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**MINISTRY FOR CIVIL SERVICE AFFAIRS  
AND ADMINISTRATIVE REFORM  
MAURITIUS**

14 January 2000

Ministry for Civil Service Affairs and Administrative Reform  
Circular Letter No. 04 of 2000  
10/019/02/007/01

**FROM:** Permanent Secretary, Ministry for Civil Service Affairs and Administrative Reform  
**TO:** Supervising Officer i/c Ministry/Department

**Confidential Reports - General Service Class**

In accordance with paragraph 1/III/1(2) of the Personnel Management Manual, Confidential Reports duly completed should be submitted to the Responsible Officer concerned by the end of January of each year.

2. I should be grateful if necessary arrangements could be made so that the Confidential Reports for the year 1999 in respect of officers in the General Service Class do reach this Ministry by Tuesday 01 February 2000 at latest.
3. May I remind Supervising Officers that they should fill in Section 3 of the Report for all officers in the General Service Class posted to their Ministry/Department. Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above.

R. Heerasing  
for Permanent Secretary