

11 December 2006

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 51 of 2006
E/160/2/44 V5

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Establishment Proposals – Estimates 2007/2008

In the context of the preparation of the 2007/2008 Estimates, Supervising Officers of Ministries and Departments are invited to work out and submit their Establishment Proposals to this Ministry. You are requested to be guided by the contents of Ministry of Finance and Economic Development Letter (CF/PUB/FIN/A/88), dated 10 November 2006, on Budget Formulation Process 2007/2008 – 2009/2010, whereby the guiding principles for budget preparation would be around the Medium Terms Expenditure Framework.

2. The determination of the human resource needs of an organisation is an important management function which should involve all officers having managerial and supervisory roles and responsibilities in the organisation. Such needs should therefore be critically examined before the submission of proposals to this Ministry. In addition, proposals for the filling of existing vacancies should be made only on the basis of an urgent need for the filling of such vacancies. Reasons for non filling of vacancies should also be given.

3. You have to ensure that your establishment proposals are in line with Government Policy and comply with the Guidelines set out in the Annex. In particular, you should ensure that:

- (i) careful consideration is given to the possibilities listed at paragraph 2(d) of the annex; and
- (ii) they are within the ceilings set out by the Ministry of Finance and Economic Development.

4. Your proposals, together with the lists of vacancies in existing grades and in new and additional posts required, should be submitted both in hard and soft copies to this Ministry on the appropriate Establishment Forms, and as per Formats at Appendices, by **Monday 15 January 2007 at latest.**

5. The Guidelines annexed to this Circular may be downloaded from this Ministry's Website at **<http://civilservice.gov.mu>**.

6. We rely on your usual cooperation for the formulation of sound establishment proposals.

(P. Jhugroo)
Supervising Officer

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