



## Ministry of Civil Service and Administrative Reforms

14 October 2005

Ministry of Civil Service and Administrative Reforms

Circular Note No. 8 of 2005

E/47/21/06

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

To: Supervising Officers i/c of Ministries/Departments

### Devolving of Authority to Ministries/Departments

Further to Circular Note No. 5 of 2005 and in line with this Ministry's policy of further devolving authority on Supervising Officers to enable them to better manage their human resources and provide timely delivery of services, Supervising Officers are hereby being informed that they will be authorised as from 1<sup>st</sup> November 2005 to give approval at their level in respect of the following:-

- (i) leave without pay for private purpose;
- (ii) study leave without pay in respect of officers of the Departmental grades of their respective Ministries/Departments; and
- (iii) retention of salary on temporary appointment.

2. Supervising Officers are advised to follow the guidelines as set out below in exercising the above delegation of authority:

#### 2.1 Leave Without Pay for Private Purpose

- (a) The criteria for approval of leave without pay for private purpose should be as follows:-
  - (i) for officers holding a substantive appointment, the maximum number of days of leave without pay that can be granted should not exceed an aggregate of 90 days every 10 years, in line with recommendation at paragraph 15.4.73 (vii) of the PRB Report 2003; and

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- (ii) the 90 days can be taken either at a stretch or be staggered in not more than three times.
- (b) Officers not holding a substantive appointment should be granted such leave up to a maximum of fourteen days.

## 2.2 Study Leave Without Pay

- (a) The provisions laid down at Section 11 Chapter 4 of the Personnel Management Manual should be strictly applied in the case of study leave without pay to officers of the Departmental grades who intend to pursue higher studies.
- (b) Study leave without pay should be granted for a maximum period of one year in the first instance and consideration for an extension of such leave should be given on production of documentary evidence of continued studies in the same field.
- (c) Leave without pay to pursue higher studies should be granted to officers following a full-time course subject to a maximum of four years in aggregate in accordance with recommendation at paragraph 15.4.73 (viii) of the PRB Report 2003.
- (d) An officer who has been granted leave without pay for a purpose (e.g to accompany spouse) should not be granted extension of leave without pay for another reason, such as for study purposes, unless and until he resumes duty.

## 2.3 Retention of Salary on Temporary Appointment

- (a) Where an officer holding a substantive appointment is drawing a salary which is same as or higher than the initial salary of a higher post to which he is appointed in a temporary capacity, he should be allowed to retain the salary of his substantive post and in case the officer is already confirmed in his substantive post, he should be allowed to progress normally in the salary scale of his substantive post during his temporary appointment in another post.
- (b) Authorisation can be given for the retention of salary on temporary appointment and allow confirmed officers to progress in their salary scale during the period of their temporary appointment, in line with the provisions laid down at paragraph 1.2.14 of the Personnel Management Manual.

3. You are further requested to transmit to this Ministry, at regular intervals of three months, separate lists of all officers of your Ministry/Department who have been granted leave without pay for personal reason and study leave without pay.

4. It would be appreciated if the contents of this Circular could be brought to the attention of all officers concerned.



**R. Mudhoo**  
**Senior Chief Executive**

Copy to:

Secretary to Cabinet and Head of the Civil Service