

3 December 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 46 of 2008
E/160/2/44 V6

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

To: Supervising Officers i/c Ministries and Departments

Establishment Proposals – Estimates 2009/2011

In the context of the preparation of the 2009/2011 Estimates, Supervising Officers are kindly requested to submit their Establishment Proposals on the basis of Programme Based Budgets for the following fiscal periods –

- July 2009 to December 2009
- January 2010 to December 2010
- January 2011 to December 2011 (*indicative*)

2. With the implementation of the Programme Based Budget, Supervising Officers have to ensure that Establishment Proposals are linked to Programmes and Sub-Programmes under the responsibility of their respective Ministries/Departments. In this connection, the existing Estab Forms 1, 2 and 3 have been reviewed and simplified taking into consideration the requirements of the Programme Based Budget. Proposals for the creation of new posts, additional posts and restyling of posts have therefore to be submitted in the new revised formats at **Annexes I, II and III**.

3. Supervising Officers are requested to adhere to the following principles while submitting their Establishment Proposals -

(i). **Creation of New and Additional Posts**

The creation of new posts has to be examined critically and full justifications should be submitted as to their relevance and impact on the expected outputs under the relevant Programmes and Sub-Programmes. Requests for additional posts should clearly indicate how the additional resources would contribute towards the achievement of the priority objectives and outputs under any particular Programme or Sub-Programme.

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(ii). **Filling of vacancies.**

Proposals for filling of vacancies should be submitted on the lines of the proforma at **Annex IV**. The relevance of existing unfilled posts on the establishment of the Ministry/Department under the relevant Programmes or Sub-Programmes to its priority objectives, outputs and performance indicators under the Programme Based Budget must be reassessed. Consideration should be given for the filling of the vacancies after all the possibilities listed at paragraph 4 (b)(iii) of **Annex V** to this Circular Letter have been exhausted. Thus for all vacant posts, Supervising Officers should indicate the year in which they have become vacant and how the associated tasks are being handled. As a general rule, vacant posts which have remained unfilled for the last three years and which do not contribute to any Programme or Sub-Programme should be listed for abolition.

4. In submitting their establishment proposals, Supervising Officers have to ensure compliance with the Guidelines set out in **Annex V** to this Circular Letter, in particular, -

- (i) careful consideration is given to the possibilities listed at paragraph 2(d) of the Annex; and
- (ii) the proposals for the creation of additional posts can be accommodated within the ceiling set by the Ministry of Finance and Economic Empowerment.

5. Your proposals should be submitted both in hard and soft copies to this Ministry on the appropriate Establishment Forms at Appendices, by **09 January 2009**.

6. The Circular Letter may be downloaded from this Ministry's website at **<http://civilservice.gov.mu>**

7. We rely on your usual cooperation for the formulation of sound establishment proposals.

(K. R. Mudhoo)
Supervising Officer

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