



Ministry of Public Service, Administrative and Institutional Reforms

Circular Note No. 18 of 2024

E/151/03/04 V72

03 July 2024

From: Secretary for Public Service

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

Filling of Vacancies – New/Additional posts created in Estimates 2024-2025

The Appropriation (2024-2025) Act 2024 which provides, *inter-alia*, for a number of new/additional posts, has been gazetted on 26 June 2024. The filling of these vacancies has to be effected in a timely manner so as not to disrupt the smooth running of Ministries/Departments.

2. You are, therefore, requested to initiate urgent action for the filling of these vacancies, in a temporary capacity, pending the publication of the Civil Establishment Order (CEO) 2024, subject to the following:

- (i) schemes of service for new posts have already been prescribed; and
- (ii) funds have been appropriated in the Estimates 2024-2025 for the filling of these posts.

3. You are also requested to make arrangements for the prompt prescription of schemes of service for posts in respect of which funds have been provided in the Estimates 2024-2025.

**K. Conhye
Secretary for Public Service**

**Copy to: Secretary to Cabinet and Head of the Civil Service
Ag. Financial Secretary
Chairperson, Public Bodies Appeal Tribunal
Secretary, Public Service Commission**