



REPUBLIC OF MAURITIUS

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 10 of 2024
E/160/2/44/18

28 February 2024

From: **Secretary for Public Service**

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

Human Resource (HR) Proposals
Estimates 2024-2025

In the context of the 2024-2025 Estimates, you are invited to submit your Human Resource (HR) Proposals to this Ministry, **by 05 April 2024**.

2. HR Proposals should be made taking into consideration the contents of Circular No. 1 of 2024 dated 23 February 2024, issued by the Ministry of Finance, Economic Planning and Development (MOFEPD).
3. As for the previous years, the HR Proposals for Financial Year 2024-2025 should, as a general rule, not include requests for creation of new posts, unless already approved by Government. As regards proposals for the creation of additional posts in existing structures, these should be examined critically before they are forwarded to the HR Proposals Committee, with strong justifications.
4. You should ensure that your HR Proposals are in line with your Ministry's/Department's Strategic Direction and the Key Deliverables and Key Performance Indicators for Financial Year 2024-2025. In this connection, you are requested to follow the "Guidelines for the Submission of HR Proposals" as per **Annex I** of this Circular, in particular, paragraph 2(d).
5. For the submission of your HR Proposals, the instructions set out below should also be followed –

.../2

- (i) HR proposals should be prepared in the **excel** formats as at **Annex II (Request for filling of funded/unfunded vacancies and Creation of new/additional posts)** and **Annex III (Request for abolition/transfer/reduction of posts)** of this Circular. All funded vacancies, as at 31 March 2024, should be included in Annex II and an indication of their exact status reached in the recruitment process should be given. Your attention is also drawn to the fact that funds will not be automatically carried over to Financial Year 2024/2025 in respect of unfilled funded vacancies, for which no concrete action has been initiated by your Ministry, at the time of Human Resource Proposals Exercise for the next financial year. The need to fill such vacancies and their continued relevance to the Ministry's/ Department's objectives and strategies have to be reassessed;
- (ii) Proposals, duly signed by Heads of Ministries/Departments, should be submitted in both hard and soft copies to this Ministry on email address bmumcsar@gmail.com, with copy to the relevant Sector Ministry Support Teams of the MOFEPD;
- (iii) You are advised to refer to **Annex IV** which provides notes for guidance for the filling in of the relevant sections of **Annex II**;
- (iv) As regards the grades listed at **Annex V** (grades which are centralised under a specific Ministry), you should submit your requests to the parent Ministry/Department and obtain prior approval before inclusion in your HR proposals;
- (v) Information on contractual staff, casual workers and other categories of staff not on the permanent establishment of your Ministry (such as Advisers, Service to Mauritius, Youth Employment Programme and staff on sessional basis) should be provided as per the proforma at **Annex VI**; and
- (vi) A statement depicting the details of all posts on your establishment should also be submitted as per the proforma at **Annex VII**.

.../3

6. Moreover, with a view to enabling this Ministry to examine, in an objective and holistic manner, your Human Resource Proposals 2024/2025, you are requested to submit, along with your HR Proposals, a Human Resource Plan of your Ministry/Department for the next three financial years (2024-2025, 2025-2026 and 2026-2027), taking into consideration the following:

- (i) your strategic objective/direction;
- (ii) Key Deliverables and Key Performance Indicators;
- (iii) new services/priority areas and emerging issues and how they will contribute towards achievement of strategic goals; and
- (iv) retirement/attrition and succession planning.

7. You should submit a recap **as at Annex VIII** of the number of vacancies funded and additional posts/new posts created in the Estimates 2023-2024 (gradewise) and the number which have been filled or the status reached. You should also indicate any impediment encountered for the filling of the vacancies.

8. Parastatal Organisations, Local Authorities as well as the Rodrigues Regional Assembly should also comply with this Circular and the attached guidelines when determining their human resource proposals. You are, therefore, requested to inform the organisations which fall under the purview of your Ministry accordingly.

9. Should you require any clarification and information, the following HR Team Members may be contacted: -

- (i) Mrs P. Gokhool, Assistant Manager Human Resources (phone no. 405-4129, email pgokhool@govmu.org; and
- (ii) Mrs V. Rajanah, Human Resource Executive (phone no. 405-5449, email vrajanah@govmu.org).

10. This Circular Letter can be downloaded from the website of this Ministry at <http://civilservice.govmu.org>. All Annexes to this Circular should be downloaded from the website.

.../4

11. This Ministry relies on your understanding and cooperation for the good conduct of this HR Proposals exercise and requests that the deadline of **5 April 2024** be respected for the submission of your HR Proposals 2024-2025.



K. Conhye
Secretary for Public Service

Copy to:

Secretary to Cabinet and Head of the Civil Service
Financial Secretary
Secretary, Public Service Commission
Director of Audit

Enclosed:

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| Annex 1 | Guidelines for the submission of HR Proposals for the creation of posts and filling of vacancies |
| Annex II | Request for filling of funded/unfunded vacancies and Creation of new/additional posts |
| Annex III | Request for abolition/transfer/reduction of posts |
| Annex IV | Notes for Guidance (To assist in the filling of form at Annex II) |
| Annex V | List of Centralised Posts |
| Annex VI | Information on Contractual Staff, Casual Workers and other categories |
| Annex VII | Statement of Detailed Posts on Establishment as at 31 March 2024 |
| Annex VIII | Status position on vacancies funded/additional/new posts created in Estimates 2023-2024 (Gradewise) |