



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

07 March 2008

Ministry of Civil Service and Administrative Reforms
Circular Note No. 2 of 2008
E/47/21/06

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

To: Supervising Officers i/c Ministries and Departments

Replacements during absence on leave – General Services Grades

Please refer to this Ministry's Circular Notes Nos. 8 and 9 of 2006 on the above subject.

2. It has been observed that in some cases, where replacements need to be made up to two higher grades in the General Services Grades, approval for such replacements are sought well after the holders of the higher posts have proceeded on leave.
3. It has been decided that henceforth, as a matter of policy, the following principles should be adopted where it is considered absolutely necessary, for administrative convenience, to make arrangements for replacements up to two higher grades in the General Services –
 - (i) such replacements should be restricted to grades in the same hierarchy/cadre;
 - (ii) the replacements should, as far as possible, be on the basis of seniority;
 - (iii) the prior approval of this Ministry should imperatively be sought before the officer is required to perform higher duties and the latter should be informed, in writing, of any decision of this Ministry on the matter; and
 - (iv) recommendations for replacements up to two higher grades should be for short periods not exceeding 30 days.
4. It would be appreciated if the contents of this Circular Note could be brought to the attention of all officers concerned.


(P. Jugroo)
Supervising Officer

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

cc: circular/secretary