

5 August 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 42 of 2011
E/160/2/44/03/01

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

To: Supervising Officers i/c Ministries/Departments

Human Resource Proposals
Programme-Based Budget (PBB) 2012 – 2014

As you are aware, in the Programme-Based Budget (PBB) 2011-2013, "Funded Positions" (by Programmes and Sub-Programmes) have been reflected by budgetary provisions made in respect of officers "In Post" as well as those posts for which action had been initiated for filling of vacancies both at promotional and entry grade levels. Adjustments to funded positions were then made with respect to additional posts/filling of vacancies, recommended by the HR Committee of this Ministry.

2. The same process as for the PBB 2011-2013 would apply in compiling the "Funded Positions" for the 2012-2014 PBB. In this regard, your attention is invited to the fact that –

- (i) all human resource proposals should be justified in terms of improvements in service delivery and/or new services to be provided; and
- (ii) proposals for additional human resources should be in conformity with section 6 (Capability Development – Human Resource Requirements) of your **3-Year PBB Strategic Plan** and the **10-Year Infrastructure Plan**.

3. You may wish to note that the PBB 2012 financial ceiling for each Ministry/Department to be indicated by the Ministry of Finance and Economic Development would be worked out on the basis of the number of officers "In Post" and those posts for which action has already been initiated for filling of vacancies and which are likely to be filled by **December 2011** (and not on the approved "Funded Positions" in the PBB 2011-2013).

4. In this connection, you are invited to submit the HR proposals of your organisation for the period January to December 2012 and for the subsequent two fiscal years 2013 and 2014 (indicative). Accordingly, you are required –

- (i) to regularise cases of posts where funds were not provided in the PBB 2011 but for which funds have been reallocated and/or additional funds provided during the course of the year 2011 to allow for the filling of vacancies/additional posts;
- (ii) to indicate the vacancy position for each post (both funded and unfunded); and
- (iii) subject to the conditions laid down at paragraphs 5, 6 and 7 below and to the approval of the MCSAR HR Committee, as applicable, to **prioritise** the vacancies to be filled (excluding those posts already likely to be filled by December 2011) and additional post if any, and submit proposals accordingly.

5. **Filling of Vacancies**

Unfilled posts on the establishment of your organisation and the relevant Programmes and Sub-Programmes should, of course, be reassessed based on priority objectives, services (outputs) and service standards (performance indicators) under the Programme-Based Budget.

Proposals for the filling of vacancies should be submitted on the lines of the proforma at **Annex I**.

6. **Creation of New Posts**

In view of the impending Pay Research Bureau Report, as a matter of principle, creation of any new post will **not be** entertained, save in exceptional circumstances where strong justifications have been provided and where **prior** government approval has been obtained. Priority of consideration will be given to new posts recommended in the PRB Report 2008 and which have not yet been created.

Proposals for the creation of new posts should be submitted on the lines of the proforma at **Annex II**.

7. **Creation of Additional Posts**

Similarly, in relation to the creation of additional posts which will be examined

and services (outputs) or service standards under the respective Programme or Sub-Programme.

Proposals for the creation of additional posts should be submitted on the lines of the proforma at **Annex III**.

8. **Abolition of Posts/Restyling of Posts**

Posts which have not been filled for more than three years and which are not required under any Programme or Sub-Programme should be listed for abolition. In case of restyling of posts, consideration should be given for the title of the post to be gender neutral.

Proposals for restyling/reduction/abolition/transfer of posts should be submitted on the lines of the proforma at **Annexes IV and V**.

9. **Recapitulation of Proposals**

A recapitulation of all proposals made (new, additional/filling of vacancies, reduction, abolition, transfer) together with the additional annual cost (to be calculated on a 13 month basis) should be submitted on the lines of the proforma at **Annexes VI and VII**.

