



REPUBLIC OF MAURITIUS

Ministry of Public Service, Administrative and Institutional Reforms
Circular Note No. 19 of 2022
E/439/5/02 TF3

31 May 2022

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments

Waste Paper Baskets

The attention of Supervising Officers was drawn to the need to ensure that waste paper baskets are used only for the disposal of waste paper and remnants of food and other perishable items should be disposed in a separate dustbin. In this connection, you may wish to refer to Circular Note No. 17 of 2010 issued by this Ministry on 08 April 2010.

2. However, the Government Office Auxiliary Union has made representations to this Ministry that the above instructions are not being complied with in several Ministries/Departments. It is reported that even COVID-19 self-test kits are disposed in waste paper baskets, thus causing inconvenience to employees of the Office Auxiliary Cadre at the time of cleaning.
3. In this connection, Supervising Officers should ensure that waste paper baskets for disposal of waste paper and dustbins for disposal of remnants of food and other perishable items are provided in all their office premises.
4. Public Officers should also be reminded of the need to keep their working environment clean, safe and healthy and to make proper use of waste paper baskets and dustbins.
5. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministry/Department and all Parastatal Bodies/Local Authorities falling under your purview.


B. Boyramboli
Secretary for Public Service

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