



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

15 November 2013

Ministry of Civil Service and Administrative Reforms

Circular Letter No.79 of 2013

E/330/6/03/01

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

To: Supervising Officers in Charge of Ministries/Departments

Review of Schemes of Service in the Wake of the PRB Report and EOAC Report 2013

Please refer to this Ministry's Circular Letter No. 66 of 2012 dated 29 November, 2012 inviting Ministries/Departments to ensure that appropriate and immediate action is initiated with regard to the framing of schemes of service in respect of new grades and amendments that are necessary to existing ones following recommendations made by the PRB in its 2013 Report. Some guidelines were also given with a view to facilitating the drafting of schemes of service.

2. Despite several guidelines and templates issued in the past, it is observed that schemes of service that are submitted to this Ministry are in many cases not drafted in line with the guidelines issued which leads to unnecessary and lengthy exchange of correspondence. This impacts on the time frame for the prescription of a scheme of service. It is also noted with concern that, as requested in this Ministry's Circular Note No. 19 of 2012 dated 29 October, 2012 and reiterated to Officers-in-Charge of HR Sections by way of e-mail and meetings, a number of organizations have not yet submitted the complete list of schemes of service that need to be framed/reviewed.

3. This Ministry has recently issued a Handbook (copy enclosed) to enable the correct drafting of schemes of service. Additional copies are available on request at the HRM Section of this Ministry and the contact person is Mrs. Linda Cheung, Assistant Manager, Human Resources on Telephone No. 201-1034.

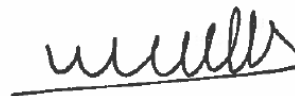
/2...

4. In order to avoid unnecessary delays in the filling of vacancies, Ministries/Departments are strongly advised that action be initiated forthwith to ensure that:

- (i) all new schemes of service as recommended in the PRB and EOAC Reports 2013 have been worked out;
- (ii) outdated schemes of service be identified and reviewed immediately to reflect the actual requirements of the posts;
- (iii) schemes of service that need to be reviewed/amended in the light of new recommendations, be processed;
- (iv) all posts including those in the workmen's class (e.g. General Worker, Handy Worker) do have a prescribed scheme of service and if not, to initiate immediate action accordingly.

5. As regards Parastatal and other Statutory Bodies, the approval of schemes of service rests with the respective Board which, in accordance with the relevant Act, is responsible for recruitment and promotion on such terms and conditions as approved by it. Such Bodies are requested to follow procedures for prescription of schemes of service including those for salary grading and framing of schemes of service for new posts, as set out at Section 6 of the Handbook which is available on this Ministry's website <http://civilservice.gov.mu>.

6. Supervising Officers are requested to bring the contents of this Circular Letter to the attention of all officers concerned and of Parastatal and other Statutory Bodies falling under the aegis of their respective Ministries and to ensure compliance therewith.



(S. Seebaluck)

Senior Chief Executive

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