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MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS
MAURITIUS

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13 September 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 30 of 2001

28/01

Secretary for Public Service Affairs

Supervising Officers in Charge Ministries/Departments

Civil Service Reforms – Meeting with Desk Officers

Please refer to this Ministry's Circular Letter No. 20 of 2001 of 16 July 2001.

The fifth meeting of Desk Officers will be held in the Conference Room of this Ministry, Level 7, New Government Centre, Port Louis, on Wednesday, 19 September 2001 from 1015 hrs to 1130 hrs with the following agenda:-

- (a) Approval of notes of the fourth meeting held on 22 August 2001 (copy enclosed);
- (b) Matters arising;
- (c) Progress Report on projects on improvement of Counter Services;
- (d) Briefing by members of the Steering Committee;
- (e) Presentation of Action Plan 2001-2003: "Towards the modernisation of the Public Service"; and
- (f) A.O.B.

With regard to paragraph 2(c) above, a status report as at 14 September 2001 on project should be submitted to this Ministry along the lines of the usual proforma on day 17 September 2001.

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Notes of the Fourth Meeting with Desk Officers for Reforms held in the Conference Room of the Ministry of Civil Service Affairs and Administrative Reforms on Wednesday 22 August 2001 at 10.15 a.m.

Present

P. Ruhee Secretary for Public Service Affairs (Chairman)
Mahalingam Adviser, Public Service Reforms
Moorghen, Acting Principal Assistant Secretary, Ministry of Civil Service Affairs and Administrative Reforms
Officers (Annex A)

Present (with apologies)

Bundhoo Chairman, Steering Committee on Civil Service Reforms

Mr. Ruhee welcomed the members present and said that he would chair the meeting in the absence of Mr. Bundhoo who was taken up elsewhere.

Approval of Notes of Meeting

The notes of the third meeting with Desk Officers held on Wednesday 16 August 2001 were approved without amendment.

Matters Arising

Projects on Improvement of Counter Services

Desk Officers reported progress concerning their respective projects on improvement of counter services. It was decided that a new format would be designed by the Ministry of Civil Service Affairs and Administrative Reforms to enable Desk Officers to provide detailed information in respect of the status of each project.

It was noted that the implementation of a few projects for improvement of counter services for which funds had already been released by the Ministry of Civil Service Affairs and Administrative Reforms had not yet started. Although the reasons given for the delay in the implementation of the projects were valid, it was pointed out that funds already committed for the work could not be used to finance other projects which were equally important. In the circumstance, the Chairman appealed to the Desk Officers concerned to look into the matter and to consider postponing the implementation of the projects until all arrangements were finalised. This would allow a more judicious use of funds.

Staff Suggestion Scheme (SSS)

A power point presentation of the Staff Suggestion Scheme highlighting its importance for the promotion of change and continuous improvement in the Civil Service was made by Mr. Mahalingam for the benefit of all the members.

A copy of the presentation would be circulated to all Desk Officers.

Any Other Business

Email Facilities

Replying to a query from the Desk Officers regarding their eligibility for e-mail facilities, the Chairman explained that a decision had already been taken to extend such facilities to all public officers of the rank of Higher Executive Officer and above.

Date of Next Meeting

The fifth meeting with Desk Officers will be held on Wednesday 19 September 2001 at 10.15 a.m.

The meeting ended at 11.20 a.m.

Ministry of Civil Service Affairs &
Administrative Reforms
Port Louis

September, 2001

List of Desk Officers present on 22.08.2001

Ministry/Department		Status
Ombudsman's Office	Mr. H. Hosanee	Secretary, Ombudsman's Office
Government Information Service	Mrs. A. Ajaheb	Ag. Assistant Director
Police	Mr. M. Louison	Police Press Officer
Printing	Mr. S. Green	Assistant Government Printer
Meteorological Services	Mr. Y. Boodhoo	Divisional Meteorologist
External Communications	Mrs. K. Doolhur	Higher Executive Officer
Civil Status Division	Miss S. Jiagoo	Deputy Registrar
Civil Aviation	Mr. S. Kinnoo	Deputy Director
Pay Research Bureau	Mr. M. Aujaheb	Principal Job Analyst
International Trade Division	Mrs. S. Ramsaha	Executive Officer
Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions	Mrs. Anandee Pawan	Assistant Secretary
Reform Institutions	Mr. A. Zeadally	Principal Assistant Secretary
Prisons	Mr. N. Abdool Raheem	Assistant Commissioner of Prisons
Public Utilities	Mr. A. K. Lotun	Senior Personnel Officer
Electrical Services Division	Mr. A. N. Dumur	Ag. Principal Electrical Engineer
Customs & Excise	Mr. Ugeeswar Ramdhony	Assistant Comptroller of Customs
Value Added Tax	Mrs. L. Pyneeandee	Personnel Officer
Value Added Tax	Mr. H. Bholah	Senior Personnel Officer
Registrar-General's Department	Mrs. Indira Seesurrin	Deputy Registrar-General
Central Information Systems Division	Mr. Vigneshwar Boodhun	Technical Manager
Income Tax	Mrs. N. Tranquille	Chief Inspector of Income Taxes
Local Government, Rodrigues and Rural & Urban Development	Mrs. Z.B. Lalimahomed	Assistant Secretary
Fire Services	Mr. S. Thylam	Deputy Chief Fire Officer
Agriculture, Food Technology & Natural Resources	Mr. D. Kawol	Assistant Secretary
Labour and Industrial Relations	Mr. V. K. Daby	Principal Assistant Secretary
Economic Development, Financial Services and Corporate Affairs	Mrs. A. S. Benyett	Senior Personnel Officer