

CIRCULAR 04/2023

From: Acting Permanent Secretary for Civil Service **Phone:** 892 4321
To: All Permanent Secretaries **Date:** 17 February 2023
Subject: **Adverse Weather Conditions – Release of Staff** **File Ref:** MCS 14/4

1. Following public notices from the National Disaster Management Office, Permanent Secretaries are advised to use their own discretion to allow staff to leave early from work to secure their families and property, especially those staff living in affected areas.
2. The provision of non – essential services should be reviewed in light of the above.
3. Adequate prior notice must be provided to the public if services will be impacted.
4. Please also ensure that all your respective offices are secured and all equipment and documents stored safely.

Further enquiries may be directed to email mcpolicy.fiji@gmail.com

Thank you.



Parmesh Chand

Acting Permanent Secretary for Civil Service