



Ministry of Civil Service Affairs and Administrative Reforms

Circular Note No. 2 of 2002

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11 April 2002

FROM: Secretary for Public Service Affairs

TO : Supervising Officers i/c Ministries/Departments

**Office Accommodation and Other Working Facilities for Auditors
on Auditees' Premises**

The Federation of Civil Service Unions has made representations to this Ministry regarding the poor working conditions in which auditors are required to operate on Auditees' premises. It has been reported that auditors are not given proper and decent working space and are deprived of certain working facilities.

2. The Director of Audit who was consulted on the matter has confirmed that his officers are not being given proper office accommodation in certain ministries/departments/parastatal bodies.

3. To remedy the situation, you are kindly requested to provide the staff of the Government Audit Office with the following facilities during the period they are carrying out the audit on the auditees' premises:

- (a) proper accommodation in an office or a decent working place on the auditees' premises (*not in corridors, mess room or rooms occupied by Office Attendants*);
- (b) a telephone communication line to connect note-book computers (laptop) of the auditors, to the main server at the head office of the Audit Department; and
- (c) a cabinet with lock and key for keeping files, laptop and other documents.

4. Your cooperation will be highly appreciated.

D.P. Ruhee
Secretary for Public Service Affairs

Copy to: Secretary to the Cabinet and Head of the Civil Service
Financial Secretary
Director of Audit