**ANNEX IV**

**Notes for Guidance**

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| **Column**  **No.** | **Column Title** | **Description and Guidelines** |
| 1 | S/N | Serial Number |
| 2 | Position Title (Title of Post/Office). | The title of the post should be as specified in fourth schedule of the Civil Establishment Order 2016 for Mauritius and the fifth schedule of the Civil Establishment (Rodrigues Regional Assembly) Order 2016. |
| 3 | No. of Established Posts (CEO 2016). | Refers to the number of posts as specified in fourth schedule of the Civil Establishment Order 2016 for Mauritius and the fifth schedule of the Civil Establishment (Rodrigues Regional Assembly) Order 2016. |
| 4 | Funded Positions Budget 2016/2017. | Refer to the number of Funded Positions as it appears in the Budget 2016/2017. |
| 5 | Adjusted Funded Positions PBB 2014 (as at 31 March 2017). | Funded Positions Budget 2016/2017 (refer to Paragraph 4 above)  **plus**  any “Unfunded Vacancies” between 1 July and 31 March 2017 for which financial clearance has been obtained *(as applicable)*. |
| 6 | No. of Officers “in Post” as at 31 March 2017. | Refer to the number of officers in post as at 31 March 2017 made up of –   1. Number of staff paid by the CISD in the March 2017 Payroll (CISD Live Records); 2. Number of staff paid by Manual Paysheets, e.g. those on Leave with Pay, Interdicted, on prolonged absence; and 3. Number of officers on Leave without Pay who will resume duty in 2017/2018. |
| 7a | Statement of Vacancies as at 31 March 2017 – Funded Vacancies Budget 2016/2017. | Vacancies for which funds have been provided in the Budget 2016/2017, indicating status, i.e. –   1. Date on which vacancies have been reported to PSC or action initiated where Ministry/Department has delegation of power of appointment; and 2. Date of advertisement, if applicable, or date of interview, in the case of delegation of power. |
| **Column**  **No.** | **Column Title** | **Description and Guidelines** |
| 7b | Statement of Vacancies as at 31 March 2017 – unfunded vacancies. | Vacancies for which funds have not been provided in the Budget 2016/2017, i.e., in CEO less Funded Positions. |
| 8a | Request filed by Ministry/Department in response to MCSAR Circular Letter No. 18. of 2017 – Filling of Funded Vacancies. | “Funded Vacancies” in the Budget 2016/2017 which cannot be filled by 30 June 2017 due to unforeseen circumstances will be reviewed subject to –   1. making a fresh request for the post to be filled in 2017/2018 with justifications; or 2. reprioritising its HR requirements with justifications. |
| 8b | Request filed by Ministry/Department in response to MCSAR Circular Letter No. 18 of 2017 – Filling of Vacancies which were unfunded in Budget 2016/2017 (if any). | Requests for filling of those vacancies for which funds have not been provided in the Budget 2016/2017 and which are necessary to achieve the strategic objectives of the Ministry (to be considered on a case to case basis)  **plus**  funding for those officers who will resume duty from leave without pay during the financial year 2017/2018. |
| 9 | Justifications (in line with Ministry’s Strategic Direction and Key Actions). | Justifications to support request by Ministry and to indicate whether improving existing services or new services, and improvements in service standards in line with Ministry’s Strategic Direction and Key Actions. |
| 11a to 12 |  | For Use by officers of MCSAR. |
| 13 | Remarks | Any other comments Ministry/Department may wish to make. |