



**MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS**

26 January 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 3 of 2001
10/019/02/007/01

FROM: Secretary for Public Service Affairs

TO: Supervising Officers i/c Ministry/Department

Confidential Reports - General Service Class

In accordance with paragraph 1/III/I(2) of the Personnel Management Manual, Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. I should be grateful if necessary arrangements could be made so that the Confidential Reports for the year 2000 in respect of officers in the General Service Class are submitted to this Ministry by **Monday 05 February 2001**.

3. The attention of Supervising Officers is drawn to the fact that they should fill in Section 3 of the Report for all officers in the General Service Class posted to their respective Ministries/ Departments. Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above.

A handwritten signature in black ink, appearing to read 'D. P. Ruhee'.

D. P. Ruhee
Secretary for Public Service Affairs