

30 September 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 38 of 2003
E/260/72/01/09

From: Secretary for Public Service Affairs

To : Supervising Officers-in-Charge of Ministries/Departments

Implementation of PRB Report 2003 – Attending to Requests/Complaints

The Pay Research Bureau has, at paragraph 23.48 of Volume II of its Report 2003, recommended that this Ministry should designate an officer, not below the level of Personnel Officer, to be responsible for attending to requests/complaints of officers who belong to a cadre falling under its responsibility.

2. It would be appreciated if you would designate an officer of the Personnel Cadre not below the level of Personnel Officer to attend to requests/complaints in your Ministry/Department in respect of the grades listed in the Annex to this Circular Letter. If no such officer in the Personnel Cadre is available in your Ministry/Department, you may designate an officer of the same level belonging to any other cadre.
3. The name of the designated officer should be communicated to all the officers concerned in your Ministry/Department and submitted to this Ministry by 27 October 2003.
4. Mrs B. Dukhira, Chief Personnel Officer in this Ministry, will act as coordinating officer for that purpose. She may be contacted on telephone number 201 3898.
5. It would be appreciated if the contents of this circular letter could be brought to the attention of all the officers concerned in your Ministry/Department.



D.P. Ruhee
Secretary for Public Service Affairs

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

