

# MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS MAURITIUS

11 June 2012

Ministry of Civil Service and Administrative Reforms
Circular Letter No.31 of 2012
E/363/13/03

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

To: Supervising Officers in charge of Ministries/Departments

## Filling of Vacancies

Following the issue of Circular Note No. 6 dated 13 April 2012 to all Ministries/Departments regarding the filling of vacancies in a temporary capacity pending the establishment of new/additional posts in the Civil Establishment Order (CEO) 2012 and of the subsequent issue of the CEO 2012, this Ministry would appreciate if the exact position regarding funded and unfunded vacancies as at 15 June 2012 as per proforma at Annex I, could be submitted by 20 June 2012 at latest.

2. You are also kindly requested to submit the same information as per profoma at Annex 2, regarding <u>all</u> parastatal bodies falling within the purview of your Ministry by 30 June 2012 at latest.

(I.M. Oree) Mrs Acting Senior Chief Executive

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

Annex 1

Proforma

# Statement of Vacancies as at 15 June 2012

#### Ministry/Department:

Title of Post	No. of established Post	No. in Post	No. of Funded Vacancies	No. of unfunded Vacancies	Whether vacancies reported to the PSC		
					If yes, indicate date	If no, state reasons	Action proposed
			-				
			-				

(artis)

Annex 2

Preforma

### Statement of Vacancies as at 15 June 2012

#### Name of Organisation:

Title of Post	No. of established Posts	No. in Post	No. of Vacancies	Whether action taken to fill the vacancies	Remarks
			W		
			-		
NO. 1 MA					