

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS

30 November 2021

Ministry of Public Service, Administrative and Institutional Reforms  
Circular Letter No. 63 of 2021  
E/423/1/2 V9

From: Secretary for Public Service

To: Supervising Officers in Charge of Ministries/Departments

General Preparedness – Cyclonic Season 2021-2022

As you are aware, the official cyclonic season has already started since the 1st of November 2021. As per the Summer Outlook 2021-2022 issued by the Mauritius Meteorological Services (MMS), nine to eleven cyclone formations, as well as extreme weather events such as heavy/torrential rain, heat wave and violent thunderstorms are expected in our region. The MMS has also predicted that there might be heavy rainfall of short duration which might cause localized flash floods. In this context, Supervising Officers are reminded of the general preparedness measures which should be followed by all Ministries/Departments as highlighted hereunder.

**2. Attending duty after the lifting of a cyclone warning**

2.1 In line with Recommendation 14 at paragraph 16.5.85 of the PRB Report 2021 (Volume 1), Public Officers are required to attend duty as soon as a cyclone warning class III or IV is officially lifted, provided this is done before 10.00 hours, and on the assumption that public transport has resumed. Public Officers who are required and bound to attend duty during a cyclone warning class III or IV, should continue to do so.

2.2 Heads of Ministries/Departments should closely monitor the situation once a cyclone warning is in force in the country and take appropriate action for the release of officers as soon as a cyclone warning class III is issued during working hours. They should ensure that officers who travel

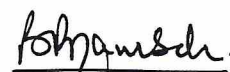
by their own cars or by public transport to attend duty and who reside farthest from their place of work should be released first, followed by officers who live in the vicinity of the Office and lastly, those who stay within walking distance of their workplace.

**3. Work Arrangements in case of Heavy Rainfall**

In the wake of unpredictable heavy rainfall and unfortunate occurrences which may result, a Protocol on Heavy Rainfall for the Public Sector was issued to Ministries/Departments under cover of this Ministry's Circular Note No 10 of 2017. This protocol which is available on the website of this Ministry, seeks to provide advice and practical guidelines on work arrangements in times of heavy rainfall/localized heavy rainfall and lays emphasis on the safety of employees and service continuity.

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4. As per the Protocol, upon issue of a heavy rainfall warning by the Mauritius Meteorological Services, employees will have to report for duty, as usual, by taking necessary precautions for their own safety. However, they should not report for duty in the event a Communique is issued by the authority concerned, before working hours, to the effect that public officers, other than those of the essential services, should not report for duty.
5. In case a Communique is issued **during working hours** for the release of employees:
- (i) The Ministry of Public Service, Administrative and Institutional Reforms will issue a circular/email to Ministries/Departments/Public Sector Organisations and/or inform them through direct phone calls, to that effect;
  - (ii) Supervising Officers should immediately take necessary actions on the basis of established arrangements for the release of their employees;
  - (iii) Employees should await for instructions from Supervising Officer of their respective Ministry/Department/Public Sector Organisation before leaving office; and
  - (iv) Ministries/Departments and Public Sector Organisations should consider the staggered release of employees giving due consideration to the needs of individual employees and their release in stages according to the work requirements and established arrangements.
6. To ensure the safety of employees:
- (i) those with mobility problems such as pregnant or physically handicapped employees, should be allowed to leave on a priority basis;
  - (ii) employees who live or work in affected areas should be allowed to leave earlier;
  - (iii) given that certain transport services might cease to operate in adverse weather conditions, employees who rely on such transport facilities should also be given priority to leave; and
  - (iv) for all other employees, arrangements should be made for their staggered release, according to distance to be travelled. Ministries/Departments/ Public Sector Organisations should liaise with the National Transport Authority (NTA) to ensure availability of public transport.
7. It would be appreciated if the contents of the Circular could be brought to the attention of all the officers serving in your respective Ministries/Departments and parastatal organisations falling under the aegis of your Ministry. You should also ensure that the procedures laid down in the Protocol on Heavy Rainfall are complied with.



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

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