



Ministry of Civil Service and Administrative Reforms

27 December 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No.53 of 2010
E/LS1/3/06 V10


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

To: Head of Ministries/Departments

Draft Civil Establishment Order 2011

This Ministry is presently in the process of updating the Civil Establishment Order (CEO) to reflect the changes brought about in the Programme Based Budget estimates 2011 in the light of the Pay Research Bureau 2008 Report recommendations and the outcome of joint consultations with Ministries/Departments and the Ministry of Finance and Economic Development.

2. With a view to expedite matters, you are kindly requested to submit the list of changes to be brought about in respect of your Ministry/Department to be included in the CEO 2011 in line with the enclosed formats by 6 January, 2011 at latest.


A. Ganneo (Miss)
for Senior Chief Executive

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

MINISTRY/DEPARTMENT.....

THIRD SCHEDULE

PART I

INCREASE/DECREASE IN NUMBER OF POSTS

OFFICE	INDEX NO.	NO OF POSTS		EFFECTIVE DATE
		FROM	TO	

THIRD SCHEDULE

PART II

NEW POSTS

OFFICE	INDEX NO	NO OF POSTS	SALARY CODE	EFFECTIVE DATE

MINISTRY/DEPARTMENT.....

FOURTH SCHEDULE
TRANSFER

OFFICE	INDEX NO	NO OF POSTS	SALARY CODE	MINISTRY/DEPARTMENT	
				FROM	TO