



## Ministry of Civil Service and Administrative Reforms

04 October, 2007

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 41 of 2007**  
**E/160/2/2/03 V3**

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers i/c Ministries/Departments

### **Officers of the Personnel Cadre**

In the context of budgetary reforms, Government has introduced as from this year an indicative Programme Based Budgeting (PBB) System which relates each Ministry/Department's budget to its stated Programmes and associated Outcomes and Performance Indicators. This also implies that Ministries/Departments would be responsible, within defined parameters, to plan and manage their own human resources to meet their strategic and operational objectives.


2. A first exercise has been carried out, on an indicative basis, whereby the human resources of each Ministry/Department have been classified into managerial, technical and support positions and allocated to the agreed programmes as set out in the new version of Programme Based Budget (2007-2008) which was released along with the Recurrent Budget 2007/2008 in the traditional format. However, Officers of the Personnel Cadre (some 250), who are posted in Ministries/Departments and are contributing directly towards the achievement of the goals and objectives of such Ministries/Departments, have not been allocated to the related programmes as their salaries are still being met by this Ministry.

3. In line with the philosophy of the PBB, whereby resources have to be allocated to programmes, this Ministry considers that officers of the Personnel Cadre should be integrated within the programmes of Ministries/Departments as they are already contributing to the implementation of the programmes along with other staff members. This would also facilitate the implementation of both the Performance Management System and the PBB across the civil service, as it would help to systematically ensure the alignment of the administrative, technical and support functions of Ministries/Departments with their strategic objectives.

2/..

4. It is therefore proposed to transfer from this Ministry's Vote the appropriate number of posts in the Personnel Cadre, together with the related financial provisions, to the Vote-Items of respective Ministries/Departments as from the next financial year. You are therefore kindly requested to let this office know by **Monday 22 October 2007** your staffing requirements, indicating clearly the levels and number of officers of the Personnel Cadre which you would need for the management of human resources in your Ministry/Department. In so doing, you should ensure that the staffing requirements in the Personnel Division in your Ministry/Department match the prevailing workload in the Division and that the officers are fully utilized at the level at which they are expected to operate.

5. Officers of the Ministry are at your disposal to provide further information or clarifications which you or your officers may require. Please contact Ms S. Panchoo (Tel. No. 201-2200) or Mr D. Rattun (Tel. No. 201-2033).

  
**P. Jhugroo**  
**Supervising Officer**

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