



Ministry of Civil Service Affairs and Administrative Reform

31 December 2002

TODAY

Circular Letter No 52 of 2002,
E/182/10/01

From: Secretary for Public Service Affairs

To: Supervising Officers in Charge of Ministries/Departments

Time-off on Special Occasions

We are receiving a number of queries from Ministries/Departments regarding the release of officers on 31 December 2002, and Friday 03 January 2003.

2 You may wish to note that paragraph 5.5.1 of the Personnel Management Manual provides inter alia that officers (except officers of the Disciplined Force) may, subject to the exigencies of the service, be released as from noon today.

3 Friday, 03 January 2003 will be a normal working day for all public officers.

4 It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers in your Ministry/Department.

5 This Circular Letter has also been despatched by e-mail to all Ministries/Departments.

(D.P. Ruhee)

Secretary for Public Service Affairs

Copy to:

Secretary to Cabinet and Head of the Civil Service