



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS**

**24 March 2010**

**Ministry of Civil Service and Administrative Reforms**  
**Circular Note No 16 of 2010**  
**E/330/06/03**

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

To: Responsible Officers of Ministries/Departments  
Island Chief Executive, Rodrigues

**Schemes of Service**

In the wake of the implementation of the Pay Research Bureau Report 2008, numerous Schemes of Service are being reviewed to incorporate the recommendations made therein and new ones are being worked out for newly created posts. This exercise is taking considerable time due to the large number of Schemes of Service that need to be processed by this Ministry and to be agreed upon by the Public Service Commission and the Disciplined Forces Service Commission.

2. To enable Ministries/Departments to meet their Programme Based Budgeting targets for the improvement of service delivery, Ministries/Departments are expected to operate with a reasonable number of staff at all levels. In order to facilitate this process, Responsible Officers are advised that, subject to funds being available, they may proceed with the filling of vacancies for promotional grades and at entry level on the basis of existing Schemes of Service -

- (a) where the Pay Research Bureau has not made any specific recommendation in its 2008 Report and in its subsequent Errors, Omissions and Clarifications Report; and
- (b) which are in conformity with the current requirements of paragraph 2 of this Ministry's Circular Letter No. 34 of 2009.

3. The above does not preclude that the following general changes recommended in the abovementioned Reports should not be brought to Schemes of Service concerned -

- (a) the inclusion of the new item relating to "Role and Responsibilities" in Schemes of Service for all posts as from mid-management level;
- (b) the inclusion of computer literacy under item "Qualifications" and the amendment of ICT functions under item "Duties"; and

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- (c) the replacement of the term "To perform such cognate duties as may be assigned" by the new formula "To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them".

Once the posts are filled on the basis of the existing Schemes of Service, action should be initiated at your end to amend the Schemes of Service to reflect the necessary amendments.

4. We reiterate our appeal to you to take immediate action to amend the Schemes of Service which do not meet current requirements and in order to reflect the relevant recommendations made in the PRB Reports. Priority of consideration should however be given to Schemes of Service in respect of posts where there is an urgent need to fill vacancies.

5. We rely on your collaboration on this matter.



**(S. Seebaluck)**  
**Senior Chief Executive**

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

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