

Our Goal

To improve development outcomes and governance by strengthening National Statistical Systems in the country

Our Vision

To be a key provider of world-class statistical information

Our Mission

To provide coherent, timely, relevant and reliable statistics, consistent with international principles and standards, for effective policy and decision-making, and for monitoring national development processes

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Editorial Note

During the 4th quarter, the CSO was closely involved with two missions from the World Bank and the International Monetary Fund (IMF) respectively.

Professor Chris Lewis, World Bank Consultant looked into the quality and adequacy of our statistics on Crime, Justice and Security. He proposed improvements in data collection making effective use of IT. An agreement was also reached with institutions involved in compiling such statistics that the CSO would be responsible for their dissemination under the General Data Dissemination System (GDDS) Project on Crime, Justice and Security.

A mission from the IMF comprising seven members conducted an assessment of the quality of selected macro-economic datasets under the Reports on Observance of Standards and Codes (ROSC) initiative. This exercise is the second after the one conducted in 2001 when CSO adhered to the GDDS of the Fund. The assessment was based on the more stringent requirements of the IMF Special Data Dissemination Standard (SDDS) to which Mauritius is expected to subscribe in 2008. This will facilitate access to international capital markets, potentially implying higher levels of foreign investment.

The preliminary results of the Household Budget Survey 2006/07 (HBS) were officially released in October 2007. Some important findings are highlighted in the present Newsletter.

2008 will be a crucial year with the establishment of an autonomous National Statistical Agency which would absorb all the activities of the CSO. Management looks forward to have the support of all staff in order to make this project a success. The staff association will be consulted at various stages of the process.

International Monetary Fund (IMF) Mission – Report of the Observance of Standards and Codes (ROSC) Assessment.

ROSC mission

Following the financial crisis in the 1990's in which information deficiencies were seen to play an important role, the International Monetary Fund (IMF) launched in 1999 the ROSC initiative to strengthen the international financial architecture. The initiative provides for an in-depth assessment of quality of selected macro-economic datasets based on the Data Quality Assessment Framework (DQAF).

The Data ROSC assessment helps to identify and document in a systematic way countries' practices with respect to statistical production ranging from institutional arrangements to data collection, compilation and dissemination. It identifies departures from international best practices, and ways to improve the quality of statistics produced and ensure the independence of institutions. The assessment is mostly focused on emerging economies and countries which are to subscribe to the SDDS of the Fund for better access to international capital markets.



*The IMF Mission Team: Mr. R.Skarzynski Mr. L.Venter Mr. J.Joisce
Ms. M.Mantcheva Ms. C.Dziobek Ms. S. Matei*

First ROSC Assessment

A ROSC assessment was first carried out in 2001 against the IMF GDDS. The data categories which were then assessed were National Accounts (NA), Consumer Price Index (CPI), Government Finance statistics (GFS), Monetary Statistics and Balance of Payments (BOP). Following the recommendations of the mission, measures were taken to improve statistics produced and to better service data users. Some of the improvements made are:

- (i) develop and implement plans for subscription to the SDDS,
- (ii) publicise the availability of statistics and methodologies, and provide advance notice on major changes in methods, data sources and statistical techniques thus improving transparency, and
- (iii) assist users by publishing contact details for enquiries, announcing data release schedules and seeking feedbacks from users on a regular basis.

Second ROSC Assessment

A second ROSC assessment was carried out from 29 November to 7 December 2007. The team comprised Claudia Dziobek (mission chief), John Joice, Maria Mantcheva, Silvia Matei, Roman Skarzynski, Louis Venter, and Brett Humburg.

The assessment which covered a wider set of data categories compared to the one conducted in 2001, was made against the more stringent requirements of SDDS. Agencies that were assessed were CSO (National Accounts, Consumer Price Index and Producer Price Indices), Ministry of Finance and Economic Development (Government Finance Statistics), and Bank of Mauritius (Monetary Statistics and Balance of Payments).

Outcome of the Second Mission

Following the mission, it was felt that the necessary conditions needed for subscription of Mauritius to SDDS would be completed by September 2008. The findings and recommendations of the mission will be submitted to the authorities in due course.

General Data Dissemination System (GDDS 2) Project: World Bank Mission on Crime, Justice and Security Statistics

Prof. Chris Lewis, World Bank consultant, was on mission in Mauritius from 26 November to 7 December 2007.

