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Ministry of Civil Service Affairs and Administrative Reforms

27 December 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 64 of 2004
E/260/72/01/01 Vol. 2

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

To: Supervising Officers i/c Ministries/Departments

Special Days Off

The Pay Research Bureau has at paragraph 19.2.6 of the Errors, Omissions and Clarifications of the 2003 PRB report recommended that:-

the quantum of annual basic salary discounted during the period 1 July 2003 to 30 June 2004 should be converted into days off which should, subject to a maximum of four, be granted as days off to be taken during the financial years 2004 – 2005 and 2005 – 2006. Obviously, this recommendation should not apply to public officers who have already retired or to contract officers. The special days off should in no case be converted into cash.

2. Following a proposal made by the Federation of Civil Service and other Unions (FSCU), it has been agreed that the special days off be credited to the vacation leave account of officers who opt not to use same during the financial years 2004 – 2005 and 2005 – 2006, provided the officers have not reached their normal maximum entitlement.

3. It would be appreciated if the contents of this circular letter could be brought to the attention of all officers concerned in your Ministry/Department.


(K. Ponnusamy)
Senior Chief Executive

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