

25 October, 2002

Ministry of Civil Service Affairs and Administrative Reforms  
Regular Letter No. 43 of 2002  
439/137/01

From: Secretary for Public Service Affairs  
To: «Addressees as per Annex»

### Rotation of Staff

As you are aware, it was decided that officers of the General Services and Personnel Cadre should be rotated on a regular basis so as to enhance their understanding and knowledge of the government machinery.

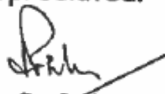
In order to implement this decision, the officers listed at annex have been identified for transfer based on the following criteria:

- (i) in the first instance, officers who have served in a Ministry/ Department for more than 25 years;
- (ii) age: officers who are below 55 years; and
- (iii) residential address.

In order not to disrupt the functioning of any section/unit of your Ministry/Department, it would be appreciated if you would let me know whether the officers listed at Annex could be transferred with immediate effect. In case these officers cannot be transferred immediately, appropriate justification should be given and proper arrangements made for other officers in your Ministry/Department to understudy them for a maximum period of three months. The letter must be signed by you personally.

For the smooth implementation of this exercise, the officers of the Personnel Cadre attached to your Ministry/Department should provide full support.

Your collaboration in this matter would be highly appreciated.

  
(D. P. Ruhee)

Secretary for Public Service Affairs

Copy to:

Secretary to the Cabinet and Head of the Civil Service } Issued on 30.10.02  
Financial Secretary } 

Min/Dept
Permanent Secretary, Ministry of Education and Scientific Research
Permanent Secretary, Ministry of Commerce and Co-operatives (Commerce Division)
Permanent Secretary, Ministry of Commerce and Co-operatives (Co-operatives Division)
Commissioner of Income Tax
Permanent Secretary, Ministry of Agriculture, Food Technology and Natural Resources
Permanent Secretary, Ministry of Social Security, National Solidarity and Senior Citizen Welfare and Reform Institutions
Permanent Secretary, Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)
Permanent Secretary, Ministry of Health and Quality of Life
Clerk of the National Assembly
Permanent Secretary, Ministry of Training, Skills Development and Productivity
Permanent Secretary, Ministry of Housing and Lands
Registrar General
Secretary for Home Affairs, Prime Minister's Office, Government Information Service
President, Permanent Arbitration Tribunal
Head Transport Commissioner
Director, Ministry of Economic Development, Financial Services and Corporate Affairs
Permanent Secretary, Ministry of Youth and Sports
Supervising Officer, Ministry of Foreign Affairs and Regional Co-operation
Secretary for Home Affairs, Prime Minister's Office
Accountant General
Chief Fire Officer

Permanent Secretary, Ministry of Labour and Industrial Relations

Comptroller of Customs

Financial Secretary

Ministry of Labour and Industrial Relations