The objectives of his mission were to:

- (a) propose improvements in the data collection instruments and in the IT systems existing at the Mauritius Police Force,
- (b) harmonise classifications used for Justice and Security statistics in Mauritius with those recommended by the United Nations, and
- (c) determine a set of statistics which could be disseminated by the CSO on Justice and Security.

During his mission, working sessions were held with officers of institutions involved in compiling statistics on Crime, Justice and Security, namely Central Statistics Office, Mauritius Police Force, Mauritius Prisons Services, the Judiciary Department and the

Probation and After Care Services. He also had meetings with the heads of all the above institutions as well as with members of the Steering Committee on Crime, Justice and Security which is chaired by the CSO.



Working session with World Bank Consultant – Professor Chris Lewis

At the end of his mission Prof. Lewis proposed improvements to be made in the data collection instruments and IT systems existing at these institutions. He had the agreement of the heads of these institutions that CSO drive the GDDS 2 Project on Crime, Justice and Security and disseminate statistics derived from their respective institutions. He also reviewed the correspondence between the local classification and UN classification of offences and crimes.

Performance Management System (PMS)

Rating Performance

One very important challenge for appraisers is the fair rating of performance. Performance rating consists of assigning ratings to an officer on the basis of an objective evaluation of the latter's work performance over a defined period.

There are several rating systems. The system which has been put in place at this office in the context of the implementation of the PMS provides for the core competencies and skills of officers (in terms of job knowledge, communication, teamwork, etc.), their personal qualities and attributes (in terms of human approach, personal effectiveness, commitment, etc.) and finally their overall performance to be measured on a bipolar scale ranging from excellent to poor.

The main advantage of this system is that it is simple and therefore easy to understand and use. However, this system has also disadvantages, one of them being that deliberately or not appraisers often indulge in rating errors. These errors can have very serious implications for the organisation.

It is therefore vital that when conducting performance reviews, appraisers pay due attention to potential rating errors. Common rating errors and biases include:

1. Halo effect

The appraiser bases himself/herself on the positive traits/characteristics of the appraisee to give a favourable overall impression of the officer's performance. At the same time those traits/characteristics that are not desirable for effective work performance are ignored by the appraiser. For example, a very knowledgeable officer could be very poor in interpersonal skills and could be undermining team efforts. In such a situation, the officer's overall contribution to organisational performance will not necessarily be positive.

2. Horns effect

It could also be that the less desirable traits/characteristics demonstrated by an officer are outmatched by other traits/characteristics which are more positive. However, the appraiser ignores the positive traits/characteristics and bases himself/herself on the less desirable traits/characteristics to give an overall unfavourable impression of the officer's performance. This also is not fair to the appraisee.

3. Leniency

The appraiser is unreasonably nice to the appraisee.

4. Severity

The appraiser is excessively harsh with the appraisee.

5. Central tendency

The appraiser plays safe by deliberately rating performance as average or satisfactory although there is adequate evidence to support, for example, that the officer is very good or is poor.

6. Primacy

The appraiser bases himself/herself on first impressions and is influenced by the performance of the appraisee at the start of the review period only.

7. Recency

The appraiser allows himself/herself to be influenced by performance during the recent past only. As is also the case for primacy errors, this type of rating errors is more likely to occur when there is no appropriate documentation/record of performance issues and appraisers do not keep track of performance throughout the review period.

8. Contrast

The appraiser compares the performance of an officer with that of another officer. This is also not correct. The performance of an officer should always be measured against targets and standards mutually agreed upon by the officer and his/her supervisor.

9. Past performance

The appraiser takes into account performance related to a review period other than the current one. This will obviously affect the relevance of the rating exercise.

10. Bias

The appraiser allows his/her personal beliefs, values, feelings etc. to interfere with his/her judgement. The evaluation of performance is accordingly perverted.

To conclude, if it is not properly carried out, performance rating can seriously undermine the validity and credibility of performance appraisal, hence the importance for appraisers to be aware of potential rating errors in order to be able to avoid them.

The Household Budget Survey (HBS) 2006/07

The HBS 2006/07 was carried out in the islands of Mauritius and Rodrigues from July 2006 to June 2007. The main objective of the survey was to collect data to update the basket of goods and services to be used for the computation of the monthly Consumer Price Index (CPI).

Out of the initial sample of 6,720 households, 728 households had to be replaced due to non-contact and inability/unwillingness of the household to participate in the survey.

The editing and coding exercise was completed on time thanks to a dedicated team of coders and to home assignment.

