



## MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

11 December 2013

**Ministry of Civil Service and Administrative Reforms**  
**Circular Note No 52 of 2013**  
**E/439/5/2**

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

To: Supervising Officers i/c Ministries/Departments

### **Supervising Duties – Head Office Care Attendant**

Representations have been received, of late, from Government Office Attendant Union (GOAU) to the effect that a few Head Office Care Attendants are, by virtue of their postings, performing minimal supervisory duties, whereas Office Care Attendant/Senior Office Care Attendants working under them are being called upon to shoulder higher responsibilities to ensure the smooth running of the Ministry/Department.

2. Supervising Officers are kindly requested to ensure that:-
  - i) work is fairly distributed among officers in the Office Care Attendant Cadre;
  - ii) Head Office Care Attendants posted to their Ministries/Departments perform duties of their post, which include *inter-alia* the following:-
    - a) planning, organizing, supervising and monitoring the work of Office Care Attendant/Senior Office Care Attendants; and
    - b) providing training and guidance to subordinates; and
  - iii) Head Office Care Attendants attached to office of the Minister or Senior Officials should also perform their duties of supervision of Office Care Attendant/Senior Office Care Attendants.
3. We rely on your usual collaboration and support.

  
S. Seebaluck  
Senior Chief Executive