COMMISSION

HEAD 13 STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 JULY 2018

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	Notes	2018 (\$)	2017 (\$)
EXPENDITURE			
Operating Grants and Transfers		5,180,294	4,983,911
Total Operating Expenditure		<u>5,180,294</u>	<u>4,983,911</u>
TOTAL EXPENDITURE	6	<u>5,180,294</u>	<u>4,983,911</u>

MINISTRY OF CIVIL SERVICE

HEAD 17 APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate (\$)	Changes (\$) Note 7	Revised Estimate (\$) a	Actual Expenditure (\$) b	Carry Over (\$)	Lapsed Appropriation (\$) (a-b) Note 5
	Operating Expenditure						
1	Established Staff	66,389,311	(88,000)	66,301,311	48,819,375		17,481,936
2	Government Wage Earners	65,422	27,500	92,922	82,882		10,040
3	Travel & Communication	160,000	--	160,000	127,468		32,532
4	Maintenance & Operations	397,932	(55,000)	342,932	231,499		111,433
5	Purchase of Goods and Services	1,806,201	80,500	1,886,701	1,429,625		457,076
6	Operating Grants and Transfers	1,000	--	1,000	995		5
7	Special Expenditure	--	35,000	35,000	22,317		12,683
	<b>Total Operating Expenditure</b>	<b>68,819,866</b>	<b>--</b>	<b>68,819,866</b>	<b>50,714,161</b>		<b>18,105,705</b>
13	Value Added Tax	212,800	--	212,800	154,743		58,057
	<b>TOTAL EXPENDITURE</b>	<b>69,032,666</b>	<b>--</b>	<b>69,032,666</b>	<b>50,868,904</b>		<b>18,163,762</b>

PUBLIC SERVICE COMMISSION

HEAD 13 APPROPRIATION STATEMENT  
FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$) a	Actual Expenditure (\$) b	Carry Over (\$)	Lapsed Appropriation (\$) (a-b)
	Operating Expenditure						
6	Operating Grants and Transfers	6,253,596	-	6,253,596	5,180,294	---	1,073,302
	Total Operating Expenditure	6,253,596	-	6,253,596	5,180,294	---	1,073,302
	TOTAL EXPENDITURE	6,253,596	-	6,253,596	5,180,294	---	1,073,302

MINISTRY OF CIVIL SERVICE

HEAD 17 STATEMENT OF LOSSES  
FOR THE YEAR ENDED 31 JULY 2018

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**Loss of Money**

There was no loss of money recorded for the year ended 31 July 2018.

**Loss of Revenue**

There was no loss of revenue recorded for the year ended 31 July 2018.

**Loss (other than money)**

There was a loss of a Ministry HP ProBook 450 Laptop, with a value of \$2,272 (Laptop was issued to former Business Manager) due to theft that was recorded for the year ended 31 July 2018. There were no items written off as obsolete and disposed.

## MINISTRY OF CIVIL SERVICE

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

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#### NOTE 1: REPORTING ENTITY

The Ministry of Civil Service's primary responsibility is to provide guidance for consistent implementation of the central regulations governing hiring, evaluation, promotion, compensation, training and discipline of public employees in line with Government's Civil Sector Reform.

To improve the overall standard of performance in the civil service, the Ministry provides various training and career development opportunities that are open to all civil servants, including courses on leadership, governance, project management and human resources.

#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES

##### (a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Ministry of Civil Service is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act, the requirements of Section 71 (1) of the Finance Instruction 2010 and Finance (Amendment) Instructions 2016. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

##### (b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Economy. VAT input on the other hand is claimed on payments made to the suppliers and the sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue and Customs Services (FRCS). Actual amount paid to FRCS during the year represent the difference between VAT Output and VAT Input.

##### (c) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.

##### d) Revenue Recognition

Revenue is recognised when the actual cash is received by the Ministry.