The first results were presented to the CPI advisory committee in mid October 2007 and were officially released on the CSO Website around a week later. The highlights are as follows:-

Income

Average monthly household disposable income increased by 33.7% from Rs14,232 in 2001/02 to Rs19,025 in 2006/07. After adjusting for inflation between 2001/02 and 2006/07, there was no significant change in household income.

Income inequality increased between 2001/02 and 2006/07. The share of total income going to the 20% of households at the lower end of the income range decreased from 6.4% in 2001/02 to 6.1% in 2006/07. On the other hand, the share of the upper 20% of households increased from 44.0% to 45.7%. The rise in income inequality is confirmed by the increase in the Gini coefficient from 0.371 in 2001/02 to 0.389 in 2006/07, almost the same level as in 1996/97 (0.387).

Expenditure

Average monthly household consumption expenditure increased by 33.4% from Rs11,390 in 2001/02 to Rs15,188 in 2006/07. After adjusting for inflation between 2001/02 and 2006/07, there was no significant change in household expenditure.

In 2006/07, the largest broad category of household expenditure was 'Food and non-alcoholic beverages' accounting for nearly 30% of total household consumption expenditure. Next comes 'Transport' accounting for 15.2% followed by 'Housing, water, electricity, gas and other fuels' with 9.8%, and 'Alcoholic beverages and tobacco' with 9.5% of total expenditure.

Relative poverty

The proportion of poor households below the relative poverty line (set at half the median household income per adult equivalent) was 8.0% in 2006/07 up from 7.7% in 2001/02.

The CSO Intranet

As highlighted in our previous issue, an Intranet has been set up at this office since July 2007. An intranet is a private network that is contained within an enterprise. The main purpose of this Intranet is to share CSO's information and computing resources among its personnel. It can also be used to facilitate working in groups and for teleconferences.

With this new system in place, it is hoped that communication between CSO staff posted at the head office will be enhanced. It will also improve the flow of administrative procedures. This will reduce the burden of follow-up and increase responsiveness as well as overall efficiency of procurement and other administrative procedures (e.g. leave approvals).

All officers posted at the CSO head office are urged to make maximum use of our intranet.

Current information on the intranet relate to:

- Mission and vision statement,
 - Administrative forms: leave forms, request forms for new e-mail account, network user and website update,
 - Manuals: Government Security Instruction, PSC Regulations, Personnel Management Manual, Code of Conduct for Public Officers,
 - PMS: Presentations by Mssrs Appana & Gobin, Performance Techniques, PMS Guidelines, List of Capabilities,
 - List of Registry Files,
 - Training: Template on report writing, survey form, feedback questionnaire, handouts on Excel, user guide on important features on networking, backup, email and internet,
 - Issues of our newsletter,
 - A current list of staff with telephone numbers along with their personal and the unit e-mail address (where applicable),
 - Notes of meeting (administrative, technical, divisional and newsletter),
 - List of books received at CSO library, and
 - Integrated Management Information System (IMIS).
- All the above topics are updated, as and when required.

Integrated Management Information System (IMIS)

The CSO has many datasets but does not currently have an integrated database which can be easily accessed by data users. The need for such a database has been felt since several years and was also highlighted by an audit of the IT situation in CSO carried out in June 2003 by a UN Advisor in Informatics.

In this connection, an Integrated Management Information System (IMIS) has been implemented at this office which will act as a common platform for linking and preserving data from several sources (such as housing and population censuses, sample surveys and administrative records).

The IMIS is basically a computer-based system for linking (and preserving) data from several sources into one integrated management information system.

The main objectives of the IMIS, which will include a Local Area Network (LAN) and an internet version, are to:

- ◆ consolidate available but scattered data into integrated databases that are complete, reliable and consistent,
- ◆ provide for a properly networked environment for sharing data,
- ◆ enhance data dissemination and partnership between data producers and data users, and
- ◆ generate indicators for monitoring progress towards attaining the goals and targets of national development programmes, particularly the Millennium Development Goals (MDGs).

