



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
REPUBLIC OF MAURITIUS



22 November 2023

Ministry of Public Service, Administrative and Institutional Reforms  
Circular Letter No. 67 of 2023  
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From: **Secretary for Public Service**

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

**General Preparedness – Summer Season 2023-2024**

As you are aware, the Mauritius Meteorological Services (MMS) has issued its Seasonal Outlook for Summer Season 2023-2024, starting from 01 November 2023 up to 30 April 2024, with the cyclone season extending until 15 May 2024. The MMS has informed that this season is usually characterised by extreme weather events such as cyclones, storm surges, strong winds, heavy swells and heavy rainfall accompanied by violent thunderstorms that are very often of short duration mainly in localised areas.

2. In this context, Supervising Officers would recall that this Ministry issued a Circular Note No 10 of 2017 to inform public officers of the arrangements to be made in accordance with the “Protocol on Heavy Rainfall in the Public Sector”. This Protocol, which is available on the website of this Ministry, provides guidelines on work arrangements to be made in cases of heavy rainfall/localised heavy rainfall while stressing on the safety of employees and the need to maintain service continuity.

3. In view of the Summer Season 2023-2024, Supervising Officers of Ministries/Departments are being hereby informed of the General Preparedness measures to be adhered to as follows:

**(i) Work Arrangements in case of Heavy Rain**

**(a) Heavy Rain Watch**

As a general rule, when a “Heavy Rain Watch” is issued by the MMS, a normal working day for public officers is maintained, except if there is an official communication stating otherwise.

**(b) Heavy Rain Warning**

Upon issue of a “Heavy Rain Warning” by the MMS, employees will have to report for duty as usual by taking necessary precautions for their own safety and security. However, public officers, except those in emergency and essential services, should not report for duty in the event a communique is issued by the relevant authority, **before working hours**, to that effect.

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In case there is an official communication emanating from a relevant authority **during working hours** for the release of employees:

- this Ministry will communicate with Ministries/Departments/Public Sector Organisations either through circular letter or email or phone or SMS based platform;
- Supervising Officers should immediately take necessary actions on the basis of established arrangements as per the Protocol mentioned at paragraph 2 above;
- employees should imperatively await instructions from their respective Supervising Officers before leaving their workplace; and
- Ministries/Departments and Public Sector Organisations should consider the staggered release of employees by giving due consideration to the needs of individual employees and their release in stages, according to the work requirements and established arrangements.

(c) Torrential Rain Warning

In the event the MMS issues a “Torrential Rain Warning”, it is the direct responsibility of Supervising Officers of Ministries and Departments to immediately activate the Heavy Rainfall Committee and to closely monitor the situation. Work arrangements should be made in accordance with instructions issued by the relevant authority(ies) and/or as provided under section 6 of the “Protocol on Heavy Rainfall for the Public Sector” as appropriate in the best interest of the service and public officers.

(ii) **Work Arrangements in case of Cyclone Warning System**

Following the review of the Cyclone Warning System by the MMS, two new Bulletins have been established over and above the existing Warnings, namely: Safety Bulletin and Termination Bulletin.

The purpose of the Safety Bulletin is to lift the cyclone warning Class III or cyclone warning Class IV, as the case may be and to inform the public that severe weather conditions associated with the cyclone still exist, including other environmental risks.

The Termination Bulletin is issued by the MMS to inform the public that outdoor risks have considerably decreased.

The working arrangements in respect of each of the Warnings/Bulletins are as follows:

➤ Cyclone Warnings Class I and Class II

Normal working day. Public officers should take all necessary precautions and be on the constant lookout regarding evolution of the weather conditions.

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➤ **Cyclone Warning Class III**

Workplaces should be closed, except for emergency and essential services. Work from home to be operational as far as practicable.

➤ **Cyclone Warning Class IV**

Workplaces should remain closed, except for emergency and essential services. Work from home to be operational as far as practicable.

➤ **Safety Bulletin**

Workplaces should remain closed, except for emergency and essential services. Work from home to be operational as far as practicable.

➤ **Termination Bulletin**

Work should resume normally in all sectors in a phased manner depending on the nature and extent of damages caused. Public Officers are required to attend duty provided that the Bulletin is issued before 10.00 a.m. during a working day and public transport is available.

4. Supervising Officers are requested to **personally** ensure that there is strict compliance with the provisions of this Circular and to ascertain that its contents are brought to the attention of all officers serving in their respective Ministries/Departments/Local Authorities and Parastatal Organisations falling under the aegis of their Ministry.



**K. Conhye**  
**Secretary for Public Service**

**Copy to: Secretary to Cabinet and Head of the Civil Service**  
**Ag. Director, Mauritius Meteorological Services**  
**Senior Chief Executive, Ministry of Local Government and Disaster Risk Management**  
**Island Chief Executive, Rodrigues Regional Assembly**