



**MINISTRY OF CIVIL SERVICE AFFAIRS  
AND ADMINISTRATIVE REFORMS  
MAURITIUS**

13 April 2001

Ministry of Civil Service Affairs & Administrative Reforms  
Circular Letter No 8 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**

Following a request from the Government Office Attendants Union, it has been decided to change, initially on a trial basis, the hours of work of Office Attendants from 07 45 hrs to 16 45 hrs (with one hour for lunch from 12 00 hrs to 13 00 hrs) to 08 00 hrs to 16 30 hrs (with half an hour for lunch from 12 00 hrs to 12 30 hrs).

2. It is proposed that the new hours of work be introduced as from the 2<sup>nd</sup> of May 2001. Kindly inform the Office Attendants posted to your Ministry/Department accordingly.

3. It would be appreciated if the new work arrangements 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 work 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