



Ministry of Civil Service Affairs and Administrative Reforms

18 February, 2002

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 3 of 2002
10/019/02/007/01

From: Secretary for Public Service Affairs

To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Service Class

Paragraph 1/III/1(2) of the Personnel Management Manual provides *inter alia* that Confidential Reports, duly completed, should be submitted to the Responsible Officer concerned by the end of January of each year.

2. Since I am the Responsible Officer for officers of the General Service Class, I should be grateful if Confidential Reports for 2001 in respect of officers serving in your Ministry/Department could be filled in and submitted to me, under confidential cover, by Thursday, 28th February 2002.

3. Your attention is drawn to the fact that:
- (i) Section 3 of the Confidential Report should be completed by you; and
 - (ii) Items 7 to 12 of Section 2 (Part A) should be completed for officers of the grade of Executive Officer and above.

D. P. Ruhee
Secretary for Public Service Affairs