

CIRCULAR 04/2025

From: Permanent Secretary for Civil Service

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To: All Permanent Secretaries

Date: 13 May 2025

Subject: Revised Local Hotel Accommodation Rates

File Ref: MCS 14/2

1.0 Introduction

Please be advised that the revised local hotel accommodation rates are attached to this Circular as Annex I and will take effect from 01 June 2025.

2.0 Eligibility and Conditions

Hotel accommodation may be provided to civil servants who are required to stay overnight for official duties outside their normal workstations, in accordance with the approved ceiling rates.

The ceiling rate is defined as the maximum allowable rate per night that a Ministry may pay for an employee's accommodation at a local hotel.

3.0 Eligibility Categories

Civil servants eligible for hotel accommodation are categorized as follows:

Category I: Permanent Secretaries and Officers on Band M and above.

Category II: All other Officers on Band L and below.

4.0 Quotation Requirements

Ministries must obtain and submit three official quotes for hotel accommodation, selecting the most cost-effective or practical option within the approved ceiling rates.

5.0 Subsistence Allowance for Unavailability of Accommodation

In cases where hotel accommodation is not available, Clause 503(a) of the 2011 General Orders will apply, with subsistence allowance capped at \$30.00 per night.

6.0 This Circular supersedes MCS Circular 11/2020 issued on 14 August 2020.

7.0 For further clarification, please contact the Ministry of Civil Service Policy Division at mcpolicy.fiji@gmail.com.

Thank you



Parmesh Chand

Permanent Secretary for Civil Service

Annex I

Revised Local Hotel Accommodation Rates

Area	Permanent Secretaries and Officers on Band M and Above	All Other Officers on Band L and Below
Suva	250	210
Navua/Deuba	250	210
Sigatoka	310	220
Nadi	270	180
Lautoka/Ba	270	220
Tavua	250	180
Rakiraki	200	180
Tailevu	100	100
Nausori	180	120
Labasa	170	130
Savusavu	250	180
Taveuni	270	120
Cikobia/Kia/Yacata/Rabi	120	120
Levuka/Koro	180	120
Koro	250	225
Rotuma	120	120
Kadavu	120	120
Beqa/Vatulele	250	200
Yasawa	285	250
Lau	100	100