

PUBLIC SERVICE MANAGEMENT
OFFICE OF THE PRESIDENT.

CIRCULAR No. 6/2001

REF No. .

FROM: Permanent Secretary,
Public Service Management
Office of the President

SUBJECT
Unauthorised Absence from
Duty Without Leave.

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

DATE: 2001-04-05

Permanent Secretaries, Heads of Departments and Regional Executive Officers are reminded of the official working hours as indicated hereunder:-

Mondays to Thursdays
8.00 a.m. to 12.00 noon and
1.00 p.m. to 4.30 p.m.

Fridays
8.00 a.m. to 12.00 noon and
1.00 p.m. to 3.30 p.m.

There has been a call by certain Trade Union Organisations and political personnel for Public Servants to breach their contracts ostensibly to join in protest demonstrations although there has been no known case of a grievance filed according to the grievance procedures. This call for protest action is a violation of the Public Service Rules.

2. Heads are hereby reminded that Public Servants must be at their desks during working hours. For any absence from duty of an employee during the course of a workday, prior approval must be obtained by his/her Head of Department.
3. Any absence from duty without authority must be reported immediately by the Head of the Department to the Permanent Secretary, Public Service Management, Office of the President.
4. Additionally, any Public Servant who is seen publicly demonstrating during working hours would be in serious breach of the Public Service Rules and this Ministry must be informed immediately of such a breach.
5. Please bring the contents of this Circular to the attention of the Personnel Department and all relevant officers in your Ministry, Department and Region.

Nanda K. Gopaul
Permanent Secretary,
Public Service Management
Office of the President.