



REPUBLIC OF MAURITIUS

15 March 2022

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No.15 of 2022
E/160/2/44/14

From: **Secretary for Public Service**

To: **Supervising Officers i/c Ministries/Departments**
Island Chief Executive

Human Resource (HR) Proposals
Budget 2022 - 2023

In the context of the preparation of the 2022/2023 Budget Estimates, you are hereby invited to submit your Human Resource (HR) Proposals to this Ministry, **at latest by the 08th of April 2022.**

2. HR Proposals should be made taking into consideration the contents of Circular No. 2 of 2022, issued by the Ministry of Finance, Economic Planning and Development (MOFEPD) on 11 March 2022.
3. Following the publication of the Pay Research Bureau 2021, the HR Proposals for the next financial year should, as a general rule, not include requests for creation of new posts which are not recommended by the Pay Research Bureau except those already approved by Government. Arrangements should be made for all new posts recommended in the Report to be reflected in the Budget 2022-2023 so that they can be established in the next Civil Establishment Order. As regards proposals for the creation of additional posts in existing structures, these should be examined critically before they are forwarded to the HR Proposals Committee with strong justifications.
4. You have to ensure that your HR Proposals are in line with your Ministry's/Department's Strategic Direction and the Key Actions for Financial Year 2022/2023. In this connection, you are requested to follow the "Guidelines for the Submission of HR Proposals" as per **Annex I** of this Circular. In particular, careful consideration should be given to the possibilities listed at paragraph 2(d) of the Annex.

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5. For the submission of your HR Proposals, the instructions set out below should also be followed –

- (i) HR proposals should be prepared in the **excel** formats as at **Annex II (Request for filling of Funded/Unfunded Vacancies and Creation of New/Additional Post)** and **Annex III (Request for Abolition /Transfer/Reduction of Post)** of this Circular. All funded vacancies, as at 31 March 2022, should be included in Annex II and an indication of their exact status reached in the recruitment process should be given. Your attention is also drawn to the fact that funds will not be automatically carried over to the next financial year in respect of unfilled funded vacancies, for which no concrete action has been initiated by your Ministry, at the time of Human Resource Proposals Exercise for the next financial year. The need to fill such vacancies and their continued relevance to the Ministry's/ Department's objectives and strategies has to be reassessed. Proposals, duly signed by Heads of Ministries/Departments, should be submitted in both hard and soft copies to this Ministry, with copy to the relevant Sector Ministry Support Teams of the MOFEPD. You may refer to **Annex IV** for guidance in the filling of the relevant Forms;
- (ii) as regards the grades listed at **Annex V** (grades which are centralized under a specific Ministry), Ministries/Departments should submit their requests to the parent Ministry/Department concerned and obtain its approval before inclusion in the HR proposals;
- (iii) information on contractual staff, casual workers and other categories of staff not on the permanent establishment (such as Advisers, Service to Mauritius, Youth Employment Programme and staff on sessional basis) should be provided as per proforma at **Annex VI**; and
- (iv) a statement regarding all positions on your establishment should also be submitted as per proforma at **Annex VII**.

6. Parastatal Organisations, Local Authorities as well as the Rodrigues Regional Assembly should also comply with this Circular and the attached guidelines when determining their human resource proposals. You are, therefore, requested to inform the organisations which fall under the purview of your Ministry accordingly.

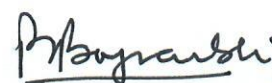
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7. The following HR Team Members of this Ministry are at your disposal for any additional information or clarification you may require –

- Mrs P. Gokhool, Assistant Manager Human Resources (phone no. 405-4129, email pgokhool@govmu.org)
- Mrs V. Rajanah Human Resource Executive (phone no. 405-5768, e-mail vrajanah@govmu.org)

8. This Circular Letter can be downloaded from the website of this Ministry at <http://civilservice.govmu.org>. For practical purposes, all Annexes to this Circular have to be downloaded from the website.

9. This Ministry relies on your usual co-operation for the good conduct of this exercise.



(B. Boyramboli)
Secretary for Public Service

Copy to:

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