



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND  
INSTITUTIONAL REFORMS  
MAURITIUS

13 February 2020

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No 12 of 2020**  
**E/445/2/01 L**

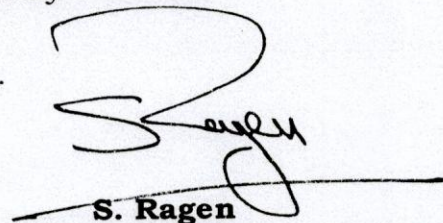
**From : Secretary for Public Service**

**To : Supervising Officers in charge of Ministries/Departments**

**Website Update – General Staff List**

As you are aware, this Ministry keeps record of a selected list of employees, drawing salary in scale the minimum of which is Rs24,425. The list is displayed on this Ministry's website for the information of relevant stakeholders.

2. In this Ministry's Circular Letter No. 50 of 2013 dated 31 July 2013, copy of which is attached for ease of reference, Supervising Officers were requested to submit their respective updated Staff Lists, in respect of the departmental and general services grades, twice yearly.
3. Nonetheless, it has been brought to my attention that many Ministries and Departments are not abiding by the instructions of the aforementioned Circular, thus resulting in outdated information currently appearing on the Ministry's website.
4. I would be grateful if you could submit, in ***both hard and soft copies, not later than Friday 28 February 2020***, an updated Staff List, as specified, for same to be published on this Ministry's website.
5. I rely on your collaboration in the matter.



**S. Ragen**

**Secretary for Public Service**

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

**Enc.**



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 50 of 2013

E/445/2/01 V.13

31 July 2013

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

To : Supervising Officer, in-Charge of Ministries/Departments

**General Staff List**

The General Staff List, which is updated twice every year, covers those employees drawing a salary scale, the minimum of which was Rs19000 until December 2012.

2. Following the publication of the report of the Errors, Omissions and Anomalies Committee, it has been decided that the General Staff List should as from this year include all employees drawing salary in a scale, the minimum of which **should not be less than Rs24,425**.

3. You are therefore requested to submit the updated Staff List of your Ministries/Departments, in **both hard and soft copies (CD)**, in respect of the departmental and general services grades, as per the enclosed format, **not later than 30 August 2013**.

4. As from the year 2014, updated staff lists would have to be submitted twice yearly, i.e at the end of the months of March and August.

5. For any additional information, Miss K. Rungasamy or Mr S. Shivraj may be contacted on telephone number 201 3285.

**S. Seebaluck**  
Senior Chief Executive

## Format for General Staff List

Ministry/Department:.....

Name	Post	Date of Present Appointment	Highest relevant Academic/Professional Qualifications