



## Ministry of Civil Service and Administrative Reforms

16 July 2015

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 21 of 2015  
E/437/1/01 V2

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

To: Supervising Officers i/c of Ministries/Departments

### Departmental Meetings with recognised Federations/Unions

Circular Letters had been issued previously inviting Ministries/Departments to have regular meetings with staff associations with a view to thrashing out departmental issues in the interest of efficiency and promoting sound staff relations. In this respect, please refer to this Ministry's Circular Letters No. 20 of 2007 and No. 20 of 2010.

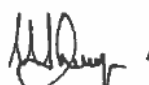
2. However, representations are still being received at this Ministry to the effect that despite several requests from Unions and Federations for departmental meetings, their requests are not always being entertained. Consequently, several staff related issues that could have been dealt with departmentally, are being brought up at the level of this Ministry by the Federations. Such a situation is not conducive to maintaining harmonious employment relations.

3. You would appreciate that the non-holding of regular meetings with staff associations is against basic HR practices and may, very often, lead to strained employment relations and give rise to staff grievances and labour disputes.

4. With a view to establishing good communication and fostering sound and harmonious employment relations, Supervising Officers are requested to ensure that regular departmental meetings are held with staff associations.

5. Supervising Officers are also requested, as far as possible, to chair all important meetings with the Unions or arrange for such meetings to be chaired by a senior officer not below the level of a Deputy Permanent Secretary.

6. I rely on your usual understanding and co-operation.

  
(P. Jugroo)  
Senior Chief Executive

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