



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

December 2000

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No 35 of 2000
no/51/03/01

FROM: Permanent Secretary, Ministry of Civil Service Affairs and Administrative Reforms
TO: Supervising Officers i/c Ministries/Departments

Computerisation Project - Central Personnel System

This Ministry is currently developing a system to computerise the personnel system for all officers of the Civil Service. The Centralised Personnel System will be an on-line interactive system designed to enhance Human Resource Management. It will consist of a Personnel Data Bank relating inter-alia to appointment, promotion, schemes of service, Civil Establishment Order, posting, qualifications, different types of leave, passage benefits/allowances, retirement, etc. Implementation of this system will result in better monitoring of the workforce, processing of letters and readily available reports such as staff lists.

During the first phase of the project, the system will be limited to officers belonging to the General Services Grades, the Personnel Cadre and the Administrative Cadre. The system will eventually be extended to all officers of the Civil Service when the system will be linked to other Ministries/Departments.

As the Ministry is presently completing the first Phase, it is essential that all information regarding particulars of an officer since he/she joined the Service be regularly updated. In this context, it would be appreciated if all officers belonging to the General Service Grades, the Personnel Cadre and the Administrative Cadre posted within your Ministry/Department could submit their particulars on the lines of the enclosed form.

The completed forms should be duly certified and returned to this Ministry by 15 January 2001 at the latest. Additional information on the project may be obtained from Mrs Y. Moorghen, Assistant Secretary on (telephone no. 201-1434).


(D. P. Ruhee)
Permanent Secretary

Copy to: Secretary to the Cabinet and Head of the Civil Service

Higher qualifications

(Please specify whether full-time, part-time or distance learning)

Name of University / Examining Body	Duration of Course	LEVEL	Qualification obtained and year
	From - To	Diploma/Degree/Professional	

Any other qualifications

(Please specify whether full-time, part-time or distance learning)

Name of University / Examining Body	Duration of Course	Level	Qualification obtained and year
	From - To	Certificate/Diploma/Other (Please specify)	

Training

Name/Seminar/Training/ Conference	Duration		Institution		Location/Country (where appropriate)
	From	To	Financing	Organising	

Certified Correct

Certified Correct

Signature of Officer :

Signature:

Head of Department/Unit

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Status:

Date: