

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 4/1977**

**REFERENCE NO. PS: 17/8**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT: Release of Staff for work on Aided Self-help  
Housing Projects.**

DATE: 24<sup>th</sup> January, 1977.

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My circular 32/1975 provided that employees be given "time-off", with full pay, from their regular employment to enable them to participate in Aided Self-help Housing Projects. A concomitant to such release was that no wages or salaries should be paid to self-helpers absent from the self-help site.

2. It has come to attention that self-helpers are absenting themselves from their work site without permission and that such absences – as recorded in Weekly Reports issued by the site Foreman – are being covered by the grant of annual leave instead of by the deduction of the equivalent in pay from salary/wages. Where this has occurred arrangements should be made to recover the amounts overpaid.
3. It should be noted that arrangements exist for self-helpers to be granted 'time-off from their work site' provided they have reached set targets; reported as "absent without permission".
4. Please bring the contents of this circular to the attention of all employees in your Ministry, Department, Corporation and Company.

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S. M. Z. Insanally,  
for Permanent Secretary.