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Ministry of Civil Service Affairs and Administrative Reforms

12 October 2004

Circular Letter No. 54 of 2004
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From: Senior Chief Executive

To: Supervising Officers in charge of Ministries/Departments

Issue of Raincoat/Umbrella/PVC Suit

It has been reported to this Ministry that some Ministries/Departments were not issuing, to its eligible officers, equipment of protection against bad weather at the time they were due.

2. In this connection, your attention is drawn to paragraph 3(ix) of the 1996 Report of the Standing Committee on Uniforms wherein it is recommended that every eligible officer should (where applicable) by the end of May of each year be requested to exercise an option as follows:-

either

one umbrella every year

or

a one-piece fully lined nylon raincoat with cap every three years

or

a two-piece PVC suit with cap, 2 patch pockets with flaps, zip front, elasticated waist on trousers every two years.

3. In view thereof, it would be appreciated if necessary arrangements could be made for the issue of the above items of protective clothing/equipment, on time, to each eligible officer.

K. Ponnusamy
Senior Chief Executive

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