



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS**

19 March 2020

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 28 of 2020
E/152/11/07

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Special arrangements – Covid-19

Further to the Circular SEC/COV/1 issued by the Secretary to Cabinet and Head of the Civil Service, it is required that measures are implemented immediately by all Ministries/Departments along with parastatal bodies falling under their purview to curtail further the spread of the Covid-19 outbreak. Along this line, Supervising Officers are advised to take the following measures –

- (i) To implement safety and health measures in the working environment including outstations with support of the Health and Safety Officers posted at your Ministry;
- (ii) Except for essential services, to introduce a Work From Home scheme for officers whose job duties are conducive to working from home and who are able to work autonomously;
- (iii) To consider the introduction of flexible working hours for their officers based on the specificity of their job duties;
- (iv) To revert immediately to manual attendance registers and not use the Electronic Time Recorders until further notice;
- (v) To use email/fax facilities for exchange of correspondences as the Ministry is closing the Correspondence service available at the Renganaden Seenevassen building, Port Louis;
- (vi) To hold meetings when it is absolutely crucial to do so and to adhere to social distancing guidelines as advised by the Ministry of Health and Wellness;
- (vii) To postpone all Seminars/Workshops and Training; and
- (viii) To keep abreast of all precautionary directives advised by the Ministry of Health and Wellness.

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2. The above measures are not exhaustive and Supervising Officers are encouraged to innovate and share any good practice they believe could further help Public Service face the present situation. This Ministry is also providing dedicated contacts for important queries/clarifications as follows-

• **HR related matters**

- Mr S. Lutchoomun, Director, Human Resource Management – 59410279
- Mr D. Janoo- Deputy Director, Human Resource Management – 57512670

• **Occupational Safety and Health matter**

- Mr S. Coolen, Director, Safety and Health - 57882788
- Mr R. Heerah, Assistant Director, Safety and Health – 57772324

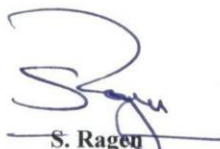
• **ICT related matters**

- Mr R. Hawabhay, Chief Technical Officer, MTCTI– 52546192
- Dr M. Soobron, Director, CIB - 52543310
- Mr V. Boodhun, Director, CISD – 57291559

3. Furthermore, you may avail of the new Bulk SMS service of this Ministry for urgent communication to your staff. For that matter, you may contact the following officers –

- Mr S. Ramgolam, Assistant Director, PSBTB – 5259 5444
- Mr V. Seedoyal, Assistant Permanent Secretary – 5722 7927

4. I will also be available on the special common group created on the Whatsapp platform or my direct mobile number – 5251 3565.


S. Ragoon
Secretary for Public Service

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