Currently, the office is consolidating data pertaining to 1990 and 2000 Housing and Population Censuses to be integrated on the IMIS platform, after which the following data sets will then be integrated on the system:

- ◆ Household Budget Survey

- ◆ Vital Statistics
- ◆ Continuous Multi Purpose Household Survey
- ◆ Census of Economic Activities

Documentation Centre of the CSO – Current Awareness Service

The following books have been acquired during the fourth quarter of 2007:

Title	Author/Publisher
<i>Management</i>	
Quality Management – Guidelines for training	Mauritius Standards Bureau
Quality Management – Guidelines for realizing financial and economic benefits	Mauritius Standards Bureau
Quality Management – Customer satisfaction – Guidelines for complaint handling in organizations	Mauritius Standards Bureau
Quality Management Systems – Guidelines for quality management in projects	Mauritius Standards Bureau
Quality Management Systems – Guidelines for quality plans	Mauritius Standards Bureau
Productivity Management – A practical handbook	Joseph Propenko / ILO
<i>Poverty</i>	
Human Development Report 2007/8 – Beyond scarcity: Power, poverty and the global water crisis	UNDP
Influencing Policies to End Poverty	Southern Africa Trust
Poverty in Mauritius – An Agenda for Reflection and Action: Articulating the local with the regional	ISDP/MACOSS/OSSREA
<i>Health</i>	
National Family Health Survey 2005-06 – Volumes I, II & III	Government of India
International Classification of Functioning Disability and Health: Children and Youth Version	WHO
<i>National Accounts</i>	
Comptabilité Nationale: Introduction pratique	UN

Household Consumption

Enquête sur la consommation

Eric Ng Ping Cheun

Other

Mauritius in the making across the census – 1846 – 2000

Monique Dinan

Opening up the Closed Shop – Mainstreaming Statistics and Linking them to Daily Life

Monica Hoegen/InWEnt

World Economic Outlook – Spillovers and Cycles in the Global Economy April 07

IMF

Training/Meetings attended by staff during the fourth quarter of 2007

(i) Overseas

Name	Programme	Country	Period
Mr. Y. Buxsoo	Workshop on Census Cartography and Management	Zambia	8 th to 12 th October
Mr. C. Arianaick	GDSD 2 Project: Launch Workshop for the Health Statistics Module	Botswana	8 th to 12 th October
Ms. C. Bandinah and Ms. S.F. Cheung Tung Shing	SASA Annual Conference	South Africa	29 th October to 2 nd November
Mr. D. Bahadoor and Mr. A.S. Mungralee	Study Tour Under World Programme on Population and Housing Censuses 2010	South Africa	12 th to 16 th November
Ms. N. Joomun	International Workshop on Country Practices in Compilation of International Merchandise Trade Statistics	Ethiopia	12 th to 16 th November
Ms. S. F. Cheung Tung Shing	Training for Trainers/Stakeholders Consultative Workshop	South Africa	19 th to 30 th November

Mr. M. Dawoonauth	Regional Workshop on the African Comparison of PPP -adjusted GDPs and Price Level Differentials	Ghana	28 th November to 1 st December
Mr. H. Bundhoo	Africa Comparison of PPP	Ghana	1 st December
Mr. H. Bundhoo	3rd Africa Symposium on Statistical Development in Africa	Ghana	3 rd to 7 th December

(ii) Local

A. Officers attending training programmes organized by the Ministry of Civil Service Affairs and Administrative Reforms:-

1. 4-Day course on “Trainer’s Training on Programme Based Budgeting (PBB)”.

Mr. D. Juleemun

Mr. M. Dawoonauth

Ms. S. F. Cheung Tung Shing

2. 2-Day course on “Measuring and Evaluating Performance”

Ms. S. F. Cheung Tung Shing

3. 5-Day course on “Programme Based Budgeting (PBB) and Medium Term Expenditure Framework (MTEF)”

Mr. H. Bundhoo

Mr. D. Pillay

Mr. A. Bundhoo

Mr. C. Ramnath

Mr. A. Sookun

Ms. K. D. Pothegadoo

Ms. F. Koussa

Ms. L. F. Cheung Kai Suet

Ms. R. Moraby

Ms. M. Ganoo

Mr. S. Mungralee

Mr. L. S. Lee Chee Sang

Ms. C. Bandinah

Mr. S. Mungur

Mr. Y. Thorabally

Mr. A. Bahadoor

Mr. K. Kowlessur

Mr. C. Lacroche

Mr. D. Pothegadoo

Mr. A. Ramasamy

Mr. D. Jagai

Mr. K. Bheecarry

Mr. R. Rujub

Ms. S. Geemul

Mr. Y. Buxsoo

Mr. A. Poreema

Mr. R. Mungur

Mr. D. Venkatasawmy

Ms. R. Soboron

Ms. L. S. Tse Ve Koon

Ms. N. D. Meenowa

Ms. Y. Cassimally

Ms. G. Appadu

Mr. C. K. Arianack

Mr. S. Bhonoo

Ms. C. Rughoobur

Ms. B. S. Maudarbocus

Ms. P. Ramchurn

Ms. S. B. Nunhuck

Ms. N. D. Gujadhur

Ms. D. Balgobin

Ms. J. Rambojun

Mr. S. Haulcooree

Mr. L. Y. C. Lan Pin Wing

4. 30- Day “Award course for Confidential Secretary/Senior Word Processing Operator”

