



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

10 March 2016

Ministry of Civil Service and Administrative Reforms

Circular Letter No 9 of 2016

E/160/2/44/03/05

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

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

**Human Resource (HR) Proposals
Budget 2016- 2017**

In the context of the preparation of the 2016/2017 Budget Estimates, Supervising Officers are kindly invited to work out their Human Resource (HR) Proposals and submit same to this Ministry by **Thursday 7 April 2016** at latest.

2. HR Proposals should be made taking into consideration the contents of Circular No. 2 of 2016 issued by the Ministry of Finance and Economic Development (MOFED) on 4 March 2016.
3. It has to be ensured that your HR Proposals are in line with your Ministry's/Department's Strategic Direction and the Key Actions for Financial Year 2016/2017. In this connection, you are requested to follow the "Guidelines for the Submission of HR Proposals" as per **Annex I** of this Circular.
4. 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. Proposals, duly signed by Heads of Ministries/Departments, should be submitted in both

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hard and soft copies to this Ministry, with copy to the relevant Sector Ministry Support Teams of the MOFED. 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**.

5. Given that the Civil Service College, Mauritius is now operational, Supervising Officers are also invited to ensure that sufficient provisions are made in their budget for the training of their officers by the College. You may wish to note that as per Directive No.14 issued on 10 October 2013 by the Procurement Policy Office on Procurement of Training Services, it is stated that –

“For any procurement of training services, the public body should consider the Civil Service College as a first option through direct procurement. The price for the services will be determined jointly by the public body and the Civil Service College.”

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.

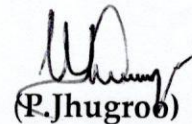
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7. The following HR Team Members of this Ministry are at your disposal for any additional information or clarification you may require –

- Mrs K.D Hurry, Manager, Human Resources (phone no. 405-4126, e-mail khurry@govmu.org)
- Mrs P.Gokhool, Assistant Manager Human Resources (phone no. 405-4129, email pgokhool@govmu.org)
- Mrs D.Tirvengadam, Assistant Manager Human Resources (phone no 405-4132, email dtirvengadam@govmu.org)

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

9. We rely on your usual co-operation for the good conduct of this exercise.



(P. Jhugroo)
Senior Chief Executive

Copy to:

Secretary to Cabinet and Head of the Civil Service
Financial Secretary
Chairperson, Public Bodies Appeal Tribunal
Secretary, Public Service Commission