



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

11 January 2008

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 2 of 2008

E/160/2/44 V6

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Establishment Proposals – Recurrent Budget 2008/2009

Supervising Officers are invited to submit their Establishment Proposals for Financial Year 2008/2009.

2. You will appreciate that proposals for the creation of new posts have to await the implementation of the Pay Research Bureau Report 2008. As regards proposals for the creation of additional posts in existing structures, these should be examined critically before they are forwarded to this Ministry and they should comply with the guidelines set out in the Annex to this Circular Letter. In particular, you should ensure that –

- (i) careful consideration is given to the possibilities listed at paragraph 2 (b) of the Annex; and
- (ii) the proposals for the creation of additional posts can be accommodated within the ceiling set by the Ministry of Finance and Economic Development.

3. In addition, proposals for the filling of vacancies should be submitted only if there is an urgent need for filling such vacancies and their continued relevance to the Ministry/Department's stated objectives, strategies and programmes under the Programme Based Budgeting has been reassessed.

4. Your proposals, together with a list of vacancies in existing grades, should be submitted to this Ministry, by Friday 25 January 2008 on the appropriate Establishment Forms and as per format at Appendices on hard and soft copies.

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HR Allocation to Programmes and Sub-Programmes

5. With the new approach to HR allocation to the various programmes and sub-programmes under the Medium Term Expenditure Framework, the Ministry of Finance and Economic Development has prepared an Establishment Chart of Ministries/Departments based on the information available in the 2007/2008 Recurrent Budget. The Establishment Chart in respect of your Ministry/Department is herewith enclosed.
6. The chart lays down the establishment of your Ministry/Department by class and grade indicating at the same time the respective salary codes and the initial and top points of the salary scales. You are kindly requested to have the information contained in the chart verified and the last column, representing the number of officers in post, filled in. It should be noted that the number of officers in post should also include officers who are on leave and those who are under interdiction.
7. The Establishment Chart duly filled in and verified should be submitted to this Ministry with copy to the Ministry of Finance and Economic Development, along with your proposals, by Friday 25 January 2008, indicating at the same time any discrepancy noted.
8. Officers of the Ministry are at your disposal to provide further information or clarifications which you or your officers may require. Please contact Mrs R. Ruchchan (Tel. No. 201-1488) or Mr D. Rattun (Tel. No. 201-2033).



P. Jhugroo
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service
Financial Secretary

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ANNEX TO CIRCULAR NO 2 OF 2008

Guidelines for the Submission of Proposals for the Creation of Additional Posts

1. GENERAL PRE-REQUISITES

- (a) It is the responsibility of the Supervising Officer of the Ministry/Department to ensure that optimum use is made of the human resources of his organisation. In particular, he must ensure that -
 - (i) manpower requirements match the prevailing workload; and
 - (ii) the human resources of the organisation are fully utilised at the level at which they are expected to operate.
- (b) Supervising Officers should encourage managers/ supervisors of administrative units at all levels to continuously monitor staff requirements and ensure that individual officers have well defined functions and tasks directed towards the accomplishment of organisational goals and objectives.

2. CREATION OF ADDITIONAL POST/S

- (a) Additional posts are normally created when there is substantial increase in the volume and complexity of work. This can only be ascertained after a job inspection has been carried out.
- (b) The creation of additional posts must be resorted to after all the following possibilities have been exhausted -
 - (i) re-allocation of duties;
 - (ii) redeployment of staff;
 - (iii) improvement of work methods;
 - (iv) use of new equipment;
 - (v) passing the work on to another organisation within the public sector where it can be done more efficiently and economically;
 - (vi) depending on priority of needs, postponing the work for another budget;
 - (vii) contracting out.
- (c) Information must be provided on the efficiency gains following the creation of new/additional posts over the past five years.

3. **FILLING OF VACANCIES**

- (a) Existing vacancies must be filled only if there is a need to do so.
- (b) Before vacancies are filled, it must be ascertained
 - (i) whether the objectives they purport to meet are still valid;
 - (ii) in case of promotional posts whether the structure is still the appropriate one; and
 - (iii) whether the work may not be carried out by other means and ways as spelt at 2 (b) above.

4. **WEEDING OF POSTS**

All posts appearing in the budget and which have not been filled for the past years and are no longer useful to the organisation should be removed from the budget.

