MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

01 June 2001

Ministry of Civil Service Affairs & Administrative Reforms
Circular Letter No 14 of 2001
E/439/5/02 V5

From: Secretary for Public Service Affairs

To: Supervising Officers in Charge of Ministries/Departments

Hours of Work - Office Attendants

Please refer to this Ministry’s Circular Letter No 8 of 2001, wherein it was mentioned that the new hours of work of Office Attendants working in Ministries/Departments operating on a 5-day week are as follows:-

Monday to Friday - 08 00 hrs to 16 30 hrs (half an hour for lunch)

2. In line with the above circular, the same principle should apply to those Office Attendants who work on a six-day week basis. Their new hours of work should, therefore, be as follows:-

Monday to Friday - 08 15 hrs to 16 00 hrs (half an hour for lunch)
Saturday - 08 15 hrs to 12 30 hrs (half an hour for lunch)

3. As these new work arrangements have been introduced on a trial basis with effect from 2 May 2001, it would be appreciated if they could be closely monitored and this Ministry informed of any difficulty encountered in the implementation of this decision. At the end of the six-month trial period, a decision will be taken on the basis of feedback received from Ministries/Departments as to whether the new arrangements should be maintained.

(D.P.-Ruhee)
Secretary for Public Service Affairs

Copy to: Secretary to the Cabinet and Head of the Civil Service
Director of Audit
Financial Secretary
Accountant-General
Secretary, Public Service Commission