

28 June 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 31 of 2010
E/160/2/44/03

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

To: Supervising Officers i/c Ministries and Departments

Human Resource Proposals – Estimates 2011 - 2013

In the context of the preparation of the 2011/2013 Estimates, you are invited to submit your Human Resource Proposals on the basis of Programme-Based Budgets for the following fiscal periods –

- January to December 2011
- January to December 2012 (*indicative*)
- January to December 2013 (*indicative*)

2. You are requested to ensure that your Human Resource Proposals are linked to Programmes and Sub-Programmes under your responsibility, in line with Programme-Based Budgeting. In this connection, you are kindly requested to adhere to the Guidelines at **Annex I** and to the following principles while submitting your Human Resource Proposals:-

A. **Creation of New Posts**

The creation of new posts has to be examined critically and full justifications should be submitted as to their relevance and impact on the expected services (outputs)

/2...

under the relevant Programmes and Sub-Programmes. Please refer to paragraph 2 of the attached Guidelines at **Annex I** regarding the criteria for creation of new posts. Proposals for creation of new posts should be submitted along the lines of proforma at **Annex III**.

B. **Creation of Additional Posts**

Requests for additional posts should clearly indicate how the additional resources would contribute towards the achievement of the priority objectives and services (outputs) under any particular Programme or Sub-Programme. Please refer to paragraph 3 of the attached Guidelines at **Annex I** regarding the criteria for creation of additional posts. Proposals for creation of additional posts should be submitted along the lines of proforma at **Annex IV**;

C. **Filling of vacancies**

The relevance of existing unfilled posts on the establishment of your Ministry/ Department under the relevant Programmes or Sub-Programmes must be reassessed based on priority objectives, services (outputs) and service standards (performance indicators) under the Programme-Based Budget. Please refer to paragraph 4 of the attached Guidelines at **Annex I** regarding the conditions for filling of vacancies. Consideration should be given for the filling of the vacancies after all the possibilities listed at paragraph 4 (b) of the Guidelines at **Annex I** to this Circular Letter have been exhausted. Thus, for all vacant posts, Supervising Officers should indicate the year in which they have become vacant and how the associated tasks are being handled. As a general rule, vacant posts which have remained unfilled for the last three years and which do not contribute to any Programme or Sub-Programme should be listed for abolition. Proposals for filling of vacancies should be submitted on the lines of the proforma at **Annex V**; and

/3 ...

D. Restyling of Posts

The attention of this Ministry has been drawn to the need for ensuring that the title of posts is gender neutral. You should, therefore, go through the title of posts on your establishment and take action, as necessary, for the restyling of posts. Proposals for restyling and proposals for reduction/abolition/transfer of posts should be submitted on the lines of the proforma at **Annexes VI and VII** respectively. A recapitulation of all proposals made (creation of new/additional posts, filling of vacancies, abolition and transfer) together with the additional annual costs involved should be submitted on the lines of proforma at **Annex VIII**.

3. While preparing your submission for your Human Resource Proposals, you have to ensure compliance with the Guidelines set out in **Annex 1** to this Circular Letter, in particular, careful consideration be given to the possibilities listed at paragraph 2(d) of **Annex 1**.

4. Since appointment has already been made to the new grades of Officer, Senior Officer and Office Management Executive, Supervising Officers are kindly requested to indicate the number of posts in each of the three grades mentioned above which should appear on the establishment of their respective Ministries/Departments and the corresponding reduction in the number of posts in the respective existing grades of Clerical Officer/Higher Clerical Officer, Word Processing Operator, Executive Officer and Office Superintendent.

5. To facilitate the analysis of information submitted by Ministries/Departments and enable a smooth implementation of the exercise, Ministries and Departments have been grouped into three Groups (A, B and C) based on the number of posts on their establishment, as per **Annex II**. Ministries/Departments are requested to forward their Human Resource Proposals in a staggered manner with different date limits for the respective groups as follows:

/4 ...

Group A (up to 200 officers) - 9 July 2010
Group B (up to 500 officers) - 16 July 2010
Group C (above 500 officers) - 23 July 2010

6. Proposals should be submitted both in hard and soft copies to this Ministry on relevant forms (**Annexes III to IX**) by the date specified above, with copy to the relevant Sector Ministry Support Teams of the Ministry of Finance and Economic Development as per **Annex X**.

