



**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**  
**EJ439/5/02 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**