



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**

**12 June 2017**

**Ministry of Civil Service and Administrative Reforms**

**Circular Note No. 16 of 2017**

**Ref: E/160/2/44/01/24**

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

**To:** Supervising Officers, in charge of Ministries/Departments

**Office Auxiliary Cadre - Allocation of duties**

In the course of a meeting held with the Government Office Attendant Union, it has been brought to the attention of this Ministry that some Office Auxiliary/Senior Office Auxiliaries are, by virtue of their postings, underutilized and the work load is not fairly and equally distributed among officers in the Cadre. The Union has also complained that some Head Office Auxiliaries are performing minimal supervisory duties; and it has, consequently, made an appeal that due consideration be given to redress the situation.

2. In this connection, you are hereby reminded that this Ministry's Circular Note No.52 of 2013 basically requires Supervising Officers to ensure that:

- (i) work is fairly and evenly distributed among officers in the Office Auxiliary Cadre;
- (ii) Head Office Auxiliaries perform duties of their post which include *inter alia* the following:
  - (a) planning, organizing, supervising and monitoring the work of Office Auxiliary/Senior Office Auxiliaries; and
  - (b) providing training and guidance to subordinates; and
- (iii) Head Office Auxiliaries attached to office of a Minister or senior officials should also perform their duties of supervision of Office Auxiliary/Senior Office Auxiliaries.

3. Supervising Officers are requested to ensure that even Office Auxiliary/Senior Office Auxiliaries who are attached to the office of a Minister or senior officials should be made to perform the core duties devolving upon incumbents in the grade.
4. Notwithstanding the fact that internal postings in Ministries/Departments rest with the respective Supervising Officers, I am appealing to your indulgence and understanding to review, where appropriate, the posting of officers in the Office Auxiliary Cadre to ensure that work is fairly distributed among officers in the Cadre, and thus ward off any discontent and frustration among officers of that Cadre.
5. 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  
President, Government Office Attendant Union  
File E/439/5/2*