

# CIRCULAR 10/2020

**From:** Permanent Secretary for Civil Service                      **Phone:** 3314 588  
**To:** All Permanent Secretaries    **Date:** 28 July 2020  
**Subject:** **Administration of the Amendments to the**                      **File Ref:** MCS 14/2  
**General Orders**

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This Circular Memorandum sets out the administration/implementation of the amendments to the General Orders 2011, Terms and Conditions of Employment for Government Wage Earners and subsequent circulars, stemming from the 2020-2021 Budget Announcement. As endorsed by the Public Service Commission, these amendments will be effective from 1 August 2020.

## **Meal Allowance:**

The meal allowance rate has been decreased from \$20.00 to \$10.00 per meal, a revision to the rate confirmed in the 1 September 2017 Memorandum.

Meal allowance is to be paid in accordance with the policy in the current General Orders and needs to be strictly monitored. In relation to funding, it is the responsibility of the respective Permanent Secretary or Head of Agency to ensure that the cost is met from the Agency Budget. For accountability and verification purposes, all meal allowances should be thoroughly appraised and must be accompanied by relevant supporting documentary evidence.

## **Overtime:**

From 1 August 2020, the payment of overtime is suspended for all civil servants including salaried officers and Government wage earners. However, Government wage earners may claim time off in lieu (TOIL) for any time worked outside their normal working hours in accordance with their terms and conditions of employment.

Civil servants who are salaried officers are not eligible to claim for overtime including TOIL.

Permanent Secretaries will be required to manage all overtime through ensuring that overtime is only approved in exceptional circumstances, to meet direct client service requirements. In all circumstances the need is to be identified by the Permanent Secretary / Head of Agency / Manager, not by the individuals concerned. Ministries are responsible for the management of TOIL earned, which should be utilised within 6 months of being earned.

TOIL should not accumulate, and cannot be paid out at the expiry of the officers' employment contract.

**Rural and Maritime Locations Allowance:**

The payment of Rural and Maritime Allowance will be suspended from 1 August 2020.

**Honorarium Allowance:**

The payment of Honorarium Allowance will be suspended from 1 August 2020.

Please contact Mr Arvin Singh on [arvin.singh@govnet.gov.fj](mailto:arvin.singh@govnet.gov.fj) or Mr Naibuka Delana on [naibuka.delana@mcs.gov.fj](mailto:naibuka.delana@mcs.gov.fj) for any further clarification.

Thank you.



Susan Kiran (Ms)

**Permanent Secretary for Civil Service**