



**MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**

**REPUBLIC OF MAURITIUS**

10 February 2025

**Ministry of Public Service and Administrative Reforms**

**Circular Letter No. 7 of 2025**

**E/423/1/2 V12**

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

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

**Revised Protocol on Heavy/Torrential Rain and Tropical Storms/Cyclones  
for the Public Sector**

This Ministry, in consultation with the Ministry of Local Government, Mauritius Meteorological Services (MMS), National Disaster Risk Reduction and Management Centre and other Ministries and Departments, has reviewed the existing "Protocol on Heavy Rainfall for the Public Sector" and has come up with a revised "Protocol on Heavy/Torrential Rain and Tropical Storms/Cyclones for the Public Sector" in line with the Mauritius Meteorological Services (Warnings) Regulations 2023.

2. The overall objective of the new Protocol is to provide practical guidance on work arrangements to be made in times of heavy rain/localised heavy rain/torrential rain and tropical storms/cyclones with a view to ensuring the safety of employees and service continuity, as far as practicable, by:

- (i) providing as much information as possible to public sector organisations during bad weather conditions;
- (ii) ensuring that public sector employees are aware of the basic precautions and safety measures to be taken during these weather conditions to protect themselves, their co-workers and family; and
- (iii) ensuring that Supervising Officers strictly adhere to these provisions to safeguard the safety and security of their employees.

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3. Additional provisions included in the new Protocol are as follows:-
- (i) all Ministries, Departments and Public Sector Organisations should collect and submit post-disaster data to the National Disaster Risk Reduction and Management Centre and the National Emergency Operations Command;
  - (ii) basements and underground parkings should be avoided;
  - (iii) change in appellation of the "Heavy Rainfall Committee" to "Cyclone and Heavy Rainfall Committee";
  - (iv) the new system of warning issued by the MMS, namely the "Heavy Rain Watch" has been included;
  - (v) work arrangements to be applicable during existing warnings such as "Torrential Rain" and "Cyclone Warnings", as well as "Safety Bulletins" and "Termination Bulletins" issued by the MMS have been included; and
  - (vi) the main contact points of major stakeholders have been updated.
4. The revised Protocol is available online and may be downloaded from this Ministry's website.
5. Supervising Officers are requested to personally ensure strict adherence to the revised Protocol and to ascertain that the contents of this Circular Letter 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.

**C. R. Seewooruthun (Mrs)**  
**Senior Chief Executive**

**Copy to:**

- (i) **Secretary to Cabinet and Head of the Civil Service**
- (ii) **Permanent Secretary, Ministry of Local Government**
- (iii) **Island Chief Executive, Rodrigues Regional Assembly**
- (iv) **Acting Director, Mauritius Meteorological Services**
- (v) **Officer in Charge, National Disaster Risk Reduction and Management Centre**