



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS**

19 March 2019

**Ministry of Civil Service and Administrative Reforms**

**Circular Letter No 16 of 2019**

**E/160/2/44/10**

From: **Secretary for Public Service**

To: **Supervising Officers i/c Ministries/Departments  
Island Chief Executive**

**Human Resource (HR) Proposals  
Budget 2019- 2020**

In the context of the preparation of the 2019/2020 Budget Estimates, you are hereby invited to submit your Human Resource (HR) Proposals to this Ministry by **12 April 2019**, at latest.

2. HR Proposals should be made taking into consideration the contents of Circular No. 3 of 2019 issued by the Ministry of Finance and Economic Development (MOFED) on 16 March 2019.
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 2019/2020. 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

/2...

29 March 2019, 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 Human Resource Proposals Exercise for the next financial year. Proposals, duly signed by Heads of Ministries/Departments, should be submitted in both hard and soft copies to this Ministry, with copy to the relevant Sector Ministry Support Teams of the MOFED. 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. The following HR Team Members of this Ministry are at your disposal for any additional information or clarification you may require –

- Mrs K.D Hurry, Manager, Human Resources (phone no. 405-4126, e-mail [khurry@govmu.org](mailto:khurry@govmu.org))
- Mrs P.Gokhool, Assistant Manager Human Resources (phone no. 405-4129, email [pgokhool@govmu.org](mailto:pgokhool@govmu.org))
- Mrs V. Rajanah Human Resource Executive (phone no. 405-5768, e-mail [vrajanah@govmu.org](mailto:vrajanah@govmu.org))

/3...

7. 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.

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

  
(J. M. Simonet)  
Supervising Officer

Copy to:

Secretary to Cabinet and Head of the Civil Service  
Financial Secretary  
Chairperson, Public Bodies Appeal Tribunal  
Secretary, Public Service Commission