



Ministry of Public Service, Administrative and Institutional Reforms

27 April 2021

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No.19 of 2021
E/152/11/07

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments

Operational Hours of the Correspondence Service Unit
of the Ministry of the Public Service, Administrative and Institutional Reforms

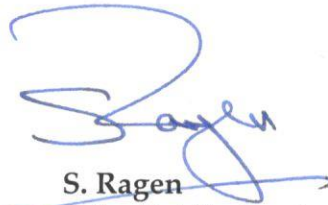
Further to this Ministry's Circular Letter No. 18 of 2021 issued today, the hours of operation of the Correspondence Service Unit (CS Unit), located at the NPF Building, is being reviewed so as to ensure proper social distancing and to restrict the number of Office Auxiliaries in the CS Unit at one time.

2. Accordingly, the following arrangements have been made -
- (a) a new Work Plan as per Annex has been put in place for Office Auxiliaries to attend the CS Unit in batches for exchange of mail at different times allocated to them;
 - (b) proper markings for social distancing have been established both inside and outside the CS Unit;
 - (c) hand sanitizers have been placed at the entrance and inside the Unit; and
 - (d) posters regarding Safety and Health precautionary measures have been affixed both at the entrance and inside the area.

3. Ministries/Departments are kindly requested to ensure that Office Auxiliaries proceeding to the CS unit :

- (a) abide by the time slots allocated;
- (b) wear their masks and gloves so as to be compliant with Health and Safety measures; and
- (c) maintain proper social distancing at the Unit.

4. This temporary work arrangement will take effect as from 03 May 2021 and will be in force until further notice.



S. Ragen
Secretary for Public Service

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

**PLAN FOR EXCHANGE OF CORRESPONDENCE AT THE
CORRESPONDENCE SERVICE UNIT**

S/N	MINISTRIES/DEPARTMENTS
BATCH 1 - 9.30 hrs and 13.00 hrs	
1	Ministry of Defence, Home Affairs and External Communications; Ministry for Rodrigues, Outer Islands & Territorial Integrity
2	Ministry Of Energy and Public Utilities
3	Ministry of Education, Tertiary Education, Science and Technology
4	Ministry of Local Government, Disaster and Risk Management
5	Ministry of Land Transport and Light Rail
6	Ministry of Finance, Economic Planning and Development
7	Ministry of Foreign Affairs, Regional Integration and International Trade
8	Ministry of Housing and Land Use Planning
9	Ministry of Social Integration, Social Security and National Solidarity
10	Ministry of Industrial Development, SMEs and Cooperatives
BATCH 2 - 10.30 hrs and 14.00 hrs	
11	Ministry of Environment, Solid Waste Management and Climate Change
12	Ministry of Financial Services and Good Governance
13	Ministry of Tourism
14	Attorney General's Office Ministry of Agro-Industry and Food Security
15	Ministry of Commerce and Consumer Protection
16	Ministry of Youth Empowerment, Sports and Recreation
17	Ministry of National Infrastructure and Community Development
18	Ministry of Information Technology, Communication and Innovation
19	Ministry of Labour, Human Resource Development and Training
20	Ministry of Health and Wellness

S/N	MINISTRIES/DEPARTMENTS
BATCH 3 - 10.00 hrs and 13.30 hrs	
21	Ministry of Blue Economy, Marine Resources, Fisheries and Shipping
22	Ministry of Gender Equality and Family Welfare
23	Ministry of Arts and Cultural Heritage
24	Public Bodies Appeal Tribunal
25	Central Information Systems Division
26	Central Informatics Bureau
27	Civil Status Division
28	Statistics Mauritius
29	Electoral Commissioner's Office
30	Human Rights Commission
BATCH 4 - 11.00 hrs and 14.30 hrs	
31	Judicial Department
32	National Assembly
33	National Audit Office
34	National Land Transport Authority
35	Office of the Ombudsman
36	Pay Research Bureau
37	Police Department
38	Registrar General's Department
39	Accountant General
40	Valuation & RECS, Valuation Department
41	Corporate and Business Registration Department
42	Mauritius Fire and Rescue Service
43	Energy Services Division