



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

28 April 2017

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 32 of 2017

E/330/6/03 T

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

To: Supervising Officers in Charge of Ministries/Departments

Schemes of Service for posts in Parastatal/Corporate/Statutory Bodies

Please refer to this Ministry's Circular Letter No.79 of 2013 dated 15 November 2013, on the above subject.

2. You will note from paragraph 5 of the Circular Letter under reference, that approval and prescription of Schemes of Service for posts in Parastatal/Corporate/Statutory Bodies rest with their respective Board. However, it is noted that, this Ministry is regularly receiving correspondence from Ministries/Departments seeking its agreement to Schemes of Service for posts in Parastatal/Corporate/Statutory Bodies.

3. The procedures for the processing of Schemes of Service for posts in Parastatal/Corporate/Statutory Bodies are spelt out at section 6 of the "Handbook for the Drafting of Schemes of Service in the Public Sector". You will note that before the prescription of any Scheme of Service, the draft thereof **should first have to be examined and vetted** by HR officers in the parent Ministry. It is only after having been cleared by the parent Ministry, that the proposed Scheme of Service should be submitted back to the organisation concerned for approval and prescription by the relevant Board.

4. In exceptional and complex cases, the parent Ministry may consult this Ministry for advice and clarifications.

5. Supervising Officers are requested to bring the contents of this Circular Letter to the attention of all officers concerned and of Parastatal/Corporate/Statutory Bodies falling under the aegis of their respective Ministries and to ensure compliance therewith.



S. K. Pather
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission*