Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 29 of 2020
E/152/11/07

From: Secretary for Public Service
To: Supervising Officers in charge of Ministries/Departments

Functioning of Ministries/Departments

Taking into consideration the present challenge being faced by the country with the outbreak of COVID-19, the Ministry of Public Service, Administrative and Institutional reforms is making an urgent appeal to all Public Officers of Ministries, whether in essential or other services, to ensure that there is a minimum business continuity of government services.

Supervising Officers are, therefore, requested to ensure that, on a daily basis, wherever possible and through appropriate mechanisms put in place at their level, a minimum number of administrative and other staff is physically present in office to support the present efforts of Government to combat the spread of Covid-19. Failure to do so could seriously jeopardise our efforts to contain the spread of the disease.

The Ministry is confident that it can rely on the dedication, professionalism and diligence of Public Officers in maintaining minimum business continuity during the period that the curfew order will remain in force.

Supervising Officers are also requested to submit to me the name of any officer who on being requested to attend duty, refuses to do so.

Secretary for Public Service