



Ministry of Public Service, Administrative and Institutional Reforms

13 February 2020

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 16 of 2020
E/127/13/01 V2

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments
Island Chief Executive

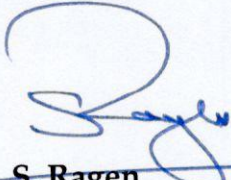
PSC Form 22

The attention of Supervising Officers has, on several occasions, been drawn to the effect that, when transmitting the duplicate application form submitted by Officers applying for posts advertised by the Public Service Commission (PSC), they should ensure that the PSC Form 22 is duly completed and submitted within a set time frame. In this connection, you may wish to refer to PSC Circular No. 11 of 1973, PSC Circular No 1 of 2008 and PSC Circular No 1 of 2012 issued by the PSC on the matter. Copies are enclosed at Annexes I to III for ease of reference.

2. Nevertheless, it has been brought to my attention that some Ministries/Departments are not adhering to the above instructions, which is, as a result, hampering the timely filling of vacancies in the Public Service.

3. In this connection, I make yet another appeal to Supervising Officers to kindly ensure that the provisions of the aforementioned PSC Circulars are complied with and the duplicate application forms submitted by officers concerned are duly date-stamped as evidence of the actual date of receipt thereof before being transmitted under cover of the PSC Form 22 within a week from the closing date for submission of applications.

4. I rely on your collaboration in the matter.



S. Ragen

Secretary for Public Service

Copy: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission

PSC Form 22

The Public Service Commission has revised Establishment Form 12 which is used by Responsible Officers when transmitting to the Commission the duplicate application forms (PSC Form 7) of public officers who apply for posts advertised in the press and by circular notes. The revised form has been restyled PSC Form No. 22 and should henceforth be used instead of Establishment Form 12.

2. A specimen of PSC Form No. 22 is enclosed for the perusal of responsible officers. The Commission has requested that:-

- (a) the form should be fully and properly completed whenever it is used;
 - (b) the correctness of the particulars given by the applicants should be verified from the Officer's personal file and records;
- and (c) the forms should not be signed by any officer below the grade of Senior Executive Officer and this officer's name and status should be shown below his signature.

3. The Commission will not accept any PSC Form 22 which does not comply with the instructions given, nor will it accept statements to the effect that records on an officer are not available. In this connection, attention is called to the contents of Establishment Circular No. 8 of 1959, which is reproduced hereunder:-

Establishment Circular No. 8 of 1959
E/4.1/1/01/11

CIRCULAR

Departmental Personal Files and Confidential
Reports

In future when a serving officer is promoted or transferred from one department to another it will be the responsibility of the head of department from which the officer is transferred to forward to the head of department to which the officer is transferred the officer's departmental personal file and any other documents or papers relating to the officer. The rule will not apply to Personal Files kept at the Central Administration, the Ministries and the Audit Department. Of the Personal Files kept at the Accountant General's Department only those of officers posted to that department who are transferred to other departments should be transferred.

2. It is advisable that Departmental Personal files should not as a rule contain documents relating to travelling, income tax, contribution to Widows' and Children's Pension Fund, advances, passages deduction from salaries which should be dealt with on appropriate departmental files.

3. Before the officer leaves the department a brief record of his service should be prepared in accordance with the attached form. The original should be placed in the officer's departmental personal file (and should be brought to date if and when the officer is again transferred). A copy should be retained in the department from which the officer is transferred. Such record sheet should be certified by officers dealing with Establishment matters in the department.

4. Arrangements for the transfer of the inactive personal files lying in department should now be made by mutual arrangements between heads of department.

5. When an officer dies or leaves the Service, documents relating to the officer should be forwarded to the Ministry in whose portfolio the officer's last department falls, a copy of the officer's departmental record only being kept in the department.

25th September, 1959

Establishment Division,
Colonial Secretary's Office,
Port Louis

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Annex to Establishment Circular No. 8 of 1959

DEPARTMENTAL PERSONAL RECORD

1. Surname *
2. First Names *
3. Sex
4. Date of Birth
5. Place of Birth
6. Education (i.e., school record)
7. Qualifications (i.e., at time of first appointment in Mauritius)
8. Previous employment (i.e., before appointment under the Mauritius Government)
9. First Appointment (i.e., under the Mauritius Government)

Date	Appointment	Salary
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10. Further record (i.e., appointments, leaves and other important events relative to officer's career, to be filled in by Head of Department concerned and in chronological order, showing date of event first):-

Date	Event
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*In the case of females who get married, the original surname should be added in square brackets to the first names in the second entry and crossed from the first and replaced by the husband's surname; the process might be repeated as often as necessary, in case of successive marriages, without making it necessary to draw up a distinct Personal Record each time.

Public Service Commission
7, Louis Pasteur Street,
Forest Side.

5th December, 1973

Public Service Commission Circular No 1 of 2008

PSC 21/3 V7

To: Responsible Officers of Ministries/Departments**PSC Form 22**

Candidates already in the service are required to submit their application in respect of vacancies advertised, in duplicate. The original is submitted to the Commission whereas the duplicate is sent to their respective Supervising/Responsible Officer. The latter submits to the Commission the duplicate under cover of PSC Form 22, immediately after the closing date.

2. However, the Commission has noted with concern that Ministries/Departments are still not complying with the provisions of the PSC Circular No. 11 of 1973, a copy of which is enclosed for ease of reference.
3. In many cases the PSC Form 22 is either not submitted at all or submitted very late and at times when the recruitment exercise is over. In other cases, the PSC Form 22 is not fully or properly completed or is submitted with statements to the effect that records on the officer/s are not available.
4. Such a state of affairs causes a lot of embarrassment and inconvenience in the processing of application forms by the Commission, thus resulting in delays in the recruitment exercises.
5. The Commission requests the Responsible Officers/Supervising Officers to comply strictly with the provisions of the PSC Circular No. 11 of 1973.
6. Notwithstanding the above, Responsible Officers will still be invited to submit, as and when required, Adhoc/Special Reports and Confidential Reports on public officers who are being considered by the Commission for appointment to any post.

Date: 25 April, 2008**Public Service Commission
7, Louis Pasteur Street
FOREST SIDE**

Annex III

PUBLIC SERVICE COMMISSION CIRCULAR LETTER NO. 1 OF 2012

Ref.: PSC 21/3 V. 8

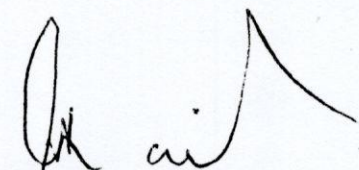
To.: Responsible Officers/Supervising Officers of Ministries/Departments

PSC FORM 22

The attention of Responsible Officers is again being drawn to the need for the timely submission of properly completed PSC Form 22 when transmitting the duplicate application form submitted by officers who apply for posts advertised by the Public Service Commission.

2. The non-compliance with the provisions of Public Service Commission Circulars No. 11 of 1973 and No. 1 of 2008, relating to PSC Form 22, is causing much embarrassment and inconvenience to the Commission in the processing of application forms and inevitably results in delays in the recruitment exercises.

3. You are, therefore, requested to ensure that the duplicate application forms submitted to you by officers of your Ministries/Departments are duly date-stamped as evidence of the actual date of receipt at your end and transmitted under cover of the PSC Form 22 within a week from the closing date for submission of applications.



(A. CUNNIAH)

Secretary
Public Service Commission

Date: 28 May 2012