



Ministry of Civil Service and Administrative Reforms

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04 July 2008

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 27 of 2008  
E/150/11/11

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

To: Supervising Officers i/c Ministries/Departments

**Review of the staffing of Human Resource Divisions in Ministries/Departments**

Following the recommendations made by the Pay Research Bureau in its 2008 Report regarding a new structure for the Human Resource Management Cadre (*formerly Personnel Cadre*), there is need to redefine the new roles and responsibilities that devolve on the cadre, especially in the context of the implementation of the Performance Management System and the Computerised Personnel System.

2. In this connection, this Ministry is carrying out a survey to examine the nature of work actually performed by officers of the Human Resource Management Cadre at each level. Based on the findings, the requirements of Ministries/Departments, in terms of number and grade, would be reviewed taking into consideration the new roles, level of responsibilities and volume of work in Human Resource Divisions.

3. Supervising Officers are therefore kindly requested to arrange for the submission of the following information in line with the enclosed pro-forma:

- (i) an up-to-date organisation chart of the Human Resource Division(s) pertaining to the Ministry/Department;
- (ii) the number and grade of officers of the Human Resource Management Cadre at each level posted in the Ministry;

- (iii) details of actual duties performed by these officers;
- (iv) the number and grades of support staff posted in the Human Resource Division (s); and
- (v) a statement of the duties performed by the support staff.

4. To ensure the success of the exercise, Supervising Officers are also invited to express their views/suggestions so that human resource management functions are more effective in their Ministries/Departments.

5. The above information should reach this Ministry by Friday 18 July 2008, at latest. You may contact Miss S. Panchoo, Senior Human Resource Officer. (Tel. No 201-2200) for clarification and additional information.



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

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

**PRO-FORMA TO MINISTRY OF CIVIL SERVICE & A.R**  
**CIRCULAR LETTER No. 27 OF 2008**

1. **Ministry/Department:**.....  
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2. **No. of officers on establishment:**  
**General Services:** ..... **Departmental Grades:** .....
3. **List of Parastatal Organisations under the aegis of the Ministry/Department:**  
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4. **Organigram of the Human Resource Division (to be submitted as Annex A)**
5. **No. of officers of the Human Resource Management Cadre posted at the Ministry/Department:**  
**Manager, Human Resources:** .....  
**Assistant Manager, Human Resources :** .....  
**Senior Human Resource Officer:** .....  
**Human Resource Officer:** .....
6. **Details of actual duties performed by each officer of the Human Resource Management Cadre (to be submitted as Annex B)**
7. **No. and grade of support staff posted in the Human Resource Division:**  
**Grade:** ..... **No.:** .....  
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8. **Statement of duties performed by each support staff (to be submitted as Annex C)**
9. **Comments of the Supervising Officer:**  
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