

Notes for Guidance

(To assist in the filling of form at Annex II)

Column No.	Column Title	Description and Guidelines
1	S/N	Serial Number
2	Position Title (Title of Post/Office).	The title of the post should be as specified in the <u>Fourth Schedule</u> of the Civil Establishment Order 2024 for Mauritius and the <u>Third Schedule</u> of the Civil Establishment (Rodrigues Regional Assembly) Order 2024.
3	No. of Established Posts (CEO 2024).	Refers to the number of posts as specified in the <u>Fourth schedule</u> of the Civil Establishment Order 2024 for Mauritius and the <u>Third schedule</u> of the Civil Establishment (Rodrigues Regional Assembly) Order 2024.
4	Funded Positions Estimates 2024/2025.	Refer to the number of Funded Positions as they appear in the Estimates 2024/2025.
5	Adjusted Funded Positions Estimates 2024/2025 (as at 31 March 2025).	Funded Positions Estimates 2024/2025 (refer to Paragraph 4 above) and any “Unfunded Vacancies” between 01 July 2024 and 31 March 2025 for which financial and establishment clearances have been obtained (as <i>applicable</i>).
6	No. of Officers “In Post” as at 31 March 2025.	Refer to the number of officers in post as at 31 March 2025 made up of – (i) Number of officers paid by the CISD in the March 2025 Payroll (CISD Live Records); (ii) Number of officers paid by Manual Paysheets, e.g. those on Leave with Pay, Interdicted, on prolonged absence; and (iii) Number of officers on Leave without Pay who will resume duty in 2025/2026.

Column No.	Column Title	Description and Guidelines
7a	Statement of vacancies as at 31 March 2025 – Funded vacancies Estimates 2024/2025.	Vacancies for which funds have been provided in the Estimates 2024/2025, indicating status, i.e. – (a) Date on which vacancies have been reported to PSC or any relevant Commission or action initiated where Ministry/Department has delegation of power of appointment; and (b) Date of advertisement, if applicable, or date of interview, in the case of delegation of power.
7b	Statement of vacancies as at 31 March 2025 – unfunded vacancies.	Vacancies for which funds have not been provided in the Estimates 2024/2025, i.e., in CEO less Funded Positions.
8a	Request filed by Ministry/Department in response to MPSAR Circular Letter No. 13 of 2025 – Filling of funded vacancies.	“Funded Vacancies” in the Estimates 2024/2025 which cannot be filled by 30 June 2025 due to unforeseen circumstances will be reviewed subject to – (i) making a fresh request for the post to be filled in Financial Year 2025/2026 with justifications; or (ii) reprioritising its HR requirements with justifications.
8b	Request filed by Ministry/Department in response to MPSAR Circular Letter No. 13 of 2025 – Filling of vacancies which were unfunded in Estimates 2024/2025 (if any).	Requests for filling of those vacancies for which funds have not been provided in the Estimates 2024/2025 and which are necessary to achieve the strategic objectives of the Ministry/Department (to be considered on a case to case basis) and funding for those officers who will resume duty from leave without pay during the Financial Year 2025/2026.
9	Justifications (in line with Ministry’s Strategic Direction and Key Actions).	Justifications to support request by Ministry/Department and to indicate whether improving existing services or new services, and improvements in service standards in line with Ministry’s Strategic Direction and Key Actions.
11a to 12		For Use by officers of MPSAR.

Column No.	Column Title	Description and Guidelines
13	Remarks	Any other comments/views Ministry/Department may wish to make.