



Ministry of Civil Service and Administrative Reforms

14 January, 2011

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 4

E/152/75/22/20

From: Supervising Officer, Ministry of Civil service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Enhancement of Work Environment Programme- Submission of Projects

An amount of Rs 34.5m has been provided under the Occupational Safety and Health Sub-Programme of this Ministry in the Budget 2011 with a view to assisting Ministries/Departments to improve and enhance the working environment and to make workplaces more comfortable and conducive to productivity.

2. Government has agreed that, as a matter of priority, project proposals relating to health nuisances such as infestation of pigeon, rats and other pests, electrical installations upgrading, provision of fire safety arrangements, first aid facilities, upgrading of office safety etc will be entertained under the above-mentioned programme. However, requests for major upgrading works, exterior paintings of buildings, structural works and the like will not be considered under this programme as these are catered for either by the Public Infrastructure Division for Government buildings or by the landlords for rented buildings and for which the latter has the obligations as owner of the private buildings. An indicative priority list of Safety and Health issues is at Annex I.

3. Moreover, a committee on Enhancement of Work Environment has been set up to examine the Project Proposals to be submitted by Ministries/Departments. The projects will be considered on a first come first serve basis.

4. The project proposals should, in the first instance, be considered at the level of Safety and Health Committee set up by each Ministry/Department under Section 21 of the Occupational Safety and Health Act 2005 and submitted under the hand of the Supervising Officer.

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**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

5. You are therefore invited to submit your project proposals to this Ministry at latest by **15 February, 2011** on the proforma at Annex II. The requests may also be sent by Fax on phone no. 2088642.

6. I look forward to your full support and collaboration in the implementation of this programme.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

(S. Seebaluck)
Senior Chief Executive

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

ANNEX II

Ministry of Civil Service and Administrative Reforms

Enhancement of Work Environment Programme

Project Proposal Form

1. Applicant Organisation

Ministry/Department :

.....

Address :

.....

Building Owned by : Government Private Owner

2. Project Description

(a) Project Title (*By which name will the project be known?*)

.....

.....

(b) Give a short description of what needs to be put in place/renovated.

.....

.....

(c) Indicate the exact location where the project will be implemented.

.....

(d) What are the benefits expected?

.....

.....

(e) What is the number of employees and *where applicable the number of customers on a monthly basis*, that is expected to benefit from the project?

.....

3. Duration and Cost of Project

(a) Duration of Project
months

(b) Estimated Costs of Project
(Breakdown of cost estimates should be annexed)

(c) Is your organization prepared to meet part of the costs?

Yes

No

If yes, Please specify the quantum : Rs _____

(d) Name and designation of officer responsible for implementation and coordination of the project.

.....

4. State whether the project(s) have been discussed at the Safety and Health Committee level?

YES

NO

If yes, Please state the date of the meeting: _____

5. Other details on the Project/Remarks (if any)

.....

.....

Name of Supervising Officer :-----

Ministry/Department :-----

Signature :-----

Date :-----