



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS

05 March 2020

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 23 of 2020

E/160/2/44/12

From: **Secretary for Public Service**

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

**Human Resource (HR) Proposals
Budget 2020 - 2021**

In the context of the preparation of the 2020/2021 Budget Estimates, you are hereby invited to submit your Human Resource (HR) Proposals to this Ministry, **at latest by Friday 03 April 2020.**

2. HR Proposals should be made taking into consideration the contents of Circular No. 2 of 2020, issued by the Ministry of Finance, Economic Planning and Development (MOFEPD) on Monday 02 March 2020. In view of the forthcoming publication of the Pay Research Bureau (PRB) Report 2021, the HR Proposals for the next financial year should, as a general rule, not include requests for creation of new posts, unless already approved by the Government. 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.

3. 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 2020/2021. 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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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. All funded vacancies, as at 31 March 2020, 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**.

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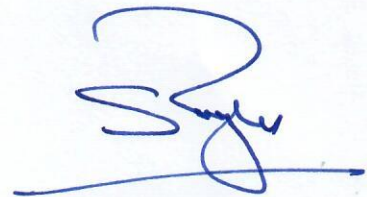
5. Parastatal Organisations, Local Authorities as well as the Rodrigues Regional Assembly should also comply with this Circular and the attached guidelines when determining their human resource proposals. You are, therefore, requested to inform the organisations which fall under the purview of your Ministry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

6. 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 V. Rajanah Human Resource Executive (phone no. 405-5768, e-mail vrajanah@govmu.org)

7. 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.

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



(S. Ragen)

Secretary for Public Service

Copy to:

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