



MINISTRY OF CIVIL SERVICE AFFAIRS  
AND ADMINISTRATIVE REFORMS  
MAURITIUS

26 July 2004

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 40 of 2004  
E/60/28/18/01

**From:** Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

**To:** Supervising Officers in charge of Ministries/Departments

**Outstanding Achievement Award Scheme in the Public Service 2004**

Following consultation held on 11 June 2004 with representatives of Ministries and Departments, an Outstanding Achievement Award Scheme is being introduced as from this year in the Public Service, in collaboration with the Mauritian Quality Institute.

2. This innovative Award Scheme forms part of a long term strategy to further promote a quality culture in the Public Service. It aims at recognizing public officers for their outstanding performance and contribution at their workplace in the creation of an environment conducive to excellence in customer service.
3. The scheme is open to all serving public officers in Ministries, Departments, Divisions and Units irrespective of their size and nature of services.
4. Three challenge shields will be offered to the winners in the following categories:
  - (a) Outstanding Achievement Public Officer in the Public Service (for all officers of the Public Service except for Health Sector and Police Force).
  - (b) Outstanding Achievement Public Officer in the Health Sector
  - (c) Outstanding Achievement Public Officer in the Police Force
5. As you are aware, the challenge shields were unveiled by the Honourable Prime Minister at the Launching Ceremony of the Excellent Customer Service Awards 2004 held on 15 July 2004. The nominees for both the Excellent Customer Service Awards and the Outstanding Achievement Award 2004 in the Public Service will receive their Award at a ceremony to be held in November 2004.

6. The winners in each abovementioned category will be rewarded as follows:
- (a) A challenge shield offered by the Mauritian Quality Institute together with a souvenir shield offered by the Ministry of Civil Service Affairs and Administrative Reforms.
  - (b) A return air-ticket Mauritius/Rodrigues with full board and lodging and Rs 5,000/- as pocket money.
  - (c) A certificate in recognition for outstanding performance towards excellence.
7. A booklet containing the Guidelines of the scheme together with the Participation Form and Performance Report Form is herewith enclosed. Additional copies of the booklet are available at the Civil Service Library, Atom House, 16, Royal Street, Port Louis, Tel No. 208-7583. It would be appreciated if entries, in respect of officers from your organisation, could be made.
8. The duly filled in Participation Form at Appendix A, Performance Report as at Appendix B and a report on the Nominating Officer, could be sent to the Administrative Reforms Unit of this Ministry by **Wednesday 15 September, 2004 at 16 00 hrs.**
9. It would also be appreciated if you could bring the contents of this circular letter to the notice of the different Departments/Divisions/Sections/Units of your organisation

  
(K. Ponnusamy)  
Senior Chief Executive

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