



Republic of Mauritius

**REVIEW OF PAY AND GRADING STRUCTURES  
AND CONDITIONS OF SERVICE IN THE PUBLIC SECTOR**

*(Civil Service, Parastatal and Other Statutory Bodies,  
Local Authorities and Rodrigues Regional Assembly)*

**and THE PRIVATE SECONDARY SCHOOLS**

**PRB**  
REPORT 2016



VOLUME  
**2**  
PART I

**CIVIL SERVICE**

**PAY RESEARCH BUREAU**  
MARCH 2016



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**Volume 2**

**Part I**

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**THIS PART IS A CONTINUATION**

**OF**

**VOLUME 1**





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## CIVIL SERVICE

### INTRODUCTION

1. Volume 2 – Part I describes the orientation of Ministries/Departments and other Divisions in the Civil Service to achieve their respective mandate. It reports upon the pay and grading structures, specific conditions of service and organisational redesign which is fundamental for an effective service delivery. This volume is an integral part of Volume 1.
2. The Civil Service is the administrative arm of Government and comprises Ministries/Departments which have specific functions. The Civil Service has evolved as a modern and professional democratic institution built on the principles of value-based ethics, enlightened leadership and human quality development policies. The main functions of the Civil Service, among others, are to assist government in formulation of public policy; ensure that policy is carried out efficiently and effectively and more importantly provide quality service to the public. Generally, the Civil Service has a hierarchical structure with well-defined reporting lines and level of responsibilities.
3. The Civil Service comprises mainly 25 Ministries and other Departments. It is headed by the Secretary to Cabinet and Head of the Civil Service who is the chief adviser to the Prime Minister on civil service and other related matters. He is responsible to ensure that the Civil Service serves the best interests of citizens and other stakeholders and delivers its various services in a trustworthy, efficient and cost effective and timely manner. The administrative, professional, technical cadres and General Services grades englobes about 1300 grades.
4. The core values of the Civil Service, which all civil servants are expected to share and uphold are:
  - (i) honesty and integrity and devotion to service the population in an unbiased manner;
  - (ii) accountability for decisions and actions;
  - (iii) impartiality in the execution of public functions; and
  - (iv) dedication, professionalism and diligence in serving the people.
5. The guiding philosophy of this pay review in the Civil Service and other organisations has been to evolve a remuneration package linked to the simplification of structures, providing career progression and earnings, inculcation of a result oriented culture, assimilation of technology and capacity building, while keeping in view the affordability of government to pay and social acceptability. The challenge in this report is to develop a complete new civil service that is geared and tailored to meet different cultural, political and social environments. On the other hand, the Civil Service should be sufficiently attractive to enable the recruitment of qualified people

in traditional and emerging salaries and to retain and motivate them while ensuring that they will carry out their duties with commitment and integrity.

6. This volume gives an overview of the respective vision, mission and objectives of each institution of the Civil Service; their organisation structure, pay and grading structures and specific conditions for their needs and reflective specifications.
7. This volume also makes emphasis on an array of measures which have been recommended to meet the set objectives of transforming public sector organisations. Some of the measures include reduction of layers, restyling of grades to reflect the core duties and merging of grades where there is considerable overlapping of duties with the consent of stakeholders to facilitate decision-making, and upgrading of post/pay scales to reflect changes in qualifications, duties and responsibilities devolving upon incumbents.
8. As in previous Reports, the Ministries and Departments are presented as shown in the Estimates 2015 - 2016. Recommendations on organisation and pay structures as well as specific conditions are made under the relevant Ministry/Department. The various grades are presented in the salary schedule in descending order and to the extent possible in their respective hierarchy. Specific recommendations on the Workmen's Group are made at Chapter 40. The pay recommendations for these categories of workers are made under the respective Ministry/Department.
9. The salary code used in respect of each grade comprises eight digits: 1<sup>st</sup> two digits refer to the broad occupational grouping; 2<sup>nd</sup> and 3<sup>rd</sup> three digits indicate the initial and the top salary points as numbered in the master salary conversion table. In case of flat salaries, "000" is used in lieu of the second three digits.
10. We underline herewith that **the Report is a holistic document and has to be treated as an organic whole since all the recommendations (salary, conditions of service and benefits) contained therein are inextricably inter-twined** and have a financial bearing directly or indirectly.

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## 1. OFFICE OF THE PRESIDENT

- 1.1 The Office of the President is established under the Constitution of Mauritius to assist the President of the Republic in her duties to preserve, protect and defend the Constitution and promote National Unity. Its vision is to have a country where the rights of every citizen are respected according to the Constitution and vulgarising the Mauritian Republic as a nation.
- 1.2 The objectives of the Office of the President are, among others, to: issue the writ of Elections; organise the protocol to put in place a Government of the day and the Leader of the Opposition; hold activities/functions which bring together all the different communities of the country and other islands; and organise functions to receive dignitaries of the level of Head of States.
- 1.3 The overall administration of the Office rests upon the Secretary to the President. He is assisted in his tasks by officers of the Administrative cadre, General Services and other specific grades.
- 1.4 In the context of this Review, representation has been made for upgrading the salary of the grade of Secretary to the President. During consultation, Management was informed that salaries of Chief Executives would be examined horizontally taking into consideration, amongst others, the relative levels of responsibility, accountabilities and scope of activities.

### Secretary to the President

- 1.5 Provisions exist to assign the duties of Secretary to the President to a Permanent Secretary who would, *inter alia*, advise the President in carrying out her constitutional/official obligations and be responsible for the overall day-to-day administration of the Office of the President. **This arrangement is being maintained.**

### OFFICE OF THE PRESIDENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Secretary to the President
08 061 075	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Personal Secretary

Salary Code	Salary Scale and Grade
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Maintenance Officer
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Maintenance Officer
11 050 070	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Household Supervisor
24 044 070	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Chef
24 033 065	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Assistant Chef (Roster)
11 036 059	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Housekeeper
24 036 056	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Senior Field Supervisor
24 030 055	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Chauffeur
22 022 055	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Telephonist (Shift)
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Butler

Salary Code	Salary Scale and Grade
24 030 053	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Senior Household Attendant
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Household Attendant (Roster)
11 023 053	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Housekeeper's Assistant
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Gardener/Nursery Attendant Personal Attendant
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Senior Gardener/Nursery Attendant
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

Salary Code	Salary Scale and Grade
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Caretaker Laundry Attendant Sanitary Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 2. OFFICE OF THE VICE PRESIDENT

- 2.1 The Office of the Vice-President is established under the Constitution of Mauritius, to provide round the clock support to the Vice-President of the Republic. It is responsible, among others, for the communication of the Vice-President; planning and arrangement for the reception of visitors; organising and preparing the time schedule as well as ensuring the security of the Vice-President.
- 2.2 An Officer-in-Charge is responsible for the day to day running of the Office. He is supported in the discharge of his duties by staff belonging to the General Services and those of the Workmen's group.
- 2.3 In the context of this Review, representation has been made for revision of the monthly ad hoc allowance payable to the Office Management Executive who has been assigned the duties of Officer-in-Charge.
- 2.4 The Bureau has taken note of the proposal and is maintaining the present structure.

### OFFICE OF THE VICE PRESIDENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 061 075	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Personal Secretary
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Butler
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 024 050	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575</b> Cook (Roster)
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Household Attendant (Roster)



Salary Code	Salary Scale and Grade
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –20050</b> Gardener/Nursery Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 –10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### 3. NATIONAL ASSEMBLY

- 3.1 The National Assembly together with the President of the Republic of Mauritius is a parliamentary institution which plays a critical role in ensuring democracy. Its main functions comprise the enactment of laws, controlling the finances of the State, debate on government policy and scrutiny of the actions of Government and the Ministries.
- 3.2 Its objectives are, among others, to: keep under continuous review the parliamentary service with a view to enabling members of Parliament to discharge their duties in the best of conditions; and interact with the Parliaments of the rest of the world in order to enhance the democratic principles. The mission of the National Assembly relates to ensuring that the best interests of the Nation are served.
- 3.3 The Assembly operates under five functional units namely: Hansard; Pre Press; Parliamentary ICT; Information; and Overseas Service, Protocol and Communications. Each Unit has its own specificity and contribution towards the achievement of the objectives of the National Assembly.
- 3.4 The National Assembly is under the administrative responsibility of the Clerk who is assisted in the discharge of her duties by a complement of staff comprising professionals, technical, general services and other supporting grades.
- 3.5 In the context of this Review, the main representations from the official and the staff side pertained to: amendment of scheme of service; upgrading of salaries; and creation of additional levels.
- 3.6 During consultations, stakeholders were apprised that Management should consider all possible implications before proceeding with any amendment in the scheme of service of a grade. It was also highlighted that grades which are urgently needed would be graded by the Bureau on an adhoc basis well before and even after the publication of the Report once establishment and financial clearances are obtained and the proposed scheme of service is in order. As regards upgrading of salaries, parties were informed that this request would be considered on the basis of fresh information from the job description questionnaires and job evaluation exercise. To address issues relating to HR, it is recommended that Management should conduct a Human Resource Planning exercise to identify the need for HR requirements and to prompt appropriate remedial measures.
- 3.7 Each submission has been scrupulously examined. With a view to enhancing the smooth functioning of the Hansard Unit, we are reinforcing its structure by providing an additional level as well as making provision for the conduct of a health surveillance for officers of the Hansard Reporter and Sub Editor Cadre. We are also revising the robing allowance and restyling grades in the Parliamentary ICT Unit.

**Assistant Hansard Editor (New Grade)**

- 3.8 One of the core responsibilities of the Hansard Unit is to produce and make the proceedings of Parliamentary Sittings and Committees available online within 24 hours after adjournment of the sittings. The tight time schedule for the delivery of these debates places constant pressure on the officers of the unit especially as the verbatim reports have to be edited several times by officers at various levels prior to their release. Other important responsibilities of the unit comprise, among others, the production of archival versions of Hansard. Further, with the digitization process new responsibilities have arisen and the scope of the functions has been widened. On this basis, Management as well as the staff side have requested for additional levels to be created to reinforce the unit so as to be able to cope with the exigencies of the institution. The Bureau has examined the matter at length and considers that there are valid grounds for the creation of a level of Assistant Hansard Editor and we are recommending accordingly.

**Recommendation 1**

- 3.9 **We recommend the creation of a grade of Assistant Hansard Editor. Appointment thereto should be made by selection from candidates possessing a joint degree in English and French or an equivalent qualification and who reckon at least two years' experience in editing.**
- 3.10 Incumbent would, *inter alia*, assist the Hansard Editor in editorial duties and proof-reading of Hansards, monitor and follow up of updated and revised versions of Hansard; review Hansard policies, practices and procedures; identify issues and factors that may arise with regard to the production of verbatim reports in view of initiating appropriate measures and setting up of action plans and provide appropriate coaching to the Reporter's cadre.

**Hansard Editor**

- 3.11 Pursuant to the creation of the grade of Assistant Hansard Editor, the entry requirements for the grade of Hansard Editor have changed. There is, therefore, need to bring consequential changes in the scheme of service of the grade.

**Recommendation 2**

- 3.12 **We recommend that, henceforth, the grade of Hansard Editor should be filled by promotion, on the basis of experience and merit, of incumbents in the grade of Assistant Hansard Editor reckoning at least three years' service in a substantive capacity in the grade.**

## Specific Conditions of Service

### Health Surveillance

- 3.13 Representations were received from the staff side that in view of the nature of duties performed by the officers of the Hansard Reporter and Sub Editor cadre, they are prone to be affected by computer vision syndrome; suffer from strain injuries and other painful conditions affecting muscles and tendons. The Bureau carried out a site visit at the National Assembly whereupon it was observed that the officers work from small and stuffy cubicles. Further, they are also required to continually wear earphones as well as view screens of their monitor throughout the day. As these conditions may be detrimental to their health, we are making appropriate recommendation for the health surveillance of these officers.

### Recommendation 3

- 3.14 **We recommend that the National Assembly should make arrangement with the Occupational Safety and Health Unit of the MCSAR to have regular occupational safety and health audits so as to identify any risk to safety and health for the officers concerned and to subsequently recommend remedial measures. The National Assembly should also consider the advisability to arrange with the Health Authorities for a medical surveillance for the officers of the Hansard Unit.**

### Time Off/Overtime Allowance to officers in the grades of the Hansard Unit

- 3.15 Officers in the grades of the Hansard Unit are presently granted time off or paid overtime whenever they are called upon to work outside their normal working hours during parliamentary sittings. This provision is being maintained.

### Recommendation 4

- 3.16 **We recommend that the Hansard Editor, Assistant Hansard Editor and officers of the Hansard Reporter and Sub Editor cadre should continue to be granted time off or paid overtime for work performed outside normal working hours.**

### Staggered Hours

- 3.17 The Hansard Editor and Assistant Hansard Editor as well as officers in the grades of Assistant Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, and Chief Hansard Reporter and Sub Editor would be required to work at staggered hours. **This element has been taken into account in the determination of the salaries of the relevant grades.**

### Robing Allowance

- 3.18 As per existing provision, the Clerk of the National Assembly, Deputy Clerk and Clerk Assistants, National Assembly are eligible for a Robing Allowance of Rs 4800 yearly. We are maintaining this provision.

**Recommendation 5**

- 3.19 We recommend that the Clerk of the National Assembly, Deputy Clerk and Clerk Assistants, National Assembly should continue to be paid a Robing Allowance of Rs 4800 yearly.**

**Parliamentary ICT Unit**

- 3.20 The Parliamentary ICT Unit of the National Assembly comprises a four-level structure, headed by the Parliamentary ICT Manager.
- 3.21 The grades of Parliamentary ICT Officer, ICT Support Officer and IT and Audio Visual Operator were created in the EOAC Report, following which a few inconsistencies were noted in either the qualification requirements or job title or salary granted to the grades. We are making provisions to address these inconsistencies.

**Parliamentary ICT Support Officer, *formerly ICT Support Officer***

- 3.22 At present, the qualification requirements of the grade of ICT Support Officer are a Higher School Certificate, a Certificate in Information Technology or Computer Studies and candidates should be A+ Certified and reckon practical experience in Computer Operations. The Bureau considers that these requirements are not in consonance with the duties and responsibilities devolving upon the grade. Moreover, the appellation should be reviewed as there is already a grade of ICT Support Officer at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, where the qualification requirements and duties are different. In this context, we are restyling the grade and reviewing the qualification requirements.

**Recommendation 6**

- 3.23 We recommend that the grade of ICT Support Officer on the establishment of the National Assembly be restyled Parliamentary ICT Support Officer. Appointment thereto should be made from among candidates possessing a Cambridge Higher School Certificate, a Certificate in Information Technology or Computer Studies and at least six months practical experience in Computer Operations.**
- 3.24 The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

**Parliamentary ICT Officer**

- 3.25 The recommended qualification requirements of the grade of Parliamentary ICT Officer, as per the EOAC Report, are a degree in Computer Science /Computer Engineering/ Information Systems/ Information Technology/ Software Engineering or any degree the major part of which should be Computer Science/ Computer Engineering/ Information Systems/Information Technology/Software Engineering from a recognised institution and at least two years' experience in Networking, Application and Database Design as well as possessing knowledge in Sound/Video

ICT Architecture and Operation of multi-user systems and be conversant with audio recording and voice-to-text technologies.

- 3.26 The Bureau has noted that the salary granted to the grade does not reflect the qualifications requirements, which in turn do not match the level of duties and responsibilities devolving upon incumbent. Furthermore, we consider that the requirement for potential candidates to possess knowledge in sound/video ICT Architecture and operation of multi-user systems and be conversant with audio recording and voice-to-text technologies, may lead to recruitment difficulties. In this context, we are revisiting the qualification requirements of the grade.

### **Recommendation 7**

- 3.27 **We recommend that appointment to the grade of Parliamentary ICT Officer should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering or in a related relevant field and reckoning at least two years' experience in networking, application and database design.**
- 3.28 Management may provide the appropriate on-the-job training in sound/video ICT Architecture, multi-user systems and audio recording and voice-to-text technologies to incumbent during his/her period of temporary appointment.
- 3.29 **The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

### **Audio Visual Operator**

#### ***formerly IT and Audio Visual Operator***

- 3.30 The grade of IT and Audio Visual Operator was created in the EOAC Report where it was recommended that appointment thereto be made by selection from among candidates possessing a Cambridge School Certificate, a Certificate in IT, who are A+ Certified and also reckon basic audio knowledge along with at least three years' experience in the operation of IT and audio equipment.
- 3.31 After examination, the Bureau has noted that the recommended qualification requirements and salary are not in consonance with the level of duties. This mismatch is being addressed in this Report. We are also restyling the grade to a more appropriate appellation to reflect the true nature of duties performed.

### **Recommendation 8**

- 3.32 **We recommend that the grade of IT and Audio Visual Operator be restyled Audio Visual Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate, and a Certificate of Proficiency in IT as well as reckoning at least two years' experience in operation of audio visual equipment.**

- 3.33 The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

### **Specific Condition of Service**

#### **Health Surveillance**

- 3.34** Employees in IT grades at the National Assembly are required to work on a computer screen for most of their time, which may be detrimental to their eyesight. In this context, we deem it imperative for the officers concerned to undergo regular medical check ups. We are making a recommendation to that effect.

### **Recommendation 9**

- 3.35** We recommend that Management of the National Assembly should make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a medical surveillance, including regular health check ups, free of charge.

## **NATIONAL ASSEMBLY**

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 106	<b>Rs 122000</b> Clerk of the National Assembly
02 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Clerk, National Assembly
02 061 085	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Clerk Assistant, National Assembly
04 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Parliamentary ICT Manager
04 057 081	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Deputy Parliamentary ICT Manager

Salary Code	Salary Scale and Grade
05 068 089	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Parliamentary Librarian and Information Officer
05 057 081	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Parliamentary Librarian and Information Officer
05 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Library Officer
16 037 061	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Pre-Press Officer
08 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Hansard Editor
08 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Hansard Editor (New Grade)
08 064 077	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Chief Hansard Reporter and Sub Editor
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Hansard Reporter and Sub Editor
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Hansard Reporter and Sub Editor
08 027 062	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Hansard Reporter and Sub Editor



Salary Code	Salary Scale and Grade
04 045 073	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Parliamentary ICT Officer
04 028 062	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Parliamentary ICT Support Officer <i>formerly ICT Support Officer</i>
10 023 058	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Audio Visual Operator <i>formerly IT and Audio Visual Operator</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Library Attendant/Senior Library Attendant <i>formerly Library Attendant</i>

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#### 4. ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION

- 4.1 The Electoral Boundaries Commission (EBC) and Electoral Supervisory Commission (ESC), are independent bodies which work in close collaboration with the Electoral Commissioner's Office to assist in conducting free and fair elections in Mauritius and Rodrigues.
- 4.2 While the constituencies and their boundaries are delimited and reviewed according to established norms by EBC, the ESC on its part has the general responsibility for, supervising the registration of electors and conduct of elections.
- 4.3 Each of the Commissions consists of a Chairman and not less than two or more than seven other members appointed by the President.

#### ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION SALARY SCHEDULE

Salary Code	Salary Scale and Grade
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200  Driver

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## 5. ELECTORAL COMMISSIONER'S OFFICE

- 5.1. The Electoral Commissioner's Office (ECO), by virtue of the constitution of the Republic of Mauritius and the Representation of the People Act, is responsible for the organisation of elections of members of the National Assembly, Rodrigues Regional Assembly, Local Government Council and By-Elections. It also carries annual house-to-house enquiries for the registration of electors both in Mauritius and its dependencies, at periods set out in a calendar under the Representation of the People Act in order to compile and update Registers of Electors.
- 5.2. The Electoral Commissioner is the accounting, administrative and technical head of the office. In the discharge of his responsibilities, the Electoral Commissioner is assisted in his tasks by officers of the Electoral Officer Cadre and those of the General Supporting Service. In times of election and for the registration of voters, public Election Officers and Registration Officers respectively.
- 5.3. In the context of this Report, officers of the Electoral Officer Cadre have made the following requests: upgrading of the qualification requirement of the grade of Electoral Officer; and the payment of an *adhoc* allowance to remunerate officers in the grades of Electoral Officer and Senior Electoral Officer for working excessively beyond normal working hours during pre-canvassing, canvassing and post canvassing periods for the conduct of House-to-House enquiry.
- 5.4. During consultation parties were apprised that request for the upgrading of qualifications is considered whenever there is an increase in job complexity that requires a matching higher qualification.
- 5.5. The organisation structure, which is fit for purpose, is being maintained while the existing allowance is being revised. We are also recommending the payment of an *adhoc* allowance to compensate the Electoral Officers and Senior Electoral Officer for working strenuously beyond normal working hours during the house to house enquiry.

### Electoral Commissioner

- 5.6. At present a pensionable allowance of Rs 12000 monthly is being paid to the Electoral Commissioner. **We are maintaining the quantum of the allowance thereof.**

### Allowance for registration of electors and compilation of Electoral Register

- 5.7. As per the Representation of the People Act, the Electoral Commissioners' Office conducts the house-to-house enquiry with a view to register electors and to update its Electoral Registers. The enquiry is normally carried out in the month of January/February but its preparation starts from the month of September of each preceding year.

- 5.8. It has been submitted that officers in the grades of Electoral Officer and Senior Electoral Officer are required, over and above their normal hours of work, to put an extra amount of approximately 200 hours of work during the house-to-house enquiry exercise. Tasks involved therein include, among others: review of registration and canvass areas; drafting of site plans of each canvass area; preparation of requisite for canvass, selection of staff; briefing of canvassers, monitoring of work, examination of data and preliminary reports. Hence representation has been made for the payment of an allowance to compensate these officers.
- 5.9. The Bureau views that there is some merit to compensate those officers who work strenuously beyond normal working hours during the targeted period of house to house enquiry. Therefore, we are making an appropriate recommendation in that respect.

### Recommendation 1

- 5.10. **We recommend the payment of an adhoc allowance of Rs 12000 to officers in the grades of Senior Electoral Officer and Electoral Officer for putting in a maximum of 200 extra hours of work beyond normal working hours during the whole house-to-house enquiry exercise for duties related to the registration of electors and the compilation of the Electoral Registers.**

### Hours of work

- 5.11. The Electoral Commissioner and officers in the grades of Chief Electoral Officer, Deputy Chief Electoral Officer, Principal Electoral Officer, Senior Electoral Officer and Electoral Officer are called upon to work at staggered hours. This pattern of work is being maintained and the Bureau has taken this element into account in the determination of the salaries of the relevant grades.

## ELECTORAL COMMISSIONER'S OFFICE SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 108	<b>Rs 152000</b> Electoral Commissioner (Personal)
18 000 102	<b>Rs 110000</b> Electoral Commissioner
18 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Chief Electoral Officer

Salary Code	Salary Scale and Grade
18 079 089	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Chief Electoral Officer
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Principal Electoral Officer
18 065 080	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Senior Electoral Officer
18 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Electoral Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 6. THE JUDICIARY

- 6.1 The administration of Justice in Mauritius has been conferred by the constitution upon the Judiciary, which at present, exercises its jurisdictions through the Supreme Court, the Intermediate Court, the Industrial Court, the District Courts, the Bail and Remand Court, the Criminal and Mediation Court, and the Commercial Court.
- 6.2 The Judiciary aims at maintaining an independent and competent judicial system which upholds the rule of law, safeguards the rights and freedom of the individual, and commands domestic and international confidence.
- 6.3 Being a Court of Equity, the Supreme Court is vested with the powers, authority and jurisdiction, among others, to administer justice and do all acts for the due execution of such equitable jurisdiction in all cases where no legal remedy is provided by any enactment; and hear and determine any complaint of a disciplinary nature in respect of the professional conduct of a law practitioner or a ministerial officer including a Land Surveyor.

### Structure of the Judiciary

- 6.4 At present, the Chief Justice is at the apex of the hierarchical structure of the Supreme Court which equally consists of the Senior Puisne Judge and such number of Puisne Judges as may be prescribed by Parliament. A Judge of the Supreme Court holds office until retirement at the age of 67 years.
- 6.5 The professional structure at the level of the Intermediate Court comprises the President, Vice-Presidents and Magistrates, whereas at the Industrial Court level, the President and Vice-Presidents are empowered to preside the respective Courts. At the level of District Courts, a Senior District Magistrate and District Magistrates perform the judicial functions.
- 6.6 Officers in the Court Officer cadre and Court Usher cadre are entrusted with the responsibility to provide the necessary back up at the technical support level to the professionals of the Judiciary in the discharge of their functions.

### Reforms in the Judiciary

- 6.7 In the context of the present review exercise, we have been given to understand that major reforms in the Judiciary is still underway. Pending enactment for the setting up of a Court of Appeal and a High Court, we are maintaining the present structure.

### Recruitment and Retention Problems in the Judiciary

- 6.8 Over the years, the Judicial Department has encountered difficulties to tackle the problem of acute shortage of staff and has, therefore, constantly been drawing professionals from the already scarce resources available at the State Law Office to fill vacancies in the Magistracy. To remedy this situation, the authorities had, prior to the 2013 PRB Report, agreed to allow the Judiciary to recruit Magistrates on a negotiable point of entry.



- 6.9 At present, subject to the concurrence of the Ministry of Civil Service and Administrative Reforms and approval of the High Powered Committee, new entrants in the grade of District Magistrate have been granted a negotiable entry point as an incentive to attract and recruit officers of the right profile and calibre and to retain the services of experienced officers. We are maintaining the existing provision.

#### **Recommendation 1**

- 6.10 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the concurrence of the High Powered Committee, continue to approve the higher salary point for new entrants in the grade of District Magistrate, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.

#### **Special Judicial Service Allowance**

- 6.11 A monthly Special Judicial Service Allowance is actually paid to Judicial and Legal Officers who tend to leave the service after acquiring some years of valuable experience at the Magistracy. Due to impending changes in view of the reforms underway at the Judiciary, we are maintaining the payment of the Special Judicial Service Allowance to Judicial and Legal Officers.

#### **Recommendation 2**

- 6.12 We recommend that Judicial Officers should continue to be paid, with effect from 01 January 2016 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, a monthly Special Judicial Service Allowance, as hereunder:

<b>Grade</b>	<b>Special Judicial Service Allowance (% of monthly salary)</b>
<b>District Magistrates reckoning at least 5 years' service in the grade and Senior District Magistrates</b>	<b>7</b>
<b>Magistrate, Intermediate Court, Vice President, Industrial Court, Vice-President, Intermediate Court, President, Industrial Court, President, Intermediate Court, Deputy Master and Registrar and Judge in Bankruptcy</b>	<b>10</b>
<b>Judge in Bankruptcy and Master and Registrar, Puisne Judge, Senior Puisne Judge reckoning less than 10 years' service in the respective grades</b>	<b>15</b>

Grade	Special Judicial Service Allowance (% of monthly salary)
<b>Judge in Bankruptcy and Master and Registrar, Puisne Judge, Senior Puisne Judge and Chief Justice reckoning more than 10 years' service in the respective grades but less than 30 years' service</b>	<b>20</b>
<b>Judge in Bankruptcy and Master and Registrar, Puisne Judge, Senior Puisne Judge and Chief Justice reckoning more than 30 years' service</b>	<b>30</b>

- 6.13** The above recommendation is made on the understanding that no additional remuneration, over and above the recommended packages, will be considered until the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

#### **Judicial and Legal Allowance**

- 6.14** At present, Judicial and Legal Officers are entitled to the payment of an all-inclusive yearly Judicial and Legal Allowance as an assistance towards meeting the cost of certain items of expenditure related to the exercise of the profession. The quantum is as follows: Rs 36850 for Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy; and Rs 22000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates. In this Report, we are maintaining the payment of the allowance.

#### **Recommendation 3**

- 6.15** We recommend that the current yearly Judicial and Legal Allowance payable to the Judicial and Legal Officers be Rs 36850 for Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy; and Rs 22000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

#### **Housing Allowance**

- 6.16** At present, a Housing Allowance which is meant to cover both the extra expenses incurred for housing facilities and security measures is paid to the Chief Justice at the rate of Rs 22000 monthly, whereas the Senior Puisne Judge and the Puisne Judges of the Supreme Court benefit of same at the rate of Rs 11000 monthly. This allowance is wholly reckoned for pension purposes (notwithstanding the provisions of this Report on "Pensionable Value for Rent Allowance"). We are maintaining the payment of the allowance.

**Recommendation 4**

- 6.17 We recommend that the monthly Housing Allowance payable to the Chief Justice be maintained at Rs 22000 whereas the Senior Puisne Judge and the Puisne Judges of the Supreme Court be paid a Housing Allowance of Rs 11000 monthly to cover both the extra expenses incurred for housing facilities and security measures. The said allowance should continue to be wholly reckoned for pension purposes (notwithstanding the provisions of this Report on “Pensionable Value for Rent Allowance”).**

**Bail and Remand Court and Weekend Court**

- 6.18 At present, officers of the Judiciary as well as officers of the Court Officer cadre and Court Usher cadre, who are required to work beyond normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays, are paid a monthly allowance as follows: Rs 25000 to the Senior District Magistrate (Team Leader); Rs 23000 to the Magistrate; Rs 9700 to Court Officers and Court Ushers. In this Report, we are maintaining the payment of this allowance at the initially set quantum for the respective grades.

**Recommendation 5**

- 6.19 We recommend that officers of the Judiciary as well as officers of the Court Officer cadre and Court Usher cadre, who are required to work beyond normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays, should continue to be paid allowances at the initially set quantum (as above) for the respective grades.**

**Diploma in Legal Studies and Court Administration**

- 6.20 Pursuant to a recommendation in our previous Reports, officers of the Court Officer cadre have been sponsored to follow a course leading to a Diploma in Legal Studies and Court Administration. The possession of the Diploma in Legal Studies and Court Administration has, as from 01 July 2013, been a pre-requisite for Senior Court Officers to be promoted to the grade of Principal Court Officer.
- 6.21 At present, Principal Court Officers possessing the Diploma in Legal Studies and Court Administration are allowed to move incrementally beyond the top salary scale recommended for the grade by one additional increment to be read from the Master Salary Scale. We are maintaining the existing provision and extending it to other grades in the Court Officer cadre.

**Recommendation 6**

- 6.22 We recommend that the scheme of service for the grade of Principal Court Officer be amended such that, henceforth, promotion to the grade of Principal Court Officer be made, on the basis of experience and merit, of Senior Court Officers, reckoning at least three years' service in a substantive capacity in the grade and possessing the Diploma in Legal Studies and Court Administration.**

- 6.23 We further recommend that, officers of the Court Officer cadre who have successfully completed the Diploma in Legal Studies and Court Administration be granted one additional increment to be read from the Master Salary Scale subject to having reached the top salary of the respective grades. This provision would, however, not apply to those Principal Court Officers who have already benefitted from the additional increment.**

#### **Judicial Research Assistant (New Grade)**

- 6.24 The post of Judicial Research Officer is currently being filled by selection from among Barristers whose names have been entered on and not erased from the roll of Law Practitioners. The Bureau has been apprised that Judicial Research Officers are not “Judicial and Legal Officers” in as much as appointment to the grade is made by the Public Service Commission and not by the Judicial and Legal Service Commission. Further Judicial Research Officers are not required to perform duties on the Bench or at the Bar whilst in office. The nature of their work is very different from that of District Magistrates or State Counsel, as their core duties/responsibilities are to conduct research work and provide technical and administrative support to Judicial Officers.
- 6.25 In view of the above, the Management of the Judiciary has requested for a new grade of Judicial Research Assistant while making the existing one evanescent. We are recommending accordingly.

#### **Recommendation 7**

- 6.26 We recommend the creation of the grade of Judicial Research Assistant on the establishment of the Judiciary. Appointment, thereto, should be made from among holders of a Degree in Law from a recognised institution or equivalent qualification.**
- 6.27 Incumbent would, *inter-alia*, be required to assist Judicial Officers in carrying out research work related to court cases, perform legal advisory work generally; assist Judicial Officers in preparatory work prior to participating in conferences, seminars, meetings, workshops and training; assist in research for compilation of material for the purpose of publications, pamphlets or booklets; and have a proper management system of research methods.
- 6.28 With the creation of the grade of Judicial Research Assistant, the existing grade of Judicial Research Officer would no longer be required on the establishment of the Judiciary.

#### **Recommendation 8**

- 6.29 We further recommend that the grade of Judicial Research Officer on the establishment of the Judiciary be made evanescent and abolished on vacancy.**
- 6.30 We are providing for personal salary for officers in post as at 31 December 2015.**

**Black Jacket Allowance**

- 6.31 At present, officers of the Court Officer cadre and Court Usher cadre, who are required by the rules of the Court to appear in black jacket with tie are paid an allowance of Rs 4800 yearly. We are maintaining the payment of the allowance.

**Recommendation 9**

- 6.32 **We recommend that officers of the Court Officer cadre and Court Usher cadre, who are required by the rules of the Court to appear in black jacket with tie be paid a black jacket allowance of Rs 4800 yearly.**

**Witness Attendance Allowance**

- 6.33 An attendance allowance of Rs 100 is presently paid to public officers who attend Courts as witnesses on behalf of their Ministries/Departments, whereas professionals such as Architect, Attorney-at-Law, Engineer, Forensic Technologist, Land Surveyor, Medical Practitioner, Forensic Scientist, Veterinary Surgeon etc. who attend Courts as expert witnesses are paid an attendance allowance of Rs 200. We are revising the quanta of these allowances.

**Recommendation 10**

- 6.34 **We recommend that (i) public officers who attend Courts as witnesses on behalf of their Ministries/Departments be paid an Attendance Allowance of Rs 105; (ii) professionals such as Architect, Attorney-at-Law, Engineer, Forensic Technologist, Land Surveyor, Medical Practitioner, Forensic Scientist, Veterinary Surgeon etc. who attend Courts as expert witnesses be paid an attendance allowance of Rs 210.**

**Additional Compensation to Officers of the Court Usher Cadre**

- 6.35 At present, officers of the Court Usher cadre who use their cars to perform official travelling are paid an additional amount of Rs 800 per month to cater for the additional expenditure incurred in the maintenance of their cars used to perform extensive official travelling. We are maintaining the payment of the allowance.

**Recommendation 11**

- 6.36 **We recommend that the additional compensation paid to officers of the Court Usher cadre who use their cars to perform official travelling be maintained at Rs 800 per month.**

**Compensation to Court Usher Cadre for extra hours**

- 6.37 Officers of the Court Usher cadre who are regularly called upon to put in extra hours of work in connection with the serving of court papers and executing court orders beyond normal working hours are, at present, compensated for the extra hours put in per month as follows:

Chief Court Usher	Rs 5500
Principal Court Usher	Rs 5000
Senior Court Usher	Rs 4500
Court Usher	Rs 3000

We are maintaining the payment of this allowance at the initially set quantum, as above.

## Recommendation 12

**6.38 We recommend that officers of the Court Usher cadre who are required to put in extra hours in connection with the serving of court papers and execution of court orders beyond normal working hours should continue to be paid the allowance as per the initially set quantum for the respective grades.**

### Mileage Allowance for Officers of the Court Usher Cadre

6.39 The Management of the Judiciary submitted that officers of the Court Usher cadre are required, *inter-alia*, to serve judicial and extra judicial processes, execute writs, orders, warrants and effect sale of forfeited and seized articles. In performing these duties, the officers are required to make use of their personal vehicles for which they have benefitted 70% duty remission. Those officers who are not eligible for travel grant are refunded mileage as follows:

(i) Rs 10.30 per km for the first 800 km;

and (ii) Rs 6.50 per km for mileage in excess of 800 km.

6.40 Given that such duties are normally performed after normal working hours, it was difficult to assess the extent of mileage effectively covered by each officer of the Court Usher cadre. In the circumstances, a proposal was made for the payment of a monthly commuted travelling allowance to which both the union of the Court Usher cadre and Management were agreeable.

6.41 However, afterwards the Management of the Judiciary informed the Bureau that it would be difficult to submit a reliable figure in respect of the proposed fixed commuted travelling allowance for the officers in the Court Usher cadre since an exhaustive audit would need to be conducted with regard to the actual mileage covered and the mileage claimed before a proper assessment could be made.

**6.42 We recommend that the Judiciary considers the advisability of determining a monthly commuted travelling allowance, subject to the approval of the MCSAR.**

### Transcriber Unit

6.43 The core duty of the officers of the Transcriber Unit entails the listening of digital recording of Court Proceedings and transcribing them. By virtue of the nature of duties performed, these officers are, therefore, required to continuously wear earphones. A request has consequently been made for the officers to have regular medical check-up as they consider that the prolonged use of earphone may be detrimental to their health. We subscribe to their views and are, therefore, making appropriate recommendation for the health surveillance of these officers.

### Recommendation 13

6.44 We recommend that the Judiciary should arrange with the Health Authorities so as to carry out a health surveillance exercise for officers of the grades of Court Transcriber *formerly Transcriber* and Senior Court Transcriber *formerly Senior Transcriber*.

## THE JUDICIARY SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 112	<b>Rs 206000</b> Chief Justice
12 000 110	<b>Rs 176000</b> Senior Puisne Judge
12 000 109	<b>Rs 164000</b> Puisne Judge
12 000 107	<b>Rs 140000</b> Judge in Bankruptcy and Master and Registrar
12 000 106	<b>Rs 122000</b> Deputy Master and Registrar and Judge in Bankruptcy
12 000 105	<b>Rs 119000</b> President, Industrial Court President, Intermediate Court

Salary Code	Salary Scale and Grade
12 000 102	<b>Rs 110000</b> Vice-President, Industrial Court Vice-President, Intermediate Court
12 094 096	<b>Rs 80000 x 3000 – 89000</b> Director of Court Services
12 082 095	<b>Rs58075 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Magistrate, Intermediate Court Assistant Master and Registrar
12 075 090	<b>Rs46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Senior District Magistrate
12 069 085	<b>Rs38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> District Magistrate
12 065 085	<b>Rs34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Judicial Research Officer (Personal to officer in post as at 31.12.15)
12 054 081	<b>Rs25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Legal Research Assistant Judicial Research Assistant (New Grade)
12 082 095	<b>Rs58075 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Secretary to the Chief Justice
12 075 089	<b>Rs46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Registrar
12 072 087	<b>Rs42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Deputy Chief Registrar



Salary Code	Salary Scale and Grade
12 069 085	<b>Rs38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Registrar/Regional Court Administrator
12 063 079	<b>Rs32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Chief Court Officer/Court Manager
12 058 074	<b>Rs28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Court Officer
12 050 070	<b>Rs22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Senior Court Officer
12 035 066	<b>Rs16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Court Officer
12 028 030	<b>Rs14325 x 275 – 14875</b> Trainee Court Officer
08 058 074	<b>Rs28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Court Transcriber <i>formerly Senior Transcriber</i>
08 051 070	<b>Rs23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Court Transcriber <i>formerly Transcriber</i>
08 029 062	<b>Rs14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Audio Typist (Personal)
05 069 085	<b>Rs38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Law Librarian/Senior Law Librarian (Personal to officer in post as at 30.06.08)

Salary Code	Salary Scale and Grade
05 055 085	<b>Rs26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 QB 54825 x 1625 – 62950</b> Law Librarian/Senior Law Librarian
05 056 076	<b>Rs27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Law Library Officer
05 044 072	<b>Rs19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Law Library Officer
05 027 060	<b>Rs14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Law Library Assistant
12 063 079	<b>Rs32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Chief Court Usher
12 058 074	<b>Rs28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Court Usher
12 050 070	<b>Rs22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Senior Court Usher
12 035 066	<b>Rs16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Court Usher
24 022 051	<b>Rs12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
25 041 060	<b>Rs18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Senior Maintenance Assistant

Salary Code	Salary Scale and Grade
25 023 052	<b>Rs13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Maintenance Assistant
24 019 045	<b>Rs11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
25 016 042	<b>Rs11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
16 025 062	<b>Rs13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 016 042	<b>Rs11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Liftman
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **7. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS**

- 7.1 The Public and Disciplined Forces Service Commissions (PDFSC), established by the Constitution of Mauritius, is vested with the powers to: appoint persons to hold or act in any offices in the public service; exercise disciplinary control over persons holding or acting in such offices; and remove such persons from office. The Commission exercises its functions within the broad parameters set by the Public Service Commission (PSC) Regulations and is not subject to the direction or control of any other person or authority. Its mission is to ensure that the Republic of Mauritius has a professional and efficient Civil Service geared towards excellence.
- 7.2 Some of the objectives of the PDFSC include, among others, identifying and enlisting persons of specified educational attainments with the drive and skill for efficient performance; safeguarding the impartiality and integrity of appointments and promotions in the Civil Service and ensuring that these are based on merit; and taking disciplinary action with a view to maintain ethical standards and safeguard public confidence in the service. Its vision is therefore to be the benchmark for integrity, equity and efficiency in a dynamic public service.
- 7.3 As per the provision of Section 88 of the Constitution, the PDFSC consists of a Chairman, two Deputy Chairpersons, and four Commissioners. All of them are appointed by the President of the Republic after consultation with the Prime Minister and the Leader of Opposition.
- 7.4 The PDFSC encompasses two separate entities: the PSC which performs its functions in respect of officers of the Civil Service while the Disciplined Forces Service Commission (DFSC) caters for officers of the Mauritius Police Force, the Fire Services and Mauritius Prisons Department.
- 7.5 The Secretary, PDFSC is the Accounting and Responsible Officer of both Commissions. He is assisted, among others, by departmental grades of Assistant Secretary and Registrar, PDFSC as well as by officers belonging to Administrative cadre, Human Resources cadre, the General Services.
- 7.6 In the context of this Review, representations made by Management pertained mainly to: review certain aspects of General Conditions of Service; amend the scheme of service of the grade of Deputy Secretary; revise the invigilation fees payable for the conduct of examinations; and create additional levels. During consultation, Management was apprised that General Conditions of Service would be looked into holistically. In view of possible lateral repercussions, the Bureau requested Management to consider amendments in existing schemes of service only after consultation with all the stakeholders concerned. As some other issues raised were outside the scope of this Bureau, Management was advised to address them administratively.
- 7.7 Based on functional consideration, we are in this Report providing a new level to advise the PDFSC on all legal matters.

**Legal Officer (New Grade)**

- 7.8 At present, the services of a State Counsel from the Attorney General's Office should be made available to the PDFSC on a full time basis to assist and advise on all legal matters.
- 7.9 Management reported that this arrangement is not functioning properly and in view of the increase in the number of cases which are being lodged before the Public Bodies Appeal Tribunal and other instances, the services of a Legal Officer are imperatively required by the PDFSC to assist in the proper drafting of submissions and to deal with any other legal matters. We are recommending accordingly.

**Recommendation**

- 7.10 **We recommend the creation of the grade of Legal Officer. Appointment thereto should be made by selection from among Barristers-at-Law with at least three years standing at the Bar.**
- 7.11 Incumbent would be required to, inter alia, draft statement of defence and file same before the Courts/Tribunals; represent the Commissions before the Tribunal during the course of Hearing/Arguments/Proforma; advise the Commissions on legal matters/facts of the case/ground of objections/affidavits and mise-en-demeure; arrange for the swearing of affidavits before the Chief Registrar of the Supreme Court; keep up to date reports of court judgements; and advise the Commissions on matters pertaining to their respective regulations.
- 7.12 **We further recommend that the post of Legal Officer should be filled on contractual terms for a period to be determined by the PDFSC.**

**Secretary, Public and Disciplined Forces Service Commissions**

- 7.13 As per existing provision, a Permanent Secretary should be assigned the duties of Secretary, PDFSC. **This provision is being maintained.**

**PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Secretary, Public and Disciplined Forces Service Commissions
02 000 099	<b>Rs 98000</b> Deputy Secretary, Public and Disciplined Forces Service Commissions

Salary Code	Salary Scale and Grade
12 066 085	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Legal Officer (New Grade)
08 069 089	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Assistant Secretary, Public and Disciplined Forces Service Commissions (Personal to holder in post as at 31.12.15)
08 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant Secretary, Public and Disciplined Forces Service Commissions (Future Holder)
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Registrar, Public and Disciplined Forces Service Commissions
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Industrial/Occupational Psychologist
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Senior Gardener/Nursery Attendant
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

Salary Code	Salary Scale and Grade
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Gateman Sanitary Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 8. OMBUDSMAN'S OFFICE

- 8.1 The Ombudsman's Office is an independent body set up under the Ombudsman's Act of 1969 to do justice and give satisfaction to aggrieved citizens, in accordance with the principles of good governance and sound administration. Its vision is to have a Mauritian society free of malpractices by developing a public service culture characterised by fairness, integrity, commitment, openness, accountability and good governance.
- 8.2 The mission of the Office is to uphold the rights of aggrieved Mauritian citizens to a fair and equitable treatment and address issues arising from maladministration in the public sector and redress any wrongs that may be found to have been committed. To this end, it carries out objective and impartial investigations upon receipt of written complaints or on its own initiative.
- 8.3 As administrative head, the Senior Investigations Officer is responsible for the day-to-day administration and management of the Office. He is assisted in his duties by officers of the General Services class.
- 8.4 In the context of this Review, representations have been made for: upgrading of salary as well as enlarging the duties of the grade of Senior Investigations Officer; and maintaining the rights of officers qualifying for 100% duty remission. In regard to the upgrading of salary, Management was informed that such requests are examined on the basis of the Bureau's Job Evaluation Schemes. As far as amending scheme of service of the grade of Senior Investigations Officer, we are bringing appropriate changes to be in line with guidelines issued by the MCSAR. On the issue of conditions of service, including duty remission facilities, Management was apprised that, except for specific ones, general conditions would be dealt with holistically after studying all representations.
- 8.5 As the present organisation structure is adequate to enable the Ombudsman's Office to meet its mandate, we are maintaining it.

### Senior Investigations Officer, Ombudsman's Office

- 8.6 At present, appointment to the grade of Senior Investigations Officer is made by selection from among serving officers drawing a basic salary of not less than Rs 33275 a month in their substantive capacity and possessing a Degree in Administration or Management or Law and Management.
- 8.7 In line with the guidelines issued by the Ministry of Civil Service and Administrative Reforms on Drafting of Schemes of Service, we are, in this Report, bringing appropriate changes in the qualification requirements of the grade of Senior Investigations Officer, Ombudsman's Office with a view to harmonise with other professionals and to avoid subsequent revision of salary point after the publication of the Report.



## Recommendation

- 8.8 We recommend that the qualification requirements in the scheme of service of the grade of Senior Investigations Officer, Ombudsman's Office be amended such that, in future, appointment thereto be made by selection from among serving officers possessing a Degree in Administration or Management or Law and Management. Candidates should also reckon at least four years' experience in investigation duties; have marked ability for office organisation and management; possess good analytical, interpersonal and communication (both oral and written) skills; and be customer focused.

## Movement for Senior Investigations Officer

- 8.9 In line with the general recommendation regarding movement beyond top salary for certain categories of employees, **we recommend that the Senior Investigations Officer, having reached the top in the revised salary scale should be allowed to move incrementally up to a maximum of two increments in the master salary scale, provided he:**
- (i) has drawn the top salary for a year;
  - (ii) has been efficient and effective in his performance during the preceding year; and
  - (iii) is not under report.

## OMBUDSMAN'S OFFICE

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 066 085	Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Senior Investigations Officer, Ombudsman's Office
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver

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## 9. NATIONAL AUDIT OFFICE

- 9.1 The National Audit Office (NAO) of the Republic of Mauritius is established under Section 110 of the Constitution and has the statutory responsibility to audit the accounts of all Ministries; Government Departments; Local Authorities; a wide range of Statutory/Non Statutory Bodies; and Special Funds.
- 9.2 The mission of the NAO is to be an independent public office in providing independent assurance to the National Assembly on the proper accounting and use of public resources and help clients to improve their financial management. It also promotes good governance by enhancing accountability and transparent administration in the public sector and also encourages social responsibility.
- 9.3 The activities of the NAO are grouped under 13 Divisions. Twelve Divisions have each a portfolio of mixed regularity audit assignment, comprising audit of Ministries, Departments, Statutory Bodies, Local Authorities and Special Funds. The thirteenth Division is responsible for Performance Audit and Quality Assurance. The Office also comprises four units namely:- Support, IT, Administration, Human Resource and Finance.
- 9.4 The Director of Audit is the head of the NAO. He is assisted in the performance of his duties by officers in the Auditor and Examiner of Accounts Cadres. Officers of the four units provide support services to the NAO.
- 9.5 In the context of the present review exercise, the main representations have been focused on upgrading of salary, creation of grades and changes in appellation as well as restyling of grades. Request has also been made for the revision of the qualification requirements at certain levels of operations. We have examined all the proposals and apprised management on issues that could be retained and those that could not as well as other representations that needed to be probed further. We are, however, making appropriate recommendations in line with submissions from both Management and Staff Side in the present context.

### Deputy Chief Examiner of Accounts

- 9.6 Both Management and Staff Side have requested to defer the date for implementation as from 1 January 2018 the qualification requirement for the post of Deputy Chief Examiner of Accounts to a degree in accountancy or finance or an equivalent degree qualification from a recognised professional accountancy body to the next PRB Report given that no qualified candidates would be available for competition on the set date. We are agreeable to this request and are making appropriate recommendation.

**Recommendation 1**

- 9.7 We recommend that, as from the date of implementation of the next PRB Report, recruitment to the grade of Deputy Chief Examiner of Accounts should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Principal Examiner of Accounts (Personal) and thereafter from Principal Examiner of Accounts (Future Holder) reckoning at least 4 years' of service in a substantive capacity in the grade and possessing a Degree in Accounting or Finance from a recognised institution or an alternative equivalent degree qualification from a recognised professional accounting body.**

**Examiner of Accounts/Senior Examiner of Accounts****Qualification Requirement for the post of Examiner of Accounts/Senior Examiner of Accounts**

- 9.8 Management has requested to reinstate the recommendation contained in the 2013 Main Report (Vol 2 Part I) regarding the qualifications' requirement for the grade of Examiner of Accounts/Senior Examiner of Accounts as there is difficulty of recruitment at this level of operation. We are agreeable to the request.**

**Recommendation 2**

- 9.9 We recommend that appointment to the grade of Examiner of Accounts/ Senior Examiner of Accounts should be made by selection from among candidates possessing a pass in any one of the following:**
- (i) the Knowledge Module of the Professional Stage of the Institute of Certified Accountants of England and Wales;**
  - (ii) the Test of Competence Examination of the Institute of Chartered Accountants of Scotland;**
  - (iii) the CA Proficiency 1 of the Chartered Accountants of Ireland;**
  - (iv) the complete Knowledge Module and two subjects in the Skills Module of the Fundamentals Level of the Association of Chartered Certified Accountants;**
  - (v) the Certificate Level of the Chartered Institute of Management Accountants;**
  - (vi) the Certificate Level of the Chartered Institute of Public Finance and Accountancy;**
  - (vii) a Diploma in the field of Accountancy or Finance from a recognised institution.**
- 9.10 We also recommend that incumbents in the grade of Examiner of Accounts/Senior Examiner of Accounts possessing a Diploma in the field of Accountancy or Finance from a recognised institution or an equivalent**

qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

#### **Refund of mileage to Officers not entitled to travel grant**

- 9.11 Officers in the grades of Examiner of Accounts/Senior Examiner of Accounts, Principal Examiner of Accounts, Deputy Chief Examiner of Accounts and Auditor who are not entitled to a travel grant but are required to move regularly to different sites of work by car are refunded mileage at the prescribed rates on a monthly basis, depending on the distance covered from home to Head Office and different sites of work, based upon certain specific provision.

#### **Recommendation 3**

- 9.12 We recommend that officers in the grades of Examiner of Accounts/Senior Examiner of Accounts, Principal Examiner of Accounts, Deputy Chief Examiner of Accounts and Auditor who are required to move regularly to different sites of work by car but who are not entitled to a travel grant, should be refunded mileage on a monthly basis as follows:

- (i) at the rate of Rs 10.30 per km for mileage in excess of the distance between home and office and at the rate of Rs 6.50 per km for distance between home and office on days the officer is required to attend sites of work, subject to provision at paragraph 18.2.68 (No.5).
- (ii) where the total distance covered on days the officer has to attend sites of work other than Head Office is up to 400 km over a month, then the whole of the distance covered should be computed at Rs 10.30 per km; and
- (iii) where the total distance covered to attend sites of work is 400 km or more but the official travelling is up 400 km over a month, refund of mileage should be computed at the rate of Rs 10.30 for the first 400 km, whichever is appropriate.

## NATIONAL AUDIT OFFICE

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 108	<b>Rs 152000</b> Director of Audit
01 000 102	<b>Rs 110000</b> Deputy Director of Audit
01 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director of Audit
01 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Auditor
01 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Auditor
01 058 081	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Auditor
01 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Head, Examiner of Accounts Cadre
01 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Head, Examiner of Accounts Cadre
01 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Examiner of Accounts
01 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Deputy Chief Examiner of Accounts

Salary Code	Salary Scale and Grade
01 058 078	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Examiner of Accounts (Personal to incumbents in post as at 31.12.15)
01 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Examiner of Accounts (Future Holder)
01 038 071	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Examiner of Accounts/Senior Examiner of Accounts
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 10. EMPLOYMENT RELATIONS TRIBUNAL

- 10.1 The Employment Relations Tribunal (ERT) has been set up as an independent Tribunal to hear industrial/labour disputes with a view to making awards thereon and to deliver orders and other decisions in relation to various applications and even appeals made by interested parties. The Tribunal has wide powers in employment relations matters and can deliver orders in a series of cases including declaring any existing or threatened strike to be unlawful.
- 10.2 The ERT is a quasi-judicial body to which industrial disputes are referred, inquired into and awards made thereon. Where an industrial dispute, whether existing or apprehended, is rejected by the Conciliation and Mediation Commission, to whom responsibility for the subject of industrial relations is assigned, the aggrieved party may appeal against the rejection to the Tribunal, which, in any such appeal may confirm or revoke the decision of the Commission.
- 10.3 With a vision to be the expert tribunal for the settling of industrial disputes, the mission of the ERT is to provide for an efficient, modern, reliable and rapid means of arbitrating and settling disputes between workers or trade unions of workers and employers or trade unions of employees so that peace, social stability and economic development are maintained in the country.
- 10.4 The Tribunal aims at settling industrial disputes in the Civil Service, the Private Sector, Parastatal Bodies and the Local Government Services; hear appeals against the decision of the Conciliation and Mediation Commission; and promote harmonious industrial relations.
- 10.5 According to existing provision of law, the ERT shall consist of a President and two Vice-Presidents whose offices are public officers and not more than 13 members. A person cannot be appointed President or Vice-President unless he qualifies for appointment as a Judge of the Supreme Court.
- 10.6 The structure of the ERT is currently composed of the President, ERT and the Vice-President, ERT. At the professional level, there is a Registrar, ERT who also acts as Secretary to the Tribunal. Officers in the grades of Senior Shorthand Writer, Shorthand Writer and other General Services Staff enhance the complementary functions at the administrative/supportive levels.

### **Deputy Registrar, Employment Relations Tribunal (New Grade)**

- 10.7 During the course of consultations in the context of the present review exercise, the Management of the ERT submitted that with the implementation of the new law for the setting up of the EPPD within the Employment Relations Tribunal, and also in view of the substantial increase in the number of cases, there are two hearing rooms which often operate simultaneously.



- 10.8 At present an officer in the grade of Office Management Assistant has been assigned duties to act as Registrar, ERT during hearing sessions and also to replace the Registrar in the absence of the latter. In view of the above, it has been proposed that a grade of Deputy Registrar, ERT be created on the establishment of the Tribunal which would allow for a professional to maintain the decorum of the Tribunal. We are recommending, accordingly.

### **Recommendation 1**

- 10.9 **We recommend the creation of the grade of Deputy Registrar on the establishment of the Employment Relations Tribunal. Appointment thereto, should be by selection from among (i) serving officers possessing a diploma in Legal Studies from a recognised institution and reckoning at least three years' service in a substantive capacity; or from among holders of a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "A" level; and a diploma in Legal Studies from a recognised institution.**
- 10.10 Incumbent would, among others, be required to assist the Registrar, ERT in the performance of his duties; receive and process disputes and appeals; prepare and issue Notice of Hearing, Summons Orders and similar processes; prepare minutes of Tribunal proceedings, take charge of court records; be the custodian of record files, registrar seals, exhibits produced; ensure the proper handling and safeguarding of evidence and keep control of exhibits produced in Court; tax witness attendance documents; prepare cause list and daily rolls; and administer oath to witnesses and call cases before the Tribunal.

### **Judicial and Legal Allowance**

- 10.11 Request has been made for the continued payment of the Judicial and Legal Allowance to both the President, ERT and the Vice-Presidents, ERT. Those officers were previously entitled to such allowances as Members of the Judiciary. We are, therefore maintaining the payment of the allowance.

### **Recommendation 2**

- 10.12 **We recommend that the President, Employment Relations Tribunal and Vice-President, Employment Relations Tribunal be paid a yearly Judicial and Legal Allowance of Rs 36850 and Rs 22000 respectively.**

### **Black Jacket Allowance**

- 10.13 The Registrar, Employment Relations Tribunal has submitted that in the exercise of his functions, he is required by the rules of the Tribunal, to wear a black jacket with tie, the moreso, to maintain the decorum of the Tribunal same as Courts. In view of the above, he has requested for the payment of a black jacket allowance along similar lines as that paid to officers of the Court cadre and the Court Ushers' cadre.

- 10.14 A “constat-de-visu’ made by the Bureau has revealed that the hearings of the Employment Relations Tribunal are similar to those of the District Courts or other Courts at the Judiciary. The request of the Registrar, ERT being beyond reasonable ground justified, we are making the necessary recommendations.

### Recommendation 3

- 10.15 We recommend that the Registrar, ERT and the Deputy Registrar, ERT, who are required by the rules of the Tribunal, to appear in black jacket with tie, be paid a yearly allowance of Rs 4800.

## EMPLOYMENT RELATIONS TRIBUNAL

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 109	<b>Rs 164000</b> President, Employment Relations Tribunal
12 000 107	<b>Rs 140000</b> Vice-President, Employment Relations Tribunal
12 063 082	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Registrar, Employment Relations Tribunal
12 035 066	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Deputy Registrar, Employment Relations Tribunal (New Grade)
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Shorthand Writer
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 11. LOCAL GOVERNMENT SERVICE COMMISSION

- 11.1 The Local Government Service Commission (LGSC) is an independent body established under the Local Government Act No. 37 of 1975 vested with the exclusive power for the appointment, promotion, disciplinary control, removal from office and approval of retirement of all Local Government officers. It has the vision of being recognised as an independent and ethical institution and the mission is to provide timely and quality service to stakeholders in a professional manner geared towards excellence.
- 11.2 The objectives of the Commission include maintenance of a high standard of efficiency and integrity in the exercise of its powers; provision of adequate, qualified and suitable human resources to local authorities; and use of efficient and effective service delivery geared towards customer satisfaction.
- 11.3 The Secretary, Local Government Service Commission is the Accounting Officer who is responsible for the day-to-day administration of the Commission. He is assisted in the performance of his duties by a complement of staff belonging to professional, technical as well as General Services and Workmen's group.
- 11.4 In the context of the present Review, representations have been made for upgrading of salaries; provision of the services of a State Counsel to advise on legal matters; and removal of equivalence of qualification from schemes of service. Proposals were also made in respect of grades in Local Authorities.
- 11.5 During consultations, the proposals were thoroughly discussed with Management who were apprised, among others, that upgrading of salaries are examined by the Bureau on the basis of its job evaluation schemes and taking into consideration a number of compensable factors identified in the Job Description Questionnaire and scheme of service. Concerning amendments in schemes of service, parties were apprised that the onus rests with the Ministry of Civil Service and Administrative Reforms. With regard to proposals in respect of grades in the Local Authorities, Management was informed that this would be dealt with holistically after analysing submissions from all stakeholders.
- 11.6 We are, in this Report, maintaining the present structure and providing for the services of a State Counsel to the Commission. **We are also recommending that Management should conduct a Human Resource Planning exercise to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

### Secretary, Local Government Service Commission

- 11.7 In its previous Reports, the Bureau recommended that consideration be given to the posting of a Deputy Permanent Secretary at the Local Government Service Commission to assist the Secretary, Local Government Service Commission in the day-to-day management of the Commission. During consultation, we were informed

that this recommendation has yet to be implemented. **We are therefore reiterating same.**

### **Recommendation 1**

**11.8 We recommend that consideration should be given to the posting of a Deputy Permanent Secretary at the Local Government Service Commission to assist the Secretary, Local Government Service Commission in the day-to-day management of the Commission.**

**11.9 We also recommend that:**

- (i) in future, on the departure of the present incumbent in the post of Secretary, Local Government Service Commission, an officer not below the level of Deputy Permanent Secretary be assigned the duties of Secretary, Local Government Service Commission against payment of a responsibility allowance equivalent to the difference between his salary and that of the post of Secretary, Local Government Service Commission; and**
- (ii) on the officer's retirement or reversion to his substantive post, the pensionable emoluments shall be those of the Secretary, Local Government Service Commission provided that he has:**
  - (a) successfully served for a period of not less than 12 months;**
  - (b) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on grounds of misconduct or has not reverted to his substantive post at his own request; and**
  - (c) at the time of his retirement/reversion, reached the age of 55 (or for an officer in post as at 30 June 2008, he has reached the age at which an officer may retire with the approval of the relevant Service Commission);**

**Or**

**he has successfully served for a minimum period of six months and has reached compulsory retirement age.**

### **Services of a State Counsel**

**11.10** Management has reported that there are ongoing cases that have been lodged at the Public Bodies Appeal Tribunal (PBAT) or before other Courts. As such, the staff of the Commission are often called upon to prepare statements of defence and proper submissions to the Tribunal. Further, the Secretary, LGSC and staff of the Commission have to attend hearings and depone before the PBAT/Courts. Management submitted that the services of a State Counsel from the Attorney-General's Office should be made available to assist and advise the Commission on all legal matters.

11.11 The Bureau has examined the proposal and is recommending accordingly.

## Recommendation 2

11.12 We recommend that the services of a State Counsel from the Attorney-General's Office should be made available on a full time basis to assist and advise the LGSC on all legal matters.

### LOCAL GOVERNMENT SERVICE COMMISSION

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 102	<b>Rs 110000</b> Secretary, Local Government Service Commission
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Gateman

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## 12. NATIONAL HUMAN RIGHTS COMMISSION

- 12.1 The National Human Rights Commission has been set up as a body corporate under Act No. 19 of 1998, for the better protection of human rights, and investigation of complaints against members of the police force, and for matters connected therewith or incidental thereto.
- 12.2 The aim of the Commission, among others, is to promote and protect human rights; review the factors or difficulties that inhibit the enjoyment of human rights; prepare reports on the national situation with regard to human rights and advise on ways in which such situations can be ended; promote and ensure the harmonisation of national legislation and practices with the international human rights instruments to which Mauritius is a party, and their effective implementation; publicise human rights and efforts to combat all forms of discrimination by increasing public awareness; exercise such other functions as it may consider to be conducive to the promotion and protection of human rights; and carry out an enquiry as to whether a case where a person who believes that he has been unjustly convicted, should not be reviewed by the Supreme Court.
- 12.3 The National Human Rights Commission comprises, under the Protection of Human Rights Act, three divisions, namely: the Human Rights Division, the Police Complaints Division and the National Preventive Mechanism Division. The Chairman of the Commission is, as per the Act, a person who has been a Judge. He is assisted in the exercise of his functions by a Deputy Chairperson and three other members.
- 12.4 For the administrative support level, the Secretary to Cabinet and Head of the Civil Service is empowered to designate a Secretary to the Commission and such other administrative and other staff as the Commission may require and who are, at present, posted on secondment from other Ministries.
- 12.5 Grades of Deputy Chairperson and Barrister have recently been created on the establishment of the Commission. We are maintaining the existing set up.

### NATIONAL HUMAN RIGHTS COMMISSION

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 102	<b>Rs 140000</b> Deputy Chairperson, National Human Rights Commission
12 066 085	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Barrister, National Human Rights Commission



Salary Code	Salary Scale and Grade
02 066 085	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Investigator
08 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Investigator
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer

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### 13. OMBUDSPERSON FOR CHILDREN'S OFFICE

- 13.1 Established since 2003, the Ombudsperson for Children's Office (OCO) is an independent body which promotes and protects the rights of children in Mauritius, Rodrigues and Agalega. Its core function entails investigating into cases, either on its own initiative or upon complaints made by children or any adult on their behalf, in relation to violation of the rights of children. Further, it carries out sensitization and awareness campaigns on child related issues in accordance with the Convention on the Rights of Children. The OCO also undertakes research in the field of child abuse and child protection and advises authorities on policies and legislation regarding children.
- 13.2 While the overall accountability of the OCO rests with the Ombudsperson, the administration of the office falls under the responsibility of the Secretary, Ombudsperson for Children's Office. The OCO is also manned by officers in the grade of Investigator as well as staff in grades belonging to the General Services.
- 13.3 We have, in the context of this review, received proposals from the union to create a grade of Senior Investigator, raise the qualification requirement of the grade of Investigator and provide professional training, an on-call allowance and other enhanced conditions of service. It is worth noting that the OCO supported the request for the creation of a grade of Senior Investigator and has further requested to create a grade of Research Officer.
- 13.4 Each of these proposals has been thoroughly examined. The Bureau is not in favour of creating additional levels for duties and responsibilities which have already been prescribed in schemes of service of existing grades. Given that some of the duties devolving on the grade of Investigator already pertain to Research, the need for a Research Officer is not fully substantiated. Furthermore, as there is no functional justification for the creation of the grade of Senior Investigator, we did not accede to the request and union members were apprised accordingly during the consultative meeting. As regards the grant of the 'on-call' allowance, the union was requested to submit additional information to enable the Bureau to take a decision. However for want of information, the Bureau is not making any recommendation in this respect.
- 13.5 As regards the request for professional training, appropriate recommendations have been made in the Chapter Training and Development in Volume 1 of this Report. Further, Management may make necessary arrangements with the Civil Service College for the provision of same.
- 13.6 The Bureau considers that the present structure of the OCO is appropriate to enable it to carry out its mandate effectively. We are, therefore, not bringing any change to it.

**OMBUDSPERSON FOR CHILDREN'S OFFICE  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
08 063 082	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Secretary, Ombudsperson for Children's Office
08 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Investigator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 14. PRIME MINISTER'S OFFICE

### Introduction

- 14.1 The Prime Minister's Office (PMO) which is administratively headed by the Secretary to Cabinet and Head of the Civil Service has, as main objectives, to: advise and support the Prime Minister in formulating policy proposals and ensure their implementation; ensure that people in the Republic feel safe and secure in their homes and day-to-day lives, particularly through more visible and responsive policies; and address issues with regard to the internal affairs of the country. To this end, it envisions contributing in building a modern and fair society by upholding good governance principles and consolidating democratic fundamentals.
- 14.2 The activities of the PMO are conducted through the Cabinet Office, Defence and Home Affairs Division and the Private Office and Ceremonials. While the Cabinet Office is responsible for assisting the Cabinet in discharging its duties, the Private Office has the responsibility to deal with all requests pertaining to appointments/meetings/courtesy calls, messages, interviews and correspondences to and from the Prime Minister as well as overseas missions. Both Offices are under the overall responsibility of the Secretary to the Cabinet and Head of the Civil Service.
- 14.3 On the other hand, the Defence and Home Affairs Division is headed by the Secretary for Home Affairs and has the main responsibility to ensure law and order, enhance national security and protect the country from terrorist attacks and other security threats.
- 14.4 The PMO has also under its portfolio the Mauritius Police Force, the Mauritius Prison Services, the Meteorological Services and other governmental organisations like the Forensic Science Laboratory and the Civil Status Division.

### Administrative Cadre

- 14.5 The core duties of officers of the Administrative cadre, besides administration and management, are to: provide administrative support to the machinery of government in designing, formulating and implementing government policies; and advise and support the Ministers on current government business, including their parliamentary duties, among others. The cadre operates under the headship of the Secretary to Cabinet and Head of the Civil Service. Other grades in the cadre comprise the Senior Chief Executive, Permanent Secretary, Deputy Permanent Secretary and Assistant Permanent Secretary.
- 14.6 In the context of this Review, the submissions from the Association of Public Administrators pertained to upgrading/alignment of salaries and provision of certain allowances. During consultation, parties were informed that upgrading/alignment of salaries would be examined horizontally taking into consideration, amongst others, the relative levels of responsibility, accountability and scope of activities. As regards provision of allowances, these would be looked into generally.

- 14.7 The submissions have been analysed in depth and the Bureau considers that the present salary structure is appropriate. We are therefore not bringing any change to it.

### **Assistant Permanent Secretary**

- 14.8 As per existing provision, the Assistant Permanent Secretaries are allowed to proceed incrementally up to salary point Rs 58775 in the master salary scale, subject to certain conditions. This provision is being maintained while the salary point is being revised.

### **Recommendation 1**

- 14.9 We recommend that Assistant Permanent Secretaries be allowed to proceed incrementally up to salary point Rs 62950 in the master salary scale through the grant of one increment every year provided they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**

### **Deputy Permanent Secretary**

- 14.10 The Deputy Permanent Secretaries are also allowed to move incrementally up to salary point Rs 86000 in the master salary scale subject to satisfying certain criteria. We are maintaining this provision and revising the salary point.

### **Recommendation 2**

- 14.11 We recommend that Deputy Permanent Secretaries having reached the top of their revised salary scale should be allowed to proceed incrementally up to salary point Rs 92000 in the master salary scale through the grant one increment every year provided they have:**
- (i) drawn their top salary for a year;**
  - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years i.e. have displayed skills and competence as relevant in (a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and**
  - (iii) not been adversely reported upon on ground of conduct.**

## **Permanent Secretary**

### **Appointment**

- 14.12 In its previous Reports, the Bureau recommended that the post of Permanent Secretary be filled by selection from a wider range of talents and competencies and appointment thereto be made with the concurrence of the Prime Minister. As this provision is still valid, we are replicating same.

### **Recommendation 3**

**14.13 We recommend that:**

- (i) subject to the provisions of paragraph 4 of section 89 of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Principal Assistant Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having proven leadership capabilities; and**
- (ii) Government considers the advisability to make the selection process more transparent, to call for applications requiring potential leaders to state the extent to which they possess the attributes and competencies to match the required leadership capabilities prior to seeking the concurrence of the Prime Minister.**

### **Tenure of Office**

- 14.14 The 2013 PRB Report provides for the appointment to or filling of the post of Permanent Secretary on contractual terms or on assignment basis for a period of two years and after the expiry of the two-year period, incumbent on establishment be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.
- 14.15 The High Powered Committee has, at its meeting of 12 December 2015, approved that serving officers should be appointed directly in a substantive capacity, without having to go through the period of two years of assignment. We are recommending accordingly.

### **Recommendation 4**

**14.16 We recommend that appointment to or filling of the position of Permanent Secretary should be:**

- (i) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister; and**
- (ii) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence.**

## Remuneration

### Recommendation 5

- 14.17 The salary of the Permanent Secretary on contractual terms shall continue to be as determined for the substantive position. The package shall include a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other terms and conditions of employment shall be as recommended for Contract Officers.

### Allowance

- 14.18 We also recommend that a public officer on permanent establishment assigned the duties of the position of Permanent Secretary would continue to be eligible for an allowance representing the difference between the pay of the Permanent Secretary and the substantive salary of the officer. On the officer's retirement, the pensionable emoluments shall be those of the Permanent Secretary provided that he has:

- (i) successfully served for a period of not less than twelve months;
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and
- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);

OR

- (iv) he has successfully served for a minimum period of six months and has reached compulsory retirement age.

### Senior Chief Executive

- 14.19 As per existing provision, enlistment to the grade of Senior Chief Executive is made by selection from among officers of the level of Permanent Secretary or Head of a Professional/Technical cadre drawing a monthly salary of Rs 102000 and above and from among other Chief Executives of other services with proven leadership capabilities. **This provision is being maintained and we are revising the salary point of Rs 102000 to Rs 110000.**

### Tenure of Office

- 14.20 At present, appointment to or filling of the post of Senior Chief Executive is on contractual terms or on assignment basis for a period of two years and after the expiry of the two-year period, incumbent on establishment is appointed in a substantive capacity subject to his performance and the continued relevance of his competence.
- 14.21 The High Powered Committee has, at its meeting of 12 December 2015, approved that serving officers should be appointed directly in a substantive capacity, without

having to go through the period of two years of assignment. We are recommending accordingly.

#### **Recommendation 6**

**14.22 We recommend that appointment to or filling of the position of Senior Chief Executive should be:**

- (i) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister; and**
- (ii) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence.**

#### **Remuneration**

**14.23 We are replicating the provision regarding the salary of Senior Chief Executive on contractual terms.**

#### **Recommendation 7**

**14.24 We recommend that the salary of the Senior Chief Executive on contractual terms shall be as determined for the substantive position. Incumbent on contract would also be eligible for a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service.**

**14.25 We further recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of the Senior Chief Executive may, at the start of the assignment, opt not to take the gratuity and, in return, the period he would serve as Senior Chief Executive shall be deemed to be pensionable service, provided he has:**

- (i) successfully served for a period of not less than twelve months;**
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and**
- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);**

**OR**

**he has successfully served for a minimum period of six months and has reached compulsory retirement age.**



**Secretary for Home Affairs**

- 14.26 Provision exists for the post of Secretary for Home Affairs to be filled on an assignment basis by an incumbent of the rank of Senior Chief Executive against payment of a responsibility allowance. On his retirement, the allowance becomes pensionable, subject to certain conditions. He should continue to be paid the allowance during the assignment and be eligible to the accruing pension benefits as per the recommendation hereunder:

**Recommendation 8****14.27 We recommend that:**

- (a) an officer who has been assigned the duties of Secretary for Home Affairs, should continue to be granted an allowance equivalent to the difference between his salary and that of the Secretary for Home Affairs; and
- (b) in the event the officer retires in the capacity of Secretary for Home Affairs or is reverted to his substantive post, the allowance becomes pensionable provided that he has:
  - (i) successfully served for a period of not less than twelve months;
  - (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and
  - (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);

**OR**

he has successfully served for a minimum period of six months and has reached compulsory retirement age.

**Appointment of Chief Executives****Recommendation 9**

- 14.28 We recommend that the provisions regarding mode of appointment, tenure of office and the appropriate leadership capabilities be also considered for Chief Executives of public departments, Parastatal Bodies and Local Authorities. However, where Deputies to Chief Executives have been appointed by selection, appointment to the position of Chief Executives could continue to be by promotion, subject to the approval of the appropriate authorities according to the promotion framework at Chapter 11 of Volume 1 of this Report.

## Personal Secretary

- 14.29 Duties devolving on the Personal Secretary attached to the Office of the Prime Minister include among others, ensuring a comprehensive secretarial and confidential service to the Prime Minister across a wide range of his responsibilities. The officer who is assigned this responsibility belongs to the General Services and is paid a monthly allowance. In view of the importance of this function, we are maintaining this arrangement and the provision for the allowance to be reckoned as pensionable emolument.

## Recommendation 10

- 14.30 We recommend that, subject to the approval of the High Powered Committee, the allowance paid to the officer who has been assigned the duties of Personal Secretary may be reckoned as pensionable emoluments provided that incumbent has performed in that position for a continuous period of three years and has not been the subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.

## PRIME MINISTER'S OFFICE

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 111	<b>Rs 200000</b> Secretary to Cabinet and Head of the Civil Service
02 000 109	<b>Rs 164000</b> Secretary for Home Affairs
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Permanent Secretary
02 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Permanent Secretary

Salary Code	Salary Scale and Grade
02 000 105	<b>Rs 119000</b> Director-General, Counter-Terrorism Unit
02 000 102	<b>Rs 110000</b> National Security Adviser
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Co-ordinator, Security Matters
02 061 085	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Co-ordinator, Security Matters
20 057 085	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Statistician/Senior Statistician
02 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Conference and Social Functions Manager (Personal)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Migration Analyst
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Facilities and Maintenance Officer
08 061 075	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Personal Secretary
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Receptionist/Guide

Salary Code	Salary Scale and Grade
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> General Assistant
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Liftman
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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**DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES  
ADMINISTRATION AND EXPLORATION**

- 14.31 Some of the main objectives of the Department are, to: ensure orderly, safe and rational management of non-living ocean resources, including the seabed area and the underlying sub-soil; ascertain sovereign rights for the purpose of exploring and exploiting the ocean resources; carry out the delimitation of the maritime boundary; and oversee upstream activities of the petroleum sector, rationalise and harmonise all ocean-resource related matters and contribute to energy security and maritime safety.
- 14.32 The present establishment of the Department comprises a Director-General who is the Accounting Head, four vacant positions of Directors and staff of support functions.
- 14.33 In the context of this Review, the submissions of Management pertained mainly to the creation of additional level; upgrading the salary of Director-General and the Directors; and granting of allowances and other specific benefits.
- 14.34 After examining each submission and considering, among others, the nascency of the Department and its functional needs, the Bureau is reinforcing the present structure through the creation of an additional level to enable the Department better deliver on its mandate.

**Research Development Officer/Senior Research Development Officer (New Grade)**

- 14.35 Management has submitted that there is need for a new level to provide support and assist in the implementation of development programmes/projects, among others. We are recommending accordingly.

**Recommendation 11**

- 14.36 **We recommend the creation of a grade of Research Development Officer/Senior Research Development Officer. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in the field related to Physical Oceanography or Applied Mathematics or Marine Geoscience or Earth Sciences or Petroleum Engineering or Engineering Science or Law or an equivalent qualification acceptable to the Public Service Commission. Candidates should also have a good knowledge of ocean legislations and conventions including the law of the sea conventions governing Continental Shelf and Maritime Zones Administration and Exploration in Mauritius.**
- 14.37 Incumbent in the grade of Research Development Officer/Senior Research Development Officer would be required, among others, to: provide support and assist in the implementation development programmes/projects, directly relevant to the strategic and operational plans of the office; initiate, develop, conduct and lead sub-programmes and projects of the office; participate in marine research cruise; assist in the preparation of the policy, regulatory and legal framework for the management of ocean resources and assist in the preparation of project proposals as well as in the development of human capital and training needs of the ocean sector.

**DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES  
ADMINISTRATION AND EXPLORATION**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 105	<b>Rs 119000</b> Director General
02 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Director
02 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Research Development Officer/Senior Research Development Officer (New Grade)

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## EQUAL OPPORTUNITIES TRIBUNAL

- 14.38 Act No. 42 of the Equal Opportunities Act 2008 provides for the setting up of the Equal Opportunities Tribunal (EOT) as an independent body, to hear and determine complaints referred to it by the Equal Opportunities Commission.
- 14.39 The EOT aims at issuing interim orders as expedient with a view to preventing serious and irreparable damage to a person or category of persons. The Tribunal is also to protect public interest and may prevent a person from taking any step that would hinder or impede a hearing before the tribunal.
- 14.40 The jurisdiction of the EOT encompasses, among others, the making of an order which would declare the rights of the complainant and the respondent in relation to the act to which the complaint relates.
- 14.41 Since its setting up, the EOT comprises a President, who is a Law Practitioner of not less than 10 years standing. The President is assisted by two members who have knowledge of or reckon experience in law, race relations, gender affairs, employment issues, education, culture, economics, social welfare or human rights and who have been active in any of these fields for a period of not less than five years.
- 14.42 At the support level, the Secretary to Cabinet and Head of the Civil Service is empowered to designate the Secretary, Equal Opportunities Tribunal and such other public officers as the latter thinks fit, to assist the EOT for its operational requirements. The duties of the Secretary, Equal Opportunities Tribunal consist in keeping a record of the proceedings of the Tribunal as well as the safe custody of papers and documents of the EOT; and issuing summonses and recording statements called before the EOT.
- 14.43 We are maintaining the present structure in this Report.

### EQUAL OPPORTUNITIES TRIBUNAL SALARY SCHEDULE

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
12 000 107	<b>Rs 140000</b> President, Equal Opportunities Tribunal
12 000 102	<b>Rs 110000</b> Member, Equal Opportunities Tribunal

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**ENVIRONMENT AND LAND USE APPEAL TRIBUNAL**

- 14.44 The Environment and Land Use Appeal Tribunal has been set up in 2012 by Act No 5 of the Environment and Land Use Appeal Tribunal Act to hear and determine appeals made under the Environment Protection Act; the Local Government Act; the Morcellement Act; and the Town and Country Planning Act.
- 14.45 Since its inception, the structure of the Environment and Land Use Appeal Tribunal comprises a Chairperson and a Vice-Chairperson who have been appointed by the Public Service Commission. In the exercise of their functions, they are assisted by a Secretary who is under the administrative control of the Chairperson and supported by officers of the General Services cadre.
- 14.46 The Secretary to the Tribunal is responsible for keeping a record of the proceedings of the Tribunal; keeping in safe custody the papers and documents of the Tribunal; and issuing summonses and recording statements of witnesses called before the Tribunal.
- 14.47 In this Report, we are maintaining the present structure.

**ENVIRONMENT AND LAND USE APPEAL TRIBUNAL****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
12 000 107	<b>Rs 140000</b> Chairperson, Environment and Land Use Appeal Tribunal
12 000 105	<b>Rs 119000</b> Vice Chairperson, Environment and Land Use Appeal Tribunal
08 062 085	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Secretary, Environment Appeal Tribunal
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer

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**STRATEGIC POLICY AND PLANNING DEPARTMENT**

- 14.48 The Strategic Policy Unit (SPU), created in the EOAC Report 2013, was converted into the Strategic Policy and Planning Department (SPPD) by the Government to be responsible for advising Government on strategic planning at the national and sectoral level. It operates under the aegis of the Prime Minister's Office.
- 14.49 Government in its manifesto, had announced the setting up of a Department of Economic Planning and Development in the following terms:
- “Un nouveau department de planification economique et de development sera crée pour améliorer la planification et faire le suivi de la vision économique du gouvernement et de ses projects”.*
- 14.50 In this context Government set up a “Vision 2030 High-Powered Committee” to provide strategic direction in the design and implementation of an all-encompassing “National Economic Development Blueprint” for Mauritius and a “National Advisory Council” to provide strategic oversight and facilities collaboration among the relevant agencies for the smooth elaboration and implementation of the Vision 2030 Blueprint.
- 14.51 In order to achieve the socio-economic objectives and goals of the Vision 2030 Blueprint, Government converted the SPU into a strong “Strategic Policy and Planning Department” to be responsible for the preparation of the National Strategic Plan.
- 14.52 The main tasks of the SPPD are, among others, to prepare the National Strategic Plan (Vision 2030 Blueprint); analyse economic and social issues of national interest, and formulate/evaluate policy recommendations to achieve Government's socio-economic goals and objectives; monitor and evaluate the implementation of Government socio-economic, macro-economic and sectoral action plans/ policies/ strategies/ programmes/projects and review policy options as appropriate; identify, investigate and analyse emerging socio-economic and international issues that could impact on the nation; co-ordinate assistance from international, bilateral and multilateral sources; and prepare periodic reports on the economy.
- 14.53 The activities of the SPPD are carried out by the three divisions namely: Sectoral Development; Macro-Economic Analysis and Research; and Coordination and Monitoring. The Sectoral Development Division is further sub-divided into four sectors, viz Productive, Infrastructure, Social and Emerging.
- 14.54 In the context of this review exercise, following the conversion of the SPU into SPPD, the Bureau has been called upon to create a new “Strategic Policy and Planning Cadre” with a four-level structure to which we subscribe.

**Strategic Policy and Planning Cadre (New Structure)**

14.55 After having thoroughly examined the Ministry's submissions, we are making provision for a new structure of the Strategic Policy and Planning Cadre to respond to the policy of the challenges embraced in Government's Mission 2030.

**Recommendation 12**

14.56 We recommend the creation of a Strategic Policy and Planning Cadre comprising grades of Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer, Lead Strategic Policy and Planning Officer, Director, Strategic Policy and Planning as well as the grade of Director-General, Strategic Policy and Planning. Staff serving at the Strategic Policy Unit from the Prime Minister's Office should move horizontally into the respective posts of same level at the SPPD.

14.57 We also recommend that:

- (i) the grade of Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer should, in future, be filled from among candidates possessing a Degree in Economics from a recognised institution or an alternative equivalent qualification;
- (ii) appointment to the grade of Lead Strategic Policy and Planning Officer should, in future, be made by selection from among officers in the grade of Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer possessing a Degree in Economics or an alternative equivalent qualification and reckoning at least six years' service in a substantive capacity in the grade;
- (iii) appointment to the grade of Director, Strategic Policy and Planning should, in future, be made by selection from among officers in the grade of Lead Strategic Policy and Planning Officer possessing a Master's Degree in Economics from a recognised institution or an alternative equivalent qualification and reckoning at least ten years' experience in strategic policy issues;
- (iv) appointment to the grade of Director-General, Strategic Policy and Planning should be made from among officers possessing a Master's Degree in Economics from a recognised institution or an alternative equivalent qualification and reckoning at least ten years' experience in strategic policy issues.

## STRATEGIC POLICY AND PLANNING DEPARTMENT

## SALARY SCHEDULE

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
01 000 107	<b>Rs140000</b> Director-General, Strategic Policy and Planning (New Grade)
01 000 105	<b>Rs 119000</b> Director, Strategic Policy and Planning (New Grade)
01 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Lead Strategic Policy and Planning Officer (New Grade)
01 054 085	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer (New Grade)

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## EQUAL OPPORTUNITIES COMMISSION

- 14.58 The Equal Opportunities Commission was set up as an independent, distinct and statutory body under the Equal Opportunities Act, 2008 which came into force in January 2012. The Commission reports directly to the President of the Republic and has the duty to work towards the elimination of discrimination, the promotion of equal opportunities and the promotion of good relations between people of different status. The Commission has investigative powers and also an educational role to sensitize the public.
- 14.59 The Commission is mandated under the Act among others, to: keep under review the working of the Act and any relevant law and submit to the Attorney-General proposals for amending them, if required; carry out investigations of its own or following a complaint; conduct and foster research and education and other sensitization programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status; refer the matter to the Director of Public Prosecutions, if on completion of an investigation, it is revealed that an offence has been committed; and refer any matter to the Equal Opportunities Tribunal for non-compliance with the Act.
- 14.60 The Equal Opportunities Commission comprises a Chairperson and three other members nominated by the President of the Republic of Mauritius to serve the Commission on contract basis. The Commission also has a Secretary who is responsible for the administration of the Commission.
- 14.61 At present, the Commission is operating with a very lean staff posted on secondment from other Ministries. The Bureau has, however, created the grade of Investigator on its establishment with a view to enhancing the technical efficiency and effectiveness of the Commission, especially in the field of examination, investigation hearings, conciliation/agreements, and sensitisation. We are maintaining the present set up.

### EQUAL OPPORTUNITIES COMMISSION SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Investigator

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## GOVERNMENT INFORMATION SERVICE

- 14.62 The Government Information Service (GIS), which envisions to be the leading communication hub of Government, operates under the *aegis* of the Prime Minister's Office (Home Affairs Division).
- 14.63 Its mission is to disseminate accurate information on Government policies, programmes, services and activities in a timely manner, with a view to generating public support for Government policies, programmes, services and activities.
- 14.64 The main objectives of the GIS are to collect, process and disseminate accurate and timely information of Government policies, programmes and activities; archive information to facilitate access and retrieval; act as an interface between Government and the local/international media; provide facilities to Ministries/Departments in respect of conference audio and video system, photographic services, recording, sound system, video and LCD projection; and extend facilities for the coverage of state visits, regional/international conferences, workshops, seminars and working sessions.
- 14.65 The GIS was previously organised under four sections, namely the Information Section; Audio-Visual Section; Documentation and Press Section; and Overseas News Section. However, following a Government Decision in 2015, the Overseas News Section has been closed down.
- 14.66 In the context of this review exercise, both Management and the staff side made representations for the restyling and creation of grades. We have examined all the proposals made by both Management and Unions and are making appropriate recommendations for those requests that have valid justifications.

### Overseas News Section

- 14.67 The Overseas News Section (ONS) was responsible for the production of Overseas News Bulletins which reproduce and propagate information from Reuters and Agence France Presse. The Bulletins were issued thrice daily to both paid and free subscribers. By virtue of the nature of its deliverables, the ONS was operating on a 24/7 basis and the pattern of work was on a shift system to ensure the continued operation of the section.
- 14.68 Over the past years, developments in the IT Sector resulted to a decrease in the number of paying subscribers. In 2015, Government decided to close down the ONS of the GIS in view of the availability of substitutes to the Overseas News Bulletins, recent developments in the IT-related news sector, and the relatively high cost of operations.

- 14.69 During consultations, Management apprised the Bureau that the Overseas News Section was manned by an Acting Head, News Officer cadre; three Senior News Officers; and four News Officers. Government has decided to redeploy the remaining officers within the GIS with a framework of a new scheme of duties and a new grade appellation. We are making appropriate provisions to implement the decision of Government.

### Recommendation 13

- 14.70 We recommend the creation of a grade of Information Support Officer/Senior Information Support Officer to absorb serving officers in the grades of Senior News Officer and News Officer of the former Overseas News Service of the Government Information Service.**

- 14.71 Incumbent would be required to perform, *inter alia*, daily press review exercise; classification of documents/press cuttings in appropriate files; scanning of documents and maintaining appropriate folders; processing of official communiqués; and computerisation and storage of recordings of pictorial display in a database, for future use.

- 14.72 We also recommend that the grade of Information Support Officer/Senior Information Support Officer be made evanescent after all the serving officers in the grades of Senior News Officer and News Officer have been absorbed in the grade.**

- 14.73 We further recommend that the Ministry should consider the possibility, if any, for the redeployment of the concerned officers, if they so wish, in other Ministries/Departments in the event posts with similar duties exist in those organisations.**

### Information Section

#### Time-Off

- 14.74 The Information cadre at the GIS comprises officers in the grades of Information Officer; Senior Information Officer; Principal Information Officer; Assistant Director, Information Services; and Director, Information Services.
- 14.75 In our last Report, provision was made for officers of the Information cadre who, by nature of their duties, are required to work regularly outside normal working hours especially for Cabinet Decisions and for coverage of official functions during weekends and public holidays. We are maintaining this provision.

**Recommendation 14**

- 14.76** We recommend that arrangements should continue to be made for officers of the Information cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their jobs, for the grant, on application, of equivalent time-off for the extra hours put in. However, where it has not been possible for management to grant time off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.

**Press Section****Special Allowance**

- 14.77** Some officers posted in the Press Section of the GIS are being paid a monthly special allowance in view of the sensitive nature of their duties. We are maintaining this provision.

**Recommendation 15**

- 14.78** We recommend that officers in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer, posted in the Press Section of the Government Information Service, should continue to be paid a special monthly allowance equivalent to three increments at the point reached in their respective salary scales.

**GOVERNMENT INFORMATION SERVICE****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
10 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, Information Services
10 085 094	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Assistant Director, Information Services
10 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Information Officer

Salary Code	Salary Scale and Grade
10 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Head, Documentation Unit Senior Information Officer
10 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Information Officer
10 050 070	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Principal Publicity/Documentation Officer
10 043 065	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Publicity/Documentation Officer
10 029 062	<b>Rs 12675 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27425</b> Publicity/Documentation Officer
<b>AUDIO VISUAL SECTION</b>	
10 059 078	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Head, Audio-Visual Production Officer
10 052 075	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Audio-Visual Production Officer
10 045 073	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Audio-Visual Production Officer
10 033 070	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Audio-Visual Production Officer

Salary Code	Salary Scale and Grade
	<b>EX - OVERSEAS NEWS SECTION</b>
10 057 071	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Head, News Officer Cadre (Personal to officers in post as at 31.12.15)
10 030 071	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Information Support Officer/Senior Information Support Officer (New Grade)
10 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior News Officer (Personal to officers in post as at 31.12.15)
10 030 064	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> News Officer (Personal to officers in post as at 31.12.15)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## FORENSIC SCIENCE LABORATORY

- 14.79 The Forensic Science Laboratory (FSL), sole provider of forensic analysis in criminal cases, is an autonomous body which operates under the *aegis* of the Prime Minister's Office. It is mainly responsible to provide high quality, validated forensic services whilst adhering to internationally recognised accreditation standards. Besides being a major stakeholder in national projects, the FSL equally provides forensic services to the Government of Seychelles within the Framework Agreement on security and crime combatting. It is also a training center for the INTERPOL within the Maritime Security Project.
- 14.80 The vision of the FSL is to be the benchmark in providing forensic science services for testing competence, global acceptance and recognitions for the enhancement of the judicial system. Its strategic objectives are to offer investigative services to the criminal justice community; provide the best possible services to facilitate criminal justice process and other related cases and discharge its functions at the interest of the nation using professional competency and impartiality.
- 14.81 Further to changes in the landscape, technological advances and an increased emphasis on research and development, the FSL is called upon to shift from its traditional role of scientific provider to become a key player in the conduct of investigations, provision of quick, reliable and timely information on different scenarios and suspect items and identification and analysis of new psychoactive substances, among others.
- 14.82 A Director is at the apex of the organisation and is assisted by a Deputy Director. Officers in the professional and technical cadres provide support services and are the core staff of the Laboratory.
- 14.83 In the context of this Report, both Management and Staff Associations made representations to, among others, upgrade basic qualification requirements for entry to the technical cadre, restyle grades in line with developments and grant allowances for specific duties carried out. We have duly examined all proposals and considered only those deemed most meritorious, in line with the main theme of the Report, namely to transform the public sector for an enhanced service delivery to meet citizens', non citizens' and other stakeholders' needs.
- 14.84 As regards the organisation structure of the FSL, same is being maintained as we consider it to be appropriate. We are, however, reviewing the qualification requirements for appointment to the grade of Forensic Scientist/Senior Forensic Scientist to facilitate the career progression of qualified and experienced officers in the technical cadre as well as allowing movement for officers in the technical cadre. We are, in addition, restyling job appellations of technical grades to reflect the true nature of duties performed; maintaining the payment of existing allowances and introducing justifiable ones.



**Forensic Scientist/Senior Forensic Scientist**

- 14.85 In the 2013 PRB Report, the mode of recruitment to the grade of Forensic Scientist/Senior Forensic Scientist was amended such that appointment be made by selection from among officers in the grades of Principal Forensic Technologist, Forensic Technologist/Senior Forensic Technologist and Forensic Technician possessing a degree in Forensic Science or any related forensic discipline and in the absence of suitably qualified serving officers, appointment be made by selection from among candidates possessing the required qualification.
- 14.86 The Staff Associations represented that as per the existing qualification requirements, officers in the technical cadre possessing a degree in the scientific field or an equivalent qualification are not taken on board for appointment in the grade though they have acquired the relevant skills, competencies and work experience in forensic science. The Bureau has been apprised that officers in the grades concerned are provided appropriate training both locally and overseas in forensic science. They are thus able to conduct forensic work as per standards set.
- 14.87 The Bureau has examined the issue in depth and considers that there is merit in the case. We are, therefore, upon advice of the Management of FSL, widening the scope of recruitment of the grade of Forensic Scientist/Senior Forensic Scientist so as to give qualified and experience officers of the technical grades the opportunity to join the professional cadre whilst enabling recruitment from a larger pool of qualified serving officers.

**Recommendation 16**

- 14.88 **We recommend that, in future, appointment to the grade of Forensic Scientist/Senior Forensic Scientist should be made by selection from among officers in the Forensic Technologist cadre possessing a degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualification.**

**Restyling of grades of the Technical Cadre**

- 14.89 The nature of duties and level of responsibility devolving upon officers in the Forensic Technician cadre as well as the intensive training acquired by them over the years no longer matches their job titles. We are, therefore, restyling the grades of the Forensic Technician cadre to appropriate job appellations.

**Recommendation 17**

**14.90 We recommend that the job appellations of grades of the technical cadre be restyled as hereunder:**

<b>From</b>	<b>To</b>
<b>Forensic Technician</b>	<b>Forensic Technologist/Senior Forensic Technologist</b>
<b>Forensic Technologist/Senior Forensic Technologist</b>	<b>Principal Forensic Technologist</b>
<b>Principal Forensic Technologist</b>	<b>Chief Forensic Technologist</b>

**Forensic Technologist/Senior Forensic Technologist*****formerly Forensic Technician***

- 14.91 At present appointment to the grade of Forensic Technician is made by selection from among candidates possessing a Cambridge Higher School Certificate with passes in Chemistry and Physics for the Chemistry/Toxicology Section; and Chemistry and Biology for the Biology Section. For this Report, request has been made to upgrade the entry qualification requirements to diploma level on the ground that the nature of work has become more complex, coupled with the use of sophisticated technologies and methods in view of meeting world class standards.
- 14.92 Whilst studying the request, the Bureau has taken into account the fact that once officers join the cadre, they are provided relevant and updated theoretical and practical training. Hence, incumbents are adequately equipped with the appropriate knowledge, competencies and skills with a view to delivering efficient and effective service. In this respect, and keeping in mind the social aspect in recruitment policy, we consider that the existing qualification requirements should be maintained.
- 14.93 However, we do recognise that additional knowledge may contribute in bringing an improved service delivery. In this perspective, we believe that incumbents and future entrants may be provided with some kind of incentive to acquire higher qualifications and motivate them to remain in the organisation, so that they continue to offer their expert services. We are, therefore, providing a mechanism to compensate incumbents possessing higher qualifications in line with our general philosophy favouring career earnings.

**Recommendation 18**

**14.94 We recommend that officers in the grade of Forensic Technologist/Senior Forensic Technologist, *formerly Forensic Technician*, possessing a diploma in Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management**

or an equivalent qualification, should be allowed on reaching the top of their salary scale, to move incrementally in the master salary scale up to salary point Rs 38350 provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

### **Movement in salary scale**

14.95 At present, officers in the Forensic Technician cadre possessing a Degree in the field of Forensic Science are allowed on reaching the top of their salary scale to move incrementally in the master salary scale subject to satisfying certain conditions. We are maintaining this provision while enlarging the field of study in which a degree is required.

