

CIRCULAR 03/2023

From: Acting Permanent Secretary for Civil Service

Phone: 3314 588

To: All Permanent Secretaries

Date: 31 January 2023

Subject: Civil Service Vaccination Status

File Ref: MCS 14/4

The Ministry of Employment, Productivity and Industrial Relations (Ministry) is currently updating data related to the Vaccination Workplace Audit that was sent to all Ministries in 2021. The data collected is intended to assist the Ministry is assessing the current health status and vaccination status of the Civil Service in relation to the impact of the COVID19 pandemic.

Due to the low response from the entire Civil Service to this exercise, we are reminding all Permanent Secretaries that they **must** provide the required information by close of business tomorrow Wednesday 1 February 2023.

The information required is as follows:

Ministry:

Ministry Establishment as at 1 July 2021	
Salaried Staff	
Wage Earners	
Total number of staff whose contracts were ended as a result of non-compliance with "No Jab, No Job" policy	
Male	
Female	
No. of staff with Medical Exemptions to the COVID19 vaccine.	

The above table will also be sent to Heads of Human Resources and Directors of Corporate Services for their provision of the required data.

All responses and queries should be directed to Director Corporate Services, Mr Samuela Moce on 9986909 or email samuela.moce@govnet.gov.fj

Thank you.

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

Parmesh Chand

Acting Permanent Secretary for Civil Service