



**PRIME MINISTER'S OFFICE
REPUBLIC OF MAURITIUS**

SEC/CIR/1

29 November 2021

From: Secretary to Cabinet and Head of the Civil Service

To: Supervising Officers in charge of Ministries/Departments

Response to COVID-19: Flexible Working Arrangement

With the current prevailing situation arising due to the COVID-19 pandemic and with a view to reducing the number of bus commuters during peak hours while also enhancing sanitary measures on board public buses, a Flexible Working Arrangement is being adopted starting as from 01 December 2021 up to 13 December 2021 or until such period as may be required.

2. The Flexible Working Arrangement consists of two slots as follows:
 - **Slot 1 : 08 30 hrs to 14 30 hrs**
 - **Slot 2 :10 30 hrs to 16 30 hrs**
3. Supervising Officers will have to ensure that the staff are equally distributed into two batches such that their Ministries/Departments are adequately staffed to maintain service delivery without any disruption.
4. The Flexible Working Arrangement will not be applicable to Supervising Officers, officers of the Disciplined Forces, Educational Sector, employees working on shift/roster/staggered hours, Workmen's Group and public officers drawing travelling allowances/travel grant/mileage for official travelling.

5. In line with my circular letter dated 12 November 2021, I am reiterating all Supervising Officers to implement the Work-From-Home Protocol in respect of all those activities which could be performed from home and/or remote locations as this arrangement will minimise physical contact at workplace and mitigate the risk of infection.
6. It would be appreciated if the contents of this Circular could be brought to the attention of all the Local Authorities and Parastatal Bodies falling under your purview.
7. I rely on your usual cooperation and support.



**N.K. Ballah, G.O.S.K.
Secretary to Cabinet and
Head of the Civil Service**