



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

26 January 2015

Ministry of Civil Service and Administrative Reforms
Circular Note No. 2 of 2015
E/18/24/01 TF1

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

To: Supervising Officers i/c Ministries/Departments

Actingship to Accounting/Responsible Officer position for less than seven days

Following this Ministry's Circular Note No. 5 of 2014 regarding payment of allowance to officers acting in an Accounting/Responsible Officer position for a period of less than seven days, requests were being received from different Ministries/Departments for such payment to be effected during the short absences of the Supervising Officer on casual/sick leave for one or two days.

2. The High Powered Committee has, at its meeting held on 01 December 2014, decided that:-
 - (i) formal acting appointment be resorted to and payment be effected only in case of absence of a Supervising Officer on casual/sick leave for three consecutive days or more, subject to such arrangement being recommended by the Supervising Officer; and
 - (ii) no formal actingship or payment be made for absences of less than three days.
3. Ministries/Departments are advised to stand guided by the above decision and comply accordingly.

Senior Chief Executive

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

cc/circular/actingship