### **Recommendation 19**

14.96 We recommend that officers in the grades of Forensic Technologist/Senior Forensic Technologist, *formerly Forensic Technician*, Principal Forensic Technologist, *formerly Forensic Technologist/Senior Forensic Technologist* and Chief Forensic Technologist, *formerly Principal Forensic Technologist*, possessing a degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification should be allowed, on reaching the top of their respective salary scale, to move incrementally in the master salary scale up to salary point Rs 40800, Rs 51575 and Rs 59700 respectively, provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

### **Allowances**

#### **On-Call and In-Attendance Allowances**

14.97 Officers of the FSL are paid On-Call and In-Attendance Allowances for being on call beyond normal working hours and for attending duty whilst being on call. This arrangement is being maintained.

## Recommendation 20

14.98 We recommend that the On-Call Allowances payable to officers of the Forensic Science Laboratory be revised as follows:

Grades	Weekdays 0600 hours to 0845 hours 1600 hours to 1800 hours Amount (Rs)	Weekdays 1800 hours to 0600 hours the following day Amount (Rs)	Saturdays 0600 hours to 0600 hours the following day Amount (Rs)	Sundays and Public Holidays 0600 hours to 0600 hours the following day Amount (Rs)
Director, FSL	135	335	800	960
Deputy Director, FSL	120	305	730	865
Chief Forensic Scientist	110	280	650	785
Forensic Scientist/ Senior Forensic Scientist	95	230	575	695
Chief Forensic Technologist <i>formerly Principal Forensic Technologist</i>	75	175	420	500
Principal Forensic Technologist <i>formerly Forensic Technologist/Senior Forensic Technologist</i>	65	160	395	460
Forensic Technologist/Senior Forensic Technologist <i>formerly Forensic Technician</i>	50	115	280	335

14.99 We further recommend that, when attending work while on-call, officers of the Forensic Science Laboratory should be paid allowances per hour, inclusive of travelling time, as follows:

Grade	Amount (Rs)
Director, FSL	335
Deputy Director, FSL	300
Chief Forensic Scientist	275
Forensic Scientist/Senior Forensic Scientist	245

Grade	Amount (Rs)
<b>Chief Forensic Technologist</b> <i>formerly Principal Forensic Technologist</i>	<b>180</b>
<b>Principal Forensic Technologist</b> <i>formerly Forensic Technologist/Senior Forensic Technologist</i>	<b>160</b>
<b>Forensic Technologist/Senior Forensic Technologist</b> <i>formerly Forensic Technician</i>	<b>115</b>

### Risk Allowance

14.100 A Risk Allowance is currently paid to officers of the Forensic Scientist cadre and Forensic Technologist cadre. We are maintaining the allowance.

### Recommendation 21

**14.101 We recommend the continued payment of a monthly risk allowance equivalent to one and a half increments at the initial of the respective salary scale to officers of the Forensic Scientist cadre and Forensic Technologist cadre.**

### Allowance for Accreditation and ISO Certification

14.102 During consultations, Management has submitted that as the FSL is an ISO Certified organisation, there is need for the creation of a grade of Quality Manager to perform duties related to ISO Certification and accreditation of the Laboratory. After carefully analysing the request, we are of the view that acceding to same would result into the creation of a dead end post, with no possibility of career movement. We are, however, providing for another mechanism to incentivise officers to perform these duties.

### Recommendation 22

**14.103 We recommend that officers in the grades of Forensic Scientist/Senior Forensic Scientist and Chief Forensic Scientist should be designated on a rotational basis to perform duties related to ISO Certification and accreditation of the Laboratory.**

**14.104 We further recommend that the designated officers should be paid a monthly allowance of Rs 2700.**

### FORENSIC SCIENCE LABORATORY SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 000 102	<b>Rs 110000</b> Director, Forensic Science Laboratory
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Forensic Science Laboratory
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Forensic Scientist
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Forensic Scientist/Senior Forensic Scientist
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Forensic Technologist <i>formerly Principal Forensic Technologist</i>
19 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Forensic Technologist <i>formerly Forensic Technologist/Senior Forensic Technologist</i>
19 036 066	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Forensic Technologist/Senior Forensic Technologist <i>formerly Forensic Technician</i>
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Forensic Laboratory Auxiliary <i>formerly Senior Forensic Laboratory Attendant</i>

Salary Code	Salary Scale and Grade
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b>  Forensic Laboratory Auxiliary <i>formerly Forensic Laboratory Attendant</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b>  Driver
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b>  Handy Worker

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## CIVIL STATUS DIVISION

- 14.105 The main functions of the Civil Status Division (CSD) are to: issue civil status certificate; operate the computerized system in all its Civil Status Offices for the registration of births, deaths, marriages and any other matter relating to the Civil Status of the persons; maintain a civil status database for the generation of a unique identification number for each citizen at the time of birth registration and monitor the Central Population Database which holds basic information on all individuals registered in Mauritius and its Outer Islands.
- 14.106 These services are provided in forty four civil status sub offices in Mauritius, two in Rodrigues, one in Agalega and ultimately one in St Brandon. The Central Civil Status Office located in Port Louis, oversees the overall administration and control of all the Civil Status Offices both inland and outer islands.
- 14.107 The Registrar of Civil Status is responsible to the Secretary for Home Affairs for the general administration and management of the Civil Status Division. He is supported in his duties by the Deputy Registrar of Civil Status, officers of the Civil Status Cadre and those of the General Services Class.
- 14.108 In the context of this review exercise, staff side, supported by Management have made the following submissions: creation of the grade of Trainee; upgrading salaries of all the grades in the Cadre; merging of grades; payment of a black jacket allowance and duty free facilities for Civil Status Officers to purchase a car and revision of all existing allowances.
- 14.109 During consultations, both parties were apprised that provision already exists in the EOAC Report 2013 for the creation of the grade of Trainee. However, at a later stage this proposal was withdrawn by Management in view of foreseeable practical problems. Considerations that go in upgrading and merging of grades were explained. Reasons for the non-payment of a Black Jacket Allowance were also provided. As Civil Status Officers are already eligible for loan facilities for the purchase of a car, both Management and staff side were informed that this would be maintained.
- 14.110 In this Report, we are not bringing any change in the organisational structure, which we consider fit for its purpose. However, the allowances are being revised and **we are recommending the conduct of an HR Audit to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

### **Allowance to open Civil Status Offices after office time**

- 14.111 At present, officers of the Civil Status Cadre provide emergency service from 1200 to 1700 hours on Saturdays, Sundays and Public Holidays. They are paid an On-Call Allowance of Rs 220 per day, a travelling allowance of Rs 160 or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office, inclusive of the collection from



and the handing over of keys to the Police Station, and an allowance of Rs 250 for each registration of death including the issue of burial/cremation permit.

- 14.112 We are maintaining the present arrangement and revising the quantum of allowances paid.

### Recommendation 23

- 14.113 We recommend that officers of the Civil Status cadre providing emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and Public Holidays be paid:

- (a) an On-Call Allowance of Rs 230 per day;
- (b) a travelling allowance of Rs 170 or appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to Police Stations; and
- (c) an allowance of Rs 270 for each registration of death, including the issue of burial/cremation permit.

### Allowance for Registration of Religious Marriage to give civil effect

- 14.114 The present quantum of allowances payable to officers of the Civil Status cadre for celebration of civil marriages outside the Civil Status Offices are being maintained.

	<b><i>Allowances (Rs)</i></b>
<b>A. <u>Where both of the intending spouses are citizens of Mauritius:-</u></b>	
<b>(i) Celebration of civil marriages at private residence</b>	<b>700</b>
<b>(ii) Celebration of civil marriages at premises other than office or private residence</b>	<b>1000</b>
<b>B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens</b>	<b>1500</b>

### Registration of deaths for burial during cyclonic conditions Class III and Class IV

- 14.115 At present, an officer of the Civil Status cadre is on-call in each district to register deaths and issue burial permit during cyclonic conditions class III and IV. He is paid an On-Call Allowance of Rs 220 per day and an allowance of Rs 250 for each registration of death including the issue of burial permit.
- 14.116 Management of the Civil Status Division also has to make arrangements with the Police Department for the conveyance of officers who are on call in each district to register deaths which require burial permit during cyclonic conditions Class III and IV.

14.117 The quantum of allowances are being revised while the present arrangement, which is effective, is to be continued.

#### **Recommendation 24**

**14.118 We recommend that an officer of the Civil Status cadre should be on-call in each district to register deaths requiring burial permit during cyclonic conditions class III and IV and should be paid:**

- (a) an On-Call Allowance of Rs 230 per day**
- (b) an allowance of Rs 270 for each registration of death including the issue of burial permit.**

**14.119 We further recommend that Management of the Civil Status Division should make necessary transport arrangements, with the Police Department for the conveyance of officers from their place of residence to office and back when they are called upon to register deaths which requires burial permit during cyclonic conditions Class III and IV.**

#### **Loan facilities**

14.120 Officers of the Civil Status cadre are granted loan facilities for the purchase of a car on the same terms and conditions as laid down at paragraph 18.2.46(g) of volume 1 of the 2013 PRB Report and are paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours. This provision is maintained.

#### **Recommendation 25**

**14.121 We recommend that officers of the Civil Status cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per provision of paragraph 18.2.43 of Volume 1 of the 2016 PRB Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours.**

#### **Office Clerk**

14.122 Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerk, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925, that is, by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.

14.123 The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the

award. We are, therefore, making an appropriate recommendation to address the issue.

## Recommendation 26

### 14.124 We recommend that:

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organize work oriented Award Course for Office Clerks.
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625.
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments.
- (iv) the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.

## CIVIL STATUS DIVISION

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 095 097	<b>Rs 86000 x 3000 – 95000</b> Registrar of Civil Status
18 068 090	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Deputy Registrar of Civil Status
18 058 075	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Civil Status Officer
18 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Civil Status Officer

Salary Code	Salary Scale and Grade
18 027 060	<b>Rs 10450 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Civil Status Officer
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
16 025 067	<b>Rs 13550 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery)(Roster)
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## RODRIGUES

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
23 050 074	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Public Relations and Welfare Officer
08 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Clerk (Personal)
22 021 054	<b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Receptionist/Telephone Operator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Resident Caretaker
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **14.1 NATIONAL DEVELOPMENT UNIT**

- 14.1.1 The National Development Unit (NDU) has the vision to have an informed society benefitting from efficient and continually upgraded infrastructures and government programmes. Its mission relates to bringing the benefits of socio-economic development to the doorsteps of people and protecting the population from flooding and national disaster.
- 14.1.2 Its main objective is, therefore, to contribute towards the enhancement of the quality of life. The Unit aims at attaining this objective through three main activities namely: provision of community based infrastructure and amenities; implementation of land drainage and watershed management programme; and provision of information and advice on existing services to empower citizens.
- 14.1.3 The activities of the NDU are organised under the Regional Development Section, Technical Section and a network of 35 Citizens Advice Bureau covering the island.
- 14.1.4 The Permanent Secretary has the overall responsibility for the day-to-day administration and management of the NDU.

### **REGIONAL DEVELOPMENT OFFICER CADRE**

- 14.1.5 The Regional Development Officer (RDO) cadre is headed by a Chief Regional Development Officer who is responsible for formulating policies for the NDU and ensuring timely and efficient implementation of projects. He is assisted by officers in the grades of Principal Regional Development Officer, Senior Regional Development Officer and Regional Development Officer.
- 14.1.6 In the context of this Review exercise, representations have been made for: merging/restyling of grades; payment of certain allowances; grant of duty free facilities; and provision of protective equipment. During consultations, parties were apprised on the philosophy of merging/restyling of grades. As regards payment of allowances which pertains to General Conditions of Service, stakeholders were sounded on existing provisions and apprised on the introduction in this Report for the conduct of a Risk Assessment Exercise in organisations to determine or justify the payment of a risk allowance. Parties were also informed that the Survey on Travelling would determine eligibility for duty free facilities. On the issue of protective equipment, parties were advised to submit the request to the Standing Committee on Uniforms set up at the level of the Ministry of Civil Service and Administrative Reforms.
- 14.1.7 After examining the proposals, the Bureau considers that the present structure is fit for its purpose. We are, therefore, not bringing any modification thereto for the time being.



**Citizen's Advice Bureau Organiser Cadre**

- 14.1.8 In the 2013 PRB Report, we made provision for the Regional Development Officer cadre to be opened to qualified officers of the CAB Organiser cadre which consists of CAB Organisers, Assistant CAB Coordinators and CAB Coordinator. Recommendation was also made for the cadre to be gradually phased out as it had been argued that the activities of the CAB had decreased considerably. This provision was, however, waived by the EOAC.
- 14.1.9 The NDU has submitted that the activities carried out by CAB have continued to be on the low side. Further, given that a wide array of duties devolves on the Regional Development Officer Cadre, the need for the CAB Organiser Cadre may not be warranted. We are, therefore, making appropriate recommendation to address the issue. In so doing, we are taking care not to jeopardize the career path of CAB Organisers. Hence, we are maintaining the grades of Assistant CAB Coordinator and CAB Coordinator. Further, appointment to the grade of Regional Development Officer would continue to be by selection from qualified officers of the CAB Cadre.

**Recommendation 1**

- 14.1.10 We recommend that the grade of CAB Organiser be made evanescent. We have provided a personal salary for the incumbents.**

**Special Professional Retention Allowance**

- 14.1.11 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/ Architecture/Quantity Surveying which were considered as scarcity areas.
- 14.1.12 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 14.1.13 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 14.1.14 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields. Besides, the labour market has an over-supply of qualified candidates in these fields.

14.1.15 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.

14.1.16 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

## Recommendation 2

14.1.17 We recommend that officers in the grades of Project Officer/Senior Project Officer *formerly Project Officer*, Project Manager and Chief Project Manager (Personal to holder in post as at 31.12.15) eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

Grade	SPRA % of monthly salary
Project Officer/Senior Project Officer <i>formerly Project Officer</i> reckoning at least 10 years' service in the grade	7
Project Manager	7
Chief Project Manager (Personal to holder in post as at 31.12.15)	10

14.1.18 We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional

Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

**14.1.19 All officers in the Engineering fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

### NATIONAL DEVELOPMENT UNIT

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 095 097	<b>Rs 86000 x 3000 – 92000</b> Chief Regional Development Officer
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Regional Development Officer
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Regional Development Officer
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Regional Development Officer
26 096 098	<b>Rs 89000 x 3000 – 95000</b> Chief Project Manager (Personal to holder in post as at 31.12.15)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Chief Project Manager (Future Holder)

Salary Code	Salary Scale and Grade
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Project Manager
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Project Officer/Senior Project Officer <i>formerly Project Officer</i>
08 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Citizen's Advice Bureau Co-ordinator
08 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Assistant Citizen's Advice Bureau Coordinator
08 050 072	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Citizen's Advice Bureau Organiser (Personal)
26 047 076	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Project Assistant
22 021 054	<b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Receptionist/Telephone Operator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant

Salary Code	Salary Scale and Grade
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 14.2 MAURITIUS POLICE FORCE

- 14.2.1 The Mauritius Police Force (MPF) is the only body for ensuring law and order, peace, security and safety of the population. It has set a new vision under its reform programme: With You, Making Mauritius Safer. The Force is committed to deliver an efficient and effective policing service by meeting the Community's needs and expectations as well as attaining the ultimate objective of having a crime free society.
- 14.2.2 The Commissioner of Police is at the head of the MPF and is assisted by Deputy Commissioners, Assistant Commissioners and Police Officers of different ranks. The Force comprises a strength of about 12000 Police Officers, posted in various Units/Divisions and in police stations scattered all over the Island.
- 14.2.3 During consultations, the Bureau has been apprised that in view of coping with globalisation and new challenges in the field of crime and social and natural environment, the MPF should transform itself into a modern service. There is strong need for a trained and motivated Police Force capable of enforcing law and order with enhanced systems, structure and processes. In this context, both the Police Federation and Management made a series of representations, all aimed towards improving service delivery and motivating staff.
- 14.2.4 Whilst studying the proposals, the Bureau has taken into account the changing landscape within which the Police Officers are called upon to carry out their duties under challenging circumstances, the pattern of work at times involving long strenuous hours of work and the difficult demands placed on these officers coupled with the significant public responsibility they shoulder. In tandem with these considerations, we have also examined the representations made in line with the main orientation of this Report which aims at transforming the Public Sector for an enhanced service delivery to meet citizens' and non-citizens' and other stakeholders' needs.
- 14.2.5 We have therefore framed our recommendations with a view to enabling the MPF to achieve excellence in service delivery. The payment of new allowances has been recommended as well as other specific conditions of work. We have also considered the ever changing and challenging environment in which Police Officers are called upon to deliver in arriving at the recommendations.

### Bank of Police Officers Scheme

- 14.2.6 Both Management and the Police Federation have highlighted the problem of shortage of staff, especially in the case of those working on a shift pattern. In this context, we have been requested to consider the creation of a Bank of Police Officers Scheme to address the problem. With a view to meeting the needs of the public in respect of security on a 24-hour basis, the Bureau is agreeable to the submission, the moreso such a scheme exists in the other disciplined forces to

palliate a shortage of staff. However, we wish to point out that in parallel, Management should review its staffing complement with a view to attenuating the problem of shortage of staff.

## Recommendation 1

### 14.2.7 We recommend that:

- (i) a Bank of Police Officers Scheme should be set up comprising officers who effectively work on a shift basis, in the grades of Police Constable, Police Corporal, Police Sergeant, Sub Inspector of Police and Inspector of Police. Officers in the Scheme who are off duty or on leave would be called upon to attend duty as and when required by Management to palliate any shortage of staff;
- (ii) officers of the Bank of Police Officers Scheme who are called back on duty in the above mentioned case, should be paid an allowance as per the Table below for the first three hours put in and on a pro rata basis for any extra hour:

Grade	Amount (First 3 hours) Rs
Police Constable Woman Police Constable	610
Police Corporal Woman Police Corporal	650
Police Sergeant Woman Police Sergeant	685
Sub Inspector of Police Woman Sub Inspector of Police	730
Inspector of Police Woman Inspector of Police	755

## Performance Bonus

- 14.2.8 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

**Recommendation 2**

**14.2.9 We recommend that Police Officers in the grade of Police Constable up to Inspector of Police should be paid a one-off performance bonus equivalent to twelve times the value of one increment at the point reached in their respective salary scale provided that they have:**

**(i) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**

**(ii) have not been adversely reported upon on ground of conduct.**

14.2.10 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

**Recommendation 3**

**14.2.11 We recommend that the above recommendation should take effect as from 01 January 2018.**

**Trainee Police Constable****Trainee Band Constable**

14.2.12 At present, selected candidates join the Police Force as Trainee Police Constables. They are required to follow a two-year training programme/course comprising both theoretical and on-the-job training, after which they are appointed as Police Constable. In the context of this Report, Management has submitted that the need to maintain the positions of Trainee Police Constable and Trainee Band Constable is no longer felt and the training policy would be reviewed accordingly. This request is being supported by the Prime Minister's Office.

14.2.13 The Bureau views that since this arrangement would enable a better functioning of the Department, we are recommending for the abolition of both positions. However it is worth pointing out that with the abolition of the post of Trainee Police Constable and Trainee Band Constable, the Police Department should ensure that the selected Temporary Police Constables are provided with the appropriate training which would aim towards forming and transforming these new recruits into capable Police Officers possessing the right competencies, skills, knowledge, character and behaviour.

14.2.14 In addition, the training policy should lay much emphasis on inculcating the right mindset required from a public officer who is entrusted the responsibility of ensuring law and order and protection of the population from social threats. In the same breath, much stress should be put on the fundamental traits of character namely honesty, loyalty, integrity, bravery, among others, as being the core qualities required from a Police Officer of the right calibre.



**Recommendation 4****14.2.15 We recommend that:**

- (i) the grades of Trainee Police Constable and Trainee Band Constable be abolished.**
- (ii) In future, appointment to the grade of Police Constable and Woman Police Constable should be made by selection from among candidates aged between 18 and 28 years, possessing a School Certificate with passes in at least five subjects including English Language or an equivalent qualification acceptable to the Disciplined Forces Service Commission. Candidates should also possess a good physique, have a normal eyesight (without glasses or contact lenses) and be able to undergo strenuous physical exercise.**
- (iii) Appointment to the grade of Band Constable should henceforth be made by selection from among candidates aged between 18 and 35 years, possessing School Certificate with passes in at least five subjects including English Language or an equivalent qualification acceptable to the Disciplined Forces Service Commission. Candidates should also possess knowledge of music and ability to play string, wind, percussion and keyboard musical instruments as well as a good physique, have a normal eyesight (without glasses or contact lenses) and be able to undergo strenuous physical exercise.**
- (iv) Trainee Police Constables and Trainee Band Constables in post as at 31 December 2015 should draw the initial salary of the revised scale of the grade of Police Constable and Band Constable respectively or the conversion of their salary point drawn as at 31.12.15, whichever is higher, until their appointment as Police Constable or Band Constable in a substantive capacity.**

**Upgrading of Qualification Requirements**

- 14.2.16** At present, the entry qualification requirements to the base grade are a School Certificate with passes in at least five subjects and a good physique, with specific physical requirements. Management as well as the Federation have requested for an upgrading of the qualification requirements at entry level to a School Certificate with at least five credits. The reason put forward is that owing to change in the nature of duties where same is becoming more complex with efflux of time, Police Officers need to be academically more qualified with a view to coping with the new challenges.
- 14.2.17** After careful study, the Bureau holds the considered view that too much focus should not be laid on raising the minimum educational standard but instead the training dispensed to Police Officers should ensure that the officers have rightly mastered the sophisticated techniques of modern police work and are capable of developing skills and powers of leadership and command not normally associated with academic achievement. In addition, we have also kept in mind the social aspect

of the issue which is of paramount importance. We are, therefore bringing no change to the existing qualification requirements at source.

### **Extension of Trade Pay**

14.2.18 A Trade Pay of Rs 400 monthly is payable to Police Officers who possess basic knowledge in certain specific trades and as a result are required to perform additional duties normally undertaken by employees of the Tradesman's class or Workmen's Group. For this Report, the Federation has submitted that the Trade Pay may also be extended to Police Officers who are required to drive specialised vehicles, warranting the possession of specific licences. The Bureau views that there is some merit in the case and we are therefore making provision for the extension of the Trade Pay.

### **Recommendation 5**

**14.2.19 We recommend that the Trade Pay should be extended to Police Officers of the SMF and SSU who are required to drive regularly specialised vehicles for which a specific driving licence is a requirement.**

### **Allowance to officers of the National Security Service (NSS)**

14.2.20 The pattern and nature of work of NSS Officers are quite different from those of Police Officers posted in other Units/Divisions. These officers operate undercover and perform duties of a very sensitive and highly confidential nature. Furthermore, they are often on duty at unsocial hours. The Bureau has taken into consideration these aspects of the work of NSS Officers and strongly view that they should be compensated additionally.

### **Recommendation 6**

**14.2.21 We recommend that Police Officers posted at the National Security Service in the grades of Police Constable up to the grade of Superintendent of Police, should be granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**

### **Extension of Technician Pay**

14.2.22 The Police Federation has submitted that Police Officers of the National Coast Guard who are called upon to perform as Watchkeepers on NCG Board Ships and as Coxswain should be paid an allowance for the specific duties carried out.

14.2.23 The Bureau views that given the nature of duties being performed by the Police Officers as well as the level of training followed by the incumbents, there is a case to grant them the Technician Pay. We have been apprised that Watchkeepers who have followed an approved course in the field are already being paid the said allowance. We are therefore making provision for the extension of the Technician Pay to Police Officers performing the duties of Coxswain.

**Recommendation 7**

- 14.2.24 We recommend that Police Officers posted at the National Coast Guard who perform the duties of Coxswain and possess a relevant certificate or having followed a relevant approved course in the field should be paid the Technician Pay on a monthly basis as recommended at paragraph 14.2.52.**

**Trainee Police Constable (Personal)****Temporary Police Constable**

- 14.2.25 The Bureau has repeatedly received representations regarding the payment of allowances to Trainee Police Constables owing to the fact that they perform as a full-fledged Police Constable after the passing out parade ceremony. For this Report also, both the Federation and Management have reiterated this proposal.
- 14.2.26 The Bureau has studied the issue in-depth and views that owing to the specificity of the Police Force among the Disciplined Forces coupled with the fact that the Trainee Police Constables are called upon to perform as substantive Police Constables and in the same conditions, they may be paid the allowances. We are recommending in this direction.

**Recommendation 8**

- 14.2.27 We recommend that allowances payable to substantive Police Constables should be extended to Trainee Police Constables (Personal) and Temporary Police Constables after the conduct of the passing out parade, depending upon their posting.**

**Allowance to GIPM Officers**

- 14.2.28 The Groupe d'Intervention de la Police Mauricienne (GIPM) is considered as the elite group in the Police Force owing to the special competencies and skills possessed by the officers and the strict selection exercise and strenuous training which they undergo. The Police Force has recourse to the services of the GIPM in complex cases and risky interventions on land, in air, water and sea, as they have been trained to operate in difficult conditions and hostile environments.
- 14.2.29 The Bureau views that for these aspects of the work of the GIPM coupled with the special competencies and skills held by the officers, the latter should be given due recognition in the Police Force. In this perspective, we strongly consider that these officers should be additionally compensated. We are making a provision to that end.

**Recommendation 9**

- 14.2.30 We recommend that Police Officers of the GIPM should be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**

**Enhanced Pension Benefit to GIPM Officers and Marine Commandos**

- 14.2.31 The Bureau views that the officers of the GIPM and Marine Commandos should be additionally compensated at their time of retirement for exceptional work performed whilst serving these units. This practice of additional reward is also in line with what obtains in the army and navy of certain countries. In this respect, we are making provision for incumbents to profit from an enhanced pension benefit.

**Recommendation 10**

- 14.2.32 We recommend that the period served by a Police Officer at the GIPM or Marine Commandos should be reckoned as pensionable service at the rate of 1 time and a half, subject to a maximum of 360 months for Police Officers in post as at 30 June 2008 and 414 months for those in post as from 01 July 2008.**

**Allowance to Police Officers performing as Enquiring Officers**

- 14.2.33 Both Management and the Police Federation have apprised that the proper conduct of Enquiries specially in complex cases, requires Police Officers to possess certain specific skills and competencies, which are essential in providing a better service to the community. In this respect a few Police Officers possessing these specific skills and competencies are called upon to perform as Enquiring Officers. However, it has been reported that there are capable Police Officers who are not willing to perform in this position, the moreso such enquiries involve extended hours of work. Against this background, request has been made for the grant of some kind of monetary incentive to these officers with a view to motivating them to continue to perform as Enquiring Officers and to attract other Police Officers to join this field.
- 14.2.34 While examining the proposal, we took into account the valuable contribution being brought by these officers in improving service delivery and enabling citizens to benefit from improved services. We are therefore agreeable to the request.

**Recommendation 11**

- 14.2.35 We recommend that Police Constables up to the rank of Inspector of Police who are posted in police stations and who are required to perform as Enquiring Officers should be granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**

**Pregnant Police Officers**

- 14.2.36 The Bureau has received persistent representations to the effect that much hardship is endured by pregnant Women Police Officers as they are required to work on night shift and perform duties necessitating continuous standing. The Bureau has carefully examined the issue and views that a specific recommendation should be made for female officers of the Disciplined Forces who are in this state.

**Recommendation 12**

- 14.2.37 We recommend that Management should strongly consider the advisability of not requiring, as far as possible, pregnant female Police Officers to perform extra hours or night shift or duties involving continuous standing for at least three months before their confinement.**

**Hardship Allowance – Officers posted in Agalega and St Brandon**

- 14.2.38 Management has informed that a few Police Officers of the NCG are posted to Agalega and St Brandon for short periods to carry out maintenance works. Their period of stay may vary from 50 days to less than 120 days depending on the movement of NCG vessels. These officers are paid an out of pocket allowance for the number of days spent on the islands. It has been represented that the officers concerned should also be eligible to the payment of disturbance allowance, earn vacation leave at an enhanced rate as well as the period served on these islands to be reckoned as enhanced pensionable service.
- 14.2.39 The Bureau has studied the issue in depth and wishes to point out that the context in which the Police Officers are posted to these islands is different from that when a Police Officer is posted on a tour of duty. In the latter case, the minimum period of stay is four months. From this angle, we consider that the representation made is not justified. However, we do recognise that though the Police Officers are posted there to carry out maintenance works for a shorter duration, they are subject to some degree of disturbance and hardship owing to the rough and haphazard conditions which prevail on these islands.
- 14.2.40 Against this background, we strongly view that a more attractive compensation be paid to these Police Officers in lieu of the Out of Pocket Allowance to which they are currently entitled. We are, therefore, making an appropriate recommendation to that effect.
- 14.2.41 As regards proposals for earning of vacation leave at an enhanced rate and reckoning the period served as enhanced pensionable service, we consider same to be not fully justified on the ground that being posted to these islands for periods of less than four months for carrying such duties, do not deem to be considered as a tour of duty.

**Recommendation 13**

- 14.2.42 We recommend that Police Officers of the NCG who are posted in the Outer Islands (Agalega and St Brandon) for carrying out repairs and maintenance works for a duration of less than four months, should be paid a Hardship Allowance equivalent to 20% of their monthly salary per month.**
- 14.2.43 We further recommend that Police Officers who are entitled to the payment of the Hardship Allowance should not be paid Out of Pocket Allowance when posted on these islands.**

**Special Retention Allowance in Critical Areas**

14.2.44 At present, certain Police Officers performing specialised duties in critical areas are paid a monthly Special Retention Allowance. The Bureau has been informed that there is still need to retain these officers on account of the scarce skills and competencies they possess. In the context of this Review, we have reassessed the pertinence of this allowance and consider that payment of same should be maintained to eligible officers, up to 31 December 2016.

**Recommendation 14**

14.2.45 We recommend that:

- (i) Police Officers operating as Air Pilot, Engineer (Aeronautical, Electronic, Civil, Mechanical, Environmental) and Bridge Watchkeeper at the NCG, should continue to be paid a monthly Special Retention Allowance equivalent to two increments at the point reached in their respective salary scale subject to satisfactory performance and upon the recommendation of the Commissioner of Police up to 31 December 2016.
- (ii) Police Officers who leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) or before completing 28¾ years' service (for officers in post as from 01 July 2008) and 25 years of service (for officers in post as at 30 June 2008) in the Mauritius Police Force, should refund the totality of the Special Police Allowance paid to them.
- (iii) the recommendation made at (ii) above should not apply to officers retiring as per their (new) compulsory retirement age or on medical ground.

**Risk Allowance****Recommendation 15**

14.2.46 We recommend that Risk Allowance should continue to be paid to eligible Police Officers as hereunder:

Category	Eligible Police Officers	Amount
Category I	<ul style="list-style-type: none"> <li>- Police Officers posted at the GIPM and NCG Commandos Unit; and</li> <li>- Police Officers performing as Air Pilot</li> </ul>	Rs 1800

Category	Eligible Police Officers	Amount
Category II	<ul style="list-style-type: none"> <li>- Police Officers posted at Anti Drug Smuggling Unit (ADSU), Explosives Handling Unit of the SMF</li> <li>- Aircrew Winchman/Life Savers of the Police Helicopter Squadron</li> </ul>	Rs 1300
Category III	- Police Officers posted at the CID, ERS, Police Stations and those in direct contact with the public working on shift or performing operations duties involving higher than normal risks associated with the nature of their work	1½ increments at the initial of their respective salary scale subject to a maximum of Rs 900.

### Night Duty Allowance

14.2.47 We are maintaining the payment of Night Duty Allowance to eligible officers.

### Recommendation 16

14.2.48 We recommend that Police Officers posted in operational units and who effectively work on night shift, should be paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours

### Rent Allowance

### Recommendation 17

14.2.49 We recommend that Police Officers in the grades mentioned below and of similar levels should continue to be paid a monthly Rent Allowance as hereunder:

Grade	Amount Rs
Police Constable	975
Police Corporal	1015
Police Sergeant	1050
Sub-Inspector of Police	1090
Inspector of Police	1125
Chief Inspector of Police	1235
Deputy Assistant Superintendent of Police	1235

Grade	Amount Rs
Assistant Superintendent of Police	1485
Superintendent of Police	1840
Assistant Commissioner of Police	2200
Deputy Commissioner of Police	2570
Commissioner of Police	2935

### Work Related Allowances

14.2.50 A series of work related allowances are paid to Police Officers depending on their posting, nature of work, and/or possession of additional training/qualifications/skills/competencies, etc. These allowances are being maintained and their quantum are being revised.

### Recommendation 18

14.2.51 We recommend that the quantum of the work related and other allowances should be as per the Table below:

Allowance	Payable to	Amount (Rs)
Trade Pay	Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police	400 per month
Examiners' Allowance	(i) Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents	425 per month
	(ii) officers of the National Coast Guard who are qualified and who are called upon to examine the extent of damage to pleasure craft/boats during enquiry into accidents at sea.	425 per month
	(iii) in addition to (i) and (ii) above, Police Officers and officers of the National Coast Guard who are required to examine	155 for every hour



Allowance	Payable to	Amount (Rs)
	damaged vehicles or pleasure craft/boats outside their scheduled shift.	put in beyond their scheduled shift
Commuted Travelling Allowance	Police Officers who use their auto/motor cycles on official duties	430 per month
Detective Allowance	Police Officers performing detective duties	430 per month
Technician Pay	Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police	730 per month
Clothing Allowance	Police Officers whose duties and functions require them not to wear uniforms	480 per month
Special Duty Allowance	Police Officers posted in the Special Mobile Force, Special Support Unit, National Coast Guard and Helicopter Squadron	1025 per month
Prosecutor's Allowance	Police Officers who are required to work as Prosecutor	1235 per month
Allowance to officers holding professional qualifications	<p>(1) Police Officers called upon to work in the IT Unit and possessing:</p> <p>(i) a degree in IT</p> <p>(ii) a diploma in IT</p> <p>(2) Police Officers posted in the Legal Unit and possessing a degree or a professional qualification in Law.</p> <p>(3) Police Officers called upon to perform duties of a specialised nature (Engineering or others), as determined by the</p>	<p>per month</p> <p>2520</p> <p>1470</p> <p>2520</p>

Allowance	Payable to	Amount (Rs)
	<b>Commissioner of Police, and who regularly make effective use of their knowledge and skills and possess:</b> (i) a degree/ professional qualification (ii) a diploma or equivalent qualification	2520  1470
Commuted Overtime Allowance	(1) Police Officers who perform duties of Driver to Parliamentary Private Secretaries (2) Police Officers who perform duties of Driver/Security Officer to the Commissioner for Drugs Assets Forfeiture, Members of the National Assembly and in similar postings. (3) Police Officers performing as Police Riders who are posted at the Office of the President and Vice President:	3600 per month  3600 per month  3600 per month
Bodyguard Allowance	Police Officers posted at the VIP Security Unit	3600 per month
Meal Allowance	Police Officers posted at the VIP Security Unit should be provided either with meals where catering facilities are available or paid an allowance of Rs 130 for each meal for work performed after 1900hrs.	
Sergeant-at-Arms Allowance	Sergeant-at-Arms of the National Assembly	4750 per month
Aide-de-Camp Allowance	Aide-de-Camp attached to: (i) President (ii) Vice President (iii) Prime Minister	Per month 4750 3600 3600

Allowance	Payable to	Amount (Rs)
Disturbance Allowance	Mauritian Police Officers posted in Rodrigues and Police Officers domiciled in Rodrigues posted in Mauritius	25% of monthly salary
Driving Allowance	<p>(i) Police Officers holding the service licence and working on shift and who have been entrusted driving duties in government vehicles for policing and other interventions.</p> <p>(ii) Police Officers of the Traffic Branch who hold the service licence, work on shift and perform the duties of Rider.</p>	A monthly allowance equivalent to one increment at the initial of their respective salary scale
Diving Allowance	<p>(i) Qualified Divers of the MPF who are called upon to perform scuba diving during official underwater interventions, such as rescue and search operations as well as for training purposes.</p> <p>(ii) Police Officers acting as Dive Leader during official underwater interventions for implementation purpose, the qualified diver acting as Dive Leader in an official underwater intervention should be paid the Diving Allowance only as provided at (ii) above.</p>	<p>680 per dive, subject to a maximum of 10200 per month.</p> <p>735 per dive</p>
Duty Allowance	<p>Eligible Police Officers who are called upon to shoulder responsibilities of the next higher rank for the reasons mentioned hereunder:</p> <p>(i) the officer in the next higher rank may not be available, on</p>	<p>Per month</p> <p>Police Constable 250</p> <p>Police Corporal 275</p>

Allowance	Payable to	Amount (Rs)
	training overseas, on long leave or posted out;	Police Sergeant 300
	(ii) for ensuring continued command, control and supervision; and	Sub Inspector of Police 325
	(iii) shortage of officers in the appropriate ranks	Inspector of Police 350
Allowance to Police Cadet Inspector	Police Cadet Inspector (Male and Female) during their period of training.	790 per month.
Allowance to Police Officers holding a Degree in Police Studies	Police Officers in the grades of Inspector of Police and above who hold a Degree in Police Studies and as a result have been entrusted with additional duties/responsibilities to better utilise their knowledge, skills and abilities.	A monthly allowance equivalent to two increments at the point reached in their respective salary scale.
Ration Allowance	All eligible personnel of the National Coast Guard and the Helicopter Squadron who must be available for work at any time of the day  Police Officers posted to Agalega and St Brandon on a tour of service	125 a day for actual days of attendance.  160 a day.
Sea-Going Allowance	Crew members of the National Coast Guard vessels	190 on week days and 275 on Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea
Transfer Allowance	Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters	Rs 1000

Allowance	Payable to	Amount (Rs)
Special Allowance	Police Officers of the NCG, GIPM, SMF and SSU who are called upon to provide armed escort protection on board commercial vessels to ensure a safe navigation in private infested areas in the Indian Ocean.	Daily allowance up to a maximum of 10 days as below:
		Rs
		Police Constable 175
		Police Corporal 175
		Police Sergeant 200
		Sub Inspector of Police 225
		Inspector of Police and above 250

### Attending duty during emergencies

#### Recommendation 19

**14.2.52** We recommend that Police Officers who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies should be granted equivalent time off. However, in case time off cannot be granted within a period of four months, the Police Officers should be paid an allowance at the normal hourly rate for the period covered.

### Early Retirement Scheme

**14.2.53** We are maintaining the early retirement scheme for Police Officers.

#### Recommendation 20

**14.2.54** We recommend that Police Officers appointed as from 1 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing  $28\frac{3}{4}$  years of service; and
- (b) be eligible to earn pension at an enhanced rate of  $\frac{1}{414\text{th}}$  of pensionable emoluments for each additional month of service to enable them to qualify for full pension after  $34\frac{1}{2}$  years of service.

**14.2.55** We also recommend that Police Officers in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

**Work Pattern**

- 14.2.56 As per the Standing Orders, Police Officers in the grades of Police Constable and up to Inspector of Police are required to work on shift, whereas Chief Inspectors up to Deputy Commissioners are on call and have to attend duty whenever required, irrespective of the length of time. **These elements have been taken into account whilst determining the salaries recommended for the grades.**

**Police Medical and Scientific Unit****On-Call and In-Attendance Allowances**

- 14.2.57 Presently, officers in the grades of Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer are paid allowances when On-call and when actually in attendance, they are paid an additional in-attendance allowance. We are maintaining the allowances and revising the quantum.

**Recommendation 21**

- 14.2.58 **We recommend that Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer should be paid On-Call allowances as follows:**

<i>On-Call Allowance</i>	<i>Trainee Police Medical Officer (Rs)</i>	<i>Police Medical Officer/Senior Police Medical Officer (Rs)</i>	<i>Principal Police Medical Officer (Rs)</i>	<i>Chief Medical Police Officer (Rs)</i>
<b>Weekday</b> 1600 hours to 0900 hours the following day	500	980	1090	1115
<b>Saturday</b> 1200 hours to Sunday 0900 hours	750	1450	1635	1680
<b>Sunday and Public Holiday</b> 0900 hours to 0900 hours the following day	750	1450	1635	1680

- 14.2.59 **We further recommend that Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer be paid an in-attendance allowance of Rs 285, Rs 665, Rs 775 and Rs 825 respectively when they are required to perform medico-legal examination while on call.**

**Special Medical Service Allowance****Recommendation 22**

- 14.2.60** We recommend that the provision made at paragraph 23.71 under the Ministry of Health and Quality of Life in respect of Special Medical Service Allowance should be made applicable to members of the Medical and Dental Professions serving the Police Medical and Scientific Unit.

**Special Provisions for officers of the Medical and Dental Professions****Recommendation 23**

- 14.2.61** We recommend that the provision made at paragraphs 23.80 and 24.81 under the Ministry of Health & Quality of Life in respect of the Special provisions for officers of the Medical and Dental professions should be extended to members of the Medical and Dental profession serving the Police Medical and Scientific Unit.

**Continuing Professional Development****Recommendation 24**

- 14.2.62** We recommend that the provision made at paragraph 23.69 under the Ministry of Health and Quality of Life in respect of the Continuing Professional Development for officers of the Medical Profession should equally apply to members of the Medical profession serving the Police Medical and Scientific Unit.

**Rent Free Telephone and free calls****Recommendation 25**

- 14.2.63** We recommend that the provision made at paragraph 23.78 under the Ministry of Health and Quality of Life in respect of rent free telephone and free calls for officers of the Medical and Dental Profession should be extended to members of the Medical and Dental Professions in the Police Medical and Scientific Unit.

**Plan Printing Operator**

- 14.2.64** At present, the qualification requirements of the grade of Plan Printing Operator are a School Certificate with passes in at least five subjects and a National Trade Certificate (Level 3) in Printing or a National Certificate (Level 3) in Print Finishing or an equivalent relevant qualification.
- 14.2.65** The Bureau has been apprised that in certain Ministries, the duties of Plan Printing Operators have evolved and become more complex, depending upon the type of technologies used. However, at other places, the mode of operation has remained the same. We have also been informed that knowledge in Autocad is essential in view of coping with the evolution in the duties.

- 14.2.66 Given that this situation is not prevalent in all the organisations where the grade of Plan Printing Operator exists, we believe that it would be more appropriate to compensate incumbents who possess a Certificate in Autocad. We are recommending along these lines.

#### Recommendation 26

- 14.2.67 We recommend that Plan Printing Operators possessing a Certificate in Autocad or a relevant equivalent qualification should proceed beyond the top salary of their grade in the master salary scale by one increment provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

#### Health Surveillance

- 14.2.68 The Bureau has been informed that Plan Printing Operators are constantly exposed to substances emanating from the printing machines which are hazardous to health. In this context, we are recommending for Health Surveillance for incumbents.

#### Recommendation 27

- 14.2.69 We recommend that Management should make necessary arrangements with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

### MAURITIUS POLICE FORCE

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
14 000 108	<b>Rs 152000</b> Commissioner of Police
14 000 102	<b>Rs110000</b> Commanding Officer Deputy Commissioner of Police Director General, National Security Service Woman Deputy Commissioner of Police



Salary Code	Salary Scale and Grade
14 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Commissioner of Police Assistant Commissioner of Police (Engineer Squadron) Deputy Director General, National Security Service Woman Assistant Commissioner of Police
14 074 089	<b>Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Bandmaster Superintendent of Police Superintendent of Police (Engineer Squadron) Woman Police Superintendent
14 065 080	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Assistant Superintendent of Police Assistant Superintendent of Police Band Deputy Bandmaster Woman Police Assistant Superintendent
14 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Deputy Assistant Superintendent of Police Woman Police Deputy Assistant Superintendent
14 060 075	<b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Chief Inspector of Police Chief Inspector of Police Band Woman Police Chief Inspector
14 056 071	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Band Inspector Inspector of Police Woman Police Inspector
14 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Band Sub-Inspector Sub-Inspector of Police Woman Police Sub-Inspector

Salary Code	Salary Scale and Grade
14 048 068	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125</b> Band Sergeant Police Sergeant Woman Police Sergeant
14 045 066	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Band Corporal Police Corporal Woman Police Corporal
14 034 064	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Band Constable Police Constable Woman Police Constable
14 049 056	<b>Rs 21950 x 625 – 23200 x 775 – 27075</b> Cadet Officer (Communication Engineer) Cadet Officer (Electrical and Mechanical Engineer) Cadet Officer (Graduate) Police Cadet Inspector (Male) Police Cadet Inspector (Female)
14 046 055	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Cadet Officer (Others)
14 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Band Constable (Personal) Trainee Police Constable (Personal)
09 000 102	<b>Rs 110000</b> Chief Police Medical Officer
09 000 100	<b>Rs 101000</b> Principal Police Medical Officer
09 083 098	<b>Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000</b> Police Medical Officer/Senior Police Medical Officer

Salary Code	Salary Scale and Grade
09 071 089	<b>Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Trainee Police Medical Officer
09 070 089	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Police Dental Surgeon/Senior Police Dental Surgeon
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Psychologist
11 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Catering Administrator
11 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Senior Catering Officer
11 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Catering Officer
11 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Assistant Catering Officer
11 030 060	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Catering Supervisor
16 023 057	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28750</b> Plan Printing Operator

Salary Code	Salary Scale and Grade
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Master Tailor
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Assistant Master Tailor Chief Tradesman
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Carpenter Gun Fitter Leather Worker Tailor
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 038 055	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Head Cook
24 031 053	<b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Senior Cook
24 024 050	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575</b> Cook (Roster)
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Police Attendant

Salary Code	Salary Scale and Grade
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21475</b> Police Attendant/Senior Police Attendant
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21000</b> Range Warden Senior Gardener/Nursery Attendant
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –20050</b> Gardener/Nursery Attendant Wardress (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200</b> Swimming Pool Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader Sanitary Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 –10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### 14.3 GOVERNMENT PRINTING

- 14.3.1 The Government Printing Department (GPD) operates under the aegis of the Prime Minister's Office and it provides a one-stop service to the general public and Government/Parastatal Bodies. Its services include, among others, insertion of legal and other notices in the Government gazette; publication of as well as subscription to Government Gazette; graphic design services; printing; security printing; binding services; and short-run Digital Printing Services.
- 14.3.2 The mission of the Department is to advise its customers on their priority needs; conceive, print and bind all types of jobs required by its customers and deliver them to their satisfaction. In so doing, the GPD envisions becoming a cost efficient and most performing government department.
- 14.3.3 The Government Printer, as Accounting and Responsible Officer, is responsible for the proper administration and management of the GPD and for the provision of efficient and quality printing services to stakeholders. In the performance of her duties she is assisted by a Deputy Government Printer and an Assistant Government Printer. Technical, supporting as well as workmen's grades also form part of the establishment of the GPD.
- 14.3.4 In the context of this Review, Unions have made representations for the alignment of salaries; restyling of grades; creation of additional levels; payment of risk allowance and provision of protective equipment; and abolition of the grade of Pre-Press Operator. On the other hand, Management has requested for the upgrading of salaries of all the grades; amending of qualifications requirements of certain grades to enable recruitment of qualified candidates from both the market and in-service; and alignment of salaries.
- 14.3.5 During consultations, both parties were informed that the issue of alignment of salaries would be examined by the Bureau on the basis of its Job Evaluation Schemes and taking into consideration, among others, the nature and scope of activities and level of responsibility. They were apprised that grades are created depending on the functional and operational needs of the organisation and the onus of amending qualification requirements in schemes of service rests with Management after consultation with the parties concerned. It was highlighted that grades which are urgently required, would be graded by the Bureau on an *ad hoc* basis outside the Report in line with established procedures. As regards the provision of protective equipment, parties were advised to channel their request to the Standing Committee on Uniforms at the Ministry of Civil Service and Administrative Reforms. On the issue of risk allowance which pertains to general Conditions of Service, parties were signaled that a firm recommendation would be made for organisations to conduct a Risk Assessment exercise as per provision of paragraph 18.15.23 of Volume 1 of this Report.

- 14.3.6 After a thorough examination of all the representations, we are in this Report, while maintaining the present organizational structure, reframing the scheme of service of certain grades. However, to address issues relating to increased establishment and other HR related issues, **it is recommended that Management should conduct a Human Resource Planning exercise.**

**Phototype Setting Operator****Platemaking/Finishing Operator****Machine Minder/Senior Machine Minder (Roster)**

- 14.3.7 At present appointment to the grades of Phototype Setting Operator, Platemaking/Finishing Operator and Machine Minder/Senior Machine Minder (Roster) are made from among qualified officers on the establishment of the GPD. Management has highlighted that this measure has been implemented in the past due to unavailability of candidates holding the relevant qualifications from the market and this is no longer the case since the MITD is offering courses in the relevant field to the public. Management has therefore requested, with the support of the parent Ministry, that posts in these grades should be filled from both internal and external candidates to give a fair and equitable treatment to all stakeholders.

**Recommendation 1**

- 14.3.8 **We recommend that the GPD carries out an indepth analysis of the proposals for amendments, assesses the related implications on the overall staff structure, smooth running and effectiveness of the service before submitting the proposed scheme of service to the Bureau for grading purposes.**

**Assistant Printing Officer (Roster)**

- 14.3.9 The qualifications requirement of the grade of Assistant Printing Officer (Roster) has been amended in the EOAC Report 2013 with the waiving of the Cambridge School Certificate such that appointment thereto should be made by selection from among serving officers of the Department reckoning at least 10 years' service in a substantive capacity and possessing a Certificate in Printing Technology, Printing Administration, or the NTC 3 in Printing or an equivalent qualification.
- 14.3.10 In view of the nature of duties and responsibilities devolving at this level, Management has requested that the number of years of service be reduced and officers should possess the Cambridge School Certificate to enable them to pursue higher studies for career growth. Staff side as well as the Parent Ministry are agreeable.

- 14.3.11 We are recommending accordingly.

**Recommendation 2**

- 14.3.12 **We recommend that appointment to the grade of Assistant Printing Officer (Roster) should be made by selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and possessing a Cambridge School Certificate with credit in English Language,**

**French and Mathematics or Principles of Accounts and a Certificate in Printing Technology, Printing Administration or the NTC 3 in Printing or an equivalent qualification.**

### **Qualification Bar (QB)**

14.3.13 Presently, provisions exist for officers who have acquired experience of at least 15 years in the relevant field to be allowed to proceed incrementally beyond the QB provided in their respective salary scales. **We are maintaining same.**

### **Training of Serving Officers**

14.3.14 We are maintaining the present provisions regarding Training of officers of the GPD.

### **Recommendation 3**

14.3.15 **We recommend that Printing Assistants/Senior Printing Assistants (Roster) should be provided facilities to follow courses leading to the NTC3 in Printing or equivalent. Upon successful completion of same, the Printing Assistants/Senior Printing Assistants (Roster) should be given priority of consideration for appointment to the grade of Machine Minder/Senior Machine Minder (Roster).**

14.3.16 **We also recommend that Management should make necessary arrangements with the MITD for mounting appropriate courses for serving officers of the Department to enable them to upgrade their technical qualifications.**

### **Allowance to Printing Officers**

14.3.17 Printing Officers who regularly work over and above their normal working hours are presently being granted a monthly allowance equivalent to two increments at the point reached in the salary scale.

14.3.18 **As this provision is meeting its purpose, we recommend that same be maintained.**

### **Roster System**

14.3.19 Officers in the grades listed below are required to work on a roster system and this element has been taken into account in arriving at the recommended salaries of the corresponding grades:

Assistant Printing Officer  
Assistant Production Supervisor  
Head Printing Assistant  
Machine Minder/Senior Machine Minder (Bindery)  
Machine Minder/Senior Machine Minder (Pressroom)  
Phototype Setting Operator  
Plate Making/Finishing Operator  
Production Supervisor



Production Supervisor (Plate Making/Finishing)  
Printer's Mechanic  
Printing Assistant/Senior Printing Assistant  
Reprographic Machine Operator (Personal)  
Senior Machine Minder (Personal)  
Senior Printer's Mechanic

### Specific Conditions of Service

#### Health Surveillance

- 14.3.20 Staff of the Government Printing Department, by nature of their work, are regularly exposed to or are liable to be exposed to substances which are hazardous to their health.
- 14.3.21 Provision has been made in our previous Reports for the Government Printing Department to make necessary arrangements with the Health Authorities for a medical surveillance, free of charge, and at regular interval for its staff. **We are maintaining this provision.**

### GOVERNMENT PRINTING SALARY SCHEDULE

Salary Code	Salary Scale and Grade
16 000 100	<b>Rs 101000</b> Government Printer
16 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Government Printer
16 068 082	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Government Printer
16 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> <b>QB 48425 x 1525 – 49950</b> Printing Officer
16 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Senior Graphic Artist

Salary Code	Salary Scale and Grade
16 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Graphic Artist
16 027 030	<b>Rs 14050 x 275 – 14875</b> Trainee Graphic Artist
16 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Assistant Printing Officer (Roster)
16 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 34350 QB 35275 x 925 – 37125 x 1225 – 39575</b> Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)
16 043 067	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Pre-Press Operator (Roster)
16 043 066	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Senior Printer's Mechanic (Roster)
16 043 067	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 QB 31725 x 775 – 32500 x 925 – 36200</b> Assistant Production Supervisor (Roster)
16 043 066	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 QB 31725 x 775 – 32500 x 925 – 35275</b> Phototype Setting Operator (Roster) Plate Making/Finishing Operator (Roster) Reprographic Machine Operator (Roster) (Personal)
16 040 062	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Senior Machine Minder (Roster) (Personal)

Salary Code	Salary Scale and Grade
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b>  Machine Minder/Senior Machine Minder (Bindery) (Roster) Machine Minder/ Senior Machine Minder (Pressroom) (Roster)
16 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b>  Printer's Mechanic (Roster)
16 030 053	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b>  Head Printing Assistant (Roster)
16 019 049	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b>  Printing Assistant/Senior Printing Assistant (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b>  Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b>  Stores Attendant

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## 14.4 METEOROLOGICAL SERVICES

- 14.4.1 The Mauritius Meteorological Services (MMS) is mainly responsible to contribute to the socio-economic development of the country by providing baseline weather and climate data to various sectors including agriculture, water resources, tourism, marine and aeronautical navigation and construction industry. It is mandated to provide accurate and timely weather and climate information and other meteorological products to the citizens of the Republic of Mauritius.
- 14.4.2 The priority objectives of the MMS are to assess weather and the state of climate and provide accurate and timely predictions. In so doing, it ensures safety of life and property on all the territories of the Republic of Mauritius; assist in the planning of maritime navigation and provide inputs for sustainable economic growth and protection of environment. It works in close collaboration with the World Meteorological Organisation and is required to constantly monitor and issue warning bulletins on cyclone, earthquake and tsunami and has to fulfil regional and international obligations in the field of meteorology.
- 14.4.3 Further to changes in the frequency and intensity of natural hazards due to climate variability, the MMS has shifted from its traditional role of providing daily weather forecasts to be actively involved in the detection, monitoring and forecasting of weather hazards; analysis of risks involved; dissemination of timely and authoritative warnings and activation of emergency preparedness and response plans.
- 14.4.4 In the context of this Report, both Management and Staff Associations have, among others, made proposals for strengthening the structure of the MMS and increasing establishment size of existing grades with a view to providing an enhanced service delivery. Request has also been made to upgrade the qualification requirements of grades of the Meteorological Technician cadre to meet new exigencies in the field and grant appropriate allowances to certain officers for performing specific duties.
- 14.4.5 In view of the aforementioned proposals and after careful analysis, keeping in mind the evolving role of the MMS, we are, in this Report, reinforcing the organisational structure through the creation of appropriate grades and making provision for the creation of additional posts in the professional grades. In addition, we are upgrading the qualification requirements of the Meteorological Technician cadre and introducing the payment of appropriate allowances to certain grades while maintaining existing ones, with a view to enhancing service delivery to the satisfaction of all stakeholders.

## Meteorological Technicians' cadre

### Deputy Chief Meteorological Technician (New Grade)

- 14.4.6 Both Management and Staff Associations have represented that there is strong need for a level of Deputy Chief Meteorological Technician further to an expansion in the activities of the MMS owing to climate change and environmental challenges.
- 14.4.7 Whilst studying the request, we have taken into account the critical role that the MMS is required to play in ensuring the safety of life and property and the provision of accurate weather forecasts as well as the continuous evolution in this sector. On this basis, we consider the request to be fully substantiated. We are, therefore, providing for this level.

### Recommendation 1

- 14.4.8 **We recommend the creation of the grade of Deputy Chief Meteorological Technician. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Meteorological Technician who reckon at least two years' service in a substantive capacity in the grade and who possess good managerial and organisational skills.**
- 14.4.9 Incumbent would be required, *inter alia*, to: deputise for the Chief Meteorological Technician in the organisation of work in the Meteorological Technician cadre, their posting inland and in the Outer Islands; be responsible for the technical aspects of weather and climate observations; ensure timely and accurate weather observations; and ensure competency development in weather and climate observations in the Republic of Mauritius and to conduct regular refresher courses in weather observation.

### Chief Meteorological Technician

- 14.4.10 At present, appointment to the grade of Chief Meteorological Technician is made by promotion, on the basis of experience and merit, of officers in the grade of Principal Meteorological Technician who reckon at least two years' service in a substantive capacity in the grade. With the creation of the grade of Deputy Chief Meteorological Technician, there is need to bring consequential amendments to the mode of appointment to the grade of Chief Meteorological Technician. We are, therefore, making an appropriate recommendation to that end.

### Recommendation 2

- 14.4.11 **We recommend that, in future, appointment to the grade of Chief Meteorological Technician be made by promotion, on the basis of experience and merit, of officers in the grade of Deputy Chief Meteorological Technician who possess good managerial and organisational skills.**

**Upgrading of qualifications**

- 14.4.12 At present, the Meteorological Technicians join the MMS as a Trainee Meteorological Technician possessing a Cambridge Higher School Certificate with passes in Physics or Mathematics. Incumbents are then required to follow a two-year training course, both theoretical and practical in meteorology, after having successfully completed the Basic Instruction Package for Meteorological Technician (BIP-MT).
- 14.4.13 Management and Union Members have submitted that over the years, the nature of work of the Meteorological Technician cadre has significantly evolved owing to the ongoing advances in the field of Meteorology, Climatology, Agrometeorology and Hydrometeorology, among others, new and changing demands for meteorological and hydrological services and significant changes in the approach to professional instruction and specialisation. Hence, there is need for officers of the Meteorological Technician cadre to upgrade their qualifications and knowledge. In this context, request has been made for the officers, to be sponsored to follow a diploma course in Meteorology.
- 14.4.14 After duly examining the submission, we are agreeable to the proposal as same would allow Meteorological Technicians to serve better the interest of the citizens. We are, therefore, making appropriate recommendations to that end.

**Recommendation 3****14.4.15 We recommend that:**

- (i) the grade of Meteorological Technician should, in future, be filled by appointment of Trainee Meteorological Technicians who have successfully completed the diploma in Meteorology;**
- (ii) Management should make necessary arrangements with a recognised institution for the provision of a diploma course in Meteorology to officers of the Meteorological Technician cadre;**
- (iii) officers in the grades of Meteorological Technician, Senior Meteorological Technician and Principal Meteorological Technician possessing a diploma in Meteorology be allowed to proceed beyond the Qualification Bar (QB) inserted in their respective salary scale; and**
- (iv) newly appointed Meteorological Technicians possessing a Diploma in Meteorology should join the salary scale at salary point Rs 19575.**

**Adhoc Allowance – Instrument Section**

- 14.4.16 Both Management and Staff Associations have requested for the payment of an allowance to Meteorological Technicians who are posted in the Instrument Section. The Bureau has been apprised that these officers are required over and above their normal duties, to carry out repair and maintenance works with respect to meteorological instruments. We have further been informed that these duties were entrusted to the officers of the former Meteorological Instrument Technician cadre. Following the phasing out of the latter, a few officers of the Meteorological Technician cadre have been provided relevant training in the field and consequently been called upon to perform these duties.
- 14.4.17 We have duly examined the proposal and consider that there is merit in the case. We are, therefore, making provision for the payment of an *adhoc* allowance to these officers.

**Recommendation 4**

- 14.4.18 We recommend that officers in the grade of Meteorological Technician who are posted in the Instrument Section of the MMS, be paid a monthly *adhoc* allowance of Rs 1500.**

**Allowance for performing Civil Status duties**

- 14.4.19 A Senior Meteorological Technician is posted to Agalega on a tour of duty. We have been apprised that prior to proceeding to Agalega, the Senior Meteorological Technician is dispensed appropriate training in civil status duties, namely regarding registration of births, deaths, marriages, issue of certificates and any other related documents, as he is required to perform same as no officer from the Civil Status Office is posted there.
- 14.4.20 With respect to the above, the officer concerned is paid a monthly allowance of Rs 105 as approved by the MCSAR for performing these extra duties. Staff Associations as well as Management have strongly requested for a revision of the quantum of the allowance which has remained unchanged for many years. After examining the whole issue and obtaining the views of the relevant authorities, we consider that a substantial revision of the allowance is warranted, based on the nature/complexity of duties performed by incumbent and to the fact that the arrangement of allowing an officer of the MMS to perform civil status duties is considered as appropriate.

**Recommendation 5**

- 14.4.21 We recommend that the monthly allowance payable to the Senior Meteorological Technician posted on a tour of duty at Agalega for performing civil status duties, should be revised to Rs 1000.**

**Training Allowance**

- 14.4.22 At present, the Divisional Meteorologist and Meteorologist, Chief Meteorological Technician and Principal Meteorological Technician are paid a sessional fee for providing formal and classroom training to new recruits of the MMS. We are maintaining this provision. We have also extended the payment of the allowance to the new grade of Deputy Chief Meteorological Technician.

**Recommendation 6**

- 14.4.23 We recommend that officers in the grades of Divisional Meteorologist and Meteorologist, Chief Meteorological Technician, Deputy Chief Meteorological Technician and Principal Meteorological Technician who are required to give training should continue to be paid a sessional fee of 1 ¼ to 1 ½ hours as follows:

Grades	Amount (Rs)
Divisional Meteorologist Meteorologist	535
Chief Meteorological Technician Deputy Chief Meteorological Technician Principal Meteorological Technician	340

**Night Duty Allowance**

- 14.4.24 Presently Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying in period. We are reviewing this provision.

**Recommendation 7**

- 14.4.25 We recommend that Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

**Inducement Allowance - Meteorological Technician (Agalega)**

- 14.4.26 Officers in the grade of Meteorological Technician (Agalega) are presently paid an inducement allowance equivalent to 50% of basic salary. We are maintaining this provision.



**Recommendation 8**

- 14.4.27 We recommend that officers in the grade of Meteorological Technician (Agalega) should continue to be paid a monthly inducement allowance equivalent to 50% of monthly salary.**

**Meteorologists' Cadre****Meteorologist/Senior Meteorologist, *formerly Meteorologist***

- 14.4.28 In view of the continuous advancements in the field of Meteorology and evolving changes in the duties of officers at the MMS, we are reviewing the job appellation of the grade of Meteorologist to reflect its level of operation.

**Recommendation 9**

- 14.4.29 We recommend that the grade of Meteorologist be restyled Meteorologist/Senior Meteorologist.**
- 14.4.30 We have also waived the Proficiency Bar (PB) in the salary scale of the grade as it no longer serves its purpose.**

**Special Allowance**

- 14.4.31 Union Members have submitted that Meteorologists are now required to present weather news on TV on a daily basis. We have been apprised that this task was previously devolving on trained weather presenters of the Mauritius Broadcasting Corporation (MBC). In this respect, request has been made for the payment of a monthly allowance.
- 14.4.32 We have examined the request and consider that there is justification to compensate these incumbents as presenting weather news on TV involves the officers to be well dressed and possess good communication as well as presentation skills. We are, therefore, providing for the payment of an allowance in that respect.

**Recommendation 10**

- 14.4.33 We recommend that officers in the grade of Meteorologist/Senior Meteorologist, *formerly Meteorologist* be paid a special monthly allowance of Rs 365 for presenting weather forecast/news on TV on a daily basis.**

**On-Call and In-Attendance Allowance**

- 14.4.34 Meteorologist/Senior Meteorologist *formerly Meteorologist* who are required to be on call from 2200 hours to 0400 hours the next day are presently paid an on-call allowance and an in-attendance allowance when required to attend duty while on-call. We are maintaining this provision. However, upon request from Management, we are extending the in-attendance allowance to the Divisional Meteorologist who is required to attend duty during extreme weather conditions.

**Recommendation 11**

- 14.4.35** We recommend that officers in the grade of Meteorologist/Senior Meteorologist, *formerly Meteorologist*, should continue to be paid an On-Call Allowance of Rs 200 daily.
- 14.4.36** We further recommend that an in-attendance allowance of Rs 200 per hour whenever required to attend duty while on-call, inclusive of travelling time, should continue to be paid to Meteorologist/Senior Meteorologists *formerly Meteorologists*.
- 14.4.37** We also recommend that an in-attendance allowance of Rs 370 per hour, inclusive of travelling time, be paid to the Divisional Meteorologist whenever the latter is required to attend duty during extreme weather conditions.

**Other Observations**

- 14.4.38** Management and Staff Associations have also requested for an increase in the establishment size of the grades of Divisional Meteorologist and Meteorologist/Senior Meteorologist, *formerly Meteorologist*, in view to coping with the increasing workload as well as undertaking more research work in the fields of Agrometeorology, Climate Change and Hydrometeorology. As per the submission, an increase in the number of posts would enable the MMS to provide better weather and climate services. In addition, request has also been made for the posting of a Principal Meteorological Technician at Plaisance and Vacoas for a better service delivery.
- 14.4.39** The Bureau wishes to highlight that issues regarding the establishment size or posting of officers would best be considered and addressed in the context of the Human Resource Planning exercise which every organisation would be mandatorily required to carry out as per provision made at Chapter 11 of Volume 1 of this Report.

**Meteorological Telecommunications Technician Cadre**

- 14.4.40** The Electronic/Telecommunication Division of the Mauritius Meteorological Services consists of a 4-level structure comprising officers in the grades of Meteorological Telecommunications Technician, Senior Meteorological Telecommunications Technician, Principal Meteorological Telecommunications Technician and Chief Meteorological Telecommunications Technician. The overall responsibility for installing and operating all electronic equipment in use, performing routine maintenance and repairs of Meteorological equipment and ensuring that all equipment required for observations and dissemination of Meteorological data are in optimal and perfect working conditions, devolves upon officers of the Telecommunications Technicians cadre. Presently, the Division is headed by the Chief Meteorological Telecommunications Technician.

**Deputy Chief Meteorological Telecommunications Technician (New Grade)**

- 14.4.41 With the ongoing advances in technology, more and more applications for use in the field of meteorology are constantly being developed and implemented to face the challenges to provide better services especially with the events occurring due to the effects of climate change. In this context, the Meteorological Services has constantly been upgrading its existing operational systems and implementing new ones.
- 14.4.42 This has led to a considerable increase in the workload in the management of all electronic, electrical, IT and other equipment, with consequential added responsibilities for the Chief Meteorological Telecommunications Technician.
- 14.4.43 In view of the above, the Management of the Meteorological Services has requested that a grade of Deputy Chief Meteorological Telecommunications Technician be created to deputise the Chief Meteorological Telecommunications Technician in the day to day running of the Electronic Division of the Meteorological Services. In order to help better meet the new challenges of the Division, we are strengthening the cadre with the creation of a grade at top level, introducing new allowances, whilst revising the existing ones as a motivation to the officers for enhanced service delivery.

**Recommendation 12**

- 14.4.44 **We recommend the creation of the grade of Deputy Chief Meteorological Telecommunications Technician on the establishment of the Meteorological Services. Appointment thereto, should be by promotion on the basis of merit and experience of officers in the grade of Principal Meteorological Telecommunications Technician who possess the Advanced Technician Diploma in Telecommunications and Electronic Engineering or the Advanced Technician Diploma in Telecommunications Systems awarded by the City & Guilds of the London Institute.**
- 14.4.45 Incumbent would be required to deputise the Chief Meteorological Telecommunications Technician in the day to day running of the Electronic Division of the Meteorological Services. He would also be required, among others, to contribute, in ensuring that the electronic equipment in the Meteorological Services are operative at all times; supervise the work of the Principal Meteorological Telecommunications Technicians and give technical advice and instructions, as and when necessary. He would further be responsible for the proper maintenance of the IT Systems of the department including LAN and WIFI network; maintenance, repairs and operation of the Radar Equipment and the Radiosonde System; and also for the maintenance of electronic equipment and IT Systems of the Meteorological Services within the Republic of Mauritius, including Rodrigues, St Brandon and Agalega.

**Recommendation 13**

- 14.4.46 We recommend that, in future, appointment to the grade of Chief Meteorological Telecommunications Technician be made by promotion, on the basis of experience and merit, of officers in the grade of Deputy Chief Telecommunications Meteorological Technician who possess good managerial and organisational skills.**

**Height Allowance**

- 14.4.47 At present, a non-pensionable Height Allowance at the rate of 80% of the normal hourly rate is paid to Meteorological Telecommunications Technicians and officers posted in the instrument section of the Meteorological Services, for climbing masts and towers above 20 feet for the maintenance, servicing and repair of the anemometers. We are maintaining the payment of the allowance at the rate prescribed.

**Recommendation 14**

- 14.4.48 We recommend that Meteorological Telecommunications Technicians and officers of the Meteorological Services posted in the instruments section of the Meteorological Services, who are required to climb masts and towers above 20 feet, should continue to be paid a non-pensionable Height Allowance. The computation of the allowance for the number of hours of work performed at the height of over 20 feet, should continue to be at 80% of the normal hourly rate.**

**Wave Rider/Wave Hunter Allowance**

- 14.4.49 Officers in the grades of Principal Meteorological Telecommunications Technician and Senior Meteorological Telecommunications Technician who are called upon to carry out wave rider deployment in the open sea at Blue Bay or any other site, sometimes in hazardous conditions such as rough sea and extreme weather conditions, are paid a monthly Wave Rider Allowance of Rs 750.
- 14.4.50 During the course of consultation and a site visit effected by officers of the Bureau in the context of the present Review Exercise, the Management of the Meteorological Services has submitted that two Meteorological Telecommunications Technicians who are equally involved in the deployment of wave riders, be granted the above allowance. We concur with the views of the Management of the Mauritius Meteorological Services and are recommending, accordingly.

**Recommendation 15**

- 14.4.51 We recommend that officers in the grades of Meteorological Telecommunications Technician, Senior Meteorological Telecommunications Technician and Principal Meteorological Telecommunications Technician who are effectively called upon to perform additional duties relating to Wave Riders/Wave Hunters and/or any other remote –marine sensing equipment, should be paid a monthly allowance of Rs 750.**

**Training Allowance**

- 14.4.52 In the performance of their duties, the Chief Meteorological Telecommunications Technician and the Principal Meteorological Telecommunications Technician are required to provide formal as well as classroom training lasting between 1¼ to 1½ hours, to new recruits. As such, they have requested that an appropriate allowance be paid to them along similar lines as payable to counterparts of the Meteorological Services.
- 14.4.53 We have analysed the request and find that in a spirit of fairness and equity, the submission made is justified. We are recommending, accordingly.

**Recommendation 16**

- 14.4.54 We recommend that the Chief Meteorological Telecommunications Technician and the Principal Meteorological Telecommunications Technician who are required to provide formal as well as classroom training to new recruits of the Meteorological Services, be paid a fee of Rs 340 per session of 1¼ and 1½ hours.**

**Hardship Allowance**

- 14.4.55 Officers of the Meteorological Telecommunications Technician cadre have submitted that while proceeding on official mission to Agalega and St. Brandon, they are faced with much difficulties, such as, sea sickness, accommodation and logistic, embarkation and disembarkation, transport problems, hygiene, water quality and food problems added to the hardships associated with isolation.
- 14.4.56 In the given circumstances, union members have requested for the extension of the Hardship Allowance to the Meteorological Telecommunications Technician' cadre, being paid to the Technicians' cadre of the Civil Aviation Department, when they proceed on official missions to those Outer Islands. The Management of the Meteorological Services has supported the request to which we are equally agreeable.

## Recommendation 17

- 14.4.57** We recommend that officers of the Meteorological Telecommunications Technicians cadre who effectively proceed on official mission to Agalega and St. Brandon, be paid a Hardship Allowance, for each trip undertaken as hereunder:

Grade	Hardship Allowance (Per Trip) (Rs)
Principal Meteorological Telecommunications Technician	2000
Senior Meteorological Telecommunications Technician	1500
Meteorological Telecommunications Technician	1200

## METEOROLOGICAL SERVICES

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 000 102	<b>Rs 110000</b> Director
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Divisional Meteorologist
19 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Meteorologist/Senior Meteorologist <i>formerly Meteorologist</i>
19 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Meteorologist

Salary Code	Salary Scale and Grade
22 059 085	<b>Rs29400 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 – 49950 x 1625 – 62950</b> Telecommunication Engineer/Senior Telecommunication Engineer
22 064 077	<b>Rs33425 x 925 –37125 x 1225 –40800 x 1525 – 49950</b> Chief Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08)
22 063 076	<b>Rs32500 x 925 –37125 x 1225 –40800 x 1525 – 48425</b> Chief Meteorological Telecommunications Technician( <i>appointed as from 01.07.08</i> )
22 061 075	<b>Rs 30950 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 – 46900</b> Deputy Chief Meteorological Telecommunications Technician (New Grade)
22 060 074	<b>Rs30175 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 – 45375</b> Principal Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08)
22 058 072	<b>Rs28625 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 – 42325</b> Principal Meteorological Telecommunications Technician( <i>appointed as from 01.07.08</i> )
22 050 072	<b>Rs22575 x 625 –23200 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 – 42325</b> Senior Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08)
22 047 069	<b>Rs 21000 x 475 –21950 x 625 –23200 x 775 –32500 x 925 –37125 x 1225 – 38350</b> Senior Meteorological Telecommunications Technician ( <i>appointed as from 01.07.08</i> )
22 035 065	<b>Rs 16400 x 325 –17700 x 375 – 19575 x 475 –21950 x 625 –23200 x 775 –32500 x 925 –34350</b> Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08)

Salary Code	Salary Scale and Grade
22 032 062	<b>Rs15450 x 300 – 15750 x 325 –17700 x 375 – 19575 x 475 –21950 x 625 –23200 x 775 –31725</b> Meteorological Telecommunications Technician( <i>appointed as from 01.07.08</i> )
22 024 026	<b>Rs13270 x 260 –13790</b> Trainee Meteorological Telecommunications Technician
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Meteorological Technician
19 064 080	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Deputy Chief Meteorological Technician (New Grade)
19 061 078	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> <b>QB 49950 x 1625 – 51575</b> Principal Meteorological Technician
19 056 074	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> <b>QB 43850 x 1525 – 45375</b> Senior Meteorological Technician
19 035 069	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> <b>QB 36200 x 925 – 37125 x 1225 – 38350</b> Meteorological Technician Meteorological Technician (Agalega)
19 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Meteorological Technician
19 031 064	<b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Meteorological Observer (Agalega)
19 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Meteorological Observer (Agalega)



Salary Code	Salary Scale and Grade
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 14.5 MAURITIUS PRISON SERVICE

- 14.5.1 The Mauritius Prison Service (MPS) envisions a safer Mauritius through best correctional practices. It is mandated to serve society by keeping detainees in safe, humane custody and help prepare them for a useful life.
- 14.5.2 The main objectives of the MPS consist in monitoring all statutory to intramural sentences, providing a safe and healthy environment for the detainees which is conducive to their rehabilitation and spiritual enhancement and vocational training; and facilitating and safeguarding ways and means for the detainees' contact with outside world.
- 14.5.3 At present, the MPS consists of eleven penal institutions including the two Correctional Youth Centres, with a population of about 2130 detainees. The Commissioner of Prisons is responsible for the administration of the institutions and control and supervision of detainees. He is assisted by officers of the Prison Officer cadre, Hospital personnel, Welfare Officer cadre, manual workers, General Service Staff and other officers seconded from Ministries.
- 14.5.4 The MPS has developed a ten-year strategic plan (2013 – 2023) with the main objective of reducing the rate of re-offending in Mauritius in line with its vision. Much emphasis is also being laid on the reformation of detainees through rehabilitation and resettlement, which is considered as one of the most difficult and challenging tasks in a constantly changing social environment. Moreover, operational systems are being revamped with a view to modernizing work processes. In this context, the MPS has launched in 2014 the E-Prison Project.
- 14.5.5 For this Report, both Unions and management have submitted several proposals regarding, among others, the introduction of several allowances, creation of grades, payment of on-call allowance to various grades.
- 14.5.6 The Bureau has duly examined the proposals keeping in mind the emerging challenges in the prison landscape and the main orientation of this Report which aims at the transformation of the public sector for an enhanced service delivery to meet all stakeholders' needs. Only those requests considered as meritorious have been acceded to. We are, inter-alia, creating the grades of Prison Pharmacy Technician and Prison Health Records Clerk, revisiting the mode of compensation as regards confinement, and providing for the payment of new allowances, whilst revising the quantum of certain existing allowances.

### Trainer's Allowance

- 14.5.7 Both Management and Unions have requested for the payment of an allowance to prison staff who are designated to act as Training Instructors and regularly dispense courses at the Prison Training School. These officers are selected according to their higher academic qualifications held, specific competencies and skills.

According to Management, the services of these officers are essential in dispensing quality training to prison staff and this aspect should be given due recognition. The Bureau considers that there is some justification in the request made, given the critical importance of the nature of services being delivered by these designated Training Instructors. Moreover, the payment of an allowance would act as an inducement to retain these officers at the Prison Training School. We are recommending accordingly.

### **Recommendation 1**

- 14.5.8 We recommend that prison staff who are posted at the Prison Training School and performing as Training Instructor on a regular basis, should be paid a monthly allowance of Rs 1470.**

### **Allowance to Officers of the Prison Band**

- 14.5.9 The Union has requested for an allowance to be paid to officers of the Prison Band as their services are being tapped by the MPS during official functions. After studying the request, we view that the officers concerned should be compensated additionally as the MPS is making effective use of their skills and competencies. We are therefore making provision for the payment of an allowance.

### **Recommendation 2**

- 14.5.10 We recommend that officers forming part of the Prison Band should be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**

### **Physical Training Instructor's Allowance**

- 14.5.11 A few Prison Officers are called upon to dispense training in Physical Education to both prison staff and detainees. In this context, it has been submitted that these officers should be additionally compensated as the MPS is using their competencies and skills for the benefit of the organisation. The Bureau has carefully studied the request and views that the officers may be granted an allowance provided they possess a relevant certificate in the field from a recognised institution.

### **Recommendation 3**

- 14.5.12 We recommend that Prison Officers who are called upon to act as Physical Training Instructor and possess a Physical Training Instructor's Certificate from a recognized institution should be granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**
- 14.5.13 However, the above recommendation should not apply to officers who are eligible to the payment of the Trainer's Allowance as recommended at paragraph 14.5.8.**

**Allowance to officers of the IT Unit**

- 14.5.14 The Union has submitted that a few qualified officers are posted in the IT Unit as they possess specific skills and competencies. These officers are called upon to maintain the E-Prison System and provide training to end users. On this ground, representation has been made to compensate the officers additionally. We consider the request to be justified and are making provision for the payment of an allowance to the officers concerned, depending upon their qualifications held.

**Recommendation 4**

- 14.5.15 We recommend that Prison Officers who are posted and who are called upon to work effectively in the IT Unit and possessing a Degree in IT should be paid a monthly allowance of Rs 2520, whereas those possessing a Diploma in IT should be paid Rs 1470 per month.**

**Dog Training Allowance**

- 14.5.16 The Bureau has been apprised that a few officers posted at the Dog Section are also required, apart from carrying out dog handling duties, to train dogs in effecting searches in view to detecting drugs, mobile phones and prohibited items. The Bureau views that much effort and skills are required in training the dogs and it is fair to reward these officers.

**Recommendation 5**

- 14.5.17 We recommend that Prison Officers who are posted in the Dog Section and required to train dogs should be paid an allowance of Rs 730 per month.**

**Pregnant Prison Officers**

- 14.5.18 The Bureau has received persistent representations to the effect that much hardship is endured by pregnant Prison Officers as they are required to work on night shift and perform duties necessitating continuous standing. The Bureau has carefully examined the issue and views that a specific recommendation should be made for female officers of the Disciplined Forces who are in this state.

**Recommendation 6**

- 14.5.19 We recommend that Management should strongly consider the advisability of not requiring, as far as possible, pregnant female Prison Officers to perform extra hours or night shift or duties involving continuous standing for at least three months before their confinement.**

## Performance Bonus

14.5.20 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

## Recommendation 7

**14.5.21 We recommend that officers in the grade of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer should be paid a one-off performance bonus equivalent to twelve times the value of one increment at the point reached in their respective salary scale provided that they have:**

- (i) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) have not been adversely reported upon on ground of conduct.**

14.5.22 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

## Recommendation 8

**14.5.23 We recommend that the above recommendation should take effect as from 01 January 2018.**

## Confinement Allowance

14.5.24 Officers performing night duty claim that after completing their night shift, they are not allowed to leave the premises until the opening of the gate at 0700 hours, owing to prisons' rules. In this respect, the EOAC recommended for the payment of an allowance based on Night Duty Allowance.

14.5.25 The Bureau considers that the mode of compensation as recommended by the EOAC is technically inappropriate and has eventually led to implementation and interpretation problems. In this context, we are providing for another mechanism to compensate these officers for being confined on their site of work.

## Recommendation 9

**14.5.26 We recommend that officers who after performing their night shift, are retained for security reasons, on their site of work, until the opening of the Prisons' gate, should be paid an allowance at the rate of 25% of their normal**

hourly rate for every hour they remain on site after completing their scheduled night shift.

### Allowances

**14.5.27** We recommend that the existing allowances payable in the MPS should be as per the table below:

Allowance	Eligible Officers	Monthly Quantum/Rate(Rs)
Risk Allowance	(i) Officers of the MPS performing operations duties, up to the grade of Superintendent of Prisons/Senior Superintendent of Prisons.	1 ½ increments at the initial of their salary scale subject to a maximum of Rs 900.
	(ii) Hospital staff of the MPS (iii) Prisons Catering Administrator (iv) Prisons Drivers (shift) (v) Employees of the Workmen's Group-Tradesman cadre of the Prisons Department	1 ½ increments at the initial of their respective salary scale.
Trade Allowance	Prisons Officer/Senior Prisons Officers posted in the Trades Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.	380
Night Duty Allowance	(i) Officers of the Prisons Officer cadre who effectively work on night shift. (ii) Prisons Drivers (shift) of the MPS who effectively work on night shift.	25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

<b>Allowance</b>	<b>Eligible Officers</b>	<b>Monthly Quantum/Rate(Rs)</b>
<b>Night Attendance Bonus</b>	<b>For attending duty on all scheduled nights during the month:</b>	
	(i) <b>Principal Prisons Officer reckoning</b> <b>Up to 10 years' service</b> <b>Over 10 years' service</b>	<b>735</b> <b>880</b>
	(ii) <b>Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer reckoning:</b> (a) <b>An aggregate of up to 10 years' service as Prisons Officer Grade I, Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer</b>	<b>600</b>
	(b) <b>An aggregate of over 10 years' service as Prisons Officer Grade I (Personal), Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer</b>	<b>735</b>
<b>Allowance to Prisons Security Squad</b>	<b>Officers of the Prisons Security Squad</b>	<b>1400</b>
<b>Allowance payable to "Lead Prisons Officer"</b>	<b>Prisons Officer/Senior Prisons Officer known as "Lead Prisons Officer"</b>	<b>Allowance equivalent to 2 increments at point reached in their salary scale.</b>
<b>Bank of Prisons Officers Scheme</b>	<b>Eligible Officers (Prisons Officer/Senior Prisons Officer up to Assistant Superintendent of Prisons) forming part of the Bank and who are called upon to attend duty in emergency cases.</b>	<b>640 for up to first three hours and on a prorata basis for additional hours of work put in.</b>

**Rent Allowance****Recommendation 10**

**14.5.28** We recommend that Rent Allowance payable to officers of the MPS who perform operations duties and do not occupy government quarters should be maintained as hereunder:

<b>Grade</b>	<b>Amount (Rs)</b>
<b>Woman Prisons Officer/Senior Woman Prisons Officer <i>formerly Female Prisons Officer/Senior Female Prisons Officer</i></b>	<b>815</b>
<b>Prisons Officer/Senior Prisons Officer</b>	<b>815</b>
<b>Prisons Officer Grade I (Personal)</b>	<b>815</b>
<b>Principal Woman Prisons Officer <i>formerly Principal Female Prisons Officer</i></b>	<b>1010</b>
<b>Principal Prisons Officer</b>	<b>1010</b>
<b>Principal Prisons Officer (Industries)</b>	<b>1010</b>
<b>Principal Prisons Officer (Works)</b>	<b>1010</b>
<b>Hospital Officer (Male) Hospital Officer (Female)</b>	<b>1010</b>
<b>Woman Assistant Superintendent of Prisons <i>formerly Female Assistant Superintendent of Prisons</i></b>	<b>1180</b>
<b>Assistant Superintendent of Prisons (Industries)</b>	<b>1180</b>
<b>Assistant Superintendent of Prisons (Works)</b>	<b>1180</b>
<b>Assistant Superintendent of Prisons</b>	<b>1180</b>
<b>Prisons Welfare Officer</b>	<b>1180</b>
<b>Senior Hospital Officer (Male) Senior Hospital Officer (Female)</b>	<b>1180</b>
<b>Assistant Superintendent of Prisons (Personal)</b>	<b>1180</b>
<b>Prisons Catering Administrator</b>	<b>1180</b>
<b>Senior Prisons Welfare Officer</b>	<b>1180</b>
<b>Principal Prisons Welfare Officer</b>	<b>1550</b>
<b>Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons <i>formerly Female Superintendent of Prisons/Senior Female Superintendent of Prisons</i></b>	<b>1550</b>



Grade	Amount (Rs)
Superintendent of Prisons/Senior Superintendent of Prisons	1550
Superintendent of Prisons/Senior Superintendent of Prisons (Industries)	1550
Superintendent of Prisons/Senior Superintendent of Prisons (Works)	1550
Principal Hospital Officer (Male) Principal Hospital Officer (Female)	1550
Senior Superintendent of Prisons (Personal)	1550
Chief Hospital Officer	1550
Chief Prisons Welfare Officer	1550
Assistant Commissioner of Prisons	1930
Assistant Commissioner of Prisons (Trades)	1930
Woman Assistant Commissioner of Prisons <i>formerly Female Assistant Commissioner of Prisons</i>	1930
Deputy Commissioner of Prisons	2305
Commissioner of Prisons	2690

### Attending Duty during emergencies

#### Recommendation 11

**14.5.29** We recommend that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should continue to be paid an allowance at the normal hourly rate, for such period of duty, if they cannot be granted time off within a period of four months.

**14.5.30** Senior staff at the level of Assistant Superintendent of Prisons and above are not additionally compensated for attending duty during emergencies as this element has been taken into account when determining the pay package of these grades.

### Injury Leave

#### Recommendation 12

**14.5.31** We recommend that an officer of the Prisons Officer cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should also be eligible for Injury Leave as per provisions laid down in Chapter 18.4 in Volume 1 of this Report, provided the

incident has occurred within two hours from the time duty starts or duty finishes.

### **Medical Examination**

**14.5.32 We recommend that Management should continue to make the necessary arrangements for officers of the Prisons Officer cadre:**

- (i) to undergo a medical examination once every two years; and**
- (ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

### **Early Retirement Scheme**

**14.5.33 The Early Retirement Scheme applicable to officers of the Prisons Officer cadre is being maintained as below:**

- (i) Officers of the Prisons Officer cadre appointed on or after 01 July 2008 should continue to be allowed to retire on a proportionate pension after 28¾ years service;**
- (ii) officers of the Prisons Officer cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.**

### **Welfare Unit**

#### **Working beyond normal working hours**

**14.5.34** The Bureau has been informed that Prison Welfare Officers and Senior Prison Welfare Officers are called upon to perform duties beyond their normal working hours at the Induction Unit, as per an established plan of work. In this context, additional payment has been requested. Given that there is an existing mechanism to compensate officers working in such situations, we consider that same should also be applicable to these officers.

### **Recommendation 13**

**14.5.35 We recommend that Prison Welfare Officers and Senior Prison Welfare Officers should be granted equivalent time off for extra hours worked or paid an allowance at the normal hourly rate, for such period of duty, if time off cannot be granted within a period of four months.**

### **On-Call and In-Attendance Allowance**

**14.5.36** The Union has submitted that Prison Welfare Officers are required to be on call whilst off duty, as per a roster schedule and have to attend duty in case of emergencies. We have studied the issue in depth and made a comparative study with what obtains in the welfare class. It is a fact that Welfare Officers in general, irrespective of their posting, perform duties relating to welfare of people, be it detainees, children, the elderly or the disabled. However, the conditions or pattern

of work prevailing in the different organisations may not necessarily be the same. In the present case, the Prison Welfare Officers form part of the Prison Class, where the elements pertaining to a Disciplined Force are prevalent and where, by extension, the practice of compensating officers for being on call is not encouraged.

- 14.5.37 However, we view that in the event the officer is called back to attend duty whilst being off, he may be compensated for the hours put in on site.

#### **Recommendation 14**

- 14.5.38 We recommend that Prison Welfare Officers who are on call and have to attend duty to cater for an emergency should be compensated as per provision made at paragraph 14.5.36 above.**

#### **Hospital Staff**

##### **Prisons Pharmacy Technician (New Grade)**

- 14.5.39 Management has apprised that there is need to create a grade of Prisons Pharmacy Technician where incumbents would perform duties relating to dispensing of drugs as same are being presently carried out by hospital and prison staff. As this practice is considered inappropriate, we are making provision for this grade.

#### **Recommendation 15**

- 14.5.40 We recommend the creation of the grade of Prisons Pharmacy Technician. Appointment thereto should be made by selection from among candidates who have served as Prisons Officer/Senior Prisons Officer for at least five years and possess the National Pharmacy Technician Diploma of the Mauritius Institute of Health or a Diploma in Pharmacy Technician from a recognized institution or an equivalent qualification.**
- 14.5.41 Incumbent would be required, among others, to be responsible to the Chief Hospital Officer and Principal Hospital Officer in charge of the pharmacy for indenting, collecting, processing and storing of drugs; issuing of drugs to officers and sub-pharmacies of the MPS; compounding of drugs, medicines and preparing sterile pharmaceutical products; and ensuring compliance with procurement and supply regulations and procedures.

##### **Prisons Health Records Clerk (New Grade)**

- 14.5.42 Management has submitted that with an increase in activities at the Hospitals of the Mauritius Prison Service, there is now need for a dedicated grade to perform record keeping and other auxiliary duties. We consider the request to be justified and are recommending accordingly.

#### **Recommendation 16**

- 14.5.43 We recommend the creation of the grade of Prisons Health Records Clerk. Appointment, thereto, should be made by selection from among candidates possessing a School Certificate with credit in at least five subjects, including**

**English Language, French and Mathematics or Principles of Accounts and a Higher School Certificate with passes in at least two subjects.**

- 14.5.44 Incumbents would be responsible to the Chief Hospital Officer and would be required, among others, to receive and register patients; giving appropriate appointments to patients; and prepare, distribute, collect, store and retrieve medical records and reports.

### **Handing Over Time**

- 14.5.45 Union members have represented that in line with what obtains at the Ministry of Health and Quality of Life regarding handing over time, same should be extended in the MPS for hospital staff. Given that the hours and pattern of work of hospital staff and the Nursing Group are the same, we consider that the handing over time should be viewed as effective working hour for hospital staff.

### **Recommendation 17**

- 14.5.46 We recommend that hospital staff who are involved in handing over should be compensated for the handing over time up to a maximum of 30 minutes through the grant of time off when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle.**

### **Incremental Movement for Hospital Officers**

- 14.5.47 We are making provision for Hospital Officers possessing the National Diploma Level 6 in Nursing to proceed beyond their top salary.

### **Recommendation 18**

- 14.5.48 We recommend that Hospital Officers possessing the National Diploma Level 6 in Nursing should be allowed to proceed beyond their top salary in the Master Salary Scale by two increments provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

### **Bank of Hospital Staff Scheme**

### **Recommendation 19**

- 14.5.49 We recommend that the all-inclusive allowance payable to Hospital Officers and Senior Hospital Officers who work on a sessional basis under the Bank of Hospital Staff Scheme be revised to Rs 735 for performing day duty and Rs 840 for performing night duty per session of four hours.**

**14.5.50** The allowance should be paid on a pro-rata basis whenever the officer is required to work for more, or less than the specified number of hours.

#### **Incentives to Hospital Staff**

**14.5.51** As an incentive to attract and retain hospital staff, the officers should:

- (i) be allowed to continue to accumulate their vacation leave over and above their authorised ceiling until the publication of the next Report. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of  $\frac{1}{30}$  of their last monthly salary per day at the time of retirement.
- (ii) with effect from 01 January 2016 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be allowed to accumulate their untaken casual leave and such leave should be refunded annually at the rate of  $\frac{1}{66}$  of their last monthly salary per day in the corresponding year.
- (iii) continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of  $\frac{1}{30}$  of the last monthly salary per day at the time of retirement.
- (iv) for those who effectively work on shift, be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the recommendations made at paragraph 18.4.44 (iii) in Volume 1 of this Report;
- (v) be paid a monthly Night Duty Allowance at the rate of 25% based on 8 hours for the present night shift of 13½ hours;
- (vi) be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled nights during the month, up to the publication of the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, as follows:

<b>Grade</b>	<b>Amount (Rs)</b>
<i><b>Hospital Officers reckoning</b></i>	
Up to 10 years' service	585
Over 10 years' service	730
<i><b>Senior Hospital Officers reckoning</b></i>	
Up to 5 years' service	730
Over 5 years' service	875

**Retention Allowance****Recommendation 20****14.5.52 We recommend that:**

- (i) Hospital Staff should continue to be paid a monthly Retention Allowance equivalent to two additional increments at the point they have reached in their respective salary scale subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer, up to 31 December 2016;
- (ii) an officer who leaves the service prior to the age at which he may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to him;
- (iii) an officer who retires from the service on reaching the age at which he may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the Retention Allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the appropriate Service Commission; and
- (iv) the above provision at paragraphs (ii) and (iii) above should not apply to officers retiring as per their new compulsory retirement age or on medical grounds.

14.5.53 In the event, the MPS still encounters difficulties to fill vacancies in the Hospital Officer cadre, the grant of a negotiable point of entry in the salary scale may be contemplated.

**Prisons Psychologist  
formerly Psychologist**

14.5.54 The grade of Psychologist on the establishment of the Mauritius Prison Service is being restyled Prisons Psychologist so as to demarcate it from that prevailing in other organisations.

**Recommendation 21**

**14.5.55 We recommend that the grade of Psychologist on the establishment of the Mauritius Prison Service should be restyled Prisons Psychologist.**

**Medical Coverage Allowance**

14.5.56 At present, a monthly coverage allowance of Rs 3795 is payable to the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Prisons Department for providing coverage of hospitals after normal working hours on weekdays, Saturday afternoons, Sundays and Public Holidays. We are maintaining the payment of this allowance.

