

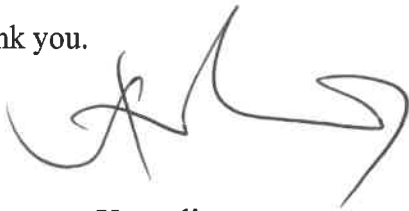
CIRCULAR 06/2025

From:	Acting Permanent Secretary for Civil Service	Phone:	8924323
To:	All Permanent Secretaries	Date:	17 June 2025
Subject:	COMPLIANCE TO THE ESTABLISHMENT MANAGEMENT GUIDELINE	File Ref:	MCS 14/02

- 1.0 The Public Service Commission at its meeting of 31st January 2025 has approved the policy on the Establishment Management Guideline. This policy is to provide Ministries and Departments with a framework and guidelines to manage their respective staff establishment.
- 2.0 It has become essential to explore alternative avenues for enhancing the management of the staff establishment and to improve current procedural guidelines for the efficient administration of this function, aiming to achieve cost reduction.
- 3.0 **Person to Post (P2P) listing and Quarterly Reports**
 - 3.1 To strengthen reporting and monitoring efforts by the Establishment Management Support Unit on the establishment of Ministries and Departments, the Person-to-Post (P2P) template has been updated and standardised. The updated template attached as Annexure 1 of the guideline links to central government systems and processes such as payroll, budget and the Civil Service Human Resource Management Information System (HRMIS).
 - 3.2 Ministries and Departments are to pay particular attention to section 11 of the Establishment Management Guideline on the required quarterly report. A reporting template on the establishment is attached as Annexure 2 of the guideline and reports with the updated P2P is to be lodged on the last week of each quarter of the Financial Year.
- 4.0 Ministries are reminded that any establishment of positions requires proper planning and are in line with the Ministries core deliveries. This also include positions that are funded for by the development partners.
- 5.0 Ministries are to take note that MCS Circular 14/04 (4) suspended the relevant clause in Circular 05/2025 on step movement within the salary band until further notice.
- 6.0 These measures are aimed at enhancing efficiency leading to sustainable staffing and budgeting, aligning ministry functions more closely with current needs and fiscal realities, thereby optimizing governmental operations and potentially effective use of resources.

- 7.0 The content of the Circular must be brought to the attention of all responsible officers in your Ministries and Department
- 8.0 All queries are to be directed to Fiona Danayabaki of the Establishment Management Support Unit through email on fiona.danayabaki@mcs.gov.fj and phone on 8924333.

Thank you.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Amenatave Yauvoli

Acting Permanent Secretary for Civil Service