10. **General Guidelines**

- (i) While preparing your submission for the Human Resource Proposals, you have to ensure compliance with paragraph 5.1.2 and Appendix 5A of the Human Resource Management Manual.
- (ii) Proposals for the creation of new posts, additional posts, restyling/regrading of posts should be submitted on the lines of the proforma at Appendices 5B, 5C and 5D of the Human Resource Management Manual.
- (iii) Information in respect of General Services Grades should be submitted on the lines of the proforma at **Annex VIII**.
- (iv) Proposals should be submitted **both in hard and soft copies** to this Ministry on relevant forms (**Annexes I to VIII**) by **1 September 2011**, with copy to the relevant Sector Ministry Support Teams of the Ministry of Finance and Economic Development (**see Annex IX**).

11. The following HR Team Members are available for any additional information or clarification you may require–
- Mrs K. Hurry, Manager, Human Resources (on phone no. 201 3898 or e-mail khurry@mail.gov.mu)
 - Mrs A. Heerasing, Assistant Manager Human Resources (on phone no. 201 1488 or e-mail aheerasing@mail.gov.mu)
 - Mr S.K.Wan Ah Fat, Acting Assistant Manager Human Resources (on phone no. 201 14928 or e-mail swan-ah-fat@mail.gov.mu)
 - Mrs P. Gokhool, Acting Senior Human Resource Officer (on phone no. 201 2200 or e-mail pgokhool@mail.gov.mu)
12. This Circular Letter may be downloaded from the Ministry's website at <http://civilservice.gov.mu>. For practical reasons, all annexes should be downloaded from this Ministry's website.
13. We rely on your usual co-operation for the good conduct of the exercise and for the date limit set to be respected.



(I.Oree) Mrs
Ag. Senior Chief Executive

Copy to:

Secretary to Cabinet and Head of the Civil Service
Chairperson, Public Bodies Appeal Tribunal
Secretary, Public Service Commission

Human Resource Proposals – Programme-Based Budget 2012 - 2014

Filling of Vacancies IN ORDER OF PRIORITY

| <u>Title of Post</u> | <u>No. of posts established in CEO 2011</u> | <u>Funded positions in PBB 2011</u> | <u>No. of officers in post as at 31/7/2011 *</u> | <u>No. of existing vacancies as at 1/9/2011</u> | | | <u>Vacancies that are required to be filled</u> | | | <u>Justifications (indicate whether improving existing service or new service and improvement in service standards to be achieved in terms of quantity, quality, timeliness, coverage and equity)</u> | <u>Remarks (to be filled by MCSAR)</u> |
|----------------------|---|-------------------------------------|--|---|-------------------|----------------------------|---|----------------|----------------|---|--|
| | | | | <u>Funded</u> | <u>Not funded</u> | <u>No. reported to PSC</u> | <u>FY 2012</u> | <u>FY 2013</u> | <u>FY 2014</u> | | |
| Programme: | | | | | | | | | | | |
| Sub Programme : | | | | | | | | | | | |
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Ministry/Department:

* Any post filled after 31 July 2011 should be reported to the MCSAR HR Committee at the time of the meeting.

Note: Where number of officers in post has exceeded the funded position, situation to be regularised and necessary adjustments to be made in PBB 2012-2014.

Human Resource Proposals – Programme-Based Budget 2012 – 2014

Proposal for creation of New Posts IN ORDER OF PRIORITY

Ministry/Department:

| <u>Title of Post</u> Please indicate if <u>recommended in PRB</u> <u>Report 2008</u> | <u>No. of Posts</u> | | | <u>Justifications (indicate whether improving</u> <u>existing service or new service and</u> <u>improvement in service standards to be</u> <u>achieved in terms of quantity, quality,</u> <u>timeliness, coverage and equity)</u> | <u>Remarks</u> (to be filled by MCSAR) |
|---|---------------------|----------------|----------------|---|---|
| | <u>FY 2012</u> | <u>FY 2013</u> | <u>FY 2014</u> | | |
| Programme: | | | | | |
| Sub-Programme: | | | | | |
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Note: To submit proposed scheme of service **for** each post

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Ministry/Department:

* Any post filled after 31 July 2011 should be reported to the MCSAR HR Committee at the time of the meeting.

