



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

14 December 2016

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 62 of 2016

E/364/6/15

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

To: Supervising Officers in charge of Ministries/Departments

Survey on the implementation of the Flexible Working Arrangement (FWA)

As you are aware, the Flexible Working Arrangement (FWA) has been introduced on a pilot basis in some Ministries/Department. Feedback received is interesting and the system proves to be effective. With a view to promoting efficiency in service delivery while at the same time easing Public Officers in both their professional and personal life, it is envisaged to extend this working arrangement to capture as many Ministries and Departments, if not the whole Civil Service. Accordingly, the grades of Office Auxiliary/Senior Office Auxiliary (on roster) and Head Office Auxiliary (on roster) have been created on the establishment of this Ministry to ensure that support services accompany the new time schedules.

2. As each Ministry/Department has its own specificities, this Ministry has deemed it appropriate to conduct a survey to gauge the staff requirements in the two new grades to enable the smooth implementation of the Flexible Working Arrangement.
3. I should be grateful to you if you could arrange for the relevant information, as per the enclosed pro forma, to be submitted to this Ministry, by **Tuesday 10 January 2017** at latest.
4. I rely on your cooperation in the matter.

S. K. Pather
Senior Chief Executive

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

