



Ministry of Civil Service Affairs and Administrative Reforms

05 August 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 8 of 2003
E/153/1/10

From: Secretary for Public Service Affairs
To: Supervising Officers-In-Charge of Ministries

URGENT

Vacancies in Parastatal Organizations

Please refer to this Ministry's memorandum of 10 February, 2003.

2. I should be grateful if the Heads of Parastatal Organizations falling under the aegis of your Ministry could be requested to let us have by **11 August 2003** an updated list of the number of posts on their establishment in the grades mentioned in the annex and the number of vacancies, if any.
3. Nil returns should be submitted.

(D. P. Ruhee)
Secretary for Public Service Affairs

Copy to:

Secretary to Cabinet and Head of the Civil Service

6. Payment of Allowances

With the implementation of the Report, all previous approval conveyed for the payment of allowances would lapse, except for those allowances specifically mentioned in the Report. The approval of this Ministry should be sought for any allowance not covered in the Report but which may still be justified.

7. Effective Date

The Report will be implemented as from 01 July 2003, as set out at paragraph 1.34 in Volume I of the Report and reproduced at Appendix F.

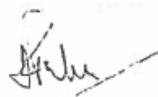
8. Implementation/Interpretation

Any difficulty in relation to the implementation/interpretation of the Report should be referred to this Ministry with copy to the Pay Research Bureau for consideration.

9. Errors and Omissions

Should any genuine error or omission be identified, the officers concerned are invited to inform this Ministry, in writing, through their respective Heads of Ministries/Departments/Organisations, with a copy to the Pay Research Bureau. This should be done within a period of three months as from the date of this Circular Note.

10. This Circular Note has also been sent by e-mail and is available on the Ministry's Website (see paragraph 2 above).



D.P Ruhee
Secretary for Public Service Affairs

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

- (a) 01 July 2003 for serving officers in Mauritius, Rodrigues and the Outer Islands and those posted in our Missions overseas; and
- (b) 7 (seven) days after resumption of duty for officers on leave or mission abroad.

Option Forms may be obtained, on application, from the Government Printer.

- 3.2 In special circumstances, such as prolonged illness or hospitalisation, officers may be allowed to exercise their option at a later date. However, each case will have to be submitted to this Ministry for consideration and approval.
- 3.3 Supervising Officers i/c Ministries/Departments, the Island Chief Executive, Rodrigues and Heads of Parastatal and other Statutory Bodies and Local Authorities are requested to ensure that the contents of this Circular Note are communicated, as soon as possible, to all members of their staff, together with the information necessary to enable them to exercise their option.
- 3.4 Officers may only opt to accept, or NOT to accept the revised emoluments and terms and conditions as per EITHER paragraph 3(a) OR 3(b) of the Option Form. Only those officers who opt to accept the revised emoluments and terms and conditions and recommendations approved for implementation will be paid the revised salaries and be subject to the revised terms and conditions. Any acceptance made subject to a reservation/qualification shall be treated as a rejection of the revised emoluments and terms and conditions.
- 3.5 Officers whose retirement has been approved to take effect after 01 July 2003 and who have already proceeded on leave prior to retirement are not required to exercise any option. Their salary would be adjusted in accordance with the recommendations contained in the Report.

4. Conversion of Salaries

- 4.1 Conversion of salaries should be effected in accordance with the Master Conversion Table provided in the Report. A copy of the Master Conversion Table with relevant guidelines is at Appendix E.
- 4.2 Conversion to the new salary scales should be effected after the grant of the annual increment due to officers on 01 July 2003.

5. Schemes of Service

Schemes of Service should, where necessary, be amended as early as possible to reflect any changes recommended in the Report.

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