7. You may wish to contact Mrs. N. G. P. Lam Hang, Ag Manager, Human Resources (on phone no. 201 3898 or e-mail - nlamhang@mail.gov.mu) for any additional information or query.

8. The Circular Letter may be downloaded from this Ministry's website at **<http://civilservice.gov.mu>**

9. We rely on your usual cooperation for the good conduct of the exercise and for the date limit set to be respected.

(S. Seebaluck)
Senior Chief Executive

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

ANNEX TO CIRCULAR NO. 31 OF 2010

Guidelines for the Submission of Proposals for the
Creation of Posts and Filling of Vacancies

1. GENERAL PRE-REQUISITES

- (a) It is the responsibility of the Supervising Officer to ensure that optimum use is made of the human resources, taking into consideration the need to meet the priority objectives and services (outputs) as set in the Programme-Based Budget of his Ministry/Department. In particular, he must ensure that –
 - (i) manpower requirements match the prevailing workload; and
 - (ii) the human resources of the organisation are fully utilised at the level at which they are expected to operate.
- (b) Supervising Officers should encourage managers/supervisors of administrative units at all levels to continuously monitor staff requirements and ensure that individual officers have well-defined functions and tasks directed towards the accomplishment of organisational goals and objectives.

2. CREATION OF NEW POST

- (a) The need for the creation of a new post under a Programme/Sub-Programme must be fully established and justified.
- (b) It must be clearly stated whether the creation of the new post is warranted as a result of –
 - (i) functions linked to a new (or a change in) policy goal/objective or to the implementation of a project/ Programme/Sub-Programme; and
 - (ii) a new level of responsibility which must be created within an existing structure to increase organisational effectiveness and efficiency.

- (c) Information must be provided on the activities/operations/tasks associated with the new post and what they are intended to achieve. Wherever possible, the benefits to be derived must be assessed and quantified.
- (d) The creation of the post must be envisaged only after the following possibilities of carrying out the new function have been explored –
 - (i) re-allocation of duties;
 - (ii) redeployment of staff;
 - (iii) improvement of work methods;
 - (iv) use of new equipment, including ICT;
 - (v) passing the work on to another organisation within the public sector where it can be done more efficiently and economically;
 - (vi) depending on priority of needs, postponing the work for another budget;
 - (vii) reorganisation; and
 - (viii) contracting out.
- (e) The number of posts to be created and their concomitant levels must also be fully justified. An organisational chart depicting clearly its linkages within the broader organisation of the Ministry/Department should also be submitted.
- (f) The duties, responsibilities, qualifications (i.e. knowledge, skills and abilities), experience and personal qualities required for the post must be accurately and clearly spelt out. A draft scheme of service should preferably be submitted.
- (g) The following practices must be avoided –
 - (i) multi-layering, i.e. the creation of grades without taking into account the scope of the work and levels of responsibility involved. A new level is created only when it brings added value to the work;
 - (ii) creation of supervisory posts for the mere sake of giving promotion;

- (iii) creation of isolated posts which are not integrated in a career structure; and
- (iv) creation of permanent posts to meet temporary needs.

3. **CREATION OF ADDITIONAL POST/S**

- (a) Additional posts are normally created when there is substantial increase in the volume and complexity of work. This can only be ascertained after a job inspection has been carried out. The request should be backed by facts and figures.
- (b) The creation of additional posts under a Programme/Sub-Programme must be resorted to after all the possibilities listed at paragraph 2(d) have been exhausted.

4. **FILLING OF VACANCIES**

- (a) Existing vacancies in posts falling under a Programme/Sub-Programme must be filled only if there is a need to do so.
- (b) Before vacancies are filled, it must be ascertained:
 - (i) whether the objectives they purport to meet are still valid;
 - (ii) in case of promotional posts, whether the structure is still the appropriate one; and
 - (iii) whether the work may not be carried out by such other ways as spelt out at paragraph 2(d).

5. **WEEDING OUT OF POSTS**

All posts, appearing in the budget, which have not been filled for the past years and which are no longer useful to the organisation, should be removed from the budget.