Note: Where number of officers in post has exceeded the funded position, situation to be regularised and necessary adjustments to be made in PBB 2012-2014.

Human Resource Proposals Programme-Based Budget 2012 - 2014

Proposal for Restyling of Posts

Ministry/Department:

| <u>Existing Title of Post</u> | <u>Proposed Title of Post</u> | <u>Justifications</u> | <u>Remarks</u> (to be filled by MCSAR) |
|--|--|------------------------------|---|
| Programme: | | | |
| Sub Programme: | | | |
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* Any post filled after 31 July 2011 should be reported to the MCSAR HR committee at the time of the meeting. With respect to 'likely to be filled', evidence to be produced at the meeting.

∴ Ministries/Departments should ensure that the total number of officers in each grade matches the number specified in the Civil Establishment Order.

Summary of Human Resources as at 31 July 2011

Ministry / Department:

**Part A : Staff on the Permanent Establishment
(Posts listed in the Civil Establishment Order)**

| | Particulars | Number |
|----------|--|--------|
| 1 | No. of Established Posts (Civil Establishment Order 2011) | |
| 2 | Number in Post as at 31 July 2011 <i><u>of which -</u></i> | |
| | (a) Number of Staff on "Leave With Pay" | |
| | (b) Number of Staff on "Leave Without Pay" | |
| | (c) Number of Staff on "Leave Without Pay" who will resume duty in the year 2012 | |
| 3 | Number of Staff paid by the CISD on the July 2011 Payroll (CISD Live Records) <i><u>of which -</u></i> | |
| | (a) Number of Staff on the Permanent Establishment | |
| | (b) Number of Staff NOT on the Permanent Establishment (e.g. Ministers, Advisors, Trainees, Casual Employees, etc.) | |

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|---|--|--|
| 4 | Number of Staff paid by Manual Paysheets | |
| 5 | No. of staff Retiring during 2012 | |

Part B : Other Employees NOT on the Permanent Establishment
(Posts NOT listed in the Civil Establishment Order)

| | Particulars | Number |
|---|--|--------|
| 1 | Number of Casual Workers paid under " <u>Wages</u> " | |
| 2 | Number of Trainees / Pre-Registration Officers | |
| 3 | Number of Employees in Embassies (Local Recruits) | |
| 4 | Number of Personnel under Capacity Building / Service to Mauritius Programme | |
| 5 | Number of Full Time / Part Time Personnel under <u>Contract</u> e.g. Advisers, Doctors/Nurses on sessional basis, Supply Teachers, ICT Teachers, Engineers / Project Managers, etc. | |
| 6 | Others not captured under (1) to (5) above <i>(please specify the category of employee)</i> | |
| | Total | |

Signature :

Signed by :

Designation :

Tel No. Email : Date:.....

Human Resource Proposals – Programme-Based Budget 2012 – 2014

Return in respect of General Services Grades

| Ministry/ Department: | | | | | | |
|------------------------------|-----------------------------|---------------------------------------|---|--------------------------------|--|----------------|
| Grades | | No. of Funded Posts (PBB 2011) | No in post including those on LWP, under Interdiction, Temporary Appointment in other grades | No. of Funded Vacancies | Additional posts requested within the ceiling allocated with full justifications in line with improvements in service standards | Remarks |
| 1 | Office Management Executive | | | | | |
| 2 | Office Superintendent | | | | | |
| 3 | Higher Executive Officer | | | | | |
| 4 | Confidential Secretary | | | | | |
| 5 | Office Supervisor | | | | | |

