



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

09 August 2023

Circular Letter No.33 of 2023

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From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments
Island Chief Executive

Procedures to be followed for Prescription of Schemes of Service

As you are aware, this Ministry has issued several Circulars regarding the prescription of schemes of service, the last one being Circular Letter No. 67 of 2012 on the streamlining of procedures and consolidation of schemes of service.

2. A scheme of service is a legal document prescribed in accordance with regulations of the respective Service Commissions. It specifies the qualifications, competencies, skills, and experience required of the prospective job holder as well as the duties and responsibilities of the post. The mode of recruitment/appointment along with the salary code and salary scale attached to the post are also specified.

3. Further, in line with paragraph 1.1 of the **Handbook for the Drafting of Schemes of Service in the Public Sector**, issued by the Ministry of Public Service, Administrative and Institutional Reforms in October 2013, a well designed scheme of service should, first and foremost, aim at attracting and retaining the right candidates with the required profile in terms of qualifications, skills, aptitude and competencies. A scheme of service is also an invaluable tool for –

- (i) job assessment and evaluation;

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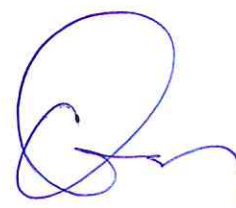
- (ii) providing employees with a clear understanding of their duties, roles, and responsibilities as well as the level of performance expected from them;
- (iii) helping in determining training and development needs of employees; and
- (iv) assisting in the grooming of employees to assume higher responsibilities.

4. The framing of a scheme of service, therefore, needs to be done with utmost care and professionalism with due consideration to the organisational needs and objectives as well as the career path of officers.

5. Despite the above, there have been cases where the prescribed procedures are not being fully complied with, including the mandatory requirement to seek the agreement of the Minister concerned whenever schemes of service are being formulated or amended. Departments falling under the aegis of respective Ministries are also requested to seek the agreement of the Minister concerned.

6. I am, therefore, making an appeal to you to ensure that when amending/formulating schemes of service, all the established procedures have to be scrupulously complied with until the final prescription of the relevant scheme of service.

7. You are requested to bring the contents of this Circular Letter to the attention of officers of the Human Resource Management Cadre and Heads of Parastatal and Other Statutory Bodies and Local Authorities falling under the aegis of your respective Ministries/Departments and to ensure that, henceforth, there is no departure from the established procedures.



K. Conhye
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission