



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

13 October 2008

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 38 of 2008  
E/330/6/03V7

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

To: Supervising Officers i/c Ministries/Departments

**Schemes of Service – Parastatal and other Statutory Bodies and Local Authorities**

Supervising Officers are kindly requested to bring the contents of this Ministry's Circular Letter No. 35 of 2008 dated 07 October 2008 regarding the framing and reviewing of schemes of service to the attention of Heads of Parastatal and other Statutory Bodies and Local Authorities operating under the aegis of their respective Ministries/Departments.

2. The attention of Heads of Parastatal and other Statutory Bodies and Local Authorities should also be drawn to the recommendations made at paragraphs 8, 10 and 12 of the Pay Research Bureau Report 2008 (Volume II Part II) regarding the creation of posts, future entrants in certain grades and schemes of service in Parastatal and other Statutory Bodies and Local Authorities which are reproduced hereunder for guidance –

(a) **Creation of Posts**

8. .... These posts should be filled strictly on the basis of needs subject to the approval of the parent Ministry and availability of funds.

(b) **Future Entrants to the Grades of Clerical Officer/Higher Clerical Officer, Word Processing Operator, Driver and General Worker**

10. Future entrants to the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator, who should be exclusively holders of the Higher School Certificate or equivalent qualification, should proceed incrementally in the respective salary scales up to salary points Rs 16600 and Rs 16000. Similarly, future entrants to the grades of Driver and General Worker should proceed incrementally in the respective salary scales up to salary points Rs 12900 and Rs 9200.

(c) **Alignment of Schemes of Service**

12. **Where the salaries of identical/comparable grades in Parastatal Bodies and Local Authorities have been aligned on those of the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along the lines of counterparts in the Civil Service.**
3. Furthermore, it should be noted that the established procedures to be followed by Parastatal and other Statutory Bodies and Local Authorities for the processing of requests for *ad hoc* changes in organisational structures, including grading of new posts and revision of existing ones, are laid down in this Ministry's Circular Letter No 30 of 1998 dated 21 October 1998, copy of which is enclosed for your information and guidance.
4. Supervising Officers are advised to ensure that Parastatal and other Statutory Bodies and Local Authorities comply with the above provisions.

  
**P. Jhugroo**  
Supervising Officer

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