



REPUBLIC OF MAURITIUS

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

09 May 2024

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 31 of 2024
E/330/6/03 V9 T

From: Secretary for Public Service

**To: Supervising Officers in charge of Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly**

Schemes of Service for posts in Parastatal/Statutory Bodies and Local Authorities

Please refer to this Ministry's Circular Letter No. 32 dated 28 April 2017 which clearly specifies the procedures to follow for the prescription of Schemes of Service for posts in Parastatal and Statutory Bodies.

2. It is observed that, despite several guidelines issued in the past, and although approval and prescription of Schemes of Service for posts in Parastatal/Statutory Bodies and Local Authorities rests with the respective Board/Council, Ministries and Departments are, invariably, submitting all Schemes of Service pertaining to Parastatal/Statutory Bodies and Local Authorities to this Ministry for vetting.

3. You are reminded of the procedures to be adopted, as spelt out at Section 6 of the "Handbook for the Drafting of Schemes of Service in the Public Sector", when processing Schemes of Service which are as follows –

- (i) after obtaining the agreement, in principle, of the relevant Board/Council, draft Schemes of Service should be submitted to the parent Ministry;
- (ii) officers of the Human Resource Section in the parent Ministry should, when examining the draft Scheme of Service, stand guided by the same principles and guidelines prevailing in the Civil Service, including the mandatory requirement to seek the concurrence of the Minister and the views of the appropriate staff associations;
- (iii) whenever necessary, the parent Ministry should consult the Pay Research Bureau as laid down at paragraph 6.1 (iii) of the "Handbook for the Drafting of Schemes of Service in the Public Sector"; and

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(iv) once the clearance of the parent Ministry has been obtained, the Scheme of Service should be submitted back to the respective Board/Council for approval and prescription.

4. This Ministry may be consulted for advice and clarifications **in exceptional and complex cases only**.

5. Supervising Officers are requested to bring the contents of this Circular Letter to the attention of all officers concerned and Heads of Parastatal/Statutory Bodies and Local Authorities falling under the aegis of their respective Ministries/Departments and to ensure strict compliance therewith.



K. Conhye
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission
Secretary, Local Government Service Commission
Director, Pay Research Bureau