**Recommendation 22**

- 14.5.57 We recommend that the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Prisons Department should continue to be paid a monthly allowance of Rs 3795 for providing coverage of hospitals after normal working hours on weekdays, Saturday afternoons, Sundays and Public Holidays.**

**Inducement Allowance to Doctors posted to the Prisons Department**

- 14.5.58 To attract, retain and induce Medical and Health Officer/Senior Medical and Health Officers to work in the difficult conditions prevailing at the Prisons Department, a monthly inducement allowance equivalent to two increments at the point reached in the scale is being paid to incumbent on secondment there. We are maintaining this arrangement.**

**Recommendation 23**

- 14.5.59 We recommend that the monthly allowance equivalent to two increments at the point reached in the scale of the grade of Medical and Health Officer/Senior Medical and Health Officer should continue to be paid to incumbent on secondment to the Prisons Department.**

**MAURITIUS PRISON SERVICE**  
**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
17 000 105	<b>Rs 119000</b> Commissioner of Prisons
17 095 097	<b>Rs 86000 x 3000 – 92000</b> Deputy Commissioner of Prisons
17 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Assistant Commissioner of Prisons Assistant Commissioner of Prisons (Trades) Woman Assistant Commissioner of Prisons <i>formerly Female Assistant Commissioner of Prisons</i>
17 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Prisons Welfare Officer

Salary Code	Salary Scale and Grade
17 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Prisons Welfare Officer Senior Superintendent of Prisons (Personal)
17 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Superintendent of Prisons/Senior Superintendent of Prisons Superintendent of Prisons/Senior Superintendent of Prisons (Industries) Superintendent of Prisons/Senior Superintendent of Prisons (Works) Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons <i>formerly Female Superintendent of Prisons/Senior Female Superintendent of Prisons</i>
17 063 077	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Senior Prisons Welfare Officer
17 060 074	<b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Assistant Superintendent of Prisons (Personal)
17 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Assistant Superintendent of Prisons Assistant Superintendent of Prisons (Industries) Assistant Superintendent of Prisons (Works) Woman Assistant Superintendent of Prisons <i>formerly Female Assistant Superintendent of Prisons</i> Prisons Welfare Officer
17 051 068	<b>Rs 23200 x 775 – 32500 x 925 – 37125</b> Principal Prisons Officer Principal Prisons Officer (Industries) Principal Prisons Officer (Works) Principal Woman Prisons Officer <i>formerly Principal Female Prisons Officer</i>
17 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Prisons Officer Grade I (Personal)



Salary Code	Salary Scale and Grade
17 034 065	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Prisons Officer/Senior Prisons Officer Woman Prisons Officer/ Senior Woman Prisons Officer <i>formerly Female Prisons Officer/ Senior Female Prisons Officer</i>
17 046 055	<b>Rs 20525 x 475 –21950 x 625 – 23200 x 775 – 26300</b> Senior Officer Cadet (Male) (Others) Senior Officer Cadet (Female) (Others)
17 049 056	<b>Rs 21950 x 625 – 23200 x 775 – 27075</b> Senior Officer Cadet (Male) (Graduate) Senior Officer Cadet (Female) (Graduate)
17 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Chief Hospital Officer
17 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Hospital Officer(Male) Principal Hospital Officer(Female)
17 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Hospital Officer (Male) Senior Hospital Officer (Female)
17 045 072	<b>Rs 20050 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Hospital Officer (Male) Hospital Officer (Female)
09 071 089	<b>Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer

Salary Code	Salary Scale and Grade
17 061 085	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Prisons Pharmacist Prisons Psychologist <i>formerly Psychologist</i>
17 039 067	<b>Rs 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Prisons Pharmacy Technician (New Grade)
17 028 062	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Prisons Dental Assistant
17 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Prisons Health Records Clerk (New Grade)
11 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Prisons Catering Administrator
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Automobile Electrician Blacksmith Carpenter Mason Motor Diesel Mechanic Motor Mechanic Panel Beater Plumber and Pipe Fitter Tinsmith
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant

Salary Code	Salary Scale and Grade
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Vulcaniser
24 024 050	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 22575</b> Cook (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Prisons Driver (Shift)
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 15. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM AND EXTERNAL COMMUNICATIONS

- 15.1 The Ministry of Tourism and External Communications envisions to be a leading economic development agency in sustainable tourism, setting new benchmarks and pioneering best practices with a view to sustain economic growth as well as improving the standard of living of the whole population. Its mission is to develop and champion tourism activities so as to build the sector into a key engine of growth and to make Mauritius the best island destination in the world.
- 15.2 The Ministry also has under its *aegis* the External Communications Division which is dealt with in another section of this chapter.
- 15.3 The main objectives of the Ministry are, *inter alia*, to institute a legal and operational framework to plan, monitor and regulate tourism activities in line with the defined tourism strategies and policies; provide support incentives and assistance to approved tourism projects in line with the defined strategies and policies; maintain Mauritius as an attractive and desirable tourist destination; promote the development of family-oriented leisure amenities for Mauritius; and diversify the Mauritian tourism product by encouraging eco and cultural tourism.
- 15.4 The tourism sector in Mauritius has, over the years, emerged as a key pillar of the economy contributing immensely towards the socio-economic development of the country in terms of economic growth, employment creation, foreign exchange earnings, social mobility, poverty alleviation, women's empowerment and economic democratisation. The sector accounts for more than 8% of the Gross Domestic Product and is a source of creating 100,000 direct and indirect employment.
- 15.5 Tourism would continue to play an instrumental role geared towards achieving the second economic miracle and the Government's vision 2030. In this context, the Ministry is reviewing its tourism policies to reposition the sector in the new business environment capitalising on new opportunities in the emerging markets, consolidating the traditional markets with growth potential and tapping niche segments in existing and new markets. The new policies are articulated around four main axes: attractiveness, accessibility including affordability, visibility and sustainability.
- 15.6 To this end, the Ministry and tourism support institutions operating under its *aegis*, namely, the Mauritius Tourism Promotion Authority and the Tourism Authority, are being revamped and reorganised for greater flexibility and effectiveness, to meet the objectives set and respond to the new changes in the tourism industry.
- 15.7 Besides the general administration, the activities of the Tourism Division of the Ministry are organised under the Technical Unit and the Leisure unit.

- 15.8 The Technical Unit has been reorganised into two distinct branches: the land-based and sea-based branches. Both branches are manned by officers of the Tourism Planner cadre at the professional level and are supported by Tourism Enforcement Officers. The Technical Unit is headed by the Secretary for Tourism Development. This unit is being further reinforced to cater for the new demands in the sector. The Leisure unit, which is responsible to promote leisure and recreational activities for the citizens and tourists, is headed by the Leisure Events Organiser who is supported by officers of the Leisure Events Officer Cadre.
- 15.9 While we consider the present organisational structure of the Ministry to be adequate to allow it to meet its mandate effectively, we are improving the pay structure to make it more attractive and reflecting the duties and responsibilities devolving upon incumbents.

### **Leisure Events Officer**

#### **Recommendation 1**

- 15.10 **We recommend that incumbents in the grade of Leisure Events Officer possessing a Diploma in the field of leisure or a Diploma in Management with specialisation in Leisure should be allowed to move incrementally up to salary point Rs 40800 in the master salary scale provided they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report**

#### **Time off in lieu of Extra Hours of work**

- 15.11 Incumbents of the Leisure Events Officer cadre are often required to work outside their normal office hours due to the nature of their activities and established schedule of events. In our last Report, provision was made for those officers who are not able to take their time off. We are, in this Report, maintaining this provision.

#### **Recommendation 2**

- 15.12 **We recommend that arrangements should continue to be made for officers of the Leisure Events Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time off for the extra hours put in. However, where it has not been possible for management to grant time off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of 15 extra hours in a month.**

**DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM  
AND EXTERNAL COMMUNICATIONS**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 096 098	<b>Rs 89000 x 3000 – 95000</b> Director Tourism <i>formerly Secretary for Tourism Development</i>
10 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Tourism Planner
10 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Tourism Planner
10 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Tourism Planner
18 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Tourism Enforcement Officer
23 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Leisure Events Organiser
23 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Leisure Events Officer
23 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Leisure Events Officer

Salary Code	Salary Scale and Grade
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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**EXTERNAL COMMUNICATIONS - CIVIL AVIATION SERVICES**

- 15.13 Operating under the Ministry of Tourism, Leisure and External Communication, the Department of Civil Aviation (DCA) plays a leading role in the development of the aviation industry in Mauritius. Besides its regulatory functions, it also provides Air Navigation Services within the airspace under the jurisdiction of Mauritius.
- 15.14 As a regulator of the Aviation industry, it carries out functions relating to the registration of aircrafts and their airworthiness; incidents and accidents in respect of aircrafts; flight operations and the licensing of personnel and the certification and licensing of Aerodromes.
- 15.15 In its capacity of Air Navigation Service Provider, it delivers its services through the Air Traffic Management (ATM) and Communication, Navigation and Surveillance (CNS) Divisions. The ATM Division is responsible for managing all domestic and international traffic within the Mauritian airspace, while ensuring that all safety protocols are observed. In addition this division also provides Aeronautical Information Service to the Aeronautical Community. On its part, the Communication, Navigation and Surveillance Division provides facilities to aircrafts to navigate safely in our airspace. These facilities relate to voice and data communication among ATC Centres in the region, navigation and surveillance equipment and landing aids.
- 15.16 The role and responsibilities of the DCA are stipulated in the Civil Aviation Act of 1974 and the Civil Aviation Regulation of 1986. The Standards and Recommended Practices (SARPs) it applies are in strict conformance with those prescribed by the International Civil Aviation Organisation (ICAO). It should be noted that the single most important word on which emphasis is laid perpetually is safety, particularly following world events that call for caution.
- 15.17 The DCA is headed by a Director, who is assisted by two Deputy Directors. While one Deputy Director is responsible to manage the Regulatory Section, the other Deputy Director is responsible for the Air Traffic Services Section. They are supported by officers in technical and professional grades whereas the human resource, administration, finance, registry and procurement and supply sections are mainly staffed by officers who provide support services.
- 15.18 For this review, the main requests from the staff side concern an upgrading of salaries, review of structures, creation of levels, grant of allowances, restyling of grades and other enhanced conditions of service. As regards Management's submissions, proposals were made to revisit the structure at the top management level and the Civil Aviation Security Unit, creation of an IT Section and extension of several existing allowances, including 'on call allowance' to certain grades.



- 15.19 Each of these proposals was examined and discussed in detail and during consultative meetings held with the parties concerned, the latter were explained at length why certain of their requests could not be acceded to. As regards Management's proposal for the creation of grades at top management level, we consider that there is no functional justification for same as the duties proposed for the new levels are in fact almost similar to those in the prescribed schemes of service of existing grades. Furthermore, acceding to such request would entail major implications on the pay structure.
- 15.20 It is worth to note that, officers of the Bureau carried out a site visit at the DCA in June 2015 for a better understanding of those jobs which are highly technical in nature as well as the specific working environment in which these officers are operating.
- 15.21 We view the present organisation structure to be adequate to enable the DCA to deliver on its mandate and to help in achieving the Government's vision to make Mauritius an aviation hub. In this Report we are, therefore, not bringing any major structural change. However, we are reviewing the qualification requirement of the grade of Aviation Security/Facilitation Inspector to facilitate recruitment while at the same time providing a career path for serving officers, restyling the grade of Aviation Security/Facilitation Officer to better reflect its duties and responsibilities and making other recommendations to enhance service delivery.

### **Aviation Security/Facilitation Inspector**

- 15.22 At present, the grade of Aviation Security/Facilitation Inspector (ASFI) is filled from candidates possessing a degree in Air Transport Management or Airport Management or Civil Aviation Management or Airport Engineering. According to the DCA, during the last recruitment exercise there was no qualified candidate. They have also averred that candidates with such qualifications are not available on the local market. Furthermore, they argued that the experience required to perform the duties prescribed in the scheme of service of ASFI can only be acquired by internal candidates only. In these circumstances, it has not been possible to fill in the post. Consequently, there is need to review the qualification requirement of the grade. We are, therefore, reviewing the mode of appointment to the grade of ASFI and enlarging the fields from which recruitment could be made. However, the Bureau considers that the Aviation Security/Facilitation Officer/Senior Aviation Security/ Facilitation Officers should be granted ample time to obtain the qualifications inserted in the scheme of service.

### **Recommendation 3**

- 15.23 We recommend that, as from 01 January 2020, appointment to the grade of Aviation Security/Facilitation Inspector should be made by selection from among Aviation Security/Facilitation Officer/Senior Aviation Security/ Facilitation Officers possessing a degree in Air Transport Management or Airport Management or Civil Aviation Management or Airport Engineering or**

**Logistic and Transport Management and reckoning at least three years' experience in a substantive capacity in the grade.**

#### **Aviation Security/Facilitation Officer**

- 15.24 It has been submitted that at inception, the Civil Aviation Security Unit, was conceptualized as a four level structure comprising the grades of Aviation Security/Facilitation Officer (ASFO), Senior Aviation Security/Facilitation Officer, Aviation Security/Facilitation Inspector and Chief Officer (Aviation/Security). While ASFO and Senior ASFO were intended to be at the technical level, ASFI was meant to be at professional level and the Chief Officer to head the unit. In the initial stage, only the grade of ASFO was created on the understanding that these officers would acquire experience to be able to postulate for the higher level and that in the mean time, the activities would expand to the extent to justify the creation of a higher level.
- 15.25 However, over time the activities expanded, particularly with the security protocol imposed by ICAO but the second level was not created. Ultimately many duties which would have normally been prescribed in the scheme of service of the second level have been devolved on the first level itself, as confirmed by Management. Request has, therefore, been made for these officers to be compensated for the extra duties performed. In the light of the arguments put forward and as a result of a job re-evaluation exercise based on recently written Job Description Questionnaires, we are making appropriate recommendations for the grade of ASFO. It should be noted that the element of supervision at this level is almost inexistent.

#### **Recommendation 4**

**15.26 We recommend that:**

- (i) **the grade of Aviation Security/Facilitation Officer be restyled Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer (ASFO/SASFO)**
  - (ii) **ASFO/SASFO formerly Aviation Security/Facilitation Officer should be granted one additional increment on conversion for the additional duties performed.**
  - (iii) **the scheme of service of the grade of ASFO/SASFO should be amended to include the additional duties that would have devolved on the Senior ASFO.**
- 15.27 **We also recommend that ASFO/SASFO should possess the Diploma in Logistics and Transport or Management or Information Technology or Legal Studies to be able to proceed beyond the Qualification Bar (QB) inserted in the salary scale.**

**15.28 We further recommend that henceforth:**

- (i) only officers possessing the Diploma in Logistic and Transport; and**
- (ii) officers who have obtained their Diploma in Management or IT or Legal Studies prior to 01 January 2019**

**would be allowed to move beyond the QB in the salary scale.**

**Air Traffic Control Officers (ATCO)**

- 15.29 For appointment as ATCO, Trainee ATCOs need to successfully complete the basic air traffic control courses (ICAO course 051) and one of the three air traffic control courses namely Aerodrome Control, Area Control and Approach Control. Thereafter, they are entitled to one increment on completion of each of the two remaining courses and obtention of the corresponding ratings and endorsement for the two additional Air Traffic Control operating positions. Those who have completed all the three air traffic control courses and have been rated and endorsed at all the three ATC operating positions are subsequently allowed to move incrementally in the Master Salary Scale up to salary point Rs 42275 provided they have drawn the top salary for a year. We are maintaining this provision.

**Recommendation 5****15.30 We recommend that:**

- (i) Air Traffic Control Officers should continue to be granted one increment on completion of each of the two courses and obtention of the corresponding ratings and endorsement for the two additional Air Traffic Control operating positions.**
- (ii) thereafter, Air Traffic Control Officers who have completed all the three air traffic control courses and have been rated and endorsed at all the three ATC operating positions should, after having drawn their top salary for a year, be allowed to proceed incrementally in the master salary scale up to salary point Rs 46900.**

**Air Traffic Control Supervisor**

- 15.31 The scheme of service of the grade of ATC Supervisor has been amended in 2015 to include an array of duties which comprise, among others, supervising the functioning of the billing office for preparation of claims for air navigation charges and other statistical data, producing, maintaining and keeping all data set of the Air Traffic Management System up-to-date and supervising all software upgrade. Subsequently, representations were received for a review of the salary of the grade. In the context of this review a job evaluation exercise was carried out, based on the newly prescribed duties. **All these elements have, therefore, been taken into consideration in arriving at the recommended salary.**

**Requirement of Medical Fitness**

- 15.32 Air Traffic Control Officers are required, as per ICAO regulations, to undergo a medical examination every two years given that medical fitness is a pre-requisite for an effective management of air traffic. In this context, the staff side have expressed concerns regarding their fate consequential to an unfavourable medical report. So, they have sought for a guaranteed redeployment in case of such an eventuality, instead of being compelled to retire.
- 15.33 While examining the issue, we have noted that although if found medically unfit to work as ATCO or ATCO Supervisor, the state of Health of these officers may allow them to perform other jobs like their peers of the public sector where such medical fitness is not a requirement. We are, therefore, making an appropriate recommendation in this respect.

**Recommendation 6**

- 15.34 We recommend that the DCA considers the advisability of assigning other duties to the Air Traffic Control Officers and ATC Supervisors in case they fail to meet the medical fitness required to work at the different controls.**

**COMMUNICATION, NAVIGATION AND SURVEILLANCE DIVISION (CNS)**

- 15.35 The Communication, Navigation and Surveillance (CNS) Division is mainly responsible for the provision of facilities required for aircraft to navigate safely in the Mauritian airspace. These facilities comprise communications between Air Traffic Controllers (ATC) and pilots; voice and communications among all the various air Traffic Control Centres in the region; navigation equipment including landing aids (Instrument Landing System) and Surveillance equipment (Automatic Dependent Surveillance). Furthermore, other computerised systems such as Flight Data Processing Systems (FDPS) are provided as working tools so that Air Traffic Controllers can have a visual display of all aircraft under their control on a pseudo-radar screen. The CNS Division is also responsible for the maintenance and proper functioning of the equipment used for providing these services.
- 15.36 By the nature of its functions, the Division operates on a 24 hour service basis to attend to fault, at any time so as to minimise downtime of equipment/facilities and maintain availability of services.

**Airworthiness Division**

- 15.37 The Airworthiness Division is responsible, among others, for the airworthiness control of aircraft registered in Mauritius; issuance of certificates of registration; maintaining the national registry of civil aircraft; issuance of certificates of airworthiness; licensing of aircraft maintenance engineer; and inspection and certification of maintenance organisation.

- 15.38 The present structure of the Airworthiness Division, caters for two fields of airworthiness, namely "Airframe and Powerplant" and "Avionics".
- 15.39 However, with the evolution of technology, it has been submitted that the field of Avionics is no longer required. As such, due to an increase in oversight activities imposed by ICAO and the growing number of requests from promoters in relation to aircraft operations, the Management of the Civil Aviation Department has proposed to merge the two fields into one, namely Airworthiness. However, after careful analysis, it has been revealed that the core duties in both fields are different and specific. Therefore, the merger of these two fields cannot be entertained.
- 15.40 At present, the Communication, Navigation and Surveillance cadre comprises the following grades: Trainee Engineer (CNS), Engineer (CNS) and Senior Engineer (CNS). The Airworthiness cadre comprises the grades of Trainee Engineer (Airworthiness-Airframe/Power Plant), Trainee Engineer (Airworthiness-Avionics), Engineer (Airworthiness-Airframe/Power Plant), Engineer (Airworthiness-Avionics), Senior Engineer (Airworthiness-Airframe/Power Plant), and Senior Engineer (Airworthiness-Avionics). Appointment at entry level to both cadres are made from among Registered Professional Engineers in the relevant fields.

### **Creation of Departmental IT grades**

- 15.41 Management has submitted that since almost all the Communication Navigation Surveillance (CNS) equipment are software driven, there is need for qualified IT staff with strong CNS background and experience to service these equipment. In addition, the Department is implementing various IT based projects and the creation of these grades would enable the provision of a much more rapid, effective and efficient air traffic services.
- 15.42 During consultations, Management has been informed that as the Ministry of Technology, Communication and Innovation is being the provider of ICT services in the Civil Service, its assistance should be sought for implementation of all IT based projects.
- 15.43 However, owing to representations from other public sector organisations, the Bureau is making provision for a new mechanism and has recommended at paragraph 19.10 of this Report the setting up of a Standing Committee which will have the responsibility of looking into such requests including the restructuring of IT Units and coming up with a general policy for the whole public sector.

### **Special Professional Retention Allowance**

- 15.44 At present, Registered Professional Engineers in the Communication, Navigation and Surveillance Engineering cadre are entitled to the payment of a Special Professional Retention Allowance at the rate of 7% of monthly salary. We are maintaining the payment of the Special Professional Retention Allowance (SPRA) to eligible officers in post as at 31 December 2015 up to 31 December 2016.

**Recommendation 7**

**15.45** We recommend that Registered Professional Engineers in the Communication, Navigation and Surveillance Engineering cadre in post as at 31 December 2015 should continue to be paid a monthly Special Professional Retention Allowance of 7% of monthly basic salary up to 31 December 2016.

**15.46** We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

**15.47** All officers in the Engineering fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

**Training Scheme for Graduates in Engineering**

**15.48** The Council of Registered Professional Engineers of Mauritius requires graduates in Engineering to acquire two years' experience for registration purposes. At present, graduates in Engineering who are undergoing training are paid a monthly allowance of Rs 22175 and are refunded mileage run for official travelling at the rate of Rs 6.50 per km for using their cars in the performance of their duties. Officers performing official travelling by bus are refunded the bus fares in toto.

**15.49** We are maintaining the present arrangement and revising the quantum of the allowance and rate of travelling.

**Recommendation 8**

**15.50** We recommend that graduates in Engineering under the training scheme be paid a monthly allowance of Rs 23975. We further recommend that such graduates in Engineering be refunded mileage run for official travelling at the rate of Rs 6.50 per km for using their cars in the performance of their duties. Those officers who perform official travelling by bus should continue to be refunded the bus fares in toto.

**Allowance to Trainee Technicians (Shift)**

- 15.51 Trainee Technicians who are required to work on a shift basis for part of the year are paid a monthly allowance of Rs 595. We are revising the quantum of the allowance.

**Recommendation 9**

- 15.52 We recommend that Trainee Technicians who are required to work on a shift basis for part of the year be paid a monthly allowance of Rs 625.**

**Hardship Allowance**

- 15.53 Presently, officers proceeding on mission to Agalega and St. Brandon for routine maintenance and fault/repair works to repeater stations are paid a hardship allowance per trip, as shown in the table below.
- 15.54 During the course of discussion with Management of the Civil Aviation Department, the latter has requested that the payment of this allowance be extended to Engineers and Principal Technicians who also form part of the team proceeding on mission to the Outer Islands and also face the same travelling inconveniences. We are agreeable to the request and are recommending, likewise.

**Recommendation 10**

- 15.55 We recommend that the Hardship Allowance paid to officers of the Civil Aviation Department who effectively proceed on official mission to Agalega and St. Brandon for routine maintenance and fault/repair works to repeater stations be as hereunder:**

<b>Grade</b>	<b>Hardship Allowance per trip (Rs)</b>
<b>Maintenance Superintendent</b>	<b>3000</b>
<b>Station Officer</b>	<b>2500</b>
<b>Maintenance Supervisor</b>	<b>2200</b>
<b>Senior Maintenance Officer</b>	<b>2000</b>
<b>Maintenance Officer</b>	<b>1500</b>
<b>Electrician</b>	<b>1000</b>
<b>Rigger</b>	<b>1000</b>
<b>Engineer</b>	<b>3000</b>
<b>Principal Technician(Electrical)</b>	<b>2000</b>

**On Call and In-Attendance Allowances**

- 15.56 The Department of Civil Aviation operates on a 24-hour basis and officers in the CNS Section have to attend to faults on communication, navigation and surveillance

equipment at any time to restore service. They are paid On-Call and In-Attendance allowances. We are maintaining the existing allowance.

### Recommendation 11

**15.57 We recommend that the allowances paid to officers in the CNS Section who are required to be On-Call and attend duty while being On-Call be maintained as per existing provision:**

#### On-Call Allowance/In-Attendance Allowance

Grade	On-Call Allowance from 1600 hours to 0800 hours the following day (Rs)	In-Attendance per hour (inclusive of travelling time) (Rs)
Divisional Head	600	250
Chief Officer	520	210
Engineer (CNS)	490	200
Maintenance Superintendent	490	180
Station Officer	450	180
Maintenance Supervisor	425	170
Senior Maintenance Officer	375	150
Principal Technician (Electrical)	375	150

### Height Allowance

**15.58 A non-pensionable height allowance is payable to Electricians and Riggers of the DCA for climbing masts, towers and poles above 20 feet. We are maintaining this allowance which is computed as follows:**

- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and
- (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.

### Recommendation 12

**15.59 We recommend that the present provision governing the payment of a non-pensionable height allowance to Electricians and Riggers of the Department of Civil Aviation should be maintained.**

#### Allowance to Medical and Health Officer/Senior Medical and Health Officer

**15.60 At present, the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Department of Civil Aviation is paid a monthly allowance of**



Rs 3795 for shouldering certain additional administrative responsibilities. This allowance is being maintained.

### **Recommendation 13**

- 15.61 We recommend that the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Department of Civil Aviation should continue to be paid a monthly allowance of Rs 3795 for shouldering additional administrative responsibilities.**

### **Rent Allowance**

- 15.62 Eligible officers in the grades of Aviation Security Officer and Senior Aviation Security are entitled to a monthly Rent Allowance of Rs 735. We are maintaining the payment of this allowance on a personal basis.

### **Recommendation 14**

- 15.63 We recommend that eligible officers in the grade of Aviation Security Officer and Senior Aviation Security Officer should continue to be paid a monthly rent allowance of Rs 735.**

### **Night Duty Allowance**

- 15.64 Officers of the DCA who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying in period. We are maintaining this provision.

### **Recommendation 15**

- 15.65 We recommend that the present provision for the payment of a Night Duty Allowance should be maintained.**

### **Shift Work**

- 15.66 Officers in the grades listed below are required to work on shift. This element has been taken into account in determining the recommended salaries.

#### **Grades classified to work on shift**

Air Traffic Control Supervisor  
Air Traffic Control Officer  
Aeronautical Information Officer (*Personal and Future Holder*)  
Aeronautical Information Supervisor  
Aviation Security Officer  
Driver  
Electrician  
Fitter  
Flight Data Officer  
Gatekeeper

General Worker  
 Maintenance Officer (Communication, Navigation and Surveillance)  
 Principal Technician (Electrical)  
 Plant Room Operator  
 Senior Aeronautical Information Officer  
 Senior Aviation Security Officer  
 Senior Flight Data Officer  
 Senior Technician (Electrical)  
 Senior Technician (Mechanical)  
 Sanitary Attendant  
 Technician (Electrical)  
 Technician (Communication, Navigation and Surveillance)  
 Telephonist  
 Workshop Assistant

### CIVIL AVIATION SERVICES

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
03 000 102	<b>Rs 110000</b> Director of Civil Aviation
03 087 095	<b>Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director of Civil Aviation
03 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Divisional Head Flight Operations Inspector
03 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Aerodrome Licensing Officer Air Traffic Services Standards Officer Chief Officer (Aviation Security/Facilitation) Personnel Licensing Officer
03 061 082	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Air Traffic Control Supervisor

Salary Code	Salary Scale and Grade
03 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Aviation Security/Facilitation Inspector
03 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Mandatory Occurrence Reporting Officer
03 047 077	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Air Traffic Control Officer (Personal)
03 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Aeronautical Information Supervisor
03 045 073	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Air Traffic Control Officer
03 052 071	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Senior Aeronautical Information Officer
03 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Senior Flight Data Officer
03 047 069	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Aeronautical Information Officer (Personal)
03 044 069	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Personnel Licensing Assistant

Salary Code	Salary Scale and Grade
03 030 069	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Aeronautical Information Officer Flight Data Officer
03 047 072	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Aviation Security Officer
03 033 074	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer <i>formerly Aviation Security/Facilitation Officer</i>
03 041 065	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Aviation Security Officer
03 027 062	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Aviation Security Officer
03 030 035	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 16400</b> Trainee Air Traffic Control Officer
03 027 030	<b>Rs 14050 x 275 – 14875</b> Trainee Aviation Security/Facilitation Officer
22 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Officer Senior Engineer(Airworthiness – Air Frame/Power Plant) Senior Engineer(Airworthiness- Avionics) Senior Engineer(Communication, Navigation and Surveillance)
22 070 081	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Maintenance Superintendent

Salary Code	Salary Scale and Grade
22 059 081	<b>Rs29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Engineer(Airworthiness – Air Frame/Power Plant) Engineer(Airworthiness- Avionics) Engineer(Communication, Navigation and Surveillance)
22 067 079	<b>Rs36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Station Officer
22 064 077	<b>Rs33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Maintenance Supervisor (Communication, Navigation and Surveillance)
22 060 074	<b>Rs30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Technician (Electrical) Senior Maintenance Officer (Communication, Navigation and Surveillance)
22 050 072	<b>Rs22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Maintenance Officer (Communication, Navigation and Surveillance) Senior Technician (Electrical) Senior Technician (Mechanical)
22 035 065	<b>Rs16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Technician (Communication, Navigation and Surveillance) Technician (Electrical)
22 053 055	<b>Rs24750 x 775 – 26300</b> Trainee Engineer (Airworthiness – Air Frame/Power Plant) Trainee Engineer (Airworthiness- Avionics) Trainee Engineer(Communication, Navigation and Surveillance)
22 040 060	<b>Rs18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Aviation Telephone Supervisor

Salary Code	Salary Scale and Grade
22 024 057	<b>Rs13270 x 260 –14050 x 275 – 15150 x 300 – 15750 x 325 –17700 x 375 – 19575 x 475 –21950 x 625 –23200 x 775 – 27850</b> Aviation Telephonist
22 024 026	<b>Rs13270 x 260 –13790</b> Trainee Technician
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Gatekeeper (Shift)
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Tradesman Foreman
25 026 055	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Electrician (Shift) Fitter (Shift) Plant Room Operator (Shift)
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Supervisor (Rigging)
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cabinet Maker Carpenter Mason Painter Plumber and Pipe Fitter General Assistant Rigger
24 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Shift)

Salary Code	Salary Scale and Grade
24 028 052	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Field Supervisor (Roster)
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Workshop Assistant (Shift)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Toolskeeper
24 018 043	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Sanitary Attendant (Shift)
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **16. VICE PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING AND LANDS**

- 16.1 The Ministry of Housing and Lands envisions to have a planned development of the territory of Mauritius where it will be pleasant to live and work, where business can thrive and prosper, and where the natural beauty of the country will be preserved for the enjoyment of generations to come.
- 16.2 Its main objectives are, among others, to provide a solid basis for the long term physical development of the nation which supports the National Development Strategy (NDS) and direct development in a manner which will integrate economic competitiveness with environmental sustainability and social equity; support and encourage rather than restrict private sector development activities; integrate land use planning with the forthcoming new transport choice; satisfy the housing and land needs of the people of Mauritius; and achieve more effective management and use of state lands.
- 16.3 For the Ministry to deliver its services, activities are organised under three divisions: Housing Division, Planning Division and Survey Division. The Chief Technical Officer is the technical head at the Ministry of Housing and Lands.

### **Housing Division**

- 16.4 The Housing Division is responsible for the formulation of strategies and policies in the housing sector. Its mission is to provide/facilitate access to a variety of affordable housing to cater for the different and evolving needs of present and future generations. It is manned by officers of the Housing Development Officer cadre.
- 16.5 It has been submitted by Management that the scheme of service for the grade of Chief Housing Development Officer be amended such that appointment to the grade be made by promotion of Principal Housing Development Officer reckoning three years' service. We are, therefore, making an appropriate recommendation to that end.

### **Chief Housing Development Officer**

#### **Recommendation 1**

- 16.6 We recommend that, in future, recruitment to the grade of Chief Housing Development Officer should be made, on the basis of experience and merit, of officers in the grade of Principal Housing Development Officer reckoning at least three years' service in a substantive capacity in the grade.**

### **Planning Division**

- 16.7 The main aim of the Planning Division is to find the right balance between competing needs, environmental protection and limited urban space to create sustainable living environment. The current role of the Planning Division is, among others, to advise on land use planning, land development and policy matters; advise local authorities



on development control applications; and provide advice/assistance to any person on land use planning and development.

- 16.8 Professional town planners are represented by the Town and Country Planning Officer cadre at the Planning Division. The professional cadre is supported by officers of the Technical Design Officer and Development Control Officer Cadres.
- 16.9 Representations from the Planning Division were mainly on restyling of certain grades, continuous professional development, creation of additional posts/levels, issue of protective equipment, and abolition of the grade of Trainee Development Control Officer. The Unions and Management were apprised on issues which the Bureau could address and others which could not be considered as they fall outside the established framework.

### **Trainee Development Control Officer**

- 16.10 Both Union and Management have expressed their views regarding abolition of the grade of Trainee Development Control Officer. In fact, the scheme of service for the grade of Development Control Officer has already been amended such that appointment to the grade is made by selection from among candidates possessing a Diploma in Town and Country Planning. Since the Development Control Officers are recruited from outside candidates, the grade of Trainee Development Control Officer is no more warranted.

### **Recommendation 2**

- 16.11 We recommend that the grade of Trainee Development Control Officer be abolished.**

### **Survey Division**

- 16.12 At the Ministry of Housing and Lands, the Survey Division is responsible for the maintenance of state lands and, therefore, has a major role in the maintenance and upgrading of the digital cadastre. In line with major developments occurring within territorial waters of Mauritius and with the increasing need for hydrographic survey, a Hydrographic Unit has been set up within the Survey Division. During consultative meetings with Unions and Management, the Bureau was informed that the surveying profession is being enhanced to meet standards set by the Cadastral Survey Act 2011 followed by enactment of the Professional Land Surveyor's Council Act.
- 16.13 The Surveyor cadre is supported by officers of the Cartographer and Survey Technician cadres.
- 16.14 Most requests submitted by both Unions and Management were common and related to enhancement of the duty exemption scheme, upgrading of qualification requirements, restyling of certain grades, allowance for working in difficult marine environment and reinstatement of the grade of Principal Survey Technician. After scrutiny of the representations, we are addressing the specific issues by making appropriate recommendations.

### Allowance for Hydrographic Surveys

- 16.15 Representations have been received from Unions for the payment of an allowance to officers in the Survey Division who are required to continuously monitor and handle data sets for hydrographic surveys in difficult marine environment. The seaborne surveys are normally undertaken on a weekly basis for a period of six months. Management has supported this request. The Bureau considers that in view of the demanding working conditions, the officers concerned should be compensated by an allowance.

### Recommendation 3

- 16.16 We recommend that officers of the Survey Division who are required to perform duties in respect of Hydrographic Surveys be paid an allowance of Rs 780 a day.**

### Training Scheme in Land Surveying

- 16.17 Diploma holders and graduates are paid a monthly fee for undergoing training under the direct supervision of a Surveyor to obtain the Land Surveyor's Commission. We are revising the quantum of the fee.

### Recommendation 4

- 16.18 We recommend that the fee payable for undergoing training in Land Surveying be revised as follows:**

	From	To
<b>Diplomates</b>	<b>Rs 16875 monthly</b>	<b>Rs 18825 monthly</b>
<b>Graduates</b>	<b>Rs 22175 monthly</b>	<b>Rs 23975 monthly</b>

### Scheme of Service – Principal Cartographer

- 16.19 In the 2013 PRB Report, the grades of Cartographer and Senior Cartographer were merged and restyled Cartographer/Senior Cartographer. The grade of Senior Cartographer (Personal to officers in post as at 31.12.12) was then created by the EOAC 2013 Report without any provision of promotion to the upper level in the hierarchy. We are making the necessary recommendation to address this issue.

### Recommendation 5

- 16.20 We recommend that, in future, appointment to the grade of Principal Cartographer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Cartographer (Personal to officers in post as at 31.12.12) reckoning at least three years' service in a substantive capacity in the grade.**

- 16.21 We further recommend that on complete phasing out of the grade of Senior Cartographer (Personal to officers in post as at 31.12.12), appointment to the grade of Principal Cartographer should thereafter be made by promotion, on the basis of experience and merit, of officers in the grade of Cartographer/Senior Cartographer reckoning an aggregate of six years' service in a substantive capacity in the grades of Cartographer and Cartographer/Senior Cartographer.**

### **Principal Survey Technician**

- 16.22 With the general trend towards delayering and flatter structures, the grade of Principal Surveying and Mapping Assistant was made evanescent in the 2008 PRB Report. In the context of this review, Unions have requested to re-establish this grade. Management has also supported this request of the Unions, to which we are also agreeable, in order to ensure effective coordination and supervision of officers in the cadre.

### **Recommendation 6**

- 16.23 We recommend that the grade of Principal Surveying and Mapping Assistant be reinstated on the establishment of the Ministry of Housing and Lands and be restyled Principal Survey Technician.**

### **Plan Printing Operator**

- 16.24 At present, the qualification requirements of the grade of Plan Printing Operator are a School Certificate with passes in at least five subjects and a National Trade Certificate (Level 3) in Printing or a National Certificate (Level 3) in Print Finishing or an equivalent relevant qualification.
- 16.25 The Bureau has been apprised that in certain Ministries, the duties of Plan Printing Operators have evolved and become more complex, depending upon the type of technologies used. However, at other places, the mode of operation has remained the same. We have also been informed that knowledge in Autocad is essential in view of coping with the evolution in the duties.
- 16.26 Given that this situation is not prevalent in all the organisations where the grade of Plan Printing Operator exists, we believe that it would be more appropriate to compensate incumbents who possess a Certificate in Autocad. We are recommending along these lines.

### **Recommendation 7**

- 16.27 We recommend that Plan Printing Operators possessing a Certificate in Autocad or a relevant equivalent qualification should proceed beyond the top salary of their grade in the master salary scale by one increment provided they:**
- (i) have drawn the top salary for a year;

- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

### Health Surveillance

16.28 The Bureau has been informed that Plan Printing Operators are constantly exposed to substances emanating from the printing machines which are hazardous to health. In this context, we are recommending for Health Surveillance for incumbents.

### Recommendation 8

16.29 We recommend that Management should make necessary arrangements with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

## VICE PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING AND LANDS SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
26 000 102	<b>Rs 110000</b> Chief Technical Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

Salary Code	Salary Scale and Grade
	<b>HOUSING DIVISION</b>
26 094 096	<b>Rs 83000 x 3000 – 89000</b> Chief Housing Development Officer
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Housing Development Officer
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Housing Development Officer
26 053 058	<b>Rs 24750 x 775 – 28625</b> Housing Development Cadet
08 034 069	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Assistant Housing Officer
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Executive Assistant (Housing)
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Housing Clerk
23 034 066	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Social Facilitator
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Housing Attendant

Salary Code	Salary Scale and Grade
	<b>PLANNING DIVISION</b>
26 096 098	<b>Rs 89000 x 3000 – 95000</b> Chief Town and Country Planning Officer
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Chief Town and Country Planning Officer
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Town and Country Planning Officer
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Town and Country Planning Officer
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Town and Country Planning Officer
26 067 083	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Chief Technical Design Officer
26 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Principal Technical Design Officer
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Technical Design Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer
26 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Technical Design Officer

Salary Code	Salary Scale and Grade
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Development Control Officer
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Development Control Officer
26 051 069	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Planning Assistant (Personal)
<b>SURVEY DIVISION</b>	
26 096 098	<b>Rs 89000 x 3000 – 95000</b> Chief Surveyor
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Chief Surveyor
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Surveyor
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Surveyor
26 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Surveyor
26 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Survey Technician
26 052 069	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Survey Technician

Salary Code	Salary Scale and Grade
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Survey Technician
26 028 031	<b>Rs 14325 x 275 – 15150 x 300 – 15150</b> Trainee Surveyor
26 069 087	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Chief Cartographer
26 063 080	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Principal Cartographer
26 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Cartographer (Personal to officers in post as at 31.12.12)
26 040 074	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Cartographer/Senior Cartographer
26 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Cartographer
26 023 061	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Plans and Records Officer (Personal)
08 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Secretary, Morcellement Board
24 037 058	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Head, Survey Field Worker



Salary Code	Salary Scale and Grade
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
16 023 057	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28750</b> Plan Printing Operator
24 018 051	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Survey Field Worker/Senior Survey Field Worker
	<b>NATIONAL PLANNING AND DEVELOPMENT COMMISSION</b>
08 056 082	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Secretary, National Planning and Development Commission

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## **17. VICE PRIME MINISTER'S OFFICE, MINISTRY OF ENERGY AND PUBLIC UTILITIES**

- 17.1 The Ministry of Energy and Public Utilities has the responsibility to formulate policies and to craft strategies for the energy, water and waste water sectors and the establishment of a responsive legal framework for the development of these sectors. It has under its jurisdiction several departments namely, the Water Resources Unit, the Energy Efficiency Management Office and the Radiation Protection Authority as well as other Parastatal bodies, namely: the Central Water Authority, the Central Electricity Board, and the Wastewater Management Authority.
- 17.2 The Technical Unit of the Ministry ensures that policy formulation, strategy and project development are done on the basis of sound planning for better serving the interest of the general public.
- 17.3 Over the years, the mandate of the Ministry has expanded with the development of renewable energy and the implementation of the National Sewerage Master Plan as well as the duties entrusted to the Technical Unit as an enforcing agency for effluents under the Environment Protection Act. Numerous new challenges have cropped up in the energy sector in terms of the shift from conventional sources of energy to renewable sources of energy and the need to encourage energy efficiency.
- 17.4 At present, the Ministry is mainly accountable for the implementation of major capital projects to be in line with Government Vision 2030 to meet the target of the energy security and a cleaner and safe environment.
- 17.5 With a view to meeting these challenges, it is considered essential and desirable that the concepts of Integrated Water Resource Management and Total Water Management be fully developed and implemented in the water sector.
- 17.6 At present, the Permanent Secretary is responsible for the day-to-day administration of the Ministry on the administrative side and he/she is supported by officers in the grades of Deputy Permanent Secretary and Assistant Permanent Secretary. On the technical side, the Director General (Public Utilities) is responsible for the operational requirements of the Ministry. He is assisted by the Director, Technical Services (Public Utilities) and a team of professionals.
- 17.7 In the context of the present review exercise, we are maintaining the structure of the several departments operating under the Ministry due to lack of information which were requested by the Bureau. However, we are restyling a few grades to better reflect the nature of duties and level of responsibilities devolving upon the incumbents respectively.

**TECHNICAL UNIT**

- 17.8 The main task of the Technical Unit has evolved over the years from policy formulation, strategy and project development to an enforcing agency for effluents under the Environment Protection Act.
- 17.9 At present, the Director General (Public Utilities) is the technical head of the Ministry responsible for the effective and efficient management of the technical sections of the Ministry. The Director, Technical Services (Public Utilities) is assisted by a Deputy Director and officers from the engineering field.
- 17.10 Unions have requested for an increase in the establishment size for certain grades and for amending existing schemes of service. Submissions have been received from Management to restyle a few grades, increase number of posts, create additional levels and a trainee grade in the field of engineering.
- 17.11 In order to address issues regarding increase in establishment size, we are in this Report making provision for an HR Audit exercise to be carried out in each organisation with a view to ensuring, among others, that workload matches with the number of people required to perform at different levels of the organisation.
- 17.12 Given that all requested information were not forwarded to the Bureau, we are in this review bringing no major change to the existing structure except for the restyling of a few grades and the creation of a grade of Trainee Engineer.

**Engineer/Senior Engineer (Project/Planning)*****formerly Planner/Senior Planner***

- 17.13 Management has requested to restyle the grade of Planner/Senior Planner to better reflect the nature of duties performed by incumbents. The appellation proposed by Management and the mode of recruitment are in line with those of other Engineers of the same Ministry. Keeping this in view, the Bureau is restyling the grades in the Planner cadre.

**Recommendation 1**

- 17.14 **We recommend that the following grades be restyled as shown in the table below:**

<b>Grade</b>	<b>Restyled To</b>
<b>Chief Planner</b>	<b>Lead Engineer (Project/Planning)</b>
<b>Planner/Senior Planner</b>	<b>Engineer/Senior Engineer (Project/Planning)</b>

**Trainee Engineer (New Grade)**

- 17.15 It has been submitted by Management that there is need to set up a training scheme at the Ministry so as to enable young graduates in the field of engineering to acquire the proper skills and knowhow for registration as Professional Engineers. With the increasing number of young graduates in the field of engineering, the Bureau holds the view that they should be encouraged to join the public sector and we are making appropriate provision.

**Recommendation 2**

- 17.16 **We recommend the creation of a grade of Trainee Engineer. Appointment thereto, should be made by selection from among candidates possessing a Degree recognised by the Council of Registered Professional Engineer of Mauritius under Section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, as subsequently amended, in one of the following fields: Electrical Engineering or Electronic Engineering or Mechanical Engineering or Civil Engineering.**
- 17.17 Trainee Engineers will be required to undergo and complete a period of training of at least two years and not exceeding three years. During the training period, Trainee Engineers will work under the direct responsibility and supervision of Engineers of the Ministry.

**WATER RESOURCES UNIT**

- 17.18 The Water Resources Unit (WRU) is responsible for the assessment, development, management and conservation of water resources in Mauritius. It formulates policies in relation to the control and use of water resources for the provision of water for domestic, agricultural, industrial and commercial supply as well as for hydro-electric power.
- 17.19 Currently, there is a Director who heads the WRU and he is assisted by two main professional cadres, namely the Engineering cadre and the Hydrological Officer cadre. The professionals are technically supported by officers of the Hydrological Technician, Technical Officer, Technical Design Officer and Inspectorate cadres.
- 17.20 Representations from unions were focussed on restyling of certain grades; extension of risk, retention and book allowances to other grades; enhancement of travelling and car benefits for eligible officers; and amendments in schemes of service. Management of WRU has requested to create additional levels in professional and technical cadres, increase number of posts and restyle certain grades.

- 17.21 We have examined the representations. However, due to lack of information, we are maintaining the present structure of the organisation except for the restyling of the grades in the Engineering cadre to be in line with Engineering cadres of other Ministries.

### Recommendation 3

- 17.22 We recommend that the grades given hereunder be restyled as follows:

Grade	Restyled To
Chief Engineer	Lead Engineer (Planning/Maintenance)
Principal Engineer (Planning/Maintenance)	Principal Engineer (Planning/Maintenance) (Personal to officers in post as at 31.12.15)

- 17.23 We also recommend that, in future, appointment to the grades of Lead Engineer (Planning/Maintenance) *formerly Chief Engineer*, should be made by promotion, on the basis of experience and merit, of officers in the grades of Principal Engineer (Planning/Maintenance) (Personal to officers in post as at 31.12.15), reckoning at least three years' service in a substantive capacity in the respective grade.
- 17.24 We further recommend that on complete phasing out of the grades of Principal Engineer (Planning/Maintenance) (Personal to officers in post as at 31.12.15), appointment to the grade of Lead Engineer (Planning/Maintenance) should thereafter be made by promotion, on the basis of experience and merit, of officers in the grade of Engineer/Senior Engineer (Planning/Maintenance) reckoning at least five years' service in a substantive capacity in the grade.

### Hydrological Technician Cadre

- 17.25 The Qualification Bar (QB) in the salary scales for the grades of Hydrological Technician and Senior Hydrological Technician is being maintained such that officers possessing the Diploma in Hydrology may move incrementally beyond the QB.

### Recommendation 4

- 17.26 We recommend that Hydrological Technicians and Senior Hydrological Technicians possessing the Diploma in Hydrology be allowed to move incrementally beyond the Qualification Bar (QB) in their respective salary scale.

### RADIATION PROTECTION AUTHORITY

- 17.27 The Radiation Protection Authority (RPA) was set up in 2006 as an independent regulatory body to control and supervise all practices involving the use of ionising radiation with a view to ensuring the safe and peaceful use of nuclear technology in the country. It operates under the *aegis* of the Ministry of Energy and Public Utilities.

- 17.28 The main objects of the RPA are to provide radiation protection services against the risks associated with exposure to ionising radiation and promote and encourage research and development in radiation protection. It is equally responsible to promote measures for the prevention of radiological emergencies. The Authority's major achievements comprise the maintenance of a national register of radiation sources and facilities; control on the import and export of radiation sources; provision of personal Radiation Monitoring Service to all radiation workers in the country to monitor their occupational exposure to ionising radiation; and provision of radioactivity analysis service for the testing of all foodstuffs and other commodities for radioactive contamination.
- 17.29 As a public body, the RPA is administered and managed by the Radiation Protection Council. The Chief Radiation Protection Officer occupies the topmost position at the Authority. He is responsible for the execution of policies and control and management of day-to-day business and is assisted in his duties by officers in the grades of Senior Radiation Officer, Radiation Protection Officer and Radiation Protection Assistant.
- 17.30 During consultations with Management in the context of this Report, the Bureau has been apprised that there is need to strengthen and revamp the organisation structure further to an expansion in the activities of the RPA. Request has also been made for the restyling of current job appellations in line with the International Atomic Energy Agency (IAEA) safety standards.
- 17.31 After duly examining the proposals, the Bureau views that the present organisation structure of the RPA is appropriate to enable a proper delivery of services. As regards the restyling of grades, same cannot be envisaged at this stage as the current appellations have been provided in the RPA Act 2003. We are, however, rendering the grade of Radiation Protection Assistant evanescent and restructuring the scheme of service of the grade of Radiation Protection Officer, whilst maintaining the payment of Risk Allowance to officers of the cadre.

### **Senior Radiation Protection Officer**

- 17.32 At present, a Senior Radiation Protection Officer is responsible to oversee the proper functioning of the Regulatory Unit and Services Unit of the RPA. In view of the increasing responsibilities and load of work, Management has requested the creation of additional posts in the grade of Senior Radiation Protection Officer and a new grade at principal professional level to head the Units.
- 17.33 We have duly examined the request made and consider that given the staff size of the RPA is quite meagre, creation of an additional level is not justified for the time being. We are, however, making an appropriate recommendation for the creation of additional posts in the grade of Senior Radiation Protection Officer to enable an effective service delivery.

**Recommendation 5**

- 17.34 We recommend that Management should consider the advisability of increasing the establishment size of the grade of Senior Radiation Protection Officer to match the increased workload.**

**Radiation Protection Assistant**

- 17.35 Management has apprised that there is no longer the operational need for the grade of Radiation Protection Assistant owing to an evolution in the nature of duties regarding radiation safety. In this context, we are making the grade evanescent whilst granting a personal salary to the only officer in post.

**Recommendation 6**

- 17.36 We recommend that the grade of Radiation Protection Assistant be made evanescent. A personal salary has been provided to incumbent in post.**

**Radiation Protection Officer**

- 17.37 At present, appointment to the grade of Radiation Protection Officer is made by selection from among officers in the grade of Radiation Protection Assistant possessing a degree in Physics and reckoning at least three years' service in a substantive capacity in the grade and in the absence of serving qualified officers, appointment is made from qualified outside candidates. Given that the grade of Radiation Protection Assistant has been made evanescent, there is need to review the qualification requirements of the grade of Radiation Protection Officer. We are making an appropriate recommendation to that effect.

**Recommendation 7**

- 17.38 We recommend that upon the complete phasing out of the grade of Radiation Protection Assistant, appointment to the grade of Radiation Protection Officer should be made by selection from among candidates possessing a Degree in Physics or an equivalent qualification.**

**Risk Allowance**

- 17.39 Officers of the Radiation Protection cadre are currently paid a Risk Allowance as they are exposed to higher than normal risks during the execution of their duties. Since the same condition prevails today, we are maintaining this provision.

**Recommendation 8**

- 17.40 We recommend that officers of the Radiation Protection cadre should continue to be paid a monthly risk allowance equivalent to one and a half increments at the initial salary of their respective salary scale.**

**ENERGY EFFICIENCY MANAGEMENT OFFICE**

- 17.41 The Energy Efficiency Management Office (EEMO) was established in 2011 under the Energy Efficiency Act to promote the efficient use of energy; promote national awareness for the efficient use of energy as a means to reduce carbon emissions; and protect the environment. The EEMO operates as a department of the Ministry of Energy and Public Utilities.
- 17.42 With the upcoming enforcement of regulations under the Energy Efficiency Act 2011, the EEMO would have to face new challenges, the two main ones being, the mandatory energy efficiency labelling of electrical appliances in Mauritius; and the mandatory energy audits by large energy consumers and implementation of the recommendations thereof.
- 17.43 At present, the structure of the EEMO comprises a Director who is responsible for the execution of the policy of the EEMO on energy efficiency and conservation, and for the control and management of the day-to-day business of the office. At the technical and operational levels, officers in the grades of Engineer, Energy Efficiency and Technical Officer, Energy Efficiency provide the necessary support.
- 17.44 Keeping in view that the EEMO has to fulfil all its obligations as set out in the Energy Efficiency Act 2011, it has been submitted that the present organisational set up is not conducive for the EEMO to operate effectively. There is, therefore, need to provide proper motivation, adequate resources and review the organisational set up of the EEMO to enable it to face the challenges.
- 17.45 During consultations, the Management of the EEMO had requested for a restructure of the organisation through the creation of two distinct Units, (one to be responsible for all Planning/Communication/Awareness activities and the other for Enforcement and Awareness raising) and additional levels at the operational level.
- 17.46 However, for want of information, the Bureau has refrained from commenting on the proposal for new grades.
- 17.47 In view of the above, we are, in this Report, maintaining the existing organisation structure.

**Special Professional Retention Allowance**

- 17.48 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/ Architecture/Quantity Surveying which were considered as scarcity areas.
- 17.49 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public



sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields. Besides, the labour market has an over-supply of qualified candidates in these fields.

- 17.50 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.
- 17.51 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

#### Recommendation 9

- 17.52 **We recommend that officers in the Engineering cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

Grade	SPRA % of monthly salary
Engineer/Senior Engineer (Project/Planning) <i>formerly Planner/Senior Planner</i> Engineer/Senior Engineer (Planning/Maintenance) (reckoning at least 10 years' service in their respective grade)	7
Lead Engineer (Project/Planning) <i>formerly Chief Planner</i> Lead Engineer (Planning/Maintenance) <i>formerly Chief Engineer</i>	7
Deputy Director, Technical Services (Public Utilities) Deputy Director, Water Resources Unit	10
Director General (Public Utilities) Director, Technical Services (Public Utilities) Director, Water Resources Unit	12.5

**17.53 We also recommend that those officers who:**

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

**17.54 All officers in the Engineering fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

## MINISTRY OF ENERGY AND PUBLIC UTILITIES

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
26 000 105	<b>Rs 119000</b> Director General (Public Utilities)
26 000 102	<b>Rs 110000</b> Director, Technical Services (Public Utilities)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Technical Services (Public Utilities)

Salary Code	Salary Scale and Grade
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Engineer (Project/Planning) <i>formerly Chief Planner</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Engineer/Senior Engineer (Project/Planning) <i>formerly Planner/Senior Planner</i>
26 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Engineer (New Grade)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
	<i>WATER RESOURCES UNIT</i>
26 000 100	<b>Rs 101000</b> Director, Water Resources
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Water Resources
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Engineer (Planning/Maintenance) <i>formerly Chief Engineer</i> Principal Hydrological Officer
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Engineer (Planning/Maintenance) (Personal to officers in post as at 31.12.15) <i>formerly Principal Engineer (Planning/Maintenance)</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Engineer/Senior Engineer (Planning/Maintenance)

Salary Code	Salary Scale and Grade
26 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Engineer
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Hydrological Officer
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Hydrological Officer
26 054 074	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 45375</b> Senior Hydrological Technician
26 042 071	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800</b> Hydrological Technician
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector

Salary Code	Salary Scale and Grade
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 024 049	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b> Gauge Reader (Personal to officers appointed prior to 01.07.87)
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Gauge Reader
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<i>RADIATION PROTECTION AUTHORITY</i>	
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Chief Radiation Protection Officer
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Radiation Protection Officer
19 056 081	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Radiation Protection Officer

Salary Code	Salary Scale and Grade
19 033 065	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Radiation Protection Assistant (Personal)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver  <i>ENERGY EFFICIENCY MANAGEMENT OFFICE</i>
22 000 100	<b>Rs 101000</b> Director, Energy Efficiency
22 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Engineer/Senior Engineer (Energy Efficiency)
22 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer, Energy Efficiency

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## 18. MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

- 18.1 The Ministry of Finance and Economic Development (MOFED) is responsible for the formulation of economic development and fiscal policies as well as for the economic management of the affairs of Government to achieve faster and sustainable economic development. MOFED is also the principal instrument of policy for public finance, financial soundness of Government's economic policy and for the proper control of revenue and expenditure.
- 18.2 Its mission is to formulate and implement sound macroeconomic and fiscal policies to ensure sustainable and social development of the country and improve standard of living and also to ensure adequate allocation of funds and maximise revenue mobilisation, while providing the right incentives for growth and social development.
- 18.3 The 2015-2016 Budget has set the foundation for Mauritius to propel itself towards its next phase of development that would be driven by innovation. In the wake of the speech of the Prime Minister on "*Achieving the second economic miracle and vision 2030*", the Ministry aims at providing the right enabling environment for the implementation of the Vision 2030 by promoting economic development, good governance, social progress, enhanced competitiveness and rising living standards for all Mauritians through accountability, economic, efficient, equitable and sustainable management of public finance, and maximising revenue mobilisation, while marketing Mauritius as a reputable financial centre and attracting higher levels of investment.
- 18.4 The objectives of the Ministry are to maintain macroeconomic stability and achieve fiscal sustainability; steer the economy towards a path of high investment and high employment by developing new pillars to facilitate growth and employment geared by knowledge and innovation; modernise public financial management to improve accountability and transparency; modernise tax administration and customs management and enhance revenue collection; implement an Accounting and Financial Reporting Framework benchmarked with international best practices and revitalise private and foreign investment, and create new employment opportunities. One of the strategic objectives is to shift from a middle income country to high income country and achieve greater equality and social justice for one and all.
- 18.5 The working structure of the technical arm of the Ministry consists of eight directorates namely : Economic Research and Sustainability; Public Financial Management and Budget Issues; Inclusive Development; Tax Issues and Policies; Increasing Competitiveness and Growth; Public Infrastructure and Sustainable Development; Development Co-operation and Africa Strategy and Financial Sector and Manpower Development . The Corporate Services are responsible for Parliamentary affairs, Office Operations, IT Services, Human resources, Financial Operations, Procurement and Supply and Internal Control, among others.



- 18.6 MOFED is also responsible to provide human resources to all Ministries to facilitate the smooth running of their core business in three main areas namely Financial Operations, Procurement and Supply and Internal Control.
- 18.7 The Financial Secretary is the technical and administrative head of MOFED. He is assisted in his administrative functions and duties by two Deputy Financial Secretaries, the Permanent Secretary and officers from the various cadres and classes namely: Analyst Cadre, Financial Operations Cadre, Procurement and Supply cadre, Internal Control Cadre, Administrative, Human Resources as well as officers belonging to the general services grades. He is also responsible for the overall administration of its various Cadres and Divisions as well as for the general supervision of the departments falling under the *aegis* of the Ministry, namely: Assessment Review Committee, Independent Review Panel, Procurement Policy Office, Central Procurement Board, The Treasury, Statistics Mauritius, Valuation Department *formerly Valuation and Real Estate Consultancy Services*, Corporate and Business Registration Department and the Registrar-General's Department.
- 18.8 In the context of the current review exercise, the main representations have been focused on abolition of grades, revision of schemes of service, reviewing the modes of appointment at certain levels in various cadres and creation of grades at different levels of operation. We have examined all the proposals made and are making appropriate recommendations.

#### **Deputy Director, Economic and Finance**

- 18.9 Management requested to abolish the post of Deputy Director, Economic and Finance from the establishment of the Ministry as the grade is evanescent. Moreso, this level of operation is not required in the new organisational set-up. We are agreeable with this request and are making appropriate provision to this effect.

#### **Recommendation 1**

- 18.10 We recommend that the post of Deputy Director, Economic and Finance be abolished on vacancy. A personal salary has been provided to incumbent.**

#### **Lead Analyst**

- 18.11 Lead Analysts, *formerly Assistant Directors* in post as at 30 June 2008 at the Ministry of Finance and Economic Development are allowed to move incrementally up to salary point Rs 89000 in the Master Salary Scale. **The present arrangement is maintained.**

**Recommendation 2**

**18.12 We recommend that Lead Analysts, *formerly Assistant Directors* in post as at 30 June 2008 at the Ministry of Finance and Economic Development be allowed to move incrementally up to salary point of Rs 95000 in the revised Master Salary Scale provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Recommendation 3**

**18.13 We recommend that, on reaching salary point Rs 95000, Lead Analysts, *formerly Assistant Directors*, in post as at 30.06.08 at the Ministry of Finance and Economic Development should bear the appellation of Assistant Director, Economic and Finance.**

**Senior Analyst (Personal)**

**18.14 Senior Analysts (Personal) in post as at 30.06.2008 at the Ministry of Finance and Economic Development are allowed to move incrementally by two increments over and above the special provision set out at paragraph 10.40 of Volume 1 with specific conditions. The present arrangement is being maintained.**

**Recommendation 4**

**18.15 We recommend that incumbents in the grade of Senior Analyst (Personal) in post as at 30 June 2008 at the Ministry of Finance and Economic Development be allowed to move incrementally by two increments over and above the special provision set out at paragraph 10.40 of Volume 1 provided that they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Analyst/Senior Analyst**

**18.16 Presently, Analyst/Senior Analyst who are registered professional Accountant, Architect and Engineer are allowed to draw a higher initial salary in the salary scale. We are maintaining this provision.**

**Recommendation 5**

- 18.17 We recommend that Registered Accountant, Architect and Engineer appointed to the grade of Analyst/Senior Analyst should continue to draw a higher initial salary point in the salary scale provided for the grade as hereunder:**

<b>Grade</b>	<b>Initial Salary Rs</b>
<b>Accountant</b>	<b>28625</b>
<b>Architect</b>	<b>29400</b>
<b>Engineer</b>	<b>29400</b>

**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
01 000 109	<b>Rs 164000</b> Financial Secretary
01 000 107	<b>Rs 140000</b> Deputy Financial Secretary
01 000 105	<b>Rs 119000</b> Director, Economic and Finance
01 000 099	<b>Rs 98000</b> Deputy Director, Economic and Finance (Personal)
01 095 097	<b>Rs 86000 x 3000 – 92000</b> Assistant Director, Economic and Finance
01 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Lead Analyst
01 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Financial Management

Salary Code	Salary Scale and Grade
01 054 085	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Analyst/Senior Analyst Senior Analyst (Personal)
01 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Financial Management Officer
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Executive Assistant (Finance)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## ASSESSMENT REVIEW COMMITTEE

- 18.18 The Assessment Review Committee (ARC) was established by the Mauritius Revenue Authority Act No. 33 of 2004 to hear and determine all representations lodged by aggrieved persons against decisions, determinations, notices or claims made by the Mauritius Revenue Authority or the Registrar-General as provided under the relevant revenue laws. It operates under the aegis of the Ministry of Finance and Economic Development.
- 18.19 In the wake of the Budget Speech 2015, the statutory time limit for a tax assessment has been reduced to three years and the Mauritius Revenue Authority would have to obtain the approval of the Assessment Review Committee before raising an additional assessment after that period of three years. The Mauritius Revenue Act has thus been amended to provide for the setting of the Independent Tax Panel which would deal with claims for raising tax assessments after the prescribed period of three years. The functions of the Independent Tax Panel would be to consider applications made *ex parte* by the Director-General of the Mauritius Revenue Authority under different tax laws and grant authorization where it is satisfied that there is *prima facie* case for fraud; issue guidelines for the waiving by the Director-General of the whole or part of any penalty, interest, surcharge or rent in accordance with the Customs Act.
- 18.20 The Assessment Review Committee is headed by the Chairperson and he is assisted in his functions by the Vice-Chairperson and the Clerk. The Clerk is responsible for the overall management of the Committee and the performance of such duties as may be prescribed in the Mauritius Revenue Authority Act. With the new role and the resulting exponential increase in the number of cases and applications, the number of Vice-Chairpersons at the Assessment Review Committee has been increased from 2 to 4. A new structure comprising of three Divisions is being set up that would eventually run as a Tribunal: Income Tax and Value Added Tax cases; Customs Cases; and Land Cases and Shorthand Writers and Officers of the General Services provide support services.
- 18.21 In the context of the present review exercise, the main representations have been focused on the creation of grades at different level of operations and upgrading of salary as well as filling of posts. We have examined all the proposals and are making appropriate recommendations.

### Senior Shorthand Writer (New Grade)

- 18.22 Both management and staff side have requested for the creation of a grade of Senior Shorthand Writer. The Bureau has thoroughly examined the request in the light of the submission of the parent Ministry, that is, the Ministry of Finance and Economic Development (MOFED). According to the MOFED, in view of the setting up of an Independent Tax Panel as provided by the amendment to the MRA Act, the volume and scope of activities at the ARC has substantially increased. Consequently, provision for additional posts of Shorthand Writer is being made. In the

circumstances, the need for a supervisory level is warranted to better control and coordinate the duties devolving on the Shorthand Writers.

### Recommendation 6

**18.23 We recommend the creation of a grade of Senior Shorthand Writer on the establishment of the Assessment Review Committee. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Shorthand Writer reckoning at least two years' service in a substantive capacity in the grade.**

18.24 The Senior Shorthand Writer would be required, amongst others, to assist in making arrangements for the assignment of Shorthand Writers and qualified Word Processing Operator to meetings and other Committees; assist the Chairperson and vice Chairperson of Committees in dealing with confidential business of the Committee; take down and transcribe shorthand notes of proceeding and meeting; prepare and finalise roster for Shorthand Writers and give clerical, typing and secretarial assistance to the Clerk as and when required.

### ASSESSMENT REVIEW COMMITTEE SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 107	<b>Rs 140000</b> Chairperson, Assessment Review Committee
12 000 102	<b>Rs 110000</b> Vice-Chairperson, Assessment Review Committee
12 078 089	<b>Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Clerk, Assessment Review Committee
12 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Deputy Clerk, Assessment Review Committee
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Shorthand Writer (New Grade)

Salary Code	Salary Scale and Grade
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## INDEPENDENT REVIEW PANEL

- 18.25 The Independent Review Panel (IRP) is established under Section 44 of the Public Procurement Act 2006 to look into requests made by unsatisfied bidders to review procurement proceedings in certain specific cases.
- 18.26 The objectives of the IRP are to uphold and maintain confidence of suppliers and contractors as well as the general public in the public procurement process; to ensure and enable transparency and good governance in the public procurement process; to hear and determine appeals against procurement decisions by a Public Body and/or the Central Procurement Board in line with the Public Procurement Act 2006 and Regulations as well as other Laws of Mauritius, and in the respect of the principles of best practice.
- 18.27 The IRP comprises a Chairperson, a Vice Chairperson and four other persons having wide experience in legal, administrative, economic, financial, engineering, scientific or technical matters and appointed by the President of the Republic. The Chairperson is, presently, assisted in his functions by an Office Management Executive and officers of the General Services.

### Secretary, Independent Review Panel (New Grade)

- 18.28 Section 44(c) of the Independent Review Panel Act provides for a Secretary who would be a public officer and perform under the administrative control of the Chairperson of the Independent Review Panel. Management has submitted that with the increase in the number of requests made by unsatisfied bidders to review procurement proceedings, there is need for a Secretary to be responsible for all administrative matters and office operations of the Independent Review Panel. We are agreeable with this request and are making appropriate recommendation.

### Recommendation 7

- 18.29 **We recommend the creation of a grade of Secretary, Independent Review Panel on the establishment of the Independent Review Panel. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Business Administration or Public Administration or Law from a recognised institution or an equivalent qualification; and reckoning at least three years' experience in the public sector.**
- 18.30 Incumbent in the grade of Secretary, Independent Review Panel would be required to, among others, act as the Secretary of the Review Panel; register all applications for review of procurement proceedings which are filed and scrutinize every application to ascertain whether the application is in order; liaise with the public bodies in relation to all cases of review filed with the Independent Review Panel; issue convocation letters to Applicants, the Public Body, the Central Procurement Board and the successful bidders; communicate the decision of the Panel to all parties concerned; receive deposits made for filing of applications and submit to the Finance Section of the Ministry of Finance and Economic Development; initiate action for the refund of

amount deposited by Applicants; and liaise with the State Law Office and affirm affidavits for the Independent Review Panel.

### INDEPENDENT REVIEW PANEL

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 107	<b>Rs 140000</b> Chairperson, Independent Review Panel
12 000 102	<b>Rs 110000</b> Vice-Chairperson, Independent Review Panel
01 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Secretary, Independent Review Panel (New Grade)

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## FINANCIAL OPERATIONS CADRE

- 18.31 Officers of the Financial Operations Cadre are responsible for assisting and advising Accounting Officers on financial matters and for the delivery of sound, efficient and transparent financial operations services. They also ensure that financial, procurement and other legislations and regulations are understood, correctly applied and fully complied with.
- 18.32 The Mission of the Financial Operations Cadre is to manage effectively, efficiently, economically and with integrity government finances on the basis of sound financial management principles and respond to expectations of stakeholders in a timely and professional manner through continuous upgrading of skills, capabilities and technologies.
- 18.33 Major challenges in conformity with modern trends in financial management are impacting on the work of Financial Operations cadre for example e-budgeting, e-payment, HRMIS, The Financial Operations cadre have therefore to follow the following key imperatives in order to enable Ministries/Departments to deliver more effectively and efficiently: assist in allocation of scarce resources, transform operating models, manage the budget and assist in digitization of the finance function.
- 18.34 The Director, Financial Operations is the responsible Officer of the Financial Operations Cadre and he is assisted by the Deputy Director, Financial Operations. The operational activities are carried out by officers of the Financial Operations Cadre namely:- Manager, Financial Operations; Assistant Manager, Financial Operations; Senior Financial Operations Officer (Personal); and Financial Officer/Senior Financial Officer.
- 18.35 In the context of the present review exercise, several demands have been received with regards for creation of grades, revision of modes of appointment, upgrading of salary, change in appellation and setting of appropriate structure. We have examined all the proposals and are making appropriate recommendations.

### Principal Financial Operations Officer (New Grade)

- 18.36 Both Management and Staff Side have represented that following the merging of the grades of Financial Operations Officer and Senior Financial Operations Officer into Financial Operations Officer/Senior Financial Operations Officer and the subsequent demerging of the grade of Senior Financial Operations Officer with a personal salary, the Ministry of Finance and Economic Development has been encountering difficulties in the supervisory functions of finance in Divisions/Departments of the Ministries. Request has, therefore, been made that there is need for a supervisory level in the Financial Operations Cadre to take charge of small units in Ministries/Departments as well as to exercise discipline, control and accountability. We are agreeable with this request and are making appropriate recommendation.

**Recommendation 8**

- 18.37 We recommend the creation of a grade of Principal Financial Operations Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the cadre.**

**Assistant Manager, Financial Operations**

- 18.38 Consequent to the creation of the grade of Principal Financial Operations Officer. The mode of appointment to the grade of Assistant Manager, Financial Operations should be amended to address the salary levelling in the grading structure of the Financial Operations cadre. We are, therefore, making provision for a grade of Assistant Manager, Financial Operations (Future Holder) with new qualification requirements.**

**Recommendation 9**

- 18.39 We recommend that appointment to the grade of Assistant Manager, Financial Operations (Future Holder) should be made by selection from among incumbents in the grade of Principal Financial Operations Officer (New Grade) possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics from a recognised institution or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accounting body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years in the grades of Financial Officer/Senior Financial Officer and Principal Financial Operations Officer (New Grade).**
- 18.40 We also recommend that the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Financial Operations Officer (Personal) now restyled Principal Financial Operations Officer (Personal) to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter, the grade of Assistant Manager, Financial Operations should be made evanescent.**
- 18.41 We further recommend that the grade of Manager, Financial Operations should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager, Financial Operations should thereafter be filled by promotion, on the basis of**

merit and experience, of officers in the grade of Assistant Manager Financial Operations (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.

#### Financial Officer/ Senior Financial Officer

#### Recommendation 10

18.42 We recommend that incumbents in the grade of Financial Officer/Senior Financial Officer possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

### FINANCIAL OPERATIONS CADRE

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, Financial Operations
01 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director, Financial Operations
01 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Financial Operations
01 064 082	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Manager, Financial Operations
01 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Manager, Financial Operations (Future Holder)

Salary Code	Salary Scale and Grade
01 058 078	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Financial Operations Officer(Personal) <i>formerly Senior Financial Operations Officer (Personal to Senior Financial Operations Officer in post as at 31.12 .12)</i>
01 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Financial Operations Officer (New Grade)
01 050 071	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Financial Officer/Senior Financial Officer

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## INTERNAL CONTROL CADRE

- 18.43 The Internal Control Cadre which operates under the aegis of the Ministry of Finance and Economic Development is responsible for ensuring that all activities of Ministries/Departments have achieved their intended results; the resources used to deliver these activities/projects are consistent with the stated aims and objectives of the Ministries/Departments; and such activities are protected from waste, fraud and mismanagement and that reliable and timely information is obtained, maintained, reported and used for decision making.
- 18.44 The mission of the Internal Control Cadre is to provide quality internal audit services in partnership with Accounting Officers in the achievement of government's objective through recommendation to improve governance, risk management, control processes and value for money.
- 18.45 With the various reforms underway including greater decentralization to Ministries to reduce delays, internal audit has enlarged its scope to cover performance and procurement auditing including ex-post verification. The Internal Control cadre has therefore redefined its roles, duties and responsibilities in line with the Financial Management Kit Volume VI – International Audit Policy and Operations Manual together with the Internal Audit Standard Operating Procedures Manual. These manuals are based on the International Professional Practice Framework issued by IIA. Thus the role of the cadre has changed drastically during the past years from a cyclical/routine audit to a risk-based audit.
- 18.46 The Director, Internal Control is the administrative head of the Cadre and is responsible for providing value-added internal audit services for all Ministries/Departments in accordance with international professional and ethical standards. He is assisted by the Deputy Director, Internal Control and officers in the grade of Manager, Internal Control who ensure that internal audit activities are carried out effectively. Officers in the grades of Assistant Manager, Internal Control; Senior Internal Control Officer (Personal); and Internal Control Officer/Senior Internal Control Officer service the cadre at the operational levels.
- 18.47 In the context of the present review exercise, Management has requested for the creation of grades, reviewing of mode of appointment, change in appellation and amendment in the qualifications' requirement. We have examined all the proposals and are making appropriate recommendations.

### Principal Internal Control Officer (New Grade)

- 18.48 It has been reported that following the merging of the grades of Internal Control Officer and Senior Internal Control Officer into Internal Control Officer/Senior Internal Control Officer and the subsequent demerging of the grade of Senior Internal Control Officer with a personal salary, the Ministry of Finance and Economic Development has been encountering difficulties due to an absence of supervisory functions of internal control in Divisions/Departments of the Ministries. Request has, therefore, been made for a



supervisory level in the Internal Control cadre to take charge of small units in Ministries/Departments as well as to exercise discipline, control and accountability. We are agreeable with this request and are making appropriate recommendations.

### **Recommendation 11**

- 18.49 We recommend the creation of a grade of Principal Internal Control Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Internal Control Officer/Senior Internal Control Officer having successfully completed all papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the cadre.**

### **Assistant Manager, Financial Operations**

- 18.50** Consequent to the creation of the grade of Principal Internal Control Officer, the mode of appointment to the grade of Assistant Manager, Internal Control should be amended to address the salary levelling in the grading structure of the Internal Control cadre. We are, therefore, making provision for a grade of Assistant Manager, Internal Control (Future Holder) with new qualification requirements.

### **Recommendation 12**

- 18.51 We recommend that appointment to the grade of Assistant Manager, Internal Control (Future Holder) should be made by selection from among incumbents in the grade of Principal Internal Control Officer (New Grade) possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics from a recognised institution or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accounting body and reckoning at least four years' service in a substantive capacity in the cadre or an aggregate of four years in the grades of Internal Control Officer/Senior Internal Control Officer and Principal Internal Control Officer (New Grade).**
- 18.52 We also recommend that the grade of Assistant Manager, Internal Control carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Internal Control Officer (Personal) now restyled Principal Internal Control Officer (Personal to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter the grade of Assistant Manager, Internal Control should be made evanescent.**

- 18.53** We further recommend that the grade of Manager, Internal Control should continue to be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Internal Control carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager, Internal Control should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager, Internal Control (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.

#### Internal Control Officer/Senior Internal Control Officer

#### Recommendation 13

- 18.54** We recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.

### INTERNAL CONTROL CADRE

#### SCHEDULE

Salary Code	Salary Scale and Grade
01 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, Internal Control
01 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director, Internal Control
01 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Internal Control

Salary Code	Salary Scale and Grade
01 064 082	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Manager, Internal Control
01 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Manager, Internal Control (Future Holder)
01 058 078	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Internal Control Officer (Personal) <i>formerly Senior Internal Control Officer (Personal to Senior Internal Control Officers in post as at 31.12.12)</i>
01 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Internal Control Officer (New Grade)
01 038 071	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Internal Control Officer/Senior Internal Control Officer

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## PROCUREMENT POLICY OFFICE

- 18.55 The Procurement Policy Office (PPO) has been established pursuant to Section 4 of the Public Procurement Act of 2006 and operates under the aegis of the Ministry of Finance and Economic Development.
- 18.56 The Procurement Policy Office is responsible for the formulation of policies relating to procurement; conducting oversight and monitor the performance and progress of the procurement system; recommending and facilitating the implementation of measures to improve the functions of the procurement system; and guide and promote its continuing development and improvement.
- 18.57 The Mission of the Procurement Policy Office is to promote the development of a modern and efficient public procurement system based on international best practices through close monitoring, regular auditing, capacity building and research.
- 18.58 The Procurement Policy Office has embarked on the e-Procurement System (e-PS), a web-based application hosted by the Government Online Centre that would enable all public bodies and suppliers to electronically conduct procurement proceedings from invitation to bid up to contract award. The e-PS is a new system being implemented by the Government which would bring a change in the way procurement is conducted with a shift from paper base to an electronic platform in 210 public bodies. On full implementation of the project, some 3000 public contracting would be done on-line annually by the 210 organisations falling under the ambit of the Public Procurement Act.
- 18.59 The Procurement Policy Office is administered by the Director, Procurement Policy Office and two members appointed by the President of the Republic. The Office is also manned by officers in the grades of Analyst/Senior Analyst, Assistant Manager, Procurement and Supply as well as officers of the General Services.
- 18.60 In the context of the present review exercise, representative of the Ministry of Finance and Economic Development has apprised the Bureau that the grades of Manager, Procurement Policy Office and Assistant Manager, Procurement Policy Office be abolished on the establishment of the Procurement Policy Office as technical support are being provided by officers of the Procurement and Supply Cadre as well as the Analyst Cadre.
- 18.61 In the given circumstances, the Bureau is agreeable to the proposal of the Ministry to abolish the grades of Manager, Procurement Policy Office and Assistant Manager, Procurement Police Office from the establishment of the Procurement Policy Office.

### Recommendation 14

- 18.62 **We recommend that the grades of Manager, Procurement Policy Office and Assistant Manager, Procurement Policy Office, which are vacant be abolished and technical support at the Procurement Policy Office should continue to be**

provided by officers of the Procurement and Supply Cadre as well as the Analyst Cadre.

**PROCUREMENT POLICY OFFICE****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
01 000 108	<b>Rs152000</b> Director, Procurement Policy Office

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## PROCUREMENT AND SUPPLY CADRE

- 18.63 The Procurement and Supply services are regulated by the Public Procurement Act 2006 and by the Financial Management Kit. Officers of the Procurement and Supply cadre are responsible for the timely procurement and supply of goods, works and services for the smooth running of Government's business and for ensuring that the procurement function complements and enhances the overall goals of Ministries/Departments.
- 18.64 The aims of officers of the cadre are, among others, to: promote efficient and effective public procurement and supply systems based on international best practices; review and maintain effective warehousing and disposal process; contribute to the economic development of Mauritius; provide equal opportunity/treatment to all suppliers and bidders; and ensure transparency in the procedures, processes and decision relating to public procurement.
- 18.65 As head of the cadre, the Director (Procurement and Supply) is responsible for ensuring that the procurement and supply process of goods, works, consultancy services and other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations in force and that procurement and supply reforms are implemented in an effective and efficient manner. He is assisted in the discharge of his duties by the Deputy Director (Procurement and Supply).
- 18.66 The Procurement and Supply cadre also comprises: the Manager (Procurement and Supply), Assistant Manager (Procurement and Supply), Procurement and Supply Officer/Senior Procurement and Supply Officer and evanescent grades of Senior Procurement and Supply Officer and Assistant Procurement and Supply Officer. Officers in these grades service different Ministries/Departments but operate under the responsibility of the Ministry of Finance and Economic Development.
- 18.67 In the context of this Review, representations have been made for the upgrading and alignment of salaries, restyling/merging of grades, creation of additional level and provision of duty free facilities. During consultations, parties were apprised that grades are created on functional needs basis whereas the issue of upgrading/alignment of salaries are considered against the Bureau's framework of pay determination. As regards the provision of duty free facilities, stakeholders were informed that this would depend on the survey findings on Travelling by car.
- 18.68 The proposals have been thoroughly examined and particular attention has been paid to the traditional parity that exists among the Procurement and Supply, Finance and Human Resources cadres. As a sequel to changes brought in the structures of the Finance and Human Resource cadres and further to representations received, the Procurement and Supply cadre is being consolidated with the creation of an additional level and restructured, making it more amenable to the efficient and effective delivery of procurement and supply services. Provision is also being made for supporting staff to assist officers of the Cadre.

**Principal Procurement and Supply Officer (New Grade)**

- 18.69 In view of the evanescence of the grade of Senior Procurement and Supply Officer (Personal), both the official and the staff side have expressed their concern over the continued operational effectiveness of the Procurement and Supply Section in Ministries and Departments.
- 18.70 They have represented that the phasing out of this level would create a gap between the Assistant Manager (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officer in terms of supervision, control and monitoring which would impact on the smooth functioning of procurement activities in warehouses and adversely affecting delivery of service. Moreover, it has also been submitted that much difficulty is currently being encountered to allocate the supervisory functions in the warehousing sections of Ministries/Departments.
- 18.71 After considering the above arguments, the Bureau is providing an additional level to ensure the smooth flow of the procurement and supply services.

**Recommendation 15**

- 18.72 **We recommend the creation of the grade of Principal Procurement and Supply Officer. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing: either a Diploma in Purchasing and Supply Management reckoning at least two years' service in a substantive capacity in the cadre or a Certificate in Purchasing and Supply Management from a recognised institution obtained before 30 June 2008 together with at least seven years' service in a substantive capacity in the cadre.**
- 18.73 Incumbent would be required, *inter alia*, to: be in charge of warehouse operations in Ministry/Department; perform procurement and warehousing operations in compliance with the Financial Management Kit and Public Procurement Act and Regulations; and formulate proposals for review of procurement procedures to the Procurement Policy Office, as may be required.

**Assistant Manager (Procurement and Supply) (Future Holder)**

- 18.74 With the creation of the grade of Principal Procurement and Supply Officer and to address issues of salary levelling, consequential amendments need to be brought in the grading structure of the Procurement and Supply cadre. **We, therefore, recommend that a grade of Assistant Manager (Procurement and Supply) (Future Holder) with new entry requirements be established.**

**Recommendation 16**

- 18.75 **We recommend that the grade of Assistant Manager (Procurement and Supply) (Future Holder) should be filled by selection from among Principal Procurement and Supply Officers (New Grade) possessing a Degree in Purchasing and**

Supply Management and reckoning an aggregate of at least four years' service in a substantive capacity in the grade or an aggregate of four years' in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer (New Grade).

- 18.76 We further recommend that the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Procurement and Supply Officer (Personal) now restyled Principal Procurement and Supply Officer (Personal to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter the grade of Assistant Manager (Procurement and Supply) should be made evanescent.
- 18.77 We also recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.

#### **Procurement and Supply Officer/Senior Procurement and Supply Officer**

- 18.78 At present, Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the master salary scale up to salary point Rs 39275 subject to certain conditions. We are maintaining this recommendation and revising the salary point.

#### **Recommendation 17**

- 18.79 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the master salary scale up to the revised salary point Rs 42325 provided that they:
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.



**Posting of Management Support Officer**

- 18.80 Both Management and Union members have submitted that the Procurement and Supply Officer/Senior Procurement and Supply Officers are required, over and above their normal schedule of duties, to perform some tasks of a clerical nature which take much of their time at the expense of their more demanding technical responsibility.
- 18.81 Representation has therefore been made for the creation of a level to provide assistance to officers in the procurement and supply section.
- 18.82 We have carefully examined the proposal and consider that it would be more apt to post an officer belonging to the General Services grade to provide the necessary assistance.

**Recommendation 18**

- 18.83 We recommend that, subject to the volume and demand of the work in their respective procurement and supply section, Management should consider the advisability of posting officers in the grade of Management Support Officer to provide the basic support services therein.

**PROCUREMENT AND SUPPLY CADRE****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
21 095 097	<b>Rs 86000 x 3000 – 92000</b> Director (Procurement and Supply)
21 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director (Procurement and Supply)
21 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager (Procurement and Supply)
21 064 082	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Manager (Procurement and Supply)
21 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Manager (Procurement and Supply) (Future Holder)

Salary Code	Salary Scale and Grade
21 058 078	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Procurement and Supply Officer (Personal) <i>formerly Senior Procurement and Supply Officer (Personal to officers in post as at 31.12.12 )</i>
21 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Procurement and Supply Officer (New Grade)
21 050 071	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Procurement and Supply Officer/Senior Procurement and Supply Officer
21 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Assistant Procurement and Supply Officer (Personal)

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## CENTRAL PROCUREMENT BOARD

- 18.84 The Central Procurement Board established by virtue of the Public Procurement Act 2006 is responsible for the approval of the award of major contracts for the procurement of goods, services, consultancy works and services for Ministries/Departments, Rodrigues Regional Assembly and Public Bodies.
- 18.85 The Mission of the Central Procurement Board is to work towards providing all stakeholders with a professional, efficient and courteous service while ensuring best value for money in terms of price, quality and delivery, having regard to set specifications and timely acquisition through fair and transparent processes.
- 18.86 By virtue of an amendment in the Public Procurement Act 2006 by the Finance Act 2015, the Central Procurement Board which was a body corporate, is now a fully government body. The new structure of the Central Procurement Board provides that it should be headed by a Chief Executive who should be responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the Board. He would be assisted in his function by the Deputy Chief Executive and the Secretary of the Board. Officers of the Central Procurement Cadre and general services grades provide support services.
- 18.87 The Board comprises a Chairperson, two Vice-Chairpersons and three members having wide experience in legal, administrative, economic, financial, scientific and technical matters.
- 18.88 The 2013 EOAC Report re-established all the grades which had been granted personal salary and amended the schemes of service so as to be at par with similar levels in the Ministry of Finance and Economic Development. It also created the grade of Manager, Central Procurement and merged and restyled the grades of Central Procurement Officer and Senior Central Procurement Officer to Central Procurement Officer/Senior Central Procurement Officer to enhance effective service delivery.
- 18.89 In the context of the present review exercise, the main representations have been focused on the restyling of grades and upgrading of the qualification requirements as well as the salary alignment of the procurement cadre with professional cadre. We have examined all the proposals, apprised Management on issues that could not be retained, and are making appropriate recommendations where these are justified.

### **Chief Executive, Central Procurement Board (New Grade)**

- 18.90 Section 9 of the Public Procurement Act provides for a Chief Executive at the Central Procurement Board who would be a public officer and be responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the Board. Management has submitted that there is need for this level of operation to enable the Board to deliver on its mandate efficiently and effectively to which we are agreeable.

**Recommendation 19**

- 18.91 We recommend the creation of a grade of Chief Executive, Central Procurement Board on the establishment of the Central Procurement Board. Appointment thereto should be made by promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Chief Executive, Central Procurement Board.**
- 18.92 Incumbent in the grade of Chief Executive, Central Procurement Board would be required to, among others, be responsible for the execution of the policy of the Central Procurement Board and for the control and management of the day-to-day business of the Board; attend every meeting of the Board and take part in its deliberations; ensure that the provisions of the Central Procurement Act, the Financial Management Manual and Procurement Guidelines are complied with as regards procurement and award of contracts; prepare and publish bidding documents and bidding notices; scrutinize tender documents and reports submitted by public bodies and ensure that these are circulated promptly to the Board for proper decision; keep records of the decisions and deliberations of the Central Procurement Board; and be the Liaison Officer between the Board, public bodies as well as bidders, both locally and abroad, on all matters relating to bid procedures and contracts, and to advise them accordingly.

**Principal Central Procurement Officer (New Grade)**

- 18.93 Management has also requested to create a grade of Principal Central Procurement Officer in order to maintain consistency in the hierarchical structures of the different cadres in the Ministry of Finance and Economic Development as well as to have a supervisory level to exercise discipline, control and accountability for good governance. We support this request and are making appropriate recommendation.

**Recommendation 20**

- 18.94 We recommend the creation of a grade of Principal Central Procurement Officer on the establishment of the Central Procurement Board. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Central Procurement Officer/Senior Central Procurement Officer reckoning at least four years' service in a substantive capacity in the cadre.**
- 18.95 Incumbent in the grade of Principal Central Procurement Officer would be required to, among others, prepare and scrutinize tender documents for specialised, experience equipment and for works; scrutinize bid evaluation reports together with the technical committee and the recommendation of the Bid Evaluation Committee prior to submission to the Board for a decision; and assist in the preparation and publication of periodic reports.

**Assistant Manager, Central Procurement**

- 18.96 With the creation of the grade of Principal Central Procurement Officer on the establishment of the Central Procurement Board, the mode of appointment to the grade of Assistant Manager, Central Procurement should be amended so that, in future, the post be filled by promotion, on the basis of experience and merit, of incumbents in the grade of Principal Central Procurement Officer possessing a degree in the relevant field.

**Recommendation 21**

- 18.97 We recommend that, as from 01 July 2019, the grade of Assistant Manager, Central Procurement be filled by promotion, on the basis of experience and merit, of incumbent in the grade of Principal Central Procurement Officer possessing a Degree in Public Sector Financial Management or a Degree in Purchasing and Supply Management or a Degree in Accountancy from a recognised institution or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised accounting body and reckoning at least six years' service in a substantive capacity in the cadre.

**Central Procurement Officer/Senior Central Procurement Officer****Recommendation 22**

- 18.98 We recommend that incumbents in the grade of Central Procurement Officer/Senior Central Procurement Officer possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Purchasing and Supply Management from a recognised institution or an equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.

**CENTRAL PROCUREMENT BOARD****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 095 097	Rs 86000 x 3000 – 92000 Chief Executive, Central Procurement Board (New Grade)

Salary Code	Salary Scale and Grade
01 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Chief Executive, Central Procurement Board
01 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Central Procurement
01 064 082	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Manager, Central Procurement (Personal to incumbents in post as at 31.12.15)
01 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Manager, Central Procurement (Future Holder)
01 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Secretary of the Board
01 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Central Procurement Officer (New Grade)
01 050 071	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Central Procurement Officer/Senior Central Procurement Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## THE TREASURY

- 18.99 The Treasury is one of the executive arms of the Ministry of Finance and Economic Development. The Accountant-General who is the head for the general administration of the Treasury, has the responsibility to advise the Financial Secretary and other Accounting Officers on matters relating to Government accounting; management of Government cash flows; opening and operation of bank accounts; and public service benefits (retirement, pensions, passage and car advances).
- 18.100 The mission of the Treasury is to strive towards excellence in service delivery through continuous improvement and enhancement.
- 18.101 The objectives of the Treasury are, among others, to ensure that the accounts of the Government are properly maintained and Financial statements are prepared in accordance with Finance and Audit Act; the computerised Treasury Accounting System is properly maintained and respond to Government needs for proper and accurate processing, recording and accounting of transactions; Government cash flows are properly managed and that Government has adequate financial resources to meet its payment obligations as and when they fall due; and public service pensions and other benefits schemes are properly managed and beneficiaries are paid in a timely manner.
- 18.102 Management of the Treasury has made representations for the restyling and upgrading of posts as well as revision of schemes of service and creation of grades. It is also represented to align the top salary of the grade of Accountant/Senior Accountant with the senior professional level in the Public Sector. We have examined all the proposals and are making appropriate recommendations.

### Accounting Technician (New Grade)

- 18.103 Management has submitted that with the substantial increase in the workload of public service benefits, there is need for a level to provide support service to the Accountant/Senior Accountant and also to deliver the mandate efficiently and effectively. We are agreeable to this request and are making appropriate recommendations.

### Recommendation 23

- 18.104 We recommend the creation of a grade of Accounting Technician on the establishment of the Treasury to be recruited from among candidates possessing a pass in at least four subjects at Fundamental (Skills) of the ACCA Examinations or an equivalent qualification from a recognised institution. Officers in the grade of Accounting Technician should possess the Fundamental (Skills) of the ACCA Examinations or an equivalent qualification to proceed beyond the Qualification Bar (QB) inserted in the salary scale.**



- 18.105 Incumbent in the grade of Accounting Technician would be required to, among others, assist the Accountant/Senior Accountant in the day-to-day activities of the Treasury; collect, retrieve, compile and analyse data in relation to public service benefits, management audit exercises and financial investigations; inspect and investigate simple financial statements, records and documents and to report thereon; and submit draft reports and memoranda for inclusion in final management audit reports.

### ICT Structure

- 18.106 Management has informed that several systems at the Treasury have been computerized. However, due to shortage of IT staff in the Ministry of Technology, Communication and Innovation for posting to other Ministries/Departments, there is a disruption in the smooth running of operations. In this context, request has been made for the creation of a dedicated three-level ICT structure.
- 18.107 During consultations, the Bureau informed Management that given there is a Ministry which is responsible for all IT issues in the Civil Service, it would not be appropriate to create these grades. Management may therefore make a request to the Ministry of Technology, Communication and Innovation for the posting on a full time basis of IT staff at the required levels.
- 18.108 Nevertheless, owing to several similar requests from various quarters, the Bureau has provided for another mechanism to address these issues. We have recommended at paragraph 19.10 of this Report for the setting up of a Standing Committee which will have the responsibility of looking into such requests and coming up with a general policy.

## THE TREASURY

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 106	<b>Rs 122000</b> Accountant-General
01 095 097	<b>Rs 86000 x 3000 – 92000</b> Deputy Accountant-General
01 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Assistant Accountant-General

Salary Code	Salary Scale and Grade
01 058 085	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Accountant/Senior Accountant
01 063 079	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Officer-in-Charge (Passages) Officer-in-Charge (Pensions)
01 049 074	<b>Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375</b> Accounting Technician (New Grade)
01 050 070	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Assistant Officer-in-Charge (Passages) Assistant Officer-in-Charge (Pensions)
04 052 069	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Treasury Computer Room Supervisor
04 038 064	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Treasury Computer Operator (Personal to officer in post as at 30.6.1993)
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery)
24 026 056	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Treasury Voucher Room Supervisor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver Treasury Voucher Room Operator

Salary Code	Salary Scale and Grade
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## STATISTICS MAURITIUS

- 18.109 Statistics Mauritius is a government department that operates under the *aegis* of the Ministry of Finance and Economic Development. Through the Statistics Act No 38 of 2000 as subsequently amended, Statistics Mauritius constitutes the central statistical authority and depository of all official statistics produced in Mauritius. As such, it is the official organisation responsible for the collection, compilation, analysis and dissemination of accurate, relevant, timely and high quality statistics and related information on social, demographic, economic and financial activities to serve the needs of public and private users.
- 18.110 Statistics Mauritius envisions to be a key provider of World Class Statistical information and aims at providing timely and relevant statistics consistent with international principles and standard. In order to ensure good quality and international comparability of data, Statistics Mauritius adheres to standard concepts, definitions and classifications as recommended by international organisations such as the U. N. Agencies.
- 18.111 The activities at Statistics Mauritius are organised under three sections namely: Economic Division, Social Division, and Logistics and Research. The organisation is headed by the Director of Statistics who is assisted by three Deputy Directors of Statistics and officers of the Statistician Cadre, the Statistical Officer Cadre and the General Services.
- 18.112 In the context of this review exercise, both Management and the Staff Side have made similar requests for the review of the existing structure. Representations have been received, amongst others, to merge the second and third levels in the Statistician Cadre and the Statistical Officer Cadre; restyle the grade Director of Statistics to Director General; and create levels following merger of grades. In addition, Management has also requested for the setting up of a full-fledged IT Unit comprising positions in the Information System Cadre within its structure to sustain and develop further the mechanisation work already started.
- 18.113 The Bureau has carried out an in-depth analysis on the requests and is of the view that merging of grades and creation of levels simultaneously within the same hierarchy is not technically possible. Along the same lines, the merger of second level with third level in cadres is not acceptable given that the nature of duties and level of responsibilities devolving upon incumbents differ at each level. As regards grade appellation, same should reflect the core duties of the grade whilst being in conformity with provisions of the actual legislations.
- 18.114 IT issues in the Public Sector generally falls under the responsibility of the Ministry of Technology, Communication and Innovation and therefore the Bureau refrains from creating stand alone IT departmental grades where prospect for promotion is very limited.

- 18.115 The Bureau considers that Statistics Mauritius should make its request to the Ministry of Technology, Communication and Innovation to have the assistance of a qualified officer on full time basis to manage its IT projects or alternatively have recourse to contractual employment or refer to the Standing Committee as mentioned at paragraph 19.10 of this Report.
- 18.116 The Bureau considers that the present structural set up of Statistics Mauritius does not require any change at this stage.

**STATISTICS MAURITIUS**  
**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
20 000 105	<b>Rs 119000</b> Director of Statistics
20 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director of Statistics
20 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Statistician
20 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Statistician
20 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Statistician
20 058 073	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Principal Statistical Officer
20 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Statistical Officer
20 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Statistical Officer

Salary Code	Salary Scale and Grade
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## VALUATION DEPARTMENT

- 18.117 The Valuation Department operates under the *aegis* of the Ministry of Finance and Economic Development (MOFED). Its mission is to provide independent, impartial, and objective of Valuation and Real Consultancy Services to government; be to the level expectation of every stakeholder in delivering its services; and provide the services to the highest degree of professionalism and standard to its customers, both external and intra.
- 18.118 Government has embarked in a mega project known as the Land Administration and Valuation Information Systems (LAVIMS) in which valuation is a major component. With the implementation of the LAVIMS Project, the Valuation Department deals with all requests from the Registrar General Department and Local Government for valuation of properties on-line. Moreover, the Valuation Department is responsible for the Valuation Roll for the whole country which involves over 500,000 properties with the main purpose to raise revenue for the Government.
- 18.119 At present, the Valuation Department is headed by the Director, Valuation and Real Estate Consultancy Services who is assisted by grades in the Government Valuer and Property Valuation Inspector cadres.
- 18.120 In the context of this Report, the Bureau has received representations from Unions for specific training related to LAVIMS, increase in number of posts and creation of a grade to assist the Government Valuer, among others. Management has reported about ongoing recruitment problems in the grade of Government Valuer and has proposed to create a grade to assist the latter. It has also requested to create a grade of Quantity Surveyor and Law Officer as well as to amend the scheme of service for the grade of Chief Property Valuation Inspector. On the other hand, the MOFED has requested for a restyling of the grade of Director, Valuation and Real Estate Consultancy Services and Deputy Director, Valuation and Real Estate Consultancy Services.
- 18.121 After examining the requests of the Unions, Management of Valuation Department and the MOFED, we are restyling the grades of Director, Valuation and Real Estate Consultancy Services and Deputy Director, Valuation and Real Estate Consultancy Services, and creating the grade of Trainee Government Valuer based upon the organisational requirements.



**Director, Valuation Department***formerly Director, Valuation and Real Estate Consultancy Services***Deputy Director, Valuation Department***formerly Deputy Director, Valuation and Real Estate Consultancy Services*

18.122 The MOFED has requested for a change in appellation for the grades of Director, Valuation and Real Estate Consultancy Services and Deputy Director, Valuation and Real Estate Consultancy Services to be in line with name of the Department. We are agreeable to the proposal and recommending accordingly.

