



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

06 September 2013

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 59 of 2013
E/160/2/44/03/03

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


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

Human Resource (HR) Proposals
Programme-Based Budget (PBB) 2014 – 2016

You are kindly requested to submit to the Ministry of Civil Service and Administrative Reforms by Tuesday 24 September 2013 your Human Resource (HR) Proposals for the Programme - Based Budget (PBB) 2014-2016 exercise.

2. HR Proposals should be made taking into consideration the contents of Circular No. 12 of 2013, including the annexes, issued by the Ministry of Finance and Economic Development (MOFED) on 30 August 2013.
3. Following the publication of the Pay Research Bureau Report 2013 and the Errors, Omissions and Anomalies Committee Report 2013, arrangements should be made for all new posts to be reflected in the Programme-Based Budget (PBB) 2014 – 2016 as these new posts have already been established in the Civil Establishment Order 2013.
4. As for the previous years, the HR Proposals (PBB 2014) should, as a general rule, not include requests for new posts unless already approved by Government. Requests for additional posts will not be entertained except in specific cases and supported by sound justifications.
5. HR proposals should be made in the format at Annexes I and II of this Circular. Your proposals should be submitted in both hard and soft copies to the MCSAR, duly signed by Heads of Ministries/Departments with copy to the relevant Sector Ministry Support Teams of the MOFED. In this connection, you may stand guided by Annex III (Notes for Guidance) provided to assist in the filling of the relevant Forms.

6. As regards the grades mentioned at Annex IV, Ministries/Departments should submit any request for such posts to the parent Ministry/Department concerned and obtain its approval after a proper assessment as to whether the requests made are in line with paragraphs 2 and 3 above before including in the HR proposals.
7. Information on contractual staff, casual workers and other categories of staff not on the permanent establishment (such as Service to Mauritius, staff under capacity building, staff on demand/sessional basis, among others) should be provided as per proforma at Annex V.
8. The underlying principles in this Circular should also be complied with by Parastatal Organisations, Local Authorities and the Rodrigues Regional Assembly in determining their HR requirements for PBB 2014-2016. You are kindly requested to inform the organisations which fall under the purview of your Ministry, accordingly.
9. The following HR Team Members are available for any additional information or clarification you may require -
- Mrs S.Y Li Ching Mee, Manager, Human Resources (phone no. 2012648, e-mail sli-ching-mee@mail.gov.mu)
 - Mrs P. Gokhool, Senior Human Resource Executive (phone no. 201 2200 , e-mail pgokhool@mail.gov.mu)
 - Mrs R. Shibdat, Office Management Assistant (phone no. 201 1418 , e-mail rshibdat@mail.gov.mu)
8. This Circular Letter may be downloaded from the website of the MCSAR at <http://civilservice.gov.mu>. For practical reasons, all annexes should be downloaded from this Ministry's website.
9. We rely on your usual co-operation for the good conduct of the exercise and for the date limit set to be respected.


(S. Seebaluck)
Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service
Chairperson, Public Bodies Appeal Tribunal
Secretary, Public Service Commission