



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

08 October, 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No. 42 of 2013
E/181/1/02

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

To: Supervising Officers in Charge of Ministries/Departments

Devolving of Authority to Ministries/Departments

Further to this Ministry's Circular Note No. 8 of 2005 and in line with this Ministry's policy to enable Ministries/Departments to better manage their human resources and provide timely delivery of services, it has been decided that the authority to approve special leave in favour of public officers for participation in sports activities and other cultural events, at National/International level, be henceforth devolved upon Supervising Officers.

2. With a view to facilitating the processing of such cases, Supervising Officers are hereby advised to follow the guidelines set out below in exercising the above delegation of authority:-

- (i) any officer who is selected/nominated to represent the country in any National or International sport activities or cultural event may be granted special leave for the purpose;
- (ii) any officer who is nominated by the Government, through the respective Ministry concerned, to attend/participate or to form part of a delegation with respect to sports activities and cultural events, at National/International level may be granted special leave for the purpose;
- (iii) any officer who is sponsored by Cultural Centres/Sports Federations, recognised by the Government, to attend to events/activities at International Level may be granted special leave subject to a maximum period of three weeks. Any period of leave in excess of three weeks shall be reckoned against the officer's normal leave entitlement or as leave without pay, as appropriate; and
- (iv) for overseas participation, the officer may be granted up to two additional days paid leave for travelling each way, from and to Mauritius, as appropriate.

3. Supervising Officers of Ministries/Departments are kindly requested to ensure compliance to the above.

(S. Seebaluck)
Senior Chief Executive

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