



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

28 November 2006

Ministry of Civil Service and Administrative Reforms
Circular Note No 8 of 2006
E/47/21/06

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Devolving of Authority on Ministries/Departments

Following Circular Notes Nos. 5 and 8 of 2005 and in furtherance to this Ministry's policy of devolving authority on Supervising Officers to enable them to better manage and make effective use of their human resources for providing timely and quality services, it has been decided, in consultation with the Public Service Commission, to authorise Supervising Officers to make administrative arrangements at their level for the replacement of officers of the General Services grades as and when required on the following basis:

- (i) the assignment of duties in the grades concerned should be, as far as possible, on the basis of seniority; and
 - (ii) such assignment should be for a maximum period of 60 days.
2. The delegated authority can be exercised by Supervising Officers in respect of the following grades:-

Office Attendant
Senior Office Attendant
Head Office Attendant
Special Clerical Officer
Executive Officer
Office Supervisor
Higher Executive Officer
Office Superintendent

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Senior Word Processing Operator
Confidential Secretary
Establishment Officer
Personnel Officer
Senior Personnel Officer
Chief Personnel Officer

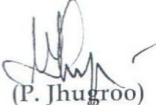
3. Supervising Officers can also approve at their level the payment of an appropriate responsibility allowance to officers concerned in accordance with the existing regulations for replacements in the higher offices for periods not exceeding 60 days.

4. Supervising Officers should, however, continue to forward to this Ministry, for approval, cases of replacements for periods exceeding 60 days and for replacements in respect of two grades above.

5. The effective date of this Circular Note is 01 December 2006. Supervising Officers are kindly requested to ensure that the authority conveyed in this Circular Note is exercised in a consistent manner. For further clarification and guidance, the following officers of this Ministry may be contacted:

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| Mr Y. Ramkhelawon | Deputy Director, Human Resource Management | Tel: 211 9546 |
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| Mr S. Nundloll | Personnel Officer | Tel: 201 2637 |
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(P. Jhugroo)
Supervising Officer

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

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