



Ministry of Civil Service Affairs and Administrative Reforms

1 December, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 43 of 2003
E/364/6/05

From: Secretary for Public Service Affairs

To: Supervising Officers i/c Ministries/Departments

Pool of Drivers in the General Services

Please refer to this Ministry's Circular Letter No. 39 of 2003 on the above subject.

2. You are requested to submit the following information by **12 December 2003** at latest:

- (i) a list of drivers together with their particulars (as per pro forma) who are presently attached to beneficiaries of a chauffeur-driven car;
- (ii) particulars of those drivers, if any, who were previously attached to beneficiaries of a chauffeur-driven car and who could not be redeployed.

3. Please note that the above information is urgently required in view of the implementation of the recommendation at paragraph 38.18 of the PRB Report 2003.

(K. R. Mudhoo)
for Secretary for Public Service Affairs

SN.	Ministry/Department	Name	Designation
61.	Social Security, National Solidarity and Senior Citizens Welfare	-	-
62.	Tourism	-	-
63.	Training, Skills Development, Employment and Productivity	Mrs A. Mudhoo	Assistant Secretary
64.	"	Mr S.F. Vydelingum	Assistant Secretary
65.	Treasury	Mr S. Ramdeen	Ag. Deputy Accountant General
66.	Valuation	Mr S. Dulthumun	Chief Valuation Technician
67.	Value Added Tax	Mr H. Bholah	Assistant Commissioner
68.	Value Added Tax	Mr R. Seechurn	Assistant Commissioner
69.	Women's Rights, Child Development and Family Welfare	Mrs N. Clémentine	Office Superintendent
70.	Youth and Sports	Mr N. Jurawon	Assistant Secretary

Ministry of Civil Service Affairs and Administrative Reforms

Civil Service Reforms – 13th Meeting of Desk Officers

Date: 09th July 2003.

Venue: Conference Room, Ministry of Civil Service Affairs and Administrative Reforms

Ministry/Department	Name	Designation
Agriculture, Food Technology and Natural Resources	Miss J. Ramrup	Office Superintendent
Arts and Culture	Mr S. Ramlallah	Assistant Secretary
Attorney General's Office	Mrs S.D. Huet	Senior Personnel Officer
Cane Planters, Millers Arbitration Control Board	Mr L.C.M Li Ting Wai	Senior Area Superintendent
Central Informatics Bureau	Mr P. Ramnial	Project Manager
Central Information Systems Division	-	-
Central Statistics Office	Miss L. F Cheung Kai Suet	Ag. Deputy Director
Civil Aviation	-	-
Civil Status Division	Mr R. Bundhoo	Principal Civil Status Officer
Commerce and Co-operatives (Commerce Division)	Mrs N. Seebaluck Miss B. Khoyratty	Establishment Officer Higher Executive Officer
Companies Division	Mrs I. Gundhooa	Senior Companies Officer
Customs and Excise	Mr C. Burzoo	Principal Customs and Excise Officer
Economic Development, Financial Services and Corporate Affairs	Mr W. Elahee-Doomun	Economist
Education and Scientific Research	Mr G. Ramrekha	Assistant Secretary
Electoral Commissioner's Office	-	-
Employment Service	Mr A. Golamgouss	Chief Employment Officer
Energy Services Division	Mr A. Herkanaidu	Senior Engineer
Environment	Mr V. Vythilingum	Personnel Officer
External Communications	Mr S.S. Sukhari	Executive Officer
Finance	Mr I. Seebaluck	Assistant Secretary
Fire Services	Mr S. Thylam	Deputy Chief Fire Officer
Foreign Affairs and Regional Co-operation	Mr J.D.P Labonne	Assistant Secretary
Fisheries	Mr S.Y. Munbodh	Assistant Secretary
Government Audit Office	-	-
Government Information Service	-	-
Government Printing	Mr S. Green	Assistant Government Printer
Health and Quality of Life	Mrs M Mudaliar	Principal Assistant Secretary
Housing and Lands	Mrs K. Balluck	Higher Executive Officer
Income Tax	Mrs S. Lim Kong	Assistant Commissioner
Industry and International Trade	Mrs Y.Mamode Cassim	Personnel Officer

