Ministry of Civil Service and Administrative Reforms
Circular Note No. 52 of 2013
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Supervising Duties – Head Office Care Attendant

Representations have been received, of late, from Government Office Attendant Union (GOAU) to the effect that a few Head Office Care Attendants are, by virtue of their postings, performing minimal supervisory duties, whereas Office Care Attendant/Senior Office Care Attendants working under them are being called upon to shoulder higher responsibilities to ensure the smooth running of the Ministry/Department.

2. Supervising Officers are kindly requested to ensure that:
   i) work is fairly distributed among officers in the Office Care Attendant Cadre;
   ii) Head Office Care Attendants posted to their Ministries/Departments perform duties of their post, which include inter-alia the following:
       a) planning, organizing, supervising and monitoring the work of Office Care Attendant/Senior Office Care Attendants; and
       b) providing training and guidance to subordinates; and
   iii) Head Office Care Attendants attached to office of the Minister or Senior Officials should also perform their duties of supervision of Office Care Attendant/Senior Office Care Attendants.

3. We rely on your usual collaboration and support.

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Senior Chief Executive

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