**Recommendation 25**

**18.123 We recommend that the following grades be restyled as hereunder:**

<b>Grade</b>	<b>Restyled to</b>
<b>Director, Valuation and Real Estate Consultancy Services</b>	<b>Director, Valuation Department</b>
<b>Deputy Director, Valuation and Real Estate Consultancy Services</b>	<b>Deputy Director, Valuation Department</b>

**Recruitment and Retention Problems**

18.124 Management has reported that the recruitment and retention problem in the Government Valuer cadre still persists. During the last selection exercise for the grade of Government Valuer, all posts could not be filled as there were not enough qualified candidates. We are, therefore, maintaining the current provision.

**Recommendation 26**

**18.125 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, approve the higher salary point for new entrants in the grade of Government Valuer, based on their qualifications and experience, and such adjustments in salary as may be required for officers in post.**

**Trainee Government Valuer (New Grade)**

18.126 As highlighted earlier, there is continuous recruitment and retention problem in the Government Valuer cadre. Hence, there is need to provide incentive and motivation to the partly qualified officers in the technical cadre to get fully qualified and join the Government Valuer cadre. Management has informed the Bureau that there are currently 10 officers in the technical cadre already possessing the basic qualifications to become fellow of the Royal Institution of Chartered Surveyors. In a spirit of encouraging more officers to join the professional cadre, we are providing for a grade of Trainee Government Valuer.

**Recommendation 27**

**18.127 We recommend the creation of a grade of Trainee Government Valuer. Appointment to the grade should be made by selection from among candidates possessing a BSc Part 3 in Estate Management or Valuation or Land Economics or Applied Valuation from a recognised institution.**

18.128 The Trainee Government Valuer would work under the supervision of the professional staff of the Valuation Department and would be required, among others, to perform duties such as survey, measurement and description of properties for valuation purposes; carrying out valuation and landed properties for all purposes; and appearing in court, tribunal, committees to support valuation and assessment as assigned.

**Special Professional Retention Allowance**

18.129 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/Architecture/Quantity Surveying which were considered as scarcity areas.

18.130 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.

18.131 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields. Besides, the labour market has an over-supply of qualified candidates in these fields.

18.132 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.

18.133 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

**Recommendation 28**

**18.134** We recommend that officers of the Government Valuer cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

<b>Grade</b>	<b>SPRA % of Monthly Salary</b>
<b>Government Valuer and Senior Government Valuer (reckoning at least 10 years' service in their respective grade)</b>	<b>7</b>
<b>Lead Government Valuer</b>	<b>7</b>
<b>Deputy Director, Valuation Department <i>formerly Deputy Director, Valuation and Real Estate Consultancy Services</i></b>	<b>10</b>
<b>Director, Valuation Department <i>formerly Director, Valuation and Real Estate Consultancy Services</i></b>	<b>12.5</b>

**18.135** We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

**18.136** However, provision made at paragraph (i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

**18.137** All officers in the Government Valuer cadre who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

## VALUATION DEPARTMENT

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 000 100	<b>Rs 101000</b> Director, Valuation Department <i>formerly Director, Valuation and Real Estate Consultancy Services</i>
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Valuation Department <i>formerly Deputy Director, Valuation and Real Estate Consultancy Services</i>
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Government Valuer
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Government Valuer
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Government Valuer
26 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Government Valuer
26 064 078	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Chief Property Valuation Inspector
26 058 075	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Property Valuation Inspector

Salary Code	Salary Scale and Grade
26 052 069	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Property Valuation Inspector
26 031 064	<b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Property Valuation Inspector
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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**CORPORATE AND BUSINESS REGISTRATION DEPARTMENT**

- 18.138 The main functions of the Corporate and Business Registration Department (CBRD) are, among others: the incorporation, registration and striking-off of companies; the registration of documents that must be filed under the Companies Act 2001; Registration of Businesses; registration of Limited Partnerships and Foundations; the provision of company information to the public and the enforcement of compliance with the legal requirements.
- 18.139 The CBRD is headed by the Registrar of Companies, who also cumulates the functions of Registrar of Businesses, Director of Insolvency Services and the Registrar of Limited Partnerships. She is assisted in her duties by officers of the Official Receiver's Cadre, Assistant Registrars of Companies, and officers of the Technical Cadre and General Support Services.
- 18.140 During consultation and through their memorandum, the staff side made the following representations: upgrading the salary scales of all the grades; to waive the roster system and to re-establish the grade of Senior Compliance Officer. On the other hand, Management requested to review the mode of appointment to the grade of Official Receiver; establishment of new grades and changing appellation of existing ones.
- 18.141 Both Management and staff officials were apprised that upgrading of salary scales would depend upon the fresh job evaluation that would be conducted for all grades. Parties were also apprised that the onus rests upon Management to amend scheme of service, create additional levels in an organisation, depending on functional and operational needs. As regards change in appellation, it was explained that this should convey an immediate understanding and identification of the work to be performed by the position. Due clarifications were given for not acceding to other requests.
- 18.142 As the present organisational structure is fit for its purpose, no major change is envisaged. We are however waiving the existing roster pattern of work.

**Roster System**

- 18.143 In the context of this review, the staff side expressed their concern over the roster system which was introduced years back to facilitate registration of businesses after official hours and which now is not serving its purpose anymore. Management confirmed that with the emergence of e-services at the CBRD, officers work online and even from their residence. The CBRD has already scheduled a pattern of work to ensure continuity of its services without the roster system. Hence Management is in favour to dispense therewith.
- 18.144 During consultation, the attention of both staff side and Management was drawn to the fact that the waiving of the roster system would have a direct bearing on the salary scales of the Technical Cadre to which they were agreeable.

**Recommendation 29**

**18.145 We recommend that officers in the grades of Chief Compliance Officer (Roster), Principal Compliance Officer (Roster) and Compliance Officer (Roster) should no longer be classified as officers working on Roster. This has been considered in arriving at the recommended salaries.**

**CORPORATE AND BUSINESS REGISTRATION DEPARTMENT****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
18 000 107	<b>Rs 140000</b> Registrar of Companies (Personal)
18 000 102	<b>Rs 110000</b> Registrar of Companies (future holder)
18 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Registrar of Companies
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Assistant Registrar of Companies
18 064 078	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Chief Compliance Officer
18 054 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Compliance Officer

Salary Code	Salary Scale and Grade
18 033 064	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Compliance Officer
12 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Official Receiver
12 057 081	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Deputy Official Receiver
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Photocopyist
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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**REGISTRAR-GENERAL'S DEPARTMENT**

- 18.147 The Registrar-General's Department (RGD) is the central agency for maintaining a repository of all registered documents in connection with immovable (land, mortgage) and movable properties (share, car) and any other documents. Its main functions relate to Land Registry (Mortgage), Registration and Valuation.
- 18.148 The RGD has automated its services and is transforming the Department from a service organisation to an e-service one. In this context, it has already launched the Stage I Mauritius e-Registry Project (MeRP) to enable stakeholders conduct business on line. To gain time and avoid risk of tampering, loss and manipulation of documents, the Stage 2 of the MeRP would be operational incessantly providing an electronic dashboard to its customers through which they can submit documents, pay tax fees, generate e-Registration, conduct electronic searches and receive e-Registered documents.
- 18.149 The Registrar General acts as the Conservator of Mortgages and Receiver of Registration Dues and is also the Authorised Officer for Campement. She is responsible for the day-to-day administration of the RGD, and is assisted in her tasks by the Deputy Registrar General, Assistant Registrar General, officers of the Registration Officer cadre and those of the General Services grades.
- 18.150 Representations from the staff side in the context of this review include: demerging the grade of Registration Officer/Senior Registration Officer into two distinct grades, namely Registration Officer and Senior Registration Officer; upgrading of the the initial salary of the grade of Registration Officer/Senior Registration Officer so that it is higher than that of the Management Support Officer; alignment of salary of Registration Officer/Senior Registration Officer with that of Compliance Officer/Senior Compliance Officer; upgrading the salary scales of all the grades in the Registration Officer cadre; creation of additional posts at all levels; payment of an allowance to those officers attending committees/courts; sponsorship for officers who are willing to follow the Diploma course in legal studies and to refund, in toto fees paid by those officers who have acquired the Diploma in legal studies at their own expense. On the other hand, Management requested to: amend the duties of certain grades, set up a Desk at the MCSAR to deal with HR matters; establish a help desk at the RGD with the right personnel and review the salaries of all grades in the Registration Officer Cadre.
- 18.151 During the consultative meeting, parties were sounded on the decisions of the Bureau. Management was reminded of its prerogative and onus to amend duties in schemes of service after consultation with parties concerned and create grades and additional posts taking into consideration the functional and operational needs of the organisation. Following submissions from Union, Management was advised to carry out an indepth analysis of the related duties for each grade so that there is a clear demarcation in the responsibilities and duties at each level and also to examine the

related implications on the overall cadre before submitting the proposed schemes of service to the Bureau for salary grading.

- 18.152 Technical reasons and due explanations were also provided for requests that could not be acceded to. This includes the request for demerging the grades of Registration Officer/Senior Registration Officer. Stakeholders were informed that salaries would be looked into by the Bureau following fresh job evaluation exercises and it was also explained that with the demerging of grades in the EOAC Report 2013, the salary scales of corresponding grades have not been reviewed downwards to reflect the decoupling of responsibilities that were clubbed together in the 2013 PRB Report.
- 18.153 We consider the present organisation structure appropriate to deliver effectively and efficiently on its mandate and no change is being brought to it. Salaries are being revised taking into consideration, among others, the additional responsibilities associated with the operationalisation of the MeRP Systems (stage 1 and 2).

### REGISTRAR-GENERAL'S DEPARTMENT

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 102	<b>Rs 110000</b> Registrar-General
18 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Registrar-General
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Assistant Registrar-General
18 063 078	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Chief Registration Officer (Personal to officers in post as 31.12.12)
18 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Registration Officer/Chief Registration Officer
18 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Inscription and Check Clerk

Salary Code	Salary Scale and Grade
18 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Registration Officer (Personal to officers in post as at 31.12.12)
18 034 065	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Registration Officer/Senior Registration Officer
18 025 059	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Copyist and Check Clerk (Personal)
16 025 067	<b>Rs 13550 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 19. MINISTRY OF TECHNOLOGY, COMMUNICATION AND INNOVATION

- 19.1 The Ministry of Technology, Communication and Innovation (MTCI) aims at providing the right environment for the harnessing of information and communication technologies with a view to generating employment, increasing national wealth, improving quality of life and creating new opportunities for sustainable socio-economic development of Mauritius. It envisions to position the ICT sector as the main pillar of the Mauritian economy.
- 19.2 The main objectives of the MTCI include, among others, the formulation of appropriate policies and provision of the necessary legal framework for the development of ICT and its optimal use across all sectors; encouraging the adoption of new technologies and best practices in ICT; and promotion of capacity building in ICT. The MTCI would be called upon to play a crucial role in achieving Government's Vision 2030 as regards the ICT Sector and transforming Mauritius into a SMART island.
- 19.3 A Permanent Secretary is the head of the Ministry. The latter is assisted by administrative and technical staff, comprising a Chief Technical Officer and staff of the IT Security Unit. The Central Informatics Bureau (CIB), the Central Information Systems Division (CISD) and the National Computer Board (NCB), which operate under the MTCI, also provide services at strategic, professional and support levels.
- 19.4 In the context of this Report, the Bureau has received various representations regarding, *inter alia*, the creation of an ICT Directorate, creation of a few grades both at the Ministry and its divisions, and the payment of allowances. After careful examination, only the meritorious proposals have been considered favourably and for which we are making appropriate recommendations while keeping in view our philosophy of career path, continuous learning and development of staff and the interest of all stakeholders, among others. We have also made several observations on pertinent issues to enhance service delivery.
- 19.5 Management has submitted that in line with the Ministry's mandate and government's vision for the ICT Sector, the grade of Chief Technical Officer may be restyled Director-General along with the creation of a grade of Deputy Director-General. The Bureau wishes to point out that an ICT Directorate would be most appropriate in a context where all the Divisions of the Ministry would operate as a single integrated entity. We view that in the present circumstances, where the three Divisions are conducting business separately, the need for an ICT Directorate is not warranted at this stage.
- 19.6 The Bureau was also requested to create a grade of Head, MNIS, where incumbent would be responsible for the effective and efficient management of the Mauritius National Identity Card Unit. The Bureau acknowledges that the Mauritius National Identity Card is indeed a big project of national importance involving the mobilization of substantial resources. However, it remains a project among all IT projects, meant to enhance service delivery. In this perspective, we do not deem it appropriate to

create a grade of Head, MNIS, the more so it would be a stand alone one. Nevertheless, the Ministry may assign this responsibility to a team comprising a Chief Project Manager and Project Managers.

### **Creation of departmental IT structure/grade**

- 19.7 In the context of this Report, the Bureau has received many requests from various Ministries/Departments for the creation of departmental IT grades or IT structure. The main justification put forward is the unavailability of staff from the CIB or CISD either on a full time or part time basis, which impedes service delivery. It has also been reported that in some cases, the IT Officers posted are not at the required level in view of delivering an effective and efficient service or are not acquainted with the system in place. In such cases, the organisation is left with the only option of having recourse to the services of a private firm or of someone on contract. We have further been informed that despite repeated requests made to the Ministry of Technology, Communication and Innovation or CIB or CISD for the posting of additional staff, same are not acceded to owing to a shortage of staff.
- 19.8 The Bureau would like to point out that the problem of shortage of IT Staff has been highlighted in our previous reports, where we repeatedly recommended for an increase in manpower. Moreover, as per government policy, the Ministry of TCI has the responsibility of bringing computerisation and e-government initiatives in the Civil Service as well as catering for all IT needs of Ministries/Departments. Hence the provision of IT services, in whatever form, is centralised at the level of the Ministry and its Divisions. Consequently, Ministries and Departments rely heavily on the Ministry for their IT needs and successful computerisation and maintenance of their systems. We, therefore, view that the necessary and adequate resources should be put at the disposal of Ministries/Departments to enable them to attain their set objectives.
- 19.9 The Bureau considers that acceding to the requests for the creation of departmental IT grades/structure would lead to similar claims from other quarters, thereby leading to a diminished role of the CIB and CISD. Against this background, the Bureau considers that there may be grounds for the Ministry of TCI to reconsider existing policies and arrangements regarding the provision of IT services in the Civil Service. To address these issues, we are recommending for the setting up of an appropriate mechanism.

### **Recommendation 1**

- 19.10 **We recommend that the Ministry of Civil Service and Administrative Reforms should consider the advisability of setting up a Standing Committee, under its chairmanship and comprising representatives of the Ministry of Technology, Communication and Innovation, Ministry of Finance and Economic Development and the Pay Research Bureau. The Committee would be required to examine the dire need for creating departmental IT grades in Ministries/Departments and to address other specific IT related problems which would enhance service delivery.**

## Provision of Training

- 19.11 During consultations, the Bureau has been apprised that owing to the rapid pace at which IT is evolving, in certain cases, the knowledge and skills possessed by officers have become obsolete, which in turn impedes service delivery.
- 19.12 **The Bureau considers that given the continuous evolving pace of new technologies and the need for a rapid, efficient and timely delivery of services, the regular dispensing of training to officers to update their knowledge and skills should be mandatory. Management should also ensure that officers are provided opportunities to follow professional training courses, attend workshops and seminars both locally and abroad. Moreover IT Officers should, as far as possible, be required to be polyvalent and not restricted to operate in a specialised field. In the same vein, the posting of officers in specific units or organisations should be done on a rotational basis to enable all officers to acquire additional knowledge.**

## Head ICT

- 19.13 In 2013 PRB Report, we recommended the establishment of a designate position of Head ICT in every Ministry/Department/Organisation to lead IT Projects, given a shortage of Project Managers, CIB. The Bureau has, however, been apprised in the context of this Review that this recommendation has not been implemented by the Ministry. We view that as more emphasis is now being laid by government on boosting IT, there is need to maintain this designate position. We are, however, revisiting the recommendation to ease implementation.

## Recommendation 2

**19.14 We recommend that:**

- (i) an officer of the CISC not below the grade of Systems Analyst be designated as “Head, ICT” and posted in a Ministry/Department/Organisation, where no Project Manager, CIB is posted.**
- (ii) the “Head ICT” would be called upon to perform duties of his/her substantive post as well as assist in leading and coordinating ICT projects; participate in the elaboration of the organisation’s e-business plan and its subsequent implementation; liaise with stakeholders for an effective implementation of the projects; chair committees/meetings related to the setting up and implementation of the projects; arrange for the training of staff in using the new system and work out the training programmes/updates; submit a report to Management at regular intervals on the status of ICT usage and feedback on the new system put in place; and ensure that the Ministry/Department/Organisation has a website of its own and regularly update same.**



- (iii) the “Head, ICT” should be paid a monthly allowance equivalent to the difference between the substantive salary of the officer and the initial salary of the grade of Project Manager, CIB or three increments worth at the incremental point reached in the substantive post (to be read from the master salary scale) whichever is higher, provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the grade of Project Manager, CIB.

### IT Security Unit

- 19.15 The IT Security Unit (ITSU) is based at the Ministry and is responsible for providing IT Security Management and Compliance Services to Government. It is mainly involved in developing and reviewing IT Security Standards for implementation in the Civil Service, carrying out security audits of IT Systems with the Civil Service and make recommendations thereon and assisting Ministries/Departments in the implementation of IT Security Standards.
- 19.16 The Unit is staffed by the Head, ITSU and Project Managers, IT Security. For this Report, request has been made for the establishment of a Directorate structure. After an indepth examination, the Bureau considers that for the time being, the existing structure is adequate. We are, however, reviewing the appellation of the grade of Project Manager, IT Security to a more appropriate one so that there is a nexus with the duties being performed by incumbents.

### Recommendation 3

- 19.17 We recommend that the grade of Project Manager, IT Security be restyled Programme Manager, ITSU.**

### CENTRAL INFORMATICS BUREAU

- 19.18 The Central Informatics Bureau (CIB) is mainly responsible to plan and coordinate computerisation of processes, procedures and core activities within the Civil Service. It envisions to make government services available round-the-clock to better serve the citizens in the digital age.
- 19.19 Since its inception in 1989, the CIB has contributed significantly in the transformation of the Civil Service. Many complex projects of national importance have been realised. With a view to further transforming the public sector, the CIB would be called upon to play an instrumental role in the delivery of innovative public services, as part of Government’s Smart Mauritius Vision.
- 19.20 The CIB comprises a four-level structure and is headed by a Director. The latter is assisted by a Deputy Director and by technical staff in the grades of Chief Project Manager and Project Manager.
- 19.21 In the context of this Report, the Bureau has received persistent representations from parties concerned to additionally compensate officers of the CIB for taking the lead in bringing computerisation projects in organisations, advising stakeholders on their

computerisation needs, providing consultancy services to public sector organisations, etc. The Bureau wishes to highlight that these aspects of the work are inherent in the performance of the duties of a Project Manager and are critical in bringing the desired transformation of government services through e-government and achieving the set objectives. Therefore, the issue of compensating Project Managers additionally is not justified.

- 19.22 We have re-examined and re-assessed the duties/responsibilities performed/shouldered by the Project Manager, CIB and observed that the salary granted by the EOAC is overgraded and not commensurate with the level of duties performed. We are consequently reviewing the salary of the grade while maintaining the existing one on a personal basis to incumbents in post as at 31.12.15. We are in addition restyling the grades of Project Manager and Chief Project Manager so as to better reflect the responsibilities shouldered by incumbents and changing the mode of appointment to the grade of Project Manager, CIB, in view of providing a better avenue of promotion to serving officers. We are also making a few observations on the role of the Project Manager in spearheading e-government in the Civil Service.

### **Restyling of Grades**

#### **Recommendation 4**

- 19.23 We recommend that the grades of Project Manager, CIB and Chief Project Manager, CIB be restyled Programme Manager, CIB and Lead Programme Manager, CIB respectively.**

#### **Review of Qualification Requirements**

- 19.24 At present, entry to the grade of Programme Manager, CIB, *formerly Project Manager, CIB* is made by selection from among candidates possessing a Degree in Computer Science or an equivalent relevant degree along with four years' post graduate experience in the field of IT including two years' involvement in managing IT Projects.
- 19.25 Representations have been made to review the existing qualification requirements so as to enable serving qualified officers of the CISD to be promoted to the higher grade, given that incumbents collaborate with the Programme Manager, CIB, *formerly Project Manager, CIB* in the setting up and implementation of projects.
- 19.26 The Bureau considers that as IT is a dynamic field, it may not be appropriate to restrict entry to the grade to serving officers only, as the organisation would benefit from the expertise and knowledge brought by new entrants from the private sector. However, we also believe that serving officers should equally be provided with a better and attractive career path, so as to motivate and retain them. In this perspective, we are recommending for both streams to prevail.

**19.27 We further recommend that, in future, appointment to the grade of Programme Manager, CIB formerly Project Manager, should be made:**

- (i) by selection from among officers in the grade of Senior Systems Analyst and Systems Analyst on the establishment of the Central Information Systems Division, possessing a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or an equivalent relevant qualification and reckoning at least six years' experience in a substantive capacity in the grade or an aggregate of at least six years in the grades of Senior Systems Analyst and Systems Analyst;**

**AND**

- (ii) by selection from among candidates possessing a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or an equivalent relevant qualification and reckoning at least four years' postgraduate experience in the field of IT including two years' involvement in managing IT projects. Candidates should also possess good communication and management skills and have the potential to lead and manage a project as well as a team of IT personnel.**

### **Spearheading E-Government Initiatives**

- 19.28** Since decades, government as well as the PRB have been advocating for computerisation in the public sector and boosting e-government for an improved service delivery in the Civil Service. However, it has been observed that the set objectives have not been attained at the desired level. The survey conducted by the Bureau, on e-government in the context of this Report has unfortunately confirmed this fact. Most of the organisations in the Civil Service still heavily rely on manual work processes involving an extensive use of paper.
- 19.29** The Bureau views that e-government should not concern organisations delivering counter services only but rather all organisations if a real transformation of the Civil Service in digital technology is targeted. In this context, we strongly believe that the role of the Programme Manager, CIB *formerly Project Manager*, is primordial in bringing this change. However, we view that if incumbents maintain their traditional way of operating, the objectives of this change will not be achieved.
- 19.30** Presently, each Ministry/Organisation/Department is assigned a Programme Manager *formerly Project Manager, CIB*. However, the latter will come into play only if the organisation intends to set up an IT project. The Bureau strongly believes that this way of operating has delayed the progression in the implementation of IT projects

which is impeding service delivery. We, therefore, advocate for a review in the mode of operation of Programme Managers.

### Recommendation 5

- 19.31 We recommend that Management considers the advisability of reviewing the mode of operation at the Central Informatics Bureau, so that Programme Managers, CIB formerly Project Managers, CIB and Lead Programme Managers, CIB formerly Chief Project Managers, CIB be posted in Ministries/Departments. The role of the CIB Officers would consist in identifying ways and means to computerise work processes with the collaboration of senior officers of the Ministry/Department. Once a computerisation project has been identified, the CIB Officer would be responsible to lead the Project in collaboration with support staff from the Central Information Systems Division (CISD).**
- 19.32 Once the above mechanism is adopted, Management should ensure that each Programme Manager, CIB, formerly Project Manager, CIB is contributing in this process and bringing changes at the organisation/Ministry/Department posted, as far as computerisation is concerned. Moreover, under this setting, the CIB Officers would operate for most of their time on the site/s where they are posted, until successful completion and implementation of the project.
- 19.33 The Bureau is conscious that this arrangement would only be feasible if the necessary resources are provided adequately. We, therefore, deem it essential that the establishment size of the grade of Programme Manager, CIB and Chief Programme Manager, CIB be increased. The Ministry should solicit the support of the Ministry of Finance and Economic Development in this respect. We are recommending to that effect. We are also providing for a designate position of Head ICT, as recommended at paragraph 19.14, to address the problem of shortage of staff of CIB Officers in the short run.

### Recommendation 6

- 19.34 We strongly recommend that Management should increase the establishment size of the grade of Programme Manager, CIB, formerly Project Manager, CIB and Chief Programme Manager, CIB, formerly Chief Project Manager.**

### CENTRAL INFORMATION SYSTEMS DIVISION

- 19.35 The Central Information Systems Division (CISD) is mandated to provide reliable, timely and cost-effective ICT Support Services to Ministries and Departments. It envisions to achieve excellence in the provision of state-of-the-art ICT support services in the Civil Service.

- 19.36 The Division consists of two main sections, namely the Technical Section and the Operations Section. There is a Manager at the apex of the CISD who is assisted by a Deputy Manager and a Technical Manager. Technical Services are provided by officers in the Analyst, Support and Data Entry cadres.
- 19.37 The CISD is called upon to face new challenges in this digital age. It has witnessed an increase in its portfolio of activities owing to increasing computerisation projects coupled with emerging new technologies on new platforms. Moreover, the Division is confronted to a serious problem of shortage of staff as more human resources are needed to implement the e-government projects on which government has embarked in line with the e-Government Strategy.
- 19.38 Furthermore, owing to the continuous and evolving pace of new technologies, it has been submitted that more specialised staff with updated knowledge and skills are required to cope with projects of increased complexity. In such a set up, the CISD is striving to provide services in an effective, efficient and timely manner to meet the needs of demanding users/customers.
- 19.39 Against this background, both Management and Unions have submitted that there is need to revamp the structure and provide the necessary incentives to enable the Division to cope with the emerging challenges and attain the set objectives. After careful examination and taking into account the rapid evolution of the ICT Sector, we are bringing changes to the different structures, restyling a few grades, amending qualification requirements where deemed necessary and providing for the payment of an allowance, whilst maintaining existing ones. As regards request for an increased establishment, we advised Management to carry out an HR audit exercise. We believe that the provisions made would contribute in enhancing service delivery and motivate officers to perform better and to acquire additional knowledge and skills.

## **Manager**

### **Deputy Manager**

- 19.40 In view of the challenges that the Division is called upon to face, the role and responsibilities of the Manager have evolved substantially. In this context, Management has submitted that the appellation of Manager no longer matches the duties performed and responsibilities shouldered by incumbent as the latter is also performing at strategic level. We are, therefore, restyling the grade of Manager and consequently that of Deputy Manager to more appropriate appellations to reflect the true nature of duties performed by incumbents.

## **Recommendation 7**

- 19.41 **We recommend that the grades of Manager and Deputy Manager be restyled Director, CISD and Deputy Director, CISD respectively and the schemes of service be amended to reflect the actual duties and responsibilities devolving upon incumbents.**

**Review of Qualification Requirements – Systems Analyst**

- 19.42 At present, appointment to the grade of Systems Analyst is made by two streams: by selection from among Assistant Systems Analyst/Senior Assistant Systems Analysts reckoning at least five years' service in the grade and from candidates possessing a Degree in Computer Science or an equivalent relevant Degree and reckoning at least two years' experience in systems analysis, database design and operation of multi user systems.
- 19.43 Persistent representations have been made from various quarters on the imperative need for officers in the IT field to possess the right academic qualifications in view of delivering an efficient and effective service.
- 19.44 The Bureau has given much thought to this issue and strongly views that in this digital age where IT is evolving at a rapid pace, the need for competent, knowledgeable and rightly qualified officers is a sine qua non in this domain for an efficient and effective service delivery. We recognise that for certain grades, the qualifications set may need to be reviewed as same no longer fit with the requirements of the jobs. It is worth highlighting that these requirements have been set at a time when there was a dearth of IT professionals in the market and where computerisation and Information Technology were at embryonic stage. In this context, we consider that it is imperative for IT professionals to possess at least a degree in the field. We are, therefore, reviewing the qualification requirements of the grade of Systems Analyst.

**Recommendation 8**

- 19.45 **We recommend that, in future, appointment to the grade of Systems Analyst be made by selection from among officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst reckoning at least five years' service in a substantive capacity in the grade and possessing a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent relevant qualification. In the absence of suitably qualified serving candidates, appointment thereto should be made by selection from among candidates possessing a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent relevant qualification and possessing at least four years' post qualification experience in systems analysis, database design and operation of multiuser systems.**

**Computer Support Officer (Roster)****Senior Computer Support Officer (Roster)**

- 19.46 The Bureau has received proposals to merge the grades of Computer Support Officer (Roster) and Senior Computer Support Officer (Roster). In line with our philosophy for flatter structures and polyvalence, we consider that it would be more appropriate to merge these two grades, the more so there is much overlapping in the duties of the two grades. We are therefore recommending accordingly.

**Recommendation 10**

- 19.47 We recommend that the grades of Computer Support Officer (Roster) and Senior Computer Support Officer (Roster) be merged and restyled Computer Support Officer/Senior Computer Support Officer (Roster).**

**Data Entry Officer (Personal)****Senior Data Entry Officer**

- 19.48 The Bureau has observed that further to a substantial decrease in bulk data entry tasks, there is much overlapping between the duties of the grades of Data Entry Officer (Personal) and Senior Data Entry Officer. Consequently, the supervisory role of the Senior Data Entry Officer has become superfluous. In such a context, we deem it more appropriate to provide for some compensation to incumbents in the grade of Data Entry Officer (Personal) to compensate for lack of promotion prospects.

**Recommendation 11**

- 19.49 We recommend that Data Entry Officers (Personal) on reaching their top salary, be allowed to move in the salary scale of the grade of Senior Data Entry Officer.**
- 19.50 We further recommend that officers benefitting from the above recommendation should assume the duties devolving upon the grade of Senior Data Entry Officer.**

**Allowance to Officers posted in Specialised Units**

- 19.51 Management has apprised that further to the changing and evolving ICT environment, several specialised units have been created in view of tackling specific complex issues arising out of the implementation of ICT Systems in different organisations. In this respect, officers, possessing specific knowledge and skills on top of their general ICT knowledge, are posted to perform specialised tasks in these units. Request has therefore been made for officers posted in these units to be additionally compensated as an incentive to remain in and to attract other officers to join these Units. We are agreeable to the proposal of Management but also view that officers of the CISC should be provided continuous training in general and specific issues, given the dynamic nature of ICT.

**Recommendation 12**

- 19.52 We recommend that officers of the Analyst Cadre who are posted in specialised units at the CISD should be paid a monthly adhoc allowance equivalent to one increment at the point reached in their respective salary scale.**

**Assistant Systems Analyst/Senior Systems Analyst****Recommendation 13**

- 19.53 We recommend that Assistant Systems Analyst/Senior Assistant Systems Analysts who possess a Degree in Computer Science or an equivalent qualification and who have reached the top of their salary scale, should be allowed to move incrementally in the master salary scale up to salary point Rs 54825, provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**DATA PROTECTION OFFICE**

- 19.54 The Data Protection Office (DPO) came into full operation in 2009 after the promulgation of the Data Protection Act 2009. It aims at the protection of the processing of personal data of living individuals currently exposed to the risks and threats of the digital age. The primary mission of the DPO is to ensure that those who keep personal data comply with the provisions of the Data Protection Act in order to safeguard the privacy rights of all individuals.**
- 19.55 A Data Protection Commissioner heads the Office and is assisted by Data Protection Officer/Senior Data Protection Officers and officers of other support grades.**
- 19.56 In the context of this Report, both Management and Union have submitted proposals with a view to addressing certain issues namely, the limited human resource capacity versus the increasing workload; motivational career growth; staff empowerment and retention; upgraded salary scale; and provision of facilities to staff to carry out their duties more efficiently and effectively. The Bureau has also been requested to strengthen the structure at various levels.**
- 19.57 After examination, we are reinforcing the structures of the DPO with the creation of the grades of Legal Executive, Principal Data Protection Officer and Assistant Data Protection Officer. We are also reviewing the salary of the grade of Data Protection Officer /Senior Data Protection Officer.**



**Legal Executive (New Grade)**

- 19.58 Management has informed that further to the marked increase in activities at the DPO, there is need for a grade which will provide assistance to the Data Protection Commissioner on legal issues as well as oversee the legal activities of the Office. The Bureau has also been informed that with the creation of this level, there would be no need for the grade of Assessor, which is vacant. We are making recommendations to that end.

**Recommendation 14**

- 19.59 We recommend the creation of the grade of Legal Executive. Appointment, thereto, should be made from among candidates possessing a degree in Law or Law and Management or a degree the major part of which should be Law or an equivalent qualification.**

- 19.60 Incumbent would be required, among others, to assist the Data Protection Commissioner in the performance of duties of legal nature in accordance with the Data Protection Act; issue codes of practice or guidelines for the purposes of the Data Protection Act, exercise control on all data processing activities; promote self-regulation among data controllers; and investigate into any complaint or information.

- 19.61 We further recommend that the grade of Assessor be abolished.**

**Principal Data Protection Officer (New Grade)****Assistant Data Protection Officer (New Grade)**

- 19.62 At present, only Data Protection Officer/Senior Data Protection Officers are performing registration, inspection and enforcement duties. With the increase in the span of activities, both management and union have submitted that there is a compelling need for a dedicated grade to coordinate and supervise the duties performed by Data Protection Officer/Senior Data Protection Officers. We consider the request to be fully justified and are making provisions for the creation of these two grades.

**Recommendation 15**

- 19.63 We recommend the creation of the grade of Principal Data Protection Officer. Appointment, thereto, should be made by promotion on the basis of merit and experience of officers in the grade of Data Protection Officer/Senior Data Protection Officer reckoning at least four years' service in a substantive capacity in the grade and possessing good supervisory skills and ability to lead a team of officers.**

- 19.64 Incumbent would be required, among others, to assist the Data Protection Commissioner in the smooth running of the Data Protection Office; supervise and coordinate the work of officers of the Data Protection Officer Cadre; monitor the work of and provide guidance to the team of officers carrying out investigation; and carry

out regular site visits on premises of Data Controllers to ensure that the required standards are met.

### **Recommendation 16**

**19.65 We further recommend the creation of the grade of Assistant Data Protection Officer. Appointment, thereto, should be made from among candidates possessing a Higher School Certificate and a Diploma in Computer Science or Computer Engineering or Information Systems or Information Technology and reckoning at least two years post qualification experience in the field of IT and data handling.**

19.66 Incumbent would be required, among others, to assist the Data Protection Officer/Senior Data Protection Officers in the performance of their duties; examine data protection registration and renewal forms to ensure that they meet the set requirements; and issue renewal notice to Data Controllers and take up follow up action on payments.

### **Data Protection Officer/Senior Data Protection Officer**

19.67 Further to the creation of the grade of Assistant Data Protection Officer, there is need to review the qualification requirements of the grade of Data Protection Officer/Senior Data Protection Officer, with a view to providing better career prospects to incumbents.

### **Recommendation 17**

**19.68 We recommend that, in future, appointment to the grade of Data Protection Officer/Senior Data Protection Officer should be made by selection from among officers in the grade of Assistant Data Protection Officer reckoning at least five years' service in a substantive capacity in the grade and possessing a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent relevant qualification. In the absence of qualified officers, appointment should be made from among candidates who possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent relevant qualification and reckoning at least five years' post-qualification experience in the field of IT and data processing.**

### **Specific Conditions of Service**

#### **Health Surveillance**

19.69 Employees in IT grades of the Ministry of Technology, Communication and Innovation and its Divisions are required to work on a computer screen for most of their time, which may be detrimental to their health. In this context, we deem it imperative for

the officers concerned to undergo regular health check ups. We are making a recommendation to that effect.

### Recommendation 18

**19.70 We recommend that the Ministry of Technology, Communication and Innovation should make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a medical surveillance, including regular health check ups, free of charge.**

### MINISTRY OF TECHNOLOGY, COMMUNICATION AND INNOVATION SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
04 000 104	<b>Rs 116000</b> Chief Technical Officer, ICT
02 000 102	<b>Rs 110000</b> Data Protection Commissioner
04 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Head, IT Security Unit
04 072 093	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000</b> Programme Manager, ITSU (Personal to officers in post as at 31.12.15) <i>formerly Project Manager, IT Security</i>
04 072 091	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Programme Manager, ITSU (Future Holder) <i>formerly Project Manager, IT Security</i>

Salary Code	Salary Scale and Grade
12 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Legal Executive (New Grade)
04 069 089	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Data Protection Officer (New Grade)
04 057 085	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Data Protection Officer/Senior Data Protection Officer
04 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Assistant Data Protection Officer (New Grade)
22 036 057	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b> Senior Receptionist/Telephone Operator
22 021 054	<b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Receptionist/Telephone Operator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant

Salary Code	Salary Scale and Grade
	<b>CENTRAL INFORMATICS BUREAU</b>
04 000 102	<b>Rs 110000</b> Director, CIB
04 096 098	<b>Rs 89000 x 3000 – 95000</b> Deputy Director, CIB
04 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Lead Programme Manager, CIB <i>formerly Chief Project Manager, Central Informatics Bureau</i>
04 072 093	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000</b> Programme Manager, CIB (Personal to officers in post as at 31.12.15) <i>formerly Project Manager, Central Informatics Bureau</i>
04 072 091	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Programme Manager, CIB (Future holder) <i>formerly Project Manager, Central Informatics Bureau</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
	<b>CENTRAL INFORMATION SYSTEMS DIVISION</b>
04 000 100	<b>Rs 101000</b> Director, CISD <i>formerly Manager</i>
04 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, CISD <i>formerly Deputy Manager</i>

Salary Code	Salary Scale and Grade
04 075 093	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000</b> Technical Manager
04 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Systems Analyst
04 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Systems Analyst
04 047 078	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Assistant Systems Analyst/Senior Assistant Systems Analyst
04 066 078	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Operations Manager
04 059 075	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Assistant Operations Manager
04 054 070	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Data Entry Controller
04 054 073	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Computer Operations Controller (Roster)
04 044 069	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Computer Support Officer/Senior Computer Support Officer (Roster) <i>formerly Computer Support Officer (Roster)</i> <i>Senior Computer Support Officer (Roster)</i>

Salary Code	Salary Scale and Grade
04 044 067	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Data Entry Supervisor
04 038 062	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Senior Data Entry Officer
04 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Data Entry Officer (Personal)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 19.1 INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL

- 19.1.1 Act No 44 of the Information and Communication Technologies Act 2001 provides for the setting up of the Information and Communication Technologies Appeal Tribunal (ICT Appeal Tribunal) to operate under the umbrella of the Ministry of Technology, Communication and Innovation.
- 19.1.2 The scope of the ICT Appeal Tribunal encompasses the hearing and disposal of any appeal against a decision of the Information and Communication Technologies Authority (ICTA); passing of such orders as deemed to be fit, confirming, varying or setting aside the decision appealed against after giving the parties to appeal an opportunity of being heard; and sending a copy of every order made by it to the parties to the appeal and to the authority.
- 19.1.3 The Tribunal may adopt such procedures as deemed expedient in the discharge of its functions and as such, is empowered to make such orders which would require the attendance of persons and the production of articles, documents or other electronic records, as may be necessary. The Tribunal also takes evidence on oath and for that purpose, administers oath; and upon its own motion, calls and hears any person as witness.
- 19.1.4 The present structure of the ICT Appeal Tribunal comprises a Chairperson, ICT Appeal Tribunal who is responsible for the overall administration and management of the Tribunal, and a Deputy Chairperson, ICT Appeal Tribunal, both being appointed by the Public Service Commission. Officers in the grades of Shorthand Writer and other General Services grades on secondment from other Ministries provide the necessary back up at the supportive level.
- 19.1.5 The present structure is appropriate and is being maintained.

### INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>ICT APPEAL TRIBUNAL</b>
12 000 107	<b>Rs 140000</b> Chairperson, ICT Appeal Tribunal
12 000 105	<b>Rs 119000</b> Deputy Chairperson, ICT Appeal Tribunal



Salary Code	Salary Scale and Grade
08 051 070	<b>Rs23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer

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## **20. MINISTRY OF YOUTH AND SPORTS**

- 20.1 The Ministry of Youth and Sports is responsible for the promotion of Youth and Sports activities throughout the country. Its mission is to develop policies to create an enabling environment and act as a catalyst and facilitator for the promotion and development of youth and sports at regional, national and international levels.
- 20.2 The Ministry aims at increasing the levels and standards of sports activities by putting more facilities at the disposal of the general public; taking appropriate measures to increase the number of high level athletes so that Mauritius becomes more competitive on the international scene; enhancing the ability of athletes through sports training, coaching, education, personal support and social accompaniment.
- 20.3 Its activities are organised under two sections namely, the Youth Sector and the Sports Sector, which are dealt with separately in the ensuing paragraphs of this chapter.

### **YOUTH SECTOR**

- 20.4 The Youth Sector of the Ministry is responsible, among others, to respond to the aspirations and needs of the youth by providing them with the logistic support to practice healthy and enjoyable activities. Thus, the Ministry is committed to provide greater access to quality and user friendly services to the youth and prepare them to better participate in the socio-economic development of the country.
- 20.5 The Youth Sector offers a wide range of programmes and activities geared towards Youth Empowerment. These programmes and activities include, among others, education, training and youth participation in decision making; free internet facilities in youth centres; strengthening youth participation through the youth centres; enhancing employment and entrepreneurship opportunities for the youth through the setting up of training courses in entrepreneurship, seminars and forums on health related issues; provision of family life education and counselling; sensitisation of young people on the dangers of substance abuse; programmes for promoting volunteerism, social responsibility, leadership development, citizenship, spirituality and human values.
- 20.6 Under the above programmes and activities, the Ministry has been able to achieve the following:-
- (i) reaching out to 7000 young people under the implementation of Junior Life Skills course in some 200 pockets of poverty;
  - (ii) training of 1500 persons in Human Rights Education;
  - (iii) annual enrolment of approximately 300 persons under the Youth Excellence Award;

- (iv) training of 150 persons annually under the Fonds d'Insertion pour les Jeunes and Jeunes Entreprises;
- (v) sensitisation of 1000 secondary students annually on the dangers of substance abuse; and
- (vi) training of 500 persons every year in Disaster Management and Awareness Campaigns on climate change.

- 20.7 The Ministry has also submitted that participation in youth activities has been boosted with the setting up of 29 Regional Youth Centres around the island. Four new youth centres have recently been set up in remote regions such as Cité La Cure, Cité Malherbes, Petite Rivière Noire and Long Mountain to cater for the growing needs of the youth.
- 20.8 The main objectives of the youth sector are to ensure the implementation of innovative development programmes to meet the expectations of the youth component of the society; equip young people including students and youth at risk with the appropriate skills and knowledge to become responsible citizens; and to focus on the empowerment of the youth.
- 20.9 The Youth Sector has, at its apex, the Director of Youth Affairs who is responsible for the management of its day-to-day activities. He is supported by officers in the grades of Assistant Director of Youth Affairs; Principal Youth Officer; Senior Youth Officer and Youth Officer.
- 20.10 In the context of this review exercise, Management emphasized on provisions of the Government Programme 2015 – 2019 wherein it is stated that *“to provide greater access to quality and user friendly services to the young and empowering them to better participate in the socio-economic development of the country, Government will review the operations of youth centres.”* On this basis, youth centres would be called upon to become a “one-stop shop” in the long run. The main submissions of Management relate to the upgrading of the Youth Officer Cadre.
- 20.11 The present organisation structure of the Youth Sector responds to the needs of the organisation and enables it to meet its mandate efficiently and effectively. We are, therefore, maintaining it together with appropriate compensation for the Youth Officer who is over qualified and is being required to shoulder higher responsibilities.

### **Youth Officer**

- 20.12 Presently, Youth Officers are appointed by selection from among candidates possessing a Diploma in Social Work. It has been submitted that Youth Officers possessing a Degree in the relevant field are being required to shoulder responsibilities at a higher level and that they should be compensated accordingly. We are making appropriate recommendation.

**Recommendation 1**

- 20.13 We recommend that officers in the grade of Youth Officer possessing a Degree in Social Work or an alternative equivalent qualification and who are regularly required to shoulder higher responsibilities, should be allowed to move incrementally up to salary point Rs 40800 after drawing their top salary for a year.**
- 20.14 A Qualification Bar (QB) was inserted in the salary scale of the grade of Youth Officer to allow incumbents possessing a Diploma in Social Work or an alternative equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade. **This provision is being maintained.**

**SPORTS SECTOR**

- 20.15 The Sports Sector is responsible for the overall promotion and development of sports in all its forms namely, leisure, health and competition. It ensures a balanced development of sports in all regions of the country by putting adequate facilities at the disposal of the public.
- 20.16 The sector also provides necessary means and support to athletes and clubs; devises appropriate training policies; empowers athletes through sports training, coaching, education, personal support and social accompaniment; opens sports infrastructure to the public after school hours and outside normal working hours, wherever possible; assists sports federations to promote and develop their discipline; and devotes particular attention to the development of sports for disabled.
- 20.17 Mauritius has attained great heights in sports activities. The country won a total of 185 medals at the Indian Ocean Islands Games 2015 recently held in Reunion Island, including 66 gold medals. This gold medal tally as well as the overall performance are the best results achieved so far by Mauritius at these games. This was followed by 14 medals, including five gold, at the African Games 2015.
- 20.18 The present structure of the Sports Section comprises the Sports Officer Cadre on the professional side and the Coach Cadre on the technical side. It is headed by the Director of Sports.
- 20.19 Management has submitted that the present structure is appropriate for the organisation to deliver its mandate efficiently and effectively. We are, therefore, maintaining the structure while revising the existing salary of all grades.

**Coach Cadre**

- 20.20 In our last Report, the Coach and Coach (Swimming) Cadres were merged to provide for better operational effectiveness. The basic qualifications requirement were same for the two grades except for Coach (Swimming) where an additional qualification is also required. We are maintaining the existing provision for new recruits.

**Recommendation 2**

- 20.21** We recommend that new recruits joining the grade of Coach who would be required to conduct coaching session in swimming should draw salary point of Rs 17050.

**Sports Medical Unit****Sports Medical Officer****Recommendation 3**

- 20.22** We recommend that Sports Medical Officers, who have reached the top of their salary scale, should be allowed to move incrementally up to salary point Rs 92000 in the master salary scale.

**Special Medical Service Allowance****Recommendation 4**

- 20.23** We recommend that the provision made at paragraph 23.71 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance should be extended to the Sports Medical Officers.

**Special Provisions for Officers of the Medical Profession****Recommendation 5**

- 20.24** We recommend that the provision made at paragraph 23.81 under the Ministry of Health and Quality of Life in respect of the Special Provisions for Officers of the Medical Profession should equally apply to the Sports Medical Officers.

**Rent Free Telephone and Free Calls****Recommendation 6**

- 20.25** We recommend that the provision made at paragraph 23.78 under the Ministry of Health and Quality of Life in respect of Rent Free Telephone and Free Calls for Officers of the Medical Profession should be made applicable to the Sports Medical Officers.

**Continuing Professional Development****Recommendation 7**

- 20.26** We recommend that the provision made at paragraph 23.69 under the Ministry of Health and Quality of Life in respect of the Continuing Professional Development for Officers of the Medical Profession should equally be extended to the Sports Medical Officers.

**Allowance to Sports Nursing Officers**

- 20.27** At present, Sports Nursing Officers who are required to work beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays are granted, as far as possible, equivalent time off for the extra hours put in or are paid a monthly

commuted allowance of Rs 1850 for putting in a minimum of 20 hours monthly over and above their normal working hours.

- 20.28 Representations have been received to the effect that when the Sports Nursing Officers put in less than 20 hours monthly beyond their normal working hours, they are not entitled to the payment of the commuted allowance. We have duly examined the issue and we are of the view that these officers should, on the basis of fairness and equity, be compensated for putting in additional hours of work. We are, thus, recommending accordingly.

#### **Recommendation 8**

- 20.29 We recommend that Sports Nursing Officers who are required to work beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays should be granted equivalent time off for the additional hours put in during the month. In case time off cannot be granted, they should be compensated at the normal hourly rate at the salary point reached in their respective salary scales for the excess hours put in over and above their normal working week in the month subject to a maximum of 20 hours.**

#### **Retention Allowance to Sports Nursing Officers**

##### **Recommendation 9**

- 20.30 We recommend that the provision made at paragraphs 23.152 to 23.154 under the Ministry of Health and Quality of Life in respect of Retention Allowance should be extended to the Sports Nursing Officers.**

#### **Diploma in General Nursing**

##### **Recommendation 10**

- 20.31 We recommend that the provision made at paragraphs 23.136 to 23.138 under the Ministry of Health and Quality of Life in respect of Diploma in General Nursing should also apply to the Sports Nursing Officers.**

#### **Time off facilities**

- 20.32 The Ministry organises many sports and youth activities outside normal working hours during weekdays, weekends and public holidays to ensure increased accessibility to a wide majority of people. In our last Report, provision was made to compensate officers of the Ministry who are required to regularly work beyond normal working hours, to provide a citizen-centric service. We are improving the existing provisions in this Report.

**Recommendation 11**

- 20.33** We recommend that arrangements should continue to be made for officers of the Sports Officer Cadre, Coach Cadre and Youth Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job to be granted equivalent time off for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of four months, the officers should be compensated at the normal hourly rate, subject to having put in a minimum of 15 extra hours in a month.

**Hours of work – officers of the Sports and Youth Sections**

- 20.34 The Ministry makes optimum use of its infrastructure to enable their maximum use by members of the public until late in the evening. In this regard, we recommended in our previous Reports that the Ministry should consider the advisability of reviewing the hours of attendance of the technical staff to bring in the desired flexibility.
- 20.35 The Ministry operates on a new pattern of work for its technical staff since 2012, which is effective.
- 20.36** We reiterate that the pattern of work for technical staff should continue to be determined by the Responsible Officer.

**MINISTRY OF YOUTH AND SPORTS****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
	<b>SPORTS DIVISION</b>
06 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director of Sports
06 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Assistant Director of Sports
06 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Sports Officer

Salary Code	Salary Scale and Grade
06 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Sports Officer
06 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Coach
06 036 067	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Coach
09 074 094	<b>Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Sports Medical Officer
09 042 070	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 39575</b> Sports Nursing Officer
25 045 064	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Maintenance Supervisor (Youth and Sports) <i>formerly Maintenance Supervisor</i>
22 032 065	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Technician (Youth and Sports)
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Foreman
25 026 056	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Boiler Operator (Personal)



Salary Code	Salary Scale and Grade
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Boiler Operator General Assistant Maintenance Assistant Electrician Painter Welder
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Assistant Welder
24 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Shift) (Personal salary for employees in post as at 30.06.08)
24 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Driver (Roster – day and night)
24 023 053	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Swimming Pool Attendant (Roster)
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster) (Personal salary for employees in post as at 30.06.08)
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Personal to employees in post as at 30.06.08)
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Caretaker (Roster)

Salary Code	Salary Scale and Grade
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 017 043	<b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Handy Worker (Special Class)
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>YOUTH DIVISION</b>	
23 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Director of Youth Affairs
23 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Director of Youth Affairs
23 057 076	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Youth Officer

Salary Code	Salary Scale and Grade
23 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Youth Officer (Personal to officers in post as at 31.12.12)
23 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Youth Officer (Future Holder)
23 037 070	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b> Youth Officer
24 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Driver (Roster – day and night)
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster) (Personal salary for employees in post as at 30.06.08)
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 020 040	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Caretaker (Roster)
24 018 040	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

Salary Code	Salary Scale and Grade
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **21. MINISTRY OF PUBLIC INFRASTRUCTURE AND LAND TRANSPORT**

- 21.1 The Ministry of Public Infrastructure and Land Transport is responsible for the implementation of infrastructural projects dealing with bridges, roads and government buildings, and also ensures the implementation of policies for a safe and efficient transport system. The three divisions at the Ministry are the Public Infrastructure Division, Energy Services Division and Land Transport Division.

### **PUBLIC INFRASTRUCTURE DIVISION**

- 21.2 The mission of the Public Infrastructure Division is to provide, maintain, operate and preserve public infrastructure using state of the art technologies and conforming to high construction standards, and to develop and regulate the construction sector conforming with international norms and standards.
- 21.3 The main activities at the Public Infrastructure Division are organised under the technical sections, namely the Civil Engineering Section, Mechanical Engineering Section, Quantity Surveying Section and the Architect Section. A Director is responsible for each section and is assisted by officers of professional and technical cadres.
- 21.4 In the context of this Report, joint submissions have been received from Unions and Management. The common requests were on increase in number of posts; extension of duty exemption and car benefits to other grades; upgrading of qualifications' requirements; continuous professional development; risk, retention and book allowances; and a means of compensation for those officers who work beyond normal working hours but do not qualify for payment of overtime. In addition, Management has requested for merging of technical grades, restyling of a few ones and an allowance for officers of the Inspectorate cadre performing duties during cyclonic conditions. Further to the submissions made, we are restyling grades in the Materials Testing cadre, providing for incremental movement in the salary scale of the entry grade of the said cadre and also providing for a mode of compensation for officers in the Inspectorate cadre.
- 21.5 In the EOAC 2013 Report, there was a general restyling of professional grades in the four technical sections of the Public Infrastructure Division. With such changes, the Bureau has been submerged with requests from professionals of other Ministries/Departments for similar restyling. After an indepth examination of these representations, we are making appropriate recommendations to harmonise the professional cadres.

**Recommendation 1**

**21.6** We recommend that the following grades be restyled as provided in the table below:

<b>Grade</b>	<b>Restyled To</b>
<b>Chief Engineer</b>	<b>Lead Engineer</b>
<b>Principal Engineer</b>	<b>Principal Engineer (Personal to officers in post as at 31.12.15)</b>
<b>Chief Mechanical Engineer</b>	<b>Lead Mechanical Engineer</b>
<b>Principal Mechanical Engineer</b>	<b>Principal Mechanical Engineer (Personal to officers in post as at 31.12.15)</b>
<b>Chief Quantity Surveyor</b>	<b>Lead Quantity Surveyor</b>
<b>Principal Quantity Surveyor</b>	<b>Principal Quantity Surveyor (Personal to officers in post as at 31.12.15)</b>
<b>Chief Architect</b>	<b>Lead Architect</b>
<b>Principal Architect</b>	<b>Principal Architect (Personal to officers in post as at 31.12.15)</b>

**21.7** We also recommend that, in future, appointment to the grades of Lead Engineer *formerly Chief Engineer*, Lead Mechanical Engineer *formerly Chief Mechanical Engineer*, Lead Quantity Surveyor *formerly Chief Quantity Surveyor* and Lead Architect *formerly Chief Architect* should be made by promotion, on the basis of experience and merit, of officers in the grades of Principal Engineer (Personal to officers in post as at 31.12.15), Principal Mechanical Engineer (Personal to officers in post as at 31.12.15), Principal Quantity Surveyor (Personal to officers in post as at 31.12.15) and Principal Architect (Personal to officers in post as at 31.12.15) respectively reckoning at least three years' service in a substantive capacity in the respective grades.

**21.8** We further recommend that on complete phasing out of the grades of Principal Engineer (Personal to officers in post as at 31.12.15), Principal Mechanical Engineer (Personal to officers in post as at 31.12.15), Principal Quantity Surveyor (Personal to officers in post as at 31.12.15) and Principal Architect (Personal to officers in post as at 31.12.15), appointment to the grades of Lead Engineer, Lead Mechanical Engineer, Lead Quantity Surveyor and Lead Architect should thereafter be made by promotion, on the basis of experience and merit, of officers in the grades of Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Quantity Surveyor/Senior Quantity Surveyor and Architect/Senior Architect respectively reckoning at least five years' service in a substantive capacity in the respective grades.

- 21.9 The recommended salaries for the grades of Principal Engineer (Personal to officers in post as at 31.12.15), Principal Mechanical Engineer (Personal to officers in post as at 31.12.15), Principal Quantity Surveyor (Personal to officers in post as at 31.12.15) and Principal Architect (Personal to officers in post as at 31.12.15) have already taken into consideration the element of supervision.

### **Incremental Movement**

#### **Recommendation 2**

- 21.10 We recommend that only those officers in the grades of Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Quantity Surveyor/Senior Quantity Surveyor and Architect/Senior Architect who were in post as at 31 December 2012 should be allowed to proceed incrementally by one additional increment over and above the special provision set out at paragraph 10.40 of this Report, on the same terms and conditions.
- 21.11 We also recommend that only those officers in the grades of Lead Engineer *formerly Chief Engineer*, Lead Mechanical Engineer *formerly Chief Mechanical Engineer*, Lead Quantity Surveyor *formerly Chief Quantity Surveyor* and Lead Architect *formerly Chief Architect*, Deputy Director (Civil Engineering), Deputy Director (Mechanical Engineering), Deputy Director (Quantity Surveying) and Deputy Director (Architecture) in post as at 31 December 2012 should be allowed to move incrementally by two increments over and above the provision set out at paragraph 10.40 of this Report, on the same terms and conditions.
- 21.12 The recommendations set out at the foregoing two paragraphs should equally apply to the corresponding grades in the fields of Engineering/Architecture/Quantity Surveying in the Public Sector.

### **Higher Salary Point**

#### **Recommendation 3**

- 21.13 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, continue to approve the higher salary point for new entrants in the grades of Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Architect/Senior Architect and Quantity Surveyor/Senior Quantity Surveyor, based on the qualifications and experience of recruits, and such adjustments in salary as may be required for officers in post.

### **Special Professional Retention Allowance**

- 21.14 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/Architecture/Quantity Surveying which were considered as scarcity areas.



- 21.15 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 21.16 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields. Besides, the labour market has an over-supply of qualified candidates in these fields.
- 21.17 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.
- 21.18 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

#### Recommendation 4

- 21.19 **We recommend that officers in the Civil Engineering, Mechanical Engineering, Quantity Surveying and Architecture cadres eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

Salary	SPRA % of monthly salary
<b>Rs 29400 up to Rs 62950 and reckoning at least 10 years' service in their respective grade</b>	<b>7</b>
<b>Above Rs 62950 and up to Rs 70450</b>	<b>7</b>
<b>Above Rs 70450 and up to Rs 86000</b>	<b>10</b>
<b>Above Rs 86000 and up to Rs 101000</b>	<b>12.5</b>

**21.20 Deputy Directors who were granted Special Professional Retention Allowance while being assigned duties of Director in their respective fields as at 31 December 2015 should continue to draw same at the rate of 12.5% up to 31 December 2016.**

**21.21 We also recommend that those officers who:**

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.**

**However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.**

**21.22 All officers in the Engineering/Architecture/Quantity Surveying fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

### **Trainees in Engineering and Architecture**

**21.23 Graduates in Civil Engineering, Mechanical Engineering and Architecture who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, are presently paid a fee of Rs 22175 monthly. We are revising the quantum.**

### **Recommendation 5**

**21.24 We recommend that the fee payable to graduates in Civil Engineering, Mechanical Engineering and Architecture, who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, be revised to Rs 23975 monthly.**

**21.25 We also recommend that Trainees in Civil Engineering, Mechanical Engineering and Architecture who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 6.50 per km or should be refunded bus fares.**

## Survey Fees for the Mechanical Engineering Cadre

21.26 Officers of the Mechanical Engineering cadre are required to:

- examine vehicles, purchased duty free by public officers and taxi owners, involved in accidents and declared total loss by the insurance companies; and
- examine and advise on the adapted and modified cars for handicapped persons so as to enable them to purchase duty free vehicles.

For this purpose, a survey fee is paid to the officers of the Mechanical Engineering cadre which is at present Rs 775 per examination. The quantum is being revised.

## Recommendation 6

**21.27 We recommend that the survey fee payable to the officers of the Mechanical Engineering cadre be revised to Rs 815 per examination.**

## Examination Fees for the Mechanical Engineering Cadre

21.28 The quantum of the examination fees paid to officers of the Mechanical Engineering cadre for carrying out examination of vehicles for their road worthiness outside normal working hours upon the request of the National Transport Authority, Ministries, among others, is being revised.

## Recommendation 7

**21.29 We recommend that the examination fee payable to the officers of the Mechanical Engineering cadre be revised to Rs 815 per examination.**

## Duty Allowance

21.30 A Duty Allowance of Rs 1000 monthly is currently paid to officers of the Technical and Mechanical Officer cadre as well as to officers of the Mechanical Engineering cadre. We are maintaining the quantum of the Duty Allowance.

## Recommendation 8

**21.31 We recommend that a Duty Allowance of Rs 1000 monthly should continue to be paid to those officers of the Technical and Mechanical Officer cadre and Mechanical Engineering cadre who are required to examine Government vehicles involved in accidents after normal working hours.**

## Cyclonic Conditions and Special Events

21.32 Management has submitted that officers of the Inspectorate cadre are required to work outside in difficult conditions such as during cyclone warning Class II and after the passage of a cyclone. **Provision for payment of overtime at twice the hourly rate already exists for officers working during officially declared cyclone days.**

21.33 It has also been represented by Unions that officers of the Inspectorate cadre, who regularly work beyond normal working hours for special events or festivals celebrated at national level such as Independence Day and Mahashivaratree, are not

compensated as they perform less than five hours per week. These officers do not qualify for the payment of overtime as the total number of hours put in is less than 40 hours weekly. We are making appropriate recommendation to address the issue.

### Recommendation 9

- 21.34 We recommend that officers of the Inspectorate cadre who are called upon to put in beyond 33 ¾ hours and less than 40 hours weekly should be paid at the normal hourly rate provided that the officers put in a minimum of five hours in excess of 33 ¾ hours weekly.**

### Materials Testing Laboratory

- 21.35** The Materials Testing Laboratory is mainly responsible for the testing of the quality of materials used in the construction industry and operates as an independent unit within the Ministry. It is managed by a Materials Testing Officer who is assisted by officers in the grades of Technical Officer (Materials Testing Laboratory) and Senior Technical Officer (Materials Testing Laboratory).
- 21.36** In the context of this Report, Staff Associations have, among others, requested for a restyling of the grades of the Materials Testing cadre so as to better reflect the nature of duties performed and to create a grade of Principal Technical Officer (Materials Testing Laboratory).
- 21.37** While we agreed for the restyling of the grades of the Materials Testing cadre, we observed that there is no functional need for a level of Principal Technical Officer (Materials Testing Laboratory) given the sanctioned strength of the laboratory and its span of activities. We are, therefore, in this Report, maintaining the present structure whilst restyling the grades of the Materials Testing cadre. We are also allowing the Technical Officers to move beyond their top salary as a means of recognition for their experience and knowledge garnered in the field.

### Restyling of grades

### Recommendation 10

- 21.38 We recommend that the grades of the Materials Testing cadre be restyled as hereunder:**

From	To
Technical Officer (Materials Testing Laboratory)	Materials Testing Officer
Senior Technical Officer (Materials Testing Laboratory)	Senior Materials Testing Officer
Materials Testing Officer	Principal Materials Testing Officer

**Movement for Materials Testing Officer**

***formerly Technical Officer (Materials Testing Laboratory)***

**Recommendation 11**

**21.39** We recommend that Materials Testing Officers, ***formerly Technical Officers (Materials Testing Laboratory)***, who have drawn their top salary for a year, should be allowed to proceed incrementally in the salary scale of the grade of Senior Materials Testing Officer, ***formerly Senior Technical Officer (Materials Testing Laboratory)***, up to the salary point of Rs 46900 provided they:

- (i) have been efficient and effective in their performance during the preceding year; and
- (ii) are not under report.

This recommendation should, however, not preclude Materials Testing Officers, ***formerly Technical Officers (Materials Testing Laboratory)***, from being promoted to the grade of Senior Materials Testing Officer, ***formerly Senior Technical Officer (Materials Testing Laboratory)***, before they have reached the top of their salary scale or on vacancy arising in the latter grade.

**21.40** We further recommend that Materials Testing Officers, ***formerly Technical Officers (Materials Testing Laboratory)***, should perform the duties and assume the responsibilities of the grade of Senior Materials Testing Officer, ***formerly Senior Technical Officer (Materials Testing Laboratory)***, upon moving in the higher salary scale.

**Plan Printing Operator**

**21.41** At present, the qualification requirements of the grade of Plan Printing Operator are a School Certificate with passes in at least five subjects and a National Trade Certificate (Level 3) in Printing or a National Certificate (Level 3) in Print Finishing or an equivalent relevant qualification.

**21.42** The Bureau has been apprised that in certain Ministries, the duties of Plan Printing Operators have evolved and become more complex, depending upon the type of technologies used. However, at other places, the mode of operation has remained the same. We have also been informed that knowledge in Autocad is essential in view of coping with the evolution in the duties.

**21.43** Given that this situation is not prevalent in all the organisations where the grade of Plan Printing Operator exists, we believe that it would be more appropriate to compensate incumbents who possess a Certificate in Autocad. We are recommending along these lines.

**Recommendation 12**

**21.44 We recommend that Plan Printing Operators possessing a Certificate in Autocad or a relevant equivalent qualification should proceed beyond the top salary of their grade in the master salary scale by one increment provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Health Surveillance**

**21.45** The Bureau has been informed that Plan Printing Operators are constantly exposed to substances emanating from the printing machines which are hazardous to health. In this context, we are recommending for Health Surveillance for incumbents.

**Recommendation 13**

**21.46 We recommend that Management should make necessary arrangements with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.**

**MINISTRY OF PUBLIC INFRASTRUCTURE AND LAND TRANSPORT**  
**PUBLIC INFRASTRUCTURE DIVISION**  
**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>

Salary Code	Salary Scale and Grade
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>CIVIL ENGINEERING SECTION</b>	
26 000 100	<b>Rs 101000</b> Director (Civil Engineering)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director (Civil Engineering)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Engineer <i>formerly Chief Engineer</i>
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Engineer (Personal to officers in post as at 31.12.15) <i>formerly Principal Engineer</i>

Salary Code	Salary Scale and Grade
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Engineer/Senior Engineer (Civil)
	<b>MECHANICAL ENGINEERING SECTION</b>
26 000 100	<b>Rs 101000</b> Director (Mechanical Engineering)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director (Mechanical Engineering)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Mechanical Engineer <i>formerly Chief Mechanical Engineer</i>
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Mechanical Engineer (Personal to officers in post as at 31.12.15) <i>formerly Principal Mechanical Engineer</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Mechanical Engineer/Senior Mechanical Engineer
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical and Mechanical Officer
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical and Mechanical Officer
22 026 059	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 29400</b> Automobile Electronics Technician



Salary Code	Salary Scale and Grade
26 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Technical Officer (Civil Engineering) Principal Technical and Mechanical Officer
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Civil Engineering)
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer
<b>QUANTITY SURVEYING SECTION</b>	
26 000 100	<b>Rs 101000</b> Director (Quantity Surveying)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director (Quantity Surveying)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Quantity Surveyor <i>formerly Chief Quantity Surveyor</i>
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Quantity Surveyor (Personal to officers in post as at 31.12.15) <i>formerly Principal Quantity Surveyor</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Quantity Surveyor/Senior Quantity Surveyor
26 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Quantity Surveyor

Salary Code	Salary Scale and Grade
26 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Technician (Quantity Surveying)
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Technician (Quantity Surveying)
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Technician (Quantity Surveying)
26 033 065	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Technician (Quantity Surveying)
26 072 083	<b>Rs 42325 x 1525 – 49950 x 1625 – 59700</b> Head, Works Cadre
26 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Superintendent of Works
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Inspector of Works
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector of Works
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector of Works
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector of Works

Salary Code	Salary Scale and Grade
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Materials Testing Officer <i>formerly Materials Testing Officer</i>
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Materials Testing Officer <i>formerly Senior Technical Officer (Materials Testing Laboratory)</i>
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Materials Testing Officer <i>formerly Technical Officer (Materials Testing Laboratory)</i>
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Workshop Supervisor
16 023 057	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28750</b> Plan Printing Operator
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Automobile Electrician Chief Blacksmith Chief Cabinet Maker Chief Carpenter Chief Coach Painter Chief Fitter Chief Locksmith Chief Mason Chief Motor/Diesel Mechanic Chief Painter Chief Panel Beater Chief Plumber and Pipe Fitter Chief Tinsmith Chief Turner and Machinist Chief Welder Foreman

Salary Code	Salary Scale and Grade
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Heavy vehicles above 5 tons) Driver (Mechanical Unit)
25 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Multi-Skilled Tradesman (Building Construction) Multi-Skilled Tradesman (Automotive Electricity and Electronics)
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Automobile Electrician Blacksmith Cabinet Maker Carpenter Carpenter (Works) Coach Painter Diesel Test Bench Operator Fitter Locksmith Mason Mason (Works) Mechanic (Works) Motor Mechanic Motor/Diesel Mechanic Painter Panel Beater Panel Beater (Works) Plumber and Pipe Fitter Sheet Metal Worker Tinsmith Turner and Machinist Typewriter Mechanic Welder Welder (Works) Wood Machinist
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Vulcaniser

Salary Code	Salary Scale and Grade
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Laboratory Auxiliary <i>formerly Senior Laboratory Attendant</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxiliary <i>formerly Laboratory Attendant</i>
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Plant and Equipment Operator Toolskeeper (Plaine Lauzun – Workshop)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Herbicide Sprayer Operator Toolskeeper
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard (Works)
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Sprayer Operator
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Gateman Vehicle Cleaner

Salary Code	Salary Scale and Grade
24 001 038	<b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker (Works)
	<b>ARCHITECT SECTION</b>
26 000 100	<b>Rs 101000</b> Director (Architecture)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director (Architecture)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Architect <i>formerly Chief Architect</i>
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Architect (Personal to officers in post as at 31.12.15) <i>formerly Principal Architect</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Architect/Senior Architect
26 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Landscape Architect
26 067 083	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Chief Technical Design Officer
26 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Principal Technical Design Officer

Salary Code	Salary Scale and Grade
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Technical Design Officer
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer
26 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Technical Design Officer

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## ENERGY SERVICES DIVISION

- 21.47 The main activities of the Energy Services Division (ESD) comprises, among others, the provision of consultancy services; operation, maintenance and supervision of high voltage systems within government premises, which are on the high voltage metering system; carrying out energy audits and implementing remedial measures to decrease energy consumption and monitoring of energy consumed by Ministries/Departments; preparation of technical specifications for Ministries/Departments in respect of electrical plant and equipment; provision of electrical installations on government premises; and maintenance of electrical installations, plant and equipment including generators and lifts.
- 21.48 At present, the structure of the Engineering cadre at the Energy Services Division comprises a Director, Energy Services Division who is the head of the Division. He is assisted by officers in the grades of Deputy Director, Energy Services Division, Chief Engineer, Principal Electrical Engineer and Electrical Engineer/Senior Electrical Engineer. Officers in the Inspectorate and Technician cadres as well as others in the Tradesman cadre operate at the supportive levels.
- 21.49 In the context of the present Review exercise, both Management and Unions of the Energy Services Division have requested for a re-structure of the ESD and its various outstations. We have analysed the proposed organisation chart and find that the request relates mostly to an increase in the establishment size at the different levels in the hierarchies.
- 21.50 In this Report, we are making it mandatory for organisations to carry out an HR planning exercise to ensure that they have enough people at different levels in the hierarchy with the right skills and competence to deliver on their mandate. This exercise will also facilitate career progression in the cadre. We are recommending accordingly.

### Recommendation 14

- 21.51 We recommend that the Energy Services Division should carry out a Human Resource Planning Exercise to determine the right establishment size at all levels within the Division.**

### Recommendation 15

- 21.52 In line with provisions made for comparable grades/counterparts within the Ministry, we also recommend that the following grades in the Energy Services Division be restyled as hereunder:**

Grade	Restyled To
Chief Engineer	Lead Electrical Engineer
Principal Electrical Engineer	Principal Electrical Engineer (Personal to officers in post as at 31.12.15)



- 21.53 We also recommend that, in future, appointment to the grade of Lead Electrical Engineer *formerly Chief Engineer* should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Electrical Engineer (Personal to officers in post as at 31.12.15) reckoning at least three years' service in a substantive capacity in the grade.
- 21.54 We further recommend that on complete phasing out of the grades of Principal Electrical Engineer (Personal to officers in post as at 31.12.15), appointment to the grade of Lead Engineer should thereafter be made by promotion, on the basis of experience and merit, of officers in the grades of Electrical Engineer/Senior Electrical Engineer reckoning at least five years' service in a substantive capacity in the grade.
- 21.55 The recommended salary for the grade of Principal Electrical Engineer (Personal to officers in post as at 31.12.15) has already taken into consideration the element of supervision.

#### Incremental Movement

##### Recommendation 16

- 21.56 We recommend that only those officers in the grades of Electrical Engineer/Senior Electrical Engineer who were in post as at 31 December 2012 should be allowed to proceed incrementally by one additional increment over and above the special provision set out at paragraph 10.40 of this Report, on the same terms and conditions.
- 21.57 We also recommend that only those officers in the grades of Lead Electrical Engineer *formerly Chief Engineer*, Deputy Director, Energy Services Division in post as at 31 December 2012 should be allowed to move incrementally by two increments over and above the provision set out at paragraph 10.40 of this Report, on the same terms and conditions.

#### Higher Salary Point

##### Recommendation 17

- 21.58 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, continue to approve the higher salary point for new entrants in the grades of Electrical Engineer/Senior Electrical Engineer based on the qualifications and experience of recruits, and such adjustments in salary as may be required for officers in post.

#### Special Professional Retention Allowance

##### Recommendation 18

- 21.59 In line with the provision made for the payment of the Special Professional Retention Allowance to counterparts in the civil engineering cadre at the Ministry of Public Infrastructure and Land Transport, we recommend that

Registered Professional Engineers in the Electrical Engineering cadre, at the Energy Services Division, in post as at 31 December 2015 should continue to be paid a monthly Special Professional Retention Allowance up to 31 December 2016 as specified in the table, as hereunder:

Grades	SPRA % of monthly salary
Electrical Engineer/Senior Electrical Engineer reckoning at least 10 years service in the grade	7
Principal Electrical Engineer (Personal to officers in post as at 31.12.15) <i>formerly Principal Electrical Engineer</i>  Lead Electrical Engineer <i>formerly Chief Engineer</i>	7
Deputy Director, Energy Services Division	10
Director, Energy Services Division	12.5

21.60 We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

21.61 All officers in the Engineering fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

**Survey Fees to Engineers and officers of the Inspectorate and Technician Cadres**

- 21.62 Engineers and officers of the Inspectorate and Technician cadres of the Energy Services Division who are called upon to conduct survey of site of fire/electrocution are, at present, paid a survey fee of Rs 800 and Rs 525 per survey, respectively. We are maintaining the existing provision.

**Recommendation 19**

- 21.63 We recommend that the survey fees paid to Engineers and officers of the Inspectorate and Technician cadres of the Energy Services Division, who are called upon to conduct a survey of site of fire/electrocution be maintained at Rs 800 and Rs 525 per survey, respectively.**

**Training Schemes for Graduates in Engineering**

- 21.64 The council of Registered Professional Engineers of Mauritius requires graduates in Engineering to acquire two years' experience for registration purposes. At present, a training scheme which has been mounted, caters for same and graduates in Engineering who are undergoing the training are paid a monthly allowance of Rs 22175. We are maintaining the allowance and revising the quantum.

**Recommendation 20**

- 21.65 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 23975.**

**Travelling Allowance to Graduates in Engineering**

- 21.66 Under the training scheme, graduates in Engineering who use their cars in the performance of their duties, are at present, refunded mileage run for official travelling at the rate of Rs 6.50 per km. Those officers who perform official travelling by bus are refunded the bus fares in toto.

**Recommendation 21**

- 21.67 We recommend that graduates in Engineering under the training scheme who use their cars in the performance of their duties, should continue to be refunded mileage run for official travelling at the rate of Rs 6.50 per km. Those officers who perform official travelling by bus should continue to be refunded the bus fares in toto.**

**Risk Allowance**

- 21.68 At present, officers of the Energy Services Division who work on high tension voltage (22000 volt) are paid a risk allowance equivalent to one and a half increments at the initial salary of their respective salary scales. We are maintaining the existing provision.

**Recommendation 22**

**21.69 We recommend that officers/employees of the Energy Services Division who effectively work on high tension voltage (22000 volt) be paid a risk allowance equivalent to one and a half increments at the initial salary of their respective salary scales.**

**“On-Call Allowance”**

**21.70** At present, employees of the Tradesman cadre of the Energy Services Division are required to be “on-call” during nights, weekends and public holidays to attend to emergencies and are paid “On-Call” and “In- Attendance” Allowances.

**21.71** During consultative meetings, union members have requested for the extension of the payment of the “On-Call” and “In- Attendance” Allowances to officers of the Engineering cadre, as they are also required to be on call at any time during the day/night for immediate interventions.

**21.72** However, it is of note that the Management of the Energy Services Division has informed that, “for critical buildings, such as hospitals, New Government Centre and Emmanuel Anquetil Building, the Engineer is responsible for assigning a team to standby after office hours, during cyclonic threat as well as torrential rain, in certain building. This requires the Engineer to vet the roster, follow up on the roster, inform the Ministry when such standby team is deployed and submit a written report on any incident that occurred during each standby shift, despite the Engineer was not present during the execution of the roster.”

**21.73** It has further been averred that “the on-call system that has been established to attend to emergencies to hospitals after office hours, is being carried out by the tradesman cadre on a roster basis set up by the Engineer. The Engineer is called upon whenever the nature of the fault is beyond the competencies of the tradesman. The frequency of the Engineer’s intervention is about 10% of the on-call attended by the tradesman cadre.”

**21.74** We have critically analysed the request for the extension of the payment of the above allowances to the Engineering cadre. **Keeping this in view, the Bureau cannot accede to the said request.**

Salary Code	Salary Scale and Grade
22 000 100	ENERGY SERVICES DIVISION  <b>Rs 101000</b> Director, Energy Services Division

Salary Code	Salary Scale and Grade
22 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Energy Services Division
22 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Electrical Engineer <i>formerly Chief Engineer</i>
22 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Electrical Engineer (Personal to officers in post as at 31.12.15) <i>formerly Principal Electrical Engineer</i>
22 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Electrical Engineer/Senior Electrical Engineer
22 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Engineer (Electrical)
22 063 076	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Technician
22 058 072	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Technician
22 047 069	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 31725</b> Senior Technician
22 032 062	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Technician
22 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Technician

Salary Code	Salary Scale and Grade
22 063 076	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Inspector
22 058 072	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Inspector
22 047 069	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Inspector
22 032 062	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Inspector
22 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Inspector
08 032 059	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Time Keeper
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Electrician Chief Plant Mechanic
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Electrician Plant Mechanic Plumber and Pipe Fitter
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

Salary Code	Salary Scale and Grade
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
25 002 022	<b>Rs 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 12750</b> Apprentice

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## LAND TRANSPORT DIVISION

- 21.75 The Land Transport Division is responsible for providing a quality land transport service responsive to the needs and aspirations of the people, and which contributes to the development of the country. Its mission is to formulate and implement policies for safe, efficient and environmentally sustainable services in the land transport sector.
- 21.76 Being the main unit of the Land Transport Division, the Traffic Management and Road Safety Unit (TMRSU) aims at ensuring safer roads and traffic fluidity. The technical head of the TMRSU is the Director (Civil Engineering). He is supported by officers from the Engineering cadre, technical cadres as well as staff from the General Services.
- 21.77 Mostly common representations have been made by staff side and Management. The requests were for the creation of additional levels, allowance for risk/retention, travelling and car benefits, provision of training and review of entry qualification requirement.
- 21.78 After analysing the representations, the Bureau views that the present organisation structure is adequate to enable it to deliver efficiently and effectively on its mandate. We are, however, reviewing the entry qualification requirement for the grade of Traffic Census Officer.

### Traffic Census Officer

- 21.79 At present, the entry qualification requirement for the grade of Traffic Census Officer is Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics obtained at not more than two sittings or an equivalent qualification acceptable to the Public Service Commission. The staff side has represented that with the use of automatic traffic counters or similar type of equipment as well as the demanding nature of tasks, there is need to upgrade the entry qualification requirement of the grade. Furthermore, Management also concurred with the Union's proposal that an efficient performance of the tasks allocated to officers in the grade of Traffic Census Officer requires a certain degree of academic maturity. Following an indepth study of the issue, we are reviewing the entry qualification requirement of the grade.

### Recommendation 23

- 21.80 **We recommend that, in future, Traffic Census Officers should be recruited from among candidates holding a Cambridge Higher School Certificate or at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or equivalent qualification acceptable to the Public Service Commission.**



## LAND TRANSPORT DIVISION

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/ Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
<b>TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT</b>	
26 000 100	<b>Rs 101000</b> Director (Civil Engineering)
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director (Civil Engineering)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Engineer <i>formerly Chief Engineer</i>
26 069 086	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b> Principal Engineer (Personal to officers in post as at 31.12.15) <i>formerly Principal Engineer</i>

Salary Code	Salary Scale and Grade
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Engineer/Senior Engineer (Civil)
26 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Technical Officer (Civil Engineering)
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Civil Engineering)
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Civil Engineering)
22 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Electrical & Electronics)
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector of Works
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector of Works
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector of Works
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Technical Design Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer

Salary Code	Salary Scale and Grade
26 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Technical Design Officer
10 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Communication Officer (General) Communication Officer (Oriental)
20 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 32500</b> Senior Traffic Census Officer
20 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Traffic Census Officer
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Painter
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Mason Painter
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/ Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Plant and Equipment Operator

Salary Code	Salary Scale and Grade
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant (Painter) Tradesman's Assistant (Mason)
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## NATIONAL TRANSPORT AUTHORITY

- 21.81 Established under the Road Traffic Act 1980, the main objectives of the National Transport Authority (NTA) are, among others, to: ensure the implementation of Government policies in respect of vehicle registration, licensing, parking control, vehicle examination and road transport services; and plan transport services to respond to changes in demand patterns and cope efficiently with the challenges lying ahead.
- 21.82 The NTA carries out its activities under four technical units namely Planning, Enforcement, Licensing and Vehicle Examination and Administration, Finance and Registration. The Planning Section is headed by the Transport Planner while the Technical Unit is headed by the Transport Controller. The Technical unit has been divided into sub units such as, Vehicle Examination, Road Transport Inspectorate, Parking Control and Licensing/Registration.
- 21.83 In the context of this Report, representations were received from both the National Transport Authority Technical Staff Union (Road Transport Inspectorate-RTI) and Traffic Warden and Vehicle Examiner Staff Union and Management. Submissions received from each union and Management are as follows:
- (i) **Road Transport Inspectorate:** amending qualification requirement of the grade of Road Transport Inspector and; changing mode of appointment at upper echelon; creation of additional posts; establishing appropriate training scheme; payment of a risk allowance; grant of 100% duty free car and refund of expenses incurred to follow courses;
  - (ii) **Traffic Warden Cadre:** to review the span of control between Senior Traffic Warden and Traffic Warden; changing mode of appointment to the grade of Senior Traffic Warden; payment of Risk Allowance; and officers of the Traffic Warden Cadre be eligible to full pension after reckoning 28  $\frac{3}{4}$  years of service;
  - (iii) **Vehicle Examiner's Cadre:** establishment of a new organisational structure at each centre with increase in the number of posts; eligibility for qualified officers of the Vehicle Examiner's Cadre to compete for the post of Transport Controller; adequate training for all staff; grant of duty free facilities and review of salary of the whole cadre generally.
  - (iv) **Management:** to upgrade the salary of all grades in all cadres at NTA and to rationalise the structure of Licensing/Registration Unit from three levels to a two-level structure only.
- 21.84 After taking cognizance of all the submissions, the Bureau expatiated on its philosophy behind upgrading, restyling and merging of grades. Parties were also apprised that modalities of appointment rests with Management. Members were informed that the Bureau would come up with a firm recommendation requesting organisation to conduct a Risk Assessment Exercise to assess the level of risk involved in a particular job to justify the payment of a Risk Allowance. Explanations

were given on the criteria for the grant of duty free and parties were invited to fill in the survey form on Travelling. Whenever requests were not acceded to, officers were given due explanations during consultative meetings.

- 21.85 Since the organisation structure of the NTA is adequate to enable it meet its objectives, it is being maintained. However, to better equip the NTA in its endeavour, we are reviewing the qualification requirement of the grade of Road Transport Inspector and rationalising the Licensing/Registration Officer Cadre.

### **Road Transport Inspector**

- 21.86 At present, appointment to the grade of Road Transport Inspector is made by selection from among officers in the grade of Principal Traffic Warden, Senior Traffic Warden and Traffic Warden reckoning at least 8 years' service in the cadre and by selection from among serving officers drawing salary in a scale the minimum of which is not less than the Rs 15475 monthly in their substantive appointment and who possess Cambridge School Certificate with credits in at least five subjects and two years' service in a substantive capacity in the grade.
- 21.87 In the context of this review, both Management and the staff side have reported that a Diploma in Transport and Logistics is a core requirement for appointment to the grade of Senior Road Transport Inspector. Enrolment to the Diploma course requires a minimum of two subjects at Advanced Level. At present, a few Road Transport Inspectors possessing only the Cambridge School Certificate have not been able to enrol themselves both at local and foreign institutions to follow the Diploma course. Representation has thus been made to upgrade the qualification from School Certificate to two subjects at Advanced Level for serving officers who would wish to join the grade of Road Transport Inspector.
- 21.88 After a thorough analysis, the Bureau considers that if such a situation is not attended to in time, there may be problems in filling posts at higher level in future at the NTA. As there is no dearth of qualified serving officers, we are recommending accordingly.

### **Recommendation 24**

- 21.89 **We recommend that, in future, appointment to the grade of Road Transport Inspector should be made by selection from among officers in the grades of Principal Traffic Warden, Senior Traffic Warden and Traffic Warden reckoning at least eight years' service in the cadre and by selection from among serving officers drawing salary in a scale the minimum of which is not less than Rs 17375 monthly in their substantive appointment and who possess the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate and reckoning at least two years' service in a substantive capacity in their respective grade.**

**Senior Licensing/Registration Officer****Licensing/Registration Officer**

21.90 Management has submitted that all posts in the Licensing/Registration Officers' cadre are vacant. Presently, officers in the grade of Management Support Officer and Office Management Assistant are performing the duties of these grades against payment of an allowance. For greater efficiency and effectiveness, Management has requested to rationalise the three level structure of the Licensing/Registration Officers cadre to a two-level structure.

21.91 As the Bureau is in favour of flattening of structures where this can be reasonably done, we are recommending accordingly.

**Recommendation 25**

21.92 **We recommend that the grades of Licensing/Registration Officer and Senior Licensing/Registration Officer should be merged and restyled Licensing/Registration Officer/ Senior Licensing/Registration Officer. Appointment thereto should be made by selection from among serving officers possessing a Higher School Certificate at the General Certificate of Education 'Advanced Level'. In the absence of qualified serving officers, recruitment should be made from external candidates possessing the prescribed qualification or equivalent.**

21.93 Incumbents would be required, among others, to process applications for new licences and renewal of licences and deal with correspondences relating to such licences; deal with transaction for registration and transfer of vehicles; issues of driver's certificate and student identity cards, prepare and process data to be fed into the computerised system and to retrieve such data as and when required; scan and print documents for licensing and registration needs; provide computer services for the issue/renewal of licences and for the registration/transfer of vehicles and collect revenue relating to these transaction; attend court cases, depone on information needs and produce certified true copies of documents; update entries in files, registers, cards and in computerised system in respect of licences and registration transaction and record decision of the Authority in respect of each applications.

**Principal Licensing/Registration Officer**

21.94 With the merging of the grades Licensing/Registration Officer and Senior Licensing/Registration Officer, there is need to bring consequential change to the scheme of service for the grade of Principal Licensing/Registration Officer.

**Recommendation 26**

21.95 **We recommend that, henceforth, appointment to the grade of Principal Licensing/Registration Officer should be made by selection from among officers in the grade of Licensing/Registration Officer/Senior Licensing/Registration Officer who reckon at least four years' service in a substantive capacity.**

## Hours of Work

### Road Transport Inspector (Roster)

#### Senior Road Transport Inspector (Roster)

- 21.96 To provide Management with the required flexibility to organise work, officers in the grades of Senior Road Transport Inspector and Road Transport Inspector are called upon to work on roster on a six-day week basis including Saturdays, Sundays and Public Holidays based on the operational requirements of the Authority.
- 21.97 This arrangement is being maintained. **This element has been taken into account in the determination of the salary of each grade.**

### Principal Traffic Warden

#### Senior Traffic Warden

#### Traffic Warden

- 21.98 As per their respective scheme of service, officers in the grades of Principal Traffic Warden, Senior Traffic Warden and Traffic Warden may be required to work on a roster basis according to a pattern of work specifying the commencing times and finishing times of turns of duty including Saturdays, Sundays and Public Holidays. **This element has been taken into consideration in the determination of the salaries of the respective grades.**

### ICT Unit

- 21.99 Management made a request for the creation of a three-level ICT structure to ensure a proper monitoring and implementation of projects. We have been informed that CISC officers are posted at the Authority for this purpose. However, as their posting is done on a rotational basis and they are also subject to transfer, this mobility impedes the monitoring of e-services.
- 21.100 The Bureau considers that it may not be appropriate to create departmental IT grades as there is a Ministry which is responsible for all IT issues in the Civil Service. Management may therefore make a request to the Ministry of Technology, Communication and Innovation for the posting on a full time basis of relevant IT staff with the required competencies and skills.
- 21.101 Nevertheless, owing to several similar requests from various quarters, the Bureau has provided for another mechanism to address these issues. We have recommended at paragraph 19.10 of this Report for the setting up of a Standing Committee which will have the responsibility of looking into such requests and coming up with a general policy for the whole public sector.



### NATIONAL TRANSPORT AUTHORITY SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 000 100	<b>Rs 101000</b> Road Transport Commissioner
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Road Transport Commissioner
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Transport Controller Transport Planner
26 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Transport Planner
26 051 069	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Transport Planning Officer
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Transport Planning Officer
02 057 081	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Administrative Manager, National Transport Authority
08 065 082	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Secretary, NTA Board
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Chief Road Transport Inspector
18 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Road Transport Inspector

Salary Code	Salary Scale and Grade
18 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Road Transport Inspector (Roster)
18 044 070	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Road Transport Inspector (Roster)
26 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Chief Vehicle Examiner
26 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Vehicle Examiner
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Vehicle Examiner
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Vehicle Examiner
18 046 071	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Principal Traffic Warden (Roster)
18 040 066	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Senior Traffic Warden (Roster)
18 028 061	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Traffic Warden (Roster)

Salary Code	Salary Scale and Grade
18 058 073	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Principal Licensing/Registration Officer
18 030 067	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Licensing/Registration Officer/Senior Licensing/Registration Officer <i>formerly Licensing/Registration Officer</i> <i>Senior Licensing/Registration Officer</i>
26 028 061	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Station Master
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> <b>QB 26300 x 725 – 31725</b> Machine Minder/Senior Machine Minder (Bindery)(Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **22. MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND SCIENTIFIC RESEARCH**

- 22.1 The Ministry of Education and Human Resources, Tertiary Education and Scientific Research envisions to provide a quality education for all and a Human Resource Development base to transform Mauritius into an intelligent nation state in the vanguard of global progress and innovation.
- 22.2 The mission of the Ministry is to:
- develop a culture of achievement and excellence by promoting an efficient and effective education and training system that is inclusive and integrated, comprehensive and holistic;
  - foster innovation and generate new knowledge for the socio-economic and sustainable development of the nation; and
  - ensure that learning opportunities are accessible to all, provide learners with values and skills to further their personal growth, enhance their critical and exploratory thinking and encourage them to innovate and to adapt to changes in an increasingly globalised environment.
- 22.3 The main objectives of the Education Sector are to:
- (i) ensure that all children aged three to five years in Mauritius have the opportunity to develop their individual intellectual, socio-emotional and psycho-motor skills to the best of their capacity in order to build the confidence and self-esteem in learning that will not only prepare them for the next level (Primary School) but, more importantly, lay the foundations for learning that will support them throughout their lifetime;
  - (ii) sustain equitable access to quality education, ensuring that all learners attain high levels of achievement in Literacy, Numeracy, Information and Communication Technology and such essential life skills as sound human values, healthy lifestyle and so forth as the basis for lifelong learning and good citizenship;
  - (iii) ensure that all students are given the opportunity to embark on and complete higher secondary education for employability and further higher education and training with the required maturity and confidence;
  - (iv) build a system that ensures a supply of quality personnel that work collegially with a strong management and quality assurance system to improve and support learning achievement and overall development of all learners;

- (v) provide an efficient and effective Technical and Vocational Education and Teaching (TVET) System of greater public esteem responsive to the present and future needs by having a skilled and flexible workforce;
- (vi) make Mauritius an intelligent island, a knowledge Hub to serve the region and a Centre for Higher Learning and Excellence;
- (vii) build a creative and competent Human Resource base for Mauritius for sustainable national development; and
- (viii) develop the Ministry into an efficient, effective and accountable functioning public institution that exemplifies 'best practices' at all levels of the organisation.

22.4 The Ministry is responsible for providing equitable access to quality pre-primary, primary, secondary as well as for Special Education Needs (SEN). With the Government's new set up, the Ministry, henceforth, also covers the tertiary education sector which is dealt with in a separate section of this chapter.

22.5 The pre-primary education is under the responsibility of a parastatal body, namely the Early Childhood Care and Education Authority. Appropriate recommendations in respect of this institution have been made in Volume 2 Part II of this Report.

22.6 The operational structure of the Ministry comprises a Technical Division which is headed by the Chief Technical Officer who is responsible for developing and overseeing the implementation of educational strategies and policies; a Quality Assurance and Inspection Division, a National Education Counselling Service and a Library Service. It also has under its purview several parastatal organisations which have been ascribed specific role and functions to support the Ministry in the achievement of its objectives. The Ministry is headed by a Senior Chief Executive who is the responsible and Accounting Officer, assisted on the administration side by a Permanent Secretaries, Deputy Permanent Secretaries and Assistant Permanent Secretaries and supported by officers of the general services.

## **NINE YEAR CONTINUOUS BASIC EDUCATION**

22.7 As in many other countries, the Mauritian education system has evolved from a small-scale to a large-scale national, publicly-funded one. This evolution came about with the high social demand for education as the country grew.

22.8 Mauritius's success in achieving universal education demonstrates that education for all is not a utopia, but a goal that can be achieved. However, it requires social stability; commitment of all the partners; involvement of the community; and a clear vision of education as an integral part of the human resource development process.

22.9 This vision has been enunciated in the Government Programme 2015-2019 where it is stated that "*Government will aim to deliver a high standard of academic education*

- and skills for our youngsters. Education reforms will focus on curriculum review and performance improvement at all levels. Remedial education at an early stage of the primary and secondary education cycles will remain a priority in order to deal with learning deficits, early drop-outs and failures.”*
- 22.10 It is further stated in the same document that “*Government will introduce a nine-year basic continuous schooling and the Certificate of Primary Education (CPE) will be replaced by an end-of-primary cycle assessment.*”
- 22.11 In the context of this review exercise, the Ministry has submitted that it has already set the wheels in motion for the introduction of the nine-year basic continuous schooling in response to the fast-paced evolution of society; enormous advancements in technology; the need for competitiveness in a globalised economy; the emergence of knowledge societies; and international trends.
- 22.12 The stated objectives of the nine-year basic continuous schooling are to:
- (i) equip all students with knowledge, foundation skills and attitudes leading to self-empowerment;
  - (ii) promote the holistic development of all students;
  - (iii) inculcate in all students a sense of moral responsibility, a set of values and a strong identity for the country;
  - (iv) provide equitable learning for all opportunities to attain high levels of achievement;
  - (v) achieve a smooth transition to and completion of secondary education; and
  - (vi) give greater recognition to the value of TVET in building human capital for sustainable development.
- 22.13 Measures which would be used by the Ministry in achieving the above objectives include revising the curricula; transforming learning environments; embedding remedial education in the system; introducing new approaches to assessments, and professional development of educators and school leaders.
- 22.14 Under the nine-year basic continuous schooling system, in a bid to promote holistic development, learners would be exposed to a wide array of learning areas. These learning areas are grouped as core and non-core subjects. Core subjects include English, French, Maths, Science, History and Geography and the Asian Languages/Arabic/Kreol Morisien. Non-core subjects include Physical Education, Civic and Values Education, IT skills, the Arts, etc. These learning areas would be taught by educators for a cluster of subjects.
- 22.15 Against this backdrop, the Ministry has made its submissions to the Bureau based on the expected inputs, in terms of human resources, and expected outcomes of the nine-year basic continuous schooling system for learners, such as critical thinking

skills; creativity; innovation, self discipline; fluency in ICT, among others. The Ministry has also requested the Bureau to address some anomalous issues arising out of the EOAC Report. We have carefully examined the proposals of both management and the unions and are making appropriate recommendations. However, each sector i.e. primary, secondary and tertiary are being dealt with in separate sections of this chapter as each has its own specific structure and target population.

