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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
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09 January 2008

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 1 of 2008  
E/41/4/04 A

From: Supervising Officer, Ministry of Civil Service 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 2007 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 Thursday 31 January 2008:

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

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

  
P. Jhugroo  
Supervising Officer

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