



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

23 August 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 39 of 2010
E/363/9/02

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Word Processing Duties

It is brought to the attention of all Supervising Officers that the Scheme of Service for the post of Officer prescribed on 27 November 2008, require that incumbents in this grade perform both clerical and word processing duties.

2. It has come to our notice that some Officers are encountering problems in performing word processing duties for the following reasons:
 - (i) unavailability of equipment, i.e. computers; and
 - (ii) lack of typing skills.
3. This Ministry is therefore proposing to mount an appropriate training course for Officers who require training in word processing so as to enable them to perform this duty attached to their post.
4. In this context, Supervising Officers are requested to:-
 - (i) ensure that all Officers are provided with the necessary equipment to enable them to perform the duties of their post; and
 - (ii) submit to this Ministry by Friday 17 September 2010 the names of those officers who in their opinion require training in word processing.
5. I rely on your usual collaboration and support in our capacity building initiatives for a modern and efficient public service.

S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service