



Ministry of Civil Service Affairs and Administrative Reforms

08 November 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 57 of 2004
E/439/137/03

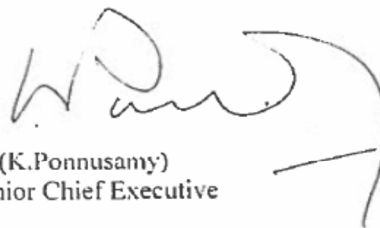
From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

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

Rotation of General Services Staff

Please refer to this Ministry's Circular Letters No. 43 of 2002 and No. 16 of 2003 on the above subject.

2. As you are aware, an exercise should be carried out regularly for the rotation of officers belonging to the General Services grades who have served for more than five years in the same Ministry/Department with a view to giving them the opportunity to have a much wider exposure and experience in other sectors in the Civil Service.
3. Supervising Officers-in-Charge of Ministries/Departments were requested in this Ministry's Circular letter No. 43 of 2002 to make proper arrangements for officers posted in their respective Ministries/Departments to understudy the officers who should be transferred in the context of the rotation exercise.
4. In this context, it would be appreciated if you would submit by 25 November 2004 at latest an updated list of officers belonging to the General Services grades who have served for more than five years in your Ministry/Department according to the enclosed proforma.
5. Your collaboration in this exercise would be highly appreciated.



(K.Ponnusamy)
Senior Chief Executive

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

