



## Ministry of Civil Service and Administrative Reforms

07 September 2005

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 34 of 2005**  
**E/60/28/20**

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

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

### **Setting up of Reforms Unit in Ministries/Departments**

Further to circular letter PMO/PO/GPM of 17 August, 2005 issued by the Secretary to Cabinet and Head of the Civil Service, please find hereunder for your information, guidelines regarding the setting up of the Reforms Unit:

**(a) Composition of the Reforms Unit**

The Unit should be headed by an officer not below the rank of Principal Assistant Secretary who should also act as Desk Officer for Reforms. The Unit should comprise officers from all the main sectors/departments (personnel, finance, technical cadres) of the Ministry.

**(b) Terms of Reference**

The Reforms Unit should aim at improving the processes and procedures within the Ministry/Department with a focus on efficiency, effectiveness and providing quality service to citizens by:

- (i) ensuring the timely implementation of the Government Programme 2005 - 2010 at the level of the organization;
- (ii) implementing effectively and efficiently broad administrative reforms initiated by the Ministry of Civil Service and Administrative Reforms such as Citizen's Charter, Code of Ethics, ISO Principles, etc.;

- (iii) ensuring co-ordination of reform initiatives with the Ministry of Civil Service and Administrative Reforms;
- (iv) formulating, implementing and monitoring sectoral reforms;
- (v) sensitising all officers within the organization on reform initiatives;
- (vi) determining broad training needs of officers and ensuring implementation of Training Policy for the organization; and
- (vii) ensuring the implementation of computerization and office modernization projects within the organization.

2 It would be appreciated if you could submit to this office the composition of the Reforms Unit of your Ministry/Department as per enclosed proforma by Wednesday 14 September 2005.



(R. Mudhoo)  
Senior Chief Executive

**Copy to:**

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

*Pro Forma*

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**

**SETTING OF REFORMS UNIT**

*Composition*

*Ministry/Department:*.....

*Address:*.....

	<i>Name</i>	<i>Designation</i>	<i>Tel. No.</i>	<i>Fax. No.</i>	<i>Email</i>
<i>Head of Reforms Unit:</i>					
<i>Members:</i>					

.....  
**Head of Ministry/Department**

**Date:**.....