## PRIMARY SCHOOL SECTOR

- 22.16 The primary school sector consists of 277 primary schools in Mauritius, 16 in Rodrigues and 2 in Agalega. The total primary school population was 90590 as at 2015. However, the Ministry has pointed out that total enrolment in primary schools is on the decline on account of demographic factors.
- 22.17 The primary sector has witnessed, over the years, several reforms programmes for instance, the replacement of ranking by a grading system; implementation of a new broad-based curriculum reform project aiming to include subjects such as Road Safety, Science, History, Geography, Arts and ICT in primary schooling.
- 22.18 A primary school is managed by a Head Master who is responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available. The Head Master is generally assisted by one or more Deputy Head Master or Deputy Head Teacher (Oriental Languages) in the school administration. The teaching personnel, presently, consists of Teacher/Senior Teachers (General Purpose), Teacher/Senior Teachers (Oriental Languages), Educators (Primary), Health and Physical Education Instructors who are responsible for the implementation of curriculum on health and physical education in a cluster of primary schools, as well as Mentors who provide assistance, guidance and support to Trainee Educators (Primary), Teacher/Senior Teachers, Teacher/Senior Teachers (Oriental Languages) and Educators (Primary).
- 22.19 In the context of this review exercise, the Bureau has received numerous representations from the Ministry, Federations, Unions and individuals of the education sector, raising a host of issues and demands. The Bureau had wide consultations with both Management and the various unions of the primary education sector. Most of the main representations made by the unions and submissions by management were common and are as listed below:
- (i) alignment of salaries of the grades of Teacher/Senior Teacher and Educator (Primary);
  - (ii) additional increments for Diploma In Educational Management (DEM) to Deputy Head Masters/Deputy Head Teachers (Oriental Language) appointed with effect from 01 July 2008;
  - (iii) differential in top salary of the grades of Educator (Primary) and Deputy Head Master;

- (iv) equal consideration for teaching personnel under the Mauritian and Rodriguan establishment;
  - (v) introduction of Bachelor in Education as a qualification requirement for primary school teachers;
  - (vi) introduction of subject teaching in the primary school sector as is the case in secondary schools;
  - (vii) Deputy Head Masters and Deputy Head Teachers (Oriental Language) possessing either CEM or DEM be granted the same salary scale;
  - (viii) fairness in pupil/teacher ratio;
  - (ix) risk allowance to teaching staff posted in the Prisons Department; and
  - (x) reviewing the quantum of refund of casual leaves for teaching personnel.
- 22.20 From the numerous requests spelled out by the different unions, many do not fall to be considered by the Bureau as they relate to Management's policy. However, the Bureau transmitted the requests to Management during the consultative meetings for follow-up actions and appropriate redress. Representations were also received from the staff side for the introduction of a Bachelor in Education for primary school teachers. On this issue, the Ministry has expressed its willingness to upgrade the primary sector in line with its mandate for a quality education for all and would take necessary steps at the right time.
- 22.21 Mauritius has achieved the goals of universal primary education and gender parity in enrolment. Several primary schools have also been set up in isolated localities in line with Government's policy to enable increased access to free education. However, it has been reported that Educators are reluctant to be posted in these remote areas. The Bureau is of the view that this issue should be dealt with administratively by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research in order not to hinder the smooth running of these schools and deprive any child from his/her right to education. **We recommend accordingly.**
- 22.22 The Bureau has carefully examined all the other requests of both Management and the various unions. We are, in the ensuing paragraphs, coming up with appropriate recommendations to bring redress, to the extent possible, to long outstanding issues in the primary education sector.

### Teacher/Senior Teacher

#### Educator (Primary)

- 22.23 All the unions of the Primary School Sector have made representations for the alignment of salaries of the grades of Teacher/Senior Teacher (General Purpose), Teacher/Senior Teacher (Oriental Language) (possessing the Teacher's Diploma) to that of Educator (Primary). It is important, in the first instance, to understand the root



- 22.24 In 2003, the grades of Teacher/Senior Teacher and Teacher/Senior Teacher (Oriental Languages) existed and were granted same salary scale. Incumbents in both grades holding an Advanced Certificate in Education (ACE) were granted another salary scale. Provision was also made for those Teacher/Senior Teacher and Teacher/Senior Teachers (Oriental Languages), who in addition to holding ACE also possessed a Teacher's Diploma (Primary), to move incrementally beyond top salary up to a certain salary point in the Master Salary Scale with specific conditions.
- 22.25 In the context of the 2008 PRB Report, the Ministry had submitted that the system of dispensing courses in the primary schools by teaching personnel recruited under two distinct streams, i.e. General Purpose and Oriental Languages, was fraught with weaknesses such as uneven workload between the two teaching categories and limited flexibility for better utilisation of resources. At that point in time, all the staff unions were agreeable with the Ministry's proposal to have a single establishment for Teacher/Senior Teacher of both streams.
- 22.26 Therefore, appropriate recommendations were made by the Bureau for the creation of a new grade of Educator (Primary) to be recruited from among Trainee Teachers who have successfully completed the training course leading to a Teacher's Diploma. Teacher/Senior Teachers and Teachers/Senior Teachers (Oriental Languages), in post as at 30 June 2008, would be allowed to join the newly created grade of Educator (Primary). In this regard, the setting up of a committee under the chairmanship of the Supervising Officer of the Ministry of Civil Service and Administrative Reforms (MCSAR) and the Secretary of the Public Service Commission (PSC) was recommended, to hold discussions with all stakeholders to facilitate the integration of the Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) in the new grade of Educator (Primary).
- 22.27 However, the Ministry was faced with implementation problems and, therefore, the recommendation for integration did not occur. This resulted into the primary sector having three categories of Teachers, namely Teacher/Senior Teacher, Teacher/Senior Teacher (Oriental Language) and Educator (Primary), all performing similar duties but with different appellations.
- 22.28 Both Management and the Unions have submitted that this situation of having teachers with different appellations is creating much frustration among incumbents in the three grades and requested the Bureau to come up with an acceptable and implementable recommendation on this issue. We are making appropriate recommendations to this effect.

## Recommendation 1

- 22.29 **We recommend that the grades of Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary) be merged and restyled to Primary School Educator. Appointment thereto, should be made from among Trainee Primary School Educator formerly Trainee Educator (Primary) who have successfully completed their training course leading to a Teacher's Diploma.**

- 22.30 **We also recommend that the Teacher/Senior Teachers (Oriental Languages) and Teacher/Senior Teachers (Oriental Languages)(ACE), in post as at 30 June 2008, be restyled to Primary School Educator (Oriental Languages).**
- 22.31 **We further recommend that the grade of Primary School Educator (Oriental Languages) be made evanescent.**
- 22.32 Consequent to changes for the grades of Teacher/Senior Teacher and Educator (Primary) as described above, **necessary amendments should be brought, by Management through the MCSAR, to relevant schemes of service for the cadre.**
- 22.33 We are also making appropriate provision for those incumbents in the grades of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* and Primary School Educator (Oriental Languages) (Personal) *formerly Teacher/Senior Teacher (Oriental Language) and Teacher/Senior Teacher (Oriental Language) (ACE)* who have successfully followed the Diploma Course through insertion of a Qualification Bar in the relevant salary scales.

## **Recommendation 2**

- 22.34 **We recommend that officers in the grades of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* and Primary School Educator (Oriental Languages) (Personal) *formerly Teacher/Senior Teacher (Oriental Language) and Teacher/Senior Teacher (Oriental Language) (ACE)* possessing the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar inserted in the salary scale.**

## **Compensation for Diploma in Educational Management (DEM) to Teacher/Senior Teachers**

- 22.35 Prior to this Report, distinct salary scales were provided to the former grades of Teacher/Senior Teacher; Teacher/Senior Teacher (ACE); Teacher/Senior Teacher (Oriental Language); Teacher/Senior Teacher (ACE)(Oriental Languages); AND Deputy Head Master; Deputy Head Teacher (Oriental Languages); Deputy Head Master (CEM); Deputy Head Teacher (Oriental Languages) (CEM); Head Master; and Head Master (ACEM). Transitional provisions in terms of additional increments were also provided for different levels of the hierarchy to motivate them to acquire the DEM qualification.
- 22.36 The Ministry has submitted that courses leading to the Advanced Certificate in Education (ACE), Certificate in Educational Management (CEM) and the Advanced Certificate in Education Management (ACEM) Course would no longer be run. Henceforth, only the Diploma in Educational Management (DEM) would be run.
- 22.37 Management has also apprised the Bureau that the scheme of service for the post of Head Master has finally been prescribed on 08 September 2015 wherein the DEM is

a requirement for eligibility to compete for the post of Head Master. **Since the DEM qualification is now a requirement for promotion in the cadre, the transitional provisions in terms of additional increments for all levels no longer hold and should therefore lapse. The Bureau recommends accordingly.**

#### **Deputy Head Master/Deputy Head Teacher (Oriental Languages)**

22.38 There are presently, distinct salary scales for the grades of Deputy Head Master; Deputy Head Master (possessing CEM); Deputy Head Teacher (Oriental Languages); and Deputy Head Teacher (Oriental Languages)(possessing CEM). Since the CEM would no longer be run, transitional provisions for the obtention of DEM were made in previous Reports as follows:

- (i) in the 2003 PRB Report, Deputy Head Teachers were required to follow the CEM and a different salary scale was provided for those who have followed the course;
- (ii) the EOC Report 2009 made transitional provisions for the replacement of ACEM, CEM and ACE by DEM for all grades in the cadre. Specific provisions for DHM and DHT (Oriental Languages) were also made; and
- (iii) these provisions were maintained in the 2013 PRB Report since the scheme of service for the post of Head Master was not yet finalised.

22.39 There has been much outcry on this issue as the Unions claimed the fact that there is no applicable recommendation to compensate DHMs/DHTs appointed as from 01 July 2008 for DEM, has resulted into differential treatment to officers within the same grade. The case was discussed several times at the level of the MCSAR and the High Powered Committee.

22.40 However, due to bad experiences of the past on similar issues, the Bureau has been cautious in treading on the path of sectoral pay adjustments when a pay review has already reached a long way towards publication. No proper action could be taken at that point in time since the 2016 PRB Report was already underway. **Nevertheless, we have carefully considered this issue in arriving at the salary scale recommended for the grade of Deputy Head Master and Deputy Head Teacher (Oriental Languages).**

22.41 A Qualification Bar (QB) has been inserted in the salary scale for the grades of Deputy Head Master, Deputy Head Teacher (Oriental Languages) and Health and Physical Education Instructor. **Incumbents should possess the Diploma in Educational Management (DEM) or Certificate in Educational Management (CEM) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

**Teaching Assistant**

- 22.42 The Ministry has had recourse to the employment of persons outside the service for the teaching of Asian Languages in order to alleviate the shortage of teaching staff in primary schools since the years 1995/1996. On account of persistent shortage of staff, a group of 29 Supply Teachers have been employed since 1995 and their employment was renewed every successive year.
- 22.43 At its meeting dated 09 April 2010, the Cabinet took the decision to regularise the situation of 29 Supply Teachers (Primary) (Oriental Languages) whose services have been continuously enlisted for the last 15 years. In this specific context, the grade of Teaching Assistant was created to absorb those 29 Supply Teachers (Primary).
- 22.44 During consultations for this review exercise, the Teaching Assistants made representations to upgrade their salary as they are called upon to perform almost similar duties as their counterparts in the former grades of Teacher/Senior Teacher and Teacher/Senior Teacher (Oriental Languages) and have acquired long years of experience. The Bureau carried out a fresh re-assessment exercise of the grade based on the newly written Job Description Questionnaires and certified by their immediate Supervisors and has found that there are justifications in the representations made. **We are addressing the issue with a specific recommendation.**

**Recommendation 3**

- 22.45 **We recommend that officers in the grade of Teaching Assistant in post as at 31 December 2015, be granted three additional increments on conversion, subject to the top salary of the salary scale recommended for the grade.**
- 22.46 **We also recommend that the post of Teaching Assistant be made evanescent.**

**“Zones d’Education Prioritaires” (ZEP)**

- 22.47 Presently, there are 30 schools classified as ZEP including 1 in Rodrigues and 2 in Agalega. The teaching and non-teaching staff in these schools are paid a monthly allowance in view of the extra effort put in for the education of the children.

**Recommendation 4**

- 22.48 **We recommend that the monthly ZEP allowance payable to staff of ZEP schools should be as hereunder:**

Grade	Monthly ZEP Allowance (Rs)
Head Master	3810
Mentor	3580

Grade	Monthly ZEP Allowance (Rs)
Deputy Head Master Deputy Head Teacher (Oriental Languages)	3350
Primary School Educator <i>formerly Teacher/Senior Teacher</i> <i>Teacher/Senior Teacher (ACE)</i> <i>Educator (Primary)</i> Primary School Educator (Oriental Languages) (Personal) <i>formerly Teacher/Senior Teacher (Oriental Languages)</i> <i>Teacher/Senior Teacher (Oriental Languages) (ACE)</i> Health and Physical Education Instructor	3000
Teaching Assistant (Personal)	2100
School Clerk	1050
ICT Support Officer	1050
Ancillary Staff	765

### Allowance to oversee Pre-Primary Schools

22.49 Head Masters are also required to oversee pre-primary schools operating under the aegis of the Early Childhood Care and Education Authority which are found on the premises of primary schools against payment of a monthly allowance. The quantum of the monthly allowance which was substantially revised by the EOAC Report 2013 is being maintained.

### Recommendation 5

**22.50 We recommend the continued payment of a monthly allowance of Rs 2000 to Head Masters who are required to oversee pre-primary schools which are on the premises of Government Primary Schools.**

### Bibliobus Project

22.51 The objective of the Bibliobus project is to bring library services to pupils of schools in regions where no library services are available. Incumbents performing duties of Animateur in the Bibliobus are being paid a monthly allowance of Rs 1200 which is being maintained.

**Recommendation 6**

- 22.52 We recommend that incumbents in the grade of Primary School Educator formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary) performing duties of Animateur in Bibliobus be paid a monthly allowance of Rs 1200.**

**Risk Allowance**

- 22.53 The Unions have represented that there are officers of the teaching personnel who are posted in various prisons to dispense teaching classes to detainees in line with the prevailing school curriculum. This arrangement plays a crucial role in the rehabilitation and social re-integration of detainees. A case was made for the payment of Risk Allowance to these officers as they operate in a different work environment.
- 22.54 The Bureau usually takes into account the element of risk inherent in the job in arriving at the recommended salary of a grade. However, in a few cases, an additional allowance is granted to certain categories of employees where there are strong justifications that they are exposed to relatively higher than normal risks by virtue of their postings.
- 22.55 Teaching personnel posted in the Prisons Department are required to work in same environment as Prisons Officers who have been granted a Risk Allowance. After careful consideration, the Bureau has concluded that there is merit in the demand for the grant of a Risk Allowance on account of the direct/close contact the teaching staff has with detainees of the Prisons Department.

**Recommendation 7**

- 22.56 We recommend the payment of a monthly Risk Allowance equivalent to 1½ increments at the initial of the relevant salary scale to Primary School Educators formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary); Primary School Educators (Oriental Languages) (Personal) formerly Teacher/Senior Teacher (Oriental Languages) and Teacher/Senior Teacher (Oriental Languages) (ACE); and Deputy Head Master and Deputy Head Teacher (Oriental Languages) who are posted in the Prisons Department for teaching duties.**

**Refund of travelling by bus to Trainee Educators (Primary)**

- 22.57 In our last Report, provision was made for the refund of travelling to Trainee Educators (Primary) to be in line with that existing for Trainees in other sectors. This provision is being maintained.

**Recommendation 8**

- 22.58 We recommend that Trainee Primary School Educators formerly Trainee Educators (Primary) should be refunded travelling expenses incurred by bus from residence to the place of work/training and back.**

## Special Education Needs (SEN) Sector

- 22.59 The Special Education Needs (SEN) Sector has the priority task and responsibility of evolving a national policy and strategic plan regarding inclusion and special education needs. It provides education to school-going age children with learning difficulties and disabilities. The SEN sector envisions to enable children with special needs to develop fully their potential so that they can contribute to their own development, welfare and that of the country.
- 22.60 The prevocational and second chance programme will be extended to the SEN sector and new schemes will be introduced to facilitate access to learners with disabilities in the tertiary institutions.
- 22.61 The sector also caters for education of children in penal institutions, probation hostels, rehabilitation centres and shelters for women. Four new Special Education Needs Resources Centres will be operational soon on R. Gujadhur, Moka, Allée Brillant and Rivière des Anguilles Government Schools respectively to ensure that learning opportunities are accessible to all students with disabilities.

## Allowance – Special Education Needs

- 22.62 Incumbents in the grades of Primary School Educators *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)*; Deputy Head Master and Deputy Head Teacher (Oriental Languages) on secondment to specialised schools, penal institutions, probation hostels, rehabilitation centres and shelters for women are paid a monthly allowance to teach all subjects as in the mainstream,. The allowance is being maintained.

## Recommendation 9

- 22.63 **We recommend the payment of a monthly allowance of Rs 3255 to incumbents in the grades of Primary School Educators *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)*; Deputy Head Master and Deputy Head Teacher (Oriental Languages) on secondment to serve at the Specialised Schools, Penal Institutions, Probation Hostels, Rehabilitation Centres and Shelters for Women.**
- 22.64 **We also recommend that incumbents in the grades of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* and Primary School Educator (Oriental Languages) (Personal) *formerly Teacher/Senior Teacher (Oriental Languages) and Teacher/Senior Teacher (Oriental Languages) (ACE)* who have successfully completed the appropriate training courses and are presently seconded for duty to serve in the SEN schools should also be considered for appointment to the grade of Educator (SEN). The allowance payable to Primary School Educators and Primary School Educators (Oriental Languages) (Personal), on secondment at the specialised schools, should be integrated into the new salary on**

conversion following the appointment of incumbents to the grade of Educator (SEN) and should then lapse.

#### Recommendation 10

22.65 We recommend that Educators (SEN) possessing the Diploma (Special Education Needs) who are subsequently appointed to the grade of Deputy Head, Specialised Schools or Head, Specialised Schools should draw salary in the scale as hereunder:

**06 054 074 Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375  
Deputy Head, Specialised Schools**

**06 061 077 Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950  
Head, Specialised Schools**

22.66 Management has submitted that, in line with the vision of the Special Education Needs (SEN) Sector that no child is left behind on account of his/her disability, various Integrated Units have been set up in the mainstream primary schools around the island with a view to reaching out to children with special education needs who usually have to travel long distances. There are, at present, 14 such Integrated Units.

22.67 Given that the Integrated Unit is found on the premise of a Government School, the Head Master should oversee the overall management of the Unit and act as a link between officers of the Inspectorate (Specialised Schools), the teaching personnel and the Ministry. **This element has been taken into consideration in arriving at the salary recommended for the grade.**

#### ICT Support Officer

22.68 At present, ICT Support Officers are posted in all primary schools mainly to provide support to teachers and pupils in the use of ICT resources and provide user support for standard hardware, software and network. They are also required, as per their scheme of service, to teach ICT, as and when required.

22.69 During consultations, union members have strongly demanded, among others, to review the duties and salary scale of the grade of ICT Support Officer and to sponsor incumbents to follow a Diploma course relevant to their duties. Management, on the other hand, apprised that in the context of the implementation of the Nine Year Schooling Project and Modular Assessment Mechanism, ICT Skills would be taught as a non-core subject up to Grade 6. In this respect, the ICT Support Officers would be required to teach ICT skills for most of the time. In the same breath, incumbents would be sponsored to follow a certificate course in Pedagogy, given that teaching would be among their core duties.

22.70 In the above context, Management submitted a proposed amended scheme whereby it was observed that 75% of the duties are related to teaching and the rest to ICT support. Against this background, the Bureau considers that the current appellation may not be appropriate as same would not be in consonance with the revamped



duties of the grade. In addition, we have taken into account the new responsibilities which would devolve on incumbents before arriving at the recommended revised salary.

## **Recommendation 11**

**22.71 We recommend that the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should consider the advisability of:**

- (i) reviewing the appellation of the grade of ICT Support Officer to an appropriate one which would be in consonance with its new duties; and**
- (ii) mounting an appropriate certificate course in Pedagogy for ICT Support Officers, in collaboration with the Mauritius Institute of Education.**

## **SECONDARY SCHOOL SECTOR**

22.72 The Secondary Education Sector caters for the education of students aged between 11 and 20 years. The core activities of this sector are carried out by incumbents in two distinct streams: academic and administrative. The academic stream comprises Educator (Secondary), Senior Educator (Secondary), Deputy Rector and Rector whereas the administrative stream comprises Administrator (Education), Assistant Director, Director and Chief Technical Officer.

22.73 As at date, there are 178 secondary schools catering for some 125,000 students, out of which 59 provide only academic education, one for prevocational education and the remaining 118 cater for both academic and prevocational education. A Rector is responsible for the overall management of a State Secondary School. He is assisted by a Deputy Rector and supported by a School Superintendent/Usher, an Assistant School Superintendent and a School Clerk. Teaching in the mainstream is carried out by Educators (Secondary) and Senior Educators, and in the prevocational stream by Educators (Prevocational).

22.74 Admission to the academic stream of secondary education is open to pupils who have obtained the Certificate of Primary Education (CPE) and the last cohort of pupils in primary schools to sit for the CPE Examinations will be in 2016. With the introduction of Nine Year Schooling as from January 2018, pupils will be admitted in secondary schools upon completion of the Primary School Achievement Certificate Assessment, which will be introduced in 2017, and it is also expected that the prevocational stream will phase out gradually.

22.75 In the context of this review exercise, requests have been received for the review of the allowances as well as number of teaching periods, creation of grades, provision of appropriate training, review of roles and responsibilities of incumbent in certain grades and upgrading of salaries at the different levels. After in-depth examination of all the proposals, both Management and the staff side were apprised on issues that

could not be retained and those that need to be analyzed further. On the basis of our analysis, we are making appropriate recommendations.

**Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational)**

- 22.76 In the 2008 PRB Report, the Bureau recommended that as from 01 July 2012, an Educator's Licence should be a requirement for the post of Educator (Secondary) and subsequently as from a date after 2010 to be decided by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, a Post Graduate Certificate in education (PGCE) or its equivalent would also be a requirement. However in the 2013 PRB report, due to dearth of candidates holding those qualifications the new requirements were deferred for a future date to be decided by the then Ministry of Education and Human Resources.
- 22.77 The staff side has submitted that the requirements of the Educator's Licence and Post Graduate Certificate in Education (PGCE) or its equivalent, should no longer be deferred whilst the Management side has apprised the Bureau that there is still a shortage of graduates holding these qualifications, particularly in fields which are scarce, given that relevant courses are not being run by the Mauritius Institute of Education in all subjects.
- 22.78 On this account and to ensure the delivery of quality education by well qualified personnel, the Management side has now proposed that Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational), recruited in a temporary capacity be, in future, appointed in a substantive capacity only upon successful completion of a one-year course leading to an Educator's Licence to be provided by the Ministry. In addition, Management has also submitted that with a view to ensuring continuous professional development of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) already in post, the latter should continue to attend training courses, during school vacation. The Bureau has analysed these issues and concurs with the proposals of the Ministry.

**Recommendation 12**

- 22.79 We recommend that, in future, the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should ensure that Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) recruited in a temporary capacity be appointed in a substantive capacity only upon successful completion of a one year course leading to an Educator's Licence to be provided by the Ministry. Furthermore, the modules taken in the one year training course shall be banked towards a PGCE to be completed within a period of five years.
- 22.80 We further recommend that Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) should continue to be required, to prepare scheme and weekly plan of work in respect

of subjects taught; conduct examinations and mark scripts; attend training courses during school vacation; carry out continuous assessment, conduct extension classes, take charge of laboratories, workshops or specialised rooms; organise and participate in extra curricular activities; assist the school administration in attending to problems of discipline (including students' absenteeism), parents' queries and qualms; ensure the overall development of students – intellectual, emotional and moral; and maintain discipline inside the classroom and within school premises.

- 22.81 Among the various requests submitted to the Bureau, the staff side has submitted that the number of periods assigned to Educators be reduced along with inclusion of the activity periods in the total number of teaching periods with a view to enabling them to better perform their tasks. Upon submissions by Management, the staff side was apprised that Management was agreeable for the inclusion of activity periods in the total number of teaching periods, with effect from January 2016 provided a proper programme be submitted. Based on the above and taking into consideration Management commitment during meetings at the Bureau, we are making appropriate recommendation.

### Recommendation 13

- 22.82 **We recommend that Educators (Secondary) should teach for approximately 1190 Minutes in a week, one or more subjects relating to their academic qualifications.**
- 22.83 The 2013 PRB Report made provision for Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) possessing a post “A” Level Diploma or a post Cambridge School Certificate Degree and drawing salary which is less than Rs 23675 to join the recommended salary scale at salary point Rs 23675 on obtention of the qualifications required to cross the QB. We are maintaining the provision.

### Recommendation 14

- 22.84 **We recommend that Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) possessing a post “A” Level Diploma or a post Cambridge School Certificate Degree and drawing salary which is less than Rs 25525 should, on obtention of the qualifications required to cross the QB, be allowed to join the recommended salary scale at salary point Rs 25525.**
- 22.85 At present incumbents in the grades of Educator (Secondary) and Educator (Secondary) (Prevocational) satisfying the requirements to cross the QB are, on reaching the top salary point of Rs 52775, allowed to move incrementally in the master salary scale up to salary point Rs 57275 subject to certain conditions being met. We are maintaining the recommendation whilst updating the salary points.

**Recommendation 15**

**22.86 The Bureau recommends that incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) satisfying the requirements to cross the QB should, on reaching the top salary point of Rs 56450, be allowed to move incrementally in the master salary scale up to salary point Rs 61325 provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been consistently efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Rector**

**22.87** The Bureau has recommended in its 2008 Report that with effect from 01 July 2013, the Diploma in Management or Educational Management should also be a requirement for Deputy Rectors and Administrators (Secondary) for appointment to the grade of Rector. In the last report though both the Ministry and the staff side were agreeable to the proposed change in qualifications requirement, request was, however, made for a longer transition period so as to allow concerned officers to acquire the new qualifications. The management side has submitted that discussion has been started with the staff side for the implementation of the new qualifications requirement.

**22.88 In the light of the foregoing, the Bureau maintains its recommendation for the Diploma in Management or Educational Management to be a requirement for appointment to the grade of Rector as from a date to be determined by the Ministry.**

**Deputy Rector**

**22.89** According to the present scheme of service of the grade, Deputy Rectors are required to teach classes as directed by the Rector. Both Management and the staff side have expressed serious concerns on this practice given that as subject teacher, the Deputy Rector is required to report to the Educator (Secondary) who is assigned the duties of Head of Department whilst at the same time he is the supervisor of the school when he is in this position in the hierarchy. Requests have, therefore, been made to waive teaching duties from the scheme of service of the grade with a view to address the problem of reporting line and to enable Deputy Rectors to assist the Rectors particularly in the maintenance of discipline. We consider that there is merit in the proposal and recommend accordingly.

**Recommendation 16**

**22.90 We recommend that the scheme of service of the grade of Deputy Rector be amended such that incumbents in the grade are no longer assigned any teaching responsibility.**

**Head of Department**

- 22.91 Educators (Secondary) who are assigned the duties of Head of Department on the basis of seniority are required to teach subjects of specialisation for a maximum of 25 periods weekly against the payment of a monthly allowance of Rs 2000. In the context of this review exercise the staff side has requested that the quantum of the allowance be increased substantially and the number of teaching periods assigned to Heads of Department be reduced.
- 22.92 The Management side opined that Heads of Department have to play a major role in the monitoring of teaching and learning at the level of their subject with a view to ensuring improved learning outcomes and better student performance. However, it has also been pointed out that in most cases Heads of Department focus solely on duties of an administrative nature relating mainly to the setting of examination papers and marking of scripts; prescribing textbooks; taking charge of specialized rooms, materials and equipment; and working out allocation of classes.
- 22.93 Management has, therefore, proposed that Head of Department be tasked with monitoring the implementation of the curriculum, classroom pedagogy and assessments; advising members of their department on appropriate teaching methods; mentoring of newly recruited Educators; conduct performance audit on the basis of assessment results; planning, implementing and monitoring strategies for improvement; organising co-curricular activities; and advising Rectors on school based training for Educators and other staff in the Department, and the quantum of the allowance be revised taking into consideration the new responsibilities devolving upon the Management.
- 22.94 An in-depth study of the submissions of all parties concerned has revealed that there has been no proper assessment of functions devolving upon Heads of Department and the increase in the quantum of the Allowance is not justified. The Bureau has re-evaluated the work of Head of Department and considers that with the additional tasks mentioned above the quantum of the allowance, paid to Educators assigned the duties of Head of Department is appropriate. In the light of the foregoing, the Bureau is making appropriate recommendation.

**Recommendation 17**

- 22.95 We recommend that Educators (Secondary) assigned the duties of Head of Department on the basis of seniority should continue to teach subjects of specialisation for approximately 840 minutes weekly against the payment of a monthly allowance of Rs 2000. This recommendation for Educators (Secondary) assigned the duties of Head of Department has been taken into consideration all the tasks listed at paragraph 23.93 above.**

**Allowance**

- 22.96 Educators (Secondary), not possessing the qualifications required to cross QB, and who are called upon to teach sixth form subjects in scarcity areas for at least 8 periods weekly are presently being paid a monthly allowance of Rs 2250. We are revising this allowance

**Recommendation 18**

- 22.97 **The Bureau recommends that the monthly allowance payable to Educators (Secondary), not possessing the qualifications required to cross the QB and who are called upon to teach sixth form subjects in scarcity areas for at least eight periods weekly, should be revised to Rs 2360 monthly. On obtention of the qualification required to cross the QB, Educators (Secondary), would be eligible to salary point arrived at after adding the allowance to the basic salary or to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 25525 whichever is the higher.**

**Educator (Secondary) (Pre Vocational)**

- 22.98 Following the endorsement of the White Paper on education in 1997 by Government, the then Ministry of Education and Human Resources started to run the Lower Secondary School Project in January 1998 and at the initial stage, amongst others, Teachers/Senior Teachers and Deputy Head Teachers who possessed a degree or diploma were attached to those schools. Thereafter some 57 posts of Education Officer (Pre Vocational) were created on the establishment of the then Ministry of Education and Human Resources in 2003 to accommodate 42 Primary School Graduates and 15 Degree holders of the Technical School Management Trust Fund. The scheme of service of the grade with a first intake note was prescribed on 14 June 2005.
- 22.99 Representation has been received from the staff side to recognise the 10 years of experience acquired by Teachers/ Senior Teachers from 1998 to January 2008 during their secondment as Educator (Secondary) (Prevocational) and to bring appropriate adjustment in the salary of officers concerned. It has also been contended by officers concerned that they have been worsened off vis-a-vis their former colleagues in the Primary Sector who have already been promoted to higher positions.
- 22.100 Management has submitted that the payment of an allowance as well as the salary in the scale of Teacher/Senior Teacher until the appointment of officers concerned in the post of Educator (Secondary) (Prevocational) might be an issue for consideration.
- 22.101 Considering the fact that Teachers/ Senior Teachers have played a crucial role in implementing a national policy taken by government at that point in time; foregone their chance of being promoted to higher position; and their appointment have been delayed due to certain problems beyond the control of the Ministry, the Bureau is making appropriate recommendation.

**Recommendation 19**

- 22.102 The Bureau recommends that incumbents in the grade of Teacher/ Senior Teacher who have served the prevocational sector from 1998 to 2008 prior to their appointment as Educator (Secondary) (Prevocational) in 2008 should exceptionally be granted with effect from 01 January 2016, in addition to their normal yearly increment, two additional increments on conversion, subject to the top salary recommended for the grade of Educator (Secondary) (Prevocational).**

**Officer-in-Charge Allowance**

- 22.103 Presently the most senior Educator (Secondary) (Prevocational) who is designated as Officer-in-Charge in each of the four State Secondary Schools (Vocational) is paid a monthly allowance equivalent to three increments at the salary point reached. We are maintaining this provision.

**Recommendation 20**

- 22.104 We recommend that the most senior Educators (Secondary) (Prevocational) assigned duties of Officer-in-Charge in State Secondary School (Vocational) should continue to be paid a monthly-non pensionable allowance equivalent to three increments at the salary point reached.**

**Health and Welfare Division**

**Director, Health and Wellness *formerly Director, Health and Welfare***

**Assistant Director, Health and Wellness *formerly Assistant Director, Health and Welfare***

- 22.105 Following Management request for a dedicated structure to coordinate and implement health promotion programmes in the primary and secondary education sector, the EOAC Report 2013 recommended the setting up of a Health and Welfare Division in the then Ministry of Education and HR along with the creation of the grades of Director, Health and Welfare and Assistant Director, Health and Welfare. The grades have been thereafter restyled, by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, to Director, Health and Wellness and Assistant Director, Health and Wellness in the Civil Establishment Order and submitted to the Bureau through the MCSAR for salary grading in view of certain changes brought in the schemes of service.
- 22.106 The proposed scheme of service of the grade of Director, Health and Wellness has, upon assessment, revealed that the qualification requirements as well as the duties and responsibilities of the grade do not commensurate with the salary granted in the EOAC Report 2013. In view thereof, the Ministry of Education and Human, Tertiary Education and Scientific Research was requested to review the schemes of both grades mentioned above and to submit same to the Bureau for inclusion in this Report. The Ministry has subscribed to the request and we are making appropriate recommendation.

**Recommendation 21****22.107 The Bureau recommends that:**

- (a) appointment to the grade of Assistant Director, Health and Wellness be made by selection from among candidates who are Registered as Medical Practitioner in accordance with legislation in force in Mauritius, reckoning at least seven years' experience relevant to the most common problems affecting/likely to affect the health of school children and who are computer literate and possess any one of the qualifications listed below:

- (i) Diploma in Public Health;
- (ii) MSc in Community Medicine
- (iii) Master in Public Health;
- (iv) Diplomeen santé publique issued jointly by the Mauritius Institute of Health and the University of Bordeaux II

Or

Equivalent qualifications to (i), (ii), (iii) and (iv) above acceptable to the Public Service Commission

- (b) appointment to the grade of Director, Health and Wellness be made by selection from Assistant Director, Health and Wellness reckoning three years' service in a substantive capacity; and candidates who are Registered as Medical Practitioner in accordance with legislation in force in Mauritius, reckoning at least 10 years' experience relevant to the most common problems affecting/ likely to affect the health of school children and who are computer literate and possess any one of the qualifications listed below:

- (i) Diploma in Public Health;
- (ii) MSc in Community Medicine
- (iii) Master in Public Health;
- (iv) Diplomeen santé publique issued jointly by the Mauritius Institute of Health and the University of Bordeaux II

Or

Equivalent qualifications to (i), (ii), (iii) and (iv) above acceptable to the Public Service Commission.

**Senior Educational Social Worker (New Grade)**

22.108 Recruitment to the grade of Educational Social Worker started in 2006 and as at date there are 14 incumbents in post. In the context of this report both Management and staff side have submitted that there is need for the creation of a level to coordinate and supervise the activities conducted by Educational Social Workers in schools, home visits and networking services.



22.109 Management has also submitted that with changes in the social landscape in the country, the number of cases and activities incumbent on officers in this grade have considerably increased. In addition with compulsory education up to the age of 16 years, Educational Social Workers have to empower/ encourage parents to shoulder their responsibilities of sending their children to school so as to comply with the Education Act and to reduce absenteeism and drop-outs among students. The Bureau has analysed the issue and taking into consideration the current establishment size of the grade as well as its national importance, is making appropriate recommendation.

## **Recommendation 22**

**22.110 We recommend the creation of a grade of Senior Educational Social Worker on the establishment of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research. Appointment thereto should be by promotion, on the basis of experience and merit, of incumbents in the grade of Educational Social Worker reckoning at least four years' service in a substantive capacity.**

22.111 Incumbent would be responsible for, *inter alia*, planning, supervising, coordinating and monitoring the work of Educational Social Workers; implementing, monitoring and supervising of programmes and projects; training of new recruits in the grade of Educational Social Worker; ensuring that support and advice are provided to children and families at risk of social exclusion; preparing and submitting reports; and ensuring that sensitisation/awareness programmes with children and parents are implemented in the pre-primary, primary and secondary schools, special schools and other institutions.

## **Educational Social Worker Cadre**

### **Risk Allowance**

22.112 Educational Social Workers who, are by nature of their work, exposed to very risky situations/environment where alcohol, prostitution and drug trafficking prevail, are entitled to the payment of a risk allowance. The Bureau is maintaining the payment of this allowance.

## **Recommendation 23**

**22.113 We recommend that incumbents in the Educational Social Worker cadre, who, by the nature of their work, are exposed to very risky situations/ environment, be paid a monthly risk allowance equivalent to one and a half increments at the initial of their salary scale.**

**LIBRARY SERVICES**

- 22.114 The Library Services aim at providing an efficient and effective Government Library Services which meet the needs of users. Library Services in the education sector act as a support in school curriculum by encouraging students to read and also by strengthening their reading and thinking skills.
- 22.115 In the public sector, library facilities are provided in primary/secondary school libraries, public libraries, mobile library, documentation units of Ministries and departmental libraries.
- 22.116 Presently, Library Services are offered by officers in the grades of Head, Library Cadre, Senior Librarian, Librarian, Senior Library Officer, Library Officer, Senior Library Clerk, Library Clerk and Library Attendant.
- 22.117 In the context of this Report, staff associations have requested for creation of grades, merging of certain grades, restyling of a few ones, and provision of relevant training facilities. We have examined the representations and consider that the present structure is appropriate to enable the Library Services to be delivered efficiently and effectively. However, we are allowing the Library Officers to move beyond their top salary as a form of compensation for their experience and contribution.

**Movement for Library Officer****Recommendation 24**

- 22.118 We recommend that Library Officers, who have drawn their top salary for a year, should be allowed to proceed incrementally in the salary scale of the grade of Senior Library Officer, up to the salary point of Rs 46900 provided they:**
- (i) have been efficient and effective in their performance during the preceding year; and**
  - (ii) are not under report.**
- 22.119 This recommendation should:**
- (i) be applicable only for Library Officers of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research; and**
  - (ii) not preclude Library Officers from being promoted to the grade of Senior Library Officer before they have reached the top of their salary scale or on vacancy arising in the latter grade.**
- 22.120 We further recommend that Library Officers should perform the duties and assume the responsibilities of the grade of Senior Library Officer, upon moving in the higher salary scale.**

**Public Libraries**

- 22.121 Library Officers, Library Clerks and Library Attendants who are posted in public libraries are presently paid a monthly allowance for working beyond normal working hours. We are maintaining this provision.

**Recommendation 25**

- 22.122 We recommend that incumbents in the grades of Library Officer, Library Clerk and Library Attendant/Senior Library Attendant *formerly Library Attendant* be paid a monthly allowance, equivalent to one increment at the salary point reached in their respective salary scale, for working at odd hours in public libraries.**

**ADMINISTRATIVE SUPPORT UNIT****Assistant School Superintendent**

- 22.123 Assistant School Superintendents and School Superintendents provide administrative support to Rectors in state secondary schools while in primary schools, Headmasters are provided administrative support by incumbents in the grade of School Clerk.
- 22.124 Representations have been received that appointment to the grade of Assistant School Superintendent should be made by selection from School Clerks only. Presently, appointment to the grade of Assistant School Superintendent is made by selection from School Clerks reckoning at least four years' experience in a substantive capacity and from outside candidates possessing the Cambridge School Certificate, Higher School Certificate together with a Certificate in IT. It has been argued that candidates who have not served as School Clerks are not acquainted with the array and scope of duties that need to be performed according to the scheme of service. This may impede the smooth running of the Administrative Support Unit. On the other hand, School Clerks know the school environment and are well versed with the nature of these duties.
- 22.125 After having closely examined the case made, the Bureau subscribes to the view expressed and recommends accordingly.

**Recommendation 26**

- 22.126 We recommend that, henceforth, appointment to the grade of Assistant School Superintendent should be made by selection from among School Clerks reckoning at least four years' service in a substantive capacity in the grade.**

**School Management Course**

22.127 In the 2008 PRB Report we had recommended that the Ministry, in collaboration with the Mauritius Institute of Education, mounts a work related course in School management for School Superintendents and upon successful completion of same, incumbents would be allowed to move beyond the QB inserted in the salary scale. In the EOAC Report the QB was waived and the course in question was not even mounted. During the consultative meetings, emphasis was laid on the pressing need to mount the course so as to better equip the officers to deliver in accordance with their scheme of service. On their part, Assistant School Superintendents have also described the importance of such a course, requesting that the course be extended to them as well. Considering that acceding to the request would result in the betterment of the service, we are making appropriate recommendation.

**Recommendation 27**

**22.128 We recommend that the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, in collaboration with relevant authorities, mounts a work related certificate course in School Management for School Superintendents and Assistant School Superintendents. School Superintendents who have successfully completed the course would be allowed to move beyond the QB which has been reinserted in their salary scale.**

**22.129 We also recommend that School Superintendents who have already crossed the QB should draw that salary on a personal basis.**

**22.130 We further recommend that:**

- (i) School Superintendents who have successfully completed the course and who on reaching compulsory retirement age have not reached the top salary, should be granted an additional increment for the computation of their pensionable emoluments.**
- (ii) Assistant School Superintendents who have successfully completed the course and have reached compulsory retirement age should be granted an additional increment for the computation of their pensionable emoluments.**

**E-Government Unit**

22.131 At present, the E-Government Unit comprises a four-level structure, with the Manager (ICT) at the apex. In the context of this Report, Management has requested for the creation of a Directorate where incumbents would be responsible to lead the policy visioning of e-Education. As regards representations from union members, they were mostly geared towards an upgrading of salary and provision of a better career path.

22.132 After an in-depth analysis, the Bureau considers that the creation of a Directorate at the E-Government Unit would not be appropriate and judicious. At present, all IT needs, including the formulation of policies at strategic level, are the responsibility of the Ministry of Technology, Communication and Innovation. Management may

therefore seek the expert advice and help of the latter to boost IT in the education sector. We have in this Report recommended many strategic changes to be brought at the level of the Ministry of Technology, Communication and Innovation to reinforce its structure to better respond to the IT needs of Ministries and Departments. Moreover, the Ministry may consider the advisability of upgrading the duties as well as the qualification requirements of the grade of Manager (ICT) so that the latter would also assume duties at strategic level.

- 22.133 In addition, further to several requests received from various quarters for the creation of departmental IT grades, the Bureau has provided for another mechanism to address these issues. We have recommended at paragraph 19.10 of this Report for the setting up of a Standing Committee which will have the responsibility of examining such requests and coming up with a general policy on the restructuring of IT units.

### **Assistant Manager (ICT)**

- 22.134 At present, the qualification requirements of the grade of Assistant Manager (ICT) in the field of Software and Maintenance of Hardware are a degree in Computer Science and Engineering or an equivalent qualification, along with at least three years' post qualification experience in systems engineering (Software and Hardware). The Bureau views that given that ICT Technicians operate in this field and possess the relevant experience, the grade of Assistant Manager (ICT), as far as software and maintenance of hardware is concerned, may be opened to them, whilst maintaining the existing mode of appointment to the grade of Assistant Manager (ICT) for ICT Projects. We are making an appropriate recommendation to that effect.

### **Recommendation 28**

- 22.135 We recommend that, Management considers the advisability of allowing entry to the grade of Assistant Manager (ICT) in the field of software and maintenance of hardware to officers of the ICT Technician cadre, possessing the prescribed academic qualifications and at least three years post qualification experience in Systems Engineering or in a relevant field.**

### **Principal ICT Technician**

- 22.136 The EOAC created the grade of Principal ICT Technician as an avenue of promotion for ICT Technician/Senior ICT Technicians. Further to the re-evaluation of the grade in the context of this Report, the Bureau observed that the salary recommended by the EOAC is not in consonance with the duties and responsibilities devolving upon incumbents. We have, therefore, reviewed the salary of the grade.

### **Senior Inspector of Works (New Grade)**

- 22.137 Presently incumbents in the grade of Assistant Inspector of Works and Inspector of Works report to the Technical Officers or other senior officers of the Ministry. It has been represented by Unions that there is need for a supervisory level and a dedicated grade to act as a liaison officer between officers in the grade of Inspector of Works

and the technical staff. In order to ensure work efficiency and proper coordination, we are making appropriate recommendation to this effect.

## Recommendation 29

**22.138 We recommend the creation of a grade of Senior Inspector of Works. Appointment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Inspector of Works reckoning at least three years' service in a substantive capacity in the grade.**

22.139 Incumbent would be required, *inter alia*, to supervise and coordinate the work of officers in the Inspectorate cadre and other staff working under his responsibility; monitor progress of work in respect of the Ministry's minor projects and to take follow-up action, as and when required; and ensure that all requests for minor works, maintenance/repair/renovation works are executed diligently.

## SPECIFIC CONDITIONS (EDUCATION)

### Vacation Leave

22.140 This section should be read along with the Chapter on Leave in Volume 1 of the 2016 PRB Report.

22.141 The provisions of vacation leave for teaching personnel of the primary and secondary schools are different from those in other sectors of the public sector in view of the specificities of the Education sector. The present vacation leave provisions for teaching personnel are as hereunder:

- (a) subject to the exigencies of the service, a maximum of up to 19 days vacation leave is granted during term time;
- (b) officers who do not take advantage of the annual vacation leave entitlement during term time in a calendar year are allowed to accumulate up to the normal ceiling and 50% of any leave not taken beyond the ceiling may be accumulated over and above the normal leave ceiling. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they are refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement;
- (c) specific provisions were made for officers who had already exceeded half the normal maximum accumulated vacation leave entitlement as at 01 January 2013 to allow them to retain same on a personal basis. Such leave may be taken as leave prior to retirement. If the services of those officers are required during the leave prior to retirement, they are refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement; and

- (d) notwithstanding provision at sub paragraph (a) above, vacation leave exceeding 19 days during term time is granted, subject to the exigencies of the service, to officers for:
- (i) medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;
  - (ii) convalescence purposes following depletion of the officer's sick leave accumulated in "bank";
  - (iii) immediately after maternity leave entitlement;
  - (iv) attending to the graduation ceremony of an immediate member of the family abroad;
  - (v) the wedding of the officer or the officer's children;
  - (vi) proceeding on pre-retirement leave; and
  - (vii) any other case, once in the officer's career.

22.142 The grant of vacation leave in excess of the normal 19 days during term time to officers, subject to the exigencies of service under criteria "any other case" should be:

- (i) once for officers reckoning less than 20 years' service; and
- (ii) not more than twice for those reckoning over 20 years' service inclusive of (i).

22.143 Vacation leave is granted only for reasons specified at part (d) of paragraph 22.141 above during third term.

22.144 Employees joining the teaching profession as from 01 July 2008 are eligible to vacation leave during term time only in the circumstances described at paragraph 22.141(d).

**22.145 All the above provisions for the grant of vacation leave are still valid and are, therefore, maintained in this Report.**

**22.146 The term "immediate member of the family", for the purpose of sub paragraphs 22.141 (d)(i) and (d)(iv) is deemed to mean the officer's father, mother, brother, sister, spouse and children.**

22.147 For the purpose of this section on SPECIFIC CONDITIONS (EDUCATION), the term "teaching personnel" is deemed to read officers in the following grades:

- (i) Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)*; Primary School Educator (Oriental Languages)(Personal) *formerly Teacher/Senior Teacher (Oriental*

*Languages) and Teacher/Senior Teacher (Oriental Language (ACE), Deputy Head Teacher (Oriental Languages), Mentor, Health and Physical Education Instructor; Educator (SEN), Deputy Head Master (assigned full responsibility of classroom teaching and who effectively perform teaching duties during a whole calendar year);*

- (ii) Senior Educator (Secondary);
- (iii) Educator (Secondary);
- (iv) Educator (Secondary) (Physical Education);
- (v) Educator (Secondary) (Prevocational);
- (vi) Teacher (Secondary) (Prevocational); and
- (vii) Teaching Assistant

**22.148 We also recommend that members of the teaching personnel should attend to training course/seminars, talks, workshops organised during school vacation.**

### **Casual Leave (Education)**

22.149 Teaching personnel are eligible to 11 working days of casual leave each year. Members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, are refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/88 of their last monthly salary per day in the corresponding year.

22.150 Several unions have represented that the existing provisions should be reviewed to motivate members of the teaching personnel. In view of the specificity of the education sector and for least disturbance in the proper running of the institutions during term time, we are, in this Report, improving the existing provisions.

### **Recommendation 30**

**22.151 We recommend that members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of  $\frac{1}{66}$  of their last monthly salary per day in the corresponding year.**

### **Scarcity Areas**

22.152 For certain specific subjects falling in scarcity areas, appointment to the grade of Educator (Secondary) is made from among candidates possessing a recognised Degree but who do not possess the prescribed qualifications at School Certificate or GCE 'A' Level. This provision is being maintained.



**Recommendation 31**

- 22.153 We recommend that holders of a recognised Degree who do not possess the School Certificate qualification or part of it should also be considered for appointment to the grade of Educator (Secondary) in fields where the authorities are facing difficulties of recruitment.**

**Discipline**

- 22.154 Representations have been made by the unions for the creation of a dedicated grade to cater for discipline in the school compound. The Bureau has thoroughly examined the issue after wide consultations with all stakeholders and has reached the conclusion that **maintenance of discipline within the school compound should be the concern of each and every member of the staff both teaching and non-teaching.** Every member should participate actively to continuously maintain the highest level of discipline at school. They should act proactively and collectively to restore discipline immediately in any situation of unruliness and disorderliness.

**Hours of Attendance**

- 22.155 We maintain that the hours of attendance for the teaching profession and other staff members should continue to be determined by the Responsible Officer of the Ministry.

**Health Surveillance**

- 22.156 Employees in IT grades of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research are required to work on a computer screen for most of their time, which may be detrimental to their health. In this context, we deem it imperative for the officers concerned to undergo health/medical check ups. We are recommending accordingly.

**Recommendation 32**

- 22.157 We recommend that the Ministry of Education and Human Resources, Tertiary Education & Scientific Research should make necessary arrangement with Health Authorities, for its employees involved in the IT field to undergo a medical surveillance, including regular health check ups.**

**MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND  
SCIENTIFIC RESEARCH  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
06 000 102	<b>Rs 110000</b> Chief Technical Officer (Education)
06 000 100	<b>Rs 101000</b> Director
06 085 095	<b>Rs 89000 x 3000 – 95000</b> Director, Quality Assurance Director (Health and Wellness) <i>formerly Director (Health and Welfare)</i>
06 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director Assistant Director (Primary) Assistant Director (Health and Wellness) <i>formerly Assistant Director (Health and Welfare)</i> Principal Physical Education Organiser
06 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Senior Quality Assurance Officer
06 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Administrator (Education) Rector

Salary Code	Salary Scale and Grade
06 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head, National Education Counselling Service Principal School Inspector Senior Physical Education Organiser
06 068 087	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Deputy Rector Quality Assurance Officer
06 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Inspector (Pre-Vocational)(Personal to holder in post as at 30.06.08) Music Organiser Pedagogical Inspector (Personal to holder in post as at 30.06.03) Physical Education Organiser Senior Educational Psychologist Senior Educator (Secondary)
06 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Senior Inspector, Specialised Schools/Day Care Centres Senior School Inspector Senior Supervisor Oriental Languages
06 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Educational Psychologist Analyst (Education)
06 044 081	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1525 – 49950 x 1625 – 56450</b> Educator(Secondary) (Personal) Educator (Secondary) (Physical Education) (Personal to holder in post as at 30.06.03)
06 044 081	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950 x 1625 – 56450</b> Educator (Secondary) Educator (Secondary) (Physical Education) Educator (Secondary) (Prevocational)

Salary Code	Salary Scale and Grade
06 064 080	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Inspector Specialised Schools/Day Care Centres School Inspector Supervisor Oriental Languages Supervisor (The Arts)
06 061 078	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) Head, SEN Resource Centres (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) Head Specialised Schools (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
06 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Coordinator, Health and Anti Drug Head, Specialised Schools [possessing Diploma (SEN)]
06 044 077	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Liaison Officer/Senior Liaison Officer
06 059 076	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Assistant Supervisor (Oriental Languages) Head Master Head Specialised Schools Head, SEN Resource Centre
06 053 075	<b>Rs 24750 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Assistant Supervisor (The Arts)
06 054 074	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Deputy Head, Specialised Schools (possessing Diploma SEN)

Salary Code	Salary Scale and Grade
06 046 073	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Mentor
06 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Deputy Head Master Deputy Head Teacher (Oriental Languages) Health and Physical Education Instructor
06 048 073	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Deputy Head, Specialised Schools
06 044 070	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575</b> Primary School Educator <i>formerly Teacher/Senior Teacher</i> <i>Teacher/Senior Teacher (ACE)</i> <i>Educator (Primary)</i> Primary School Educator (Oriental Languages) (Personal) <i>formerly Teacher/Senior Teacher (Oriental Languages)</i> <i>Teacher/Senior Teacher (Oriental languages)(ACE)</i>
06 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Educator (SEN)
06 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Educational Social Worker (New Grade)
06 034 070	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Educational Social
06 031 064	<b>Rs 15150: 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Teacher (Secondary) (Prevocational)

Salary Code	Salary Scale and Grade
06 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Support Teacher
06 025 055	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Teaching Assistant (Personal to officers in post as at 31.12.15)
06 028 031	<b>Rs 14325 x 275 – 15150</b> Trainee Educator (Secondary)
06 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Primary School Educator
02 094 096	<b>Rs 83000 x 3000 – 89000</b> Director, Human Resource Development
02 075 087	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Principal Human Resource Analyst
02 069 083	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Senior Human Resource Analyst
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Human Resource Analyst
04 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Manager (ICT)
04 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant Manager (ICT)
04 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal ICT Technician

Salary Code	Salary Scale and Grade
04 044 076	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> ICT Technician/Senior ICT Technician
04 030 064	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> ICT Support Officer
16 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Printing Machine Operator
05 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Head, Library Cadre
05 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Librarian
05 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Librarian
05 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Library Officer
05 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Library Officer
05 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Senior Library Clerk
05 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Library Clerk

Salary Code	Salary Scale and Grade
05 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Library Clerk
08 057 075	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 46900</b> School Superintendent
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Assistant School Superintendent
08 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> School Clerk
08 026 059	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Word Processing Operator (Oriental Language)
11 042 069	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Usher/Senior Usher (Education) (Female) (Personal) Usher/Senior Usher (Education) (Male) (Personal)
10 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Communication Officer
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector of Works (New Grade)
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector of Works



Salary Code	Salary Scale and Grade
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector of Works Draughtman's Assistant
16 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Graphic Artist
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Computer Laboratory Auxiliary <i>formerly Senior Computer Laboratory Attendant</i> Senior Laboratory Auxiliary <i>formerly Senior Laboratory Attendant</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Computer Laboratory Auxiliary <i>formerly Computer Laboratory Attendant</i> Laboratory Auxiliary <i>formerly Laboratory Attendant</i>
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Bibliobuses) Driver (Heavy vehicles above 5 tons)
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head, Workshop Assistant
24 027 052	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Senior/Head School Caretaker

Salary Code	Salary Scale and Grade
24 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Driver (Roster – Day and Night) (Personal)
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster)
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Foreman
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Home Economics Attendant (New Grade) Library Attendant/Senior Library Attendant <i>formerly Library Attendant</i> <i>Senior Library Attendant</i> Workshop Assistant/Senior Workshop Assistant
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant School Caretaker Seamstress(P)
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant

Salary Code	Salary Scale and Grade
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Cloakroom Attendant Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cabinet Maker Carpenter General Assistant Maintenance Assistant Mason Painter Plumber and Pipe Fitter Rattaner
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Maintenance Handy Worker Tradesman's Assistant

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## TERTIARY EDUCATION SECTOR

- 22.158 The Tertiary Education and Scientific Research Division forms part of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research since December 2014. According to Government's Vision 2030, the confidence built by the country in the higher education sector has, among others, led to the attraction of educational institutions of high repute from France such as Ecole Centrale de Nantes and Université Pantheon – Assas. With the implantation of these institutions, thousands of foreign students are expected to be trained in the mauritian education hub each year and the higher education sector is viewed to be emerging as a strong pillar with robust growth.
- 22.159 The Tertiary Education Commission, Mauritius Qualifications Authority and Rajiv Gandhi Science Centre operating under the *aegis* of the Ministry falls under the responsibility of the Tertiary Education and Scientific Research Division. The Tertiary Education Commission as one of the regulatory arms of the Ministry oversees the Tertiary Education Institutions (TEIs) and has, *inter alia*, the responsibility for allocating public funds, fostering and coordinating the development of post-secondary education and training and regulating the operations of the public and private TEIs whilst the Mauritius Qualifications Authority - another regulatory body, caters for the Technical and Vocational Education and Training Sector and is responsible for the registration, recognition and evaluation of qualifications other than those obtained in the primary, secondary and post-secondary sectors.
- 22.160 In Mauritius, the tertiary education sector comprises public as well as private institutions providing an array of courses, from Certificate to Doctorate Level. The four awarding public universities are the University of Mauritius (UoM), the University of Technology, Mauritius (UTM), the Open University of Mauritius (OUM) and the Université des Mascareignes (UdM). Other public Tertiary Education Institutions (TEIs) include the Mahatma Gandhi Institute Tertiary Section and the Rabindranath Tagore Institute, the Mauritius Institute of Education and the Fashion and Design Institute (FDI). Over the past few years some 50 private institutions have joined the tertiary education sector offering a range of programmes in various disciplines such as Management, Accountancy, Medicine, Dentistry and Information Technology. Most of these private institutions are local counterparts of overseas institutions and offer programmes ranging from sub-degree to postgraduate ones usually through a mixed-mode system, encompassing both distance learning and face-to face tutorials.
- 22.161 In the context of this review exercise the Bureau has been apprised that the current staffing structure of the Division is adequate to enable it to meet its mandate. However, the Management side has requested that the salary of the Director, be aligned with those of Director in the Secondary Sector. **The Bureau has studied and addressed this issue.**

# MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND SCIENTIFIC RESEARCH

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
06 000 102	<b>Rs110000</b> Chief Technical Officer
06 000 100	<b>Rs 101000</b> Director
06 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director
06 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Administrator
06 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Project Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## 23. MINISTRY OF HEALTH AND QUALITY OF LIFE

- 23.1 As a free health service provider to all citizens, the Ministry of Health and Quality of Life (MOH and QL) plays a significant role in the Mauritian welfare state. The target “Health for all by the year 2000” having largely been achieved, the objective of the Ministry now is to consolidate the process already initiated and to adopt an integrated approach to Health Planning and Health Delivery.
- 23.2 It is recognised that good health is the foundation of prosperity. Investment in health is acknowledged as a driver of economic development and as an investment in human development. To this end, a healthy and productive workforce has direct positive impact on economic growth and the Gross Domestic Product (GDP).
- 23.3 In the Programme 2015-2019, Government demonstrates strong political will for attaining universal health coverage. To cite Paragraph 111 of Government Programme 2015-2019, *“Government is committed to providing universal, accessible and quality health services, free of any user cost, with emphasis on customer satisfaction.”*
- 23.4 Some of the new projects which are being implemented include the setting up of a cancer centre and a vascular surgery unit, decentralisation of ophthalmology services, new infrastructures to accommodate ENT services and upgrading of existing health institutions. Other major projects which are in the pipeline are the setting up of a second cardiac surgery unit, a new hospital for Health Region 3 at Flacq and the implementation of the primary care physician project.
- 23.5 The MOH and QL has the overall responsibility for ensuring that quality and equitable health services are available to the population. Its policy is to improve quality and delivery of health care, reduce waiting time and keep up with latest medical technologies, thus, promoting greater efficiency in its services.
- 23.6 The strategic objectives of the Ministry, *inter-alia*, aim at implementing evidence-based policies to ensure the provision of quality health care services; sustaining universal access to primary health and hospital care services, including specialized service, improving primary prevention and enhancing health promotion programmes to reduce the incidence of non-communicable diseases (NCDs); reinforcing activities to prevent vector borne and waterborne diseases, emerging and re-emerging infectious diseases and illnesses associated with unsafe food and environmental and occupational health factors; and scaling up HIV and AIDS programmes to reduce the incidence of HIV infection; and to improve the quality of life of people living with HIV.
- 23.7 The high prevalence of the NCDs and their risk factors as evidenced by successive NCD surveys and the consequent complications of the NCDs constitute a major challenge. The MOH and QL is, therefore, placing considerable emphasis on addressing non-communicable diseases, which include diabetes, cancers, chronic respiratory diseases, heart diseases, cardiovascular accidents and mental conditions.

- 23.8 At present, the MOH and QL provides a comprehensive package of primary care services through a network of 18 Area Health Centres, 116 Community Health Centres, five Medi-Clinics, two Community Hospitals and other satellite primary health care institutions. General curative and specialized health services are provided at five regional hospitals, two district hospitals and five specialized hospitals with a total bed capacity of 3,560.
- 23.9 The overall management of the Ministry rests upon the Senior Chief Executive and the Director-General, Health Services. The Senior Chief Executive is assisted by two Permanent Secretaries, six Deputy Permanent Secretaries and other officers of the Administrative cadre. On the other hand, the Director-General, Health Services is supported by five Directors, Health Services; the Director Nursing, the Director Pharmaceutical Services, the Lead Health Analyst, the Chief Hospital Administrator, the Chief Health Records Officer, the Chief Health Statistician and the Chief Sanitary Engineer.
- 23.10 In the context of this review, various representations have been made on behalf of incumbents in the health sector by different Staff Associations on an array of issues and demands for higher pay, better conditions of work and timely promotions, capacity building, among others. While we consider below those representations that fall within our remit, we have referred to the MOH and QL those submissions that fall to be considered by Management.
- 23.11 With a view to enabling the MOH and QL to meet the health needs of the citizens and for continued enhanced service delivery, we are, in this Report, creating some grades, restyling a few, harmonising the payment of allowances when providing coverage at night in hospitals and health institutions, merging a few grades, restoring parity wherever distortion has been made and making provision for career earnings in cases of dead-end posts.

### **Filling of Vacancies/Posts created**

- 23.12 The Bureau has received many representations from different unions that vacancies as well as grades created in the previous PRB Reports have not been filled. In the last Report, we recommended that the MOH and QL should make the necessary arrangements for the filling of vacancies/posts created within a reasonable time frame. In this Report, special provision is being made to fill in vacancies to allow organisations to be equipped with the right number of people. However, the key to better service delivery in the health sector depends to a large extent, not only on the strength of the organization but also upon the quality of human resources deployed in this sector. It is our considered view that **Management should, after the publication of this Report, initiate action to carry out an HR Planning and Audit Exercise to address the issue of filling of vacancies/posts.** The Bureau is thus, recommending accordingly.

## Schemes of Service

- 23.13 In line with the general policy of layering, a few grades have been merged with a view to providing effective service delivery. Consequently, amendments should be brought to the schemes of service.

## Recommendation 1

- 23.14 We recommend that, where grades have been created or merged, consequential amendments should be brought to the schemes of service of such relevant grades to reflect the required profiles, roles and responsibilities devolving upon incumbents.**

## Conducive Working Environment

- 23.15 Working conditions and activities have the potential to affect a worker's health and safety. In the context of this review exercise, repeated representations have been received from many staff associations to the effect that officers of the health sector should be provided with a conducive working environment which induces and welcomes continuous change for greater efficiency and effectiveness. After careful examination, the Bureau is recommending accordingly.

## Recommendation 2

- 23.16 We recommend that the MOH and QL should make the necessary arrangement to provide, to the extent possible, all officers of the health sector with a conducive working environment.**

## Training Courses

- 23.17 The success of an organisation and its efficiency depends heavily on its employees' skills, abilities, knowledge and motivation to work. Also, rapid developments in the health sector have brought in a need for new competencies among health personnel. The Bureau believes that a structured approach to building the capacity of the workforce will continue to positively impact and improve the services delivered to the community. Thus, keeping in view that training is a critical component of human resource development, the Bureau is making relevant provision to address the issue.

## Recommendation 3

- 23.18 We recommend that the MOH and QL should, on an on-going basis, accord priority to the training of health sector cadres and implement the recommendations made in Chapter 9 of Volume 1 of this Report.**

## Digital Library

- 23.19 With the emergence of the knowledge society, the Bureau has received many requests from various quarters for the payment of a book allowance. We have carefully examined the issue in-depth and recognise that rapid advances in information technologies have revolutionised access to information and knowledge, where digital information is substituting print-based information. In this respect, we



are advocating for the Ministry to have recourse to digital or e-library for instant and easier access to information, so as to keep abreast of new trending issues and developments in the health sector.

- 23.20 The Bureau strongly believes that the Ministry should make full use of e-library as it enables on-line access to international periodicals, books, research papers, studies, journals, consultancy reports, data and statistical tools, among others. We also acknowledge that access to the digital library involves additional cost in terms of subscription/membership fees. We are making appropriate recommendations to that effect.

#### **Recommendation 4**

- 23.21 We recommend that the Ministry of Civil Service and Administrative Reforms with the Ministry of Technology, Communication and Innovation should make the necessary arrangements for:**

- (i) the setting up of a digital library for the Ministry, thereby enabling health sector employees to have access to relevant information and databases; and**
- (ii) the MOH and QL to have access to both local and international e-libraries as per its specific requirements.**

#### **MEDICAL GROUP**

- 23.22 Mauritius is at a crossroad of a great revolution in medical practice. It is on its way to become a healthcare, wellness and medical outsourcing hub *par excellence*, and projects to emerge as a leading medical travel destination. The very high incidence and prevalence of non-communicable diseases coupled with considerable increase in people with HIV/AIDS virus and the frequent outbreaks of communicable diseases warrant a further consolidation of basic primary and secondary health care services. Among the front liners of the health care service delivery, Doctors are a key group of health professionals.
- 23.23 Being the technical arm and headed by the Director-General, Health Services, the Medical Group comprises grades mainly from the following cadres: Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO), Dental Surgeon/Senior Dental Surgeon, Occupational Health Physician, Emergency Physician, Community Physician, AIDS Physician. There are also officers in the grades of Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer, NCD Coordinator, Registrar, Specialist/Senior Specialist, Consultant-in-Charge, Deputy Director, Laboratory Services; Director, Laboratory Services; Director Clinical Services and Director, Health Services.

- 23.24 In the last Report, the medical structure was strengthened with the setting up of the Diabetes and Vascular Health Centre and creation of the relevant grades. A few grades were restyled to better reflect the duties and responsibilities devolving upon incumbents and some new allowances were introduced while the quantum of existing ones were revised. We also recommended the introduction of a shift system for Medical and Health Officer/Senior Medical and Health Officers (MHO/SMHOs).
- 23.25 In the context of this Report, many representations were made on behalf of staff associations from the medical group which, among others, were the revision of the quantum of the night duty allowance, the setting up of a Medical Service Commission, providing all medical practitioners with laptops or smart phones, instituting the Medical Board, providing training and professional indemnity insurance coverage for the full range of treatment and procedures given to the patients by doctors in all specialities. While we consider below those representations that fall within our remit, we have referred to the MOH and QL those submissions that fall to to be looked into by Management.
- 23.26 We are, in this Report, maintaining the medical structure which is appropriate, reviewing the basis of compensation for officers of the medical group who are required to work beyond their normal working hours to provide 24-hour health service on weekdays, weekends and public holidays and revising some of the existing allowances. We are also making provision for mobile phones to keep abreast of latest technology in the medical field. The remuneration package of the medical profession has also taken into consideration the prestige involved and the contribution made by them in the health sector.

### **Consultant-in-charge**

- 23.27 Endodontics is that specialized branch of dentistry which deals with the treatment of damaged or diseased pulp in a tooth to allow it to remain functional. Since 2008, following increasing public demand, endodontics clinics have been opening in almost all the major public hospitals. Thus, for the day-to-day administration and smooth running of all endodontics clinics, we are making the relevant position.

### **Recommendation 5**

- 23.28 We recommend that the MOH and QL should make the necessary arrangements for the recruitment of Consultant-in-Charge in the field of Endodontics.**

### **Allowance for work beyond normal working hours**

- 23.29 Presently, Medical Officers who are required to work beyond their normal working hours in order to provide round-the-clock service at the hospitals are paid coverage allowances.
- 23.30 There have been continuous submissions from staff representatives that the present arrangement to provide a 24-hour medical coverage in the hospitals is excessively exhausting with long extended hours of work without established resting time or leave for the medical practitioners. The long and strenuous hours of work is taxing on the

health of the Medical Officers and disturbing their social and family life. In view of the above, representations have been made to review the present mode of compensation for putting in additional hours.

- 23.31 The Bureau has examined the issue in depth and is of the view that where patients need to be attended professionally, other arrangements should be made to ensure continuity in the delivery of health care. With a view to enhancing service delivery, ensuring an uninterrupted health service and on the basis of fairness and equity, we are making the appropriate provision. However, we also consider essential that the Ministry makes other arrangements to ensure that Medical Officers have a reasonable period of working time weekly, based on the availability of medical personnel for patient care and the need for a work-life balance. **We are, in the same spirit, advocating strongly for the implementation of the shift system for officers of the medical group.**

#### Recommendation 6

23.32 We recommend that:

- (i) pending the implementation of a proper shift system, officers of the medical group who are required to work beyond their normal working hours on weekdays, weekends and public holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in;
- (ii) whenever the Medical Officer has to move from one site of work to another after normal working hours, he should be compensated at the normal hourly rate at the salary point reached in the salary scale, inclusive of travelling time, for every additional hour put in;
- (iii) Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists in the fields of Obstetrics and Gynaecology and Paediatrics who are required to perform night duty should be compensated at the normal hourly rate at the salary point reached in their respective salary scale for every additional hour worked. This recommendation is optional for Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists who were already in service as at 30.06.08 either in a substantive capacity or have been in an acting capacity for at least a year and is mandatory for new entrants as from 01.01.13 to the grade of Specialist/Senior Specialist;
- (iv) the above recommendation may be extended to other fields, should the need arise; and

- (v) pending the appointment of the acting Specialist/Senior Specialists in a substantive capacity, they should be eligible for an allowance equivalent to one increment for each year of service in the acting capacity provided they have effectively served for the period concerned. This allowance drawn should be used to determine the entry point upon their substantive appointment, subject to the maximum salary of the grade.

**Allowance to officers entrusted with responsibility as Duty Manager in hospitals after normal working hours**

- 23.33 The functions of a Duty Manager is to oversee the management and clinical activities within the hospitals. Presently, the seniormost Medical and Health Officer/Senior Medical and Health Officers, Medical Superintendents and Emergency Physicians who assume the function of Duty Manager during a particular coverage after normal working hours are paid an allowance. With a view to enhancing service delivery to meet patients' needs, we are reviewing the basis of its computation.

**Recommendation 7**

- 23.34 We recommend that the seniormost Medical and Health Officer/Senior Medical and Health Officers, Medical Superintendents and Emergency Physicians who assume the function of Duty Manager during a particular coverage after normal working hours should be compensated at the normal hourly rate at the salary point reached in the respective salary scale for every additional hour put in.

**On-Call and In-Attendance Allowances**

- 23.35 Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services are actually paid allowances for being on-call and when actually in attendance, they are paid in-attendance allowances inclusive of travelling time. In this Report, we are maintaining the payment of these allowances for work beyond normal working hours while revising the quantum.

**Recommendation 8**

- 23.36 We recommend that on-call allowances payable to Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services be revised as hereunder:

<b>On-Call</b>	<b>Specialist/ Senior Specialist and Specialist (Dental Services) (Rs)</b>	<b>Specialist/ Senior Specialist known as Consultant  (Rs)</b>	<b>Consultant- in-Charge and Director, Emergency Services (Rs)</b>
<b>Weekday 1600 hours to 0900 hours the following day</b>	<b>980</b>	<b>1035</b>	<b>1090</b>
<b>Saturday 1200 hours to Sunday 0900 hours</b>	<b>1450</b>	<b>1555</b>	<b>1635</b>
<b>Sunday/Public Holiday 0900 hours to 0900 hours the following day</b>	<b>1450</b>	<b>1555</b>	<b>1635</b>

**23.37 We further recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be paid Rs 790, Specialist/Senior Specialists known as Consultants should be paid Rs 840, Consultants-in-Charge and Director, Emergency Services should be paid Rs 935, inclusive of travelling time, for every hour they are required to attend hospitals while on call.**

#### **Allowance at the Hyperbaric Medicine Unit**

**23.38** The Ministry of Health and Quality of Life has made representation that the Consultant-in-Charge and the Specialist/Senior Specialist posted to the Hyperbaric Medicine Unit, regularly accompany patients for one hour inside the decompression chamber and are thus, subject to the same risk of trauma to ears, eyes, fire, explosion and other illness related to working in such an environment. We have examined the issue and we are making the relevant provision.

#### **Recommendation 9**

**23.39 We recommend that the Consultant-in-Charge as well as the Specialist/Senior Specialists posted to the Hyperbaric Medicine Unit should be paid a monthly all-inclusive allowance of Rs 2500 whenever they are required to accompany patients inside the decompression chamber.**

#### **Allowance to Regional Public Health Superintendent**

**23.40** Given that ships and aircraft entering the port and airport have to comply with certain Public Health Regulations, Regional Public Health Superintendents who are required to provide coverage at port and airport to ensure such compliance are paid a monthly allowance of Rs 2860. They are also required to attend to any health problems, including treatment of malaria cases, etc and to visit patients in private hospitals. We are maintaining the payment of this allowance.

**Recommendation 10**

- 23.41 We recommend that Regional Public Health Superintendents should be paid a monthly allowance of Rs 2860 for providing coverage at port and airport in connection with arrival of ships and planes and for attending to public health problems, including treatment of malaria cases after normal working hours.**

**On-Call and In-Attendance Allowances to Regional Public Health Superintendents**

- 23.42** In view of the increasing movement of passengers at the port and airport thus, increasing the degree of risk to communicable diseases, and given that the services of public health officers are usually required in the aftermath of natural disasters, the 2013 EOAC Report introduced the payment of on-call and in-attendance allowances. Staff representatives have submitted that the quantum of the allowance should be aligned with those payable to the Consultant-in-Charge. We have studied the request and we are harmonising the mode of computation for the payment of such an allowance, with a view to enhancing service delivery.

**Recommendation 11**

- 23.43 We recommend that the Regional Public Health Superintendent be paid an on-call allowance as follows:**

<b>Period</b>	<b>On-call Allowance (Rs)</b>
<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>1090</b>
<b>Saturdays</b> 1200 hours to Sunday 0900 hours	<b>1635</b>
<b>Sundays and Public Holidays:</b> 0900 hours to 0900 hours the following day	<b>1635</b>

- 23.44 We further recommend that the Regional Public Health Superintendent should be paid an in-attendance allowance of Rs 935 per hour only in situations warranting his physical presence for the management of patients.**

**Allowance to Consultants-in-Charge responsible for the Specialised Hospitals**

- 23.45** Consultants-in-Charge responsible for the Specialised Hospitals namely the Subramaniam Bharati Eye Hospital; the Ear, Nose and Throat Hospital; Poudre d'Or Hospital and the Brown Sequard Mental Health Care Centre are required to perform administrative duties in addition to their normal clinical duties against payment of a monthly allowance of Rs 2860. As this practice will continue, we are maintaining the allowance.

**Recommendation 12**

- 23.46 We recommend that a monthly allowance of Rs 2860 be paid to Consultants-in-Charge responsible for specialised hospitals.**

**In-Attendance/On-Call Allowance to Doctors posted in Agalega Islands**

- 23.47 Doctors posted on a tour of service to Agalega are presently paid a monthly on-call allowance of Rs 20860 and in-attendance allowance of Rs 420 per hour. We are maintaining this arrangement.

**Recommendation 13**

- 23.48 **We recommend that doctors posted on a tour of service to Agalega be paid a monthly on-call allowance of Rs 21905 for being on-call during the whole month and an in-attendance allowance of Rs 440 per hour.**

**Allowance to perform aeromedical retrieval of patients**

- 23.49 Management has submitted that the retrieval of severely ill patients from Rodrigues and Agalega is being undertaken by officers in the grades of Emergency Physician and Senior Emergency Physician. Request has, therefore, been made for the payment of an allowance to them for each transfer of patients from Rodrigues and Agalega. We have studied the representation and we are recommending accordingly. **However, we also recommend that MOH and QL considers the advisability of providing insurance coverage to Emergency Physicians and Senior Emergency Physicians going to Agalega for this purpose.**

**Recommendation 14**

- 23.50 **We recommend that officers of the Emergency Physician cadre be paid an allowance of Rs 1525 and Rs 2300 per visit to perform aeromedical retrieval of patients from Rodrigues and Agalega respectively.**

**Allowance to Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer**

- 23.51 The Ayurvedic Unit is under the curative section of the MOH and QL. It envisions to increase the availability and affordability of Ayurvedic services to the whole population; promote therapeutically sound use of Ayurvedic medicine by providers and consumers; and to focus on strengthening research methodology and quality, quantity and accessibility of clinical evidence to support claim for Ayurvedic.
- 23.52 During consultative meeting, the staff side has requested for an appropriate structure to maximize the potential that Ayurvedic Services offer for improved health status over the island. They also pointed out that the most senior Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer has been entrusted with additional duties. Following discussion with the MOH and QL and pending the proper re-structuring of the Unit, we are making the relevant provision for enhanced service delivery.

**Recommendation 15**

- 23.53 **We recommend, pending the proper re-structuring of the Unit, the payment of a monthly allowance equivalent to three increments at the point reached in the salary scale to the most senior Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer for performing the duties of Officer-in-Charge of the Ayurvedic Unit.**

**Bank of Doctors Scheme**

- 23.54 Due to shortage of doctors, the Ministry of Health and Quality of Life has established a bank scheme whereby the services of Medical Officers and Specialists from the private sector and below the age of 70 are enlisted for employment on a sessional basis.
- 23.55 Doctors under this bank scheme, operating at the level of Medical and Health Officer/Senior Medical and Health Officer, are paid allowances per session of three hours during weekdays, Sundays and public holidays. As the bank scheme has proved to be effective, we are maintaining and revising the quantum of the allowances.
- 23.56 Under this scheme, doctors who are officially required to attend Courts from their place of posting are paid mileage allowances at approved rate. We are maintaining this provision.

**Recommendation 16****23.57 We recommend that:**

- (i) the all-inclusive allowance payable to doctors operating at the level of Medical and Health Officer/Senior Medical and Health Officer be revised to Rs 1920 per session of three hours during weekdays and Rs 2310 per session of three hours on Sundays and public holidays;
- (ii) the allowance payable under the bank scheme should be on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours;
- (iii) Doctors working under the bank of Doctors Scheme and who are officially required to attend Courts from their place of posting should be paid mileage allowance at approved rates; and
- (iv) Doctors working under the bank of Doctors Scheme should be refunded the running costs for the distance from residence to place of posting at approved rates.

**Allowance to Doctors operating at the level of Specialist/Senior Specialist**

- 23.58 At present, an all-inclusive allowance is paid to doctors operating at the level of Specialist/Senior Specialist. Also, when they are on call and required to attend duty, they are being paid an allowance. We are maintaining this arrangement.

**Recommendation 17**

- 23.59 We recommend that doctors operating at the level of Specialist/Senior Specialist be paid an all-inclusive allowance of Rs 2310 per session of three hours during weekends and Rs 2885 per session of three hours on Sundays and public holidays.



- 23.60 We also recommend that the On-Call and In-Attendance allowances should be at the same prescribed rate as recommended at paragraphs 23.36 and 23.37 for the grade of Specialist/Senior Specialist.**

#### **Pre-Registration Training Scheme for Doctors**

- 23.61 Newly qualified doctors are required to undergo pre-registration training in hospitals to be fully registered to practise. Those undergoing the training are paid a monthly allowance of Rs 23250 which is being revised in this Report.

#### **Recommendation 18**

- 23.62 We recommend that a monthly all-inclusive allowance of Rs 25525 be paid to doctors undergoing their pre-registration training in hospitals.**
- 23.63 We further recommend that doctors undergoing pre-registration and practical training in a hospital be refunded travelling allowance by bus.**

#### **Allowance for the Medical Cadres**

- 23.64 Presently a monthly allowance of Rs 13200 is paid to members of the Medical Profession for expenses incurred for the purchase of medical books, e-materials, journals and other publications needed for updating their knowledge in their fields and for developing new and efficient approaches for the treatment of diseases. We are maintaining this provision.

#### **Recommendation 19**

- 23.65 We recommend the payment of an annual allowance of Rs 13500 to members of the medical profession, appointed in a substantive capacity, for the purchase of medical books, e-materials, journals and other publications.**

#### **Smart Phones for Medical Cadres**

- 23.66 During consultations, union members made submissions that they should be provided with smart phones in order to keep abreast of the latest development in medical field using digital technology. The issue has been discussed with the Management and they are agreeable. We are, thus, making the appropriate provision.

#### **Recommendation 20**

- 23.67 We recommend that the MOH and QL makes the necessary arrangement to provide every officer of the medical and dental professions, appointed in a substantive capacity, with a smart phone.**

#### **Continuing Professional Development**

- 23.68 Continuing Professional Development (CPD) has to be a fundamental part of the design and delivery of patient care. CPD helps doctors to improve their professional effectiveness and work satisfaction, resulting in improved output in terms of patients health care and a healthier society.

**Recommendation 21**

**23.69** We recommend that all members of the medical profession on the permanent and pensionable establishment of the Ministry of Health and Quality of Life should be:

- (i) paid a maximum allowance of Rs 11550 annually and be cumulative over a period of maximum three years to meet the expenses towards their professional development on presentation of documentary evidence; and
- (ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of Continuing Professional Development Programmes either locally or abroad. However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.

**Special Medical Service Allowance**

**23.70** Members of the Medical and Dental professions who are not allowed the privilege of private practice are paid a Special Medical Service Allowance. We are maintaining the payment of this allowance until the publication of the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector. This allowance is being maintained to ensure continuity in the delivery of medical service for the well being of patients and this is in line with government's policy to provide a sustainable health service.

**Recommendation 22**

**23.71** We recommend that, with effect from 01 January 2016 and up to the next overall Review of Pay and Grading Structures and Conditions of Service, members of the medical and dental professions who are not allowed the privilege of private practice should continue to be eligible for the payment of a monthly Special Medical Service Allowance as shown in table, hereunder:

Category	Special Medical Service Allowance % of monthly salary
Officers drawing salary in a scale the maximum of which is Rs 70450 and reckoning at least 10 years' service in the grade.	7
Officers drawing salary in a scale the maximum of which is Rs 83000.	7
Officers drawing salary in a scale the maximum of which is between Rs 89000 and Rs 95000.	10
Officers drawing salary more than Rs 95000.	15

**Allowance for Officers of the Medical and Dental Professions in post as at 30 June 2008 who reckon at least 30 years of pensionable service.**

### **Recommendation 23**

**23.72 We recommend that officers of the Medical and Dental Professions in post as at 30 June 2008 and as from 1 January 2013:**

- (a) attain the new compulsory retirement age as per the transitional provision;**
- (b) reckon at least 30 years of pensionable service; and**
- (c) have opted for the Pension Reforms on 1 July 2008 and contributed effectively to the pension scheme**

**should, on retirement, be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond 30 years of pensionable service with effect from 1 January 2013.**

### **All- Inclusive Allowance in lieu of Meal**

**23.73 At the Dr. Yves Cantin Community Hospital where catering facilities are not available, doctors who work for 31 hours continuously, from 0900 hours to 1600 hours the following day are being paid an all-inclusive allowance of Rs 330.**

**23.74 Regarding the services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is Rs 220:**

- (a) from Friday 0900 hours to noon on Saturday;**
- (b) from Saturday 0900 hours to 0900 hours on Sunday; and**
- (c) from 0900 hours to 0900 hours the following day when the following day happens to be a public holiday.**

### **Recommendation 24**

**23.75 We recommend that the all-inclusive allowance paid to Doctors who are required to provide their services from 0900 hours to 1600 hours the following day in health institutions where they are not provided with meals and/or where such facilities are not available be revised to Rs 390 for that specified number of hours.**

**23.76 In respect of their services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is revised to Rs 260:**

- (a) from Friday 0900 hours to noon on Saturday;**
- (b) from Saturday 0900 hours to 0900 hours on Sunday; and**
- (c) from 0900 hours to 0900 hours the following day when the following day happens to be a public holiday.**

**Rent Free Telephone and Free Calls**

23.77 At present, in view of their specific nature of duties, officers of the Medical and Dental professions are granted rent free telephone and free calls. This provision is being maintained.

**Recommendation 25**

23.78 We recommend that officers of the Medical and Dental professions should continue to be granted rent free telephone and free calls or equivalent for mobile phones.

**Special Provisions for officers of the Medical and Dental Professions**

23.79 In line with recommendation 12 at paragraph 10.40 of Volume 1 of the 2016 PRB Report, we are making provision for members of the medical and dental professions.

**Recommendation 26**

23.80 We recommend that members of the medical and dental professions drawing salary in the scale the maximum of which is not less than Rs 70450 and not more than Rs 89000 and having reached the top of their respective salary scale should be allowed to move incrementally up to a maximum of two increments in the master salary scale provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

23.81 We further recommend that members of the medical and dental professions reckoning fourteen years' service in their respective grades would be entitled to car benefits as per provision at paragraph 18.2.16 (No. 2) of Volume 1 though drawing a monthly salary in a scale the maximum of which is less than Rs 86000.

23.82 We additionally recommend that the above provision should equally apply to members of the medical and dental professions on the establishment of other Ministries/Departments.

**Allowance to Specialist/Senior Specialist in field requiring subspecialisation**

23.83 With a view to motivating Specialist/Senior Specialists to obtain further specialisation or double specialist qualification, a monthly allowance of Rs 5000 is presently being paid to them. This allowance is being revised.

**Recommendation 27**

- 23.84 We recommend that a monthly allowance of Rs 5250 be paid to Specialist/Senior Specialists, Specialist/Senior Specialists known as Consultants and Consultants-in-charge possessing subspecialist qualifications which are directly relevant for the performance of their duties and who participate in the medical activities relating to their speciality. The subspeciality qualification should have been obtained after having followed a full time course in the relevant subspeciality. This allowance would be paid on a case to case basis subject to the approval of the Ministry of Health and Quality of Life.**

**Medical and Dental Specialists**

- 23.85 Special provision is made for Medical and Dental Specialists in terms of career earnings and aligning their status with what obtains internationally. This is being maintained.

**Recommendation 28**

- 23.86 We recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be known as Consultant on reaching salary point Rs 89000.**

**Support Staff**

- 23.87 In the 2013 PRB Report, we recommended that the MOH and QL considers the advisability of making the necessary arrangements to provide some support services, where deemed necessary, to the Specialist/Senior Specialists and other Clinical Officers who would require such services.
- 23.88 In the context of this Report, various union members have repeatedly submitted that officers of the medical group should be provided with support staff. We have examined the submissions and we are re-iterating our recommendation made in the last Report.

**Recommendation 29**

- 23.89 We recommend that the MOH and QL makes the necessary arrangement to provide Management Support Officers or Clerical Officers to officers of the Medical Group.**

**Leave Without Pay to Medical and Health Officers/Senior Medical and Health Officers**

- 23.90 Management has proposed for the extension of leave without pay to doctors to service Médecins Sans Frontières (MSF), where they would provide medical support to needy people in various situations, such as conflicts, poverty, disasters, emergencies, etc. The Ministry views that servicing the MSF would prove to be beneficial to the doctors and the country in terms of training opportunities, international exposure and experience acquired in working in difficult conditions.

- 23.91 Whilst examining the proposal, the Bureau has taken into account the benefits to be derived from such a scheme, which eventually would enhance service delivery and the fact that there is no longer a dearth of doctors. In these circumstances, we are agreeable to the proposal and making provisions to that effect.

### Recommendation 30

- 23.92 We recommend that Medical and Health Officer/Senior Medical and Health Officers of the MOH and QL should exceptionally be granted leave without pay to service the organization, Médecin Sans Frontières, for a minimum period of six months up to a maximum of 12 months over a period of 10 years, subject to the exigencies of the service and approval of the Ministry of Civil Service and Administrative Reforms.

## MINISTRY OF HEALTH AND QUALITY OF LIFE

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 108	<b>Rs 152000</b> Senior Chief Executive
09 000 107	<b>Rs 140000</b> Director-General, Health Services
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 000 103	<b>Rs 113000</b> Manager, Hospital Services
09 000 103	<b>Rs 113000</b> Director, Health Services
09 000 102	<b>Rs 110000</b> Director, Clinical Services Director, Dental Services Director, Diabetes and Vascular Services <i>formerly Executive Director</i> Director, Laboratory Services Regional Health Director

Salary Code	Salary Scale and Grade
09 000 100	<b>Rs 101000</b> Consultant-in-Charge Deputy Director, Laboratory Services Deputy Director, Health Services Director, Emergency Services Head, AIDS Unit Head, Occupational Health Unit Regional Public Health Superintendent
09 000 099	<b>Rs 98000</b> National HIV/AIDS Coordinator
09 096 098	<b>Rs 89000 x 3000 – 95000</b> Lead Diabetologist
09 085 098	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000</b> Medical Superintendent
09 083 098	<b>Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000</b> Regional Dental Superintendent Specialist/Senior Specialist Specialist (Dental Services)
09 085 096	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000</b> NCD Coordinator Officer-in-Charge, Harm Reduction Section Senior AIDS Physician Senior Community Physician Senior Emergency Physician Senior Occupational Health Physician
09 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Diabetes Public Health Coordinator

Salary Code	Salary Scale and Grade
09 074 094	<b>Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> AIDS Physician Community Physician Emergency Physician Occupational Health Physician Registrar
09 071 089	<b>Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Medical and Health Officer/Senior Medical and Health Officer
09 070 089	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer Dental Surgeon/Senior Dental Surgeon

### PHARMACY DIVISION

- 23.93 The Pharmacy Division forms part of the Health Class and consists of officers in the Pharmacist cadre providing professional services and those of the Pharmacy Technician cadre giving technical support.
- 23.94 The Pharmacist cadre is headed by a Director, Pharmaceutical Services who is assisted by a Deputy Director, Pharmaceutical Services. Both are supported by officers in the grades of Principal Pharmacist and Pharmacist/Senior Pharmacist.
- 23.95 Being the technical arm of this group, the Pharmacy Technician cadre consists of officers in the grades of Chief Pharmacy Technician, Principal Pharmacy Technician, Pharmacy Stores Manager, Senior Pharmacy Technician and Pharmacy Technician.

#### Pharmacovigilance Unit

- 23.96 In the last Report, we recommended that the MOH and QL should make the necessary arrangement for a Principal Pharmacist to head the Pharmacovigilance Unit and that the scheme of service of the grade of Principal Pharmacist be enlarged to include duties related to pharmacovigilance. **We are maintaining the existing provision.**



**Pharmacist/Senior Pharmacist****Recommendation 31**

**23.97** We recommend that officers in post as at 30.06.08 in the grade of Senior Pharmacist now restyled Pharmacist/Senior Pharmacist should, on reaching the top salary of Rs 62950, be allowed to move incrementally, on a personal basis, in the salary scale up to salary point Rs 66650 provided they:

- (a) have drawn the top salary for a year;
- (b) have been efficient and effective in their performance during the preceding year; and
- (c) are not under report.

**23.98** We further recommend that officers in the grade of Pharmacist/Senior Pharmacist should on reaching the top salary of Rs 62950, be allowed to move incrementally in the master salary scale up to salary point Rs 64800 provided they:

- (a) have drawn the top salary for a year;
- (b) have been efficient and effective in their performance during the preceding year; and
- (c) are not under report.

**Allowance to Pharmacist/Senior Pharmacist**

**23.99** Both Union and Management have submitted that, as there is an increased workload for Pharmacist/Senior Pharmacists at the hospitals and a high attendance of patients after normal working hours, the services of Pharmacist/Senior Pharmacists are required to provide patients with the required drugs and to give professional advice to doctors on drugs to be dispensed. They also respond to any emergency situation arising therein. Consequently, request for the payment of an allowance was made, pending the implementation of a proper shift system. The Bureau has analysed the issue and with a view to enhancing service delivery, we are making the relevant provision.

**Recommendation 32**

**23.100** We recommend that, pending the implementation of a proper shift system, officers in the grade of Pharmacist/Senior Pharmacist who are required to work beyond their normal working hours up to 2200 hours on weekdays and Saturdays should be compensated at the normal hourly rate at the salary point reached, for the additional hours put in.

**23.101** We additionally recommend the payment of an On-Call Allowance of Rs 395 to one Pharmacist/Senior Pharmacist of each hospital who is required to be on-call on weekdays and Saturdays from 2200 hours to 0900 hours the following day and Rs 860 for being on call on Sundays and public holidays from 0900 hours to 0900 hours the following day.

**23.102 We also recommend that, when attending duty while on call, the Pharmacist/Senior Pharmacist should be paid an In-Attendance Allowance of Rs 290 per hour, inclusive of travelling time.**

#### **Inspection of private pharmacies and clearance of parcels**

23.103 In order to ensure compliance with the Pharmacy Act, officers of the Pharmacist cadre visit and inspect private pharmacies. They are also required to attend daily the parcel post office for inspecting and authorising the clearance of parcels to ensure compliance with relevant provisions of the Pharmacy Act and the Dangerous Drugs Act. Presently, they are being paid an allowance of Rs 475 for each visit.

23.104 Moreover, as there is need for monitoring and control of drugs and counterfeit drugs entering the Mauritian territory, the MOH and QL has submitted that all parcels containing pharmaceutical and related products are also being inspected by officers of the Pharmacist cadre at the airport and the seaport. Consequently, Management has requested that the payment of the allowance for inspection of private pharmacies be extended for inspections at the airport and seaport as well. We are agreeable to the submission/proposal of management and are recommending accordingly.

#### **Recommendation 33**

**23.105 We recommend that an allowance of Rs 500 be paid to officers of the Pharmacist cadre for each inspection carried out in private pharmacies, outside office hours and which may involve submission of a report and/or legal proceedings or for each visit carried out at the parcel post office, airport and seaport.**

#### **Pre-Registration Allowance**

23.106 Graduates in Pharmacy who are, presently, required to undergo one year pre-registration training in a public or retail pharmacy in order to be registered with the Pharmacy Board and to have the right to practice, are paid a monthly allowance of Rs 21000. The quantum is being revised.

#### **Recommendation 34**

**23.107 We recommend that graduates in Pharmacy who are required to undergo pre-registration training in public hospital pharmacies be paid a monthly allowance of Rs 23975.**

**23.108 We additionally recommend that graduates in Pharmacy undergoing pre-registration training in public pharmacies should be refunded travelling allowance by bus.**

#### **Pharmacy Technician Cadre**

##### **Diploma in Pharmacy Technician**

23.109 In the last Report, we recommended that appointment to the grade of Pharmacy Technician should, in future, be made by appointment of Trainee Pharmacy

Technician *formerly Student Pharmacy Technician* who have successfully completed the Diploma in Pharmacy Technician. **This is being maintained.**

- 23.110 We also provided for a Qualification Bar (QB) in the salary scales of the grades of Pharmacy Technician and Senior Pharmacy Technician, progression beyond which would be subject to them possessing the Diploma in Pharmacy Technician. The EOAC removed the QB in the salary scale of the grade of Senior Pharmacy Technician, thus allowing unqualified officers to progress beyond the QB salary. Those officers who are qualified felt that their efforts and sacrifices have not been compensated. On the other hand, allowing both qualified and non qualified officers to draw the same salary scale is technically incorrect and might give rise to justified claims for redress before the tribunal. For all these reasons, the Bureau is reinserting the QB in the salary scale of Senior Pharmacy Technician.

### **Recommendation 35**

- 23.111 **We recommend that, in future, progression beyond the QB in the salary scales of Pharmacy Technician and Senior Pharmacy Technician should be subject to obtention of the Diploma in Pharmacy Technician or equivalent.**
- 23.112 **We further recommend that officers in post as at 01.01.16 in the grade of Senior Pharmacy Technician who have already crossed the QB in their salary scale though not possessing the Diploma be allowed to continue to move incrementally in their respective salary scale, on a personal basis.**
- 23.113 **We also recommend that the MOH and QL should continue to make provision for the enlistment of Trainee Pharmacy Technician *formerly Student Pharmacy Technician* as well as other officers of the Pharmacy Technician cadre of the Ministry and the Rodrigues Regional Assembly to follow top-up training programmes leading to the Diploma in Pharmacy Technician.**

### **Regional Pharmacy Technician (New Grade)**

- 23.114 Dispensing of drugs in Regional Hospitals, AHCs and CHCs constitutes an important phase in the treatment of patients. It is equally significant to have the right quantity of drugs in our drug stores and pharmacies so as to meet the demand of patients.
- 23.115 It has been submitted that there is need for a proper control of the quantity of drugs ordered and required. Therefore, it is mandatory for officers to exercise control over supply of expensive, attractive and sensitive products in order to eliminate wastage and ensure a proper distribution of drugs to hospitals.
- 23.116 With a view to strengthening the existing structure to improve the pharmaceuticals service, provision is being made for the creation of a grade for effective coordination and smooth running of the Pharmacy services in the periphery of the five health regional hospitals.

**Recommendation 36**

- 23.117 We recommend the creation of the grade of Regional Pharmacy Technician on the establishment of the Ministry of Health & Quality of Life. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade Principal Pharmacy Technician reckoning at least three years' service in a substantive capacity.**
- 23.118 Incumbent would be required, among others, to coordinate the work for the smooth running of the Pharmacy Services in the periphery of the five regional hospitals and to provide administrative support to the Chief Pharmacy Technician.

**Allowance to Pharmacy Technicians and Senior Pharmacy Technicians**

- 23.119 Generally, Pharmacy Technicians and Senior Pharmacy Technicians are required to work on shift to provide the pharmacy service on a 24-hour basis in the five main hospitals as well as in the specialized ones. However, due to shortage of staff, the shift system could not be implemented. Consequently, these officers are required to put in additional hours of work and they are paid an In-Attendance Allowance. It has been requested that the quantum of the allowances should be reviewed in a fair way as the officers are not in-attendance but are mainly continuing their normal day duty. The Bureau has analysed the request and, on the basis of fairness and equity, is reviewing the mode of compensation.

**Recommendation 37**

- 23.120 We recommend that, pending the implementation of a proper shift system, officers in the grades of Pharmacy Technician and Senior Pharmacy Technician who are required to work beyond their normal working hours in order to provide 24-hour coverage during nights, weekends and public holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, subject to the top of the scale.**
- 23.121 We further recommend that Pharmacy Technician and Senior Pharmacy Technician who are required to work after normal working hours at the Area Health Centres and Community Health Centres should continue to be remunerated on the terms and conditions prevailing as at 31.12.15.**

**Bank Pharmacy Technician Scheme**

- 23.122 At present, to cope with the heavy workload coupled with shortage of staff, retired officers as well as officers of the Pharmacy Technician cadre who are allowed to work under the Bank Pharmacy Technician Scheme are paid an allowance of Rs 700 per day session of four hours and Rs 800 per night session of four hours. As this arrangement has proved to be effective, the Bank Pharmacy Technician Scheme is being maintained.

