



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

29 November 2012

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 67 of 2012

E/330/6/03/01

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

To: Supervising Officers i/c Ministries/Departments
Island Chief Executive

Streamlining of Procedures and Consolidation of Schemes of Service

The existing procedures for the prescription of Schemes of Service comprise a series of elaborate steps as set out in the Human Resource Management Manual and as such, the prescription exercise turns out to be a time consuming one. This often results in unnecessary delays in the prescription of Schemes of Service which inevitably cause prejudice to both the organisation and the employees concerned.

2. With a view to reducing the processing time, procedures have been reviewed and the steps for the prescription of a Scheme of Service will henceforth be as follows:

- (i) a Responsible Officer, after seeking the agreement of his Minister, should consult the appropriate Staff Association and the Federations of Unions for their views and comments on the draft proposed Scheme of Service. The latter should be given up to **15 days** to respond. An advance copy of the proposed scheme of service should be forwarded to the Ministry of Civil Service and Administrative Reforms. The Ministry/Department is also required to concurrently consult the Pay Research Bureau for salary grading in respect of new posts or for any proposed amendment which may have a bearing on the salary grading of the post;
- (ii) the Ministry/Department will henceforth have five days from the deadline set for the Unions and Federations of Unions to consider the views/comments from the Staff Side (i.e Unions and Federations of Unions) and to submit the proposed Scheme of Service to the Ministry of Civil Service and Administrative Reforms for consideration along with the views and comments received;

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- (iii) should there be a need for further clarification, this will be dealt with by the Ministry of Civil Service and Administrative Reforms through direct discussions and meetings with those concerned;
- (iv) within five days from the date the draft is finalised, the proposed Scheme of Service will be forwarded to the appropriate Service Commission for consideration and agreement; and
- (v) where the agreement of the appropriate Service Commission has been obtained, the Scheme of Service will be prescribed in its official form without delay.

3. You may also note that so far, the normal practice has been to prescribe a Scheme of Service for each grade on the establishment of a Ministry/Department. In order to reduce considerably the number of Schemes of Service in the Public Service, this Ministry has decided to consolidate schemes of service such that there will be one or two Schemes of Service for the various grades in a particular hierarchical structure having common duties and responsibilities and requiring similar level of skills and competencies. Responsible Officers are therefore advised to initiate action for the consolidation of Schemes of Service for such grades, where appropriate, including those grades that have been merged as per the recommendations of the Pay Research Bureau Report 2013.

4. Moreover, with a view to further reducing the time taken for the prescription of Schemes of Service, this Ministry is presently working on a project for the submission and processing of proposed Schemes of Service to be effected through an e-platform. You will be advised of developments in due course.

5. Proposed Schemes of Service should be submitted in the usual format, in both soft and hard copies.

6. I rely on your usual collaboration and look forward to timely action, as appropriate, at your end.



S. Seebaluck
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission*

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