



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL
REFORMS
MAURITIUS**

17 March 2021

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 13 of 2021
E/160/2/44/13

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries and Departments

Human Resource (HR) Proposals -Budget 2021 – 2022

In the context of the preparation of the 2021/2022 Budget Estimates, you are hereby invited to submit your Human Resource (HR) Proposals to this Ministry by **12 April 2021**, at latest.

2. HR Proposals should be made taking into consideration the contents of Circular No. 3 of 2021 issued by the Ministry of Finance, Economic Planning and Development (MOFEPD) on 16 March 2021. As indicated in that Circular, Ministries/Departments should reduce their recurrent expenditure by 25% compared to the voted provisions for FY 2020-2021 so as to free up resources for accommodating new policy proposals. As regards Human Resource Budgeting requests for filling of vacancies should be prioritized.

3. You have to ensure that your HR Proposals are in line with your Ministry's/Department's Strategic Direction and the Key Actions for Financial Year 2021/2022. 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, careful consideration should be given to the possibilities listed at paragraph 2(d) of the Annex.

4. For the submission of your HR Proposals, the instructions set out below should also be followed –

- (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 Post)** and **Annex III (Request for Abolition /Transfer/Reduction of Post)** of this Circular. All funded vacancies, as at 31 March 2021 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 the next financial year in respect of unfilled funded

vacancies, for which no concrete action has been initiated by your Ministry, at the time of the 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 has to be reassessed. As regards proposals for the creation of additional/new posts in existing structures, these should be examined critically and submitted with strong justifications. Proposals, duly signed by Heads of Ministries/Departments, should be submitted in both hard and soft copies to this Ministry, with a copy to the relevant Sector Ministry Support Teams of the MOFED. A copy of the proposals should be submitted by email to the mail address bmumcsar@govmu.org. You may refer to **Annex IV** for guidance in the filling of the relevant Forms;

- (ii) as regards the grades listed at **Annex V (grades which are centralized under a specific Ministry)**, Ministries/Departments should submit their requests to the parent Ministry/Department concerned and obtain its approval before inclusion in the HR proposals;
- (iii) information on contractual staff, casual workers and other categories of staff not on the permanent establishment (such as Advisers, Service to Mauritius, Youth Employment Programme and staff on sessional basis) should be provided as per proforma at **Annex VI**; and
- (iv) a statement regarding all positions on your establishment should also be submitted as per proforma at **Annex VII**.

5. 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.

6. This Circular Letter can be downloaded from the website of this Ministry at <http://civilservice.govmu.org>. For practical purposes, all Annexes to this Circular have to be downloaded from the website.

7. This Ministry relies on your usual co-operation for the good conduct of this exercise.



S. Ragen
For Secretary for Public Service

Copy to:

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