



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

27 January 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 8 of 2011
MCA/4/04/32

To: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
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, when completed, should be submitted to the Responsible Officer concerned.

It would, therefore, be appreciated if Confidential Reports for the Year 2010 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 **Friday 18 February 2011**:

- Office Management Executive
- Office Superintendent
- Higher Executive Officer
- Senior Officer
- Executive Officer
- Office Supervisor
- Special Clerical Officer
- 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

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.

In line with paragraphs 11.49 and 11.50 of the PFE Report 2003, the present Annual Confidential Reporting System is being run concurrently with Performance Management System.

J. M. Gree/Mrs
for Senior Chief Executive

Secretary to Cabinet and Head of the Civil Service