



Ministry of Civil Service Affairs and Administrative Reforms

30

26 May 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No 31 of 2004
E/235/10/01 V10

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Uniforms –Internal Audit System

Would you please refer to this Ministry's Circular Letter No. 27 of 2003 dated 22 July 2003.

2. At paragraph 2 of the above-mentioned circular letter, Supervising Officers were requested to set up an internal audit system with a view to ascertaining whether eligible officers who are required to wear uniforms do so on duty.

3. As the whole process of consultations and determination of the categorisation of grades of officers eligible for uniforms, the payment of uniform allowances for financial year 2003/2004 and the wearing of uniforms should have been completed not later than end of December 2003, it would be appreciated if you would report to this Ministry by 11 June 2004 at latest:-

- (i) whether all the officers who have been listed:-
 - (a) under category I, wear their uniforms while on duty;
 - (b) under category II, wear their uniforms whenever required; and
- (ii) if in the negative, state the actions that have been taken.

4. Nil returns should also be submitted.


K. Ponnusamy
Senior Chief Executive

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