## MINISTRY OF CIVIL SERVICE

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...) FOR THE YEAR ENDED 31 JULY 2018

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#### NOTE 3: DOCTORS SALARIES

Included in the established staff expenditure \$48,819,375 is the personal emoluments and FNPF for Doctors employed by the Ministry of Health and Medical Services. The Ministry of Civil Service is responsible for the administration of this fund in accordance to the budget appropriate by Parliament.

#### NOTE 4: SIGNIFICANT VARIATIONS

- a. The Miscellaneous Revenue was related to the National Training Productivity Centre grant levy refund for 2016.
- b. The Established Staff cost increased by \$8,029,481 in 2018 compared to 2017. The increase was mainly attributed to the increase in staff strength for the Ministry from August, 2017 till July, 2018. The Ministry filled in 202 vacant positions which also included hiring more expatriate doctors leading to increase in SEG 1.
- c. The Operating Grants and Transfers expenditure has decreased by \$1,046,993 in 2018 because the Ministry does not administer the National Training Productivity Centre Levy on behalf of other Ministries and Departments with effect from 01 August 2017.

#### NOTE 5: SIGNIFICANT SAVINGS

Significant Savings for the financial year ended 31 July 2018 are as follows:

No.	Expenditure	Revised Budget (\$)	Actual Expenditure (\$)	Savings (\$)	Percentage Savings (%)
a.	Established Staffs	66,301,311	48,819,375	17,481,936	26
b.	Purchase of Goods and Services	1,886,701	1,429,625	457,076	24

- a. The Ministry did not employ the maximum number of medical officers as per approved establishment of 968 doctors. During the 2018 financial year, there were a total of 683 doctors employed and 285 doctors' positions were vacant, which resulted in a savings of \$17,481,936 under Established Staff allocation.

The international recruitment was difficult and most vacancies were filled with local doctors being promoted, creating vacancies at the lower levels.

- b. The savings in Purchase of Goods and Services allocation was mainly due to the savings in the training budget as the Ministry was trying to set up the online education module and tender works were still in process.

MINISTRY OF CIVIL SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 JULY 2018

**NOTE 6: HEAD 13 PUBLIC SERVICE COMMISSION**

Public Service Commission was initially allocated \$5,502,530 for the year 2018 to cater for the salaries, allowances and other expenses for contracted Permanent Secretaries in civil service. The Ministry of Civil Service is responsible for the administration of this fund in accordance to the budget. For the year ended 31 July 2018, expenditure totalling \$5,180,294 was incurred under this appropriation. No grant was paid out from this allocation.

**NOTE 7: APPROPRIATION CHANGES**

There was no redeployment of the Ministry's funds during the year. Other Movements were made through virements.

The Permanent Secretary approved the following virements under delegation of Authority from the Minister of Economy.

Virement No.	From	Amount (\$)	To	Amount (\$)
DV 1701	SEG 4	35,000	SEG 5	20,000
			SEG 7	15,000
DV 1702	SEG 4	20,000	SEG 5	20,000
DV 1703	SEG 1	20,000	SEG 7	20,000
DV 1704	SEG 1	35,000	SEG 5	35,000
DV 1705	SEG 1	5,500	SEG 5	5,500

The Ministry of Economy approved the following transfer of funds during the year.

Virement No.	From	Amount (\$)	To	Amount (\$)
V 17001	SEG 1	15,000	SEG 1	15,000
V 17002	SEG 1	15,000	SEG 2	15,000
V 17003	SEG 1	3,500	SEG 2	3,500
V 17004	SEG 1	7,000	SEG 2	7,000
V 17005	SEG 1	15,000	SEG 1	15,000
V 17006	SEG 1	2,000	SEG 2	2,000

## 6. Acronyms

ADB	Asian Development Bank
CCCC	Customer Care Call Centre
CSRMU	Civil Service Reform Management Unit
GO	General Orders 2011
GSC	Government Service Centre
ICT	Information and Communication Technology
MCS	Ministry of Civil Service
MEPIR	Ministry of Employment, Productivity and Industrial Relations
MHMS	Ministry of Health and Medical Services
OMRS	Open Merit Recruitment and Selection
PS	Permanent Secretary
PSC	Public Service Commission