

FROM: Permanent Secretary,
Public Service Ministry.

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

SUBJECT
Office Assistants -
Requirement of a Bicycle
to perform duties

DATE: 2002-02-11

- It has come to the knowledge of this Ministry that there are Office Assistants employed in the Public Service who either do not possess or use bicycles, in the performance of their official duties, thereby causing delays in the distribution of mail.
2. One of the requirements for employment as an Office Assistant is that he/she must have a Bicycle. This is necessary to facilitate the effective and efficient performance of the functions of the post.
 3. The following extract of the Job Specification, which is reproduced hereunder is relevant:
**“Nature and Scope:
Qualification Knowledge and Experience
Basic literacy, must be trust worthy and able to carry out simple instructions. Should have a bicycle to carry out duties.”**
 4. Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to ensure that Office Assistants are in possession of a bicycle by February 28, 2002.

Dr. N. K. Gopaul,
Permanent Secretary,
Public Service Ministry.

