

PAS (Mr A) 1/2

PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS
CIRCULAR LETTER NO. 1 OF 2006

Ref: GEN 26/1 V5

To: Responsible Officers of Ministries/Departments

Departmental Staff Lists

The attention of Responsible Officers is drawn to Public Service Commission Circular Letter No.1 of 1990 regarding the submission of updated Departmental Staff Lists.

2. Responsible Officers (R.O) would appreciate that the non-availability of Departmental Staff List or incomplete ones cause considerable delay in the processing of their recommendations.
3. Further, the Commission is in the process of upgrading its computerised system to enable the processing of recommendations and requests from R.Os with expediency. However, this exercise requires migration of updated and correct information from Ministries and the exercise is expected to be carried out by end of March 2006.
4. Please note that in cases where officers hold specific qualifications as laid down in the Scheme(s) of Service for promotion/appointment to the next higher grade(s), these should be incorporated in the Staff Lists. Information in connection with officers who have been subjected to disciplinary action during the preceding 10 years/are under report/have been appointed in a temporary capacity in a higher grade/have been appointed in a temporary capacity in another Ministry/Department or on temporary/permanent transfer to another Ministry/Department/Parastatal Organisation/are on leave without pay or any relevant details should be inserted under column "Remarks" of the Staff Lists.
5. Responsible Officers are urgently requested to ensure that Departmental Staff Lists with all the required information are submitted to the Commission by the 24 March at latest.
6. The Staff Lists should be based on the enclosed pro forma and prepared using MS Excel Version 5.0 or higher. They should be submitted to the Commission on diskette together with a printed copy or by E-mail as an attachment at the following address: pdsc@mail.gov.mu.
7. The Commission relies on the co-operation of all concerned for the timely updating of the Departmental Staff Lists.

10 February, 2006

Public and Disciplined Forces Service Commissions
7, Louis Pasteur Street
FOREST SIDE

DEPARTMENTAL STAFF LIST

Ministry/Department.....

As at 31 December

Page.....

Nothing is to be written in this margin	Post and Salary Scale/Code	Full Name and Date of Birth	Identity Number	Date Joined Service	Date of first Appointment	Date of present Appointment	Seniority Pacing e.g 1,2,3	Qualification (Professional), Technical & Examinations qualifying for promotion	Remarks

THIS FORM MUST BE SIGNED BY THE HEAD OF MINISTRY/DEPARTMENT

I certify that the above entries (page 1 to Page) have been made in accordance with standing instructions and that they are accurate.

Signature:.....
(Head of Ministry/Department)
Name: