

28 June 2010

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 31 of 2010**  
**E/160/2/44/03**

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

**To:** Supervising Officers i/c Ministries and Departments

**Human Resource Proposals – Estimates 2011 - 2013**

In the context of the preparation of the 2011/2013 Estimates, you are invited to submit your Human Resource Proposals on the basis of Programme-Based Budgets for the following fiscal periods –

- January to December 2011
- January to December 2012 (*indicative*)
- January to December 2013 (*indicative*)

2. You are requested to ensure that your Human Resource Proposals are linked to Programmes and Sub-Programmes under your responsibility, in line with Programme-Based Budgeting. In this connection, you are kindly requested to adhere to the Guidelines at **Annex I** and to the following principles while submitting your Human Resource Proposals:-

A. **Creation of New Posts**

The creation of new posts has to be examined critically and full justifications should be submitted as to their relevance and impact on the expected services (outputs)

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under the relevant Programmes and Sub-Programmes. Please refer to paragraph 2 of the attached Guidelines at **Annex I** regarding the criteria for creation of new posts. Proposals for creation of new posts should be submitted along the lines of proforma at **Annex III**.

B. **Creation of Additional Posts**

Requests for additional posts should clearly indicate how the additional resources would contribute towards the achievement of the priority objectives and services (outputs) under any particular Programme or Sub-Programme. Please refer to paragraph 3 of the attached Guidelines at **Annex I** regarding the criteria for creation of additional posts. Proposals for creation of additional posts should be submitted along the lines of proforma at **Annex IV**;

C. **Filling of vacancies**

The relevance of existing unfilled posts on the establishment of your Ministry/ Department under the relevant Programmes or Sub-Programmes must be reassessed based on priority objectives, services (outputs) and service standards (performance indicators) under the Programme-Based Budget. Please refer to paragraph 4 of the attached Guidelines at **Annex I** regarding the conditions for filling of vacancies. Consideration should be given for the filling of the vacancies after all the possibilities listed at paragraph 4 (b) of the Guidelines at **Annex I** to this Circular Letter have been exhausted. Thus, for all vacant posts, Supervising Officers should indicate the year in which they have become vacant and how the associated tasks are being handled. As a general rule, vacant posts which have remained unfilled for the last three years and which do not contribute to any Programme or Sub-Programme should be listed for abolition. Proposals for filling of vacancies should be submitted on the lines of the proforma at **Annex V**; and

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**D. Restyling of Posts**

The attention of this Ministry has been drawn to the need for ensuring that the title of posts is gender neutral. You should, therefore, go through the title of posts on your establishment and take action, as necessary, for the restyling of posts. Proposals for restyling and proposals for reduction/abolition/transfer of posts should be submitted on the lines of the proforma at **Annexes VI and VII** respectively. A recapitulation of all proposals made (creation of new/additional posts, filling of vacancies, abolition and transfer) together with the additional annual costs involved should be submitted on the lines of proforma at **Annex VIII**.

3. While preparing your submission for your Human Resource Proposals, you have to ensure compliance with the Guidelines set out in **Annex 1** to this Circular Letter, in particular, careful consideration be given to the possibilities listed at paragraph 2(d) of **Annex 1**.

4. Since appointment has already been made to the new grades of Officer, Senior Officer and Office Management Executive, Supervising Officers are kindly requested to indicate the number of posts in each of the three grades mentioned above which should appear on the establishment of their respective Ministries/Departments and the corresponding reduction in the number of posts in the respective existing grades of Clerical Officer/Higher Clerical Officer, Word Processing Operator, Executive Officer and Office Superintendent.

5. To facilitate the analysis of information submitted by Ministries/Departments and enable a smooth implementation of the exercise, Ministries and Departments have been grouped into three Groups (A, B and C) based on the number of posts on their establishment, as per **Annex II**. Ministries/Departments are requested to forward their Human Resource Proposals in a staggered manner with different date limits for the respective groups as follows:

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- Group A (up to 200 officers) - 9 July 2010
- Group B (up to 500 officers) - 16 July 2010
- Group C (above 500 officers) - 23 July 2010

6. Proposals should be submitted both in hard and soft copies to this Ministry on relevant forms (**Annexes III to IX**) by the date specified above, with copy to the relevant Sector Ministry Support Teams of the Ministry of Finance and Economic Development as per **Annex X**.
7. You may wish to contact Mrs. N. G. P. Lam Hang, Ag Manager, Human Resources (on phone no. 201 3898 or e-mail - [nlamhang@mail.gov.mu](mailto:nlamhang@mail.gov.mu)) for any additional information or query.
8. The Circular Letter may be downloaded from this Ministry's website at **<http://civilservice.gov.mu>**
9. We rely on your usual cooperation 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  
Financial Secretary