



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

07 February 2014

Ministry of Civil Service and Administrative Reforms
Circular Note No. 4 of 2014
E/439/5/2 TFI

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/ Departments

Private Errands

Representations have been received, of late, from Government Office Attendant Union and Benevolent Fund to the effect that a few officers of the Office Care Attendant Cadre are regularly being called upon to run private errands.

2. It is to be noted that running of 'private' errands does not form part of the duties of employees of the Office Care Attendant Cadre.
3. You are therefore requested to ensure that these officers are not made to run errands for private purposes.
4. You are requested to bring the contents of this Circular Note to the notice of all officers of your Ministry/ Department.

S. Seebaluck
Senior Chief Executive