



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

20 December 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No. 54 of 2013
E/125/19/01/02 Vol 4

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

To: Supervising Officers i/c Ministries/Departments/Island Chief Executive

Time-off on Special Occasions

The attention of Supervising Officers is invited to Circular dated 10 January 2012 from the Secretary to Cabinet and Head of the Civil Service regarding time-off on special occasions.

2. Supervising Officers are hereby advised that the contents thereof should be strictly adhered to. In this context, the 26th December 2013 and the 3rd January 2014 being a normal working days, officers should **not** be allowed to leave office earlier than the normal departure time.

3. It would be appreciated if the contents of this Circular Note could be brought to the attention of the staff of your Ministry/Department and of Parastatal and other Statutory Bodies falling under the aegis of your respective Ministry.

S. Seebaluck
Senior Chief Executive

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