



### MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS MAURITIUS

December 2000

mistry of Civil Service Affairs and Administrative Reforms reular Letter No 35 of 2000 10/51/03/01

IOM: Permanent Secretary, Ministry of Civil Service Affairs and Administrative Reforms

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 the Civil Service. The Centralised Personnel System will be an on-line interactive system designed to hance Human Resource Management. It will consist of a Personnel Data Bank relating inter-alia to pointment, promotion, schemes of service, Civil Establishment Order, posting, qualifications, different as of leave, passage benefits/allowances, retirement, etc. Implementation of this system will result in the 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 peral Services Grades, the Personnel Cadre and the Administrative Cadre. The system will eventually extended to all officers of the Civil Service when the system will be linked to other Ministries/partments.

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 appreciated if all officers belonging to the General Service Grades, the Personnel Cadre and the hinistrative Cadre posted within your Ministry/Department could submit their particulars on the lines the enclosed form.

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

(D. P. Ruhee) Permanent Secretary

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

## Annex to Ministry of Civil Service Affairs and Administrative Reforms Circular Letter No. 35 of 2000 dated 14 December 2000

# Officer's basic data Status: (Married/Single) Vo.: ..... Title: ..... Sex:.... Phone No. (Res): ..... NAME: .... Date of Birth: ..... ER NAME: .... Social Security No.:.... len Name (if applicable): ..... Income Tax No.: ..... iential Address: .... Date Joined Service: ..... ...... Date of 1st Appointment: ..... mt appointment: ..... cive Date: .... Employment History ious Employment: Ministry/Department Temporary/Substantive Post Held From - To hyment in other than Government Service (including Parastatals)

#### **OUALIFICATIONS**

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English:		Geography/EVS:	
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Mathematics:			
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		General Paper	

Higher qualifications se specify whether full-time, part-time or distance learning)

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Examining Body	From - To	Diploma/Degree/Professional	obtained and year
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Any other qualifications as specify whether full-time, part-time or distance learning)

me of University / Examining Body	Duration of Course From - To	Level Cert ficate/Diploma/Other (Please specify)	Qualification obtained and year
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## Training

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Certified Correct	Certified Correct
Officer:	Signature:
	Status:
	Date: