



## MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

04 February 2014

**Ministry of Civil Service and Administrative Reforms**

**Circular Letter No. 10 of 2014**

**E/363/9/02 V9**

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

To: Supervising Officers i/c Ministries/Departments

### **Implementation of Errors, Omissions and Anomalies Committee 2013 Report**


The Errors, Omissions and Anomalies Committee, has, at paragraph 39.32 in its 2013 Report, recommended that the grade of Officer be restyled Management Support Officer.

2. It has also recommended that incumbents in the grades of (i) Clerical Officer/ Higher Clerical Officer; (ii) Special Clerical Officer; (iii) Word Processing Operator; and (iv) Senior Word Processing Operator satisfying the qualifications' requirement for the grade of Management Support Officer should be given another opportunity to opt to join the grade of Management Support Officer, *formerly Officer*:-

- (i) on 01 July 2013 for Clerical Officer/ Higher Clerical Officers and Special Clerical Officers; and
- (ii) on 01 August 2013 for Word Processing Operators and Senior Word Processing Operators and on joining, be granted one additional increment subject to the top salary of the grade.

3. However, for practical reasons, it has not been possible to implement the above recommendation of the Errors, Omissions and Anomalies Committee 2013 Report in order to enable appointment to be effective on the recommended dates. The Scheme of Service of Management Support Officer has been prescribed on 28 January 2014. It is now possible to effect appointment by option under first intake note of (i) Clerical Officer/ Higher Clerical Officer and Special Clerical Officer, irrespective of qualifications held by them and (ii) Word Processing Operator and Senior Word Processing Operator, possessing the qualification required for the grade of Management Support Officer.

4. The appointment of Clerical Officers/ Higher Clerical Officers (on option) to the post of Management Support Officer will be effective as from **28 January 2014**, date of prescription of Scheme of Service for that post. As for Word Processing Operators and Senior Word Processing Operators, the effective date will be **28 February 2014** as specified in the Scheme of Service. On appointment as Management Support Officer, incumbents will be granted one increment.
5. It is to be noted that the option exercised by officers concerned shall be irrevocable.
6. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of officers concerned posted to their Ministries/ Departments, including those under interdiction or on approved leave with or without pay. Necessary arrangements should be made for the officers concerned to fill in the appropriate Option Forms enclosed with this Circular Letter. The duly filled in Forms should be forwarded to the Ministry of Civil Service and Administrative Reforms by **18 February 2014** for officers in Mauritius and by **03 March 2014** for officers on approved leave abroad.

  
S. Seebaluck  
Senior Chief Executive

**OPTION**

Option to be exercised by officers in the grade of Special Clerical Officer and Clerical Officer/Higher Clerical Officer in post to join the new grade of **MANAGEMENT SUPPORT OFFICER** which has been recommended by the Errors, Omissions and Anomalies Committee Report 2013

I.....

**(BLOCK LETTERS)**

holding the post of .....

in the Ministry of Civil Service and Administrative Reforms and posted to the Ministry/Department.....

have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter .....of 2014.

2.\* (a) I hereby inform you that I accept to join the new grade of Management Support Officer as from the **28 January 2014**, being the effective date of the prescribed scheme of service for the post of Management Support.

(b) I hereby inform you that I do not accept to join the new grade of Management Support Officer.

3. The option is irrevocable.

Date.....

.....

**Signature**

Delete 2(a) or 2(b) as appropriate

**OPTION**

**Option to be exercised by officers in the grade of Senior Word Processing Operator and Word Processing Operator in post to join the new grade of MANAGEMENT SUPPORT OFFICER which has been recommended by the Errors, Omissions and Anomalies Committee Report 2013**

I.....

**(BLOCK LETTERS)**

holding the post of .....

in the Ministry of Civil Service and Administrative Reforms and posted to the Ministry/Department.....

have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter .....of 2014.

2.\* (a) I hereby inform you that I accept to join the new grade of Management Support Officer as from the 28 February 2014.

(b) I hereby inform you that I do not accept to join the new grade of Management Support Officer.

3. The option is irrevocable.

Date.....

.....

**Signature**

Delete 2(a) or 2(b) as appropriate