



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

09 January 2012

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 2 of 2012  
E/41/4/04/V12

From: Senior Chief Executive, 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 Human Resource 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 2011 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 27 January 2012:

- Office Management Executive
- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Senior Officer
- Office Supervisor
- Special Clerical Officer
- Clerical Officer/Higher Clerical Officer
- Officer

Ministry of Prosecutors and Enquiring Officers

Ministry / Department : .....

Title	Surname	Other Name(s)	Designation	Date of birth	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted on: ..... by: .....