



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

31 August 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 26 of 2009  
E/160/2/44 V7

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

To: Supervising Officers i/c Ministries and Departments

Establishment Proposals – Estimates 2010/2012

In the context of the preparation of the 2010/2012 Estimates, you are invited to submit your Establishment Proposals on the basis of Programme Based Budgets for the following fiscal periods –

- January 2010 to December 2010
- January 2011 to December 2011 (*indicative*)
- January 2012 to December 2012 (*indicative*)

2. You have to ensure that Establishment Proposals are linked to Programmes and Sub-Programmes under your responsibility. In this connection, you are kindly requested to adhere to the following principles while submitting your 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. Proposals for new and additional posts together with a recapitulation of the proposals should be submitted along the lines of proforma at Annexes I, II and III.

.../2

(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 your Ministry/Department under the relevant Programmes or Sub-Programmes must be reassessed based on priority objectives, outputs and performance indicators under the Programme Based Budget. 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.

3. The new grades of Officer, Senior Officer and Office Management Executive which have been created on the establishment of this Ministry have to be transferred to respective Ministries/Departments. You are therefore kindly requested to indicate the number of posts in each category which should be transferred to your Ministry/Department on the basis of the option exercised by officers concerned. It is understood that as soon as appointment to the new grades is made, this will entail a proportionate reduction in the numbers of posts in the respective existing grades. Necessary action should also be taken for the appropriate number of posts to appear under Part D – Human Resources in the Programme-Based Budget Estimates 2010.

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

- (i) careful consideration be given to the possibilities listed at paragraph 2(d) of the Annex; and
- (ii) to the extent possible, the proposals for the creation of additional posts 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 Monday 21 September 2009, with a copy to the Financial Secretary (Attn.: Director, Economic and Finance, Mr K. N. Bhugun).

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 good conduct of the exercise and for the date limit set to be respected.



(S.K. Pather)  
Supervising Officer

Copy to:

Secretary to Cabinet and Head of the Civil Service  
Financial Secretary

Proposal for Creation of New Post(s)

1. Ministry/Department	.....
2. Programme	.....
Sub-Programme	.....
Title of Post	.....
Salary scale	.....
Financial Year	.....
No. of Posts	.....
Additional annual cost	.....
3.	Proposed Duties and Qualifications Attach statement if necessary)
4. Has proposal been discussed in Departmental Whitley Council or with Staff Association and if so, with what result?	.....
5. What arrangements are made for carrying out the duties at present?	.....
6. State why reallocation of work or redeployment of existing staff cannot be effected.	.....
7. State contribution of new post in meeting priority objectives and outputs under respective Programme / Sub-Programme	.....

Date .....

.....  
Head of Department



**Recruitment Sheet**

Ministry / Department : .....

Program ms & Sub- Program no	Title of Post	No. of Established Posts (Civil Estab Order)	Number in Post as at 31/03/2009	Funded Positions FY 2009 (July- Dec)	(July to December 2009)		2010 (January to December 2010)						
					No. of Vacancies to be filled before 31 Dec 2009	Estimated Cost (Rs)	Increase No. of Vacancies to be filled	Estimated Cost (Net) (Rs)	Increase No. of Additional Posts	Estimated Cost (Net) (Rs)	Increase No. of New Posts	Decrease Abolition of Posts/ Retirement	Funded Positions FY 2010 (Jan-Dec)
Total													

Note : Ministries / Departments should ensure that the total number of officers in each Grade matches the number specified in the Civil Establishment Order.

**Establishment Proposals for Fiscal Year 2010 – 2012**

**List of vacancies**

Ministry/Department: .....

Title of Post	No. on Est.	No. in Post	Funded Position	No. of vacancies	Date of Vacancy	Reasons as to why vacancies have not been filled	Vacancies to be filled Financial Year			State contribution of post(s) in meeting priority objectives and outputs under respective Programme/Sub-Programme		
							1.1.10- 31.12.10	1.1.11- 31.12.11	1.1.12- 31.12.12	1.1.10- 31.12.10	1.1.11- 31.12.11	1.1.12- 31.12.12
Programme												
Sub-Programme												

Date .....

.....  
Head of Department

- (iii) creation of isolated posts which are not integrated in a career structure; and
- (iv) creation of permanent posts to meet temporary needs.

3. CREATION OF ADDITIONAL POST/S

- (a) Additional posts are normally created when there is substantial increase in the volume and complexity of work. This can only be ascertained after a job inspection has been carried out. The increase should be backed by facts and figures.
- (b) The creation of additional posts under a Programme/Sub-Programme must be resorted to after all the possibilities listed at 2(d) have been exhausted.
- (c) Information must be provided on the efficiency gains following the creation of new/additional posts over the past five years.

4. FILLING OF VACANCIES

- (a) Existing vacancies in posts falling under a Programme/Sub-Programme must be filled only if there is a need to do so.
- (b) Before vacancies are filled, it must be ascertained :
  - (i) whether the objectives they purport to meet are still valid;
  - (ii) in case of promotional posts, whether the structure is still the appropriate one; and
  - (iii) whether the work may not be carried out by such other ways as spelt out at paragraph 2(d).

5. WEEDING OUT OF POSTS

All posts, appearing in the budget, which have not been filled for the past years and which are no longer useful to the organization, should be removed from the budget.

ANNEX TO CIRCULAR NO.46 OF 2009

Guidelines for the Submission of Proposals for the  
Creation of Posts and Filling of Vacancies

1. GENERAL PRE-REQUISITES

- (a) It is the responsibility of the Supervising Officer to ensure that optimum use is made of the human resources, taking into consideration the need to meet the priority objectives and outputs as set in the Programme-Based Budget of his Ministry/Department. In particular, he must ensure that –
- (i) manpower requirements match the prevailing workload; and
  - (ii) the human resources of the organisation are fully utilised at the level at which they are expected to operate.
- (b) Supervising Officers should encourage managers/supervisors of administrative units at all levels to continuously monitor staff requirements and ensure that individual officers have well-defined functions and tasks directed towards the accomplishment of organisational goals and objectives.

2. CREATION OF NEW POST

- (a) The need for the creation of a new post under a Programme/Sub-Programme must be fully established and justified.
- (b) It must be clearly stated whether the creation of the new post is warranted as a result of –
- (i) staffing to undertake functions linked to a new (or a change in) policy goal/objective or to the implementation of a project/Programme/Sub-Programme; and
  - (ii) a new level of responsibility which must be created within an existing structure to increase organisational effectiveness and efficiency.

Ministry / Department : .....

Programme & Sub-Programme	Category of Employees	2009 (July to December 2009)		2010 (January to December 2010)	
		Number of Employees in post as at 31/12/2009	Allocated Budget (\$)	Total No. of Employees Requested	Estimated Cost (Pkr) (Rs)
		Manual Workers paid under Wages			
Full time / Part-time Personnel on Contract (e.g. Senior Chief Executives, Advisors, Experts, Researchers, and other staff)					
Personnel under Capacity Building					
Interns / Service to Meritans (STMO)					
Trainees					
Redeployed Workers					
Employees in Embassies (Local Recruits)					
	<b>Total</b>				