## **CIRCULAR 04/2020**

From: Permanent Secretary for Civil Service Phone: 3314 588

To: All Permanent Secretaries Date: 1 April 2020

Subject: WORK FROM HOME GUIDELINE FOR File Ref: MCS 14/2

**CIVIL SERVANTS DURING COVID 19** 

Attached please find the Work From Home (WFH) guideline for Civil Servants during COVID 19.

You are kindly requested to provide to the Ministry of Civil Service, a list of staff, and details on the functions of your respective Ministries, that will be carried out under the WFH guideline, for the next two weeks. These details should be submitted to <a href="mailto:arvin.singh@govnet.gov.fi">arvin.singh@govnet.gov.fi</a> or <a href="mailto:naibuka.delana@mcs.gov.fi">naibuka.delana@mcs.gov.fi</a> by close of business tomorrow, 2 April 2020.

These functions will be published for transparency purposes.

The WFH arrangements will be reviewed at the end of the two – week period on 16 April 2020.

Thank you.

Susan Kiran (Ms)

Permanent Secretary for Civil Service.