**Recommendation 38**

**23.123 We recommend the payment of an allowance of Rs 735 per day session of four hours and Rs 840 per night session of four hours to retired officers as well as officers of the Pharmacy Technician cadre who are allowed to work under the Bank Pharmacy Technician Scheme.**

**23.124 We additionally recommend that the payment of the allowances under the Bank Pharmacy Technician Scheme should be on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

**Allowance to Senior Pharmacy Technicians**

23.125 Staff representatives have reported that, in the absence of the Principal Pharmacy Technician and Pharmacist/Senior Pharmacist after the normal working hours, officers in the grade of Senior Pharmacy Technician are called upon to shoulder higher responsibilities for which they are held accountable. The Bureau has analysed the issue and we are making the relevant provision to that effect.

**Recommendation 39**

**23.126 We recommend that the seniormost Senior Pharmacy Technician who is called upon to take charge of the pharmacy and shoulder higher responsibilities after normal working hours, in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist, should be paid a monthly allowance equivalent to one increment at the salary point reached in the salary scale, subject to the top of the scale.**

**All inclusive allowance at Dr. Yves Cantin Community Hospital**

23.127 During consultative meetings, it has been reported that officers of the Pharmacy Technician cadre are required to resume duty at Dr. Yves Cantin Community Hospital after a night duty. As catering facilities are not available there, request has been made for the payment of an allowance in lieu of the meal to which we subscribe.

**Recommendation 40**

**23.128 We recommend the payment of an all-inclusive daily allowance of Rs 260 in lieu of meal to officers of the Pharmacy Technician cadre who, after a night service, are required to attend Dr. Yves Cantin Community Hospital the following day where they are not provided with meals and/or where such facilities are not available.**

**Night Duty Allowance**

23.129 Union Members have submitted that, although no proper shift system has been implemented, they are providing 24-hour coverage in the public pharmacies. Consequently, they have requested that they be paid the night duty allowance. We have examined the issue and we are, exceptionally, making provision to that effect given that the officers in this cadre are required to work beyond their normal working hours in a pattern of shift.

**Recommendation 41**

**23.130 We recommend that officers of the Pharmacy Technician cadre who work on night shift should, exceptionally, be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.**

**Shift Work**

**23.131 Officers in the grades of Pharmacy Technician and Senior Pharmacy Technician are required to work on shift. This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

**PHARMACY DIVISION****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
09 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, Pharmaceutical Services
09 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Deputy Director, Pharmaceutical Services
09 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Pharmacist
09 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Pharmacist/Senior Pharmacist
09 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Quality Control Pharmacist/Chemist
09 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Pharmacy Technician
09 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Regional Pharmacy Technician (New Grade)

Salary Code	Salary Scale and Grade
09 065 078	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Pharmacy Technician
09 060 075	<b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Pharmacy Stores Manager
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Senior Pharmacy Technician
09 036 069	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b> Pharmacy Technician
09 026 028	<b>Rs 13790 x 260 – 14050 x 275 – 14325</b> Trainee Pharmacy Technician <i>formerly Student Pharmacy Technician</i>

### NURSING GROUP

23.132 Nursing is a profession within the health care sector which focuses on the care of individuals, families and communities so that they may attain, maintain or recover optimal health and quality of life. Nurses develop a plan of care, work in collaboration with physicians, therapists, the patient, the patient's family and other team members, with prime objective of treating illness with a view to improving quality of life. In fact, they are the front-liners of the health care delivery.

23.133 The Nursing Group comprises grades mainly from the following cadres: Nursing Officer, Midwife, Public Health Nursing Officer, Nurse Educator and Specialised Nurse. There are also other grades in this group which provide assistance and auxiliary services.

#### Diploma in General Nursing

23.134 In the last Report, we recommended that appointment to the grade of Nursing Officer should, in future, be made by appointment of Trainee Nurses *formerly Student Nurses* who have successfully completed the National Diploma level 6 in Nursing. **This is being maintained.**

23.135 We also made provision for a Qualification Bar (QB) in the salary scale of the respective Nursing grade so that progression beyond the QB would be subject to them possessing the National Diploma Level 6 in Nursing. The EOAC removed the QB in the salary scale thus, allowing unqualified officers to progress beyond the QB salary. Those officers who are qualified felt that their efforts and sacrifices have not been compensated. On the other hand, allowing both qualified and non qualified officers to draw the same salary scale is technically incorrect and might give rise to justified claims for redress before the tribunal. For all these reasons, the Bureau is reinserting the QB in the salary scales of the respective grade of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse, Podiatrist and Blood Bank Officer.

#### **Recommendation 42**

23.136 **We recommend that, in future, progression beyond the QB in the respective salary scale of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse, Podiatrist and Blood Bank Officer should be subject to obtention of the National Diploma Level 6 in Nursing.**

23.137 **We further recommend that officers in post as at 01.01.16 in the grades of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse, Podiatrist and Blood Bank Officer who have already crossed the QB in their respective salary scale though not possessing the Diploma be allowed to continue to move incrementally in their respective salary scale, on a personal basis.**

23.138 **We also recommend that the MOH and QL should continue to make provision for officers of the Nursing Officer cadre of the Ministry and of the Rodrigues Regional Assembly to follow top up training programmes leading to a National Diploma Level 6 in Nursing.**

#### **Public Health Nursing Officer**

23.139 During consultations with the staff side of the Public Health Nursing Officer cadre, request was made that the top-up training programmes leading to a National Diploma Level 6 in Nursing be extended to them as well, given that they are recruited from Nursing Officers. The Bureau has examined the submission and we are making the appropriate recommendation.

#### **Recommendation 43**

23.140 **We recommend that the Ministry of Health and Quality of Life should make the necessary provision for officers of the Public Health Nursing Officer cadre to follow top up training programmes leading to a National Diploma Level 6 in Nursing.**



**23.141 We further recommend that progression beyond the QB in the salary scale of the grade of Public Health Nursing Officer should be subject to obtention of the National Diploma Level 6 in Nursing.**

#### **Midwife Educator**

23.142 Presently, appointment to the grade of Midwife Educator is made by selection from among candidates reckoning two years' post registration experience as General Nurse, three years' as Midwife and possessing a Diploma in Nursing Education with Midwifery. Since Nursing and Midwifery are two different fields, difficulties are being encountered to have candidates possessing both qualifications. Proposals have, therefore, been made to amend the qualification requirements of the grade such that recruitment thereof would be easier.

23.143 The Bureau has duly examined the issue and is of the view that the mode of appointment should be amended to ease recruitment. During consultations, Management was apprised of the issue and the latter agreed to take remedial action. We are, therefore, making provision to this end.

#### **Recommendation 44**

**23.144 We recommend that the MOH and QL should review the qualification requirements for appointment to the grade of Midwife Educator in order to ease recruitment.**

#### **Nurse Mentor**

23.145 In the last Report, we recommended that graduate Nurses be given the opportunity to utilise their skills/competencies to provide clinical teaching and practice to Trainee Nurses *formerly Student Nurses* as well as assuming team leadership roles in different units of the Health Care Delivery System where the latter are posted. We also recommended that these graduate Nurses should be designated as Nurse Mentors and be granted an allowance equivalent to two increments at the point reached in their respective salary scale. **We are maintaining these recommendations in this Report.**

#### **Notional Time**

23.146 Notional time is considered or deemed to be considered as effective working time. Hence, we are maintaining the recommendation made to that effect.

#### **Recommendation 45**

**23.147 We recommend that Charge Nurses or any other officers posted in the wards and are involved in handing over should be compensated for handing over time up to a maximum of 30 minutes (by time-off) when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle.**

## **Retention Allowance**

- 23.148 To ease the retention problem of qualified Nursing Officers, the Bureau came up with a series of recommendation in its 2003 PRB Report. In 2008, with the high attrition rate of the nursing personnel, the High Powered Committee made several additional recommendations.
- 23.149 We have, in this Report, reassessed the situation and consider that the measures taken to ease the problem of retention should be maintained for some time and reviewed for effective healthcare delivery.
- 23.150 Presently, a monthly retention allowance is paid to some officers of the Nursing group, because there is a shortage of nursing staff. The payment of this retention allowance has helped in curbing the emigration of the Nursing personnel.
- 23.151 We have observed that the market situation/condition has improved and there are many qualified people who are available to work in the health sector. However, we are maintaining the payment of Retention Allowance to eligible officers in post as at 31 December 2015 up to 31 December 2016.

## **Recommendation 46**

### **23.152 We recommend that:**

- (i) **Nursing Officers who have successfully completed the bonded period as well as officers in the grades of Charge Nurse, Ward Manager, Nursing Supervisor, Nursing Administrator, Regional Nursing Administrator, Public Health Nursing Officer, Senior Public Health Nursing Officer, Principal Public Health Nursing Officer, Specialised Nurse, Nurse Educator, Senior Nurse Educator, Principal Nurse Educator, Midwife Educator and Senior Midwife Educator should continue, up to 31 December 2016, to be paid a monthly Retention Allowance equivalent to two additional increments at the point they have reached in the master salary scale, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer; and**
  - (ii) **an officer who leaves the service before reaching the age at which he may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to him. However, an officer who retires from the service on reaching the age at which he may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the retention allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the appropriate Service Commission.**
- 23.153 **However, the above provision should not apply to officers retiring as per their new compulsory retirement age or on medical ground.**

**23.154 All officers who are eligible for the payment of the Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Retention Allowance up to 31 December 2016.**

**23.155 We are reiterating our recommendation that the authorities should consider the advisability of training the maximum number of persons that the establishment can allow for the Nursing profession until the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, given the demands for the profession both at home and abroad.**

### **Night Duty Allowance**

**23.156 The Night Duty Allowance is actually being paid to officers in the Nursing Group who effectively work on night shift. This arrangement is an incentive for concerned officers and has proved to be beneficial to the service. It is, therefore, being maintained.**

### **Recommendation 47**

**23.157 We recommend that officers in the Nursing Group who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.**

**23.158 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 25% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer cadre and officers in the grades of Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)*, Senior Midwife, Midwife and Trainee Midwife *formerly Student Midwife*.**

### **Night Attendance Bonus**

**23.159 As an incentive to curb absenteeism at night, a monthly Night Attendance Bonus is payable to some officers provided that they attend duty on all scheduled night shifts during the month. This provision has been effective in encouraging work at night and same is being maintained.**

### **Recommendation 48**

**23.160 We recommend the payment of a monthly Night Attendance Bonus, until the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, to officers in the grades as mentioned below provided that they attend duty on all scheduled night shifts during the month.**

<b>Grades</b>	<b>Night Attendance Bonus (Rs)</b>
<b>Trainee Nurse <i>formerly Student Nurse</i></b>	<b>290</b>

<b>Trainee Midwife</b> <i>formerly Student Midwife</i>	<b>290</b>
<b>Nursing Officer:</b>  Up to 10 years' service Over 10 years' service	  <b>585</b> <b>730</b>
<b>Charge Nurse:</b>  Up to 5 years' service Over 5 years' service	  <b>730</b> <b>875</b>
<b>Nursing Supervisor</b>	<b>1100</b>
<b>Midwife:</b>  Up to 10 years' service Over 10 years' service	  <b>410</b> <b>585</b>
<b>Senior Midwife:</b>  Up to 10 years' service Over 10 years' service	  <b>585</b> <b>730</b>
<b>Health Care Attendant/Senior Health Care Attendant</b> <i>formerly Health Care Assistant (General):</i>  Up to 10 years' service Over 10 years' service	  <b>330</b> <b>475</b>

### Bank Nurse Scheme

23.161 Under the current Bank Nurse Scheme (in service), serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Senior Midwives and Midwives are employed on a sessional basis whereas under the external Bank Nurse Scheme, Registered Nurses and qualified Midwives not in the Government Service are employed. All these officers operate at the level of Nursing Officer under the Bank Nurse Scheme and are paid allowances at the rate of Rs 700 per day session of four hours and Rs 800 per night session of four hours.

23.162 To palliate for the acute shortage of Nursing Staff and ensuring effective service delivery, we are maintaining the scheme and revising the quantum of the allowances.

### Recommendation 49

23.163 We recommend the payment of an all-inclusive allowance of Rs 735 per day session of four hours and Rs 840 per night session of four hours to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Senior Midwives and Midwives employed on a sessional basis under the Bank Nurse Scheme (in service) and to Registered Nurses and qualified Midwives not in Government Health Institutions.

**23.164 We additionally recommend that the allowances under the Bank Nurse Scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

**Allowances to Nursing Officers posted in the Emergency Medical Services Units (SAMU)**

23.165 Nursing Officers posted to the Emergency Medical Services Units (SAMU) are paid an allowance for shouldering additional duties. Besides this allowance, the seniormost Nursing Officer is additionally paid an allowance for planning roster, organising the work, controlling drugs, dressings, instruments and equipment and ensuring maintenance thereof. This arrangement is being maintained.

**Recommendation 50**

**23.166 We recommend the payment of a monthly allowance of Rs 775 to Nursing Officers posted to SAMU for performing additional duties and Rs 960 to the seniormost Nursing Officer for planning the work and making roster, being responsible of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instruments.**

**Allowances for performing duties of ECG Technician**

23.167 ECG Technicians provide electrocardiogram services to patients during normal working hours only. Emergency cases outside normal working hours at the Emergency Department, ICU, Cardiac Wards and SAMU are attended by Charge Nurses and Nursing Officers. The 2013 EOAC Report extended this service against payment of allowances to Charge Nurses, Nursing Officers and Health Care Attendant/Senior Health Care Attendants *formerly Health Care Assistants (General)* posted to Area Health Centres and Community Health Centres. As ECG services will continue to be provided to patients after normal working hours in hospitals and within normal working hours in Area Health Centres/Community Health Centres/Mediclinics, we are maintaining the existing arrangement.

**Recommendation 51**

**23.168 We recommend the payment of an allowance of Rs 145 per night/Sunday/public holiday and Rs 75 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers posted to the Accident and Emergency Department, ICU, Cardiac Wards and SAMU who are required to perform the duties of ECG Technician at nights, on Saturdays, Sundays and public holidays.**

**23.169 We also recommend the payment of an allowance of Rs 145 per day/Sunday/public holiday and Rs 50 per night to Charge Nurses, Nursing Officers and Health Care Attendant/Senior Health Care Attendants (General) *formerly Health Care Assistants (General)* posted to the Area Health Centres/Community Health Centres/Medi clinics who are required to perform the duties of ECG Technician during the day, at night, on Sundays and public holidays.**

**Allowance to Nursing Officers posted to the Hyperbaric Medicine Unit**

23.170 In the 2008 PRB Report, the Bureau introduced the payment of an all-inclusive allowance to Nursing Officers posted to the Hyperbaric Medicine Unit and who have to attend to cases of diving accident patients both within and beyond normal working hours. As this practice will continue, we are maintaining the allowance.

**Recommendation 52**

23.171 We recommend that Nursing Officers posted to the Hyperbaric Medicine Unit for the treatment of diving accident patients and other emergency cases, both within and beyond normal working hours, be paid a monthly all-inclusive allowance of Rs 2400.

**Allowance for Answering Calls on the Hotline at the AIDS Unit****Recommendation 53**

23.172 We recommend that officers posted to the AIDS Unit who are required to answer calls and provide service information on the hotline be paid an all-inclusive allowance of Rs 620 for 53 hours.

23.173 We additionally recommend that the allowance should be paid on a *pro-rata* basis whenever the officer is required to work for more or less than the specified number of hours.

**Allowance to Nursing Officers posted to Dr Yves Cantin Community Hospital**

23.174 At present, Nursing Officers posted to the Dr Yves Cantin Community Hospital are paid an all-inclusive allowance of Rs 225 when performing night shifts/three shifts continuously as there are no catering facilities available there. Nursing Officers posted to the neighbouring Community Health Centres and who are required to perform night duty at the Dr Yves Cantin Community Hospital are also paid this all-inclusive allowance. Given that this arrangement will continue, we are maintaining the allowance and revising the quantum.

**Recommendation 54**

23.175 We recommend that Nursing Officers posted to the Dr Yves Cantin Community Hospital and Nursing Officers posted to the neighbouring Community Health Centres who are required to do night duty at the Dr Yves Cantin Community Hospital after a normal day shift and which is followed by a day shift be paid an all-inclusive allowance of Rs 260, provided that they work for three shifts continuously i.e. a day shift, a night shift and a day shift.

### **Allowance to Trainee Nurses *formerly Student Nurses* and Trainee Midwives *formerly Student Midwives* who are working on shift**

23.176 Trainee Nurses *formerly Student Nurses* and Trainee Midwives *formerly Student Midwives* are paid a monthly allowance of Rs 750 whenever they are scheduled to work on shift along with the Night Duty Allowance. Since this incentive has proved to be effective, we are maintaining this provision with a revised rate.

#### **Recommendation 55**

**23.177 We recommend that Trainee Nurses *formerly Student Nurses* and Trainee Midwives *formerly Student Midwives* who are scheduled to work on shift, i.e. at night, on Saturday afternoons, Sundays and public holidays be paid a monthly allowance of Rs 780. They should also continue to be paid the Night Duty Allowance as recommended at paragraph 23.158.**

### **Travelling Allowance for Trainee Nurse *formerly Student Nurse***

23.178 During consultations with stakeholders in the context of this Report, staff representatives have submitted that many Trainee Nurses *formerly Student Nurses* have to wait for several months before they are paid their travelling allowances and this long overdue late payment is demotivating them. Following discussion with the Management, the Bureau was informed that refund of travelling by bus is computed on a monthly basis. We have examined the issue and are proposing a better arrangement.

#### **Recommendation 56**

**23.179 We recommend that, to the extent possible, the Ministry of Health and Quality of Life effects the payment of the travelling allowance to Trainee Nurses *formerly Student Nurses*, at the earliest.**

### **Trainee Midwife *formerly Student Midwife***

23.180 Presently, Trainee Midwives *formerly Student Midwives* are enlisted from among candidates possessing the Cambridge School Certificate with credit in five subjects including at least a pass in either Human Biology or Human and Social Biology or Chemistry or Physics. Upon successful completion of their training, they are awarded a certificate and are appointed to the grade of Midwife.

23.181 Representatives of trade Unions have requested for the upgrading of the prescribed entry qualification requirement and have proposed that the MOH and QL should introduce a training course leading to a Diploma in Midwifery and Obstetrical Nursing which would enhance service delivery in this vital field. We concur with the proposal of the Union and are recommending, accordingly.

#### **Recommendation 57**

**23.182 We recommend that the Ministry of Health and Quality of Life considers the advisability of introducing a training course leading to a Diploma in Midwifery and Obstetrical Nursing for Trainee Midwife *formerly Student Midwife*.**

**Allowance for performing administrative duties in respect of dead body received/delivered at the Mortuary**

- 23.183 During the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services), i.e. before 0900 hours and after 1600 hours at the mortuary, the administrative duties in connection with dead bodies received/delivered are carried out by the Nursing staff.
- 23.184 Union members have submitted that these duties should be performed by the Administrative Assistant and Executive Officer (Health Services). Following discussion with the Management, the Bureau was informed that this issue will be tackled administratively. However, pending the administrative arrangement, we are maintaining the payment of this allowance.

**Recommendation 58**

- 23.185 We recommend the continued payment of an allowance of Rs 100 to the Nursing Staff for performing administrative duties in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services). The payment of this allowance should lapse once the administrative arrangement has been made.**

**Allowance to Nursing/Midwife Staff posted to Agalega Islands**

- 23.186 Presently, a monthly allowance of Rs 5000 is paid to Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery for providing round-the-clock coverage and for working over and above their normal working hours. This arrangement is being maintained and the quantum of the allowance is being revised as well.

**Recommendation 59**

- 23.187 We recommend that a monthly allowance of Rs 5250 be paid to Male Nursing Officers, Female Nursing Officers possessing Midwifery Certificates, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery posted to Agalega Islands for providing a 24-hour coverage and effectively working over and above their normal working hours.**

**Allowance to Nursing Officers and Charge Nurses at the Renal Dialysis Unit**

- 23.188 To cope with the increase in the number of patients requiring dialysis treatment, Nursing Staff are required to put in additional hours of work from 1700 hours to 2100 hours against payment of allowances. In the 2013 EOAC Report, On-Call and In-Attendance Allowances were introduced. Given that up to now, the Unit is not fully operational to provide dialysis services within normal working hours, we are maintaining the present arrangement and revising the quantum.



**Recommendation 60**

**23.189** We recommend that Charge Nurses, Nursing Officers and Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* who are required to put in additional hours of work at the Renal Dialysis Unit be paid allowance as hereunder:

Extra hours of work	Charge Nurses and Nursing Officers  (Rs)	Health Care Assistant/Senior Health Care Assistant (General) <i>formerly Health Care Assistant (General)</i> (Rs)
1700 hours to 1800 hours	185	130
1800 hours to 2100 hours	630	435

**23.190** We additionally recommend the payment of an On-Call Allowance of Rs 240 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit of each regional hospital who is required to be On-Call on weekdays and Saturdays from 2100 hours to 0900 hours the following day and Rs 685 for being On Call on Sundays or public holidays from 0700 hours to 0700 hours the following day.

**23.191** We also recommend that, when attending duty while being On-Call, the Nursing Officer or Charge Nurse should be paid an in-attendance allowance of Rs 275 per hour, inclusive of travelling time.

**23.192** We further recommend that the allowance should be paid on a *pro-rata* basis whenever the officer is required to work more than or less than the specified number of hours.

**Incremental credit for the Nursing Officer (Psychiatric)**

**23.193** Presently, appointment to the grade of Nursing Officer (Psychiatric) is made from among candidates who are fully registered as Mental Nurse.

**23.194** Representations have been made that officers in the grades of Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Psychiatric) (Male) and Ward Manager (Psychiatric) (Female) should be compensated on obtention of the Diploma in Mental Health Nursing. We have duly examined the issue and in order to induce officers to join the field of Psychiatry and provide dedicated service, we are making the appropriate recommendation.

**Recommendation 61**

**23.195 We recommend that officers in the grades of Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Psychiatric) (Male), and Ward Manager (Psychiatric) (Female) who possess the Diploma in Mental Health Nursing should be granted one increment at the point reached in their salary scale subject to the maximum salary of the respective grade.**

**Occupational Therapy Assistant****Physiotherapy Assistant**

23.196 During consultations, the staff side has reported that due to limited promotion prospects for officers at the lowest level of the cadre, many experienced officers are stagnating on the top salaries for years and this is causing a lot of frustration and demotivation, thus leading to an impediment to service delivery.

23.197 An analysis of the schemes of service of the first two levels has revealed quite a lot of overlapping of duties between the two grades. However, it has also been noted that there exists an element of supervision in the duties performed by the next level of officers.

23.198 Given that, in this Report, the Bureau is emphasizing on enhanced service delivery, a new mechanism has been devised to address the issue and we are recommending accordingly, so that the experience of the officers be gainfully and judiciously utilised by the organization.

**Recommendation 62**

**23.199 We recommend that officers in the grades of Occupational Therapy Assistant and Physiotherapy Assistant:**

**(a) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of Senior Occupational Therapy Assistant and Senior Physiotherapy Assistant respectively, up to salary point of Rs 33425 provided:**

**(i) they have been consistently efficient and effective in their performance during the preceding year; and**

**(ii) have not been adversely reported upon on ground of conduct.**

**(b) should in addition to their normal duties, be required to perform the duties and assume the responsibilities devolving upon the grades of Senior Occupational Therapy Assistant and Senior Physiotherapy Assistant respectively, once they have been allowed to move incrementally in the higher salary scale.**

**23.200** We further recommend that this should not preclude Occupational Therapy Assistants and Physiotherapy Assistants from being promoted to the respective grades of Senior Occupational Therapy Assistant and Senior Physiotherapy Assistant before they have reached the top of their respective salary scale or on vacancy arising in the latter grades.

**Bank Scheme for Health Care Assistant/Senior Health Care Assistant (General) formerly Health Care Assistant (General)**

**23.201** Under the Bank Scheme, Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* are employed on a sessional basis of four hours on weekdays, Sundays and public holidays in order to ensure efficient health service delivery. As this arrangement has proved to be effective, this provision is being maintained with a revised quantum.

**Recommendation 63**

**23.202** We recommend the payment of an all-inclusive allowance of Rs 505 per day session of four hours and Rs 580 per night session of four hours to Health Care Attendant/Senior Health Care Attendants (General) *formerly Health Care Assistants (General)* who work on sessions in Government Health Institutions.

**23.203** We additionally recommend that the allowance under the Bank Scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.

**Special Duty Allowance to Health Care Assistant/Senior Health Care Assistant (General) formerly Health Care Assistant (General) posted to the AIDS Unit**

**23.204** Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* posted to the AIDS Unit to carry out Needle Exchange Programme are paid a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale, pending the filling of the grade of Specialised Health Care Assistant. This provision is being maintained.

**Recommendation 64**

**23.205** We recommend that Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* posted to the AIDS Unit to carry out Needle Exchange Programme should continue to be paid a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale. The payment of this allowance should lapse with the filling of the vacancies in the grade of Specialised Health Care Assistant.

**Risk Allowance**

**23.206** Officers in certain grades who work in close and constant contact with mental patients, TB patients and drug addicts are paid a risk allowance equivalent to one and a half increments at the initial of their respective salary scale. There have been representations from many union members for the extension of the payment of risk

allowance to officers in other grades in the health sector as they are also exposed to such situations. The Bureau has studied the issue and has come to the conclusion that the Ministry should conduct a risk assessment exercise as per provision made in Chapter on Risk, Insurance and Compensation of Volume 1 of this Report to determine the degree of risk to which incumbents are exposed while performing these duties. However, we are maintaining the present payment of allowances to those already eligible.

## **Recommendation 65**

**23.207 We recommend the continued payment of a risk allowance equivalent to one and a half increments at the initial of their salary scale to officers, listed below, working in close and constant contact with mental patients, TB patients and drug addicts:**

- (i) Trainee Nurse *formerly Student Nurse*, Nursing Officer, Nursing Officer (Psychiatric), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Male), Ward Manager (Female);
- (ii) Nursing Supervisor, Nursing Administrator and Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* posted to the Poudre d'Or Hospital and the Brown Sequard Mental Health Care Centre;
- (iii) Occupational Therapy Assistant and Senior Occupational Therapy Assistant posted to the Brown Sequard Mental Health Care Centre;
- (iv) Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)* posted to the AIDS Unit, pre-natal and post-natal wards;
- (v) Nursing staff working at the detainees ward at J. Nehru Hospital, Harm Reduction Unit, SAMU, Psychiatric wards at Regional Hospitals;
- (vi) Nursing staff carrying out the Needle Exchange Programme, Methadone Treatment and Outreach activities at the AIDS Unit; and
- (vii) Officers of the Nursing Officer and Midwifery cadres posted to the pre-natal, labour and post-natal wards.

**Shift/Staggered**

23.208 Incumbents in the grades listed below are required to work either on shift or at staggered hours. **This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

Shift	Staggered
Health Care Assistant (Haemodialysis)	Blood Bank Assistant/Senior Blood Bank Assistant <i>formerly Blood Bank Assistant</i>
Health Care Assistant/Senior Health Care Assistant (General) <i>formerly Health Care Assistant (General)</i>	Blood Bank Officer
Midwife	Senior Blood Bank Officer
Senior Midwife	Senior Specialised Nurse
Nursing Officer	Specialised Nurse
Nursing Officer (Psychiatric)	Specialised Health Care Assistant
Charge Nurse (Male)	
Charge Nurse (Female)	
Charge Nurse (Psychiatric) (Male)	
Charge Nurse (Psychiatric) (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	
Permanencier/Senior Permanencier	

**Refund of Vacation Leave and Casual Leave**

23.209 Presently, officers of the Nursing Officer cadre are allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. The officers are refunded the accumulated vacation and casual leaves at the rate of 1/30 of their monthly salary per day at the time of retirement, if they opt to work during the excess accumulated leave.

23.210 Union members have submitted that the refund of such leaves be effected on a yearly basis to enable them to benefit from an early payment. We have examined the issue and we are of the view that refund of the accumulated vacation leaves should be at the time of retirement whereas that of unutilised casual leave would be on a yearly basis. We are, thus, recommending accordingly.

**Recommendation 66**

**23.211 We recommend that, until the publication of the next Report, officers of the Nursing Officer cadre be allowed to continue to accumulate their vacation leave over and above their authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement.**

**23.212** We further recommend that, with effect from 01 January 2016 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, officers of the Nursing Officer cadre be allowed to accumulate their casual leave not taken and such leave should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year.

**23.213** We, however, recommend that officers of the Nursing Officer cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of 1/30 of the last monthly salary per day at the time of retirement.

#### Compensation for work on Public Holidays falling on Night Shift

#### Recommendation 67

**23.214** We recommend that the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.

#### NURSING GROUP SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director, Nursing
09 077 092	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b> Deputy Director, Nursing
09 073 089	<b>Rs 43850 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Regional Nursing Administrator
09 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Nursing Administrator (Female) Nursing Administrator (Male)
09 063 079	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Nursing Supervisor (Female) Nursing Supervisor (Male)

Salary Code	Salary Scale and Grade
09 058 075	<b>Rs 28625 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 46900</b> Ward Manager (Female) Ward Manager (Male)
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 –37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Charge Nurse (Female) Charge Nurse (Male)
09 037 069	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b> Nursing Officer
09 026 028	<b>Rs 13790 x 260 – 14050 x 275 – 14325</b> Trainee Nurse <i>formerly Student Nurse</i>
09 077 092	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b> Head, School of Nursing
09 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Principal Nurse Educator
09 067 084	<b>Rs 36200 x 925 –37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325</b> Senior Nurse Educator
09 062 077	<b>Rs 31725 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 49950</b> Nurse Educator
09 067 084	<b>Rs 36200 x 925 –37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325</b> Senior Midwife Educator
09 062 077	<b>Rs 31725 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 49950</b> Midwife Educator Principal Public Health Nursing Officer

Salary Code	Salary Scale and Grade
09 057 075	<b>Rs 27850 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 46900</b> Senior Public Health Nursing Officer
09 050 073	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 –37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Public Health Nursing Officer
09 058 076	<b>Rs 28625 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 48425</b> National Dialysis Co-ordinator
09 028 062	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 31725</b> Health Care Assistant (Haemodialysis)
09 057 075	<b>Rs 27850 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 46900</b> Chief Midwife
09 054 073	<b>Rs 25525 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 43850</b> Principal Midwife
09 047 069	<b>Rs 21000 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 –37125 x 1225 – 38350</b> Senior Midwife (shift)
09 045 066	<b>Rs 20050 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 –35275</b> Senior Midwife (Personal)
09 033 064	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 –33425</b> Midwife
09 026 028	<b>Rs 13790 x 260 – 14050 x 275 – 14325</b> Trainee Midwife <i>formerly Student Midwife</i>



Salary Code	Salary Scale and Grade
09 058 075	<b>Rs 28625 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 46900</b> Ward Manager (Psychiatric) (Female) Ward Manager (Psychiatric) (Male)
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 –37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Charge Nurse (Psychiatric) (Female) Charge Nurse (Psychiatric) (Male)
09 037 069	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 –36200 QB 37125 x 1225 – 38350</b> Nursing Officer (Psychiatric)
09 058 075	<b>Rs 28625 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 46900</b> Harm Reduction Coordinator Senior Specialised Nurse Senior Specialised Nurse (Diabetes)
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 43850</b> Specialised Nurse (Diabetes) Specialised Nurse (Diabetes Foot Care)
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 –37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Specialised Nurse
09 063 079	<b>Rs 32500 x 925 –37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Health Promotion Officer/Senior Health Promotion Officer
09 040 065	<b>Rs 18075 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Specialised Health Care Assistant
09 056 073	<b>Rs 27075 x 775 – 32500 x 925 –37125 x 1225 – 40800 x 1525 – 43850</b> Senior Blood Bank Officer

Salary Code	Salary Scale and Grade
09 042 069	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b> Blood Bank Officer
09 027 064	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Blood Bank Assistant/Senior Blood Bank Assistant <i>formerly Blood Bank Assistant</i>
09 050 068	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125</b> Principal Permanencier
09 040 065	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Permanencier/Senior Permanencier
09 028 064	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Health Care Assistant/Senior Health Care Assistant (General) <i>formerly Health Care Assistant (General)</i>
09 040 065	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Occupational Therapy Assistant Senior Physiotherapy Assistant
09 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Occupational Therapy Assistant Physiotherapy Assistant
09 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b> Podiatrist

## MEDICAL AUXILIARIES GROUP

23.215 The Medical Auxiliaries Group forms part of the Health Class and consists of grades that provide supporting services to medical and paramedical groups, which are essential to the operation of both curative and preventive medical and health services.

### **Allowance to Health Surveillance Officers and Senior Health Surveillance Officers**

23.216 Officers of the Health Surveillance cadre are presently paid an all-inclusive allowance of Rs 260 per day for attending work on Sundays and public holidays to dispense anti-malaria drugs and/or monitor malaria positive cases. Given the importance of monitoring malaria cases so as to limit its outbreak at national level, the officers of the Health Surveillance cadre have requested for a substantial increase in the quantum of the allowance as very often they have to attend to several cases which cover a whole day. We have analysed the issue and we are making the relevant provision.

### **Recommendation 68**

**23.217 We recommend that an all-inclusive allowance of Rs 335 per day be paid to Health Surveillance Officers and Senior Health Surveillance Officers who are required to attend work on Sundays and public holidays to dispense anti-malaria drugs and/or monitor malaria positive cases.**

### **Senior Medical Imaging Assistant (on shift) (New Grade)**

#### **Senior Medical Imaging Assistant**

23.218 At present, appointment to the grade of Senior Medical Imaging Assistant is made by selection from among officers in the grades of Medical Imaging Assistant who reckon at least five years' service in a substantive capacity and Medical Imaging Assistant (on shift) who reckon at least 5 years' service in a substantive capacity or an aggregate of five years' service in a substantive capacity in the grades of Medical Imaging Assistant and Medical Imaging Assistant (on shift). During consultations, staff representatives have submitted that appointment to the grade of Senior Medical Imaging Assistant should be made by promotion, on the basis of experience and merit, in order to provide a career path and to be fair and equitable. We have duly examined the request and we are making the appropriate provision in order not to debar officers presently eligible to be appointed as Senior Medical Imaging Assistant.

### **Recommendation 69**

**23.219 We recommend:**

- (i) the creation of the grade of Senior Medical Imaging Assistant (on shift) on the establishment of the MOH and QL. Appointment thereto, should be made by selection from among officers in the grade of Medical Imaging Assistant (on shift) reckoning at least five years' service in a substantive capacity in the grade;**

- (ii) that, in future, appointment to the grade of Senior Medical Imaging Assistant should be by selection from among officers in the grade of Medical Imaging Assistant (Personal) reckoning at least five years' service in a substantive capacity in the grade; and
- (iii) that the scheme of service of the grade of Principal Medical Imaging Assistant be amended such that, in future, appointment be made by selection from among officers in the grades of Senior Medical Imaging Assistant (on shift) who reckon at least four years' service in a substantive capacity in the grade and Senior Medical Imaging Assistant who reckon at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in a substantive capacity in the grades of Senior Medical Imaging Assistant (on shift) and Senior Medical Imaging Assistant.

**Allowance to Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift)**

23.220 Given that a proper shift system has not been implemented for officers of the Medical Imaging Assistant cadre, the latter are paid the In-Attendance Allowance for working beyond normal hours. In the context of this Report, union members have submitted that the quantum of the allowances should be reviewed to reflect the efforts put in by them after normal working hours. After a careful analysis, the Bureau is reviewing the mode of compensation, in line with the policy of harmonisation of allowances for work after normal working hours.

**Recommendation 70**

23.221 We recommend that officers in the grades of Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift) who are required to work beyond normal working hours on weekdays, Saturdays, Sundays and public holidays should be compensated at the normal hourly rate at the salary point reached in the respective salary scale for the additional hours put in.

23.222 We further recommend that the payment of this allowance should lapse with the implementation of a proper shift system in this cadre.

**Senior Linen Health Officer *formerly Senior Linen Officer***

**Linen Health Officer *formerly Linen Officer***

23.223 During submissions, the staff side has represented that due to very meagre promotion prospects for officers at the lowest level of the cadre, many experienced officers are stagnating on the top salary for several years and enduring a lot of frustration and demotivation which is impeding service delivery.

- 23.224 An analysis of the schemes of service of the first two levels has revealed quite a lot of overlapping duties between the two grades. However, it has also been noted that there exists an element of supervision in the duties performed by the next level officers.
- 23.225 Given that the Bureau is emphasising on service delivery in this Report, a new mechanism has been devised to address the issue and we are recommending accordingly, so that the experience acquired by the officers be gainfully and judiciously utilised by the organisation. We are also restyling the grade to a more appropriate job appellation, commensurate with the nature of duties performed.

### **Recommendation 71**

- 23.226 We recommend that the grades of Linen Officer be restyled to Linen Health Officer and that of Senior Linen Officer to Senior Linen Health Officer.
- 23.227 We further recommend that officers in the grade of Linen Health Officer *formerly Linen Officer*:
- (a) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of Senior Linen Health Officer *formerly Senior Linen Officer* up to the salary point of Rs 29400 provided:
    - (i) they have been consistently efficient and effective in their performance during the preceeding year; and
    - (ii) have not been adversely reported upon on ground of conduct;
  - (b) should, in addition to their normal duties, be required to perform the duties and assume the responsibilities devolving upon the grade of Senior Linen Health Officer *formerly Senior Linen Officer* once they have been allowed to move incrementally in the higher salary scale.
- 23.228 We also recommend that this arrangement should not preclude Linen Health Officers *formerly Linen Officers* from being promoted to the grade of Senior Linen Health Officer *formerly Senior Linen Officer* before they have reached the top of their salary scale or on vacancy arising in the latter grade.

**Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male)**

*formerly Psychiatry Rehabilitation and Welfare Officer*

**Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female)**

*formerly Psychiatry Rehabilitation and Welfare Officer*

23.229 The Male and Female Psychiatry Rehabilitation and Welfare Departments have been reported to be functioning in two separate components as per their nature of work. Consequently, representations have been made to the Bureau that in order to meet the needs and conveniences of both the male and female psychiatric patients, there should be two separate grades of Psychiatry Rehabilitation and Welfare Officer (Male) and Psychiatry Rehabilitation and Welfare Officer (Female). Given the sensitiveness of the issue, the Bureau is agreeable to the request of having two separate grades to provide a career path to incumbents as well as increasing their interest further in the field of Psychiatry for the benefit of the psychiatric patients.

**Recommendation 72**

**23.230 We recommend that the grade of Psychiatry Rehabilitation and Welfare Officer be restyled Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) and Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female), respectively.**

**Risk Allowance**

23.231 Generally, a risk allowance equivalent to one and a half (1½) increments at the initial of salary scale is paid to officers in certain grades in the health sector who work in close and constant contact with mental patients, T.B patients and drug addicts. There have been representations from many union members for the extension of the payment of risk allowance to officers in other grades in the health sector as they are also exposed to such situations. The Bureau has studied the issue and has come to the conclusion that every organisation should conduct a risk assessment exercise to determine the grades which are really exposed to such hazards. We are, however, maintaining the payment of this allowance to those grades who are already entitled to same.

**Recommendation 73**

**23.232 We recommend that officers in the grades of Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) formerly Psychiatry Rehabilitation and Welfare Officer and Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) formerly Psychiatry Rehabilitation and Welfare Officer working in close and constant contact with mental patients, T.B patients and drug addicts be paid a Risk Allowance equivalent to one and a half (1½) increments at the initial salary point in their respective salary scale.**

**Shift/Roster/Staggered**

23.233 Below is a list of officers who are required to work either on shift, roster or staggered hours. This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.

Shift	Roster	Staggered
Medical Imaging Assistant (on shift) Senior Medical Imaging Assistant (on shift) (New Grade)	Dental Assistant (Roster – day and night) Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) <i>formerly Psychiatry Rehabilitation and Welfare Officer</i> Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) <i>formerly Psychiatry Rehabilitation and Welfare Officer</i> Senior Dental Assistant (Roster – day and night)	Community Health Care Officer Community Health Development Motivator Community Health Rehabilitation Officer Motivator (Community Health) Senior Community Health Rehabilitation Officer <i>formerly Supervisor, Community Health Rehabilitation Officer</i>

**MEDICAL AUXILIARIES GROUP  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
09 051 069	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Principal Dental Assistant
09 045 064	<b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Senior Dental Assistant (Roster – day and night) <i>formerly Senior Dental Assistant (Roster)</i>

Salary Code	Salary Scale and Grade
09 043 062	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Senior Dental Assistant <i>formerly Senior Dental Assistant (Personal)</i>
09 028 062	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Dental Assistant (Roster – day and night) <i>formerly Dental Assistant (Roster)</i>
09 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Dental Assistant <i>formerly Dental Assistant (Personal)</i>
09 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Principal Community Health Care Officer
09 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Senior Community Health Care Officer
09 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Community Health Care Officer
09 049 066	<b>Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Senior Community Health Rehabilitation Officer <i>formerly Supervisor, Community Health Rehabilitation Officer</i>
09 029 063	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Community Health Rehabilitation Officer
09 050 068	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125</b> Principal Medical Imaging Assistant
09 043 065	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Medical Imaging Assistant (on shift) (New Grade)



Salary Code	Salary Scale and Grade
09 040 062	<b>Rs 18075 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 31725</b> Senior Medical Imaging Assistant
09 025 060	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 30175</b> Medical Imaging Assistant (on shift)
09 024 058	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 28625</b> Medical Imaging Assistant (Personal)
09 049 064	<b>Rs 21950 x 625 – 23200 x 775 – 32500 x 925 –33425</b> Principal Health Surveillance Officer
09 035 060	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 30175</b> Senior Health Surveillance Officer
09 019 056	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 27075</b> Health Surveillance Officer
09 035 060	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 30175</b> Senior Community Health Development Motivator
09 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 27075</b> Community Health Development Motivator Motivator (Community Health)
09 040 067	<b>Rs 18075 x 375 – 19575 x 475 –21950 x 625 – 23200 x 775 – 32500 x 925 –36200</b> Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) <i>formerly Psychiatry Rehabilitation and Welfare Officer</i> Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) <i>formerly Psychiatry Rehabilitation and Welfare Officer</i>

Salary Code	Salary Scale and Grade
09 049 064	<b>Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Senior Supervisor, Rodent Control
09 035 060	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Supervisor, Rodent Control
09 019 056	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Assistant Supervisor, Rodent Control
09 035 060	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Senior Linen Health Officer <i>formerly Senior Linen Officer</i>
09 019 056	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Linen Health Officer <i>formerly Linen Officer</i>

### HEALTH RECORDS GROUP

- 23.234 The main objectives of the Health Records Group is to maintain medical records of patients' medical history in a standardized, professional and confidential manner, while at the same time, promoting quality patient care. Officers of the Health Records Group who are the frontliners of the health services, are the first contact for patients attending public health institutions. They also provide a round the clock service.
- 23.235 At present, the organization structure of the Health Records Department comprises officers in the grades of Chief Health Records Officer, Principal Health Records Officer, Senior Health Records Officer, Health Records Officer, Senior Health Records Clerk, and Health Records Clerk/ Higher Health Records Clerk.
- 23.236 In the context of the present review exercise, the Ministry of Health and Quality of Life (MOH and QL) has apprised the Bureau that due to the increasing use of high technology, there is need to prepare for a shift from the manual keeping of records to managing a proper E-Health Information System in respect of data on patients, diseases, and attendances. In view of the above, the organization structure of the Health Records Department should be reviewed such that the cadre can make optimum use of computer technology to process records and data for meaningful information.

- 23.237 It is observed that the Ministry of Health and Quality of Life has already embarked on an E-Health Project which will be completed in the near future. For the transition from a manual system to a fully automated system to be effective and the impending future e-health environment, the records department will need to shift from a paper based medical record keeping to the automated management of health information. To enable this, officers in the Health Records Clerk cadre would require adequate knowledge in anatomy and physiology, pathological tests, radiological examination, medical terminology, understanding of diseases, information technology and basic statistical knowledge.
- 23.238 Considering the vision of the Ministry coupled with the main theme of this Report which is geared towards the provision for an enhanced service delivery to meet citizen's needs and non-citizen's needs as well as other stakeholders demands, we are reviewing the structure of the Health Records Department. We are providing a few new grades, while at the same time, bringing corrective measures to address strong representations made by the Unions of the Health Records Clerk cadre pertaining to the difficulties encountered by the present merger of the grades of Health Record Clerk and Higher Health Records Clerk.

#### **Health Records Technician (New Grade)**

- 23.239 With the implementation of the E-Health Project in the near future, there would be a need to prepare for a shift in the manual keeping of records to managing a proper e-health information system in respect of data on patients, diseases, attendances at service department and related statistics. We are, therefore, providing for a new grade of Health Records Technician who would be dedicated wholly to clinical coding and statistical recording.

#### **Recommendation 74**

- 23.240 We recommend the creation of a grade of Health Records Technician on the establishment of the Ministry of Health and Quality of Life. Appointment, thereto, should be made by selection from among Senior Health Records Clerks possessing a Certificate in Health Information Management and Clinical Coding from the Mauritius Institute of Health.**
- 23.241 Incumbent would be responsible to the Chief Health Records Officer or any other officer designated by him for the surveillance of diseases, provision of health service activity returns and carrying out clinical coding, among others, through the collection of accurate daily ward statements and patient files from wards; collection and compilation of data from data providers; and validation of data by establishing sound working relationships with data providers. He would further be responsible for the assignment of appropriate codes to diseases, operations, procedures and encounters with health services according to coding manuals in place; marking of patient files with the appropriate clinical codes; updating and maintenance of computer files and keeping back ups on electronic data; and keeping and maintenance of a Master Computerised Disease Register and other patient-related databases.

**Health Records Clerk/Higher Health Records Clerk**

- 23.242 Prior to the publication of the 2013 PRB Report, the grades of Health Records Clerk and Higher Health Records Clerk existed as two distinct grades at the Health Records Department. However, both grades were subsequently merged and restyled in the 2013 PRB Report, to Health Records Clerk/Higher Health Records Clerk, and the scheme of service has been amended, accordingly.
- 23.243 It has been represented that prior to the merger, the Higher Health Records Clerk was recognized by the Health Records Clerk as a senior officer to ensure some supervision, monitoring and control of work. With the merging, the former Higher Health Records Clerk has to cover night duty on a roster system that equally applies to Health Records Clerk/Higher Health Records Clerk. The fact that supervision is not being recognised has bred resentment and frustration among the senior officers.
- 23.244 During consultative meetings, in the context of the present review exercise, the Unions of the Health Records Clerk cadre have vehemently represented and unanimously voted through an opinion survey conducted by the Unions among their members, for a demerger of the grade of Health Records Clerk/Higher Health Records Clerk into two distinct grades as they existed prior to the 2013 PRB Report which in the present structure/arrangement would ensure proper supervision during night service.
- 23.245 We have analysed the representation and considering that the merged grades is ineffective and is impeding effective service delivery, we are recommending corrective measures to address the situation.

**Recommendation 75****23.246 We recommend that:**

- (i) the grade of Health Records Clerk/Higher Health Records Clerk on the establishment of the Ministry of Health and Quality of Life be demerged into two distinct grades of Health Records Clerk and Higher Health Records Clerk;
- (ii) in future appointment to the grade of Higher Health Records Clerk should be made by promotion on the basis of experience and merit of officers in the grade of Health Records Clerk reckoning at least five years' service in a substantive capacity in the grade or an aggregate of five years' service in the merged grade of Health Records Clerk/Higher Health Records Clerk and having successfully undergone six months on-the-job training in Health Records Work.
- (iii) the schemes of service be re-amended to segregate the duties and level of responsibilities that would henceforth be devolving upon incumbents in the grades of Health Records Clerk and Higher Health Records Clerk, respectively;

- (iv) with the creation of the grade of Supervisor, Operation Support Services who would assume the overall responsibility for making transport arrangements for patients, the schemes of service for the Health Records Clerk cadre be amended to waive the duties relating to filling of log books and making transport arrangements for patients. However, pending the filling of the post of Supervisor, Operation Support Services, the present arrangement should be maintained.
- (v) officers in the grades of Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk* in post as at 01.01.2016 who have already moved in the salary scale of the higher post by virtue of the merger be exceptionally allowed to draw their converted salary point in the Master Salary Scale.

### Shift Work and Night Duty Allowance

23.247 With a view to provide for a round the clock service, officers in the grades of Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk* are required to work on a shift basis. This element has been taken into consideration in determining the recommended salaries of the grades.

23.248 At present, officers in the grades of Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk* who effectively work on a night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period. We are maintaining the present arrangement.

### Recommendation 76

23.249 We recommend that Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk* who effectively work on a night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period.

### HEALTH RECORDS GROUP SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 072 085	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950</b> Chief Health Records Officer
09 065 080	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Principal Health Records Officer

Salary Code	Salary Scale and Grade
09 051 073	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Health Records Officer
09 048 071	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Health Records Technician (New Grade)
09 048 070	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Health Records Officer
09 046 067	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Health Records Clerk
09 044 065	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Higher Health Records Clerk <i>formerly Health Records Clerk/Higher Health Records Clerk (officers in the grade of Higher Health Records Clerk in post as at 31.12.12)</i>
09 030 063	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Health Records Clerk <i>formerly Health Records Clerk/Higher Health Records Clerk (officers in the grade of Health Records Clerk in post as at 31.12.12)</i>

## **MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP**

- 23.250 The provision of technical support to the medical profession at the Ministry of Health and Quality of Life is ensured by officers in the paramedical sectors which comprises Laboratory Services, Radiography and Radiotherapy, Physiotherapy, Occupational Therapy, Speech Therapy Services and Orthopaedic Appliances and Surgical Instruments Workshop Units.

### **Principal Medical Laboratory Technologist**

- 23.251 In our previous Reports, we recommended that appointment to the grade of Principal Medical Laboratory Technologist should be made, as from 01 July 2013, from among Senior Medical Laboratory Technologist possessing a Degree in Bio-Medical Science. Since many of the Senior Medical Laboratory Technologists had not yet completed the degree, this recommendation was deferred until such time the Ministry of Health and Quality of Life could deem it appropriate to amend the qualifications requirements.
- 23.252 In the 2013 PRB Report, a Qualification Bar (QB) was inserted in the salary scale of the grade of Principal Medical Laboratory Technologist, progression beyond which would be subject to the obtention of the Degree in Bio-Medical Science. However, in the wake of the EOAC Report 2013, the QB has been retrieved from the salary scale thus allowing unqualified officers to move incrementally beyond the QB salary. Those officers who are qualified felt that their efforts and sacrifices have not been compensated.
- 23.253 On the other hand, allowing both qualified and non qualified officers to draw the same salary is technically incorrect and might give rise to justified claims for redress before the tribunal. For all these reasons, the Bureau is reinserting the QB in the salary scale of the grade of Principal Medical Laboratory Technologist.

### **Recommendation 77**

- 23.254 **We recommend that, in future, progression beyond the QB in the salary scale of Principal Medical Laboratory Technologist should be subject to the obtention of a Degree in Bio-Medical Science.**
- 23.255 **We also recommend that officers in the grade of Principal Medical Laboratory Technologist who, as at 01.01.2016, have already crossed the QB provided in the salary scale of the grade, though not possessing the required degree, their salary point should be converted to the corresponding salary point to be read in the Master Salary Scale.**
- 23.256 **We further recommend that any progression beyond the revised converted salary should be subject to the obtention of the degree in Bio-Medical Science.**

### Service during Nights, Weekends and Public Holidays

23.257 At present, officers in the grades of Medical Laboratory Technologist/Senior Medical Laboratory Technologist who continue to work in a pattern of 'in-attendance', beyond their normal working week in order to provide a 24-hour service during nights, Weekends and public holidays, are paid 'In-Attendance' Allowances, as hereunder:

Period	"In-Attendance" Allowance (Rs)
<b>Weekdays</b>	
1600 hours to 2200 hours	1000
2200 hours to 0900 hours the following day	1800
<b>Saturdays</b>	
1200 hours to 2200 hours	1600
2200 hours to 0900 hours the following day	1800
<b>Sundays and public holidays:</b>	
0900 hours to 1600 hours	1000
1600 hours to 2200 hours	1000
2200 hours to 0900 hours the following day	1800

23.258 We are, in this Report, reviewing the mode of computation of this coverage allowance.

### Recommendation 78

**23.259 We recommend that, pending the implementation of a proper shift system, officers in the Medical Laboratory Technologist cadre, who are effectively required to work beyond their normal working week in order to provide a 24-hour service during nights, weekends and public holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scales, for every additional hour put in.**

### Bank Medical Laboratory scheme

23.260 The Ministry of Health and Quality of Life runs a bank scheme for Medical Laboratory Technologists, to palliate for short term absences of officers and also to cater for the increase in work load in the Medical Laboratories. At present, retired officers of the Medical Laboratory Technologist cadre as well as qualified persons from outside the service, who are employed on a sessional basis to provide assistance to the officers of the Medical Laboratory Technologist cadre in Government Health Institutions, are paid an allowance of Rs 750 per day session of four hours and Rs 850 per night session of four hours. As this bank scheme will continue we are maintaining same.



**Recommendation 79**

- 23.261 We recommend that retired officers of the Medical Laboratory Technologist cadre as well as qualified persons from outside the service who are employed on a sessional basis to give assistance to officers of the Medical Laboratory Technologist cadre in Government Health Institutions, should continue to be paid an allowance of Rs 750 for day session of four hours and Rs 850 for night session of four hours.**
- 23.262 We further recommend that the allowances under the bank scheme should be paid on pro-rata basis whenever the officer is required to work beyond or less than the specified number of hours.**

**Emergency Service in Microbiology****Bacteriology/Malaria (Sundays and Public Holidays)**

- 23.263 At present, Medical Laboratory Technologist/Senior Medical Laboratory Technologist who attend work at the Microbiology Section, over and above their normal working week, on Sundays and public holidays from 0900 hours to noon are paid an allowance of Rs 400. We are maintaining the payment of the existing allowance.**

**Recommendation 80**

- 23.264 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists who are required to attend work at the Microbiology Section, over and above their normal working week on Sundays and public holidays from 0900 hours to noon should continue to be paid an allowance of Rs 400.**

**Should the officer be required to work beyond noon, these allowances should continue to be paid on pro-rata basis.**

**Blood Donor Service****Blood Transfusion/Virology (Sundays and Public Holidays)**

- 23.265 Medical Laboratory Technologist/Senior Medical Laboratory Technologist who are required to attend the Blood Transfusion/Virology Section on Sundays and public holidays from 0900 hours to noon, over and above their normal working week, are presently paid an allowance of Rs 400. The present arrangement is being maintained.**

**Recommendation 81**

- 23.266 We recommend that the allowances payable to Medical Laboratory Technologist/Senior Medical Laboratory Technologists for attending work at the Blood Transfusion/Virology Section over and above their normal working week, on Sundays and public holidays from 0900 hours to noon, be maintained at Rs 400.**

**23.267 However, whenever an officer is required to work beyond noon, these allowances should continue to be paid on pro-rata basis.**

### **Blood Donor Coordinator**

23.268 The Blood Donor Coordinator is responsible for organising and delivering educational meetings and talks, lectures and sensitization campaigns on blood donation/collection related issues after normal office hours, during week ends and public holidays. In the exercise of his function, he is required to travel extensive mileage, to perform his duties.

23.269 At present, incumbent is paid a monthly allowance of Rs 3800 for working after normal working hours, during weekends and public holidays. He has therefore, requested for an additional allowance to cater for the extensive wear and tear of his personal car. We have analysed the request and are recommending, accordingly.

### **Recommendation 82**

**23.270 We recommend that the monthly allowance payable to the Blood Donor Coordinator for carrying out sensitization campaigns on blood donation/collection after normal working hours, during weekends and public holidays be maintained at Rs 3800.**

**23.271 We further recommend the payment of an additional compensation of Rs 800 per month to the Blood Donor Coordinator to cater for the additional expenditure incurred in the maintenance of his car used for performing extensive official travelling.**

### **Dr Yves Cantin Community Hospital**

#### **Meal Allowance**

23.272 At present, an all-inclusive daily allowance of Rs 225 in lieu of meals is paid to Medical Laboratory Technologist/Senior Medical Laboratory Technologist who, after a night service, have to attend Dr Yves Cantin Community Hospital the following day, where they are not provided with meals and/or where such facilities are not available. The present arrangement is maintained.

### **Recommendation 83**

**23.273 We recommend that, Medical laboratory Technologist/Senior Medical Laboratory Technologists who, after a night service, have to attend to Dr Yves Cantin Community Hospital the following day, where they are not provided with meals and/or where such facilities are not available, should continue to be paid a daily meal allowance of Rs 260.**

### **Radiography Services**

23.274 The X-Ray Department provides two distinct services, namely the Therapeutic Radiography and the Diagnostic Radiography Services.

23.275 In the context of the previous review exercise, the MOH&QL had apprised the Bureau that it was in the process of running a training programme leading to a Diploma in Radiotherapy and Radiography for Student Radiation Therapist and Student Medical Imaging Technologist. For all other officers of the Radiation Therapist and the Medical Imaging Technologist cadres, top up training programmes leading to a Diploma in Radiotherapy and Radiography were to be mounted. In view of the foregoing, we provided for a Qualification Bar (QB) in the respective salary scales, as appropriate, progression beyond which is subject to obtention of the Diploma qualifications. **We are maintaining the existing provision.**

#### **Recommendation 84**

23.276 **We again recommend that progression beyond the QB in the respective salary scales for the grades as mentioned, hereunder:**

**Radiation Therapist**

**Senior Radiation Therapist**

**Medical Imaging Technologist and**

**Senior Medical Imaging Technologist**

**should be subject to the obtention of the Diploma in Radiotherapy or the Diploma in Radiography.**

23.277 **We further maintain that the Ministry of Health and Quality of Life should make the necessary arrangements for the enlistment of Student Medical Imaging Technologists, Student Radiation Therapists as well as other officers of the Medical Imaging Technologist and Radiation Therapist cadres of the Ministry and the Rodrigues Regional Assembly to follow top up training programmes leading to a Diploma in Radiography and Radiotherapy.**

#### **Risk Allowance to officers of the Radiation Therapist cadre**

23.278 Officers of the Radiation Therapist cadre are presently paid a risk allowance equivalent to one and a half increments at the initial of their respective salary scales for working in a high energy radiation risk area. **We recommend that the existing provision be maintained.**

#### **Bank Radiation Therapist**

23.279 Retired officers previously in the grade of Radiation Therapists recruited under the Bank Scheme of Radiation Therapist are paid an all-inclusive allowance of Rs 610 per day session of three hours and Rs 710 per night session of three hours.

#### **Recommendation 85**

23.280 **We recommend that retired officers in the grade of Radiation Therapists recruited under the Bank Scheme of Radiation Therapist be paid an all-inclusive allowance of Rs 610 per day session of three hours and Rs 710 per night session of three hours.**

### Service during Nights, Weekends and Public Holidays

23.281 Officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist who are required to work beyond their normal working hours in order to provide 24-hours coverage during nights, weekends and public holidays are presently paid "In-Attendance" Allowances, as hereunder:

<b>"In-Attendance" Allowance</b>		
<b>Period</b>	<b>Medical Imaging Technologist Rs</b>	<b>Senior Medical Imaging Technologist Rs</b>
<b>Weekdays</b> <i>1600 hours to 2200 hours</i> <i>2200 hours to 0900 hours the following day</i>	580	930
	1050	1700
<b>Saturdays</b> <i>1200 hours to 2200 hours</i> <i>2200 hours to 0900 hours the following day</i>	970	1500
	1050	1700
<b>Sundays and Public Holidays</b> <i>0900 hours to 1600 hours</i> <i>1600 hours to 2200 hours</i> <i>2200 hours to 0900 hours the following day</i>	580	930
	580	930
	1050	1700

We are in this Report, reviewing the mode of computation of this coverage allowance.

### Recommendation 86

23.282 We recommend that, pending the implementation of proper shift system, officers in the Medical Imaging Technologist cadre, who are effectively required to work beyond their normal working week in order to provide 24 hour service during nights, weekends and public holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scales, for every additional hour put in.

### Risk Allowance to Medical Imaging Technologist posted at Chest Clinic

23.283 At present, Medical Imaging Technologists and Senior Medical Imaging Technologist who are posted at the Chest Clinic and Poudre D'or Hospital are paid a risk allowance equivalent to one and a half increments (1½) at the initial of their respective salary scales as they work in close contact with mental patients, T. B. Patients and drug addicts. We are maintaining the present provision.

**Recommendation 87**

**23.284 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologist who are posted at the Chest Clinic and Poudre D'or Hospital should continue to be paid a risk allowance equivalent to one and half increments (1½) at the initial of their respective salary scales as they work in close contact with mental patients, TB patients and drug addicts.**

**X-Ray of Dead Bodies**

23.285 At present officers of the Medical Imaging Technologist cadre who are required to carry out X-Ray examinations of dead bodies which are quite often, in a fairly advanced state of decomposition are paid an allowance of Rs 245 per case. We are maintaining the payment of this allowance.

**Recommendation 88**

**23.286 We recommend that the allowance paid to officers of the Medical Imaging Technologist cadre for carrying out X-Ray examinations of dead bodies which are in a state of advanced decomposition should continue to be Rs 245 per case.**

**Radiation Protection Duties**

23.287 Senior Medical Imaging Technologists who are required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted, are paid a monthly allowance of Rs 820. We are maintaining this allowance.

**Recommendation 89**

**23.288 We recommend that the monthly allowance paid to Senior Medical Imaging Technologist who are required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted should continue to be Rs 820 monthly.**

**Bank Medical Imaging Technologist**

23.289 To palliate for short term absences of officers in the Medical Imaging Technologist cadre and also to cater for an increase in work load, the Ministry of Health and Quality of Life runs a Bank Scheme whereby retired officers of the Medical Imaging Technologist cadre are made to serve on a sessional basis for which, they are presently paid an all-inclusive allowance of Rs 610 per day session of three hours and Rs 710 per night session of three hours. We are maintaining the existing arrangement.

**Recommendation 90**

**23.290 We recommend that retired officers of the Medical Imaging Technologist cadre who are employed to serve on a sessional basis under the Bank Scheme be paid an all-inclusive allowance of Rs 610 per day session of three hours and Rs 710 per night session of three hours.**

**23.291 We further recommend that the allowances under the bank scheme should be paid on a pro-rata basis whenever the officer is required to work beyond or less than the specified number of hours.**

#### **Dr Yves Cantin Community Hospital**

23.292 At present, officers of the Medical Imaging Technologist cadre who after a night service at the main hospital have to attend duty the following day at Dr Yves Cantin Community Hospital, are paid a daily meal allowance of Rs 225, as they are not provided with meals and no such facilities are available. The present arrangement is maintained.

#### **Recommendation 91**

**23.293 We recommend that, Medical Imaging Technologists who, after a night service, have to attend to Dr Yves Cantin Community Hospital the following day, where they are not provided with meals and/or where such facilities are not available, should continue to be paid a daily meal allowance of Rs 260.**

#### **Compensation for additional duties**

23.294 With the evolution of technology, officers of the Medical Imaging Technologist cadre are now required to operate high tech sophisticated equipment for CT Scan, Magnetic Resonance Imaging (MRI), Mammography, and Angiography.

23.295 These extra duties and responsibilities require much dexterity and involve additional skills and competencies, the moreso that such duties are considered to be a deviation from the traditional X Rays System to a much more sophisticated digital screening of patients.

23.296 In view of the above, officers of the Medical Imaging Technologist cadre have requested for an additional compensation since the duties of operating such equipment were not previously included in their respective schemes of service and for which no compensation has been granted to incumbents in post. The Ministry of Health and Quality of Life is agreeable to the proposal. We are recommending accordingly.

#### **Recommendation 92**

**23.297 We recommend that officers of the Medical Imaging Technologist cadre be granted one additional increment upon conversion, to be read from the master salary scale, subject to the top salary scale of the respective grades.**

#### **Nuclear Medicine Department**

##### **Allowance for work beyond normal working hours**

23.298 At present, Nuclear Medicine Technologist are paid an all-inclusive allowance of Rs 560 per case for attending to emergencies during nights, weekends and public holidays. They are also entitled to the payment of an additional allowance at the hourly rate of Rs 155 for putting in additional hours of work as a result of treatment

started during the normal hours but completed beyond scheduled departure time. We are maintaining the existing provision.

### **Recommendation 93**

**23.299 We recommend that Nuclear Medicine Technologists be paid an all inclusive allowance of Rs 560 per case for attending to emergencies during nights, weekends and public holidays. However, payment for additional hours of work put in as a result of treatment started during the normal hours but completed beyond scheduled departure time should be at the hourly rate of Rs 155**

### **Movement in salary scale**

23.300 During consultative meetings, officers of the Nuclear Medicine Technologist cadre appraised the Bureau that the grade of Senior Nuclear Medicine Technologist was created in the 2008 PRB Report. However, the post has up to now not been filled in view of the fact that the scheme of service for the grade has not been prescribed. This situation has created much frustration among the officers in the cadre who have expressed a legitimate aspiration for promotion to a higher level. Keeping this in view, we are making other provision to address the issue.

### **Recommendation 94**

**23.301 We recommend that officers in the grade of Nuclear Medicine Technologist who have drawn the top salary recommended for the grade for a year, be allowed to move incrementally in the salary scale of the Senior Nuclear Medicine Technologist up to salary point Rs 53200 provided:**

- (i) they have been consistently efficient and effective in their performance during the preceeding year; and**
- (ii) have not been adversely reported upon on ground of conduct.**

**23.302 We also recommend that incumbents should, in addition to their normal duties, be required to perform the duties and assume the responsibilities of the grade of Senior Nuclear Medicine Technologist, once they have been allowed to move incrementally in the higher salary scale.**

**23.303 We further recommend that this should not preclude the Nuclear Medicine Technologist from being promoted to the grade of Senior Nuclear Medicine Technologist before having reached the top of the salary scale or on vacancy arising in the latter grade.**

## ORTHOPAEDIC APPLIANCES WORKSHOP

- 23.304 The objective of the Orthopaedic Appliances Workshop is to fit appropriate orthopaedic appliances to patients with a view to enabling them to overcome their disabilities.
- 23.305 At present, the organization structure of the Orthopaedic Appliances Workshop comprises the grades of Superintendent Orthopaedic Appliances Workshop, Orthopaedic Technician, Assistant Orthopaedic Technician and Trainee Assistant Orthopaedic Technician.
- 23.306 Currently, the only Orthopaedic Technician in post supervises the work of the five sections (Prosthesis, Orthotic, Leather, Metal and Seamstress) and also assists the Superintendent. Over the years, the number of patients suffering from physical, visual, hearing and mental, and other diseases has increased considerably.
- 23.307 With the increasing number of patients requiring appliances due to a high rise in the number of diabetic patients, high accident rates and increases in Non-Communicable Diseases, the diversity of appliances needed and the development in technology, the Ministry of Health and Quality of Life has proposed to re-structure the Orthopaedic Appliances Workshop. We are recommending accordingly.

### Recommendation 95

- 23.308 We recommend the creation of two distinct sections, the Podo-Orthosis Section and the Orthosis Prosthesis Section within the Orthopaedic Appliances Workshop.**

#### Podo-Orthosis Section

- 23.309 The Podo-Orthosis Section will be responsible to give professional service to patients needing orthopaedic shoes, orthopaedic insoles and foot orthotics appliances. The section will work in close collaboration with the Diabetes Vascular Centre to ensure proper coordination in order to supply proper foot appliances to patients referred to the workshop.

#### Orthosis-Prosthesis Section

- 23.310 The Orthosis-Prosthesis Section will comprise two units, namely (i) the Orthosis Unit which would be responsible for the manufacture of high technical devices that are applied to a part of the body to correct deformity, improve function, relieve symptoms and assist the muscular-neuro skeleton system; and (ii) the Prosthesis Unit which would be responsible to manufacture artificial devices that replaces a missing body part.
- 23.311 With a view to allowing the Orthopaedic Appliances Workshop to maximize output and provide effective service delivery, we are also creating a few grades and restyling some others to better reflect the nature of duties and level of responsibilities devolving upon the incumbent



**Orthopaedic Technician**

- 23.312 At present, appointment to the grade of Orthopaedic Technician is made from among holders of the “Brevet de Technicien Supérieur” in Orthopaedic appliances or the “Diplome Universitaire Supérieur de Technologie” (DUST) from a recognised institution.
- 23.313 The Ministry of Health and Quality of Life has apprised the Bureau that, as there is no qualified candidate available on the local market, the Ministry has decided to post Nursing Officers at the Orthopaedic Workshop for on-the-job training and subsequently, follow a training course in Prosthesis and Orthosis either locally or abroad before they are appointed Orthopaedic Technician. Approval of the Public Service Commission has, therefore, been sought for the nomination and posting of Nursing Officers to the Orthopaedic Appliances Workshop whereby incumbent would undergo on-the-job training followed by a Diploma Course in ‘Prosthesis and Orthosis.’
- 23.314 In view of the above, the MOH and QL has proposed that, in future, appointment to the grade of Orthopaedic Technician should be made from among Nursing Officers possessing a pass in two science subjects at Cambridge Higher School Certificate and reckoning at least three years’ service in a substantive capacity in the grade. We are recommending, accordingly.

**Orthopaedic Technician (Podo-Orthosis) (New Grade)**

- 23.315 **We recommend the creation of the grade of Orthopaedic Technician (Podo-Orthosis) on the establishment of the Ministry of Health and Quality of Life. Appointment thereto, should be made from among officers in the grade of Nursing Officer possessing a pass in two Science subjects at the Cambridge Higher School Certificate or a GCE “A” level and reckoning three years service in a substantive capacity in the grade.**
- 23.316 Incumbents would, among others, be required to form part of the clinical team and advise in the designing of insoles, orthopaedic shoes and foot prostheses; examine patients who are in need of special insoles, orthopaedic shoes and foot prostheses; supervise the Assistant Orthopaedic Technicians; evaluate the insoles, orthopaedic shoes and foot prostheses for use and advise accordingly; follow up the usage of insoles, orthopaedic shoes and foot prostheses and adjust accordingly; and conduct practical courses for colleagues, professionals and other community groups interested in the insoles, orthopaedic shoes and foot prostheses techniques.

**Assistant Orthopaedic Technician (Podo-Orthosis) (New Grade)**

- 23.317 **We also recommend the creation of the grade of Assistant Orthopaedic Technician (Podo-Orthosis) on the establishment of the Ministry of Health and Quality of Life. Appointment thereto, should be made from among Trainee Assistant Orthopaedic Technician (Podo-Orthosis) who have successfully completed their training or by selection from among candidates possessing:**

- (a) the “Brevet de Technicien en fabrication mecanique from a recognised institution; and
- (b) the Assistant Orthopaedic Technician Certificate awarded after a minimum of two years’ training at a recognised institution.

23.318 Incumbents would be required, among others, to assist the Orthopaedic Technician (Podo-Orthosis) in the clinical team and fill in technical record sheets; assist in the establishment of procedures for the manufacture of insoles, orthopaedic shoes and foot prostheses; take necessary cast and measurement for patients who require insoles, orthopaedic shoes and foot prostheses; prepare and assemble different parts of insoles, orthopaedic shoes and foot prostheses; work in collaboration with other rehabilitation services; assist the Orthopaedic Technician (Podo-Orthosis) in community services; and use and maintain orthopaedic equipment in good running conditions.

#### **Trainee Assistant Orthopaedic Technician (Podo-Orthosis) (New Grade)**

23.319 We further recommend the creation of the grade of Trainee Assistant Orthopaedic Technician (Podo-Orthosis) on the establishment of the Ministry of Health and Quality of Life. Appointment, thereto, should be made from among holders of “the Brevet de Technicien en fabrication mécanique” from a recognised institution. Incumbent would be required to undergo two years’ training, both theoretical and practical, in all aspects of the work of an Assistant Orthopaedic Technician (Podo-Orthosis).

#### **Orthopaedic Technician (Orthosis-Prosthesis)**

##### ***formerly Orthopaedic Technician***

23.320 We recommend that the grade of Orthopaedic Technician be restyled to Orthopaedic Technician (Orthosis Prosthesis) and that the post be, henceforth filled from among officers who have received a two year training in Orthotic and Prosthetic.

#### **Assistant Orthopaedic Technician (Orthosis-Prosthesis)**

##### ***formerly Assistant Orthopaedic Technician***

23.321 We also recommend that the grade of Assistant Orthopaedic Technician be restyled to Assistant Orthopaedic Technician (Orthosis-Prosthesis) and that in future, the post would be filled from among Trainee Assistant Orthopaedic Technician (Orthosis-Prosthesis) who have successfully completed their training.

#### **Trainee Assistant Orthopaedic Technician (Orthosis-Prosthesis)**

##### ***formerly Trainee Assistant Orthopaedic Technician***

23.322 We further recommend that the grade of Trainee Assistant Orthopaedic Technician be restyled Trainee Assistant Orthopaedic Technician (Orthosis-Prosthesis).

**Occupational Therapist Cadre****Physiotherapist Cadre****Speech Therapist and Audiologist Cadre**

23.323 Prior to the publication of the 2013 PRB Report, the structure of the Occupational Therapist Cadre, Physiotherapist Cadre, and Speech Therapist and Audiologist Cadre, comprised a three level hierarchy respectively, as hereunder:

Occupational Therapist	Physiotherapist	Speech Therapist and Audiologist
Senior Occupational Therapist	Senior Physiotherapist	Senior Speech Therapist and Audiologist
Chief Occupational Therapist	Chief Physiotherapist	Chief Speech Therapist and Audiologist

23.324 The 2013 PRB Report provided for a merger, and restyled the grades in the above cadres as follows: Occupational Therapist/ Senior Occupational Therapist; Physiotherapist/ Senior Physiotherapist; and Speech Therapist and Audiologist/ Senior Speech Therapist and Audiologist.

23.325 During consultative meetings in the context of the present review exercise, the representatives of the above cadres apprised the Bureau that the merging of the grades is presently causing much frustration and demotivation to senior officers, resulting in lack of supervision, monitoring and control of work, thereby affecting service delivery.

23.326 In view of the above, the Bureau has been requested to bring corrective measures which would ensure an enhanced and effective service delivery in patients care. We have thoroughly analysed the issue and are providing remedial actions.

**Recommendation 96**

**23.327 We recommend that senior officers in the grades of Occupational Therapist/ Senior Occupational Therapist, Physiotherapist/ Senior Physiotherapist, and Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist in post as at 31 December 2015, should continue to assume the team leadership role and to supervise the professionals in their respective disciplines. These officers should be paid an allowance equivalent to two increments at the point reached in their respective salary scales.**

## Speech Therapy and Audiology Department

23.328 The speech therapy and audiology service contributes to the quality of life of all persons with communication disorders and forms an integral part of the health services. At present, the Speech Therapy and Audiology Department is manned, at the professional level, by officers of the Speech Therapist and Audiologist cadre and are supported at the technical/operative level by the officers in the grade of Speech and Hearing Therapy Assistant.

### Senior Speech and Hearing Therapy Assistant (New Grade)

23.329 The function of the Speech and Hearing Therapy Assistant is to assist the Speech Therapist and Audiologist in assessing, diagnosing and giving therapeutic treatments to patients with communication disorders and hearing disabilities resulting from congenital and acquired deficiencies.

23.330 The field of Speech Therapy and Audiology is a very scarce one. During consultative meetings, the Bureau was apprised that very often, the speech therapy and audiology departments are run with a skeleton staff of three or four Speech Therapist and Audiologist who have to cover the five regional hospitals. Due to this shortage of staff, the service is disrupted and very often, the Speech and Hearing Therapy Assistants have to provide the services to patients on their own, as and when required, at the five regional hospitals under limited/no supervision.

23.331 On the other hand, the post of Speech and Hearing Therapy Assistant is a dead end one with no career prospect, due to which new recruits leave the service after acquiring intensive training. In view of the foregoing, it has been requested that an additional level be created to provide for supervision as well as motivate staff who have a legitimate aspiration for promotion to a higher level. We are agreeable to the representation to which we subscribe.

### Recommendation 97

**23.332 We recommend the creation of the grade of Senior Speech and Hearing Therapy Assistant on the establishment of the Ministry of Health and Quality of Life. Appointment, thereto, should be made by promotion of Speech and Hearing Therapy Assistants reckoning 5 years' service in a substantive capacity in the grade.**

23.333 Incumbent would be responsible to the Chief Therapist and Audiologist through the Senior Speech Therapist and Audiologist or the Speech Therapist and Audiologist, among others, for assisting in the day-to-day administration of the speech therapy and audiology unit and in planning of the day-to-day activities of Speech and Hearing Therapy Assistants; assisting in diagnosing, assessing and providing therapeutic treatment for disorders of speech, language and hearing; participating in habilitating and rehabilitation of persons with speech and hearing disabilities; fitting hearing aids and providing orientation, guidance and counselling to hearing aid users; and assisting in screening programmes and school medical services concerning communication disorders among the public at large and school children.

**MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP  
SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
09 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Occupational Therapist Chief Physiotherapist Chief Speech Therapist and Audiologist
09 068 085	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Occupational Therapist (Personal to officers in post as at 31.12.12) Senior Physiotherapist (Personal to officers in post as at 31.12.12) Senior Speech Therapist and Audiologist (Personal to officers in post as at 31.12.12)
09 055 083	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Occupational Therapist/Senior Occupational Therapist Physiotherapist/Senior Physiotherapist Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist
09 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Ophthalmic Optician/Senior Ophthalmic Optician
09 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Medical Imaging Technologist Chief Medical Laboratory Technologist
09 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Radiation Therapist
09 064 079	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Principal Medical Imaging Technologist

Salary Code	Salary Scale and Grade
09 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1525 – 48425</b> Senior Medical Imaging Technologist Senior Radiation Therapist
09 042 071	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 QB 39575 x 1225 – 40800</b> Medical Imaging Technologist Radiation Therapist
09 026 028	<b>Rs 13790 x 260 – 14050 x 275 – 14325</b> Trainee Medical Imaging Technologist <i>formerly Student Medical Imaging Technologist</i> Trainee Student Radiation Therapist <i>formerly Student Radiation Therapist</i>
09 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825 QB 56450</b> Principal Medical Laboratory Technologist
09 044 076	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Medical Laboratory Technologist/ Senior Medical Laboratory Technologist
09 032 063	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Assistant Medical Laboratory Technologist
09 028 031	<b>Rs 14325 x 275 – 15150</b> Trainee Medical Laboratory Technologist <i>formerly Student Medical Laboratory Technologist</i>
09 065 080	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Senior Nuclear Medicine Technologist
09 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Nuclear Medicine Technologist

Salary Code	Salary Scale and Grade
09 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Blood Donor Coordinator
09 044 076	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Medical Social Worker/Senior Medical Social Worker
09 062 079	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Principal Medical Social Worker Superintendent, Orthopaedic Appliances Workshop Superintendent, Surgical Technology Workshop
09 054 073	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Orthopaedic Technician (Podo Orthosis) (New Grade) Orthopaedic Technician (Orthosis Prosthesis) <i>formerly Orthopaedic Technician</i> Senior Surgical Technologist
09 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior ECG Technician (Female) Senior ECG Technician (Male) Senior EEG Technician
09 030 063	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Dental Technician
09 040 065	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Assistant Orthopaedic Technician (Podo Orthosis) (New Grade) Assistant Orthopaedic Technician (Orthosis Prosthesis) <i>formerly Assistant Orthopaedic Technician</i>
09 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Assistant Orthopaedic Technician (Podo Orthosis) Trainee Assistant Orthopaedic Technician (Orthosis Prosthesis)

Salary Code	Salary Scale and Grade
09 046 069	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Surgical Technologist
09 032 065	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Speech and Hearing Therapy Assistant (New Grade)
09 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> ECG Technician (Female) ECG Technician (Male) EEG Technician Speech and Hearing Therapy Assistant
09 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Speech and Hearing Therapy Assistant

### General Recommendation

#### Payment of Overtime to Workers on Shift/Roster on officially declared cyclone days

23.334 For working on officially declared cyclone days and from the time cyclone warning class III or IV is removed up to the time the next scheduled officers take over, workers on shift or roster who are eligible for overtime are compensated at twice hourly rate.

### Recommendation 98

**23.335 We recommend that workers on shift or roster, eligible for overtime, who continue to work after a cyclone warning class III or IV is removed and until they are relieved, should be paid overtime at twice the hourly rate.**

### SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

23.336 At present, employees in the grades of Nursing Supervisor (Male); Nursing Supervisor (Female); Charge Nurse (Male); Charge Nurse (Female); Charge Nurse (Psychiatric) (Male); Charge Nurse (Psychiatric) (Female); Nursing Officer except those posted to Mediclinics, Area Health Centres, Community Health Centres; Nursing Officer (Psychiatric); Midwife; Senior Midwife; Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)*; Health Records Clerk and Higher Health Records Clerk *formerly Health Records Clerk/Higher Health Records Clerk*; Pharmacy Technician; Ambulance Driver (Shift);



Ambulance Care Attendant (Shift); Senior Attendant (Hospital Services) (Shift); Attendant (Hospital Services) (Shift); Transport Services Facilitator *formerly Gatekeeper (Health)*; Telephonist and Ward Assistant (Male and Female) are paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%.

23.337 As this measure has proved to be effective, we are maintaining it.

#### **Recommendation 99**

**23.338 We recommend that:**

- (i) **incumbents in the grades listed at paragraph 23.336 above working on shift in the health sector should be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the provision of recommendation at paragraph 18.4.44 (iii) of Volume 1 of this Report; and**
- (ii) **upon request, the Ministry of Civil Service and Administrative Reforms in consultation with the relevant parties may consider the inclusion of new grades from the health sector in the list of grades of shift workers effectively working on shift.**

#### **Hours of Attendance**

#### **Recommendation 100**

**23.339 We recommend that:**

- (i) **the normal hours of attendance at work in force as at 31 December 2015 for incumbents required to provide 24-hour coverage in the Health Sector, whether shift or non-shift, should be maintained; and**
- (ii) **the Responsible Officer of the Ministry of Health and Quality of Life should continue to determine the hours of attendance of work of its employees to meet the operational needs of the organisation.**

### **NCD AND HEALTH PROMOTION UNIT**

23.340 The Health Information, Education and Communication Unit is responsible for the design and implementation of information, education and communication programmes of the Ministry. In the 2008 PRB Report, in view of the evolution of the role of this unit, we reviewed the organisational structure and recommended the creation of the grade of Chief Health Information, Education and Communication Officer along with amendments to be brought to the schemes of service for the post of Principal, Senior and Health Information, Education and Communication Officer.

23.341 The Bureau has been apprised that the Ministry has already initiated action to reflect recommendations of the 2008 PRB Report as regards the schemes of service of the respective grades. **The Ministry should ensure that the schemes of service of grades falling in the Health Information, Education and Communication cadre are amended without any further delay.**

## OPERATIONS SUPPORT SERVICES

23.342 The Operations Support Services are presently manned by officers in the grades of Senior Manager, Operations Support Services; Manager, Hospital Logistics; Head, Transport, Maintenance and Workshop Services; and Coordinator (Operations Support Services).

### **Supervisor, Operations Support Services (Shift) (New Grade)**

23.343 At present, Health Records Clerk/Higher Health Records Clerks and Senior Health Records Clerks have, according to their respective scheme of service, the responsibility to make transport arrangement for patients. However, the overall responsibility of the Ambulance Service falls on the Hospital Administrative cadre. To ensure that patients get the appropriate transport service, the officers in the Health Records Department have to perform certain duties which fall outside their normal duties in order to meet the demands of the patients.

23.344 The officers of the Health Records Clerk cadre are granted one additional increment subject to the maximum salary of the post for filling of log books and making transport arrangement for the patients.

23.345 The Unions of the Health Records Clerk cadre have made strong representations that filling of log books and making transport arrangement involve extra effort and occasionally cause disruption of counter services especially, during night schedules when a single officer is on night duty. They have proposed that the Health Records Clerk cadre should no longer be required to make transport arrangement for patients.

23.346 In view of the above, the Ministry of Health and Quality of Life has proposed the creation of a grade of Supervisor, Operations Support Services who would be responsible for making transport arrangement for patients. The Bureau concurs with the proposal of the Ministry and is recommending accordingly.

### **Recommendation 101**

**23.347 We recommend the creation of a grade of Supervisor, Operations Support Services (Shift) on the establishment of the Ministry of Health and Quality of Life. Appointment to the grade would be by selection from serving officers possessing a Cambridge Higher School Certificate, reckoning at least four years' service in a substantive capacity in their respective grade, and possessing a valid driving licence to drive cars.**

23.348 Incumbent would be responsible to the Coordinator (Operations Support Services) and would be required, among others, to make transport arrangement for patients; fill and control log books of all vehicles as well as the issue of fuel to all vehicles; supervise and organise transport operational activities in regional hospitals and other health institutions; and prepare daily and weekly schedule of work for Drivers posted in different unit/region while ensuring fair distribution of work.

## SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

### GOVERNMENT ANALYST DIVISION

- 23.349 The Government Analyst Division (GAD) is mainly responsible to provide physico-chemical services for foodstuffs analysis in compliance with Food Act, toxicological analysis and body fluids and analysis of pharmaceutical and drinking water. It is also actively involved in acquiring new high-tech state of art equipment with a view to attaining a world class laboratory capable of carrying a panoply of chemical analysis to meet Government's objective to ensure food safety and meet obligations of the World Trade Organisation.
- 23.350 The Division is headed by a Chief Government Analyst who is assisted in his duties by officers in the professional and technical cadres.
- 23.351 In the context of this Report, the main representations made by Management and Union members consisted in the creation of a level of Chief Technical Officer(Chemical Laboratory); increase in the number of posts in the technical cadre; payment of a Risk Allowance; grant of 70% and 100% duty remission facilities; and upgrading of salaries. We have studied the proposals and considered favourably those deem meritorious and which would enhance service delivery.
- 23.352 The Bureau is of the view that the present structure of the Division is appropriate to enable it to fulfil its mandate and is therefore being maintained. We are, however, allowing Technical Officers (Chemical Laboratory) to move beyond their top salary; reviewing the salary of the grade of Government Analyst/Senior Government Analyst and extending the duty remission facilities.

#### **Movement for Technical Officer (Chemical Laboratory)**

- 23.353 Presently, the Technical Officer cadre of the Government Analyst Division comprises the grades of Technical Officer (Chemical Laboratory), Senior Technical Officer (Chemical Laboratory) and Principal Technical Officer (Chemical Laboratory).
- 23.354 The staff associations have made representations that the scope of promotion of Technical Officers (Chemical Laboratory) is quite limited given that there are only three funded posts of Senior Technical Officer (Chemical Laboratory). As a result, this situation causes much demotivation and frustration among the Technical Officers (Chemical Laboratory), the moreso a few of them reckon more than 30 years of service. In this perspective, request has been made for the creation of additional posts in the grade of Senior Technical Officer (Chemical Laboratory).
- 23.355 The Bureau acknowledges the legitimate feeling of frustration and demotivation among the concerned officers. However, increasing the number of posts at the supervisory level as a remedy, does not hold good, as same would depend on the operational needs of the organisation. **The Bureau considers that issues regarding establishment size would best be addressed through the Human Resource Planning exercise which every organisation would be mandatorily**

**required to carry out as per provision made in Chapter 22 of Volume 1 of this Report.**

- 23.356 However, we are providing for a mechanism which would allow the Technical Officers (Chemical Laboratory) to benefit from enhanced career earnings on account of their long years of experience and knowledge acquired in their field, which the organisation is making effective use of.

#### **Recommendation 102**

- 23.357 We recommend that Technical Officers (Chemical Laboratory) who have drawn their top salary for a year, should proceed incrementally in the salary scale of the grade of Senior Technical Officer (Chemical Laboratory) up to salary point of Rs 46900 provided they:**

- (i) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

- 23.358 This recommendation should, however, not preclude Technical Officers (Chemical Laboratory) from being promoted to the grade of Senior Technical Officer (Chemical Laboratory) before they have reached the top of their salary scale or on vacancy arising in the latter grade.**

- 23.359 We further recommend that Technical Officers (Chemical Laboratory) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer (Chemical Laboratory) upon moving in the higher salary scale.**

#### **Risk Allowance**

- 23.360 Officers in the grade of Government Analyst/Senior Government Analyst and Principal Technical Officer (Chemical Laboratory) have requested for the payment of risk allowance, as according to them, the work performed and the substances as well as equipment used in laboratories entail a high degree of risk.

- 23.361 For this Report, the Bureau is advocating for the conduct of a Risk Assessment exercise in view of determining the degree of risk faced by the officers during the performance of their duties. We are recommending accordingly.

#### **Recommendation 103**

- 23.362 We recommend that Management makes necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the concerned officers. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.**

**Review of salary scale of the grade of Government Analyst/Senior Government Analyst**

- 23.363 Government Analyst/Senior Government Analysts have represented that with 2013 PRB Report, they were eligible to the grant of duty exemption on the purchase of a car. However, with EOAC Report their top salary has been reviewed downward and consequently, they are no longer eligible to that benefit. Request has therefore been made to correct this anomaly and thereby restore their eligibility for duty exemption.
- 23.364 The Bureau considers that the representation is fully substantiated. We have, therefore, reviewed the salary scale.

**BIOCHEMISTRY DEPARTMENT**

- 23.365 The Biochemistry Department is mainly responsible for the technical and scientific management of clinical biochemistry services which is rapidly expanding and is an important area of medicine. Such services are provided in all regional and peripheral hospitals and equally in Rodrigues.
- 23.366 The Department is managed by the Head, Biochemistry Services who is assisted in her duties by officers in the Clinical Scientist (Biochemistry) cadre.
- 23.367 During consultations, Management and Staff Associations have made proposals to upgrade the qualification requirements of the grade of Clinical Scientist/Senior Clinical Scientist (Biochemistry) from a degree to a postgraduate level, creation of an additional level of Deputy Head, Biochemistry services and creation of additional posts at principal professional level. Management has equally requested for the creation of the grade of Clinical Scientist /Senior Clinical Scientist in other laboratories.
- 23.368 We have taken into account the proposals made and are of the view that based on the duties performed by officers in the grade of Clinical Scientist /Senior Clinical Scientist (Biochemistry), the requirement of a Master's Degree is not warranted. In addition, any amendment to the qualification requirements may debar potential external candidates to join the grade and lead to recruitment problems. Furthermore, creation of a level of Deputy Head is not appropriate at this stage given the present staff size at lower levels.
- 23.369 We are, therefore, while maintaining the present structure, revisiting the scheme of service of the grades of Clinical Scientist /Senior Clinical Scientist (Biochemistry) and Clinical Scientist /Senior Clinical Scientist (Virology) and reviewing the salary scales of certain professional grades.

**Principal Clinical Scientist (Biochemistry)**

- 23.370 Management and Staff Associations have requested for an increase in the establishment size of the grade of Principal Clinical Scientist (Biochemistry) in view of coping with the increasing workload and to allow the incumbent to undertake more research work in the field of Biochemistry.

**23.371 The Bureau wishes to highlight that issues regarding establishment size would best be considered and addressed through the Human Resource Planning exercise which every organisation would be mandatorily required to carry out.**

**Clinical Scientist /Senior Clinical Scientist (Biochemistry)**

**Clinical Scientist /Senior Clinical Scientist (Virology)**

23.372 At present, the grade of Clinical Scientist /Senior Clinical Scientist exists in the Biochemistry Department and Virology Unit. Management has requested for the grade to be created in other laboratories such as Anatomic, Pathology, Microbiology and Haematology and Blood Transfusion Service in view of the restructuring and modernisation of the Central Health Laboratory and new demands of the health system.

23.373 We have examined the request and consider that it would be more appropriate to amend the scheme of service of the grade of Clinical Scientist /Senior Clinical Scientist with a view to including the duties to be performed in the different laboratories in lieu of creating a dedicated grade in each laboratory. We are, therefore, making an appropriate recommendation to that end.

**Recommendation 104**

**23.374 We recommend that Management should consider the advisability of amending the scheme of service of the grades of Clinical Scientist /Senior Clinical Scientist (Biochemistry) and Clinical Scientist /Senior Clinical Scientist (Virology) under a generic grade of Clinical Scientist /Senior Clinical Scientist and make provision for the inclusion of other laboratories.**

**23.375 We further recommend that consequential amendments be brought to the scheme of service of the grades of Principal Clinical Scientist (Biochemistry) and Principal Clinical Scientist (Virology).**

**Review of Salary Scales**

23.376 The Bureau is reviewing the salary scale of the grades of Clinical Scientist/Senior Clinical Scientist (Biochemistry), Clinical Scientist /Senior Clinical Scientist (Virology), Principal Clinical Scientist (Biochemistry) and Principal Clinical Scientist (Virology) based on the level of duties performed by incumbents.

**VECTOR BIOLOGY AND CONTROL DIVISION**

23.377 The Vector Biology and Control Division is mainly responsible for undertaking studies on the biology and control of insect vectors of diseases, other arthropod-borne diseases and other vectors of medical importance in relation to diseases like malaria, chikengunya, dengue, among others. The Head, Vector Biology and Control Division is responsible to oversee the proper functioning of the division and is assisted by officers of the three-level Vector Biology and Control Laboratory Technician cadre and Scientific Officers.

- 23.378 For this Report, representations made by the Union consisted, among others, in a restyling of the grade of Head, Vector Biology and Control Division and upgrading of the qualification requirements of the entry grade of the technical cadre and those of the grade of Scientific Officer.
- 23.379 After duly examining the representations, we consider that the existing appellation of the grade of Head, Vector Biology and Control Division is appropriate. As regards the request for an upgrading of the qualification requirements of the grade of Scientific Officer, we feel that same is not justified as it may cause recruitment problems and debar potential candidates to apply for the post. However, we are providing for enhanced career earnings to incumbents and restyling the grade in consonance with the level of duties performed.
- 23.380 Concerning the request for an uplift of the qualification requirements of the grade of Vector Biology and Control Laboratory Technician, we consider that same may not be warranted at this stage. However, we are providing for some form of compensation to officers of the cadre who possess a Diploma in the relevant field, on account of their additional knowledge and skills as well as contribution to the Division.

#### **Recommendation 105**

##### **23.381 We recommend that:**

- (i) the grade of Scientific Officer, Vector Biology and Control Division be restyled Scientific Officer /Senior Scientific Officer, Vector Biology and Control Division; and**
- (ii) officers of the Vector Biology and Control Laboratory Technician cadre possessing a Diploma in Medical Laboratory Technology or an equivalent relevant qualification, should be allowed, on reaching the top of their respective salary scale, to move incrementally in the Master Salary Scale by two increments provided they:**
  - (a) have drawn the top salary for a year;**
  - (b) have been efficient and effective in their performance during the preceding year; and**
  - (c) are not under report.**

#### **Clinical Psychologist**

- 23.382 At present, Clinical Psychologists possessing a specialised post graduate Degree in Clinical Psychology or its equivalent together with specialisation in the field of applied Clinical Psychology are allowed to move beyond their top salary subject to satisfying certain conditions. We are maintaining this provision.

**Recommendation 106**

**23.383 We recommend that Clinical Psychologists possessing a specialised post graduate Degree in Clinical Psychology or its equivalent together with specialisation in the field of applied Clinical Psychology should continue to move incrementally in the Master Salary Scale up to the salary point Rs 70450 provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Nutritionist Cadre**

**23.384** The Nutritionist cadre comprises the grades of Chief Nutritionist, Principal Nutritionist and Nutritionist. For this Report, requests have been made, among others, for the creation of a directorate structure, enhanced travelling benefits and an upgrading of salaries.

**23.385** The Bureau has duly examined the proposals and views that at this stage, a directorate structure would not be appropriate owing to the span of activities in this field. Hence, the existing structure is adequate to enable the organisation to achieve its objectives. As regards enhanced travelling benefits, general recommendations are made in that respect. On the other hand, we are providing for an upgrading of the salary scale of the grade of Nutritionist based on the level of duties being performed by incumbents. In the same vein, we are restyling the grade to a more appropriate appellation.

**Recommendation 107**

**23.386 We recommend that the grade of Nutritionist be restyled Nutritionist/Senior Nutritionist.**

**Hospital Physicist**

**23.387** Hospital Physicists have requested, among others, for the payment of a risk allowance as well as an on-call allowance, creation of a supervisory level and an upgrading of their salary.

**23.388** The Bureau wishes to highlight that with respect to the grant of an on-call allowance, additional information was requested but same has not been submitted. In such circumstances, we could not consider the request. However, the officers may still make their case administratively. Concerning the creation of a supervisory level, same is considered as inappropriate given the scope of activities at the unit and staff strength.



- 23.389 As regards the payment of a risk allowance, Hospital Physicists have informed that they face higher than normal risks during the performance of their duties as they have to manipulate radioactive substances and operate in an environment where radiation is used. Given that the Bureau is not in a position to determine the degree of risk being faced by incumbents, we are providing for a mechanism to address this issue.
- 23.390 In addition, we are reviewing the salary scale of the grade in line with the level of duties performed by incumbents and in the same breath, restyling the grade to a more appropriate job appellation.