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|----|--|--|--|--|--|--|
| 6 | Senior Officer | | | | | |
| 7 | Executive Officer | | | | | |
| 8 | Special Clerical Officer | | | | | |
| 9 | Senior Word Processing Operator | | | | | |
| 10 | Officer | | | | | |
| 11 | Clerical Officer/Higher Clerical Officer | | | | | |
| 12 | Word Processing Operator | | | | | |
| 13 | Head Office Care Attendant | | | | | |
| 14 | Senior Office Care Attendant | | | | | |
| 15 | Office Care Attendant | | | | | |

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT
SECTOR MINISTRY SUPPORT TEAMS (SMSTs)

| Clusters | Responsible Officer | Financial Operations Officer | Telephone | Email Address |
|--|---|------------------------------|--|--|
| SMST Security & Justice Judiciary, Attorney-General's Office, Office of the DPP, Prime Minister's Office (incl Home Affairs), Police | Dr D. Paligadu (CL) Mrs W. Elahee-Doomun Mr S. Rungasamy | Mrs N. Beedassy | 201 3902 201 3205 201 2335 | dpaligadu@mail.gov.mu welahee-doomun@mail.gov.mu srungassamy@mail.gov.mu nbeedassy@mail.gov.mu |
| | Mr Seeruttun (CL) Mrs P. Lukkadoo Mr Y. Gaya | | 201 1761 201 2540 | jseeruttun@mail.gov.mu plukkadoo@mail.gov.mu |
| SMST Labour and Civil Service Ministry of Labour, IR & Employment Ministry of Civil Service & Administrative Reforms | Mr D. Bundhoo (CL) Mr N. Toolsee Mrs S. P. S. Sew Hee | Mrs N. Beedassy | 201 2606 | nbeedassy@mail.gov.mu |
| | | Mrs N. Beedassy | 201 2606 | nbeedassy@mail.gov.mu |
| SMST Agro-Industry and Fisheries Ministry of Agro-Industry and Food Ministry of Fisheries | Mr D. Bundhoo (CL) Mr N. Toolsee Mrs S. P. S. Sew Hee | Mr M. Allagapen | 201 1585 | mallagapen@mail.gov.mu |
| | | Mr S. Hurry | 201 1592 201 1255 202 3437 201 2041 | dbundhoo@mail.gov.mu ntoolsee@mail.gov.mu spiang-sang-sew-hee@mail.gov.mu silhurry@mail.gov.mu |
| SMST Local Government Ministry of Local Government & Outer SMST Housing Ministry of Housing SMST Youth & Sports Ministry of Youth and Sports | Mr C. Charitar (CL) | Mr D. Sockalingum | 201 3731 | ccharitar@mail.gov.mu |
| | Mr R. Luchman Mrs R. Ramsurn | | 201 2767 201 2879 201 3014 | rluchman@mail.gov.mu ramsum@mail.gov.mu dsockalingum@mail.gov.mu |
| SMST Health and Rodrigues Ministry of Health & Quality of Life Rodrigues | Mrs Oogarah-Bonomatully Ms P. Sunassee | Mr B. Mahadeo | 201 3230 201 2896 201 2040 | poogarah-psunassee@mail.gov.mu bmahadeo@mail.gov.mu |
| | Mr N. Baichoo | Mr D. Sockalingum | 201 2957 201 3014 | nbaichoo@mail.gov.mu dsockalingum@mail.gov.mu |
| SMST Education and Culture Ministry of Education & Human Ministry of Tertiary Education, Science, Research & Technology Ministry of Arts & Culture | Mr R. Hittoo (CL) Mr A. Ramdhany | Mr T. Madoo | 201 1589 201 3733 | rhittoo@mail.gov.mu aramdhany@mail.gov.mu |
| | Mr I. Bonomatully (CL) Mr L. Koonjobeeharry Ms. R. Nohur | | 201 1566 201 1566 201 2448 | ibonomatully@mail.gov.mu lkoonjobeeharry@mail.gov.mu mohur@mail.gov.mu |
| SMST Industry, Commerce, Business, Enterprise & Cooperatives Ministry of Industry and Commerce Ministry for Business, Enterprise, Cooperatives & Consumer Protection | Mrs S. Rama (CL) Mrs K. Nunkoo-Puttur | Ms. S. Hinghoo | 201 3722 | shinghoo@mail.gov.mu |
| | | Ms. S. Hinghoo | 201 1998 201 2492 201 3722 | srama@mail.gov.mu snunkoo@mail.gov.mu shinghoo@mail.gov.mu |
| SMST Social Protection, Empowerment and Gender Ministry of Social Security, National Security and Reform Institutions Ministry of Social Integration & Economic Empowerment Ministry of Gender Equality, Child Development & Family Welfare | Mr J. Mownah (CL) Mrs K. Ramchurn Mr A. Yearoo | Mrs N. Ramasamy | 201 1343 201 3464 201 1224 | jmownah@mail.gov.mu ramchurn@mail.gov.mu myearoo@mail.gov.mu |
| | | | 201 3835 | nmaidoo-ramasamy@mail.gov.mu |

