



**MINISTRY FOR CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORM
MAURITIUS**

17 February 2000

Ministry for Civil Service Affairs & Administrative Reform
Circular Letter No.6 of 2000
29/001/03/028/01

From: Acting Permanent Secretary, Ministry for Civil Service Affairs & Administrative Reform

To: Supervising Officers i.c Ministries/Departments

Establishment Proposals - Recurrent Budget 2000/01

In line with paragraph 5/1/2 of the Personnel Management Manual, Establishment Proposals, if any, for inclusion in the Recurrent Budget 2000/01 should be submitted to this Ministry with copy to the Ministry of Finance on the appropriate Establishment Forms.

2. While submitting your proposals, you are invited to refer to the guidelines set out in the annex and to ensure that:-

- (i) careful consideration has been given particularly to the possibilities listed at paragraph 2 (d) thereof;
- (ii) the relevant recommendations of the PRB 1998 Report and the 1999 Report on Errors, Omissions & Clarifications of the 1998 Report relating to your Ministry/Department are incorporated therein; and
- (iii) they are within the ceiling set out by the Ministry of Finance.

3. You may wish to note that the scope for creation of new or additional posts is very limited. Any proposal should be examined critically and should comply with the establishment guidelines and procedures set out in the annex. Proposals for filling vacancies are to be submitted only if there is a clear need for these posts.

4. Proposals on the appropriate Establishment Forms together with a list of the number of vacancies in existing grades should reach this Ministry by 3 March, 2000 at latest. Proposals for posts in the Personnel Cadre should be submitted separately by 28 February 2000

(R. Heerasing)
Acting Permanent Secretary