Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 1 of 2003
E/41/4/04/31

From: Secretary for Public Service Affairs

To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Service Class

Paragraph 1.3.1(2) of the Personnel Management Manual provides inter alia that Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. Since I am the Responsible Officer for officers of the General Service Class, I should be grateful if Confidential Reports for 2002 in respect of officers serving in your Ministry/Department could be filled in and submitted to me, under confidential cover, by Friday, 31st January 2003.

3. Your attention is drawn to the fact that:
   (i) Section 3 of the Confidential Report should be completed by you; and
   (ii) Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above.

D. P. Ruhee
Secretary for Public Service Affairs

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