Ministry of Civil Service and Administrative Reforms  
Circular Letter No 44 of 2015  
E/60/28/31 V2

From: Senior Chief Executive, Ministry of Civil Service & Administrative Reforms  
To: Supervising Officers in charge of Ministries/Departments

Setting up of Reform Cell

Please refer to this Ministry’s Circular Letter No. 43 of 2013, wherein Ministries/Departments were invited to constitute their respective Reform Cells for monitoring the implementation of Public Sector Reform initiatives at their level as per the “Terms of Reference” (TOR) spelt out in the Errors, Omissions and Anomalies Committee (EOAC) Report – PRB 2013.

2. Following discussions at the level of the Reform Steering Council on the need to render the Reform Cell more effective and also facilitate regular reporting on the implementation of reforms, its Terms of Reference (TOR) have been reviewed as at Annex A, with focus on the following main areas:

   i) Major administrative reforms such as the HRMIS and PMS;
   ii) Modernisation of services;
   iii) Human Resource Planning to better respond to evolving needs and priorities;
   iv) Strategies and actions for the promotion of good governance; and
   v) Sectoral Reforms having a direct impact on service delivery.

3. As recommended in the EOAC Report 2013, the Reform Cell should continue to be chaired by a senior officer not below the level of Deputy Permanent Secretary and comprise Heads of Sections as well as representatives of staff associations. In this respect, Supervising Officers are kindly requested to convey to this Ministry the composition of their respective Reform Cells by Friday 18 December 2015.

4. Pending the setting up of the Public Sector Re-engineering Bureau, progress reports on the implementation of reforms should be submitted to the Administrative Reforms Division of this Ministry at the end of every quarter as from 2016. The report should be forwarded by email at mcsa-aru@govmu.org on the basis of the template as at Annex B. As regards reforms underway, we would appreciate to have a first progress report by 31 December, 2015.
5. The TOR of the Reforms Cell and template for monitoring of reform initiatives can also be downloaded from the website of this Ministry at http://civilservice.govmu.org. For any additional information, Mrs. A. Sarju or Mrs. A. Hurry may be contacted on tel nos 4055785 or 4055790.

6. I reply on your collaboration and support for developing the Reforms Cell into an effective tool for monitoring reforms in the public service.

(P. Jhugroo)
Senior Chief Executive

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