



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

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Ministry of Civil Service and Administrative Reforms

Circular Letter No 48 of 2016

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

To: Supervising Officers, in charge of Ministries/Departments

Posting of General Services Staff

At the very outset, I would appeal to your indulgence and kind understanding on the contents of this Circular Letter.

2. For quite some time now, it has been observed that it is becoming a common practice that, following a change in posting in the Administrative Cadre, senior officers move along with their Confidential Secretaries. This, in itself, should not pose any problem as, in most cases, the Confidential Secretaries concerned are all moving with the senior officers they are attached to. However, the situation is different and becomes very difficult to manage when some senior officers also take along with them supporting staff in the General Services grades and, thereafter, the covering approval of this Ministry is sought to regularize such staff movement.

3. I am sure you will appreciate that this practice inevitably turns into a source of serious embarrassment to this Ministry as it is not always possible to provide immediate replacement *vice* these officers. It more than often happens that not only the staff of the Ministries/Departments concerned is either unjustly depleted or unnecessarily and artificially inflated but there is disruption in the whole set up and this hampers the smooth running of work. Worst still, certain Ministries/Departments at times find themselves in an awkward situation as they have staff over and above their establishment/funded vacancies and cannot meet the salaries of those incoming officers.

4. The latest exercise brought in its wake its lot of discontent, particularly on the part of Ministries/Departments which have suffered uncalled-for prejudice in terms of depletion of their staff. The state of affairs which is prevailing has prompted this Ministry to look into the matter. Hence this circular which purports at drawing attention of all those concerned to the need to avoid sudden movement of General Services staff without prior clearance having been sought and obtained from this Ministry

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5. In light of the foregoing, it would be appreciated if, henceforth, senior officers could refrain from taking along with them officers of the General Services grades, with the exception of their Confidential Secretaries, whenever there is any change in posting involving senior officers in the Administrative Cadre. Should the need arise for them to retain the services of any member of their supporting staff attached to them during their preceding posting, senior officers should make a formal request to that effect and provide the necessary justifications to this Ministry. Rest assured that, to the best of our ability and in reckoning with the exigencies, we shall endeavour to meet your requirement.

6. I rely on your support and cooperation in the matter.



S. K. Pather
Senior Chief Executive

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