ANNEX II**TIME FRAME FOR SUBMISSION OF HR PROPOSALS****GROUP A****CLOSING DATE - 9 JULY 2010**

S.NO	MINISTRY/DEPARTMENT
1.	Accountant General's Office
2.	Attorney General's Office
3.	Central Informatics Bureau
4.	Central Information System Division
5.	Central Procurement Board
6.	Central Statistics Office
7.	Civil Status Office
8.	Electoral Commissioner's Office
9.	Employment Relations Tribunal
10.	Independent Broadcasting Authority
11.	Independent Commission Against Corruption
12.	Local Government Service Commission
13.	Meteorological Services
14.	Ministry of Fisheries and Rodrigues
15.	Ministry of Industry and Commerce
16.	National Assembly
17.	National Audit Office
18.	National Human Rights Commission
19.	National Transport Authority
20.	Office of the Director of Public Prosecutions
21.	Office of the President
22.	Office of the Vice President
23.	Ombudsman's Office
24.	Ombudsperson for Children's Office
25.	Pay Research Bureau
26.	Public & Disciplined Forces Service Commission
27.	Public Bodies Appeal Tribunal
28.	Registrar General's Department
29.	Registrar of Companies
30.	Valuation Division

TIME FRAME FOR SUBMISSION OF HR PROPOSALS

GROUP B

CLOSING DATE - 16 JULY 2010

S.NO	MINISTRY/DEPARTMENT
1.	Deputy Prime Minister's Office, Ministry of Energy and Public Utilities
2.	Ministry of Arts and Culture
3.	Ministry of Business, Enterprise, Cooperatives and Consumer Protection
4.	Ministry of Defence, Home Affairs & External Communications
5.	Ministry of Foreign Affairs, Regional Integration and International Trade
6.	Ministry of Gender Equality, Child Development and Family Welfare
7.	Ministry of Housing and Lands
8.	Ministry of Information and Communication Technology
9.	Ministry of Social Integration and Economic Empowerment
10.	Ministry of Tertiary Education, Science, Research and Technology
11.	Ministry of Tourism and Leisure
12.	Ministry of Youth and Sports
13.	Printing Department

TIME FRAME FOR SUBMISSION OF HR PROPOSALS

GROUP C

CLOSING DATE - 23 JULY 2010

S.NO	MINISTRY/DEPARTMENT
1.	Mauritius Prisons Service
2.	Ministry of Agro Industry, Food Production and Security
3.	Ministry of Civil Service and Administrative Reforms
4.	Ministry of Education and Human Resources
5.	Ministry of Environment and Sustainable Development
6.	Ministry of Health and Quality of Life
7.	Ministry of Labour, Industrial Relations and Employment
8.	Ministry of Local Government and Outer Islands
9.	Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping
10.	Ministry of Social Security, National Solidarity and Senior Citizens Welfare & Reforms Institutions
11.	Police Department
12.	Prime Minister's Office
13.	Rodrigues Regional Assembly
14.	The Judiciary
15.	Vice Prime Minister's Office, Ministry of Finance and Economic Development

SUMMARY OF HUMAN RESOURCE POSITION

		No of established posts	No in posts as at June 2010	No of Funded Positions 2010	No of Funded Positions 2011
1	Total personnel on permanent establishment				
	(of which on leave without pay)				
2	Casual workers under "wages"	NA			
3	Trainees/Pre-Registration Officers	NA			
	TOTAL				

