



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

21 June 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 4 of 2001
29/001/03/024/01

FROM: Secretary for Public Service Affairs
TO: Supervising Officers i/c Ministries/Departments

Incremental Credit for Additional Qualifications

This Ministry is encountering difficulties in processing applications submitted by public officers, in accordance with the recommendation made at paragraph 12.8.14 of the PRB 1998 report for the award of incremental credits for additional qualifications because precise information is not available on whether:

- (i) the certificates submitted are recognised by the National Accreditation and Equivalence Council (NAEC);
- (ii) the additional qualifications obtained are higher than those prescribed in the respective schemes of service; and
- (iii) the additional qualifications are directly relevant to the duties of the grades.

2. The above situation inevitably results in delays in deciding on applications for incremental credits for additional qualifications. Besides giving rise to representations from the officers concerned, such delays also place this Ministry in an embarrassing situation for which it is not responsible.

3. With a view to addressing the problem, it has been decided that, henceforth, all public officers applying for incremental credit for an additional qualification should submit, together with their application, a certificate from the National Accreditation and Equivalence Council to the effect that:

- (i) the qualification is recognised; and
- (ii) it is higher than the one prescribed in the scheme of service of the post to which the officer has been appointed.

4. With regard to paragraph 1(iii) above, Supervising Officers are requested not to transmit to this Ministry applications for incremental credits where they are satisfied that the additional qualification obtained by the officer is not directly related to the duties of his post. However, a reply should be made to the officer concerned informing him of the reasons for which his application cannot be considered.

5. It would be appreciated if the contents of this Circular Note could be brought to the attention of all officers serving in your Ministry/Department.

D.P. Ruhee
Secretary for Public Service Affairs

Copy to Secretary to the Cabinet and Head of the Civil Service