



Ministry of Civil Service and Administrative Reforms

Date: 09 March 2010

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 13 of 2010

E/330/6/03

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Responsible Officers of Ministries/Departments
Island Chief Executive, Rodrigues

Schemes of Service

The Ministry of Civil Service and Administrative Reforms is putting considerable efforts to streamline procedures for the prescription of schemes of service in order to reduce the delay in the processing time. In this context, the Ministry has prepared a template as per annexed proforma to be submitted henceforth by all Ministries/Departments when reviewing schemes of service.

2. Please note that submissions not made on the lines of the template will not be considered by this Ministry.
3. Responsible Officers are reminded that where the schemes of service for certain grades are being processed by the Ministry of Civil Service and Administrative Reforms, the schemes of service for all the grades in the cadre, that need to be amended, should be submitted for processing concurrently. This will enable objective consideration of same by this Ministry.
4. Responsible Officers are requested to submit their proposals in both hard and soft copies.
5. I rely on your usual co-operation.

(S. Seebaluck)

Senior Chief Executive

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

SCHEME OF SERVICE FOR THE POST OF
 MINISTRY/DEPARTMENT:.....

Existing Scheme of Service *	Proposed Scheme of Service	REMARKS
<u>Ministry/Department:</u> i <u>PEI</u> <u>Effective Date:</u> <u>Qualifications:</u> iii	<u>Ministry/Department:</u> <u>Post:</u> <u>Salary:</u> <u>Effective Date:</u> <u>Qualifications:</u> <u>Role and Responsibilities:**</u> <u>Date:</u>	i) Give full justifications in respect of all amendments proposed ii) State relevant Policy decision/Government decision/recommendations of PRB Report 2015/146 and Errors, Omissions and Clarifications Report iii) In respect of new posts, state when posts have been created

- (i) * This part will not be applicable for new posts
- (ii) ** The item "Role and Responsibilities" is to be included for posts at from mid management level and above
- (iii) According to the current policy, the clause "priority of consideration" and "first intake note" should never be included
- (iv) You are requested to forward your submissions both in hard and soft copies. The soft copies should be sent at the following address "mesarios@mail.gov.ms"