



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
AND INSTITUTIONAL REFORMS**

17 August 2022

Ministry of Public Service, Administrative and Institutional Reforms

Circular Note No 38 of 2022

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From: Secretary for Public Service

To: Supervising Officers of Ministries/Departments

Committees set up administratively by Ministries/ Departments

At its meeting held on 26 May 2022, the Standing Committee on Fees and Allowances decided that a list of all Committees set up administratively by the respective Ministries/Departments and whose Chairperson, Members and Secretary were being remunerated, should be submitted to this Ministry together with all relevant information.

2. In this context, Supervising Officers of Ministries/ Departments are requested to submit the required information including the particulars of the Chairperson, Members and Secretary of such Committees as well as the number of meetings held per month and the fees and allowances being paid as per the enclosed proforma which may be downloaded from the Ministry's website.

3. The information should be submitted in hard copy under a covering letter on fax number 212 4160 as well as in soft copy to email address condsofservice@gmail.com at latest by **Monday 05 September 2022.**

4. For any queries, you may contact the Conditions of Service Section on telephone numbers 405-5436/405-4100.

A handwritten signature in black ink, appearing to be 'B. Boyramboli'.

B. Boyramboli
Secretary for Public Service

Copy to: *Secretary to Cabinet and Head of the Civil Service*
Financial Secretary
Director, Pay Research Bureau

