



Review

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

19 January 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 2 of 2009  
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, therefore, be appreciated if Confidential Reports for the Year 2008 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 Friday 30 January 2009:

- 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.
4. In line with paragraphs 11.49 and 11.50 of the PRB Report 2008, the present Annual Confidential Reporting System is being run concurrently with Performance Management System and the tentative last year given by the Pay Research Bureau for reporting under Confidential Report is year 2011.



(I. M. Oree)Mrs  
for Supervising Officer