

25 January 2011

Ministry of Civil Service and Administrative Reforms

Circular Note No 2 of 2011

E/423/1/02 V7

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

To: Supervising Officers-in-Charge of Ministries/Departments

Release of staff and resumption of duties
in connection with cyclone warnings

Heads of Ministries/Departments are requested to closely monitor the situation once a cyclone warning is in force in the country. They should take appropriate measures for the release of staff as soon as a cyclone warning class III is issued during working hours. In so doing, they should give due consideration to officers who travel by their own cars or by public transport to attend duty and who reside furthest from their place of work.

2. It has been noted that after the lifting of a cyclone warning class III and especially when the official communiqué is issued by the Meteorological Services after the beginning official working hours, it is not always clear to officers whether they should attend duty or not.

3. Officers are hereby reminded that:-

- (a) they are required to attend duty as soon as a cyclone warning class III is officially lifted, provided this is done before 10.00 hours, and on the assumption that public transport has resumed;

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- (b) those who are required and bound to attend duty during a cyclone warning class III or IV, should continue to do so.

4. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your respective Ministries/Departments and the parastatal organisations falling under the aegis of your Ministry.

(S. Seebaluck)
Senior Chief Executive

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

sr/circular cyclone warning

