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<u>Ministry of Civil Service and Administrative Reforms</u>
<u>Circular Letter No 18 of 2010</u>

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers-in-Charge of Ministries/Departments

<u>Leave Without Pay to run a business</u>

The Pay Research Bureau (PRB) has, at paragraphs 18.4.102 and 18.4.103 of its Report 2008 recommended that:-

"Subject to the exigencies of service with the approval of the Ministry of Civil Service and Administrative Reforms, leave without pay may be granted to officers to run a business for an aggregate period of one year over a period of 10 years except for those in scarcity areas or where replacement is not easily available and retention is difficult or where training at government expense has, subject to the provision at paragraph 18.4.103 below, been for a year or more. However, the grant of leave without pay should not be considered in case the proposed business activities are likely to be incompatible, or in conflict with his duties as a public officer or where the smooth delivery of service may be disrupted"; and

The above provision may, however, be applicable in the case of an officer who, though has undergone formal training at government expense, has served at least three years after the bonded period".

However, at paragraph 18.4.103c of its Report 2009 on Errors, Omissions and Clarifications, the Bureau has further recommended that:-

"the Ministry of Civil Service and Administrative Reforms carries out a study and makes proposals for consideration by the High Powered Committee to enable implementation of this recommendation or otherwise".

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Leave Without Pay

Grade	No of posts Establishment	No of Officers in post	No of vacancies	No of officers on leave without pay	Purpose of leave without pay	Duration	Alternative arrangements to cover the work	No officers on contract against established post	Implications of the grant of leave without pay on the operations of the Ministry/ Department	Comments/ Reasons