

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS MAURITIUS

11 March 2011

Ministry of Civil Service and Administrative Reforms Circular Letter No. 16 of 2011 E/363/15/03

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

Supervising Officers (1) No. 10.

To: Supervising Officers i/c Ministries/Departments

Filling of Vacancies

This Ministry is responsible inter alia for the examination and approval of Huma Resource Estimates for each successive Budget.

- For this Financial Year provision of funds has been made in line with the ability of Ministries to fill vacancies as it has been noted that many funded vacancies have not been made by the end of the financial year.
- With a view to ensuring that funds provided for posts are utilized before the end of the financial year, this Ministry would appreciate if information as per the enclosed proforma could be submitted to this Ministry every quarter. The first submission should be underly 31 March 2011.

(S. Seebaluck)

Senior Chief Executive

opy to:-

Secretary to Cabinet and Head of the Civil Service

Quarterly Return of Funded Vacancies for financial year 2011

Ministry/Department

Title of Post	No. of Posts	No. in post	No. of Funded Vacancies	Date of Vacancy	Whether vacancies reported to PSC		
					If yes, indicate date	if no, state reasons	Action proposed
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