



## Ministry of Civil Service Affairs and Administrative Reforms

17 January, 2005

### Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 3 of 2005

E/41/4/04/32

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms  
To: Supervising Officers i/c Ministries/Departments

### Confidential Reports – General Services

Paragraph 1.3.1(2) of the Personnel Management Manual provides *inter alia* that Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. It would be appreciated if Confidential Reports for the Year 2004 in respect of officers belonging to the grades mentioned hereunder and serving in your Ministry/Department could be filled in and submitted to me, under confidential cover, by Monday 31 January 2005:

- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Office Supervisor
- Clerical Officer/Higher Clerical Officer
- Confidential Secretary
- Senior Word Processing Operator
- Word Processing Operator
- Head Office Attendant
- Office Attendant

3. Your attention is drawn to the fact that:

- (i) Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above; and
- (ii) Section 3 of the Confidential Report should be completed by you.

  
(K. Ponnusamy)  
Senior Chief Executive

Copy to  
Secretary to Cabinet and Head of the Civil Service