Ms. N. Seepargauth

B. The following officers attended a 2-day seminar on “Productivity Measurement for Raising Organisational Effectiveness” conducted by the Mauritius Employers’ Federation:

Mr. M. Dawoonauth

Ms. M. Ganoo

Ms. S. F. Cheung Tung Shing

Ms. G. Appadu

Training given by staff during the fourth quarter of 2007

(i) Overseas

Name	Programme	Country	Period
Mr. Y. Thorabally	Regional Training on Energy Demand Assessment for French Speaking Countries	Tunisia	5 th to 16 th November
Ms. R. Moraby	Training in Trade Indices	South Africa	10 th to 13 th December

(ii) Local

2-Day course on “Programme Based Budgeting” organized by the Ministry of Civil Service Affairs and Administrative Reforms.

Mr. D. Juleemun

Mr. M. Dawoonauth (twice)

Ms. S. F. Cheung Tung Shing

Important indicators released during the 4th Quarter of 2007

GDP Growth Rate

On the basis of latest available information as at December 2007, GDP growth rate for 2007 is estimated at 5.6%, lower than the forecast of 5.8% made in September 2007. However, there are signs that the economy would grow at a higher rate of around 6.0% in 2008.

Consumer Price Index and Inflation

The Consumer Price Index (CPI) registered an increase of 1.5% during the period July to September 2007. The inflation rate for calendar year 2007 worked out to 8.8%. It is to be recalled that the inflation rate for calendar year 2006 was 8.9% and that for financial year 2006/07 was 10.7%.

External Trade

Total exports for the first nine months of 2007 stood at Rs. 49,417 million and imports Rs. 84,484 million. Total exports for the year 2007 are expected to be of the order of Rs. 73,500 million, against imports of Rs. 118,000 million inclusive of an aircraft worth Rs 2,700 million, resulting in a trade deficit of around Rs. 44,500 million.

Productivity

Revised figures for year 2006 show that labour productivity for the economy grew at 3.2% higher than the 1.8% growth registered in 2005. This was the overall effect of an increase of 5% in output (i.e. real GDP) and 1.7% in labour input respectively. In 2006, unit labour cost (defined as the remuneration of labour to produce one unit of output) in US Dollars decreased by 3.5%.

Tourist arrivals

Tourist arrivals for the first nine months of 2007 reached 644,821. This represents an increase of 18.1% over the figure of 546,122 registered in the corresponding period of 2006. The previous forecast of 900,000 tourist arrivals (+14.2%) for the year 2007 is maintained.

Producer price index - manufacturing

Compared to the corresponding quarter of 2006, the producer price index (manufacturing) for the third quarter of 2007 went up by 16.3% following increases in "Manufacture of basic metals" (+83.8%), "Manufacture of food products" (+18.2%), "Manufacture of chemicals and chemical products" (+12.9%), and "Manufacture of fabricated metal products" (+16.9%).

Unemployment

The unemployment rate for the third quarter of 2007 is estimated at 8.2%, lower than the rate of 9.0% at the previous quarter and 9.5% at the corresponding quarter of 2006. Unemployment rate for the year 2007 is estimated at 8.8% against 9.1% in 2006.

Excel in Microsoft Excel

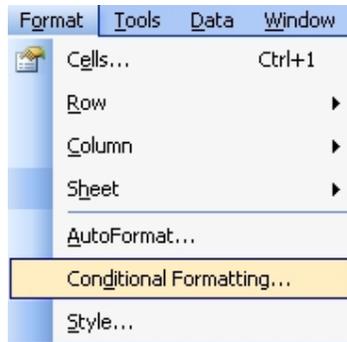
by Ali Hoolash

Walk into most offices and you're apt to find someone using an Excel spreadsheet. That's because Microsoft Excel is one of those ubiquitous business tools. Hence, my idea of turning out a few Excel tips and I hope these tips will help to increase your efficiency in your daily Excel work. Some moderate users will find themselves more at home with certain tips while some tips may appeal to more experienced users. Anyway, I hope you will find these tips to be very helpful. I've tried to tag each tip to the level of user experience it requires but there's nothing stopping you trying them all! However, the tip that needs intervention to the Operating System's Registry, is to be tackled with extreme caution. That's because you certainly don't want to find yourself with a PC that refuses to boot again! So the word of caution here is: If you are uncomfortable with the Registry (or don't know what I'm talking about here!), leave that tip to more experienced users. The advice to more experienced users would be to make a back up of the Registry before proceeding with that tip.

