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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

27 September 2013

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 66 of 2013

E/365/7/01/02 V10

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Award Course for Word Processing Operators and Senior Word Processing Operators

The Pay Research Bureau has at paragraph 39.52 of its 2013 Report recommended that:

(i) the Ministry of Civil Service and Administrative Reforms, in collaboration with the relevant institution, mounts an appropriate Award Course for Word Processing Operators and Senior Word Processing Operators to better equip them to perform the duties General Services Officer *formerly Officer* (now restyled Management Support Officer as per EOAC 2013 Report);

(ii) Word Processing Operators and Senior Word Processing Operators be provided with the option to follow the Award Course;

(iii) Word Processing Operators and Senior Word Processing Operators who have successfully completed the Award Course be allowed to join the grade of Management Support Officer *formerly Officer* and be granted one increment on joining the grade; and

(iv) Senior Word Processing Operators who have reached the revised top salary of their scale on 1 January 2013, on joining the grade of Management Support Officer *formerly Officer*, should be granted one additional increment to be read from the Master Salary Scale.

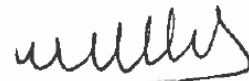
2. In light of the above, this Ministry is carrying out a survey in order to find out the number of Word Processing Operators and Senior Word Processing Operators who would be interested to follow the Award Course.

3. I should be grateful if you could :-

(i) bring information at paragraph 1 above to the attention of all Word Processing Operators and Senior Word Processing Operators posted to your Ministry and Departments falling under your Ministry; and

(ii) request the officers concerned to fill in the enclosed form which should be submitted to the General Services Section of this Ministry, 6th Floor, New Government Centre, Port Louis by **31 October 2013 at latest.**

4. I rely on your usual cooperation.



-S. Seebaluck
Senior Chief Executive

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

**Award Course for Word Processing Processing Operators
and Senior Word Processing Operators**

Name:

Designation:

Present Posting: Ministry/Department

Phone No.

I am interested / not interested* to follow the Award Course for Word Processing Operator and Senior Word Processing Operator to be organised by the Ministry of Civil Service and Administrative Reforms.

Signature:

Date:

* Delete as appropriate.