

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
CIVIL SERVICE LIBRARY**

**AGREEMENT FORM**

I Mr/Miss/Mrs..... Identity No:.....  
**(Name in Full with Surname in Block Letters)** Paysite Code:.....  
Validity:.....  
residing at..... Tel No:.....,  
.....  
and working at Ministry ..... Tel No:.....  
Department .....  
Posting .....  
Email:.....

having been authorized to borrow books from the Civil Service Library, hereby undertake to return them in good condition and to abide by all rules of the library.

Are you at present following any courses, if yes give details: **YES**  **NO**

Course enrolled for:.....

Part Time/Full Time:.....

Duration:.....

Institution:.....

Should I fail to return in time any book issued to me, I hereby authorize the Senior Chief Executive, Ministry of Civil Service & Administrative Reforms to take any appropriate administrative measures like suspension to borrow books from the library after the final reminder, and also to deduct the value of the books plus **50% departmental charge**, with prior notice, from my salary and other benefits/pensions accruing to me.

Date:..... Signature:.....

Designation:.....

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**Approved**

Date:.....

.....  
**for Senior Chief Executive**

# *Ministry of Civil Service and Administrative Reforms*

*Civil Service Library  
2<sup>nd</sup> Floor, Atom House,  
Royal Street, Port Louis*

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Public officers are kindly invited to register themselves as members of the Civil Service Library in order to avail of the Library facilities to enhance their knowledge through continuous reading and learning.

You may call in person at the Civil Service Library at the above mentioned address with the following documents:

- (a) Application form duly filled in;**
- (b) The Original and a Photostat copy of National Identity Card, the Last Payslip; and**
- (c) 2 Passport Sized photographs**

You may wish to liaise with our staff on phone no: 2087583 for any clarification/additional information you may require.