



Ministry of Civil Service and Administrative Reforms

08 April 2010

Ministry of Civil Service and Administrative Reforms

Circular Note No. 17 of 2010

E/439/5/02

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers, in charge of Ministries/Departments

Waste Paper Baskets

The Government Office Attendant Union has drawn our attention to the fact that waste paper baskets are being used by officers for the disposal of remnants of food items causing great inconvenience to them at the time of clearance.

2. With a view to facilitating the work of these officers and in addition keeping the working environment clean, safe and healthy, officers are requested to ensure that waste paper baskets are used only for the disposal of waste paper. Arrangements should be made for a dustbin for the disposal of remnants of food and other perishable items.

3. Supervising Officers are requested to ensure compliance with the above paragraph and also to bring the contents of this Circular Note to the attention of all Heads of Parastatal and other Statutory Bodies and Local Authorities falling under the aegis of their respective Ministries.

S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service