



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

15 March 2010

Ministry of Civil Service and Administrative Reforms
Circular Note No. 6 of 2010
E/70/129/01/03 v5

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

To: Supervising Officers i/c Ministries/Departments

General Staff List

Please refer to this Ministry's Circular Note No. 2 of 2007 regarding the above subject.

As you are aware, the general staff list is being updated on the Ministry's website regularly on the basis of the information provided by Ministries/Departments. However, it has been noted that some information in respect of officers posted at their respective Ministries/Departments are inaccurate and not up to date.

In order to ensure maximum accuracy, and in view of the several requests from Ministries/Departments and Public Officers, Supervising Officers are requested to ensure that particulars of officers (name of officer, Ministry/Department, post and date of present appointment and qualifications), be submitted in a tabular form as per enclosed in Excel format, in both hard and soft copies. You are reminded that the first return for every year should reach this Ministry by the end of March of the same year and the second return should be forwarded by the end of August.

For any additional information on this subject, please contact Miss K. Rungasamy on Tel. no 201 1045.

S. Seebaluck
Senior Chief Executive

Copy to:

Secretary to Cabinet and Head of the Civil Service

STAFF LIST FOR (Name of MINISTRY/DEPARTMENT)
AS AT

FULL NAME	POST	DATE OF PRESENT APPOINTMENT	QUALIFICATIONS (PROFESSIONAL TECHNICAL & EXAMINATIONS QUALIFYING FOR PROMOTION)