

## Notes for Guidance

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 <u>fourth schedule</u> of the Civil Establishment Order 2018 for Mauritius and the <u>fourth schedule</u> of the Civil Establishment (Rodrigues Regional Assembly) Order 2018.
3	No. of Established Posts (CEO 2018).	Refers to the number of posts as specified in <u>fourth schedule</u> of the Civil Establishment Order 2018 for Mauritius and the fourth schedule of the Civil Establishment (Rodrigues Regional Assembly) Order 2018.
4	Funded Positions Budget 2018/2019.	Refer to the number of Funded Positions as it appears in the Budget 2018/2019.
5	Adjusted Funded Positions PBB 2016 (as at 29 March 2019).	Funded Positions Budget 2018/2019 (refer to Paragraph 4 above) <b>plus</b> any "Unfunded Vacancies" between 01 July 2018 and 29 March 2019 for which financial and establishment clearances have been obtained ( <i>as applicable</i> ).
6	No. of Officers "in Post" as at 29 March 2019.	Refer to the number of officers in post as at 29 March 2019 made up of - (i) Number of staff paid by the CISD in the March 2019 Payroll (CISD Live Records); (ii) Number of staff 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 2019/2020.
7a	Statement of Vacancies as at 29 March 2019 - Funded Vacancies Budget 2018/2019.	Vacancies for which funds have been provided in the Budget 2018/2019, indicating status, i.e. - (a) Date on which vacancies have been reported to PSC 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.

Column No.	Column Title	Description and Guidelines
7b	Statement of Vacancies as at 29 March 2019 – unfunded vacancies.	Vacancies for which funds have not been provided in the Budget 2018/2019, i.e., in CEO less Funded Positions.
8a	Request filed by Ministry/Department in response to MCSAR Circular Letter No. 16. of 2019 – Filling of Funded Vacancies.	“Funded Vacancies” in the Budget 2018/2019 which cannot be filled by 30 June 2019 due to unforeseen circumstances will be reviewed subject to – (i) making a fresh request for the post to be filled in 2019/2020 with justifications; or (ii) reprioritising its HR requirements with justifications.
8b	Request filed by Ministry/Department in response to MCSAR Circular Letter No. 16 of 2019 – Filling of Vacancies which were unfunded in Budget 2018/2019 (if any).	Requests for filling of those vacancies for which funds have not been provided in the Budget 2018/2019 and which are necessary to achieve the strategic objectives of the Ministry (to be considered on a case to case basis) <b>plus</b> funding for those officers who will resume duty from leave without pay during the financial year 2019/2020.
9	Justifications (in line with Ministry’s Strategic Direction and Key Actions).	Justifications to support request by Ministry 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 MCSAR.
13	Remarks	Any other comments Ministry/Department may wish to make.