LIST OF SMSTs

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT (MoFED)			
BUDGET ORGANISATION AND SECTOR MINISTRY SUPPORT TEAMS (SMSTs)			
DELIVERY UNIT	Responsible Officer	Telephone	Email ADDRESS
SMST Security & Justice			
Judiciary, Attorney-General's Office, Office of the DPP, Prime Minister's Office (incl Home Affairs), Police Service, Prisons, ICAC & External Communications	Mrs W. Elahee-Doomun	201 3205	welahee-doomun@mail.gov.mu
	Mr S. Rungasamy	201 2335	srungassamy@mail.gov.mu
SMST Agro-Industry, Fisheries & Rodrigues			
SMST Agro-Industry			
Ministry of Agro-Industry, Food Security	Mr D. Bundhoo	201 1592	dbundhoo@mail.gov.mu
SMST Fisheries & Rodrigues			
Fisheries	Ms Ketty Sew Hee	201 2437	spiang-sang-sew-hee@mail.gov.mu
Rodrigues	Mr N. Baichoo	201 2957	nbaichoo@mail.gov.mu
SMST Education and Culture			
Ministry of Education & Human Resources	Mr R. Hittoo	201 1589	rhittoo@mail.gov.mu
Ministry of Arts & Culture	Mr S. Banshi	201 3722	sbanshi@mail.gov.mu
Ministry of Tertiary Education, Science, Research & Technology	Mr R. Hittoo	201 1589	rhittoo@mail.gov.mu
SMST Public Infrastructure and Transport			
Ministry of Public Infrastructure, National Development Unit, Land Transport & Shipping NDU	Mr R. Sultoo	201 2762	rsultoo@mail.gov.mu
	Mrs K. Ramchurn	201 3464	ramchurn@mail.gov.mu
	Mrs R. Ramsurn		ramchurn@mail.gov.mu
SMST Public Utilities			
Ministry of Energy and Public Utilities	Mr K. Seebundhun	201 1818	kseebundhun@mail.gov.mu
	Mrs P. Rojoa	201 2752	projoa@mail.gov.mu
SMST Housing & Environment			
Ministry of Housing & Lands	Mr S. Lallmohamed	201 3728	slalmahomed@mail.gov.mu
Ministry of Environment & Sustainable Development	Mrs R. Ramsurn	201 2767	ramsum@mail.gov.mu
SMST Local Government & Outer Islands			
Ministry of Local Government & Outer Islands	Ms C. Gopaul	201 2763	cgopaul@mail.gov.mu
	Mr E. Narainen	201 3721	enarainen@mail.gov.mu
SMST Consumer Protection			
Ministry for Business, Enterprise Cooperatives & Consumer Protection	Mr. I. Bonomally	201 1566	ibonomally@mail.gov.mu
	Mr L. Koonjoo-beeharry	201 1566	lkoonjoo-beeharry@mail.gov.mu
SMST Women's Rights & Youth and Sports			
Ministry of Gender Equality, Child Development & Family Welfare	Mr A. Yearoo	201 1224	myearoo@mail.gov.mu
Includes sub Prog 50501- Community based activities From Social Security	Mownah/Yearoo		
Ministry of Youth & Sports	Mr A. Yearoo	201 1224	myearoo@mail.gov.mu
SMST Health			
Ministry of Health & Quality of Life	Mr C. Ramchurn	201 2493	cramchurn@mail.gov.mu

BUDGET ORGANISATION AND SECTOR MINISTRY SUPPORT TEAMS (SMSTs)			
DELIVERY UNIT	Responsible Officer	Telephone	Email ADDRESS
SMST Industry and Commerce Ministry of Industry and Commerce Include Trade Development	Mr. I. Bonomaully Mrs. R. Nohur	201 1566 201 2448	ibonomaully@mail.gov.mu mohur@mail.gov.mu
SMST Social Protection and Empowerment Ministry of Social Security, National Security and Reform Institutions Ministry of Social Integration & Economic Empowerment	Mr J. Mownah Mrs K. Upadhyaya Mr J. Mownah	201 1343 201 1619 201 1343	jmownah@mail.gov.mu kupadhyaya@mail.gov.mu jmownah@mail.gov.mu
SMST Labour and ICT Ministry of Labour, IR & Employment Ministry of Information and Communication Technology	Mr K. BUNJUN Mrs P. Lukkhoo Mrs K. Nunkoo-Puttur	201 1096 201 2540 201 2492	kbunjun@mail.gov.mu plukkhoo@mail.gov.mu snunkoo@mail.gov.mu
SMST Civil Service Ministry of Civil Service & Administrative Reforms	Mr A. Kokil	201 2766	akokil@mail.gov.mu
SMST Tourism Ministry of Tourism and Leisure.	Mr P. Bencee	201 1690	pbencee@mail.gov.mu
SMST Foreign Affairs Ministry of Foreign Affairs, Regional Integration & International Trade	Mrs U. Beegun-Ramduny	201 2314	ubeegun-ramduny@mail.gov.mu
SMST Governance and Others Office of the President / Office of the Vice-President / National Assembly / National Audit Office / Electoral Supervisory Commission / Electoral Boundaries Commission / Electoral Commissioner's Office / Employment Relations Tribunal / Government Printing / Meteorological Services / Government Information Services / Forensic Services / Civil Status Division / Ombudsman Office / IBA / Ombudsperson for Children's Office / National Human Rights Commission / Pay Research Bureau / Public Service Commission / Local Government Service / Public Bodies Appeal Tribunal.	Mrs C. Ho Fong	201 3729	sho-fung@mail.gov.mu
Other useful contacts			
Mr Ali Mansoor	Financial Secretary	201 1146	amansoor@mail.gov.mu
Mr Patrick Yip	Director	201 1260	pyip@mail.gov.mu
Mr Kreshna Bunjun	Director	201 1096	kbunjun@mail.gov.mu
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