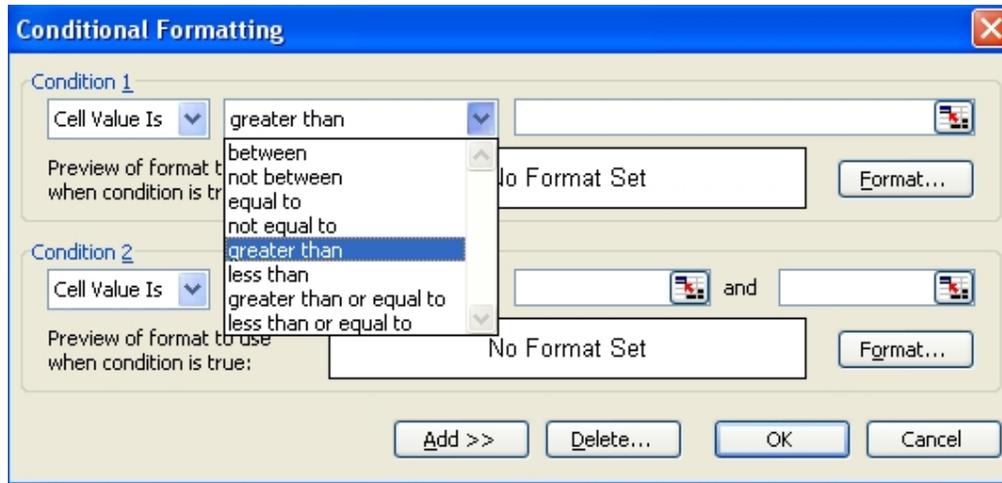
Tip 1: Conditional Formatting in Excel (Intermediate)

If you are faced with a big list of data and you want Excel to highlight certain specific cells that meet certain conditions (eg: you want Excel to highlight all cells that contain a value of 100 and above), then conditional formatting has been made for you! Here's how we go about it:

1. Highlight your cell or range of cells.
2. From the Format menu, select Conditional Formatting



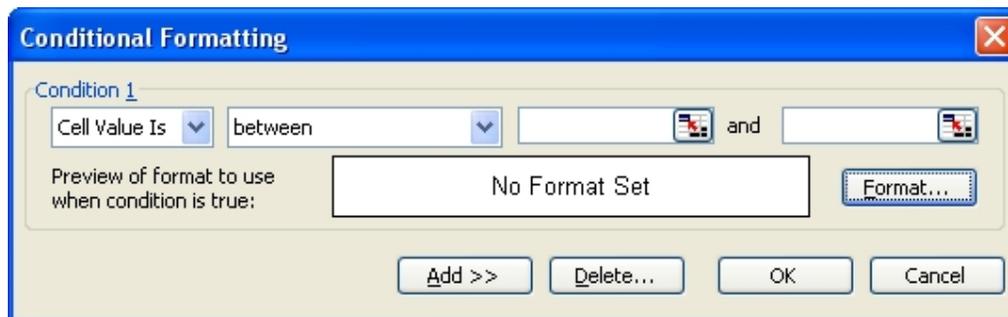
3. In the Conditional formatting dialog box, select “Cell Value Is” in the first drop-down box.



