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Ministry of Civil Service Affairs and Administrative Reforms

20 March, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 12 of 2003
E/360/1/03 V2

From: Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Supernumerary Posts

Establishment Circular Letter (17) of 28 November 1978 (copy enclosed) provides for the creation of supernumerary posts to fill temporary gaps in the establishment of Ministries/Departments to enable the replacement of officers who are away on leave for a long period.

2. Cases have been reported to the effect that senior public officers in charge of major divisions/units in certain Ministries have been granted leave without pay to take up employment outside the Civil Service for a long period and no supernumerary post has been created to fill the temporary gaps. The officers who were called upon to replace their senior colleagues during their absence, were, apart from an acting/responsibility allowance, not allowed to enjoy any of the benefits attached to the higher post (e.g. duty-free car, travelling allowance, end-of-year bonus, passage benefits, unutilized sick leave etc.) although they were required, for all intents and purposes, to shoulder all the responsibilities of the higher post continuously over a long period of time.

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3. In order to be fair towards these officers, it has been decided that, henceforth, in cases where a public officer occupying a topmost position proceeds on leave without pay to take up employment outside the service, or is otherwise away, for at least one year, arrangements should be made for the creation of a supernumerary post as soon as the substantive holder proceeds on leave.

4. The supernumerary post should only be filled after the replacing officer has acted continuously in the higher office for at least one year and the leave granted to the substantive holder has been renewed. Moreover, on the resumption of duty of the substantive holder, the supernumerary post should be considered as being abolished and the necessary change reflected in the Recurrent Budget at the first opportunity.

5. This Circular Letter supersedes Establishment Circular Letter (17) of 28 November 1978.



(D. P. Ruhee)

Secretary for Public Service Affairs

Copy to:

Secretary to Cabinet and Head of the Civil Service
Financial Secretary

F/360/1/03

28th November, 1978

Establishment Circular Letter (17)

From: Establishment Secretary

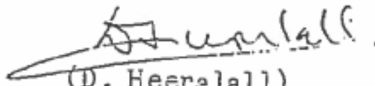
To : Supervising Officers

Supernumerary Posts

As you are aware, the creation of supernumerary posts is a device which is used in the Public Service to enable the replacement of officers who are away on leave or otherwise for a fairly long period.

2. It has been observed that in certain cases supernumerary posts are being considered as part of the normal permanent establishment of Ministries/departments and are being filled accordingly. It is again stressed that supernumerary posts are created to fill temporary gaps in the establishment and that such posts can only be filled with effect from the date of assumption of duty. Further as soon as the substantive holders have resumed duty the posts in question should be considered as being abolished and the necessary change reflected in the Estimates at the first convenient opportunity unless this Office has authorised otherwise.

3. In view of the above, the Public Service Commission may not agree to the filling of supernumerary posts unless this is meant to cater for replacements. Accordingly when reporting vacancies vice supernumerary posts to the Public Service Commission, Supervising Officers must state the name of the substantive holder and the reasons for his/her being away.


(D. Heeralall)
Establishment Secretary