



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

19 February, 2001

Circular Letter No 6 of 2001  
E/70/51/03/01

From: Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Computerisation Project - Central Personnel System

Would you please refer to this Ministry's Circular Letter No. 35 of 2000 dated 14 December 2000.

2. It is noted that certain Ministries and Departments have not submitted the completed "Officer's Basic Data" forms in respect of the officers within the General Services Cadre, the Personnel Cadre and the Administrative Cadre working in their respective organisations.

3. In order not to delay the input of the necessary data in the Central Personnel System, it would be appreciated if the Ministries/Departments which have not yet submitted the forms could forward same to the Ministry by end of February 2001 at latest.

4. Following several queries received at the Ministry, please note that the General Services, in so far as the Computerisation Project is concerned, comprise officers in the following grades:-

- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Office Supervisor

- Clerical Officer/Higher Clerical Officer (including those giving assistance at Clerical Officer/Higher Clerical Officer level)
- Clerical Assistant/Senior Clerical Assistant
- Confidential Secretary
- Word Processing Operator
- Senior/Head Office Attendant
- Office Attendant (including those on a temporary basis)

5. Additional information on the Central Personnel System may be obtained from Mrs Y. Moorghen, Assistant Secretary (Telephone No.: 201 1434).



(D. P. Ruhee)

Secretary for Public Service Affairs

Copy to:-

Secretary to the Cabinet and Head of the Civil Service