4. Select a cell evaluator from the second drop down box.

5. Enter your values in the remaining text boxes.

6. Click the Format button.



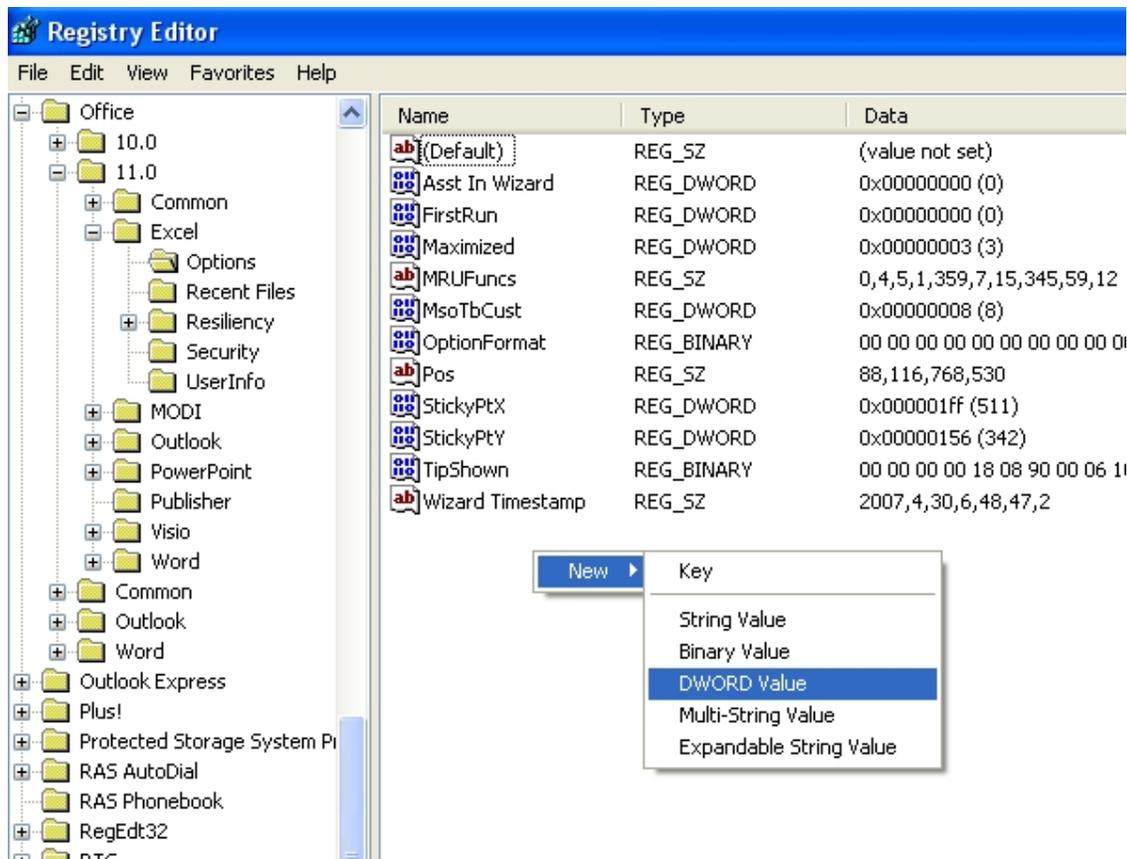
7. Choose your format options from the Font, Border and Patterns tabs.

8. Click OK.

Depending on the Format Set you have chosen, Excel will now highlight the required cells.

Tip 2: Increase the default Undo levels in Excel (Advanced)

1. Close Excel (if it is Open)
2. Click Start, Run and type REGEDIT then Hit OK
3. Go to HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Excel\Options.
4. Right-click in the right pane and choose New, DWORD Value.



5. Name the new entry Undo History and press ENTER to apply the name.
6. Edit DWORD Value dialog box
7. In the Base group box, make sure the Decimal option button is selected.
8. In the Value Data text box, enter the number of Undo levels you want (0 to 100)
9. Click OK.
10. Close REGEDIT and you're done.

Tip 3: Select rows or columns without using the Ctrl key (Beginner)

You are surely aware that rows or columns can be selected by keeping the **CTRL** key pressed and using your mouse at the same time to select specific cells. Now's here's a neat trick to bypass that **CTRL** key and to only use your mouse. Open your file – Press **SHIFT** and **F8** – Use your mouse to select the rows or columns you need – Press **F8** twice to leave that mode.

Tip 4: Prevent Conversion of URLs into Hyperlinks (Beginner)

Excel, like most office programs, automatically converts text that appears to be an URL (ie: a website address) into a hyperlink. You can prevent this from happening by prefacing the url text with an apostrophe. For example, write <http://statsmauritius.gov.mu> as '<http://statsmauritius.gov.mu>' and it will be displayed as a normal text.

In case, you forgot to insert the apostrophe and Excel displays the text as a hyperlink, right-click on the URL and Select "Remove Hyperlink" from the menu that appears.

