



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS

MAURITIUS

Circular Letter No. 48 of 2002

15 November 2002

E/152/50/11/04 V3

Secretary for Public Service Affairs

Supervising Officers in Charge of Ministries/Departments

Change of e-mail Addresses

In the context of E-Government initiatives, Senior Public Officers who were given e-mail accounts were requested to use their e-mail addresses under the "mail.gov.mu".

2. It has been brought to the attention of this Ministry that, out of 2420 e-mail accounts, more than 220 public officers are still using "intnet.mu".
3. The matter was raised at the last meeting of the Task Force on E-Government, chaired by the Honourable Minister of Information Technology and Telecommunications and I have been asked to draw the attention of public officers still using "intnet.mu" that they should shift to "mail.gov.mu" by the end of this month.
4. I should be grateful if the officers concerned in your Ministry/Department could be briefed accordingly. They should be requested to fill in the enclosed application form and forward it to the Manager, Central Information Systems Division, (Government E-Mail Services), 4th Floor, E. Anquetil Building, Port Louis.

(D. P. Ruhee)

Secretary for Public Service Affairs

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

GOVERNMENT EMAIL SERVICES

APPLICATION FORM CREATION/AMENDMENT/DELETION OF E-MAIL ACCOUNTS

Application form should be sent to
DIBO (Government Email Services)
101 Floor, Emmanuel Amekweli Bldg.
Port Louis
Fax No: 201-0652

1. APPLICATION INFORMATION *(Please refer to verso for guidance notes)*

Please tick the relevant item:

Creation of new account *(Fill in Sections 2, 3, 4, 5, 6 completely)*

Amendment of existing account *(Fill in Sections 2, 4, 5, 6 completely and relevant portions of Section 3)*

Deletion of existing account *(Fill in Sections 2, 4 & 6 completely)*

For amendment or deletion of existing email account, please specify existing email address:
(e.g. xyz@mail.gov.mu)

2. STAFF DETAILS

NID:

Title (Mr, Mrs, Ms, Dr, ...):

Surname:

Forenames:

3. PROFESSIONAL DETAILS *(The following information may be used for the purpose of future directory services)*

Job title:

Job Class name (*): Job Group name (if applicable) (*):

Tel. & extension: Fax:

Office Address

Building level & Name:

Street No. & Name:

Locality:

Town/City: Postal code:

(* refer to verso of the sheet for the list of class and group names as defined in PAS report, Volume B, 1993.

4. ORGANISATION DETAILS

Parent Ministry: Department:

Tel. Fax

5. AGREEMENT TO TERMS AND CONDITIONS *(to be signed by the officer entitled to email account)*

I certify that all the information about myself in the application form is true, accurate, current and complete and have no objection that the information (except NID) be published for the purpose of Government Directory services.

I understand that I am entirely responsible for all content that I transmit or otherwise make available via the service. The Government Email Services (GES) has no control on the content posted via the service and, as such, does not guarantee the accuracy, integrity or quality of such content.

In consideration of the use of the GES, I agree to the terms and conditions stated on the verso of the application form:

Signature: Date:

6. AUTHORISED BY *(to be signed by an officer not below the rank of PAS)*

Name: Date:

Signature:

Capacity in which signed:

Official Seal of Ministry/Department

FOR OFFICE USE ONLY

Email address:

Date captured:

Processed by: