



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

01 August 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 39 of 2011
E/445/2/01V13

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

To: Supervising Officers i/c Ministries/Departments

General Staff List

Further to this Ministry's Circular Notes No. 6 of 2010 and No. 18 of 2010 issued on 15 March 2010 and 13 April 2010 respectively, regarding updating of staff list on this Ministry's website, it would be appreciated if you could submit to this Ministry **by Monday 08 August 2011 at latest**, an updated general staff list in respect of officers of your Ministry/Department in the format attached, for uploading on our website.

2. The staff list should comprise officers, in order of seniority, drawing a basic salary in the scale, the initial of which should not be less than Rs 19,000 per month.
3. As regards information relating to qualifications, please note that only the highest relevant academic/professional qualifications held by each officer should be indicated in the last column of the excel format attached.
4. For any additional information on this subject, please contact Miss K. Rungasamy or Mr. N. Dosonyee on Tel no 201 3285 or 201 2475.

(I. M. Oree)Mrs
Supervising Officer

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

Format for General Staff List

Name	Ministry/Department	Post and Date of Present Appointment	Highest relevant Academic/Professional Qualifications