Tip 5: Toggle Page Breaks View(Beginner)

This tip will help you get a better feel of how your Excel spreadsheets will be paginated when printed. If you are working on a large spreadsheet in Microsoft Excel, it is beneficial at times to view how the spreadsheet will be paginated when printed. Then, after making any

necessary changes so tables won't be split among pages, you can turn displayed page breaks off to make the document easier-to-read on screen.

1. Click "Tools" - "Options".
2. When the "Options" multi-tabbed dialog box appears, click the "View" tab.
3. Under "Window Options" check or uncheck "Page breaks" as desired.
4. Click "OK" to close the dialog box.

I hope these few tips will help you enjoy Microsoft Excel a little more. See you in the next issue!

Occupational Safety and Health

Under the General Provisions, the Occupational Safety and Health Act provides that:

- A. *Structure of building*
 - (i) An employee has to work in a building of sound construction and be kept in a good state of repair,
 - (ii) Any building which is used as a place of work shall be so designed as to protect employees from the weather, have a waterlight roof and be free from any significant amount of dampness, and
 - (iii) Where any process is carried on which renders the floor to be wet, effective means shall be provided and maintained for draining off any liquid from that floor.
- B. *Cleaning*
 - (i) Every place of work shall be kept in a clean state and free from effluvic arising from any drain on sanitary convenience or any other nuisance,
 - (ii) Any accumulation of dirt, refuse and trade waste has to be removed on a daily basis from the floors of workrooms and from the staircase,
 - (iii) The floor of every workroom to be cleaned at least once a week, and
 - (iv) All inside walls, partitions, ceilings and staircases have to be kept clean, properly painted/decorated.
- C. *Overcrowding*
 - (i) A place of work shall not, while work is being carried out therein, be so overcrowded so as to cause risk of injury to the health of employees,
 - (ii) Space allowed for each employee shall not be less than 11 cubic metres, and
 - (iii) In calculating that space in any room, any space above 3 metres from the floor shall be disregarded.
- D. *Ventilation and temperature*
 - (i) Adequate ventilation of every workroom shall be maintained by the circulation of fresh or artificially purified air of suitable temperature and relative humidity, and
 - (ii) Effective and suitable provision shall be made for securing and maintaining a comfortable temperature inside every workroom.
- E. *Lighting*
 - (i) Provision for maintaining sufficient and suitable lighting, whether natural or artificial in every place of the workplace or passages, and
 - (ii) All glazed windows and skylights, shall as far as practicable, be kept clean in both inner and outer surface and free from obstruction. The white washing or shading of windows or skylights for the purpose of mitigating heat and glare is permitted.

F. Sanitary conveniences

- (i) Sufficient and suitable sanitary conveniences shall be provided for the employees,
- (ii) Separate sanitary conveniences shall be provided for male and female employees,
- (iii) Separate approaches to sanitary conveniences,
- (iv) A notice be conspicuously placed indicating the location of the sanitary conveniences provided,
- (v) Every sanitary convenience shall be sufficiently lighted and ventilated and shall not communicate with any work room, restroom or mess, and
- (vi) At least one sanitary convenience shall be provided for every 25 male/female or part thereof.

Compliance with Occupational Safety and Health

Regarding the Safety and Health Act, we have reasonably complied with the provisions mentioned above within our financial resources. Every effort is being made to satisfy our internal as well as external customers.

The main complaints registered are in connection with the air conditioning system and sanitary facilities, both resulting from wear and tear with the passage of time.

Any breakdown is promptly referred to the Lessor (Life Insurance Corporation of India) who in turn requests the contractors to look into them. There is always a time-lag between the submission of a report (by the contractor) and action being taken -owing to certain procedures which have to be followed and also the availability of spare parts. The Lessor has always responded favourably.

Minor repairs are being borne by the CSO as from July 2007.

Staffing developments

Appointment

Mr. Deepuk BAHADOOR has been appointed Deputy Director of Statistics with effect from 25 May, 2007. Following this appointment, all three posts of Deputy Director of Statistics on the establishment of the Central Statistics Office are now filled.

CSO Staff Welfare Association

End of year party

The CSO Staff Welfare Association organized its end of year party on Wednesday 26 December 2007 at Le Coralia Hotel, Mont Choisy. The programme included lunch, indoor games and disco.

Mrs. Q.C. Lee Choon, Senior Statistical Officer, who retired from the office in 2007, was present. On that occasion, the Director thanked her for the valuable contribution to the CSO. The Association with the collaboration of all CSO staff honoured her with a gift comprising a service shield and a pen.