

17 November 2006

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 46 of 2006  
E/423/1/02

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments


Attendance of duty after the lifting of a cyclone warning

It is known from past experience that, after the lifting of a cyclone warning class III or IV, and depending on the time at which the official communiqué is issued by the Meteorological Services, it is not always clear to officers whether they should attend duty or not.

2. The purpose of this Circular is, therefore, to inform officers that:-
  - (a) they are required to attend duty as soon as a cyclone warning class III or IV is officially lifted, provided this is done before 10.00 hrs, and on the assumption that public transport has resumed;
  - (b) those who are required and bound to attend duty during a cyclone warning class III or IV, should continue to do so.

3. Heads of Ministries/Departments are also requested to closely monitor the situation once a cyclone warning is in force in the country and to take appropriate action for the release of staff as soon as a cyclone warning class III is issued during working hours. They should ensure that officers who travel by their own cars or by public transport to attend duty and who reside furthest from their place of work should be released first, followed by officers who live in the vicinity of the Office and lastly, those who stay within walking distance of their workplace.

4. It would be appreciated if the contents of this Circular could be brought to the attention of all the officers serving in your respective Ministries/Departments and the parastatal organisations falling under the aegis of your Ministry.

  
(P. Jhugroo)  
Supervising Officer

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