



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

30 August 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 40 of 2010
E/330/6/03V8

From: Secretary to Cabinet and Head of the Civil Service

To: Supervising Officers i/c Ministries/Departments

Review of Schemes of Service

In its endeavour to assist Ministries/Departments to review existing Schemes of Service as well as to frame Schemes of Service for new posts following recommendations made in the Pay Research Bureau Report 2008, the Ministry of Civil Service and Administrative Reforms issued Circular Letters Nos. 35 of 2008, 34 of 2009 and Circular Note No. 16 of 2010 setting out the basic guidelines and procedures to be followed by Ministries/Departments when submitting Schemes of Service.

2. It is observed with concern that, in spite of the instructions/guidelines issued, the processing of Schemes of Service is being unduly delayed owing to the fact that proper submissions are not being made and required information is not being submitted on time. These relate to the following:

- (i) requests for reviewing Schemes of Service are not accompanied by reasons justifying amendments;
- (ii) although the current policy stipulates that the clause "Priority of consideration" and "First intake" notes should not be included in Schemes of Service, these notes are still being inserted in proposed Schemes of Service;
- (iii) the item 'Role and Responsibilities' as recommended at paragraph 10.7 of the PRB Report 2008 is not being included in posts as from mid-management level;
- (iv) qualifications that are no longer run by institutions are still being inserted in proposed Schemes of Service;

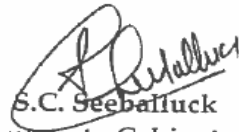
- (v) institutions that no longer exist are also being inserted;
- (vi) duties are not being updated to reflect present day requirements; and
- (vii) when reviewing or framing the Scheme of Service for a particular post, the Schemes of Service for the other posts in the same cadre/structure are not being reviewed simultaneously.

3. Moreover, in many instances, submissions are not accompanied by soft copies and are not being made according to the prescribed template, thus causing considerable delay in processing the Schemes of Service.

4. I hereby request Responsible Officers to ensure that all submissions for prescription or amendments to Schemes of Service are accurate, comprehensive and in accordance with the format set out by Ministry of Civil Service and Administrative Reforms in order to avoid unnecessary delay in the prescription of the Schemes of Service.

5. Responsible Officers are also requested to ensure that necessary and timely action is initiated for implementation of the Pay Research Bureau recommendations in regard to the Schemes of Service for posts in their respective organisations.

6. I rely on your usual collaboration and look forward for timely action, as appropriate, at your end.



S.C. Seeballuck
Secretary to Cabinet and
Head of the Civil Service

Copy to:
Senior Chief Executive, Ministry of Civil Service & A.R.

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