### **Recommendation 108**

#### **23.391 We recommend that:**

- (i) Management makes necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the concerned officers. The modalities for this exercise are spelt out at paragraph 18.15.23 in the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report; and**
- (ii) the grade of Hospital Physicist be restyled Hospital Physicist/ Senior Hospital Physicist.**

### **Pathological Laboratory Assistant Cadre**

- 23.392 The Pathological Laboratory Assistant cadre is mainly responsible to examine slides collected by field workers so as to detect any presence of malarial parasites. It is a three level structure comprising the grades of Pathological Laboratory Assistant, Senior Pathological Laboratory Assistant and Principal Pathological Laboratory Assistant.
- 23.393 In the context of this Report, Management and Union have requested, among others, for the provision of appropriate training to officers of the Pathological Laboratory Assistant cadre; the grant of a risk allowance; restyling of job appellations and an upgrading of salary scales.
- 23.394 After examining the proposals, we consider that the present job appellations as well as the salaries granted are appropriate as they are in consonance with the duties performed and should thus be maintained. With regard to the grant of risk allowance, we view that the same mechanism as provided at paragraph 23.391(i) above should also be applicable to the concerned officers. We are, nevertheless, making an appropriate recommendation for the provision of appropriate training to officers of the Pathological Laboratory Assistant cadre.

### **Training to officers of the Pathological Laboratory Assistant cadre**

- 23.395 In view of the evolving changes in the nature of work and use of new technologies, officers of the Pathological Laboratory Assistant cadre have made representations for the provision of appropriate training courses to enable them to perform their duties in a more efficient and effective way and to keep abreast of recent developments.

The Bureau feels that the provision of appropriate training would contribute in bringing an enhanced service delivery. In this perspective, we are making an appropriate recommendation to that end.

### Recommendation 109

**23.396 We recommend that Management in consultation with the Ministry of Civil Service and Administrative Reforms, should make necessary arrangements for the mounting of appropriate training courses for officers in the Pathological Laboratory Assistant cadre.**

### HEALTH INSPECTORATE UNIT

- 23.397 The objective of the Health Inspectorate Unit is to sustain measures for the prevention and control of communicable diseases and to maintain healthy living environment. It is responsible for the protection of public health in order to promote quality life and healthy living environment.
- 23.398 Officers of the Public Health and Food Safety are involved in numerous duties in specific units to prevent the population from public health problems and keep them at bay from communicable diseases. As at July 2015, Public Health and Food Safety Inspectors have carried out about among others, 62671 inspections of premises; issued about 227 contraventions, taken 920 samplings, issued of pre-market approval permits and conducted 72 kg food seizures at the Regional Health Offices. Moreover, in order to curb down the proliferation of communicable diseases, incoming passengers are screened closely so as to ensure that vector borne diseases such as Malaria, Chikungunya, Dengue Fever and lately Ebola and Zika do not spread further across the country.
- 23.399 The Health Inspectorate Cadre consists of officers in the grades of the Director and Deputy Director, Public Health and Food Safety; Principal Public Health and Food Safety, Inspector; Senior Public Health and Food Safety Inspector and Public Health and Food Safety Inspector.
- 23.400 In the context of this Review, the following submissions were received from representatives of the Health Inspectorate cadre: merging of grades; alignment of salaries; granting Public Health and Food Safety Inspectors a higher top salary in line with other Diploma holders; and extending the On-Call Allowance for the issue of cremation on Sundays and Public Holidays as well.
- 23.401 During consultative meetings, officers of the Health Inspectorate were apprised of the philosophy behind merging of grades and also where this could not be reasonably done especially where there is no consensus among those concerned. Officers were also explained that alignment of salaries are considered against the Bureau's general framework of pay determination.

23.402 After examining the representations, we are maintaining the organisation structure which is adequate to enable the unit meet its objectives. However, to better equip the Health Inspectorate in its endeavour to provide continual service to the public, we are extending the On-Call Allowance and Attendance Allowance for the issue of cremation on Sundays and Public Holidays. We are also providing enhanced salary gradings for the grades in the cadres and revising the existing allowances to reward/compensate their efforts and contributions while servicing the community at national level.

#### **On Call Allowance/Issue of Cremation Permit**

23.403 Health Offices operate from 0845 hours to 1600 hours during week-days and up to noon on Saturdays, Sundays and Public Holidays. Public Health and Food Safety Inspectors posted at regional offices stay on call on Saturdays from noon to 1700 hours to deliver cremation permits and are paid an on-call allowance of Rs 220 per day and an attendance allowance of Rs 415 for the issue of cremation permit and for travelling.

23.404 Management and staff side have submitted that the services of the officers are also solicited on Sundays and Public Holidays from noon and above for the issue of cremation permit. A request has, therefore, been made to extend this service on Sundays and Public Holidays from noon to 1700 hours. We are recommending accordingly.

#### **Recommendation 110**

**23.405 We recommend that officers in the grade of Public Health and Food Safety Inspectors providing a service for the issue of cremation permit on Saturdays, Sundays and Public Holidays from noon to 1700 hours be paid the respective allowances as hereunder:**

<b>Grade</b>	<b>On-Call Allowance on Saturdays, Sundays and Public Holidays from noon to 1700 hours</b>	<b>Attendance Allowance for the issue of cremation permit inclusive of travelling</b>
<b>Public Health and Food Safety Inspector</b>	<b>Rs 240</b>	<b>Rs 450</b>

23.406 At present Public Health and Food Safety Inspectors are on duty on Sundays and Public Holidays as from 0900 hours to noon as per an established working programme, against the grant of time off during the week. **We are maintaining the present arrangement.**

**In-Attendance Allowance for officers posted at the Airport and Port**

23.407 Currently, Public Health and Food Safety Inspectors, Senior Public Health and Food Safety Inspectors and Principal Public Health and Food Safety Inspectors are called upon to provide regular services at the Airport and Port daily well before 0845 hours and till late at night, depending on the time of arrival or departure of aircrafts and ships. They are granted an In-Attendance Allowance of Rs 140 per hour; Rs 200 per hour and Rs 240 per hour respectively for work performed outside normal working hours.

23.408 We are keeping the present arrangement and revising the quantum of the allowances.

**Recommendation 111**

**23.409 We recommend that Public Health and Food Safety Inspectors, Senior Public Health and Food Safety Inspectors and Principal Public Health and Food Safety Inspectors be paid an In-Attendance Allowance of Rs 150; Rs 215; and Rs 260 per hour respectively for work performed outside normal working hours on a regular basis at the Airport and Port.**

**Squad Operation**

23.410 At present, officers in the grades of Principal Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Public Health and Food Safety Inspector who form part of the Central Flying Squad for conducting squad operation outside normal working hours to effect sanitary control with respect to food preparation premises; food vendors and bakeries are paid an In-Attendance allowance at the hourly rate of Rs 220, Rs 180 and Rs 125 respectively.

23.411 Representation was made to extend the payment of this allowance to officers conducting squad operation at the regional level.

**Recommendation 112**

**23.412 We recommend that the:**

- (i) In-Attendance Allowance payable to officers who form part in the Central Flying Squad be extended to officers forming part in the Regional Flying squad; and**
- (ii) In-Attendance Allowance payable to officers who form part in the Central Flying Squad and the Regional Flying squad for conducting operation outside normal working hours be revised as hereunder:**

<b>Grade</b>	<b>Rate per Hour (Rs)</b>
<b>Principal Public Health and Food Safety Inspector</b>	<b>240</b>
<b>Senior Public Health and Food Safety Inspector</b>	<b>195</b>
<b>Public Health and Food Safety Inspector</b>	<b>135</b>

## THE ENVIRONMENTAL HEALTH ENGINEERING UNIT

- 23.413 The objective of the Environmental Health Engineering Unit (EHEU) is to provide engineering services to the Health Inspectorate Unit. The Unit carries out inspections throughout the island with a view to minimising the environmental health risks. This involves, among others, attending to noise and odour complaints; effecting monitoring visits in connection with Building and Land Use Permits and advising authorities on issues related to public health engineering.
- 23.414 The unit is staffed by officers of the professional and the technical cadre. Officers in the grades of Chief Sanitary Engineer, Principal Sanitary Engineer and Sanitary Engineer form part of the professional cadre, while the Principal Health Engineering Officer, Senior Health Engineering Officer and Health Engineering Officer form part of the technical cadre.
- 23.415 Representations have been received from the Health Engineering Officer's cadre to: merge the grades of Health Engineering Officer and Senior Health Engineering Officer; grant a Risk Allowance to all officers in the Health Engineering Officer's Cadre; allow Principal Health Engineering Officers drawing top salary to move one increment in the master salary scale, bridge the gap between the salary of the Director, Public Health and Food Safety vis-à-vis Principal Health Engineering Officer and create an additional level at the apex of the Unit to demarcate functional responsibility and ensure unity of command.
- 23.416 Clear explanations were given to stakeholders why merging of grades cannot be done. With regard to the grant of risk allowance, Management was apprised that provision would be made in the Report, for the organisation to conduct a Risk Assessment Exercise so as to determine the level of risk involved and to justify payment or otherwise of a risk allowance. As regards creation of grades parties were informed that this normally depends on functional and operational needs of the organisation. Concerning the other requests, they were informed that these would be dealt with holistically in line with the Bureau's framework of pay determination.
- 23.417 After careful examination of the submissions, the Bureau considers that there is need to reinforce the structure by creating a level at the apex of the unit to monitor, coordinate and control the work of officers of the technical cadre of the EHEU.

### Head, Health Engineering Services (New Grade)

#### Recommendation 113

- 23.418 We recommend the creation of the grade of Head, Health Engineering Services. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Health Engineering Officer reckoning at least two years' service in a substantive capacity in the grade.**

23.419 Incumbent would be responsible, among others, to the Director, Environmental Health Engineering Unit, *formerly Chief Sanitary Engineer* for: managing the day-to-day activities of the Environmental Health Engineering Services; monitor the work of the officers of the technical cadre of the EHEU and to provide technical guidance; plan, develop, organise and monitor environmental health programmes; assist in formulation of policies in respect of environmental health hazards; coordinate sensitization programmes on environmental health; provide support in the drafting of legislations in respect of public health laws and regulations to prevent health hazards.

#### **On-Call and In-Attendance Allowances for noise and odour monitoring**

23.420 Health Engineering Officers, Senior Health Engineering Officers and Principal Health Engineering Officers currently forming part of the flying squad for monitoring of noise and odour are paid a monthly commuted allowance of Rs 990; Rs 1200; and Rs 1365 respectively and an In-Attendance Allowance, inclusive of travelling time of Rs 200, Rs 245 and Rs 275 per hour respectively for working outside normal working hours.

23.421 While maintaining the present arrangement, the present quantum is being revised.

#### **Recommendation 114**

**23.422 We recommend that Health Engineering Officers, Senior Health Engineering Officers and Principal Health Engineering Officers who form part of the flying squad for monitoring of noise and odour outside normal working hours be paid as hereunder:**

<b>Grade</b>	<b>Monthly Commuted Allowance (Rs)</b>	<b>In-Attendance Allowance (inclusive of travelling time per hour) (Rs)</b>
<b>Principal Health Engineering Officer</b>	<b>1435</b>	<b>290</b>
<b>Senior Health Engineering Officer</b>	<b>1260</b>	<b>260</b>
<b>Health Engineering Officer</b>	<b>1040</b>	<b>210</b>

#### **Allowance for exposure to raw sewerage and foul odour**

23.423 At present officers of the Sanitary Engineer Cadre and Health Engineering Cadre who are regularly exposed to raw sewerage and foul odour are paid a special allowance equivalent to two increments at the salary point reached in their respective salary scale, subject to satisfactory performance and approval of the Responsible Officer.

**23.424 We are maintaining the above provision.**

## Training

23.425 The staff side has requested that proper training arrangement should be made for officers in specific fields, among others, sanitation, water treatment technologies, noise and odour management, pollution control and techniques, sustainable development, green technologies, solid and hazardous waste management.

### Recommendation 115

**23.426 We recommend that Management should make necessary arrangement to provide officers with the appropriate training in specific fields, so as to equip them with the latest development and technologies to deliver effectively.**

## Sanitary Engineering Cadre

23.427 Joint submissions were received from the staff side and Management for the Sanitary Engineering cadre. The common requests were for restyling of a few grades, creation of an additional level in the cadre, book allowance and subscription fee to registered bodies. After analysing the requests, the current structure is considered adequate and is being maintained. However, for this Report, the Bureau is harmonising appellations in Engineering cadres of all Ministries. Hence, we are restyling grades in the Sanitary Engineering cadre accordingly.

### Recommendation 116

**23.428 We recommend that the following grades be restyled as shown below:**

Grade	Restyled to
Chief Sanitary Engineer	Director, Environmental Health Engineering Unit
Principal Sanitary Engineer	Lead Sanitary Engineer

## Special Professional Retention Allowance

### Recommendation 117

**23.429 We recommend that officers in the Engineering cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

Grade	SPRA % of monthly salary
Sanitary Engineer/Senior Sanitary Engineer reckoning at least 10 years' service in the grade	7
Lead Sanitary Engineer <i>formerly Principal Sanitary Engineer</i>	10
Director, Environmental Health and Engineering Unit <i>formerly Chief Sanitary Engineer</i>	12.5

23.430 We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground

23.431 All officers in the Engineering fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

### Gatekeeper (Health)

23.432 Gatekeepers (Health) have averred that, in addition to their normal schedule of work, they have since the last few years been entrusted with additional duties such as planning and making transport arrangement for the conveyance of patients, staff, specimen and methadone, among others. They have further stated that the fleet of vehicles under their control has increased considerably and that their work has become even more complex, particularly when they are required to set priorities as to which trip the ambulance or other transport should attend to. The veracity of their averment has been ascertained during the site visit the Bureau has carried out at a hospital of its choice.



## Change in Appellation

23.433 As spelt out above, a major part of the duties of Gatekeepers (Health) now relate to transport arrangement. This has prompted the Staff Side to request for a more appropriate job appellation as they view the present one to be a misnomer. We have carefully examined the recently written Job Descriptions and on the basis of the site visit as well, we are supportive of their views. There is indeed a need for the grade to be restyled to a job title which better reflects the nature of duties performed. We are recommending accordingly.

### Recommendation 118

**23.434 We recommend that the grade of Gatekeeper (Health) be restyled Transport Services Facilitator (Shift).**

## Allowance for Transport Arrangement

23.435 We have also been given to understand that the Ministry of Health and Quality of Life is envisaging filling a post to look after all these duties together with other transport related duties. Pending such time that these posts are filled, we are making provision for the Transport Services Facilitators (Shift) *formerly Gatekeepers (Health)* to be compensated for the additional duties they perform.

### Recommendation 119

**23.436 We recommend that a monthly adhoc allowance equivalent to one increment at the point reached in the salary scale be paid to Transport Services Facilitators (Shift) *formerly Gatekeepers (Health)* for planning and making transport arrangement until such time that a dedicated grade takes over these duties.**

## Allowances to Transport Services Facilitator *formerly Gatekeepers (Health)* posted at Poudre D'Or Hospital

23.437 Transport Services Facilitators *formerly Gatekeepers (Health)* posted at Poudre D'Or Hospital are at present entitled to a monthly allowance of Rs 330 for attending to phone calls in the absence of the Telephonist. We are maintaining the present arrangement and revising the quantum of this allowance.

### Recommendation 120

**23.438 We recommend that the ad hoc allowance payable to Transport Services Facilitators *formerly Gatekeepers (Health)* posted at Poudre D'Or Hospital for attending to phone calls in the absence of the Telephonist be revised to Rs 355 a month.**

23.439 Numerous representations have been received from Transport Services Facilitators *formerly Gatekeepers (Health)* for the risk allowance, presently payable to officers in certain grades of the health sector and to employees of the workmen's group who work in close and constant contact with mental patients, T.B Patients and drug addicts, to be extended to them. They contend that, as front line service providers, they also deal with these types of patients.

23.440 In examining the above representation we have taken note that the Poudre D'Or Hospital, which is a specialized hospital for the treatment of T.B and Chest Patients, is a highly contagious area in view of the nature of illness of the patients. Besides working in such an environment, these officers are also required to take possession of specimen collected from patients and to hand over same to the Driver of Van/Ambulance who is responsible to convey same to the Medical Laboratory. These Transport Services Facilitators *formerly Gatekeepers (Health)* also claim that they are exposed to relatively higher risks than their colleagues in other hospitals. We are, accordingly, making recommendation for a Risk Assessment Exercise to be carried out with a view to determining the extent of risk that these officers are exposed to.

### Recommendation 121

23.441 We recommend that a Risk Assessment Exercise should be carried out so as to determine whether Transport Services Facilitators *formerly Gatekeepers (Health)* posted at the Poudre D'Or Hospital are exposed to risks which are greater than those their fellow colleagues of other hospitals are exposed to. The findings of the exercise should then be submitted to the Bureau through the MCSAR for subsequent action.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Programme Officer, National Aids Secretariat
02 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Administrator
19 095 097	<b>Rs 86000 x 3000 – 92000</b> Chief Government Analyst
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Government Analyst
19 056 085	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Government Analyst/ Senior Government Analyst

Salary Code	Salary Scale and Grade
19 056 083	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Epidemiologist/Senior Epidemiologist
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Principal Hospital Physicist
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Hospital Physicist/Senior Hospital Physicist <i>formerly Hospital Physicist</i>
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Head Biochemistry Services
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Clinical Scientist (Biochemistry) Principal Clinical Scientist (Virology)
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Clinical Scientist/Senior Clinical Scientist (Biochemistry) Clinical Scientist/Senior Clinical Scientist (Virology)
19 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Chief Nutritionist
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Nutritionist
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Nutritionist/Senior Nutritionist <i>formerly Nutritionist</i>

Salary Code	Salary Scale and Grade
19 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Head, Vector Biology and Control Division
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Scientific Officer/Senior Scientific Officer, Vector Biology and Control Division <i>formerly Scientific Officer, Vector Biology and Control Division</i>
19 065 085	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Clinical Psychologist
19 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Monitoring and Evaluation Specialist
19 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Pathological Laboratory Assistant Principal Vector Biology and Control Laboratory Technician
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Vector Biology and Control Laboratory Technician
19 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Vector Biology and Control Laboratory Technician
01 075 095	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Lead Health Analyst
01 058 085	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Analyst/Senior Analyst (Health)

Salary Code	Salary Scale and Grade
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Technical Officer (Chemical Laboratory)
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Chemical Laboratory)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Chemical Laboratory)
19 028 031	<b>Rs 14325 x 275 – 15150</b> Trainee Technical Officer (Chemical Laboratory)
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Pathological Laboratory Assistant
19 030 062	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Pathological Laboratory Assistant
19 030 066	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant
18 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Head, Health Engineering Services (New Grade)
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Principal Health Engineering Officer
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Senior Health Engineering Officer

Salary Code	Salary Scale and Grade
18 062 080	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Health Engineering Officer
18 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Director, Public Health and Food Safety
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Deputy Director ,Public Health and Food Safety
18 061 078	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Principal Public Health and Food Safety Inspector
18 054 074	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Public Health and Food Safety Inspector
18 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Public Health and Food Safety Inspector
11 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Chief Hospital Administrator
11 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Deputy Chief Hospital Administrator (Personal)
11 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Chief Hospital Administrator (Future Holder)
11 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Hospital Supplies Officer
11 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Regional Health Services Administrator

Salary Code	Salary Scale and Grade
11 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Hospital Administrator Project Co-ordinator (AIDS)
11 062 081	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Catering Manager
11 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Hospital Administrative Assistant
11 057 073	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Superintendent, Central Sterile Supply Department
11 040 069	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Supervisor, Central Sterile Supply Department
11 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Senior Catering Officer
11 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Catering Officer Catering Officer (Ex-SPI) (Personal to officers in post as at 31.12.12)
11 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Assistant Catering Officer
11 030 060	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Catering Supervisor

Salary Code	Salary Scale and Grade
11 041 066	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Hospital Executive Assistant (on shift)
11 040 065	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Executive Officer (Health Services) (Personal to officers in post as at 30.06.03)
10 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Health Information, Education and Communication Officer
10 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Health Information, Education and Communication Officer
10 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Health Information, Education and Communication Officer
10 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Health Information, Education and Communication Officer
10 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Chief Health Promotion and Research Co-ordinator
10 060 081	<b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 QB 54825 x 1625 – 56450</b> Health Promotion Coordinator
10 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Communication Officer, National Aids Secretariat
22 065 085	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Biomedical Engineer (Health)



Salary Code	Salary Scale and Grade
22 053 055	<b>Rs 24750 x 775 – 26300</b> Trainee Biomedical Engineer
22 058 072	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Biomedical Engineering Technician
22 047 069	<b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Biomedical Engineering Technician
22 030 062	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Biomedical Engineering Technician
22 024 057	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b> Telephonist (Health) (Shift)
<b>HEALTH STATISTICS UNIT</b>	
20 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Health Statistician
20 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Health Statistician
20 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Health Statistician
<b>DEMOGRAPHIC/EVALUATION UNIT</b>	
20 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Demographer

Salary Code	Salary Scale and Grade
20 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Demographer
20 058 073	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Principal Statistical Officer
20 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Senior Statistical Officer
20 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Statistical Officer
<b>ENVIRONMENTAL HEALTH ENGINEERING UNIT</b>	
26 000 100	<b>Rs 101000</b> Director, Environmental Health Engineering Unit <i>formerly Chief Sanitary Engineer</i>
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Lead Sanitary Engineer <i>formerly Principal Sanitary Engineer</i>
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Sanitary Engineer/Senior Sanitary Engineer
<b>OPERATIONS SUPPORT SERVICES</b>	
11 067 088	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500</b> Senior Manager, Operations Support Services
11 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Operations Support Services <i>formerly Manager, Hospital Logistics</i>

Salary Code	Salary Scale and Grade
26 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Head, Transport, Maintenance and Workshop Services
26 046 076	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Coordinator (Operations Support Services)
26 032 065	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Supervisor, Operations Support Services (Shift) (New Grade)
23 025 060	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Welfare Assistant
08 032 059	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Timekeeper (Health) Timekeeper Transport Division
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Receptionist (Health Services) Transport Services Facilitator (Shift) <i>formerly Gatekeeper (Health)</i>
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Workshop Supervisor
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Mechanic Foreman
25 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Orthopaedic Appliance Maker (Leather) Orthopaedic Appliance Maker (Metal) Orthopaedic Appliance Maker (Wood)

Salary Code	Salary Scale and Grade
25 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Orthopaedic Appliance Maker
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Automobile Electrician Cabinet Maker Carpenter Coach Painter Electrician Mason Motor Diesel Mechanic Motor Mechanic Painter Panel Beater Plumber and Pipe Fitter Welder General Assistant Maintenance Assistant Tailor
25 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Maintenance Handy Worker (Personal)
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Maintenance Handy Worker Tradesman's Assistant Tradesman's Assistant (Seamstress)
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Health Laboratory Auxiliary <i>formerly Senior Health Laboratory Attendant</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Health Laboratory Auxiliary <i>formerly Laboratory Health Attendant</i>

Salary Code	Salary Scale and Grade
24 030 055	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Ambulance Driver (Shift)
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Heavy Vehicles above 5 tons)
24 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (on shift)
24 026 053	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Operator Waste Water Pumping Station (on shift)
24 023 053	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Ward Assistant (Male and Female)
24 031 053	<b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Senior Cook
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Handy Worker (Skilled) (Health) Incinerator Operator (Health Services) Mortuary Attendant (on roster)

Salary Code	Salary Scale and Grade
24 023 051	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Attendant (Haemodialysis) (Shift) CSSD Assistant Senior Attendant (Hospital Services) (Shift)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (ordinary vehicles up to 5 tons)
24 024 050	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575</b> Cook (Roster)
24 023 049	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b> Pool Attendant (Hydrotherapy Unit)
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Ambulance Care Attendant (Shift) Attendant Nursing School (Personal) Attendant (Hospital Services) (Shift)
24 018 047	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Field Health Worker
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Waste Water Pipe Cleaner (Roster)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Attendant Nursing School Gardener/Nursery Attendant Insecticide Sprayer Operator

Salary Code	Salary Scale and Grade
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Laundry Attendant (Roster) Security Guard (Shift)
24 017 043	<b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Handy Worker (Special Class) Handy Worker (General) (Health)
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Rodent Control Attendant Stores Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader Sanitary/Cleaning Attendant <i>formerly Sanitary Attendant</i>
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 24. MINISTRY OF LOCAL GOVERNMENT

- 24.1 The Ministry of Local Government has under its *aegis* the Local Government Division, the Mauritius Fire and Rescue Service, the Statutory Bodies Family Protection Fund and 12 Local Authorities which comprise one Municipal City Council, four Municipal Councils, and seven District Councils together with some 130 village councils.
- 24.2 The Ministry envisions to achieve inclusive local democracy and local development, reach the highest standard of cleanliness and sanitation through sustainable solid and hazardous waste management throughout the island and make the country a safe place to live in, work and visit at all time.
- 24.3 The aims of the Ministry, amongst others, are the enforcement of good governance in the Local Authorities through the establishment of a dedicated good governance monitoring mechanism; the provision of an enabling work environment and a proper legal framework to improve service delivery and effectiveness of Local Authorities; and the improvement of response time for fire emergencies along with enhancement of rescue and fire fighting capabilities.
- 24.4 The Permanent Secretary as the Accounting and Responsible Officer is responsible for the overall management of the Ministry and the Chief Executives posted in different Local Authorities report to him.

### ICT Coordinator

- 24.5 The Bureau has been apprised that the Ministry has embarked on the E-Governance Project for the Local Authorities, involving the computerization of key operations of the Local Authorities. Moreover, with a view to further improving e-services, the Ministry is additionally investing in the enhancement of the portal and back-end systems.
- 24.6 In this context, request has been made for the creation of a grade of ICT Coordinator, where incumbent would, inter alia, be responsible for the management, administration and maintenance of the e-Governance Portal of the Local Authorities.
- 24.7 We wish to highlight that issues regarding IT in the Public Sector are dealt with at the level of the Ministry of Technology, Communication and Innovation through the Central Informatics Bureau, Central Information Systems Division and/or National Computer Board. Since there is already a pool of qualified officers in the Civil Service, full and judicious use should be made of these resources. Moreover, the Bureau refrains from creating dedicated IT departmental grades in the Civil Service as very often these grades are stand alone ones, where prospect for career movement is very limited.
- 24.8 In such circumstances, the Ministry may make a request to the Ministry of Technology, Communication and Innovation for the posting of a qualified officer with the relevant skills on a full time basis, until such time the project is fully operational. Alternatively, the Ministry may have recourse to contractual employment.



- 24.9 Nevertheless, given that many requests have been made for the creation of dedicated IT grades/structure from several quarters, the Bureau has provided for another mechanism to address these issues. We have recommended at paragraph 19.10 of this Report for the setting up of a Standing Committee which will have the responsibility of looking into such requests and coming up with a general policy.

**MINISTRY OF LOCAL GOVERNMENT  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Inspector
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector of Works
08 059 069	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Clerk Valuation Tribunal
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Local Government Clerk

Salary Code	Salary Scale and Grade
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Tradesman Foreman
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cabinet Maker Carpenter Electrician Mason Motor Mechanic Painter Plumber and Pipe Fitter Welder General Assistant
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Mechanical Unit)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Plant and Equipment Operator
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant Local Government Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

Salary Code	Salary Scale and Grade
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Local Government Tradesman's Assistant Tradesman`s Assistant
24 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Local Government Groundsman Refuse Collector
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
	UNIFIED LOCAL GOVERNMENT SERVICE BOARD
02 000 100	<b>Rs 101000</b> Secretary, Unified Local Government Service Board

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## 24.1 MAURITIUS FIRE AND RESCUE SERVICE

- 24.1.1 The Mauritius Fire and Rescue Service (MFRS), *formerly Government Fire Services*, has been renamed following enactment of the Mauritius Fire and Rescue Service Act 2013. Its vision is to have a Republic of Mauritius free from the dangers of fire and other emergency threats and make it a place safe to live, work and visit anytime and anywhere.
- 24.1.2 Further to the change in the legislation, the role of the MFRS has shifted from a firefighting agency to that of a full-fledged rescue service. It is now responsible for ensuring that the people of the Republic of Mauritius are supported by and benefit from effective fire emergency and disaster management services, emergency rescue, as well as from natural and technological disaster management services. It aims at taking all necessary steps for the prevention and suppression of fires and the protection of life, property and the environment in case of an emergency.
- 24.1.3 The Chief Fire Officer is responsible for the overall functioning and administration of the MFRS. He is supported by officers of the Firefighter cadre. The activities are organised under various Divisions/Units: Fire Safety Division; Service Mobilising and Control Centre; Training Division; Logistics Unit; and Organisational Performance, Compliance and Good Governance Unit.
- 24.1.4 In the context of this Report, Management and Unions have submitted that the right structure and incentives should be provided in view of the changing role of the MFRS. In arriving at the recommendations made for this essential emergency service, the Bureau has taken into account the main orientation of this Report to have a public sector committed to serve the interest of the citizens. In this respect, consideration has been given to strengthen the existing structure, improve conditions of work with the introduction of new allowances and consolidation of existing ones. A new concept of time off and posting on a rotational basis has been provided, coupled with the grant of a Performance Bonus to operational staff with a view to keeping a motivated and efficient personnel of the MFRS.

### Lead Firefighter

- 24.1.5 Union Members have highlighted that at times officers in the grade of Firefighter encounter a problem of leadership and authority when they embark on an emergency operation where the crew does not consist of an officer of a higher rank to take command. Moreover, in the absence of a Sub-Officer, Firefighters are called upon to assume responsibilities of the higher rank without any additional compensation. The Bureau has carefully examined the issue and strongly views that the elements of rank and command are very critical in the smooth running of operations in the Disciplined Forces. In this context, after consultation with Management and Unions, we are providing for a designate position of Lead Firefighter to address these issues which are impeding service delivery.

**Recommendation 1****24.1.6 We recommend that:**

- (i) Firefighters should be departmentally known as “Lead Firefighter” on completing 15 years of service in the grade subject to being favourably reported on their performance, conduct and attendance. The Lead Firefighter should be given the authority of leading and taking charge of a team of Firefighters, whenever the situation requires; and**
- (ii) the Lead Firefighter, should be paid a monthly allowance equivalent to two increments at the point reached in the salary scale.**

**24.1.7 We further recommend that Management should strongly consider the advisability of increasing the establishment size of the grade of Firefighter.**

**Performance Bonus**

**24.1.8** During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

**Recommendation 2**

**24.1.9 We recommend that officers in the grade of Firefighter up to Senior Station Officer should be paid a one-off performance bonus equivalent to twelve times the value of one increment at the point reached in their respective salary scale provided that they have:**

- (i) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) have not been adversely reported upon on ground of conduct.**

**24.1.10** However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

**Recommendation 3**

**24.1.11 We recommend that the above recommendation should take effect as from 01 January 2018.**

## Time Off

- 24.1.12 Senior Officers i.e Senior Station Officers and above as well as Junior Officers working as Daymen are required to be on call after normal working hours on a roster basis and have to attend duty in case of emergencies. In this perspective, Management and Unions have strongly requested for the payment of an on-call allowance as well as an in-attendance allowance for the disruption caused in their social life.
- 24.1.13 The Bureau wishes to point out that Disciplined Forces operate differently from other organisations in the Civil Service. The pattern of work, the duties performed, the fundamental elements of rank and file, command, discipline and authority, the nature of services provided, the national importance of these organisations, among others, all contribute in classifying the Disciplined Forces as a special category, distinct from the others. The specificity of the disciplined forces is the presence of officers and their readiness for action at all times, particularly in cases of emergencies, irrespective of the fact that the officer is off duty. These elements in the disciplined forces have been considered by the Bureau whilst determining salaries. We are therefore strongly convinced that on-call and in-attendance allowances should not prevail in the disciplined forces.
- 24.1.14 Nevertheless, we do acknowledge the disturbance and hardship caused to the officer whilst being on call and attending duty after normal working hours. Against this background, we are providing some sort of compensation to these officers.

## Recommendation 4

- 24.1.15 We recommend that officers of the Firefighter cadre, from the rank of Firefighter to Assistant Chief Fire Officer who do not form part of the Bank of Fire Officers Scheme and are required to attend their site of work to cater for normal interventions whilst being on leave or off duty, should be granted equivalent time off for the number of hours put in. In the event time off cannot be granted within a period of four months, the officer should be paid an allowance based on his normal hourly rate for every hour put in, subject to a maximum of four hours per day.**
- 24.1.16 The above recommendation should, however, not apply in cases of natural disasters, major emergencies and in times of crisis.**

## Trainer's Allowance

- 24.1.17 Officers posted in the Training Unit are required to dispense training both theoretical and practical, to new recruits or serving officers. These officers are selected to act as Trainer based on specific skills and competencies held. Request has, therefore, been made for these officers to be compensated for the specific skills and competencies held and which are used by the MFRS, to which we are agreeable.

**Recommendation 5**

**24.1.18 We recommend that officers possessing the Trainers Certification Course of the MITD and who are posted in the Training Unit to act as Trainer, should be paid an allowance equivalent to one increment at the point reached in their respective salary scales.**

**Special Duty Allowance**

24.1.19 Management has apprised that in line with the organisation's revised mandate and the new challenges faced by the service, many specialised units namely Fire Safety Division, Management Support Unit, Control and Mobilising Centre and Aerial Firefighting and Rescue Unit, have been created. Officers posted in these units are called upon to perform duties which require additional competencies, skills and knowledge in specific fields such as architectural engineering, high angle rescue, laws regulating buildings, analytical analysis/tendering advice in crisis/panic. Management has, therefore, strongly made a case to the Bureau for these officers to be financially incentivised in view to motivating them for continued deliverables in these units. We have examined the submission and are making provision for the payment of a Special Duty Allowance.

**Recommendation 6**

**24.1.20 We recommend that officers in the Firefighter cadre who are posted in the Specialised Units be paid a monthly Special Duty Allowance equivalent to one increment for performing specific duties of a specialised nature.**

**Risk Allowance**

24.1.21 At present, Firefighters, Sub Officers and Station Officers performing operations duties are paid a Risk Allowance. It has been submitted that in cases of emergencies and major fires, all officers, including senior officers irrespective of their posting, are required to participate in these interventions along with the operational staff. In view thereof, request has been made to extend the payment of risk allowance to these senior officers.

24.1.22 The Bureau has carefully examined this request and considers that as the nature of interventions has evolved and given that the participation of senior officers is also solicited on site during emergencies, there is need to extend the payment of risk allowance to them. We are, therefore, reviewing the recommendation regarding Risk Allowance.

**Recommendation 7**

**24.1.23 We recommend that a monthly Risk Allowance should be paid to officers of the Firefighter Cadre, up to Assistant Chief Fire Officer equivalent to 1 ½ increments at the initial point of their respective salary scales, subject to a maximum of Rs900.**

## Pregnant Firefighters

24.1.24 The Bureau has received persistent representations to the effect that much hardship is endured by female officers of the Disciplined Forces as they are required to work on night shift and perform duties necessitating continuous standing. The Bureau has carefully examined the issue and views that a specific recommendation should be made for female officers of the MFRS who are in this state.

### Recommendation 8

**24.1.25 We recommend that Management should strongly consider the advisability of not requiring, as far as possible, pregnant female Firefighters to perform extra hours or night shift or duties involving continuous standing for at least three months before their confinement.**

### Bank of Fire Officers Scheme

24.1.26 Presently, there is a Bank of Fire Officers Scheme under which the MFRS avails the services of Firefighters, Sub Officers and Station Officers who are on leave or off duty, whenever additional staff are required for fire prevention duties on private premises or to palliate any shortage of staff. These officers are then paid an allowance of Rs 610 for working up to three hours and on a pro-rata basis for all hours of work put in beyond the specified number of hours. It is of note that the quantum payable is inclusive of travelling time involved in reaching the site concerned.

24.1.27 The Bureau has been informed that having recourse to officers from the Bank to palliate any shortage of staff has enhanced service delivery as minimal disturbance is caused to the smooth running of operations. We are, therefore, maintaining the Bank of Fire Officers Scheme whilst revising the quantum payable.

### Recommendation 9

**24.1.28 We recommend that officers in the grade of Firefighter, Sub Officer and Station Officer who form part of the Bank of Fire Officers Scheme and who are recalled for duty whilst on leave or off duty to perform duties of a Firefighter in emergencies or at private premises regarding fire prevention or to palliate any shortage of staff, should be paid an allowance of Rs 640 per hour.**

24.1.29 Management has apprised that the Fire Services has devised another mechanism, with the concurrence of the MCSAR, to pay officers who are retained on duty to perform extra hours beyond their scheduled shift. The latter are paid an allowance (Returning Leave) at a lower rate than that payable to officers in Bank, for every extra hour of work put in. Given that this rate is lower than that in force in the Bank Scheme, these officers are not willing to perform beyond their scheduled shift. In this context the Bureau has been requested to bring some form of harmonisation between these two rates.



24.1.30 We have studied the issue in depth and have come to the conclusion that as the payment for the "Returning Leave" is an administrative arrangement, any review regarding its mode/rate of payment should be dealt administratively. Moreover, we strongly view that the Fire and Rescue Service should consider **increasing its establishment size with a view to addressing the problem of shortage of staff.**

#### **Physical Training Instructors' Allowance**

24.1.31 At present, officers of the MFRS who have successfully followed the Physical Training Instructors Certificate Course of the MIE and who act as Physical Training Instructor are paid an allowance. We are maintaining this provision.

#### **Recommendation 10**

24.1.32 We recommend that eligible officers should continue to be paid a monthly Physical Training Instructors' Allowance equivalent to one increment at the point reached in their respective salary scales.

#### **Maintenance and Repair Allowance**

##### **Recommendation 11**

24.1.33 We recommend that the monthly allowance payable to officers of the Firefighter cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus be revised to Rs 385.

#### **Allowance to drive heavy specialized vehicles**

##### **Recommendation 12**

24.1.34 We recommend that officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialized vehicles should continue to be paid an allowance equivalent to one increment at the initial of their respective salary scales.

#### **Rent Allowance**

##### **Recommendation 13**

24.1.35 Officers of the MFRS who do not occupy government quarters should continue to be paid Rent Allowance per month as hereunder:

<b>Grade</b>	<b>Amount (Rs)</b>
<b>Firefighter</b>	<b>735</b>
<b>Sub-Officer</b>	<b>790</b>
<b>Station Officer</b>	<b>815</b>
<b>Senior Station Officer</b>	<b>915</b>
<b>Divisional Officer</b>	<b>1010</b>
<b>Assistant Chief Fire Officer</b>	<b>1180</b>
<b>Deputy Chief Fire Officer</b>	<b>1180</b>
<b>Chief Fire Officer</b>	<b>1930</b>

## Night Duty Allowance

### Recommendation 14

**24.1.36 We recommend that a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours should be paid to officers of the Firefighter cadre who effectively perform night shift.**

### Early Retirement Scheme

24.1.37 An early retirement scheme exists for officers of the Firefighter cadre. Officers who have been appointed as from 01 July 2008 may be:

- (a) allowed to retire on a proportionate pension after completing 28¾ years of service; and
- (b) eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.

24.1.38 As regards officers in post as at 30 June 2008, they benefit from the early retirement scheme applicable as at that date.

**24.1.39 We are maintaining the Early Retirement Scheme as per paragraphs 24.1.37 and 24.1.38 above.**

### Medical Examination

### Recommendation 15

**24.1.40 We recommend that Management should continue to make necessary arrangements for officers of the Firefighter Cadre to undergo a medical examination to ensure their fitness for the job:**

- (i) once every two years; and
- (ii) every year for officers who have reached the age of 60.

### Posting of Officers on a rotational basis

24.1.41 The Bureau has been apprised that a few officers are posted in specific units to perform specialised duties, and where the shift system is not applicable. The Bureau views that officers should as far as possible be polyvalent and be given opportunities to perform in various areas to expand their knowledge and develop their competencies. In this respect, the Bureau strongly considers that officers of the MFRS should be provided with appropriate training and posted on a rotational basis to different operational units in the Service.

## MAURITIUS FIRE AND RESCUE SERVICE

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
07 000 100	<b>Rs 101000</b> Chief Fire Officer
07 079 094	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Deputy Chief Fire Officer
07 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Chief Fire Officer
07 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Divisional Officer
07 054 071	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Senior Station Officer
07 048 068	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125</b> Station Officer
07 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Sub-Officer
07 033 062	<b>Rs 15750 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Firefighter
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Workshop Supervisor
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Foreman

Salary Code	Salary Scale and Grade
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Automobile Electrician General Assistant Mason Motor Mechanic Panel Beater Plumber and Pipe Fitter Welder
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## **25. MINISTRY OF SOCIAL INTEGRATION AND ECONOMIC EMPOWERMENT**

- 25.1 The eradication of extreme and chronic poverty is the concern of all nations across the world. So, all governments attempt to create an inclusive and more equitable society. The Ministry of Social Integration and Economic Empowerment was set up in May 2010 from the same perspective.
- 25.2 The Ministry formulates policies and national action plans for the social integration of vulnerable groups. It provides basic shelter to homeless and vulnerable families and assists needy children in deprived regions through the provision of educational support as well as school materials. It is also responsible, among others, to provide continued support to empower vulnerable families and to improve the living conditions of those families in deprived regions.
- 25.3 While the Ministry formulates policies and crafts strategies to attain its objectives, the implementation of all the programmes related thereto rests with the National Empowerment Foundation (NEF) which is a government owned private company, operating under the Ministry. The NEF also coordinates the activities of the National Committee on Corporate Social Responsibility, which activities, are oriented towards the above objectives.
- 25.4 A Permanent Secretary is at the helm of the Ministry and is assisted by officers of the administrative cadre and other support staff.
- 25.5 During consultation with the official side, it has been submitted that in view of the new orientation for poverty eradication as advocated in the new Government Programme, the Ministry has to be in the forefront to generate the appropriate synergy and right conditions for public service delivery as per its mandate. In this context and to show tangible achievements, representations have been made to create a Technical Unit comprising the grades of Coordinator, Research Analyst, Psychologist and Monitoring and Evaluation Officer.
- 25.6 We are therefore recommending accordingly.

### **Recommendation 1**

- 25.7 We recommend the creation of the grades of Coordinator, Research Analyst, Psychologist, and Monitoring and Evaluation Officer on the establishment of the Ministry of Social Integration and Economic Empowerment.**

### **Coordinator (New Grade)**

- 25.8 Appointment to the grade of Coordinator should be made by selection from among candidates possessing a Master's Degree in Social Development or Social Work or Sociology or Psychology or in any other related subject from a recognised institution or an equivalent qualification acceptable to the Public**

**Service Commission and reckoning at least five years' experience in community/poverty alleviation services.**

- 25.9 Incumbent would, among others, be responsible for: the day to day management of the Technical Unit; preparation of short, medium and long term plans of action in areas of poverty, community development and advise on policies concerning these areas; implementation, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives of plan of action; preparation and implementation of sensitisation programmes for the community through mass media and other means including publications; and the coordination of statistical research projects and programmes.

#### **Research Analyst (New Grade)**

- 25.10 The Research Analyst should be recruited from among candidates possessing a Degree in Finance or Economics or Statistics or an equivalent qualification acceptable to the Public Service Commission and reckoning at least three years' post qualification experience in the relevant field.**

- 25.11 Appointees would, *inter alia*, be called upon to: collect and analyse economic, social, environmental, financial, fiscal and other relevant information and/or data required for the attainment of the objectives of the Ministry and/or the reform programme of Government; assist in the preparation of the Ministry's sectoral and/or national development programmes, policies, plans, Budget and/or international engagements and monitor, report and evaluate progress in the implementation of the Government Programme, as well as national, sectoral and international engagements, Ministry plans and/or Budget measures and/or indicators.

#### **Psychologist (New Grade)**

- 25.12 Appointment to the grade of Psychologist should be by selection from among candidates possessing a Master's Degree in Clinical Psychology or Counselling Psychology or Psychology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.**

- 25.13 Incumbent would be required, among others, to: assess therapeutic needs of vulnerable families and their members and effecting site visits, if required; provide psychological assessment and treatment services for children and their families; provide psychotherapy and counselling to vulnerable children and their families as well as attending to children placed in institutions/places of safety and conducting counselling and psychotherapy with parents/families of such children.

#### **Monitoring and Evaluation Officer (New Grade)**

- 25.14 Recruitment to the grade of Monitoring and Evaluation Officer should be made by selection from among candidates possessing a Degree in Finance or Economics or Statistics or an equivalent qualification acceptable to the Public Service Commission and reckoning at least two years' post qualification in monitoring and evaluation of projects, programmes and activities related to poverty alleviation.**

- 25.15 Candidates would, *inter alia*, be called upon to: provide technical support in the monitoring and evaluation of poverty alleviation programmes; provide technical support in designing, monitoring and reviewing the Ministry's plans and monitor all project activities, expenditures and progress towards achieving project output; build capacity and support the Ministry regarding planning, monitoring and evaluation.

## MINISTRY OF SOCIAL INTEGRATION AND ECONOMIC EMPOWERMENT

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Coordinator (New Grade)
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Psychologist (New Grade)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Monitoring and Evaluation Officer (New Grade) Research Analyst (New Grade)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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## 26. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

- 26.1 The Ministry of Foreign Affairs, Regional Integration and International Trade has the overall responsibility of the implementation of the foreign and trade policies and promotion of foreign relations of the Republic of Mauritius with other countries. Its core function is to advise and assist Government in response to unfolding international situations and events. Its role relates, among others, to: upholding, promoting and protecting sovereignty, territorial integrity and interests of the Republic of Mauritius; monitoring and analysing developments in the international arena; promoting Mauritian exports, tourism potential, attracting foreign investment for Mauritius and enhancing scientific, technological and cultural links between Mauritius and other countries; providing consular service and assisting Mauritian citizens abroad; and assisting other Ministries and Departments in their international dealings.
- 26.2 In so doing, the Ministry envisions creating a prosperous and sustainable Mauritius fully integrated into a peaceful, globalised and equitable world. Its activities are carried out through three Divisions namely Foreign Affairs, Regional Integration and International Trade.
- 26.3 As Accounting and Responsible Officer of the Ministry, the Secretary for Foreign Affairs advises the Minister on all issues related to policies, positions, roles and policy direction that should be undertaken to ensure that the interests of the country are always protected and promoted. She is supported in the performance of her duties by a Permanent Secretary, officers belonging to the Diplomatic, Administrative, Technical, general services cadre and other occupational categories.
- 26.4 It has been reported during consultation that the Ministry is presently being manned by limited number of officers of the Diplomatic cadre, both at local and international levels. To address the concern of both Management and staff side, **we recommend that the Ministry should conduct a Human Resource Planning exercise to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

### FOREIGN AFFAIRS DIVISION

- 26.5 The Foreign Affairs Division, being the major area of activity of the Ministry, is split into six Directorates namely Bilateral I, Bilateral II, Bilateral III, Multilateral Political, Multilateral Economic and Protocol. Each Directorate is headed by an Ambassador/High Commissioner or a Minister-Counsellor or a senior diplomatic officer. The Division also comprises 18 Diplomatic Missions and one Consulate.

- 26.6 For this Review, the submissions pertained mainly to: alignment and upgrading of salaries as well as review of certain specific conditions of service. During meetings, both Management and staff side were apprised that alignment/upgrading of salaries would be looked into taking into consideration, among others, the level of responsibility, scope of activities and complexity of work in line with the Bureau's general framework for pay determination. As regards the specific conditions of service, these are dealt with in Volume I of this Report.
- 26.7 After a thorough examination of the submissions, we are maintaining the present structure and other benefits while revising the existing allowances.

### **Accumulated excess hours of work**

- 26.8 At present there is flexibility for officers posted in the Protocol Directorate who have not been able to take time off to carry over the excess hours of work accumulated in a given year into the following year. It has been represented that these officers are unable to take their excess hours of work accumulated in view of the exigencies of service as the number of extra hours accumulated is substantial and if time off is granted, it would disturb the smooth running of the Directorate. The Bureau has examined the representations and considers that special effort should be made by Management through appropriate planning to make the existing arrangement work which we are maintaining hereunder:

### **Recommendation 1**

#### **26.9 We recommend that:**

- (i) officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours against time off in the year it fell due, may be allowed by the Responsible Officer to carry over the excess hours of work accumulated into the following year provided that a written application to offset the extra hours of work accumulated against time off has been made by the officer concerned in the year it was due and such time off has not been approved due to the exigencies of the service; and**
- (ii) the excess hours accumulated that have been carried forward should lapse if not taken as time off in the year that they have been carried over.**

### **Entertainment Allowance**

- 26.10 The Secretary for Foreign Affairs and Ambassadors are presently paid a monthly entertainment allowance of Rs 6875 and Rs 4950 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations received when posted at the Head Office. We are maintaining this provision and revising the quantum.

**Recommendation 2**

- 26.11 We recommend that the Secretary for Foreign Affairs and Ambassadors should be paid a revised monthly entertainment allowance of Rs 10500 and Rs 7500 respectively.**

**Second Secretary**

- 26.12 As per existing provision, Second Secretaries are allowed to proceed incrementally in the master salary scale up to salary point Rs 58775 subject to certain condition. We are maintaining this provision and revising the salary point.

**Recommendation 3**

- 26.13 We recommend that Second Secretaries be allowed to proceed incrementally up to the revised salary point Rs 62950 in the master salary scale through the grant of one increment every year provided they have:**
- (i) drawn their top salary for a year, and**
  - (ii) have been efficient and effective in their performance during the preceding years; and**
  - (iii) are not under report.**

**Duty Exemption to Ambassadors**

- 26.14 At present, Ambassadors returning to their home country, after a tour of service in our mission abroad, are allowed, subject to the approval of the High Powered Committee, to benefit, only once, from duty exemption on the car purchased by them in the country of posting. Such eligibility is governed by provisions as at paragraph 18.2.126 of Volume 1 of this Report. **These are being maintained.**
- 26.15 Appropriate recommendation in respect of Foreign Service Allowance and other allowances which are payable to officers of the Diplomatic cadre, have been made at Chapter 18 of Volume 1 of this Report.

**REGIONAL INTEGRATION DIVISION**

- 26.16 The role of the Regional Integration Division is to advise on the development of the various sectors of the economy in line with the national objectives through enhanced co-operation with regional partners and to implement projects relating to regional integration. Its portfolio includes issues relating to bilateral cooperation and African Continental integration which has a regional perspective. The Division prepares for meetings and monitors activities relating to the regional organisations to which Mauritius belongs namely the Southern African Development Community (SADC), Common Market for Eastern and Southern Africa (COMESA), Indian Ocean Commission (IOC) and the Indian Ocean Rim – Association for Regional Cooperation (IOR-ARC). It also takes on board decisions of the Tripartite SADC-COMESA-EAC Summit.

- 26.17 The structure of the Regional Integration Division comprises a Director, Cooperation as Head, a Deputy Director, Cooperation and officers of the Analyst (Cooperation) cadre.
- 26.18 In the context of this Review, representations have been made for upgrading/alignment of salaries, increasing number of posts, grant of 70% duty free facilities to the grade of Analyst (Cooperation), provision of entertainment allowance and other benefits. During consultation, Management was apprised that the request for upgrading/alignment of salaries would be dealt with taking into consideration all the compensable factors in line with the Bureau's general framework of pay determination. As regards increasing the number of posts, Management was sounded that the onus rests with the Ministry and would be subject to the findings of the Human Resource Planning exercise. On the issue of duty free facilities, they were apprised of the criteria adopted by the Bureau. Concerning general conditions of service/benefits, parties were informed that these would be finalised after discussion with all stakeholders concerned whereas for specific ones, the Bureau would examine their justification.
- 26.19 As the present structure is appropriate, we are not bringing any change thereto.

### **INTERNATIONAL TRADE DIVISION**

- 26.20 The main functions of the International Trade Division relates to: negotiating trade deals for Mauritius at the multilateral level as well as in the context of regional and bi-lateral trade relations; ensuring that international trade rules are shaped in a manner as to create better trading opportunities for Mauritian exporters on international, regional and individual markets; following up on implementation of Trade Agreements; and preparing for the Trade Policy Review of Mauritius.
- 26.21 The work of the Division is conducted through the Trade Policy Unit, the Industrial Property Office and the Industrial Property Tribunal.
- 26.22 At the apex of the Division, the Director, Trade Policy is the Head who is responsible to formulate trade policies with a view to integrating the global trading system and to promote, defend and safeguard the socio-economic interests of Mauritius at bilateral, regional and multilateral levels. He is assisted in his tasks by the Deputy Director, Trade Policy and officers of the Trade Policy Analyst cadre.
- 26.23 Both Management and staff side have made representations for: alignment of salaries; increasing the number of posts of Principal Trade Analyst; provision of 70% duty free facilities and other benefits. During meetings, parties were informed that the proposal for alignment of salaries would be examined taking into consideration several compensable factors. On the issue of additional posts they were explained that the onus rested upon Management. As regards provision of 70% duty free facilities, they were apprised of the existing criteria for eligibility. In respect of general conditions of service/benefits, they were informed that these would be finalised following consultations with all stakeholders.

- 26.24 After examination, the Bureau is of the view that the present structure should be maintained.

### **INDUSTRIAL PROPERTY OFFICE**

- 26.25 Established under Section 3 of the Patents, Industrial Designs and Trademarks Act 2002, the main services of the Industrial Property Office (IPO) are the registration of trademarks, industrial designs and the grant of patents, and the proper maintenance of the Industrial Property Rights during their terms.
- 26.26 To safeguard individual ownership and industrial property rights, IPO enforces the following legislations: The Patents, Industrial Designs and Trademarks Act 2002; the Protection against Unfair Practices (Industrial Property Rights) Act 2002; the Layout Designs (Topographics) of Integrated Circuits Act 2002 and the Geographical Indications Act 2002. It envisions a modern and well enforced intellectual property system to be recognised as an important commercial and driving force as well as a crucial factor for national, social, economic and technological development.
- 26.27 The establishment of the IPO comprises the Controller, Industrial Property Office who is responsible for the effective operation and management of the IPO and by a core staff consisting of officers of the Industrial Property Officers' Cadre and those of the General Services. At present, the post of Controller, Industrial Property Service is vacant and the Principal Industrial Property Officer has been assigned the responsibility to look after the affairs of the IPO in respect of administration and technicality of task.
- 26.28 In the context of this Review, both staff and Management have made the following submissions: to enlarge the qualification requirement for the grade of Controller, Industrial Property Office; upgrading of qualification requirement at the level of Industrial Property Officer and reviewing its salary scale in light of what has been granted to the grade of Office Management Assistant; merging of the grade of Industrial Property Officer and Senior Industrial Property Officer; and granting 70% duty remission for the purchase of a car to officers of the Industrial Property Officers' Cadre.
- 26.29 During consultations both parties were apprised that upgrading or reviewing of qualifications requirement normally rests upon Management but is considered by the Bureau when the job content has evolved in complexity requiring new competencies and skills to match the responsibilities shouldered. It was also highlighted that the salary scale of the grades is aligned taking into consideration, among others, comparability of hierarchical positions, responsibilities and scope of activities. With regard to the upgrading of salary, they were informed that the Bureau would reassess all grades in the Cadre through job evaluation exercises. On the issue of merger of the two grades of Industrial Property Officer and Senior Industrial Property Officer, both Management and staff side were apprised that such a request could have been considered if there were considerable overlapping of duties between the two grades, limited supervision, no team-leading functions and consensus among all those

concerned. Parties were also apprised of the criteria to qualify for 70% duty remission to purchase a car.

- 26.30 After a thorough analysis of the submissions, the Bureau holds the view that the organisation structure should be maintained and the qualification requirement of the grade of Controller, Industrial Property Office be enlarged to enable recruitment from a broader pool of qualified serving officers.

#### **Controller, Industrial Property Office**

- 26.31 At present, recruitment to the grade of Controller, Industrial Property Office is made by selection from among candidates possessing a Degree in Law and either a Master's Degree in Law or a postgraduate Diploma in Intellectual Property or in a related field and reckoning at least five years' experience in legal matters.
- 26.32 It has been submitted that the post of Controller, Industrial Property Office has remained vacant for a long time and attempts made by the Public Service Commission to fill in the vacancy has been unsuccessful as no qualified candidates responded to the advertisement. Management has therefore acceded to the proposal of the union to enlarge the field of academic qualification in the scheme of service of the grade to enable recruitment from a larger pool of qualified serving officers.

#### **Recommendation 4**

- 26.33 **We recommend that, in future, recruitment to the grade of Controller, Industrial Property Office be made by selection from among serving officers possessing either:**
- (i) a Degree in Law or Management or Economics or Marketing or Business Management or Statistics or any other related fields and reckoning at least eight years' post qualification experience at managerial level; or**
  - (ii) a Master's Degree in the specified fields or a post graduate Diploma in Intellectual Property or an equivalent acceptable qualification and reckoning at least five years' post qualification at managerial level.**

**MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND  
INTERNATIONAL TRADE**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 109	<b>Rs 164000</b> Secretary for Foreign Affairs
02 000 106	<b>Rs 122000</b> Ambassador High Commissioner Permanent Representative Permanent Secretary
02 000 102	<b>Rs 110000</b> Minister Counsellor/Deputy High Commissioner
02 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> First Secretary
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Project Manager, Foreign Affairs
02 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Second Secretary
08 056 080	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Attaché (Administration) (Personal)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant



Salary Code	Salary Scale and Grade
<b>REGIONAL INTEGRATION</b>	
02 000 102	<b>Rs 110000</b> Director, Cooperation
02 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Cooperation
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Analyst (Cooperation)
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Analyst (Cooperation)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Analyst (Cooperation)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
<b>INTERNATIONAL TRADE DIVISION</b>	
02 000 102	<b>Rs 110000</b> Director, Trade Policy
02 095 097	<b>Rs 86000 x 3000 – 92000</b> Deputy Director, Trade Policy (Personal)
02 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Trade Policy
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Trade Policy Analyst

Salary Code	Salary Scale and Grade
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Trade Policy Analyst
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Trade Policy Analyst
18 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Controller, Industrial Property Office
18 065 079	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Principal Industrial Property Officer
18 058 073	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Industrial Property Officer
18 050 068	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125</b> Industrial Property Officer
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Trade Policy Information Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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## **27. ATTORNEY-GENERAL'S OFFICE**

- 27.1 The Attorney-General's Office provides legal and legislative drafting services to the Government and is the only institution that interacts with the three constitutional powers, namely, the Legislature (National Assembly), the Judiciary (Courts) and the Executive (Government/Ministries). The Office also provides assistance to the Courts in its capacity as Ministère Publique in addition to a number of other statutory powers vested upon it.
- 27.2 While envisioning to develop itself into a centre of excellence for Legal and Legislative Drafting Services, the Attorney-General's Office aims at providing, without fear or favour, hatred or ill-will, to the Government of the day, sound and independent legal advice and representation as well as contributing in the development of a fair and just legal system that promotes the rule of the law, in the best interest of the State and the people.
- 27.3 The Attorney-General who should be a Barrister, is the principal legal adviser to the Government of Mauritius and holds the Office of a Minister.

### **STRUCTURE OF THE ATTORNEY-GENERAL'S OFFICE**

- 27.4 The Office of the Director of Public Prosecutions was made to operate as a separate office distinct from the Attorney-General's Office after 01 July 2009. However in February 2015, the Cabinet approved that the Attorney-General's Office would be restructured such that:
- (i) the Office of the Director of Public Prosecutions would, henceforth, function as a distinct department of the Attorney-General's Office, as was the case until 2009, but with the Director of Public Prosecutions as Responsible Officer;
  - (ii) the Office of the Parliamentary Council would, henceforth, function as a distinct department within the Attorney-General's Office, as recommended by Lord Mackay in his Report in 2006 and with the Parliamentary Counsel as Responsible Officer;
  - (iii) the Solicitor-General would be the Supervising Officer, and the Chief Legal Secretary would be the Accounting Officer of the whole of the Attorney-General's Office, comprising three departments, (the Office of the Director of Public Prosecutions, the Office of the Parliamentary Council, and the Civil Advisory and Litigation Department); and
  - (iv) the Enforcement Authority under the Asset Recovery Act would be the Financial Intelligence Unit pending the setting up of the Financial Crime Commission, in order to allow officers of the Office of Director of Public Prosecutions to focus on the prosecutorial duties and other duties within the Attorney-General's Office.

- 27.5 The activities of the Attorney-General's Office are, now being carried out through the Office of the Solicitor-General, the Office of the Director of Public Prosecutions and the Office of the Parliamentary Counsel.

### **OFFICE OF THE SOLICITOR-GENERAL**

- 27.6 The Solicitor-General is a non-political and the highest ranking public officer appointed by the Judicial and Legal Service Commission. He is the administrative head of the Attorney-General's Office and is, after the Principal Legal Adviser to Government, namely the Attorney-General, the next senior most Legal Adviser to the Attorney-General. He tenders advice to Government departments and Ministries in an independent and impartial manner and handles all civil matters in which the State, its agencies, or officers, is a party. He also defends the interest of the State in the Superior Courts including the Privy Council.

### **OFFICE OF THE PARLIAMENTARY COUNSEL**

- 27.7 The Office of the Parliamentary Counsel, under the overall supervision of the Solicitor-General, contributes to Parliamentary democracy under the rule of law by supporting Parliament and the Executive in their law-making roles and contributing to the Governments' objectives by ensuring that:

- Legislation that is necessary to change the law to implement Government policies is effective, clear, and consistent with other legislation, the general law, and international law; and
- Legislation including Bills and Acts, and regulations are published with official, authoritative status.

- 27.8 The Parliamentary Counsel is mainly responsible for law drafting, preparation of Bills and review of the existing legislation. All Government Bills and Regulations are vetted by the Parliamentary Counsel. The Parliamentary Counsel does not make policy decisions but drafts legislation as per the instructions received, and also advises the Executive as to how its policy objectives can best be achieved within the ambit of what is legally sound and or/possible. He also assesses the legal implications of the ratification of Treaties and advises the Government on the international legal obligations that bind the State.

### **OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**

- 27.9 At present, the Office of the Director of Public Prosecutions operates as a distinct department of the Attorney-General's Office with the Director of Public Prosecutions being the Responsible Officer.
- 27.10 The Office of the Director of Public Prosecutions is mainly responsible at the national level for offering prosecution services. Its main aim is to bring offenders promptly to justice while at the same time ensuring that their rights are safeguarded.

- 27.11 The Office of the Director of Public Prosecutions envisions to be recognised as a high calibre Prosecution Office capable of meeting and exceeding the expectations of society for a fair, efficient and innovative legal system. It aims at providing prosecution services, legal advice and litigation support of high standard, without fear or favour.
- 27.12 The Director of Public Prosecutions (DPP) has the powers, in any case in which he considers it desirable to do so, to institute and undertake criminal proceedings that may have been instituted by any other person or authority; discontinue at any state before judgement is delivered any such criminal proceedings instituted by himself or any other person or authority. The DPP exercises its functions in full independence and is not subject to the direction or control of any other person or authority, and is constitutionally responsible for all criminal matters.
- 27.13 At present, the organisational structure of all the three divisions of the Attorney-General's Office, i.e. the Solicitor-General's Office, the Office of the Parliamentary Counsel and the Office of the Director of Public Prosecutions are manned, at the professional level by officers in the State Counsel cadre, State Attorney cadre, Legal Secretary cadre and at the technical level by officers in the Legal Assistant cadre.
- 27.14 In the context of the present review exercise, we are strengthening the structure of the Office of the DPP through the creation of additional levels, restyling certain other grades to more appropriate job appellations commensurate with the nature of duties performed such that the organisation is adequately structured to meet its mandate. We are also maintaining the payment of certain allowances as an incentive to retain the services of high calibre officers at the professional levels, while also extending same for other professionals at the Attorney-General's Office.

### **Recruitment and Retention Problems in the Attorney-General's Office**

- 27.15 At present, a negotiable salary point has been recommended for new entrants in the grades of State Counsel and State Attorney at the Attorney-General's Office and the Office of the DPP, subject to the concurrence of the High Powered Committee and approval of the Ministry of Civil Service and Administrative Reforms, with a view to induce such officers to join the service and also as an incentive for retaining experienced officers. We are maintaining the present arrangement.

### **Recommendation 1**

- 27.16 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the concurrence of the High Powered Committee, continue to approve the higher salary point for new entrants in the grades of State Counsel and State Attorney, both at the Attorney General's Office and the Office of the Director of Public Prosecutions, based on the qualification and experience of the recruits, and such adjustments in salary as may be required for officers in post.**

## Special Legal Service Allowance

- 27.17 With a view to curtailing the high turn-over rate and retaining the services of Judicial and Legal Officers who tend to leave the service after acquiring some years of experience at the Attorney-General's Office and the Office of the Director of Public Prosecutions, the Bureau in the last Report maintained the payment of a monthly Special Legal Service Allowance set at different percentage rates to concerned officers.
- 27.18 The payment of this allowance was first introduced in the 2008 PRB Report and its continued payment is generally subject to findings of the survey on Recruitment and Retention carried out by the Bureau.
- 27.19 In the context of this review exercise, the survey has revealed beyond reasonable doubt that the Attorney-General's Office and the Office of the DPP are still facing problem of recruitment of new officers and retention of experienced Judicial and Legal Officers at the different levels in the respective hierarchy. We have, in this Report, reassessed the situation and consider that the measures taken to ease the problem of retention should be maintained. We are recommending accordingly.

## Recommendation 2

- 27.20 We recommend, with effect from 01 January 2016 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the continued payment of a monthly Special Legal Service Allowance to Legal Officers as specified in the table below:

Grades – Attorney-General's Office Office of the DPP	Special Legal Service Allowance (% of monthly salary)
State Counsels, State Attorneys and Curator of Vacant Estates reckoning at least 10 years' service in their respective grades and Senior State Counsel, Senior State Attorney and Assistant Legal Secretary	7
Principal State Counsels, Principal State Attorneys, Legal Secretary, Assistant DPP, Assistant Parliamentary Counsel, Assistant Solicitor General, Deputy Chief State Attorney, Chief State Attorney, Chief Legal Secretary and Senior Assistant DPP.	10

<b>Grades – Attorney-General's Office Office of the DPP</b>	<b>Special Legal Service Allowance (% of monthly salary)</b>
<b>Deputy Solicitor-General, Deputy Director of Public Prosecutions, Parliamentary Counsel, Director of Public Prosecutions, and Solicitor- General reckoning less than 10 years service in the respective grades.</b>	<b>15</b>
<b>Solicitor-General and Director of Public Prosecutions reckoning more than 10 years service in the respective grades but less than 30 years service</b>	<b>20</b>
<b>Solicitor-General and Director of Public Prosecutions reckoning more than 30 years service</b>	<b>30</b>

- 27.21** The above recommendation is made on the understanding that no additional remuneration, over and above the recommended packages will be considered until the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

### **Judicial and Legal Allowance**

- 27.22** As per current practice, Judicial and Legal Officers of the Attorney-General's Office and the Office of the Director of Public Prosecutions are entitled to the payment of a yearly Judicial and Legal Allowance as an assistance towards meeting the cost for certain items related to the exercise of the profession. At present, the allowance is as follows: Rs 36850 for the Solicitor-General, the Director of Public Prosecutions, the Parliamentary Counsel, the Deputy Solicitor-General, and the Deputy Director of Public Prosecutions; and Rs 22,000 to State Law Officers, Chief State Attorney, Senior Assistant DPP, Assistant DPP, Deputy Chief State Attorney, Legal Secretary, Principal State Counsel, Principal State Attorney, Senior State Counsel, Senior State Attorney, State Counsel, State Attorney and Curator of Vacant Estates.

- 27.23** In this Report, we are maintaining the payment of the allowance.

### **Recommendation 3**

- 27.24** We recommend that Judicial and Legal Officers of the Attorney-General's Office and the Office of the Director of Public Prosecutions should continue to be paid the Judicial and Legal Allowance as per the existing arrangement.



**Allowance to the Solicitor-General**

- 27.25 The actual Solicitor-General is granted a monthly pensionable allowance, on a personal basis, to bring his salary at par with the Senior Puisne Judge while at the same time also benefitting from the retirement benefits accruing to Judges.
- 27.26 The Director of Public Prosecutions is also entitled, on a personal basis, to the retirement benefits accruing to Judges. We are maintaining the present arrangement.

**Recommendation 4**

- 27.27 We again recommend that the present Solicitor-General continues to be paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Senior Puisne Judge.**
- 27.28 We further recommend that both the Solicitor-General and the Director of Public Prosecutions should continue to be eligible to the retirement benefits accruing to Judges, on a personal basis.**

**Housing Allowance**

- 27.29 At present, both the Solicitor-General and the Director of Public Prosecutions are entitled, on a personal basis, to a monthly pensionable Housing Allowance of Rs 11000 which is meant to cover both the extra expenses for housing facilities and security measures, along similar lines as those recommended for the Senior Puisne Judge and the Puisne Judges of the Supreme Court.
- 27.30 In this Report, we are maintaining the payment of the allowance.

**Recommendation 5**

- 27.31 We recommend that the Housing Allowance payable to the Solicitor-General and the Director of Public Prosecutions be maintained at Rs 11000 monthly and that the said allowance continues to be wholly reckoned for pension purposes, (notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance."**

**Senior Officers of the Attorney-General's Office and the Office of the Director of Public Prosecutions.**

- 27.32 Presently, a Barrister of the State Law Office and the Office of the DPP, who on being offered appointment as a Puisne Judge cannot be released or who opts to continue to serve the State Law Office or the Office of the DPP with the approval of the relevant authorities, is granted the retirement benefits accruing to a Member of the Judiciary, subject to the concurrence of the High Powered Committee. In this Report, we are maintaining the present provision.

**Recommendation 6**

- 27.33** We recommend that a Barrister of the State Law Office or the Office of the Director of Public Prosecutions, who on being offered appointment as a Puisne Judge cannot be released or who opts to continue to serve the State Law Office or the Office of the Director of Public Prosecutions with the approval of the relevant authorities, be granted the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.
- 27.34** We further recommend that the Deputy Solicitor-General, the Parliamentary Counsel, or the Deputy Director of Public Prosecutions who, on being offered appointment as a Puisne Judge, cannot be released or who opts to continue to serve the State Law Office or the Office of the Director of Public Prosecutions with the approval of the relevant authorities, be granted (i) a monthly pensionable allowance to bring the salary at the level of a Puisne Judge, and (ii) the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.

**Black Jacket Allowance**

- 27.35** At present, officers of the Legal Assistant cadre who are required by the rules of the Court to appear in black jacket and tie are paid an allowance of Rs 4800 yearly. We are maintaining the payment of the allowance.

**Recommendation 7**

- 27.36** We recommend that officers of the Legal Assistant cadre at the Attorney-General's Office and the Office of the DPP, who are required by the rules of the Court to appear in black jacket and tie be paid a black jacket allowance of Rs 4800 yearly.

**Specific Allowances for the Office of the DPP****Bail and Remand Court and week-end Court**

- 27.37** With the implementation of the new system of operations of the Bail and Remand Court, at present, a Supervising Officer designated by the Director of Public Prosecutions, State Counsels, and other officers of the Legal Assistant cadre are required to work over and above their normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays.
- 27.38** In view of the above, they have been granted a monthly allowance as follows: Supervising Officer designated by the DPP, Rs 25,000; State Counsels, Rs 23,000; and officer of the Legal Assistant cadre, Rs 9,700. In this Report, we are maintaining the payment of the allowance along with the set quantum.

**Recommendation 8**

- 27.39 We recommend that the Supervising Officer designated by the DPP, the State Counsel and the officer of the Legal Assistant cadre, who are effectively required to work over and above their normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays, should continue to be paid the above allowance at the same amount as set above, up to the next overall Review of Pay and Grading Structure and Conditions of Service in the Public Sector.**

**Allowance in connection with work performed in Specialised Units.**

- 27.40 At present, Legal Officers posted in Specialised Units of the Office of the DPP namely: Asset Recovery Unit, Piracy Unit, Victims and Witness Support Unit, Serious Fraud and Tax Evasion Unit, and International Cooperation and Mutual Legal Assistance and Extradition Unit, who have undergone specialised training and acquired specialist skills which are essential to conduct cases in these areas, are entitled to the payment of a monthly allowance as follows: Rs 5000 to designated officers posted in the above units and a monthly allowance of Rs 10000 to the officer in charge of the respective unit.
- 27.41 We are maintaining the payment of the allowance along with the set amount.

**Recommendation 9**

- 27.42 We recommend that the designated officers posted in the above specialised units and the officer in charge of the respective units of the Office of the DPP should continue to be paid a monthly allowance of Rs 5000 and Rs 10000, respectively.**

**Specific Recommendations for the Office of the DPP**

- 27.43 The Director of Public Prosecutions apprised the Bureau that officers of the Legal Assistant cadre who perform duties in the DPP's registry are on temporary transfer from the Attorney-General's Office. To enable the smooth running of the Office of the DPP, grades in the Legal Assistant cadre were created on the establishment of the DPP along similar lines as their counterparts at the Attorney-General's Office.
- 27.44 It was submitted that the schemes of service for the grades of Trainee Legal Assistant, Legal Assistant, Senior Legal Assistant and Principal Legal Assistant have already been prescribed but the posts have not yet been filled. At present, two Senior Legal Assistants and two Legal Assistants from the Attorney-General's Office are still serving on temporary transfer to the Office of the DPP. However, the Office of the DPP is in the process of re-engineering its registry system and is also redesigning the structure of the Legal Assistant cadre.

- 27.45 As such, the Office of the DPP has proposed that a new structure be provided to allow competent staff to perform paralegal duties. With a view to delayering and professionalising the cadre, servicing the registry of the Office of the DPP, a three level structure has, therefore, been proposed which would cater for more dynamism and career orientation as opposed to the present structure. Taking into consideration that an effective and judicious use of paralegal services in a comprehensive manner would bring better quality service and efficiency of legal services, the Bureau is recommending accordingly.

### **Legal Support Cadre**

#### **Legal Support Officer/Senior Legal Support Officer (New Grade)**

#### **Principal Legal Support Officer (New Grade)**

#### **Chief Legal Support Officer (New Grade)**

### **Recommendation 10**

- 27.46 **We recommend the creation of a Legal Support Officer cadre which would comprise the grades of Legal Support Officer/Senior Legal Support Officer, Principal Legal Support Officer and Chief Legal Support Officer on the establishment of the Office of the Director of Public Prosecutions. Appointment to the grade of Legal Support Officer/Senior Legal Support Officer would be made from among holders of a Diploma in Legal Studies or a Diploma in Legal Studies and Court Administration or an equivalent qualification acceptable to the Public Service Commission.**
- 27.47 Incumbent would be responsible for the Management of case files; and among others, be required to assist officers in the State Counsel and the State Attorney's cadre in the delivery of Legal Services; open, organise case files and maintain documents and process ongoing information, update files, and monitor the registration of documents for production in courts, including affidavits used in court process; scan and file court documents electronically and maintain electronic filing databases and process case file on line; maintain Counsel/Attorney calendar for court appearance; arrange for the swearing of affidavits by members of the Police Force before the Chief Registrar; and process applications for bails and authority to assist prosecution.
- 27.48 **Promotion to the grade of Principal Legal Support Officer should be from officers in the grade of Legal Support Officer/Senior Legal Support Officer who reckon at least three years' service in a substantive capacity in the grade.**
- 27.49 Incumbent would, among others, be required to assist the Chief Legal Support Officer in the performance of his duties; prepare briefs for cases before the Supreme Court, and brief for Assizes cases and cases before the Judicial Committee of the Privy Council; monitor overall case management for cases before the Supreme Court; attend court with State Counsel and ensure smooth on line case management including submission of documents arising during court proceedings; prepare draft

affidavits of documents and maintain documents files; co-ordinate support activities for State Counsel/State Attorneys and determine work priorities; and prepare returns for case monitoring to submit regularly to the Director of Public Prosecutions.

**27.50 Appointment to the grade of Chief Legal Support Officer should be made by selection from among officers in the grade of Principal Legal Support Officer reckoning at least two years' service in a substantive capacity in the grade and possessing a Degree in Law or Law and Management or a Degree, the major part of which should be Law from a recognised institutions or an equivalent qualification acceptable to the Public Service Commission.**

27.51 Incumbent would, *inter alia*, be required to organise, plan, prioritise and co-ordinate the work of staff within the registry and have an overall supervision on the work of the subordinate staff; devise appropriate training courses and give practical training to officers of the Legal Support cadre; liaise with the Director of Public Prosecutions; Deputy Director of Public Prosecutions, State Counsels and transmit objectives, assignments and follow-up on the status of assignments; attend court with State Counsel; and prepare records for court cases, including appeals to Supreme Court or Judicial Committee.

27.52 With the creation of the new structure for the Legal Support cadre, the grades in the Legal Assistant cadre at the Office of the DPP would no longer be required.

#### **Recommendation 11**

**27.53 We recommend that the grades of Trainee Legal Assistant, Legal Assistant, Senior Legal Assistant, Principal Legal Assistant, Chief Legal Assistant and Registrar, (Legal Assistant cadre) on the establishment of the Office of the Director of Public Prosecutions be abolished.**

#### **Specific Allowances for the Attorney-General's Office**

27.54 The Solicitor-General has submitted that the EOAC Report 2013 has recommended the payment of specific allowances to officers of the Judiciary and officers of the Office of the Director of Public Prosecutions, for working beyond normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during such days.

27.55 An allowance has also been granted to designated officers of the Office of the DPP for working in Specialised Units.

27.56 These allowances have, however, not been extended to the officers of the Attorney-General's Office who are equally required to attend the Bail and Remand Court outside normal working hours, during weekends and public holidays, as well as undertaking specialised tasks in the Specialised Units of the Attorney-General's Office.

- 27.57 As such, the Solicitor-General has requested that such an allowance should also be granted to officers of the Attorney-General's Office who have to remain on duty in the Legislative Drafting Unit, beyond working hours on more frequent basis to meet the tight legislative deadlines to implement Government policy in a timely manner.
- 27.58 We have analysed the request and find that in a spirit of equity and fairness, same is justified. We are recommending accordingly.

#### Recommendation 12

- 27.59 **We recommend that the officers designated by the Solicitor-General, State Counsels and officers of the Legal Assistant cadre, who are effectively required to work over and above their normal working hours, during weekends and public holidays for the grant of release on bails to persons arrested during weekends and public holidays be paid a monthly allowance as follows: Senior State Counsel (team leader) Rs 25,000; State Counsel, Rs 23,000; and officer of the Legal Assistant cadre, Rs 9,700, up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.**

#### Recommendation 13

- 27.60 **We also recommend that designated officers posted in particular, in the Legislative Drafting Unit and the officer in charge of the Unit who are invariably called upon to work long hours to finalise urgent bills at short notice after Cabinet meetings, be paid a monthly allowance of Rs 5,000 and Rs 10,000 respectively.**

#### Communication/Liaison Officer (New Grade)

- 27.61 The grade of Public Relations/Press Officer was created in the EOAC Report 2013. During consultations with Management, the Bureau was apprised that this post no longer meets the functional needs of the Office of the DPP. On this basis, submissions were made for the creation of a grade of Communication/Liaison Officer against abolition of the post of Public Relations/Press Officer. We are agreeable to the request and recommend accordingly.

#### Recommendation 14

- 27.62 **We recommend the creation of a grade of Communication/Liaison Officer. Appointment thereto, should be made by selection from among candidates who possess a Diploma in Communication studies with specialisation in Journalism from a recognised institution or an equivalent qualification and reckon at least two years' proven experience in the reporting of legal matters.**
- 27.63 Incumbent would be required to, *inter alia*, develop, coordinate and implement public relations, information and education activities; maintain positive, effective operating relationships with a variety of stakeholders including public officials and public agency representatives, special interest groups and the public; direct and implement the development and implementation of a comprehensive public information plan; serve

as liaison between the Office of the DPP, Supreme Court, administrative Office of the Courts and other judicial entities; and assist in the development, planning and communication regarding new legislations.

**27.64 We also recommend that the post of Public Relations/Press Officer be abolished.**

### ATTORNEY-GENERAL'S OFFICE

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 109	<b>Rs 164000</b> Solicitor-General
12 000 107	<b>Rs 140000</b> Deputy Solicitor-General Parliamentary Counsel
12 000 105	<b>Rs 119000</b> Assistant Solicitor-General Chief Legal Secretary Chief State Attorney
12 000 102	<b>Rs 110000</b> Assistant Parliamentary Counsel Deputy Chief State Attorney
12 082 095	<b>Rs 58075 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Legal Secretary Principal Legislative & Litigation Counsel Principal State Counsel
12 065 085	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Legal Research Officer (Personal to officers in post as at 31.12.15)
12 082 095	<b>Rs 58075 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Principal State Attorney

Salary Code	Salary Scale and Grade
12 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Assistant Legal Secretary Senior State Counsel Senior Legislative and Litigation Counsel Senior State Attorney
12 065 085	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Legislative and Litigation Counsel Curator of Vacant Estates State Counsel State Attorney
12 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Legal Research Officer (Future Holder)
12 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Registrar (Legal Assistant Cadre)
12 063 079	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Chief Legal Assistant
12 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Legal Assistant
12 050 070	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Senior Legal Assistant
12 035 066	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Legal Assistant
12 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Legal Assistant



Salary Code	Salary Scale and Grade
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker

**OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 000 109	<b>Rs 164000</b> Director of Public Prosecutions
12 000 107	<b>Rs 140000</b> Deputy Director of Public Prosecutions
12 000 105	<b>Rs 119000</b> Chief State Attorney Senior Assistant Director of Public Prosecutions
12 000 102	<b>Rs 110000</b> Assistant Director of Public Prosecutions Deputy Chief State Attorney
12 082 095	<b>Rs 58075 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Legal Administrator Principal State Attorney Principal State Counsel

Salary Code	Salary Scale and Grade
12 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Senior State Attorney Senior State Counsel
12 065 085	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> State Attorney State Counsel Legal Research Officer
12 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Disclosure Officer (Personal to officers in post as at 31.12.15)
12 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Enforcement Manager
12 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Disclosure Officer (Future Holder)
12 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Legal Support Officer (New Grade)
12 050 076	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Legal Support Officer (New Grade)
12 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Legal Support Officer/Senior Legal Support Officer (New Grade)

Salary Code	Salary Scale and Grade
	<b>OTHER GRADES</b>
01 058 081	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Forensic Accountant
20 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Crime Analyst
04 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Computer Mobile Expert
14 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Investigator
10 044 070	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Communication/Liaison Officer (New Grade)
22 021 054	<b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Receptionist/Telephone Operator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker

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## **28. MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY**

- 28.1 The Ministry of Agro-Industry and Food Security is mainly responsible for improving agricultural productivity to ensure food security and contribute to the growth of the national economy while also focussing on the competitiveness of the sugar cane sector, development of non-sugar sector, livestock production and development, forestry resources and native terrestrial biodiversity and conservation.
- 28.2 The priority objectives of the Ministry are to promote agro-industrial development, forestry and biodiversity; formulate policies required for a sustainable and diversified agriculture; and monitor the functioning of parastatal organisations under its purview while also providing support to small and medium enterprises in agro-industry.
- 28.3 Faced with the challenges on the regional and international fronts, the Ministry has embarked on the restructuring of the Agricultural Services with a view to attaining higher operational efficiency and better service delivery. To this end, the Ministry aims to give a new boost to the agricultural sector through the development of new business avenues, new era of agri-technology and bio fuel and providing new opportunities to the planting community while promoting a Green Economy in line with Government Vision of 2030 and achieving a sustainable food and agricultural sector.
- 28.4 The overall supervision of the Ministry is under the responsibility of the Permanent Secretary who is assisted on the administrative side by Deputy Permanent Secretaries and Assistant Permanent Secretaries. On the technical side, assistance is provided by heads of three main Divisions namely, Agricultural Services, Forestry Services and National Parks and Conservation Service as well as by officers of the Agricultural Planning Officer cadre.
- 28.5 In the context of this Report, Management and Staff Associations have, among others, made proposals for the restyling of grades to more appropriate job appellations; amendment of schemes of service to allow appointment of qualified serving officers; merging/creation of grades; and payment of allowances.
- 28.6 Whilst studying the various submissions, the Bureau has taken into account the major reforms being brought in the Ministry to further the development of agriculture and the sugar cane sector as well as the re-engineering of its activities/services. In this perspective, only those proposals deemed meritorious and which would enable the Ministry to better deliver on its mandate and contribute in enhancing service delivery, have been considered favourably. As a result, we are reviewing the job titles of certain grades; creating a few levels to improve service delivery; reviewing the mode of appointment of promotional grades while upgrading their qualification requirements. We are also providing a form of compensation to officers in areas where promotion prospects are quite limited.

## AGRICULTURAL SERVICES

- 28.7 The Agricultural Services is headed by a Chief Agricultural Officer who is supported in his duties by a Deputy Chief Agricultural Officer and officers in the professional and technical cadres. Support services are provided by officers in the General Services cadre and Workmen's Group.
- 28.8 Further to recommendations made by the Food and Agriculture Organisation (FAO), the Ministry is in the process of restructuring the Agricultural Services with the objective to attain higher operational efficiency, better service delivery and reduction in operational cost. These structural changes are meant to enhance national food and nutritional security and safety, increase productivity of the food crop and livestock sectors and provide an enabling environment for the intensification and sustainable development of the agricultural sector.
- 28.9 The Ministry has apprised that one of the major components of the reorganisation exercise consists in the transfer of all research and extension activities of the Agricultural Services to the Food and Agricultural Research and Extension Institute (FAREI) whilst all commercial and production-type activities would gradually phase out. Consequently, the Agricultural Services would compose of only three Divisions namely: Crop; Food and Agricultural Technology; and Livestock and Veterinary as well as three stand alone specialised units including an Economic, Agro-Industry, Policy and Programme Development Section; a National Agricultural Products Regulatory Office and a Capacity Development Unit. Management has further informed that in the context of this restructuring exercise, consultative meetings were held with all unions concerned and their views taken on board.
- 28.10 While being mindful of the structural changes, the Bureau has ensured that a fit for purpose structure is provided. We have refrained from bringing drastic changes to the existing set up and limited a proliferation of grades. In light of representations made by Staff Associations and taking heed of Management's proposals for a revamped structure, we are reviewing the appellation of grades at top managerial level; revisiting the mode of appointment to the grade of Scientific Officer; and creating the grade of Livestock Officer. In addition, we are merging the grades of Agricultural Support Officer and Senior Agricultural Support Officer while upgrading its qualification requirements; providing a form of compensation to officers with limited career prospects and maintaining existing allowances as well as the provision for movement beyond top salary to concerned grades, keeping in view the significance of the Agricultural Services in the future economic landscape of the country, in line with the Government Vision 2030.

### Restyling of grades

- 28.11 In view of the reorganisation of the Agricultural Services, Management has requested that grades at managerial and professional levels be restyled to more appropriate job appellations to reflect the responsibilities devolving upon incumbents. We are, therefore, making an appropriate recommendation to that end.

**Recommendation 1**

- 28.12 We recommend that the job appellations of the following grades of the Agricultural Services be restyled as hereunder to reflect the level of responsibilities shouldered by incumbents:**

<b>From</b>	<b>To</b>
<b>Chief Agricultural Officer</b>	<b>Director, Agricultural Services</b>
<b>Deputy Chief Agricultural Officer</b>	<b>Deputy Director, Agricultural Services</b>
<b>Principal Agricultural Officer</b>	<b>Assistant Director, Agricultural Services</b>
<b>Divisional Scientific Officer</b>	<b>Principal Scientific Officer</b>
<b>Chief Agricultural Planning Officer</b>	<b>Chief Agricultural Policy and Programme Development Officer</b>
<b>Senior Agricultural Planning Officer</b>	<b>Senior Agricultural Policy and Programme Development Officer</b>
<b>Agricultural Planning Officer</b>	<b>Agricultural Policy and Programme Development Officer</b>

**Scientific Officer**

- 28.13** At present, appointment to the grade of Scientific Officer is made by selection from among officers holding a substantive appointment in the grades of Senior Technical Officer and Technical Officer (Personal) possessing a Cambridge Higher School Certificate and a degree in the relevant field depending on the specificity of the Divisions. In the absence of qualified serving officers, appointment is made from outside candidates possessing a degree in the relevant field.
- 28.14** Management and Staff Associations have submitted that in view of the restructuring exercise and limited scope of promotion, the grade of Scientific Officer may also be opened to Agricultural Superintendents possessing a degree in the required domain, taking into consideration their wide experience in the agricultural field.
- 28.15** We consider that there is merit in the case, the more so the experience reckoned by Agricultural Superintendents and other technical officers as well, may be used effectively. We are, therefore, widening the scope of recruitment in the grade of Scientific Officer to enable qualified and experienced officers of the technical grades to join the professional cadre with a view to facilitate their career progression and above all, to motivate these officers for enhanced service delivery.

**Recommendation 2**

- 28.16** We recommend that, in future, appointment to the grade of Scientific Officer should be made by selection from among officers holding a substantive appointment in the grades of Agricultural Superintendent, Senior Technical Officer and Technical Officer (Personal) possessing the prescribed qualifications for appointment to the grade of Scientific Officer. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualification.

**Technical Officer Cadre**

- 28.17** The Bureau wishes to highlight that though the duties of Technical Officer (Personal) and Senior Technical Officer are also being performed by officers in the grades of Agricultural Support Officers and Senior Agricultural Support Officers, the grades of Senior Technical Officer, Agricultural Superintendents and Senior Agricultural Superintendents are being maintained so as to provide a promotional route to Technical Officers. We are also allowing the latter to continue moving in the salary scale of the grade of Senior Technical Officer.

**Recommendation 3**

- 28.18** We recommend that:

- (i) Technical Officers (Personal), who have drawn their top salary for a year, should continue to proceed incrementally in the salary scale of the grade of Senior Technical Officer provided they:
  - (a) have been efficient and effective in their performance during the preceding year; and
  - (b) are not under report.

This recommendation should, however, not preclude Technical Officers (Personal) from being promoted to the grade of Senior Technical Officer before they have reached the top of their salary scale or on vacancy arising in the latter grade;

- (ii) incumbents in the grade of Technical Officer (Personal) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer upon moving in the higher salary scale; and
- (iii) the grades of Senior Technical Officer, Agricultural Superintendent and Senior Agricultural Superintendent be maintained as an avenue of promotion for Technical Officers (Personal).

**Senior Agricultural Support Officer****Agricultural Support Officer**

- 28.19 At present, recruitment to the grade of Agricultural Support Officer is made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Biology or Chemistry or Physics and a Cambridge Higher School Certificate with passes in at least two subjects including Biology or Chemistry or Physics.
- 28.20 Staff Associations have made representations that with the phasing out of the grade of Technical Officer, Agricultural Support Officers and Senior Agricultural Support Officers are required to perform technical duties that were previously devolving on the Technical Officers and Senior Technical Officers. In view of the fact that these officers are now performing duties of a higher nature and which require improved technical skills and knowledge, request has been made to upgrade the qualification requirements of the grade of Agricultural Support Officer to a Diploma. Moreover, the Bureau has equally been apprised that there is a major overlapping of duties between the grades of Agricultural Support Officer and Senior Agricultural Support Officer where the element of supervision has become almost superfluous. During consultations, Management has informed that it was in favour of the proposals. In this perspective, request has been made for a merger of these two grades.
- 28.21 We have examined the request and consider that there is merit in the case. We are recommending accordingly.

**Recommendation 4****28.22 We recommend that:**

- (i) the grades of Agricultural Support Officer and Senior Agricultural Support Officer be merged and restyled Agricultural Support Officer/Senior Agricultural Support Officer;
- (ii) in future, appointment to the grade of Agricultural Support Officer/Senior Agricultural Support Officer be made by selection from among candidates possessing a diploma in Agriculture or an equivalent qualification;
- (iii) officers in the grade of Agricultural Support Officer/ Senior Agricultural Support Officer possessing a diploma in Agriculture or an equivalent qualification should be allowed to move beyond the Qualification Bar (QB) inserted in the revised salary scale;
- (iv) newly recruited Agricultural Support Officers/Senior Agricultural Support Officers possessing a diploma in the required field should join the recommended salary scale at salary point of Rs 19575; and



- (v) the duties devolving upon officers of the grades of Technical Officer (Personal) and Senior Technical Officer should also be incorporated in the new scheme of service of the merged grade of Agricultural Support Officer/ Senior Agricultural Support Officer.

All these elements have been taken into consideration in the salary recommended for the merged grade of Agricultural Support Officer/Senior Agricultural Support Officer.

#### **Senior Technical Assistant (ex-SPI) (Personal)**

#### **Technical Assistant (ex-SPI) (Personal)**

- 28.23 Representations have been obtained from Staff Associations to merge the grades of Technical Assistant (Ex – SPI) (Personal) and Senior Technical Assistant (Ex – SPI) (Personal) as incumbents in the grades have been redeployed to the Ministry of Agro-Industry and Food Security following the sugar reform, without any career prospect.
- 28.24 Whilst studying the request, we have observed that officers in the grades of Technical Assistant (Ex – SPI) (Personal) and Senior Technical Assistant (Ex – SPI) (Personal) perform different duties so that a merger of the grades would not be appropriate. However, in line with the general philosophy favouring career earnings, we are providing a form of compensation to officers in the grades of Technical Assistant (Ex – SPI) (Personal).

#### **Recommendation 5**

- 28.25 We recommend that officers in the grade of Technical Assistant (Ex – SPI) (Personal) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of the grade of Senior Technical Assistant (Ex – SPI) (Personal) provided they:
- (i) have been efficient and effective in their performance during the preceding year; and
  - (ii) are not under report.
- 28.26 We further recommend that Technical Assistants (Ex-SPI) (Personal) should perform the duties and assume the responsibilities of the grade of Senior Technical Assistant (Ex-SPI) (Personal) upon moving in the higher salary scale.

#### **Field Assistant (Personal)**

- 28.27 At present, Field Assistants (Personal) are allowed to proceed incrementally in the salary scale of the grade of Senior Field Assistant (Personal) subject to satisfying certain conditions. We are maintaining this provision.

## Recommendation 6

**28.28 We recommend that officers in the grade of Field Assistant (Personal) who have drawn their top salary for a year should continue to be allowed to proceed incrementally in the salary scale of the grade of Senior Field Assistant (Personal) provided they:**

- (i) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

**28.29 We further recommend that Field Assistants (Personal) should perform the duties and assume the responsibilities of the grade of Senior Field Assistant (Personal) upon moving in the higher salary scale.**

## Redeployment of Staff

**28.30 In the 2009 Errors Omissions and Clarifications Report we recommended that in respect of Ex-TDA, Tea Fac and Tea Board employees who have been re-deployed in the Civil Service by virtue of a decision of government, the aggregate number of years of service should be taken into consideration for implementing the recommendations made at paragraphs 23.6(vii) to (ix) of Volume I of the 2008 PRB Report irrespective of their grades and the duties they have been performing. This recommendation was not applicable to officers, if any, qualifying for additional increment by virtue of provisions made at paragraphs 10.52, 10.53 and 10.54 of Volume I of the 2008 PRB Report.**

This recommendation was reproduced under the chapter on Ministry of Agro- Industry and Food Security in the 2013 PRB Report which was published in October 2012.

**28.31 The Ministry of Agro Industry started effecting payment of Long Service Increment (LSI) to employees who qualified by virtue of this recommendation.**

**28.32 However, on 15 April 2014, the Ministry of Agro-Industry and Food Security informed the Union and on 04 June 2014 wrote to the individual employees who have benefitted from LSI in pursuance of the above recommendation that there was need to readjust downwards the salary of the employees and to deal with the overpayment administratively.**

**28.33 Feeling aggrieved by the stand of the Ministry of Agro-Industry and Food Security the group of employees referred to at para 3 above moved from the Supreme Court for an ORDER for LEAVE to apply for a JUDICIAL REVIEW of the decision and decision making process of the Ministry of Agro-Industry (Respondent) which held that the applicants were not eligible for LSI as per the 2009 Errors and Omissions Report.**

**28.34 Afterwards, Counsel for applicants moved to withdraw the application on the understanding that the present PRB Report was underway and that the terms and conditions of service of applicants will be given due consideration. Counsels for Respondents and Co-Respondents did not object and the motion was granted.**

- 28.35 The whole case rests on the question of interpretation given to the recommendation of the 2009 EOC Report i.e whether the applicants qualify for LSI by virtue of the said recommendation. The provisions for LSI at para 23.6 (vii) to (ix) of the 2008 PRB Report caters for all employees across the public sector. However, the fact that para 25.33 appears under the chapter of Ministry of Agro-industry and Food Security, it implies that the recommendation is meant for some specific application. The wordings of the recommendation go in the same direction. The recommendation refers to “Ex- TDA Teafac and Tea Board employees who have been redeployed in the civil service”. The second part of the recommendation refers to the main recommendation at para 23.6 (vii) to (ix) of volume 1 while the third part refers to “.....irrespective of their grades and the duties they have been performing”.
- 28.36 It appears that the crux of the litigation resides in the interpretation of the third part. The interpretation to be lent to this part should be based on the meaning of the words as described by the English Dictionary. Therefore, the third part is not a criteria which should be satisfied for eligibility to LSI. In fact, eligibility should be determined on the basis of parts 1 and 2. Furthermore, had it been the intention of the PRB to mean that this recommendation should be applied in the same general manner as the recommendation at para 23.6 (vii) to (ix) of Volume 1, then there would have been no reason for duplication. Hence, this implies that in interpreting the recommendation, the specificity provided for under part 3 of the recommendation should be given due consideration so as not to debar employees for whom this special provision has been made.
- 28.37 In the circumstances there is need for the Ministry of Agro Industry to review its stand. We are hereunder reproducing the recommendation.

