



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS

29 July 2022

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 49 of 2022**  
**E/157/11/07**

**From: Secretary for Public Service**

**To : Supervising Officers in Charge of Ministries/Departments**

**Operational Hours of the Correspondence Service Unit**  
**of the Ministry of Public Service, Administrative and Institutional Reforms**

Please refer to this Ministry's Circular Letter No.19 of 2021, on the above-mentioned subject.

2. Following easing of sanitary restrictions as from 01 July 2022, it has been decided that the operational hours of the Correspondence Service Unit (CS Unit) located at the NPF Building would return to its normal mode of operation, that is, without specific batches and time slots.

3. As from 01 August 2022, the operational hours of the CS Unit would be as follows:

**Morning: 10 00 hrs to 11 00 hrs**

**Afternoon: 13 00 hrs to 14 00 hrs**

4. Ministries/Departments are kindly requested to take note of the new work arrangement and to advise Office Auxiliaries proceeding to the CS Unit to wear their face masks. Office Auxiliaries would continue to avail of the hand sanitising facility at both the entrance and the counter of the Unit.

5. I rely on your collaboration and support to ensure the smooth running of the CS Unit.

**B. Boyramboli**  
**Secretary for Public Service**

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