SN.	Ministry/Department	Name	Designation
31.	Industry and International Trade (International Trade Div.)	Mr S. Ramsaha	Establishment Officer
32.	Information Technology and Telecommunications	-	-
33.	Judicial	Mr P. Veeraragoo	Director, Court Services
34.	Labour and Industrial Relations	Mr D. Jannoo	Senior Personnel Officer
35.	Large Taxpayer	Mr P. Ramphul	Assistant Commissioner
36.	Local Government and Rodrigues	-	-
37.	Local Government and Rodrigues	Mrs J. Lam	Higher Executive Officer
38.	Local Government and Rodrigues (Rodrigues Division)	-	-
39.	Local Government and Rodrigues (National Development Unit)	Mr P. Pirthee	Assistant Secretary
40.	Local Government Service Commission	Mr B. Padaruth	Assistant Secretary
41.	Management Audit Bureau	Mrs S.Y. Ho Fong	Principal Financial and Management Analyst
42.	Mauritius Prisons Service	Mrs M. Bayaram	Superintendent of Prisons
43.	Meteorological Services	Mr B. Dunpath	Divisional Meteorologist
44.	National Archives	Mr R. Chung Sam Wan	Acting Deputy Director
45.	National Transport Authority	Mr T.E.K. Loeng Lin	Acting Chief Road Transport Inspector
46.	Office of the President	Mr R. Appanah	Higher Executive Officer
47.	Ombudsman's Office	Mr I. Gunnoo	Executive Officer
48.	Pay Research Bureau	Mr T. Jeebodhun	Job Analyst
49.	Permanent Arbitration Tribunal	Mr J.R. Boodhna	Secretary/Registrar
50.	Passport and Immigration Office	Mr P. Moher	Assistant Superintendent of Police
51.	Passport and Immigration Office	Mr K. Appadu	Police Inspector
52.	Police	Mr M. Louison	Police Press Officer
53.	Prime Minister's Office	Mr R. Munisamy	Higher Executive Officer
54.	Public Infrastructure, Land Transport and Shipping	Mr N. Poonye	Assistant Secretary
55.	Public Infrastructure, Land Transport and Shipping (Land Transport Division)	Mr T. Dunpath	Personnel Officer
56.	Public Utilities	Mr K. Lotun	Senior Personnel Officer
57.	Registrar-General	Mrs I. Seesurrun	Deputy Registrar General
58.	Revenue Authority	Mr S. Lallmahomed	Senior Financial and Management Analyst
59.	Rodrigues Regional Assembly	Mrs M.C. Grandcourt	Assistant Island Secretary
60.	Rodrigues Regional Assembly	Mrs J. Yeung	Head, Human Resource Centre

Copies of the presentation were circulated.

6. COMMENTS FROM DESK OFFICERS

6.1 ISO Standards

Mr Veeraragoo requested the assistance of the Ministry of Civil Service Affairs and Administrative Reforms for the implementation of ISO standards at the Judicial Department.

6.1.2 Mrs Moorghen informed the Committee that the assistance of the Management Audit Bureau had already been sought in that respect.

6.2 Rodrigues

Mrs Yeung and Mrs Grandcourt informed the Committee of the following reforms initiatives in Rodrigues:

- Proposed implementation of ISO standards at the Central Administration.
- Some 200 officers had benefitted from the ICT course.
- Setting up of a professional Documentation Unit related to the development of Rodrigues.
- A public service library had been set up in Rodrigues with the assistance of the Ministry of Civil Service Affairs and Administrative Reforms and would be soon inaugurated.

6.3 PRB Report – Attendance

6.3.1 Mr Lotun drew the attention of the Committee that the recommendation of the Pay Research Bureau as regards lateness of public officers would encourage officers to make an abuse of the system and suggested that the Ministry of Civil Service Affairs and Administrative Reforms should further study the issue prior to implementation.

6.3.2 Mr Ruhee pointed out that the PRB made general recommendations and that Responsible Officers were empowered to initiate disciplinary actions against any Public Officer in case of abuse.

7. The meeting ended at 11.30 hrs.

Ministry of Civil Service Affairs and
Administrative Reforms
Port Louis

15 October, 2003

E/60/28/05

Notes of the 13th Meeting with Desk Officers for Civil Service Reforms held in the Conference Room of the Ministry of Civil Service Affairs and Administrative Reforms on Wednesday 09 July 2003 at 10.00 hrs.

