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**MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS**

CONFIDENTIAL

20 December 2000

Ministry of Civil Service Affairs & A.R.
Circular Letter No. 37 of 2000
E/70/144/01

From : Secretary for Public Service Affairs
To : Supervising Officers i/c Ministries/Departments

Telephone/Telefax Directory

You will recall that in December 1997 this Ministry had published a Telephone/Telefax directory of Senior Officers for restricted circulation. This directory was found to be most useful the more so as the residential telephone as well as the cellular telephones of many officers were "ex. directory".

2. It is proposed to update the directory as there have been many changes in status/posting of senior officers in the last few years. In that connection, I should be most grateful if the required information in respect of your Ministry/Department could be submitted to me as per enclosed pro-forma, by Friday 12 January 2001.
3. Mr. G. Ramrekha, Assistant Secretary, may be contacted on 201 3218 for any additional information on the directory.

D. Ruhee
Secretary for Public Service Affairs

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

Name of Ministry/Department

Name of Officer	Rank	Official Office Phone Number	Cellular Phone Number	Official Residential Phone Number	Telefax Number	E-mail Address