



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

07 August 2006

Ministry of Civil Service and Administrative Reforms
Circular Note No. 5 of 2006
E/445/2/01 V.11

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

General Staff List

Please refer to this Ministry's Circular Letter No. 43 of 2005, dated 7 October 2005.

2. The updated General Staff List as at 31 October 2005 with certain changes effected thereafter is now available at this Ministry. The Staff List has been compiled on the basis of information provided by Ministries and Departments and every effort has been made to ensure accuracy. Supervising Officers are requested to make arrangements to collect copies of the General Staff List from this office at the earliest possible. In this respect, Mr S. Nauzeer, Senior Purchasing and Supply Officer, of this Ministry should be contacted on the 6th Floor, New Govt. Centre - (Tel: 2012202).

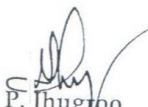
3. In view of the numerous requests from Ministries, Departments and public officers for copies of the General Staff List, a soft modified version of the General Staff List is also available on this Ministry's website - www.gov.mu/portal/site/mcsasite.

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4. It is proposed to keep the General Staff List updated on a regular basis. In this connection, it would be appreciated if you could arrange for information on any changes in respect of staff posted to your Ministry/Department to be communicated (on a six monthly basis) to this Ministry, together with a copy thereof on diskette. The first returns for every year should therefore reach this Ministry at latest by the end of July of the same year and the second returns should be forwarded by the end of January of the next year. Accordingly, the next returns from your Ministry should be forwarded to this office by 31 January, 2007 at latest.

5. For any further information or clarification, please contact Mr O.K. Dabidin, Principal Assistant Secretary, on 201-1379.

6. I rely on your usual collaboration on this matter.


P. Jugroo
Supervising Officer

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