



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

26 August 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 52 of 2014
E/70/51/03/05

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

To: Supervising Officers i/c of Ministries/Departments

Implementation of the HRMIS Project
Creation of Job Codes for New Grades

With a view to ensuring use of the correct job appellation and good coordination of activities with regard to the assignment of job codes for newly created grades in the Civil Service, the need to put in place a centrally managed system has been deemed appropriate.

2. After consultation with Statistics Mauritius, it has been decided that, as from 01st September 2014, all requests for allocation of codes to newly created grades should be addressed to the HRMIS Unit of this Ministry. Statistics Mauritius will consequently not entertain any request sent to it directly by Ministries/Departments. However, the job codes will continue to be assigned by Statistics Mauritius.

3. You are requested to bring the contents of this Circular Letter to the attention of all officers concerned particularly those of the Human Resource and Finance Operations Cadres posted to your respective Ministry/Department.

A handwritten signature in black ink, appearing to read 'S. Seebaluck', with a long horizontal flourish extending to the left.

S. Seebaluck
Senior Chief Executive