**ANNEX IV**

**Notes for Guidance**

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| **Column**  **No.** | **Column Title** | **Description and Guidelines** |
| 1 | S/N | Serial Number |
| 2 | Position Title (Title of Post/Office). | The title of the post should be as specified in fourth schedule of the Civil Establishment Order 2015 for Mauritius and the fifth schedule of the Civil Establishment (Rodrigues Regional Assembly) Order 2015. |
| 3 | No. of Established Posts (CEO 2015). | Refers to the number of posts as specified in fourth schedule of the Civil Establishment Order 2015 for Mauritius and the fifth schedule of the Civil Establishment (Rodrigues Regional Assembly) Order 2015. |
| 4 | Funded Positions Budget 2015/2016. | Refer to the number of Funded Positions as it appears in the Budget 2015/2016. |
| 5 | Adjusted Funded Positions PBB 2014 (as at 31 March 2016). | Funded Positions Budget 2015/2016 (refer to Paragraph 4 above)  **plus**  any “Unfunded Vacancies” between 1 January and 31 March 2016 for which financial clearance has been obtained *(as applicable)*. |
| 6 | No. of Officers “in Post” as at 31 March 2016. | Refer to the number of officers in post as at 31 March 2016 made up of –   1. Number of staff paid by the CISD in the March 2016 Payroll (CISD Live Records); 2. Number of staff paid by Manual Paysheets, e.g. those on Leave with Pay, Interdicted, on prolonged absence; and 3. Number of officers on Leave without Pay who will resume duty in 2015/2016. |
| 7a | Statement of Vacancies as at 31 March 2016 – Funded Vacancies Budget 2015/2016. | Vacancies for which funds have been provided in the Budget 2015/2016, indicating status, i.e. –   1. Date on which vacancies have been reported to PSC or action initiated where Ministry/Department has delegation of power of appointment; and 2. Date of advertisement, if applicable, or date of interview, in the case of delegation of power. |
| **Column**  **No.** | **Column Title** | **Description and Guidelines** |
| 7b | Statement of Vacancies as at 31 March 2016 – unfunded vacancies. | Vacancies for which funds have not been provided in the Budget 2015/2016, i.e., in CEO less Funded Positions. |
| 8a | Request filed by Ministry/Department in response to MCSAR Circular Letter No. …. of ….. – Filling of Funded Vacancies. | “Funded Vacancies” in the Budget 2015/2016 which cannot be filled by 30 June 2016 due to unforeseen circumstances will be reviewed subject to –   1. making a fresh request for the post to be filled in 2016/2017 with justifications; or 2. reprioritising its HR requirements with justifications. |
| 8b | Request filed by Ministry/Department in response to MCSAR Circular Letter No. …. of ….. – Filling of Vacancies which were unfunded in Budget 2015/2016 (if any). | Requests for filling of those vacancies for which funds have not been provided in the Budget 2015/2016 and which are necessary to achieve the strategic objectives of the Ministry (to be considered on a case to case basis)  **plus**  funding for those officers who will resume duty from leave without pay during the financial year 2016/2017. |
| 9 | Justifications (in line with Ministry’s Strategic Direction and Key Actions). | Justifications to support request by Ministry and to indicate whether improving existing services or new services, and improvements in service standards in line with Ministry’s Strategic Direction and Key Actions. |
| 11a to 12 |  | For Use by officers of MCSAR. |
| 13 | Remarks | Any other comments Ministry/Department may wish to make. |