



Ministry of Civil Service Affairs and Administrative Reforms

(1E)
16 April, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 16 of 2003
1/439/137/03

From: Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Rotation of General Services Staff

Please refer to this Ministry's Circular Letter No. 18 of 2002 dated 9 May 2002 on the above subject.

1. The decision to rotate officers belonging to the General Services grades who have served for more than five years in the same Ministry/Department was motivated by the fact that these officers should be given the opportunity to have a wide exposure and acquire experience in other sectors in the Civil Service so as to enhance their understanding and knowledge of the Government machinery.
2. In view of the number of officers involved and, in order not to disrupt the smooth running of Ministries/Departments, the rotation exercise will be carried out on a gradual basis. The following factors will be taken into consideration:-
 - (a) requests for change in posting made by officers;
 - (b) the residential address of officers;
 - (c) years of service in the same Ministry/Department; and
 - (d) the age factor.
3. Officers working in the same Ministry/Department should be given the opportunity to move from one Section/Division to another within the same Ministry/Department to enable them to broaden their work experience.
4. It would be appreciated if the contents of this Circular could be brought to the attention of all the officers concerned in your respective Ministries/Departments. The first transfer exercise will be carried out within one month.

D. P. Ruhee
Secretary for Public Service Affairs

Copy to:- Secretary to Cabinet and Head of the Civil Service