

**Ref: E109/107/94**

**Mr/Mrs  
Secretary General/Head of Office  
Department of .....**

**27 March 2009**

**Implementation of Savings Measures on Public Service Numbers**

**Dear.....**

1. I refer to the Government decision arising from the Memoranda for the Government **on the above matter**.
2. I am to direct that, with effect from the date of this letter to end 2010, no public service post, however arising, may be filled by recruitment, promotion, nor payment of an allowance for the performance of duties at a higher grade. Therefore when vacancies arise Departments/agencies etc must reallocate or reorganise work or staff accordingly. Any exceptions to this principle, which will arise in very limited circumstances only, require the prior sanction of the Minister for Finance. The decision also applies to temporary appointments on a fixed-term basis and to the renewal of such contracts.
3. The Minister may sanction the filling of posts through the redeployment of staff of the same or equivalent grade from another Department/Office or public body. Secretaries General and Heads of Office must ensure that their Departments and Offices (and, where relevant, bodies under the aegis of their Department/Office) comply fully and expeditiously with all requests and directions from the Minister for Finance in relation to the redeployment of staff. Arrangements for consultations with staff representatives on redeployment will be the subject of separate correspondence with your Department
4. From the date of this letter, all existing delegated sanctions in relation to staff numbers, grading, promotions, recruitment and related issues are withdrawn both in relation to your Department/Office and bodies under the aegis of your Department/Office.
5. No offers of appointment, promotion or allowance for the performance of duties of a higher grade may be made from the date of this letter without the approval of the Minister for Finance (any such offer in progress should not proceed without the express approval of this Department). Any competitions/promotions currently in progress should not proceed further without the express sanction of this Department.
6. As the Government Decision comprehends the wider public service , you should communicate this direction immediately to all relevant bodies under the aegis of your Department/Office, and send a copy of your direction to the relevant Vote Section of this Department.

7 New authorised staffing complements will be determined by Government in the light of any recommendations of the Special Group on Numbers and Public Expenditure, and communicated in due course.

**Yours sincerely**

**Donal McNally  
Second Secretary General  
Sectoral Policy Division**