**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT
SECTOR MINISTRY SUPPORT TEAMS (SMSTs)**

| Clusters | Responsible Officer | Financial Operations Officer | Telephone | Email Address |
|--|---|------------------------------|----------------------------------|--|
| SMST Public Infrastructure, Land Transport, NDU and Lands Ministry of Public Infrastructure & Land Transport National Development Unit Lands | Mr R. Sultoo (CL) Mr K. Moutou | | 201 2762 202 2762 | rsultoo@mail.gov.mu kmoutou@mail.gov.mu |
| | | Mr R. Dhoomun | | rdhoomun@mail.gov.mu |
| SMST Public Utilities and Ministry of Energy and Public Utilities Ministry of Environment & Sustainable Development | Mr K. Seebundhun (CL) Mrs P. Rojoa Mr N. Mungroo | | 201 1818 201 2752 201 2667 | kseebundhun@mail.gov.mu projoa@mail.gov.mu mmungroo@mail.gov.mu |
| | | Mr R. Dhoomun | | rdhoomun@mail.gov.mu |
| SMST Foreign Affairs, Tourism and Shipping Ministry of Foreign Affairs, Regional Integration & International Trade Ministry of Tourism and Leisure External Communications Shipping | Mr P. Benec (CL) | | 201 3344 | pbeneec@mail.gov.mu |
| | | Mr S. Baboolall | 201 3335 | subaboolall@mail.gov.mu |
| SMST Governance and Others Office of the President / Office of the Vice-President / National Assembly / National Audit Office / Public and Disciplined Forces Service Commissions/ Ombudsman's Office/ Electoral Supervisory Commission and Electoral Boundaries Commission / Electoral Commissioner's Office / Employment Relations Tribunal / Local Government Service Commission / IBA / National Human Rights Commission / Ombudsperson for Children's Office / Public Bodies Appeal Tribunal / Government Information Services / Forensic Science Laboratory / Pay Research Bureau / Civil Status Division | Mr C. Charitar (CL) | | 201 3731 | |
| | | Mrs M. Moolye | 201 1259 | mmoolye@mail.gov.mu |

MOFED (Overall)

| | |
|--------------------------------|--------------------------|
| | Ms C. Gopaul |
| Central Statistics Office | Mr N. Baichoo |
| Accountant-General | Mr R. Ramyed |
| Valuation Department | Mr J. Suhootoorah |
| Registrar General's Department | Mr J. Suhootoorah |
| Companies Division | Mr R. Sokappadu |
| Procurement Policy Office | Mr Soondram |
| Central Procurement Board | Mr Soondram |
| Independent Review Panel | Mr Soondram |
| Assessment Review Committee | Mr J. Suhootoorah |

