

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Civil Service Rules 1972 and 1976 Editions
– Amendment No. 12.**

DATE: 24th October, 1977.

The Civil Service Rules (1972 and 1976 Editions) are hereby amended as follows:-

(a) N7 – Taking over Quarters

- (i) Any public servant who is allocated quarters must indicate acceptance and take occupation of them within one (1) calendar month after notification of allocation. Failure to do so within the specified time and without good reason should result in the public servant being required to refund the wages of any caretaker employed over any extended period.
- (ii) On taking over the quarters he must be presented with an inventory of furniture and/or a statement certifying the conditions of the quarters. The public servant taking over the quarters shall report immediately to the public servant controlling the quarters any deficiency or damage observed. Copy of the inventory and/or statement should be signed by the public servant taking over quarters and handed to the controlling public servant.

(b) N8 – Vacation of Quarters

- (i) A public servant must notify the competent authority through his Head of Department of his intention to vacate Government quarters by giving at least one (1) month's notice. Failure to do so should result in his liability for the payment of rent for one (1) month if Government should lose rent as a result of the shortness of any notice.
- (ii) Before his departure the public servant must hand over the keys to the public servant who controls the quarters after he has satisfied himself that the furniture and the quarters are in order. A Handing-over Statement in the appropriate form must be executed and signed both by the public servant vacating the quarters and the controlling public servant. Keys must not be handed over to public servants other than those controlling the quarters.

(c) N9 – Grounds attached to quarters

Substitute '4000 sq. feet' for '10,000 sq. feet'

(d) N13 – Basis for payment

Substitute '\$282. per month' for '\$254. per month'.

(e) Insert Rule N20 – Occupancy of Quarters, free of rent, in special cases

- (i) A public servant, who by virtue of an acting appointment, occupies quarters but in view of the evident shortness of the period finds it imprudent to vacate his former quarters (whether rental or private) may be allowed to occupy quarters provided for him in his acting capacity free of rent for a period not exceeding six (6) months, with the prior approval of the Permanent Secretary, Public Service Ministry.
- (ii) On the death of a public servant, who is in occupation of Government quarters, his family may be permitted, on compassionate grounds, to retain occupancy, free of rent, for a period not exceeding two (2) months.

(f) Insert Rule N21 – Public Servants proceeding on leave

- (i) A Public servant on vacation leave should not be required to vacate quarters unless it is absolutely necessary for such a course to be taken in the interest of the public service. While remaining in occupancy of quarters during vacation leave, a public servant in rental quarters shall be required to continue to pay rent for the quarters.
- (ii) If feasible and not to the grave inconvenience of the replacement of a public servant who has vacated his quarters during vacation leave, a room to store the latter's furniture may be retained by the vacating public servant on payment of rent proportionate to the floor area of the quarters should pay rent at the proportionate reduced rate.
- (iii) A public servant who is required to vacate rent-free quarters during vacation leave or leave on medical grounds shall be paid an appropriate allowance during that period; public servants who are in receipt of an allowance in lieu of quarters for which they are eligible and those in receipt of rent-aid allowances shall continue to enjoy those allowances while on vacation leave, save and except contract officers proceeding on terminal leave.

2. Amendment (d) takes effect from January 1, 1977 consequent on the implementation of the new salary rates on that date. The other amendments take effect from 14th June, 1977. My circular No. 30/1977 dated 6th July, 1977 refers.

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