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## Ministry of Civil Service Affairs and Administrative Reforms

6 February, 2004

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 9 of 2004  
E/152/42/10/11

**From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms**

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

### Posting of General Services Staff

As you are aware, this Ministry has the responsibility of the posting, change in posting, training and development of officers of the General Services. In carrying out the exercise, a holistic view of the human resource needs of Ministries/Departments is adopted thereby ensuring equity and consistency in the system. Consultations are also held as and when required to expedite and facilitate the process.

2. As a matter of policy, officers of the General Services are required to rotate on a regular basis so as to allow them to broaden their experience. In addition, this Ministry acts as a facilitator and entertains requests from Ministries and Departments for the services of these officers whilst ensuring that there is an effective and efficient use of human resources available.
3. This Ministry has already started procedures for the recruitment of additional staff of the General Services in view of the increasing demands from Ministries and Departments for the services of officers of the General Services. In addition, arrangements are also being made to amend the schemes of services of a number of grades following recommendations of the PRB report.
4. Pending finalisation of the recruitment procedures, this Ministry is prioritizing requests for additional staff from Ministries and Departments in order that important projects identified by Government are not hampered.
5. I strongly invite Supervising Officers of Ministries and Departments to ensure that instructions emanating from this Ministry pertaining to changes in posting of officers from the General Services are complied with. In some instances, replacement of staff transferred to another Ministry/Department may not be provided immediately. My colleagues will agree that non-compliance to these instructions may entail a breakdown in the system.
6. Your collaboration in this matter would be highly appreciated.

(K. Ponnusamy)  
Senior Chief Executive

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

6th Floor, New Government Centre, Port Louis, Republic of Mauritius

Tel: (230) 201 1045, Fax: (230) 201 3815, E-mail: civser@mail.gov.mu