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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

27 January 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 1 of 2010
E/41/4/04/32

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Confidential Reports – General Services

Paragraph 1.3.1(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. It would, therefore, be appreciated if Confidential Reports for the Year 2009 in respect of officers belonging to the grades mentioned hereunder and serving in your Ministry/Department could be filled in and submitted to me, under confidential cover, by Monday 15 February 2010:

- Office Superintendent
- Higher Executive Officer
- Executive Officer
- Office Supervisor
- Special Clerical Officer
- Clerical Officer/Higher Clerical Officer
- Confidential Secretary
- Senior Word Processing Operator
- Word Processing Operator
- Head Office Care Attendant
- Senior Office Care Attendant
- Office Care Attendant

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

4. In line with paragraphs 11.49 and 11.50 of the PRB Report 2008, the present Annual Confidential Reporting System is being run concurrently with the Performance Management System.



(I. M. Oree)Mrs
for Supervising Officer

SuR/Circular/CR