

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT
Granting of No-Pay Leave

DATE: 2013-06-10

With reference to our circular No. 18/1986 dated 1986/08/21 which gave Permanent Secretaries, Heads of Departments and Regional Executive Officers the authority to grant one (1) months no-pay leave annual to non pensionable employees.

Please be advised that with immediate effect, **request for no-pay leave exceeding one (1) week for pensionable and non-pensionable employees must be forwarded to this ministry** through the respective Permanent Secretary, Head of Department or Regional Executive Officer.

Accompanying your request must be adequate justification/ information to facilitate the process and consideration of your representation.

Our circular No. 18/1986 dated 1986/08/21 is hereby amended.

Kindly bring this circular to the attention of all concerned especially those in the Personnel Department.

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Mr. Hydar Ally
Permanent Secretary
Public Service Ministry