Mr D.P. Ruhee	-	Secretary for Public Service Affairs (Chairman)
Mr R. Mudhoo	-	Permanent Secretary, Ministry of Civil Service Affairs and Administrative Reforms
Mrs Y. Moorghen	-	Principal Assistant Secretary, Ministry of Civil Service Affairs and Administrative Reforms
Desk Officers	-	Annex A
Mr D. Mungra	-	Higher Executive Officer, Ministry of Civil Service Affairs and Administrative Reforms (Secretary)

1. The Chairman, welcomed all members present and extended a special welcome to Mrs J. Yeung and Mrs M.C. Grandcourt of the Rodrigues Regional Assembly.

2. APPROVAL OF NOTES OF MEETING

2.1 The notes of the 12th meeting held on 30 April 2003 were approved.

3. MATTERS ARISING

3.1 Announcements made by Chairman

3.1.1 Computerised Attendance System (CAS)

- A circular letter would be issued to all Ministries/Departments concerning guidelines for the introduction of the CAS in the Public Service.
- Ministries/Departments willing to introduce the CAS in their organisation could seek advice and specifications from the Central Informatics Bureau (CIB).
- Ministries/Departments which had the necessary funds for implementation of the CAS could go ahead with their project, subject to clearances from CIB.

3.1.2 Training Needs Analysis (TNA)

The TNA workshop originally fixed for 5-7 August 2003 would be re-scheduled as the launching of the ICT week would be held on 05 August 2003.

3.1.3 Staff Suggestion Scheme (SSS)

The Staff Suggestion Scheme had been implemented in the Public Service. Posters and pamphlets had been issued to Ministries/Departments to sensitize Public Officers on the guidelines of the scheme. However, the response had been poor. Desk Officers were requested to encourage Public Officers in their respective organisation to submit their suggestions for the improvement of Public Services.

3.1.4 ISO 9000

The National Environmental Laboratory of the Ministry of Environment was the eighth public organisation to be ISO certified by the Mauritius Standards Bureau. An Award Ceremony was held on 05 June, 2003 at the Auditorium Octave Wiehe of the University of Mauritius.

3.1.5 Counter Service Awards Scheme

The Ministry of Civil Service Affairs and Administrative Reforms had introduced, in collaboration with the Mauritian Quality Institute (MQI), as from this year, a Counter Service Awards Scheme in the Public Service to reward Ministries/Departments which had excelled in Customer Services. A total of 9 prizes would be awarded. The grand prize for Excellent Counter Service Award would be Rs 100,000/- and specific awards would be given to the Police Department and the Health Sector.

- Copies of the Circular letter dated 01 July 2003 inviting Ministries/ Departments to submit their entries in the Awards Scheme were circulated.
- A Launching Ceremony of the scheme by the Rt. Hon. Prime Minister and the Hon. Minister of Civil Service Affairs and Administrative Reforms would be held in the Sir Harilal Vaghjee Hall on 21 July 2003.
- A meeting with representatives of Ministries/Departments to report progress on Counter Services projects that had been implemented in their respective organisations would be held on 15 July 2003 in the Conference Room of this Ministry.

3.1.6 Financial Management

With a view to promote good governance, transparency, accountability, and effective management of financial practices in the Public Service, the Ministry of Civil Service Affairs and Administrative Reforms would organise a series of workshops for Senior Public Officers on Financial Management and Corporate Governance. The first one would be held on Saturday 12 July 2003 at the Labourdonnais Waterfront Hotel.

4 PAY RESEARCH BUREAU REPORT 2003

- 4.1 Copies of the extracts from PRB report 2003 highlighting the recommendations on Performance Review Scheme, Management Review Exercise and Reforms in the Public Service were circulated.

Mr Mudhoo pointed out that there were two kinds of reform initiatives, namely reforms that cut across the whole Civil Service which were driven by the Ministry of Civil Service Affairs and Administrative Reforms and reforms proper to Ministries/Departments such as at the Ministries of Health and Quality of Life and Education and Scientific Research. He added that the Report is on Performance and the guidelines on the Performance Management Framework would be published to inculcate a culture of performance and discipline in the Public Service. Performance review would be introduced on a pilot basis as from next year.

The Secretary to the Cabinet and Head of the Civil Service would chair a meeting to decide on the implementation of Para. 11 of the PRB Report relating to the setting-up of Reforms Unit in Ministries/Departments.

5. RECORDS MANAGEMENT

- 5.1 Mr Chung Sam Wan, Acting Deputy Director of Archives made a presentation (2nd part) on Records and Archives. He explained inter-alia the role of the Archives Department and the legislations concerning the disposal of non-current public records.