Ministry of Civil Service and Administrative Reforms
Circular Letter No. 2 of 2012
E/41/4/04/Y12

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Services

Paragraph 1.3 (12) of the Human Resource 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. It would, therefore, be appreciated if Confidential Reports for the year 2011 in respect of officers belonging to the grades mentioned hereunder and serving in your Ministry/Department could be filled in and submitted to me under confidential cover by **Friday, 27 January 2012**:

- Office Management Executive
- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Senior Officer
- Office Supervisor
- Special Clerical Officer
- Clerical Officer/Higher Clerical Officer
- Officer
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Approved and Submitted on: ____________________________ by: ________________________________