



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

08 May 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 10 of 2001
E/70/51/03/01

FROM: Secretary for Public Service Affairs

TO: Supervising Officers-in-Charge of Ministries/Departments

Computerisation Project - Central Personnel System

Would you please refer to this Ministry's Circular Letter No. 35 dated 14 December 2000 and to Circular Letter No. 6 of 2001 dated 19 February 2001, reminding Supervising Officers to submit "Officer's Basic Data" forms in respect of officers of the Administrative and Personnel Cadres and General Services, working in their respective Ministries/Departments by the end of February.

2. I note, with regret, that certain Ministries and Departments have still not submitted the requested forms on the ground that the officers are on leave. The delay in submitting this information is viewed with grave concern by my Minister. He has asked me to make a final appeal to you to have the forms completed and submitted to this Ministry by 15 May at the latest.

3. You are, therefore, requested to intervene personally and to ensure that the forms are forwarded to this Ministry within the above deadline.

A handwritten signature in dark ink, appearing to read 'D. P. Ruhee'.

(D. P. Ruhee)

Secretary for Public Service Affairs

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