



REPUBLIC OF MAURITIUS

Ministry of Public Service and Administrative Reforms

Circular Letter No.13 of 2025

E/160/2/44/19

04 March 2025

From: **Senior Chief Executive, Ministry of Public Service and Administrative Reforms**

To: **Supervising Officers in charge Ministries/Departments**

**Human Resource (HR) Proposals
Performance- Based Budget (PBB) 2025-2026**

In the context of the 2025-2026 Estimates, you are invited to submit your Human Resource (HR) Proposals to this Ministry, by **Thursday 03 April 2025**.

2. HR Proposals should be made taking into consideration the contents of Circular No. 1 of 2025 of the Ministry of Finance dated 28 February 2025.

3. As for the previous years, the HR Proposals for Financial Year 2025-2026 should, as a general rule, not include requests for creation of new posts, unless already approved by Government or the Standing Committee for Creation of Grades. As regards proposals for the creation of additional posts in existing structures, these should be critically examined before they are forwarded to the HR Proposals Committee and strong justifications be provided.

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 2025-2026. 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 –

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- (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 2025, 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 2025/2026 in respect of unfilled funded vacancies, for which no concrete action has so far been initiated by your Ministry/Department. The need to fill such vacancies and their continued relevance to the Ministry's/ Department's objectives and strategies have to be re-assessed;
- (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 respective Sector Ministry Support Team of the Ministry of Finance;
- (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/Department (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**.

6. Moreover, with a view to enabling this Ministry to examine your Human Resource proposals 2025/2026 in an objective and holistic manner, you are requested to submit, along with your HR proposals, a Human Resource Plan of your Ministry/Department for the coming three financial years (2025-2026, 2026-2027 and 2027-2028), taking into consideration the following:

- (i) your strategic objective/direction;
- (ii) Key Deliverables and Key Performance Indicators;

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- (iii) new services/priority areas and emerging issues and how these will contribute towards achievement of strategic goals; and
- (iv) retirement/attrition and succession planning.

7. Parastatal organisations and Local Authorities 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/Department accordingly.

8. Should you require any clarification and/or additional information, the following HR Team 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).

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

10. This Ministry relies on your usual understanding and cooperation for the good conduct of this HR Proposals exercise and requests that the submission deadline of **03 April 2025** be strictly complied with.

C. R. Seewooruthun (Mrs)
Senior Chief Executive

Copy to:

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

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Enclosed:

- 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 2025