### **Recommendation 7**

- 28.38 **We recommend that in respect of Ex-TDA, Tea Fac and Tea Board employees who have been re-deployed in the Civil Service by virtue of a decision of government, the aggregate number of years of service should be taken into consideration for implementing the recommendations made at paragraphs 21.24(i) of Volume I of the 2016 PRB Report irrespective of their grades and the duties they have been performing. This recommendation is not applicable to officers, if any, qualifying for additional increments by virtue of provisions made at paragraph 10.39 of Volume 1 of the 2016 PRB Report.**

### **Allowance for Accreditation and ISO Certification**

- 28.39 Management has submitted that in order to meet national and international obligations for quality service delivery, the Divisions and Laboratories of the Agricultural Services are required to be accredited and ISO certified. In this respect, request has been made for the creation of a grade of Quality Manager to perform duties related to ISO certification and accreditation.

- 28.40 We have analysed the request and opine that acceding to same would result into the creation of a dead end post with no possibility for career progression. We are, however, providing for another mechanism in view of improving service delivery in terms of ISO certification and accreditation.

### Recommendation 8

- 28.41 We recommend that an officer of the Scientific Officer cadre should be designated on a rotational basis to perform duties related to ISO certification and accreditation.
- 28.42 We further recommend that the designated officer should be paid a monthly allowance of Rs 3000.

### Allowances

- 28.43 Presently allowances are paid to Technical Officers (Personal) and Senior Technical Officers at the Plant Pathology Section of the National Plant Protection Office who are required to cover arrival and departure of ships and planes and perform work connected with the White Grub Protocol as well as to Agricultural Support Officers and Senior Agricultural Support Officers residing on stations and shouldering higher responsibilities outside normal working hours and working on roster. We are maintaining this provision.

### Recommendation 9

- 28.44 We recommend that eligible officers of the technical cadre should continue to be paid allowances as specified hereunder:

(a)	Technical Officers (Personal) and Senior Technical Officers posted at the Plant Pathology Section of the National Plant Protection Office (i) for covering arrival and departure of ships and planes (ii) for performing work connected with White Grub Protocol	Rs 1185 monthly Rs 235 per day
(b)	Agricultural Support Officer/Senior Agricultural Support Officer <i>formerly Agricultural Support Officer and Senior Agricultural Support Officer</i> residing on stations for shouldering higher responsibilities outside normal working hours	Rs 240 monthly
(c)	Officers working on a roster basis at outstations as follows: Agricultural Support Officer/Senior Agricultural Support Officer <i>formerly Agricultural Support Officer</i> <i>Senior Agricultural Support Officer</i>	Rs 475 monthly

### **Risk Allowance for Monkey Trapping**

- 28.45 Management has submitted that officers posted at the Animal Health Laboratory are called upon to trap stray monkeys in connection with the Monkey Trapping Programme. Being given that these duties do not form part of their respective scheme of service and that same comprise a high degree of risk of being attacked by monkeys, request has been made for the payment of a risk allowance to the incumbents.
- 28.46 The Bureau has carried out an in-depth study on the request and considers that the element of risk may be reduced through the use of protective equipment. However, given that we cannot pronounce on the degree of risk associated with this task, we are making an appropriate recommendation to address this issue.

### **Recommendation 10**

- 28.47 We recommend that Management should make necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the concerned officers. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.**

### **Training Scheme for Engineering**

- 28.48 At present, graduates in Engineering who undergo a pre-registration practical training through the training scheme to be registered in accordance with legislation in force are paid a monthly allowance of Rs 22175. We are revising the quantum.
- 28.49 Trainee Agricultural Engineers have represented that there is no provision for refund of mileage or bus fares when they are travelling for official purpose. Given that such a provision exists for similar grades in other Ministries/Departments, we are extending same for the Trainee Agricultural Engineers.

### **Recommendation 11**

- 28.50 We recommend that the monthly allowance payable to Trainees in Engineering be revised to Rs 23975 monthly.**
- 28.51 We also recommend that Trainee Agricultural Engineers who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 6.50 per km or should be refunded bus fares.**

### **Transport Superintendent formerly Transport Officer**

- 28.52 Unions have requested to restyle the grade of Transport Officer. The present appellation does not reflect the nature of the duties being performed as incumbent is responsible for the management and supervision of the Transport Division. We are agreeable for the restyling of the grade.

**Recommendation 12**

**28.53 We recommend that the grade of Transport Officer be restyled Transport Superintendent.**

**Livestock Section****Livestock Officer (New Grade)**

28.54 With the reorganisation of the Agricultural Services, the Livestock Section is to operate within the Livestock and Veterinary Division. To ensure that the section is able to meet its objectives, Management has requested for the creation of a dedicated grade of Livestock Officer, to which the Bureau subscribes. We are, therefore, making an appropriate recommendation to that end.

**Recommendation 13**

**28.55 We recommend the creation of the grade of Livestock Officer. Appointment thereto, should be made by selection from among officers in the grades of Agricultural Superintendent, Senior Technical Officer and Technical Officer (Personal) possessing a degree in Agriculture or Veterinary Science or an equivalent qualification. In the absence of qualified serving officers, appointment should be made by selection from among outside candidates possessing the required qualifications.**

28.56 Incumbent would be required, *inter-alia*, to: maintain an up-to-date database on animal health statistics; provide technical assistance in the prevention, control and eradication of animal diseases; and assist in implementing Government Programmes in respect of livestock development.

**Veterinary Services**

28.57 The Veterinary Services is responsible for the overall management of animal health and related livestock matters. It is presently headed by a Principal Agricultural Officer (Veterinary Services) and is assisted by officers in the grades of Divisional Veterinary Officer, Senior Veterinary Officer and Veterinary Officer. Management has informed that in the context of the restructuring of the Agricultural Services, the Veterinary Services would form part of the Livestock and Veterinary Division.

28.58 The Bureau has been apprised that the Livestock and Veterinary Services would be headed by an Assistant Director. To this effect and in line with what is obtainable for similar positions in the Agricultural Services, we are restyling the grade of Principal Agricultural Officer (Veterinary Services) and Divisional Veterinary Officer to more appropriate job appellations.

**Recommendation 14**

**28.59 We recommend that the grades of Principal Agricultural Officer (Veterinary Services) and Divisional Veterinary Officer be restyled Assistant Director, Livestock and Veterinary, and Principal Veterinary Officer respectively.**

**Veterinary Officer**

28.60 The findings of the Survey on Recruitment and Retention problems in the public Sector carried out in the context of this Report revealed that the field of Veterinary Science is still considered as a scarcity area. In this respect, we are maintaining recommendations meant to ease recruitment and allow for some flexibility in the remuneration system for this category of scarce professionals.

**Recommendation 15**

**28.61 We again recommend that:**

- (i) Management should, as has been the case after each major review, re-advertise vacancies in the grade of Veterinary Officer on the basis of the new remuneration package inclusive of fringe benefits;**
- (ii) the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, continue to approve granting a higher salary point for new entrants in the grade of Veterinary Officer based on the qualification and experience held by the new recruits, and such adjustments in salary as may be required for officers in post;**
- (iii) Veterinary Officers having reached the top of their salary scale should continue to be allowed to move in the salary scale of the grade of Senior Veterinary Officer provided they:**
  - (a) have drawn their top salary for a year;**
  - (b) have been efficient and effective in their performance during the preceding year; and**
  - (c) are not under report.**

**This recommendation should, however, not preclude Veterinary Officers from being promoted to the grade of Senior Veterinary Officer before they have reached the top of their salary scale or on vacancy arising in the latter grade; and**

- (iv) Veterinary Officers should perform the duties and assume the responsibilities of the grade of Senior Veterinary Officer upon moving in the higher salary scale.**

**Special Professional Retention Allowance**

28.62 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/ Architecture/Quantity Surveying and the Veterinary Services which were considered as scarcity areas.

- 28.63 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 28.64 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields except in the Veterinary Science field.
- 28.65 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.
- 28.66 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

### Recommendation 16

- 28.67 **We recommend that officers in the Veterinary Officer cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

Grades	SPRA (% of Monthly Salary)
<b>Veterinary Officer reckoning at least 10 years' service in the grade</b>	<b>7</b>
<b>Senior Veterinary Officer and Principal Veterinary Officer formerly Divisional Veterinary Officer</b>	<b>7</b>



**28.68 We also recommend that those officers who:**

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.**

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

**28.69 All officers in the Veterinary Science field who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

#### **Meat Inspection**

**28.70** At present a daily commuted allowance of Rs 800 is paid to the Veterinary Officer who is required to carry out meat inspection at the Mauritius Meat Authority at odd hours during weekdays and Saturdays. We are maintaining the payment of the allowance and revising its quantum.

#### **Recommendation 17**

**28.71 We recommend that the daily commuted allowance payable to the Veterinary Officer who is required to carry out meat inspection at the Mauritius Meat Authority at odd hours during weekdays and Saturdays be revised to Rs 840.**

#### **On-Call Allowance and In-Attendance Allowance**

**28.72** Veterinary Officers provide a 24-hour service to the breeding community. In this respect, they are paid On-Call and In-Attendance Allowances for being on call beyond their normal working hours and for attending duty whilst on call. We are maintaining this provision.

**Recommendation 18**

- 28.73** We recommend that the following allowances be paid to Veterinary Officers who are required to be on-call after working hours in relation with the 24-hour service provided to the breeding community:

<b>Weekdays</b> 1530 hours to 0900 hours the next day	<b>Rs 425</b>
<b>Saturdays</b> Noon to 1800 hours 1800 hours to 0900 hours the following day	<b>Rs 200</b> <b>Rs 330</b>
<b>Sundays and Public Holidays</b> 0900 hours to 1700 hours 1700 hours to 0900 hours the following day	<b>Rs 275</b> <b>Rs 375</b>

- 28.74** We further recommend that Veterinary Officers be paid an allowance of Rs 200 per hour when attending work while on call, subject to the following maxima:

<b>Weekdays</b>	<b>Rs 1030</b>
<b>Saturdays</b>	<b>Rs 1240</b>
<b>Sundays and Public Holidays</b>	<b>Rs 1650</b>

**Office Clerk**

- 28.75** Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerk, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925 that is by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.
- 28.76** The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the award. We are, therefore, making an appropriate recommendation to address the issue.

**Recommendation 19****28.77 We recommend that:**

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organise work oriented Award Course for Office Clerks.**
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625.**
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments.**
- (iii) the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.**

**FORESTRY SERVICE**

- 28.78** The Forestry Service of the Ministry of Agro-Industry and Food Security is mandated to carry out surveillance of state forest lands consisting of forest plantations, native forests, inland and islets nature reserves, Pas Geometriques and mountain, river and road reserves. It is mainly responsible to carry out forestry operations and management of forest biological resources in state owned forest within which all silvicultural, conservation, recreational and leisure activities are carried out.
- 28.79** In line with the National Forest Policy, the priorities of the Forestry Sector are being revisited. In addition, following various changes in the environmental and economic landscapes of the country, the role of the Forestry Service is gradually shifting from traditional timber exploitation activities to other activities which would be more remunerative in the long run including ecotourism, provision of leisure and recreation, medicinal plants and sustainable exploitation of non-timber products.
- 28.80** One of the main function of the Forestry Service is the enforcement of the Forest and Reserves Act which provides for the protection of state forest lands and privately owned mountain, river and road reserves. It is equally actively involved in increasing public awareness of the productive and protective functions of the forests for the benefit of the present and future generations.
- 28.81** The Forestry Service is headed by the Conservator of Forests who is assisted in his duties by the Deputy Conservator of Forests and two Assistant Conservator of Forests. The enforcement arm comprises a Divisional Forest Officer and officers in the Forest Conservation and Enforcement cadre.

- 28.82 During consultations, Management and Staff Associations have, among others, made proposals to upgrade the professional and enforcement cadres in view of the specificity of the Forestry Service in terms of biodiversity and conservation of forests; review upward the entry qualification requirements of the grade of Forest Conservation and Enforcement Officer to HSC level; provide a diploma course to officers of the enforcement cadre; and review the mode of appointment to the grade of Principal Forest Conservation and Enforcement Officer.
- 28.83 We have analysed the proposals and considered those deemed justified, which would enable the organisation to better deliver on its mandate and enhance service delivery.
- 28.84 We are, in this Report, maintaining the present structure and as a social policy equally maintaining the mode of appointment to the grade of Forest Conservation and Enforcement Officer. We are, however, making provision for the mounting of a diploma course in Forestry; making it a requirement for appointment to the grade of Principal Forest Conservation and Enforcement Officer and reviewing the mode of appointment to the grade. We are also providing a form of compensation to officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer on obtaining of a diploma in Forestry and introducing the payment of a Bad Road Allowance to eligible officers while maintaining existing allowances.

#### **Principal Forest Conservation and Enforcement Officer**

- 28.85 At present, appointment to the grade of Principal Forest Conservation and Enforcement Officer is made by selection from among officers in the grade of Senior Forest Conservation and Enforcement Officer reckoning at least four years' service in a substantive capacity in the grade.
- 28.86 The Bureau has been apprised that the Forestry Service has re-oriented its strategic plan of work heading towards more technical and scientific objectives. In view thereof and given that all officers of the Forest Conservation and Enforcement Officer already possess a Certificate in Forestry from the University of Mauritius, request has been made for incumbents to be given the opportunity to upgrade their qualification to a diploma. Management and Staff Associations have equally requested for the mode of appointment to the grade of Principal Forest Conservation and Enforcement Officer to be amended so that the post is filled by promotion of officers in the grade of Senior Forest Conservation and Enforcement Officer, instead of by selection, so as to be in line with what obtains in similar cadres.
- 28.87 The Bureau has carefully examined the proposals taking into consideration the new responsibilities devolving on the Forest Conservation and Enforcement Officer cadre, the new challenges that incumbents are confronted to in this field and most importantly all stakeholders are agreeable to the proposals. In view thereof, we are amending the qualification requirements of the grade of Principal Forest Conservation and Enforcement Officer and providing for officers of the cadre to be given the opportunity to upgrade their qualifications. We are making appropriate recommendations to that end.

**Recommendation 20**

**28.88 We recommend that:**

- (i) as from the year 2018 appointment to the grade of Principal Forest Conservation and Enforcement Officer should be made by promotion, on the basis of experience and merit, of Senior Forest Conservation and Enforcement Officers possessing a diploma in Forestry and reckoning at least four years' service in a substantive capacity in the grade;
- (ii) Management should make necessary arrangements with the University of Mauritius or any other recognised institution, for the mounting of a Diploma Course in Forestry, and sponsor officers in the grades of Forest Conservation and Enforcement cadre to follow the diploma course;
- (iii) officers in the grades of Principal Forest Conservation and Enforcement Officer, possessing a diploma in Forestry should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale; and
- (iv) officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer possessing a Diploma in Forestry and who have drawn their top salary for a year should be allowed to move incrementally in the master salary scale by two increments provided that they:
  - (a) have been efficient and effective in their performance during the preceding year; and
  - (b) are not under report.

**Allowances**

28.89 Presently, officers of the Forestry Services are paid an all-inclusive daily allowance, in lieu of overtime, for participating in expeditions to islets. We are maintaining this provision.

**Recommendation 21**

**28.90 We recommend that officers of the Forestry Services be paid a daily all-inclusive allowance, in lieu of overtime, for participating in expeditions to islets and on mountain tops as follows:**

<b>Grade</b>	<b>Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)</b>
<b>Conservator of Forests</b>	<b>3660</b>
<b>Deputy Conservator of Forests</b>	<b>3660</b>
<b>Assistant Conservator of Forests</b>	<b>3660</b>

<b>Grade</b>	<b>Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)</b>
<b>Divisional Forest Officer</b>	<b>2930</b>
<b>Chief Forest Conservation and Enforcement Officer</b>	<b>2200</b>
<b>Principal Forest Conservation and Enforcement Officer</b>	<b>1900</b>
<b>Senior Forest Conservation and Enforcement Officer</b>	<b>1465</b>
<b>Forest Conservation and Enforcement Officer</b>	<b>1320</b>
<b>General Worker</b>	<b>825</b>

### **Walking Allowance**

28.91 At present, the Divisional Forest Officers and officers of the Forest Conservation and Enforcement cadre are paid a monthly Walking Allowance. We are maintaining the continued payment of this allowance.

### **Recommendation 22**

28.92 We recommend the payment of a Walking Allowance of Rs 275 monthly to Forest Conservation and Enforcement Officers, Senior Forest Conservation and Enforcement Officers, Principal Forest Conservation and Enforcement Officer, Chief Forest Conservation and Enforcement Officers and Divisional Forest Officers.

### **Rent Allowance**

28.93 At present, eligible officers of the Forestry Services not occupying government quarters are paid a Rent Allowance. We are maintaining this provision as well as the quantum of the allowance.

### **Recommendation 23**

28.94 We recommend that eligible officers of the Forestry Service not occupying government quarters should continue to be paid the following Rent Allowances:

Grades	Amount (Rs)
Forest Conservation and Enforcement Officer	645
Senior Forest Conservation and Enforcement Officer	695
Principal Forest Conservation and Enforcement Officer	895
Chief Forest Conservation and Enforcement Officer	985
Divisional Forest Officer	1065

### Bad Road Allowance

- 28.95 Officers of the Forest Conservation and Enforcement cadre are required to effect regular patrols and checks to detect irregularities and offences committed as per provisions made in the Forests and Reserves Act of 1983. Staff Associations have represented that the officers use their private cars to perform these duties and whilst doing so, they have to travel on damaged, sloppy, muddy and uneven roads/tracks which in turn increases the vehicles cost of maintenance and repairs.
- 28.96 After examining the request, we consider that there is merit in the case. We are, in this respect, providing for some compensation to the officers concerned.

### Recommendation 24

- 28.97 We recommend that officers of the Forest Conservation and Enforcement cadre who regularly use their cars on bad roads be paid a Bad Road Allowance of Rs 835 monthly.**

### NATIONAL PARKS AND CONSERVATION SERVICE

- 28.98 The National Parks and Conservation Service (NPCS) operates under the *aegis* of the Ministry of Agro Industry and Food Security as an independent organisation. Its main objectives are to establish and maintain protected areas from depredation and invasion by alien species; and manage key components of biodiversity including restoration and conservation.
- 28.99 The NPCS is the national focal point for biodiversity protection and responsible for the management of endemic biological resources in the Black River Gorges National Park. It also provides advice on all matters relating to conservation of native terrestrial biodiversity. The main activities carried out consist in the protection, management and rehabilitation of endemic fauna and flora species; creation of public awareness and dissemination of conservation education.

- 28.100 A Director heads the NPCCS and is assisted in his administrative and technical duties by a Deputy Director. Officers in the professional and technical grades provide support services whilst enforcement duties are carried out by officers of the Park Ranger cadre.
- 28.101 In the context of this Report, various representations were made by both Management and Staff Associations. The main ones consisted in an upgrading of salaries, merging of grades at professional level, payment of Risk Allowance to certain grades, granting loan facilities and payment of a Special Retention Allowance.
- 28.102 We have duly examined all the representations made. Only those deemed meritorious have been retained. We are, in this Report maintaining the present organisation structure of the NPCCS, providing for some form of compensation to qualified and able serving officers of the technical cadre; maintaining existing allowances and introducing the payment of a Bad Road Allowance to certain officers.

### **Technical Officer/Senior Technical Officer (Conservation)**

- 28.103 During consultations, the Bureau has been apprised that many Technical Officer/Senior Technical Officers (Conservation) possessing higher qualifications contribute in bringing an enhanced service delivery through their additional knowledge and competencies. In certain cases, a few have been entrusted additional responsibilities and are required to assist the Scientific Officers (Conservation) in their daily duties. In this connection, request has been made for these officers to be additionally compensated.
- 28.104 Whilst studying the request, we have taken into account that the organisation is making judicious use of the skills and knowledge of these officers. In this perspective, we view that some form of compensation may be provided, as a recognition of their contribution.

### **Recommendation 25**

- 28.105 We recommend that officers in the grade of Technical Officer/Senior Technical Officer (Conservation) possessing a degree in either Agriculture or Biology or Zoology or Botany or Ecology or an equivalent qualification on reaching the top of their salary scale should be allowed to move incrementally in the master salary scale by two increments provided they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**



### Bad Road Allowance

28.106 Staff Associations have made representations that officers of the Park Ranger cadre are regularly required during the execution of their duties to drive their 4 x 4 vehicles on rugged, mountainous and steep terrains to conduct field work. This practice in turn causes rapid wear and tear of the vehicles thus involving additional expenses.

28.107 Moreover, we have been informed that costs of running such types of vehicles are much higher compared to those of a private car. We have examined the representation which we consider justified. We therefore view that these officers should be granted an additional remuneration to meet the extra costs. We are recommending for the payment of a Bad Road Allowance.

### Recommendation 26

**28.108 We recommend that a monthly Bad Road Allowance of Rs 1250 should be paid to officers of the Park Ranger cadre for using a 4 x 4 or 2 x 4 vehicle regularly in the performance of their duties.**

### Allowances

28.109 Presently, officers posted at the National Parks and Conservation Service are paid an all-inclusive daily allowance, in lieu of overtime, for participating in expeditions to islets. We are maintaining this provision.

### Recommendation 27

**28.110 We recommend that officers posted at the National Parks and Conservation Service should continue to be paid a daily all-inclusive allowance, in lieu of overtime, for participating in expeditions to islets, as follows:**

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Director (NPCS)	3660
Deputy Director (NPCS)	3660
Senior Scientific Officer (Conservation)	3660
Scientific Officer (Conservation)	2930
Technical Officer/Senior Technical Officer (Conservation)	2350
Technical Officer	2200
Senior Park Ranger	2200

<b>Grade</b>	<b>Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)</b>
<b>Park Ranger</b>	<b>1900</b>
<b>Assistant Park Ranger</b>	<b>1465</b>
<b>Senior Forest Conservation and Enforcement Officer</b>	<b>1465</b>
<b>Forest Conservation and Enforcement Officer</b>	<b>1320</b>
<b>Senior Gardener/Nursery Attendant</b>	<b>1080</b>
<b>Gardener/Nursery Attendant</b>	<b>1025</b>
<b>Insecticide Sprayer Operator</b>	<b>1025</b>
<b>Mason</b>	<b>1025</b>
<b>Tradesman's Assistant</b>	<b>880</b>
<b>General Worker</b>	<b>825</b>

### **Walking Allowance**

28.111 Officers of the Park Ranger cadre are presently paid a monthly Walking Allowance as they are required to walk long distance in areas accessible only on foot. We are maintaining the continued payment of this allowance.

### **Recommendation 28**

**28.112 We recommend the payment of a Walking Allowance of Rs 275 monthly to Assistant Park Rangers, Park Rangers and Senior Park Rangers of the National Parks and Conservation Service.**

### **Rent Allowance**

28.113 Presently, officers of the Park Ranger cadre not occupying government quarters are paid a monthly Rent Allowance. We are maintaining this provision.

**Recommendation 29**

**28.114 We recommend that officers of the Park Ranger cadre who do not occupy government quarters should continue to be paid exceptionally a monthly rent allowance on a personal basis as specified below:**

Grade	Amount (Rs)
Assistant Park Ranger	695
Park Ranger	895
Senior Park Ranger	985

**Park Ranger Cadre**

**28.115** With an expansion of protected areas, the duties of officers of the Park Ranger cadre have significantly increased in both volume and complexity as incumbents are fully involved in restoring native biodiversity. To this effect, Staff Associations have represented for the creation of additional posts in the grade of Senior Park Ranger to oversee the proper functioning of the different ranges.

**28.116** The Bureau wishes to highlight that issues regarding the establishment size or posting of officers would best be considered and addressed in the context of the Human Resource Planning exercise which every organisation would be mandatorily required to carry out as per provision made at Chapter 11 of Volume 1 of this Report.

**MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY  
(AGRO INDUSTRY DIVISION)**

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Chief Agricultural Policy and Programme Development Officer <i>formerly Chief Agricultural Planning Officer</i>

Salary Code	Salary Scale and Grade
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Agricultural Policy and Programme Development Officer <i>formerly Senior Agricultural Planning Officer</i>
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Agricultural Policy and Programme Development Officer <i>formerly Agricultural Planning Officer</i>
01 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Agricultural Analyst
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE10</i>
08 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 046 069	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Ordinary vehicles up to 5 tons)

Salary Code	Salary Scale and Grade
	<b>AGRICULTURAL SERVICES</b>
19 000 102	<b>Rs 110000</b> Director, Agricultural Services <i>formerly Chief Agricultural Officer</i>
19 096 098	<b>Rs 89000 x 3000 – 95000</b> Deputy Director, Agricultural Services <i>formerly Deputy Chief Agricultural Officer</i> Officer-in-Charge, National Agricultural Products Regulatory Office (Personal)
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director, Agricultural Services <i>formerly Principal Agricultural Officer</i> Assistant Director, Livestock and Veterinary <i>formerly Principal Agricultural Officer (Veterinary Services)</i>
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Scientific Officer <i>formerly Divisional Scientific Officer</i> Principal Veterinary Officer <i>formerly Divisional Veterinary Officer</i>
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Scientific Officer Senior Veterinary Officer
19 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Veterinary Officer
19 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Livestock Officer (New Grade) Scientific Officer
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Herbarium Officer (ex-SPI) (Personal)

Salary Code	Salary Scale and Grade
19 078 088	<b>Rs 51575 x 1625 – 62950 x 1850 – 68500</b> Agricultural Technician (Personal) <i>formerly Administrative and Personnel Manager (Teafac)</i>
19 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Agricultural Technician (Personal) <i>formerly Assistant Factory Manager (Teafac) (Personal)</i> <i>Economist (Personal)</i> <i>Project Officer (Tea Board) (Personal)</i> <i>Statistics &amp; Marketing Officer (Teafac) (Personal)</i> <i>Tea Officer (Graduate scale) (Personal)</i>
19 046 076	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Agricultural Technician (Personal) <i>formerly Tea Officer</i>
19 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Senior Agricultural Superintendent
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Agricultural Superintendent Senior Laboratory Technologist (Personal)
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Laboratory Technologist (Personal) Senior Laboratory Technologist Senior Technical Officer Senior Technical Officer(Ex Tobacco Board) (Personal)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Apicultural Officer Laboratory Technologist Technical Officer (Personal) Technical Officer(Ex Tea Board) (Personal)
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Agricultural Engineer

Salary Code	Salary Scale and Grade
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Agricultural Engineer
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Agricultural Engineer Agricultural Engineer (ex – SPI) (Personal)
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Technical Design Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer
26 028 030	<b>Rs 14325 x 275 – 14875</b> Trainee Technical Design Officer
19 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Field Assistant (Personal)
19 028 058	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Field Assistant (Personal)
19 029 076	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 48425</b> Agricultural Support Officer/Senior Agricultural Support Officer <i>formerly Agricultural Support Officer</i> <i>Senior Agricultural Support Officer</i>
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Technical Assistant (ex-SPI)(Personal)
19 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Animal Control Officer Technical Assistant (ex-SPI)(Personal)

Salary Code	Salary Scale and Grade
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Agricultural Supervisor
26 046 076	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Transport Superintendent <i>formerly Transport Officer</i>
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i>
08 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 050 072	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Agricultural Executive Assistant (Personal) <i>formerly Technical Officer (Tea Board)</i>
08 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Agricultural Executive Assistant (Personal) <i>formerly Accounts Officer, Tea Board</i> <i>Public Relations/Welfare Officer, Tea Board</i>
08 046 069	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 043 069	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Agricultural Confidential Secretary (Personal) <i>formerly in GSS 3</i>
08 050 065	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Agricultural Executive Assistant (Personal) <i>formerly in GSE 3</i>



Salary Code	Salary Scale and Grade
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 023 057	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b> Tickets/Sales Officer
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
25 049 063	<b>Rs 21950 x 625 – 23200 x 775 – 32500</b> Workshop Supervisor
25 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Supervisor of Works
10 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Audio Visual Production Officer Visual Artist (Graphics)
10 023 058	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Publicity Assistant
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)

Salary Code	Salary Scale and Grade
24 018 051	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Survey Field Worker/Senior Survey Field Worker Survey Field Worker/Senior Survey Field Worker (ex-SPI) (Personal)
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Laboratory Auxiliary <i>formerly Senior Laboratory Attendant</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxiliary <i>formerly Laboratory Attendant</i> Laboratory Auxiliary (Ex-SPI) (Personal) <i>formerly Laboratory Attendant (Ex-SPI) (Personal)</i>
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Blacksmith Chief Cabinet Maker Chief Carpenter Chief Mason Chief Mechanic (Ex-Tobacco Board) Chief Motor Mechanic Chief Motor Mechanic (Ex – Tobacco Board) Chief Panel Beater Chief Welder Foreman Foreman (Ex-Tobacco Board)
24 037 058	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Head Survey Field Worker
24 036 056	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Senior Field Supervisor
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit) Driver (Mechanical Unit) (ex-SPI) (Personal)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Office Attendant (Ex-Tobacco Board) (Personal)

Salary Code	Salary Scale and Grade
24 027 052	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Senior/Head Office Attendant (Ex-Tobacco Board) (Personal)
24 025 054	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Agricultural Implement Operator Driver (Shift)
24 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Forklift Driver
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Incinerator Operator Vulcaniser
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Gardener/ Nursery Attendant
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Automobile Electrician Blacksmith Cabinet Maker Carpenter Coach Painter Fitter General Assistant General Development Handy Worker <i>formerly General Development Handyman</i> Maintenance Assistant Mason Motor Mechanic Painter Panel Beater Plumber and Pipe Fitter Sailmaker Tinsmith Turner and Machinist Upholsterer Welder Welder (ex-SPI) (Personal)

Salary Code	Salary Scale and Grade
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor Hatchery Operator (Personal to officers in post at 30.06.2003) Leading Hand Senior Stockman
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Ordinary vehicles up to 5 tons) Driver (Ordinary vehicles up to 5 tons) (ex-SPI) (Personal) Driver (Ordinary vehicles up to 5 tons) (Personal) <i>formerly Driver/Office Attendant ( Ex Tobacco Board)</i> <i>Office Attendant/Driver (Ex Tea Board)</i> General Development Worker (Personal) <i>formerly Gangman (TDA) or Driver (TDA)</i>
24 019 051	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> General Development Worker (Personal) <i>formerly Telephone Operator (TDA)</i> <i>Telephone Operator (Tea Board)</i>
24 024 049	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b> Factory Operative (Roster) (Personal) General Development Worker (Personal) <i>formerly Leaf Weigher (TDA)</i>
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Factory Operative Plant and Equipment Operator Senior Gardener/Nursery Attendant
24 020 046	<b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b> Barnman (On Shift) Factory Operative Assistant (Roster) (Personal) Irrigation Operator (On Roster)

Salary Code	Salary Scale and Grade
25 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Maintenance Handy Worker (Personal)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Factory Operative Assistant Gardener/Nursery Attendant General Development Worker (Personal) <i>formerly Office Attendant (TDA/TEAFAC)</i> <i>Office Attendant, Tea Board</i> General Worker/Gardener (Ex-SPI) (Personal) Hatchery Operator Household Attendant Insecticide Sprayer Operator Office Attendant (Ex-SPI) (Personal) Operator Pumping Station Stockman (Roster) Toolskeeper
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Stone Breaker
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Maintenance Handy Worker Tradesman's Assistant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Security Guard Security Guard (ex-SPI) (Personal) Security Guard (ex-Tobacco Board) (Personal)

Salary Code	Salary Scale and Grade
24 018 045	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> General Development Worker <i>formerly Senior Warehouse Operative (Ex-Tobacco Board)</i> <i>(Personal)</i>
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> General Development Worker <i>formerly Warehouse Operative (Ex-Tobacco Board) (Personal)</i> Lorry Loader Sanitary Attendant Tobacco Grader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker General Worker (ex-SPI) (Personal)
11 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Factory Supervisor
21 022 060	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Sales Officer/Senior Sales Officer, Agricultural Extension Shop, <i>formerly Sales Officer, Agricultural Extension Shop</i> <i>Senior Sales Officer, Agricultural Extension Shop</i>
24 001 041	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> General Development Worker <i>formerly Warehouse Worker (Ex-Tobacco Board) (Personal)</i>
24 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> General Development Worker <i>formerly Tobacco Grader (Ex-Tobacco Board) (Personal)</i>

Salary Code	Salary Scale and Grade
	<b>FORESTRY SERVICES</b>
19 000 100	<b>Rs 101000</b> Conservator of Forests
19 079 092	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b> Deputy Conservator of Forests
19 055 082	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Conservator of Forests
19 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Divisional Forest Officer
19 057 074	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Chief Forest Conservation and Enforcement Officer
19 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350</b> Principal Forest Conservation and Enforcement Officer
19 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Senior Forest Conservation and Enforcement Officer
19 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Forest Conservation and Enforcement Officer
26 038 066	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Technical Design Officer
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>

Salary Code	Salary Scale and Grade
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Chief Mason
24 036 056	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Senior Field Supervisor
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit) Driver (Mechanical Unit) (Ex-SPI) (Personal)
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Gardener/Nursery Attendant
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Senior Gardener/Nursery Attendant
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Blacksmith Carpenter Mason Motor Mechanic Painter
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor



Salary Code	Salary Scale and Grade
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Ordinary Vehicles up to 5 tons) Driver (Personal) (Ex-SPI) General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 037 058	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Head, Survey Field Worker
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Insecticide Sprayer Operator
24 018 051	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Survey Field Worker/Senior Survey Field Worker Survey Field Worker/Senior Survey Field Worker (Ex-SPI) (Personal)
24 024 049	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b> General Development Worker (Personal) <i>formerly Leaf Weigher &amp; Telephone Operator (TDA)</i>
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant General Development Worker (Personal) <i>formerly Office Attendant(TDA/Teafac)</i> Woodcutter

Salary Code	Salary Scale and Grade
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Security Guard Security Guard (Ex-SPI) (Personal)
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Lorry Loader Sanitary Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker
<b>NATIONAL PARKS AND CONSERVATION SERVICE</b>	
19 096 098	<b>Rs 89000 x 3000 – 95000</b> Director, National Parks and Conservation Service
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director, National Parks and Conservation Service
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Scientific Officer (Conservation)
19 056 081	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Scientific Officer (Conservation)

Salary Code	Salary Scale and Grade
19 046 076	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Technical Officer/Senior Technical Officer (Conservation)
19 057 073	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Park Ranger
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Park Ranger
19 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Assistant Park Ranger Senior Forest Conservation and Enforcement Officer
19 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Forest Conservation and Enforcement Officer
19 029 076	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 48425</b> Agricultural Support Officer/Senior Agricultural Support Officer <i>formerly Agricultural Support Officer</i> <i>Senior Agricultural Support Officer</i>
19 028 058	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Field Assistant (Personal)
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly in GSC 10</i>

Salary Code	Salary Scale and Grade
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 023 057	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b> Tickets/Sales Officer
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Carpenter Mason
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Ordinary vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 024 049	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950</b> General Development Worker (Personal) <i>formerly Leaf Weigher &amp; Telephone Operator (TDA)</i>
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Senior Gardener/Nursery Attendant
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant General Development Worker (Personal) <i>formerly Office Attendant (TDA/Teafac)</i> Insecticide Sprayer Operator Stockman (Roster)

Salary Code	Salary Scale and Grade
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Security Guard
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Lorry Loader Sanitary Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant

Salary Code	Salary Scale and Grade
19 067 081	<b>Ex - CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD</b> <i>All salaries are personal to holders of the post</i> <b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Area Superintendent (Personal)

Salary Code	Salary Scale and Grade
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Personal)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Personal)
19 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Principal Test Chemist (Personal)
19 050 067	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Test Chemist <i>formerly Assistant Mechanical Officer (Personal)</i> Senior Test Chemist (Personal)
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxiliary (Personal) <i>formerly Laboratory Attendant (Personal)</i>
24 022 058	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Office Assistant <i>formerly Sampler (Personal)</i>
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Mechanical Unit) (Personal)

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## 29. MINISTRY OF ARTS AND CULTURE

- 29.1 The Ministry of Arts and Culture is responsible to foster a balanced and harmonious Mauritian society through consolidation of existing pluralism, promotion of creativity and the celebration of cultural values. Its objectives are, among others, to preserve and foster cultural values both at individual and collective levels; promote cultural interaction among different cultural components within the country and abroad for mutual understanding and enrichment; organise cultural activities for the public at large; and encourage the development of a dynamic arts and culture sector.
- 29.2 A Director heads the technical arm of the Ministry and is assisted in his day-to-day activities by officers of the Culture Officer and Arts Officer cadres. The Film Classification Board and the National Archives Department fall under the *aegis* of the Ministry.
- 29.3 In the context of this Report, Unions have requested for amendments in schemes of service, adequate training facilities, filling of vacant posts, restyling of grades, enhancement of the duty exemption scheme, and risk allowance. Management, on the other hand, has submitted that the grades of Culture Officer and Senior Culture Officer be merged, the qualification requirements for the grade of Library and Animation Officer/Senior Library and Animation Officer be upgraded and certain existing allowances be extended to other grades.
- 29.4 All requests related to conditions of service will be addressed in general. However, it is to be highlighted that for this Report the Bureau is making a firm recommendation on the HR Audit exercise to address problems such as filling of vacant posts.
- 29.5 After careful analysis of the submissions, we are maintaining the present structure and extending certain allowances to the grade of Theatre Manager.

### Arts Officer

- 29.6 Officers in the grade of Arts Officer possessing a Diploma are presently allowed to move incrementally up to salary point Rs 36575. We are maintaining this provision.

### Recommendation 1

- 29.7 **We recommend that Arts Officers possessing a Diploma in any one of the areas of Arts (Music, Dance, Dramatic Arts, Cinema) be allowed to move incrementally up to salary point Rs 39575 in the master salary scale provided they:**
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.



## Time Off Facilities

- 29.8 At present, officers of the Arts Officer and Culture Officer cadres as well as the Theatre Superintendent are required to work regularly outside normal office hours to organise artistic and cultural activities. These officers are compensated by way of time off and whenever time off may not be granted due to exigencies of service, they are paid at normal hourly rate for extra hours put in. We are, in this Report, improving the existing provision.

## Recommendation 2

- 29.9 We recommend that officers of the Arts Officer and Culture Officer cadres as well as the Theatre Superintendent, who are required on a regular basis to put in additional hours of work to cope with the demands of their job, should as far as possible be granted, on application, equivalent time off within the current month for the extra hours put in. However, where it has not been possible for management to grant time off within a period of four consecutive months, the officers should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.**

## Height Allowance

- 29.10 Technicians (Light/Sound) and Electricians are presently paid a Height Allowance to climb scaffolding at a height ranging from 20 to 30 feet for rigging and focusing projectors in the course of their work. The Height Allowance is computed at the rate of 80% of the normal hourly rate for each hour of such work. **We are maintaining the payment of this allowance.**

## ‘On-Call’ and ‘In-Attendance’ Allowances

- 29.11 For this Report, representations have been received for extending the payment of ‘On-Call’ and ‘In-Attendance’ allowances to the Theatre Manager for attending events which are hosted after normal office hours. These allowances are currently paid to the Theatre Superintendent only. Given that the presence of Theatre Manager is mandatory when rehearsals are being held or when events are being hosted at the theatres, we are agreeable to the request.

## Recommendation 3

- 29.12 We recommend that an ‘On-Call’ allowance of Rs 110 daily should be paid to the Theatre Manager and Theatre Superintendent. When attending to rehearsals and events, they should also be paid an ‘In-Attendance’ allowance at the normal hourly rate for each hour of attendance outside normal working hours.**

## Roster and Staggered Hours

- 29.13 Officers in grades provided in the table below are categorised as those working at staggered hours or on roster. This element has been taken into consideration in determining the recommended salary for these grades.

Staggered Hours	Roster
All grades of the Culture Officer and Arts Officer cadres	Driver (Roster)
Library and Animation Officer/Senior Library and Animation Officer	Driver (Roster-Day and Night)
Theatre Superintendent	Driver (Heavy Vehicles above 5 tons) (Roster – Day and Night)
Theatre Manager	Public Address Operator
	Technician (Light/Sound)

### Centres de Formation Artistique

- 29.14 Short term courses in the fields of photography, sound and light techniques, classical Indian dance, paintings and tabla are presently run in the “Centres de Formation Artistique”. Academically qualified instructors are paid on a sessional basis of 1 ¼ hours duration at the rate of Rs 330 per session whereas non-qualified instructors/resource persons are paid for the same duration at the rate of Rs 300 per session. We are maintaining the rate of payment per session.

### Recommendation 4

- 29.15 We recommend that the rate of payment per session for dispensing courses at the “Centres de Formation Artistique” should be Rs 330 for qualified instructors and Rs 300 for non-qualified instructors/resource persons.

### Centre de Lecture Publique et d’Animation Culturelle (CELPAC)

- 29.16 Operating under the Ministry of Arts and Culture, the CELPAC is the administrative unit which enables the “Centre de Lecture et d’Animation Culturelle” to aim at encouraging and promoting reading through artistic, cultural and educational activities; make reading materials easily accessible to the public; and promote artistic, cultural and educational activities. Recently, an evaluator of the ‘Organisation Internationale de la Francophonie’ has revealed that the CELPAC Unit of Mauritius is the leader in terms of quality of service and over the years the average number of users has reached 800 per month.
- 29.17 The CELPAC Unit is manned by officers in the grades of Coordinator, CELPAC; Assistant Coordinator, CELPAC; and the merged grade of Library and Animation Officer/Senior Library and Animation Officer, among others.
- 29.18 Management has submitted that the qualification requirements for the grade Library and Animation Officer/Senior Library and Animation Officer be upgraded to a diploma. **We are, at this stage, maintaining the qualification requirements for the grade of Library and Animation Officer/Senior Library and Animation Officer** as well as the present structure which we consider adequate to enable the CELPAC Unit to carry out its mandate efficiently and effectively.

**Allowance to Word Processing Operator (Oriental Language)**

- 29.19 Besides performing typing duties in the relevant oriental language, Word Processing Operators (Oriental Language) are called upon to type in other languages such as English/French/Kreol for which they are entitled to a monthly allowance of Rs 250. We are revising the quantum of this allowance.

**Recommendation 5**

- 29.20 We recommend that the adhoc allowance payable to Word Processing Operators (Oriental Language) for typing work in other languages such as English/French/Kreol be revised to Rs 265 monthly.

**MINISTRY OF ARTS AND CULTURE**  
**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
05 000 099	<b>Rs 98000</b> Director of Culture
05 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director of Culture
05 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Culture Officer
05 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Culture Officer
05 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Culture Officer
05 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Chief Arts Officer

Salary Code	Salary Scale and Grade
05 063 076	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Arts Officer
05 051 072	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Arts Officer
05 034 069	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Arts Officer
05 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Coordinator, CELPAC
05 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Assistant Coordinator, CELPAC
05 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Theatre Manager
05 034 070	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Theatre Superintendent
05 044 066	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b> Senior Library and Animation Officer (Personal to officers in post as at 31.12.12)
05 028 064	<b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Library and Animation Officer/ Senior Library and Animation Officer
22 040 069	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Technician (Light/Sound) (Roster)

Salary Code	Salary Scale and Grade
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Executive Assistant (Arts and Culture)
08 026 059	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Word Processing Operator (Oriental Language)
06 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Percussionist
10 023 058	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Public Address Operator (Roster)
10 022 057	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b> Public Address Operator (Personal to holder in post as at 30.06.08)
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Carpenter Electrician
24 032 056	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)
24 024 053	<b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b> Driver (Roster – Day and Night)
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster) (Personal to employees in post as at 30.06.08)

Salary Code	Salary Scale and Grade
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Attendant/Senior Attendant (Arts and Culture)
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

## FILM CLASSIFICATION BOARD

- 29.21 The Film Classification Board (FCB) functions in a regulatory capacity under the Ministry of Arts and Culture, in accordance with the provisions of the Films Act 2002. It controls the importation of films and the classification thereof as well as publicity materials meant for public exhibition.
- 29.22 Registration of film importers, issue of permits for importations of films, classification of films and posters based on set criteria and approval and issue of certificates of exhibition for any film or publicity material prior to their display constitute the core functions of the FCB. It is also responsible for prohibiting and recalling of films, which it believes, are not suitable for public exhibition. By so doing, the FCB protects viewers of films from unsolicited materials, protects children from harmful materials and assists viewers to make informed choice about films.
- 29.23 As provided in the Act, the Secretary of the Film Classification Board is at the head of the Board. He is assisted by a Senior Projectionist, an Executive Assistant and other supporting staff. The Bureau been apprised that the Ministry would be addressing the issues and recommendations made in the Report of the Office of the Public Sector Governance, the terms of reference of which was to investigate into the administrative systems and work processes at the FCB. One of its recommendations is to fill in vacant posts to improve organisational efficiency.
- 29.24 For this Report, we are maintaining the existing arrangement as the present structure is meeting the needs of the organisation and the moreso as no proposal has been submitted to that effect. We are, however, amending the scheme of service of the grade of Projectionist to facilitate recruitment.

### Projectionist

- 29.25 Appointment to the post of Projectionist is presently made by selection from among candidates possessing a Cambridge School Certificate with credit in English, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings and the National Trade Certificate (NTC) level two in the field of Communications Electronics awarded by the Mauritius Institute of Training and Development.
- 29.26 During consultations, Management has apprised the Bureau that the NTC level two is no longer run by the MITD and has been replaced by the National Certificate level four. There is, therefore, need to bring appropriate amendment to the scheme of service. We are making appropriate provision to this effect.

**Recommendation 6**

- 29.27** We recommend that the scheme of service for the post of Projectionist be amended such that appointment to the grade should, henceforth, be made by selection from among candidates possessing a Cambridge School Certificate with passes in Physics and Mathematics or Principles of Accounts and EITHER the National Trade Certificate level Two in Communications Electronics OR the National Certificate Level Four in Communications Electronics awarded by the Mauritius Institute for Training and Development.

**Allowance in connection with Film Censorship**

- 29.28** Officers in the grades of Secretary, Film Classification Board, Assistant Secretary, Film Classification Board, Executive Assistant, Senior Projectionist and Projectionist, when called upon to perform duties related to censorship of films beyond their normal working hours, are paid an allowance on a sessional basis, for sessions of at least two hours. This allowance is being revised.

**Recommendation 7**

- 29.29** We recommend that the sessional allowance payable for sessions of at least two hours to officers in the grades of Secretary, Film Classification Board, Assistant Secretary, Film Classification Board, Executive Assistant, Senior Projectionist and Projectionist for performing duties related to censorship after normal working hours should be revised as follows:

Grade	Allowance per session (Rs)
Secretary, Film Classification Board	500
Assistant Secretary, Film Classification Board	430
Executive Assistant	360
Senior Projectionist	360
Projectionist	360

**FILM CLASSIFICATION BOARD****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
08 065 081	Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Secretary, Film Classification Board



Salary Code	Salary Scale and Grade
08 046 069	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Assistant Secretary, Film Classification Board
10 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Senior Projectionist
10 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Projectionist
18 033 062	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Enforcement Officer (Personal to officer in post as at 31.12.12)
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Executive Assistant (Arts & Culture)

## 29.1 NATIONAL ARCHIVES DEPARTMENT

- 29.1.1 The National Archives Department, which was established under the National Archives Act No 22 of 1999, houses the collective memory of the nation's history. In its store, there is an array of rich and diverse records which are of significant interest to one and all. Its main functions are that it sees to it that an efficient and economical management of the records of the Government of Mauritius is carried out; and it also caters for the preservation of these public records of archival value for current and future use by the Government, citizens of Mauritius and international users.
- 29.1.2 Presently, the National Archives Department is headed by a Director who is assisted by professionals and technical staff.
- 29.1.3 It has been represented by Unions to demerge the grade of Archives Officer/Senior Archives Officer, increase the number of posts for the professional grades, enhance the duty exemption scheme, amend the scheme of service for the grade of Deputy Director, and to provide appropriate training to officers of the Department. Over and above the requests made by Unions, Management has submitted to make provision for a retention allowance for all the professional and technical grades.
- 29.1.4 Given that the grade of Archives Officer/Senior Archives Officer was merged in the 2013 PRB Report and that EOAC 2013 Report has provided for a supervisory level with the creation of the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12), the merged grade of Archives Officer/Senior Archives Officer is being maintained. As regards the scheme of service for the grade of Deputy Director, National Archives, approval of the High Powered Committee has already been obtained to amend the scheme of service such that appointment to the grade is by selection from among officers of the National Archives in the grades of Archivist, Records Manager, Conservator and Chief Archives Officer possessing a Degree in the field of Archives or a Degree and a Certificate in Archival Science. During the consultative meeting with Management, the latter was apprised that the survey carried out by the Bureau on recruitment and retention problems in the public sector has revealed that there is no such problem at the National Archives Department.
- 29.1.5 In this review, the Bureau is making a firm recommendation for an HR Audit exercise to be mandatorily carried out in each organisation to ensure that there is adequate number of people at all levels to enable the organisation to deliver on its mandate efficiently and effectively. Since the existing structure is fit-for-purpose, we are maintaining same. However, we are making provision for career path for officers in the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) and for protective clothing/equipment.

### Principal Archives Officer

- 29.1.6 As highlighted above, the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) was created by EOAC 2013 Report without any provision for promotion to the upper level in the hierarchy. We are making an appropriate recommendation to address this issue.

**Recommendation 1**

- 29.1.7** We recommend that, in future, appointment to the grade of Principal Archives Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12) reckoning at least four years' service in a substantive capacity in the grade.
- 29.1.8** We further recommend that on complete phasing out of the grade of Senior Archives Officer (Personal to officers in post as at 31.12.12), appointment to the grade of Principal Archives Officer should thereafter be made by promotion, on the basis of experience and merit, of officers in the grade of Archives Officer/Senior Archives Officer reckoning an aggregate of six years' service in a substantive capacity in the grades of Archives Officer and Archives Officer/Senior Archives Officer.

**Health Surveillance and Protective Clothing/Equipment**

- 29.1.9** The existing provision for health surveillance for all employees of the National Archives Department, who are regularly exposed to dust and other noxious substances through daily handling of manuscripts and old documents, is being maintained. In addition, we are in this Report making an additional recommendation for protective clothing/equipment.

**Recommendation 2**

- 29.1.10** We recommend that the National Archives Department should:

- (i)** continue to arrange for health surveillance for all its employees free of charge at intervals as may be advised by the Health Authorities; and
- (ii)** make necessary arrangements for the issue of items of protective clothing/equipment to officers concerned.

# NATIONAL ARCHIVES DEPARTMENT

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, National Archives <i>formerly Director</i>
05 068 089	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director, National Archives <i>formerly Deputy Director</i>
05 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Conservator
05 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Archivist Record Manager
05 059 075	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Chief Archives Officer
05 052 069	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Principal Archives Officer
05 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Senior Archives Officer (Personal to officers in post as at 31.12.12)
05 027 062	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Archives Officer/Senior Archives Officer
05 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Conservation Assistant

Salary Code	Salary Scale and Grade
10 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Audio Visual Technician (Operations)
26 023 061	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Reprographic Operator (Archives)
16 025 062	<b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### **30. MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION**

- 30.1 The role of the Ministry of Industry, Commerce and Consumer Protection is to act as a facilitator and catalyst by formulating and implementing appropriate policies, programmes and strategies to foster the structural transformation of the industrial sector and create a conducive business and trade environment for sustained growth of the Mauritian economy. Its mission is, among others, to: promote globally competitive industries; enhance market access through internationally recognised standards; facilitate trade of goods and services; and promote and safeguard the interests and rights of the consumers.
- 30.2 In so doing, the Ministry envisions to bring about an innovation-led industrial sector, a conducive commercial environment and an effective protection of consumers.
- 30.3 Activities of the Ministry are organised under the Industry Division, Commerce Division and Consumer Affairs Unit. These Divisions/Units are administratively controlled by a Permanent Secretary who is also the Accounting and Responsible officer. He is assisted in his duties by officers of the administrative, professional and technical cadres. Other grades on the establishment of the Ministry belong to general services and other occupational categories.

#### **INDUSTRY DIVISION**

- 30.4 The objectives of the Industry Division are, among others, to: provide effective and efficient support services to the industrial sector; facilitate the integration of the industrial sector in the global economy; and stimulate exports in traditional and niche markets at regional and international level. Its activities are conducted through six sections namely: Monitoring Section; Research and Planning Section; Projects and Programmes Unit; Business Information Unit; Mauritius Accreditation Service; and Assay Office.
- 30.5 The Director of Industry is responsible for the daily administrative manning of the Division and for the promotion of industrial development, including such key functions as formulation, implementation and monitoring of strategies and policies. He is assisted in the performance of his tasks by officers of the Analyst (Industry) cadre and those belonging to the professional and technical grades.
- 30.6 The following representations have been made by staff side during consultative meetings: upgrading of salary; merging of grades; and provision of parking facilities. Stakeholders were explained that the request for upgrading of salary would be examined taking into consideration different job factors. They were also informed of the philosophy behind merging of grades and circumstance where the Bureau is not granting mergers. As regards administrative issues such as provision of parking facilities, they were advised to take up the matter with their Management.

- 30.7 After examining each submission, the Bureau considers that the present structure is appropriate and should be maintained.

### **Analyst (Industry)**

- 30.8 As per existing provision, Analysts (Industry) are allowed to proceed incrementally in the master salary scale up to salary point Rs 57275 subject to certain conditions. We are maintaining this provision and revising the salary point.

### **Recommendation 1**

- 30.9 We recommend that Analysts (Industry) be allowed to proceed incrementally up to the revised salary point of Rs 61325 in the master salary scale through the grant of one increment every year provided that they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

### **ASSAY OFFICE**

- 30.10 The Assay Office has a regulatory function in ensuring compliance with the Jewellery Act regarding manufacture, sale, import and display of jewellery made of gold, silver and platinum and their alloys. It is equally responsible for the verification of precious and semi-precious stones. It operates two main laboratories namely Assay and Gemmology. The Assay Laboratory offers assaying services for both gold and silver jewellery and their alloys using internationally recognised test methods. On the other hand, the Gemmology Laboratory is responsible for identification of gemstones and diamond grading.
- 30.11 A Director is at the apex of the Office and is assisted in his administrative functions by an Assistant Director. Officers in the grades of Scientific Officer (Assay and Gemmology), Gemmologist and Technical Officer/Senior Technical Officer (Assay Office) provide professional/technical support services.
- 30.12 In the context of this Report, Management and Staff Associations have among others, made representations to review the salary scale of the grade of Gemmologist, upgrade the entry qualification requirements of the technical cadre to degree level and restyle grades to more appropriate job appellations. We have examined the proposals made and considered only those deemed meritorious and which would enhance service delivery.
- 30.13 We consider that the present organisation structure of the Assay Office is appropriate to enable it to deliver on its mandate and is, therefore, being maintained. We are, however, reviewing the salary recommended for the grade of Gemmologist.

**Gemmologist**

- 30.14 At present, appointment to the grade of Gemmologist is made by selection from among Technical Officer/Senior Technical Officers (Assay Office) possessing a diploma in Gemmology and reckoning at least four years' service in a substantive capacity in the grade.
- 30.15 During consultations, both Management and Staff Associations have proposed for a review of the salary of the grade of Gemmologist, which is promotional for Technical Officer/Senior Technical Officers (Assay Office). After careful analysis, the Bureau considers that the representation made is justified and that the salaries of the two grades concerned should be demarcated. **We have, therefore, reviewed the salary scale of the grade of Gemmologist.**

**Technical Officer/Senior Technical Officer (Assay Office)**

- 30.16 The Bureau has received persistent representation from the union to raise the qualification requirements of the grade of Technical Officer/Senior Technical Officer (Assay Office) from a diploma to a degree in the relevant field. The main arguments put forward were that incumbents are all degree holders and that the nature of duties performed require a higher qualification, coupled with the fact that the University of Mauritius no longer offers a diploma course in the relevant fields.
- 30.17 We wish to highlight that after examining the duties/responsibilities devolving upon incumbents, it has been observed that the duties being performed do not warrant an upgrading in the qualification requirements, as per our framework. However, in the event officers consider that they are performing additional duties of a higher level, they may make a case to the Ministry of Civil Service and Administrative Reforms for the payment of an *ad hoc* allowance.
- 30.18 At present, there is a Proficiency Bar (PB) in the salary scale of the grade of Technical Officer/Senior Technical Officer (Assay Office). We consider that the PB is no longer relevant and are waiving same from the salary scale.

**MAURITIUS ACCREDITATION SERVICE (MAURITAS)**

- 30.19 The Mauritius Accreditation Service (MAURITAS) is the sole national accreditation body which offers a national unified service of accreditation to all conformity assessment bodies. It is the apex body of the National Quality Infrastructure in Mauritius and represents the national authority for granting accreditation.
- 30.20 The main objects of the MAURITAS are to assess the competence of conformity assessment bodies such as testing, calibration laboratories, certification bodies and inspection bodies, and officially accrediting them to ensure the competitiveness of goods and services on the regional and international market. It also ensures that all policies and procedures of the organisation comply with the requirements of the existing and applicable international standards.



- 30.21 The Director, MAURITAS heads the organisation and is assisted by officers in the grades of Accreditation Manager, Assistant Accreditation Manager and Accreditation Officer. Support services are provided by officers in the General Services grades from the Ministry.
- 30.22 During consultations, both Management and Staff Associations have among others made proposals for the creation of a level of Deputy Director to assist the Director in his day-to-day activities and creation of additional posts in existing grades. Management equally requested the restyling of the grade of Assistant Accreditation Manager to a proper job appellation which would reflect the specific duties performed by incumbents in the different laboratories and certification bodies.
- 30.23 We have carefully examined the proposals made and are of the view that creation of a level of Deputy Director is not warranted at this stage based on the organisation's size and span of activities as well as the staff strength at lower levels which is quite meagre. As regards the proposed restyling of the grade of Assistant Accreditation Manager to a specific appellation, we consider that this would lead to the unwanted outcome of incumbents operating in silos depriving them of acquiring experience and developing competencies in various fields which are much needed at the higher levels in the hierarchy. We also wish to point out that Senior Officers should as far as possible be versatile and polyvalent in the relevant domains, namely inspection and certification.
- 30.24 We, therefore, consider that the present structure is fit-for-purpose and appropriate in enabling the organisation to attain its objectives.

### **Assistant Accreditation Manager**

#### **Accreditation Officer**

- 30.25 The Bureau has been apprised that MAURITAS is in the process of developing new programmes of accreditation and is working towards achieving international recognition. In this context, Management and Staff Associations have submitted that there is an essential need to increase the establishment size of the organisation.
- 30.26 Taking into account the critical role of the MAURITAS as an accreditation body, we believe that the right staff strength should prevail to enable the service to deliver on its mandate, whilst enhancing service delivery. **We, therefore, consider that Management should ensure that the grades of Assistant Accreditation Manager and Accreditation Officer be provided with the adequate number of posts.**

## MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION

## INDUSTRY DIVISION

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 094 096	<b>Rs 83000 x 3000 – 89000</b> Director of Industry
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Analyst (Industry)
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Analyst (Industry)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Analyst (Industry)
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head Business Information Unit
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant to Head Business Information Unit
22 021 054	<b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Receptionist/Telephone Operator
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

Salary Code	Salary Scale and Grade
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>ASSAY OFFICE</b>	
19 094 096	<b>Rs 83000 x 3000 – 89000</b> Director, Assay Office
19 069 089	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Assistant Director, Assay Office
19 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Scientific Officer (Assay and Gemmology)
19 061 078	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Gemmologist
19 044 076	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Technical Officer/Senior Technical Officer (Assay Office)
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Assay Laboratory Auxilliary <i>formerly Assay Laboratory Attendant</i>

Salary Code	Salary Scale and Grade
	<b>MAURITAS</b>
19 094 096	<b>Rs 83000 x 3000 – 89000</b> Director, MAURITAS
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Accreditation Manager
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant Accreditation Manager
19 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Accreditation Officer

### COMMERCE DIVISION

- 30.27 The Commerce Division formulates, implements and reviews policies and strategies to facilitate trade while safeguarding the interests and rights of consumers. It also ensures a regular supply of essential commodities at reasonable prices.
- 30.28 The work of the Commerce Division is carried out through three main Units namely: Trade Division (Import and Export Units), Legal Metrology Division, and the Price Control and Fixing Unit.

### TRADE DIVISION

- 30.29 The Trade Division, comprising of the Import and Export Units, has the responsibility for the control of imports of controlled items and issue of licences to authorised dealers in the importation and sale of second-hand motor vehicles; implementation of Kimberley Process Certification Scheme on rough diamonds and the registration of TradeNet Users to the TradeNet Phase 5 System; and for processing, approval and issue of clearances.
- 30.30 The Director of Trade, being at the apex of the Division, is responsible for the management and development of trade in conformity with international trade laws and practices. He is assisted by officers of the Analyst (Trade) cadre, Commercial Officer cadre as well as other staff of the operational level.

- 30.31 For this Review, representation has been made for an uplifting of the salary of the grade of Director of Trade as well as for the grant of a self-driven government official car; and duty free facilities for the grade of Analyst (Trade). Additionally, request was made for the merging of two grades belonging to different Cadres and their restyling into a single appellation.
- 30.32 During consultation, Management was informed that upgrading of salary would be dealt with taking into consideration the Bureau's general framework on pay determination. As regards the grant of self-driven government official car, Management was apprised of the existing provisions that govern this condition of service and was equally made aware that eligibility or otherwise for duty free facilities would depend on the findings of the Survey on Travelling by car. It was also made clear that restyling of grade may be considered when the appellation reflects its new core functions and is not in conflict with other existing grades. Similarly, the criteria for the merger of grades were explained.
- 30.33 For want of corroborating information, we are maintaining the present structure.

### **LEGAL METROLOGY SERVICES**

- 30.34 The Legal Metrology Services (LMS) is mandated to enforce the provisions of the Legal Metrology Act of 1985 with respect to the assizing of instruments, weights and measures and the protection of the consumer and the public at large in all transactions. It is responsible for the calibration and maintenance of measurement standards which are traceable to International Standards; control of weighing and measuring equipment used in trade to ensure that the instruments are accurate and used correctly; and control of goods to ensure that they are properly labelled and are in conformity with the Legal Metrology Act.
- 30.35 A Director has the overall responsibility to manage and oversee activities at the LMS. She is assisted by a Deputy Director in her administrative and technical duties. Officers in the grades of Legal Metrologist, Legal Metrology Officer, Senior Technical Officer (Legal Metrology) and Technical Officer (Legal Metrology) (Personal) provide professional and technical support to the LMS while ensuring a proper service delivery.
- 30.36 In the context of this Report, proposals made by Management and Staff Associations were mainly geared towards the alignment of salaries of top levels with those of their counterparts, granting duty remission facilities, payment of risk allowance, reviewing qualification requirements of certain grades and maintaining the grade of Senior Technical Officer (Legal Metrology). After duly examining all the representations, we consider that the organisation structure of the Legal Metrology Services as well as present conditions are appropriate to enable it achieve its objectives. We are, nevertheless, providing a means of compensation to experienced officers in the technical cadre who have reached their career plateau.

**Legal Metrology Officer**

- 30.37 Union members made strong representations to review the qualification requirements of the grade of Legal Metrology Officer so that appointment thereto be made from serving officers of the technical cadre who possess a degree in the relevant field. In the absence of serving qualified officers, appointment be made from outside candidates.
- 30.38 At present, appointment is made through the limited and open competition modes. Union members have informed that though being qualified, only outside candidates are selected. The Bureau views that as per existing conditions at the LMS, it would not be appropriate at this stage to amend the mode of appointment. Such a step may only be contemplated in the event the staff strength of the Technical cadre is significantly increased.

**Technical Officer (Legal Metrology) (Personal)**

- 30.39 The technical cadre of the Legal Metrology Services comprises the grades of Technical Officer (Legal Metrology) (Personal) and Senior Technical Officer (Legal Metrology). During consultations, union members have represented that Technical Officers (Legal Metrology) (Personal) though reckoning more than 30 years of experience, are confronted to a serious problem of lack of promotion prospect as there are only a few posts of Senior Technical Officer (Legal Metrology). This absence of career movement in turn causes much frustration and demotivation among the concerned officers, hence impacting on service delivery.
- 30.40 We have examined the request and consider that in line with the general philosophy favouring career earnings and with a view to enabling the organisation to gainfully utilise the expertise of the experienced officers, the latter may be provided a form of compensation against assuming higher responsibilities. To this effect, we are providing for a mechanism which will allow the officers to move further in a higher salary scale.

**Recommendation 2**

- 30.41 **We recommend that Technical Officers (Legal Metrology) (Personal) who have drawn their top salary for a year, should be allowed to proceed incrementally in the salary scale of the grade of Senior Technical Officer (Legal Metrology) up to the salary point of Rs 46900 provided they:**
- (i) have been efficient and effective in their performance during the preceding year; and
  - (ii) are not under report.

**This recommendation should, however, not preclude Technical Officers (Legal Metrology) (Personal) from being promoted to the grade of Senior Technical Officer (Legal Metrology) before they have reached the top of their salary scale or on vacancy arising in the latter grade.**

- 30.42 We further recommend that Technical Officers (Legal Metrology) (Personal) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer (Legal Metrology) upon moving in the higher salary scale.**

### **CONSUMER AFFAIRS UNIT**

- 30.43 The objectives of the Consumer Affairs Unit (CAU) are, among others, to: protect consumers by ensuring compliance with consumer laws and checks in trade premises; educate consumers of their rights and responsibilities through talks/sensitization programmes on all aspect of related legislations, publication of booklets, flyers, posters and projection of video clips, and settle disputes between traders and consumers by mutual agreement or through a court of justice. CAU envisions to create an environment of trust, reliability and responsibility between traders and consumers for promoting better trade practices.
- 30.44 The Unit comprises the following grades: Head, Consumer Affairs Unit, Principal Consumer Affairs Officer, Senior Consumer Affairs Officer and Consumer Affairs Officer. The post of Head, Consumer Affairs Unit is vacant and a Principal Consumer Affairs Officer has been assigned to perform the duties of the grade.
- 30.45 In the context of this review, representatives of the CAU submitted the following proposals: upgrading of qualification requirement at source level for future entrants; redesigning the Consumer Affairs Unit with a Director at its apex; revising existing allowances; decentralisation of offices for proximity to consumers; wear and tear allowance for extensive use of car; parking allowance and grant of 100% duty remission to its officers. Management supported some of the requests and informed that the Consumer Affairs Unit would be reorganised, once the Consumer Protection Act is amended and promulgated.
- 30.46 During consultation, both management and staff sides were apprised that request pertaining to upgrading of qualification of a particular grade may be considered in the light of job evolution and increasing complexity of tasks. Parties were also informed of the eligibility criteria for the determination and granting duty free vehicles. As regards the issue of decentralisation, parties were informed that this should be addressed administratively whereas demands pertaining to general conditions would be looked at holistically by the Bureau. Members of the Union were requested to submit anew their claim for parking allowance to the MCSAR through the parent Ministry for reconsideration.
- 30.47 After a thorough examination of the requests and pending the promulgation of the amended Consumer Protection Act, the organisation structure is being maintained. However, we are reviewing the qualification requirement of Head, Consumer Affairs Unit to facilitate vertical mobility in the cadre and revising the existing allowance.

**Head, Consumer Affairs Unit**

- 30.48 The grade of Head, Consumer Affairs Unit is an open position for serving officers who possess a relevant degree and administrative experience. In view of a proposed reorganisation of the Consumer Affairs Unit which is yet to concretize, the post has remained vacant for years. Meanwhile, the seniormost officer has been assigned the duties of the Head, Consumer Affairs Unit. As a consequence, vacant posts were not filled in the upper echelon of the hierarchy. Officers of the cadre have thus argued that their legal aspiration of a career progression has been thwarted, the moreso as they have stagnated for years on top of their respective salary scale. They have therefore requested that appointment to the grade of Head, Consumer Affairs Unit should be made from among qualified officers of the Consumer Affairs Cadre as their expertise and knowledge could be gainfully utilised by the organisation/Ministry.
- 30.49 We are recommending accordingly to motivate employees of the cadre and for the wider interest of the consumers.

**Recommendation 3****30.50 We recommend that:**

- (i) in future, appointment to the grade of Head, Consumer Affairs Unit be made by selection from among officers of the Consumer Affairs cadre possessing a degree in Economics or Commerce or Sociology or Management or Law or a joint degree in either two of the abovementioned subjects, from a recognised institution or an equivalent qualification and reckoning a minimum of twelve years' experience in the Consumer Affairs cadre inclusive of at least two years at supervisory level; and
- (ii) Management should, in the interest of the service, proceed at the earliest with the filling of the post of Head, Consumer Affairs Unit.

**Allowance to Officers of the Consumer Affairs Cadre**

- 30.51 At present, officers of the Consumer Affairs Cadre possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes campaign as well as delivery talks through the media are paid an allowance of the Rs 250 per session.
- 30.52 We are maintaining the present arrangement and revising the quantum of allowance.

**Recommendation 4**

- 30.53 We recommend that the allowance payable to officers of the Consumer Affairs Cadre possessing specific communication skills and who would be called upon to conduct and coordinate consumer education programmes/campaign as well and deliver talks though the media be revised to Rs 265 per session.



**Hours of Work**

- 30.54 As per the existing schemes of service of all grades in the Consumer Affairs Cadre, Officers may, in the performance of the duties be called upon to work outside normal working hours, including Sundays and Public Holidays. **The element has been taken into consideration in determining the salary of the grades.**

**COMMERCE DIVISION****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 094 096	<b>Rs 83000 x 3000 – 89000</b> Director of Trade
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Analyst (Trade)
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Analyst (Trade)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Analyst (Trade)
18 061 077	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Senior Commercial Officer
18 050 071	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Commercial Officer (Personal to officers in post as at 30.06.2008)
18 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Commercial Officer

Salary Code	Salary Scale and Grade
18 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Assistant Commercial Officer
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Trade Information Officer
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxiliary <i>formerly Laboratory Attendant</i>
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Heavy Vehicle/Mechanical Driver
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Helper
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

Salary Code	Salary Scale and Grade
<b>LEGAL METROLOGY SERVICES</b>	
19 094 096	<b>Rs 83000 x 3000 – 89000</b> Director, Legal Metrology Services
19 080 094	<b>Rs 54825 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Deputy Director, Legal Metrology Services
19 069 089	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Legal Metrologist
19 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Legal Metrology Officer
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Legal Metrology)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Legal Metrology) (Personal)
<b>CONSUMER AFFAIRS UNIT</b>	
18 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head, Consumer Affairs Unit
18 063 079	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Principal Consumer Affairs Officer
18 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Consumer Affairs Officer

Salary Code	Salary Scale and Grade
18 050 073	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Consumer Affairs Officer

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### **31. MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE**

- 31.1 The Ministry of Gender Equality, Child Development and Family Welfare envisions to have a society which is free from violence, exploitation and discrimination where the fundamental rights of women and children are respected and where human values within the family and the civil society are cherished. It is responsible for the formulation and implementation of policies for the rights and welfare of women, children and families.
- 31.2 The mission of the Ministry is to frame and execute policies and programmes/projects geared towards upgrading the status of women, children and family, safeguarding their rights and protecting them against all kinds of abuse and discrimination while empowering women through basic skills development and entrepreneurship development.
- 31.3 The Ministry carries out its activities through different units, namely, Child Development Unit, Family Welfare and Protection Unit, Home Economics Unit, Gender Unit and Planning and Research Unit. It also has under its *aegis* the National Women's Council, the National Children's Council and the National Women Entrepreneur Council which have been ascribed specific roles and functions to enable the Ministry to achieve its objectives efficiently and effectively.
- 31.4 During consultations with management, much emphasis was laid on paragraphs 48-50 of the Government Programme 2015-2019 which makes mention of the coming up of a new legislation on women, children, community care and protection including the introduction of a new Children's Bill. The Ministry was apprised that any new position in line with the Children's Bill would be considered once the Bill is proclaimed. In view of the continuous increase in family/social problems and inadequate staffing structure, shortcomings have been noted in the delivery of services. The Ministry has accordingly made proposals to review the present structure to meet the objectives of its mandate and better serve its stakeholders. Request from the staff side has also been made that, in view of the increase in the number of projects/programmes, there is need to increase the establishment size to meet the challenges. The main demands of both Management and Staff side relate to the creation, restyling and upgrading of some posts.
- 31.5 However, the profiles for almost all the new grades requested were not submitted to the Bureau for salary grading and inclusion in this Report. A revamping of the present structure, based on functional needs, would be considered on an *ad hoc* basis after the publication of this Report.
- 31.6 We are, therefore, in this Report, maintaining the present organisation structure and other provisions while revising the salary scales of existing grades and improving existing conditions of work. We are also making provision for a new grade of Documentalist which profile has been submitted to the Bureau.

**Child Development Unit****Commuted Allowance**

- 31.7 The Head, Child Development Unit is required to be 'On-Call' after normal working hours, during weekends and public holidays. Incumbent is presently paid a monthly commuted allowance for monitoring and supervising the duties of a team after normal working hours. The allowance is being maintained in this Report.

**Recommendation 1**

- 31.8 **We recommend that the Head, Child Development Unit should continue to be paid a monthly Commuted Allowance of Rs 6100 for monitoring and attending to cases related to child abuse/violence after normal working hours, during weekends and public holidays.**

**Family Welfare and Protection Unit****Commuted Allowance**

- 31.9 The Head, Family Welfare and Protection Unit is presently being paid a monthly commuted allowance as incumbent is required to be "On-Call" to monitor and supervise the duties of officers in the unit after normal working hours. We are maintaining the allowance.

**Recommendation 2**

- 31.10 **We recommend that the Head, Family Welfare and Protection Unit should continue to be paid a monthly Commuted Allowance of Rs 6100 for monitoring and attending to cases related to domestic violence after normal working hours, during weekends and public holidays.**

**Family Welfare and Protection Officer**

- 31.11 Presently, Family Welfare and Protection Officers are appointed by selection from among candidates possessing a Diploma in Social Work/Social Studies/Social Welfare/Psychology/Sociology or an alternative equivalent qualification. It has been submitted that the Family Welfare and Protection Officers possessing a degree in the relevant field are required to shoulder higher responsibilities to meet the demand of various stakeholders and therefore, should be compensated adequately. We are agreeable to this proposal and are making appropriate provision.

**Recommendation 3**

- 31.12 **We recommend that officers in the grade of Family Welfare and Protection Officer possessing a Degree in Social Work/Social Studies/Social Welfare/Psychology/ Sociology or an alternative equivalent qualification and who are regularly called upon to shoulder higher responsibilities, should be allowed to move incrementally up to salary point Rs 40800 after drawing their top salary for a year.**

## Time Off Facilities

- 31.13 The Ministry organises several activities on “Community Child Watch” and “Child Mentoring”, among others, regularly outside normal working hours and the services of the Family Welfare and Protection Officers are required to ensure a citizen-centric service. Both Management and the staff side have submitted that these officers cannot be properly compensated by way of time off for the extra hours of work put in because of the specificity of their jobs. We are agreeable to this request and are making appropriate provisions.

## Recommendation 4

- 31.14 **We recommend that arrangements should be made for incumbents in the grade of Family Welfare and Protection Officer who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, be granted equivalent time off for the extra hours put in. However, where it has not been possible for Management to grant, upon application, time off within a period of four months, the officers should be compensated at the normal hourly rate, subject to having put in a minimum of 15 extra hours in a month.**

## Allowance (Hot Line Service)

- 31.15 The Ministry operates a 24-hour Hot Line Service to provide first hand counselling and advice to the public on any family related issue/problem and in particular to desperate persons who are in urgent need of help and support. Officers who attend to the Hot Line Intervention are being granted an all-inclusive allowance and this arrangement is being maintained.

## Recommendation 5

- 31.16 **We recommend that officers who are required to answer phone calls received after office hours during weekdays, weekends and public holidays through the three digits Hotline Intervention of the Ministry for the purpose of first hand counselling, advice or intervention into family and child abuse/violence cases, as appropriate, should be paid an all-inclusive allowance as follows:-**

Period	All-inclusive Allowance
<b>Weekdays</b> From 1600 hours to 0900 hours the following day	Rs 325 per day/night period
<b>Saturdays, Sundays and Public Holidays</b> From 0900 hours to 0900 hours the following day	Rs 450 per day/night period

## Risk Allowance

- 31.17 Presently, officers of the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations/environment are being paid a monthly Risk Allowance. We are maintaining this allowance.



**Recommendation 6**

- 31.18 We recommend that officers working in the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations and environment be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scales.**

**Documentalist (New Grade)**

- 31.19 There is a Documentation Unit at the Ministry. Management has submitted that the Unit is presently not fully equipped and no longer responds to its needs. Hence, there is an urgent need for a dedicated grade to be responsible for the re-organisation of this unit. We favour this request for the benefit of the organisation and the service it provides.

**Recommendation 7**

- 31.20 We recommend the creation of a grade of Documentalist. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects including English, French and Mathematics and a Certificate in Library Studies or an alternative equivalent qualification.**
- 31.21 Incumbent would be required, *inter-alia*, to assist in the administration and management of the Documentation and Research Unit; select, acquire, and classify catalogue/periodicals/publications; maintain and update records; and provide research assistance on matters pertaining to Gender, Family and Children issues.

**Home Economics Unit****Senior Home Economics Officer**

- 31.22 In our last Report, provision was made for those Senior Home Economics Officers possessing the relevant Degree or an alternative equivalent qualification to be compensated adequately since they are required to shoulder responsibilities at a higher level. We are maintaining this provision.

**Recommendation 8**

- 31.23 We recommend that officers in the grade of Senior Home Economics Officer possessing a Degree in Home Economics or Home Science or Food Science or an alternative equivalent qualification and who are regularly called upon to shoulder higher responsibilities, should continue to be allowed to move incrementally up to salary point Rs 49950 after drawing their top salary for a year.**

**Psychologist**

- 31.24 At present, Psychologists of the Ministry possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology who are required, over and above their normal duties, to provide clinical services to children and their families, are paid

an allowance. We consider that this provision should be maintained. In addition, we are restyling the grade to a more appropriate job appellation in consonance with the level of duties being performed by incumbents and also providing for enhanced career earnings.

### Recommendation 9

**31.25 We recommend that the grade of Psychologist be restyled Psychologist/Senior Psychologist.**

**31.26 We further recommend that officers in the grade of Psychologist/Senior Psychologist *formerly Psychologist* possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology with clinical experience and who are required to provide clinical services to children and their families, over and above their prescribed duties should continue to be paid an allowance equivalent to two increments at the point reached in their salary scale subject to the approval of the Supervising Officer.**

### “On-Call” and “In-Attendance” Allowances

**31.27 The payment of “On-Call” and “In-Attendance” Allowances to officers in several grades for the provision of an emergency service after office hours on a rotational basis and to attend to people in distress at nights, during weekends and on Public Holidays, is being maintained.**

### Recommendation 10

**31.28 We recommend that officers of the Ministry who are “On-Call” and required to attend to emergencies during “On-Call” be paid allowances as follows:-**

Grade	Period	“On-Call” Allowance Rs	“In-Attendance” during On Call Rs/hour
Psychologist	<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 300 daily</b>	<b>Rs 150</b> per hour of attendance up to a maximum of <b>Rs 600</b> per day/night period.
	<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 450 daily</b>	<b>Rs 150</b> per hour of attendance up to a maximum of <b>Rs 900</b> per day/night period.
Coordinator	<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 250 daily</b>	***

Grade	Period	"On-Call" Allowance Rs	"In-Attendance" during On Call Rs/hour
	<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 375 daily</b>	***
<b>Principal Family Welfare and Protection Officer</b>	<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 165 daily</b>	
<b>Senior Family Welfare and Protection Officer</b> <b>Senior Child Welfare Officer (Personal)</b>	<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 250 daily</b>	***
<b>Inspector of Police</b> <b>Police Sergeant</b> <b>Police Constable</b>	<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 165 daily</b>	<b>Rs 80</b> per hour of attendance up to a maximum of <b>Rs 480</b> per day/night period.
<b>Child Welfare Officer(Personal)</b> <b>Nursing Officer</b> <b>Family Welfare and Protection Officer</b>	<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 250 daily</b>	<b>Rs 80</b> per hour of attendance up to a maximum of <b>Rs 640</b> per day/night period.
<b>Care Worker</b>	<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 125 daily</b>	<b>Rs 65</b> per hour of attendance up to a maximum of <b>Rs 390</b> per day/night period.
	<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 185 daily</b>	<b>Rs 65</b> per hour of attendance up to a maximum of <b>Rs 520</b> per day/night period.

Grade	Period	"On-Call" Allowance Rs	"In-Attendance" during On Call Rs/hour
Driver	<b>Weekdays</b> 1645 hours to 0745 hours the following day	<b>Rs 105 daily</b>	***
	<b>Saturdays, Sundays and Public Holidays</b> 0745 hours to 0745 hours the following day	<b>Rs 155 daily</b>	
	*** Overtime at the rates in force for attendance outside normal working hours.		

**MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT,  
AND FAMILY WELFARE**

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Co-ordinator Family Counselling Officer
19 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Psychologist/Senior Psychologist <i>formerly Psychologist</i>
23 057 076	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Family Welfare and Protection Officer
05 044 067	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Documentalist (New Grade)

Salary Code	Salary Scale and Grade
23 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Family Welfare and Protection Officer
23 038 070	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Family Welfare and Protection Officer
18 038 067	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Enforcement Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard (Personal)
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
	GENDER UNIT
23 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Head, Gender Unit

Salary Code	Salary Scale and Grade
23 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Gender and Development Officer  HOME ECONOMICS UNIT
23 075 091	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Head, Home Economics Unit (Personal)
23 058 075	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Senior Home Economics Officer
23 038 070	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Home Economics Officer
23 026 059	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Instructor (Personal)  CHILD DEVELOPMENT UNIT
23 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Head, Child Development Unit
23 030 063	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Child Welfare Officer (Personal)
23 023 058	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b> Child Care Worker <i>formerly Care Worker</i>  PLANNING AND RESEARCH UNIT
23 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Head, Planning and Research Unit

Salary Code	Salary Scale and Grade
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Research Officer  FAMILY WELFARE AND PROTECTION UNIT
23 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Head, Family Welfare and Protection Unit

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## **32. MINISTRY OF FINANCIAL SERVICES, GOOD GOVERNANCE AND INSTITUTIONAL REFORMS**

- 32.1 The Ministry of Financial Services, Good Governance and Institutional Reforms (MFSGGIR) was set in December 2014 with a view to giving a new impetus to the financial services which constitute a key sector of our economy. It envisions to transform Mauritius and promote wealth and good governance.
- 32.2 The mandates of the Ministry are to fight fraud, eradicate corruption, malpractices and irregularities in all aspects of public life; reinstate good governance practices; spearhead institutional reforms in the public sector to make it more productive, transparent, accountable and customer friendly; and promote the development of global business, wealth and asset management and to position Mauritius as a financial hub for Africa.
- 32.3 The MFSGGIR is under the overall responsibility of the Permanent Secretary who is assisted by officers in the administrative, professional and technical cadres. Staff of the general services provide support services to the Ministry.
- 32.4 In the initial stage of operation, staff of the Office of Public Sector Governance from the Prime Minister's Office who were dealing with good governance issues are now operating under the aegis of this Ministry. Moreover, pending the creation of technical grades on the establishment, the Ministry is presently having recourse to the services of professional staff on contract basis in an advisory capacity.
- 32.5 In the context of this review exercise, it has been submitted that the organisation structure of the Ministry is being reviewed. On completion of the exercise by the Ministry, the Bureau would provide appropriate salary grading upon request. We are, however, making appropriate recommendations in line with submissions from Management in the present context.

### **Director-General, Office of Public Sector Governance**

- 32.6 Management has submitted that with a view to optimising resources and avoiding duplication of work, the organisation structure of the Office of Public Sector Governance be reviewed so as to fit the organisation requirements of the Ministry. Accordingly, the Office of Public Sector Governance would be absorbed within the Ministry and the post of Director-General, Office of Public Sector Governance would be phased out.

### **Recommendation 1**

- 32.7 **We recommend that the grade of Director-General, Office of Public Sector Governance should be made evanescent. A personal salary has been provided to incumbent in post.**



**Handy Worker (New Grade)**

- 32.8 Management has submitted that in order to enhance service delivery with a view to providing support to existing staff in the day-to-day running of the organisation, there is need for a grade of Handy Worker on the establishment of the Ministry to allow more flexibility and optimum utilisation of human resources. We are, therefore, making appropriate provision.

**Recommendation 2**

- 32.9 **We recommend the creation of a grade of Handy Worker on the establishment of the Ministry of Financial Services, Good Governance and Institutional Reforms. Appointment thereto, should be made by selection from among General Workers on the permanent and pensionable establishment in the Civil Service who possess the Certificate of Primary Education.**
- 32.10 Incumbent would be required to, among others, clean office premises; operate office equipment such as duplicating, photocopying and fax machines; make and serve tea; and perform simple gardening duties.

**MINISTRY OF FINANCIAL SERVICES, GOOD GOVERNANCE AND  
INSTITUTIONAL REFORMS**

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 000 107	<b>Rs 140000</b> Director-General, Office of Public Sector Governance (Personal)
02 000 106	<b>Rs 122000</b> Permanent Secretary
01 000 105	<b>Rs 119000</b> Director, Office of Public Sector Governance
01 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Lead Financial and Governance Analyst
01 058 085	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Financial and Governance Analyst/ Senior Financial and Governance Analyst

Salary Code	Salary Scale and Grade
01 064 078	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Senior Accounting Technician
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker (New Grade)

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### **33. MINISTRY OF BUSINESS, ENTERPRISE AND COOPERATIVES**

- 33.1 The Ministry of Business, Enterprise and Cooperatives (MBEC) formulates policies pertaining to Small and Medium Enterprises (SME) and Cooperatives. It acts as a facilitator and catalyst in the promotion, development and growth of a competitive and innovative SME Sector by creating the appropriate framework through mentoring, coaching and provision of adequate business development support and incentives.
- 33.2 In line with Government's vision of making the cooperative movement a key partner with the second socio-economic miracle, the Ministry provides the appropriate technical, professional and managerial support to businesses to enhance their economic growth and sustainable development.
- 33.3 The MBEC comprises two main Divisions, namely: Business Enterprise and Cooperatives. Each Division has its own specific responsibility to boost up the entrepreneurial community. The Business Enterprise Division pursues activities through Small and Medium Enterprise Development Authority and the Mauritius Business Growth Scheme (MBGS) while the Cooperative Division delivers its services through the Cooperative Society Section and the Cooperative Development Unit.
- 33.4 The Permanent Secretary is the Responsible and Accounting Officer of the Ministry.

#### **BUSINESS ENTERPRISE DIVISION**

- 33.5 The mandate of the Business Enterprise Division includes Micro, Small and Medium Enterprise (MSMEs), business and competitiveness. During consultation, Management informed that the Ministry does not have any technical division or Technical Officer to support it in policy making as well as in the implementation of projects and other activities. At present, with regards to matters pertaining to MSMEs, the Ministry is depending extensively on the support of the SMEDA, which is the implementing agency for the SME Sector. Further the Ministry of Finance and Economic Development (MOFED) has seconded two Analyst/Senior Analysts to assist the office in some technical aspects regarding SMEs.
- 33.6 Management also reported that Government is laying much emphasis on the business sector for the socio-economic development of the country. Several important targets have been set both in the Government Budget and the Vision Statement 2030 for the development of the business sector and increasing the competitiveness of the human resources and business industry in general. Hence, it is imperative for the Ministry to have the relevant technical support to formulate viable policies for the implementation of Government programme. In this respect proposal was made to establish a Business and Enterprise Unit which would be staffed by a technical cadre comprising three levels. We are recommending accordingly.

## Recommendation 1

**33.7 We recommend the setting up of a Business and Enterprise Unit comprising the following levels:**

- (i) Principal Business and Enterprise Analyst (New Grade)**
- (ii) Senior Business and Enterprise Analyst (New Grade)**
- (iii) Business and Enterprise Analyst *formerly Analyst (Business and Enterprise)***

**Principal Business and Enterprise Analyst (New Grade)**

**Senior Business and Enterprise Analyst (New Grade)**

**33.8 We further recommend that:**

- (i) The grade of Principal Business and Enterprise Analyst should be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Business and Enterprise Analyst reckoning at least three years' experience in a substantive capacity in the grade and who have displayed skills in organisation of work and supervision of subordinates.**

Incumbent would be required, among others, to direct and manage corporate policy and strategy functions for Business Sections; to supervise, coordinate and monitor the work of subordinate staff; advise in the development of business sectors policies and strategies in the business sectors and competitiveness; and coordinate competitiveness related programme for development to promote guidance on bilateral, regional cooperation and multilateral issues.

- (ii) Appointment to the grade of Senior Business and Enterprise Analyst should be made by selection from among officers in the grade of Business and Enterprise Analyst *formerly Analyst (Business and Enterprise)* reckoning at least three years' experience in a substantive capacity in the grade. In the absence of qualified candidates, recruitment thereto should be made by selection from among qualified serving officers possessing a Degree in Public Administration or Administration and Management or Business Studies or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management or an equivalent qualification acceptable to the Public Service Commission and reckoning at least three years' post qualification experience in Business Enterprise Sector.**

Incumbent would be required, among others, to assist in the formulation and review of business sectors including business and competitiveness policies and strategies; undertake research work and prepare technical reports; monitor the performance of business enterprises and assist in the evaluation,

implementation and monitoring of projects and support programmes; provide technical inputs on bilateral, regional and multilateral issues; and collect statistics and information on business activities both locally and internationally.

### **COOPERATIVE DIVISION**

- 33.9 The Cooperative Division has the statutory duty to ensure that Cooperative Societies operate within the cooperatives legal regulatory framework. It assists in the consolidation, promotion and development of the cooperative movement through the creation and provision of a favourable and conducive environment for entrepreneurs.
- 33.10 The Cooperative Division is organised in two distinct sections, namely the Cooperative Society Section (CSS) and the Cooperative Development Unit (CDU) headed by the Registrar of Cooperative Societies and the Secretary for Cooperative Development respectively. The CSS is responsible, inter alia, for enforcement of the Cooperative Act whereas the CDU acts as a facilitator and assists in the formulation of policies, programmes and strategies for the overall development of the cooperative sector.

### **COOPERATIVE SOCIETY SECTION**

- 33.11 The functions of the Cooperative Society Section are, among others: formulation and registration; auditing of financial accounts; supervision, inspection and monitoring of cooperative societies; preparing programmes and policies for the cooperative sector and coordinating activities with other institutions; conception, implementation and monitoring of national cooperative development projects; coordination of foreign financial and technical assistance for the implementation of cooperative projects; promoting new management concepts through HRD, training and education within the Cooperative Sector; and promoting and developing the cooperative movement for the economic, social and cultural upliftment.
- 33.12 The organisation structure of the Cooperative Society Section comprises the Registrar, Cooperative Societies at the head of the Section who is responsible for the day-to-day management. He is assisted by a Deputy Registrar, Cooperative Societies, staff of the Cooperative Officer cadre and officers of the general services grade.
- 33.13 At present, officers of the Cooperative Officer cadre at the level of Divisional Cooperative Officer have been assigned the duties of the posts of Registrar, Cooperative Societies and Deputy Registrar, Cooperative Societies.
- 33.14 In the context of this review, Management and union members have made the following representations: creation of grades and additional posts at different levels in the cadre; upgrading of qualification at entry level; sponsorship for officers of the cadre to upgrade qualification; overseas training for all staff irrespective of age; and the post of Cooperative Development Officer to be filled from qualified officers of the Cooperative Officer cadre.

- 33.15 Both Management and staff officials were apprised that new grades are established depending upon the functional needs of the organisation whereas creation of additional posts and amending schemes of service rest with Management. They were further informed that the Chapter on Training and Development in volume one of our Report makes ample provisions on training for the upskilling of officers and to enhance service delivery.
- 33.16 As the present organisation structure is appropriate, it requires no change. We are, however, replicating the decision of the High Powered Committee concerning appointment to the grade of Registrar, Cooperative Societies.

### **Registrar, Cooperative Societies**

- 33.17 Taking into account the important functions of the Cooperative Division and the need for the Division to be headed by a full-fledged Registrar, it was recommended by the EOAC Report 2013 that the grade of Registrar, Cooperative Societies should be filled by promotion, on the basis of experience and merit, of officers in the grade of Deputy Registrar, Cooperative Societies. Consequently, the scheme of service of the grade of Registrar, Cooperative Societies has been amended to reflect this recommendation.
- 33.18 Subsequently, the Ministry submitted that there was no substantive holder in posts in the grade of Registrar, Cooperative Societies and Deputy Registrar, Cooperative Societies. Vacancy in the grade of Deputy Registrar, Cooperative Societies was reported to the Public Service Commission but was yet to be advertised. As per the current practice, upon appointment to the grade of Deputy Registrar, Cooperative Societies, incumbent would be required to serve in a temporary capacity for a minimum period of six months after which he would be promoted to the grade of Registrar, Cooperative Societies.
- 33.19 In line with Government programme 2015-2019 – “**Achieving Meaningful Change**”, the Cooperative Sector is being called upon to play an important role in the economic development of the country and consequently the Ministry views that there is an urgent need to have a full-fledged Registrar, Cooperative Societies with the right profile and calibre to shoulder the responsibilities and assist in policy formulation and spearhead all legal and institutional reforms in the Cooperative Sector. In view thereof, a request has been made to amend the mode of appointment to the grade of Registrar, Cooperative Societies from ‘promotion’ to ‘selection’ to enable the prompt filling of the position.
- 33.20 Since the request to amend the mode of appointment in the scheme of service of the grade of Registrar, Cooperative Societies constituted a major change and departure from the 2013 EOAC Report, the advice of the High Powered Committee was sought.
- 33.21 The HPC at its meeting held on 22 December 2015 approved that the following qualification requirements for the grade of Registrar, Cooperative Societies should henceforth be adopted:

“By selection from among –

A. Candidates who possess-

- (i) a degree in Law or Management or Business Administration or Economics or Finance or an equivalent qualification acceptable to the Public Service Commission;

OR

A professional qualification in Accountancy; and

- (ii) a minimum of five years' post qualification experience in a senior managerial position.

AND

B. officers in the grades of –

- (i) Deputy Registrar, Cooperative Societies;
- (ii) Divisional Cooperative Officer who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grades of Divisional Cooperative Officer and Principal Cooperative Officer; and
- (iii) Principal Cooperative Officer reckoning at least eight years' service in the grade.”

**33.22 The above qualifications requirement are being maintained until such time that the post of Registrar, Cooperative Societies is filled in a substantive capacity. Thereafter, necessary amendments should be brought by the Ministry in the scheme of service of the grade to restore appointment thereto by promotion, on the basis of experience and merit, of officers in the grade of Deputy Registrar, Cooperative Societies.**

### **Cooperative Officer**

33.23 A Qualification Bar (QB) has been inserted in the salary scale of the grade. Cooperative Officers possessing Diploma in Cooperative Studies or the Diploma in Development Studies or who have completed successfully all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the QB.

### **Compensation for regular extra hours**

33.24 Officers of the Cooperative Officer cadre, who are required to put in additional hours of work on a regular basis, are given equivalent time off for extra hours put in. Where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, an appropriate allowance as compensation for the extra hours put in is payable to them subject to the approval of the Ministry of Civil Service and Administrative Reforms. **We are maintaining this recommendation.**



**COOPERATIVE DEVELOPMENT UNIT**

- 33.25 The Cooperative Development Unit (CDU), as a policy unit, assists in the preparation and implementation of development programmes, projects and strategies. It formulates and monitors several incentive schemes and supports programmes for a sustainable growth of the cooperative movement. In addition, it processes requests for assistance from aid/donor agencies and countries. It also participates in meetings at the level of bilateral joint commissions and provides inputs on the cooperative movement.
- 33.26 The overall responsibility of the CDU, comprising a three level structure, rests with the Secretary for Cooperative Development. He is supported by officers in the grades of Senior Cooperative Development Officer and Cooperative Development Officer and officers of the general services cadre.
- 33.27 In the context of this review, staff side and Management have made the following proposals: a restructuring of the CDU with the creation of a grade and additional posts at all levels, and to restore parity in the salary of the grades of Secretary for Cooperative Development and that of the Registrar, Cooperation Societies.
- 33.28 After examining the rationale given in regard to these proposals, the Bureau could not find adequate justification to accede to the demands. Parties were apprised that grades are created whenever there are functional needs in the organisation whereas increasing the number of posts at any level is the prerogative of Management. The restoration of parity of salary would be examined after considering all job factors and related implications. Management was further apprised that grades which are urgently required would be graded by the Bureau on an *ad hoc* basis provided the established procedures have been followed.
- 33.29 The organisational set up of the Ministry is appropriate to deliver efficiently and effectively and on its mandate and no change is being brought to it.

**Office Clerk**

- 33.30 Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerks, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925, that is, by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.
- 33.31 The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the award. We are, therefore, making an appropriate recommendation to address the issue.

## Recommendation 2

### 33.32 We recommend that:

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organise work oriented Award Course for Office Clerks;
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625;
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments; and
- (iii) the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.

## MINISTRY OF BUSINESS, ENTERPRISE AND COOPERATIVES

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>BUSINESS ENTERPRISE DIVISION</b>
02 000 106	<b>Rs 122000</b> Permanent Secretary
02 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Business and Enterprise Analyst (New Grade)
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Business and Enterprise Analyst (New Grade)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Business and Enterprise Analyst <i>formerly Analyst (Business and Enterprise)</i>

Salary Code	Salary Scale and Grade
	<b>HANDICRAFT SECTION</b>
06 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Supervisor, Handicraft Training Branch
06 036 067	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Teacher/Senior Teacher, Handicraft Industrial Branch

**COOPERATIVE DIVISION****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
18 090 092	<b>Rs 72400 x 1950 – 74350 x 2825 – 77175</b> Registrar, Cooperative Societies
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Deputy Registrar, Cooperative Societies
18 066 080	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Divisional Cooperative Officer
18 063 077	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b> Principal Cooperative Officer
18 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Cooperative Officer

Salary Code	Salary Scale and Grade
18 036 070	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575</b> Cooperative Officer
18 085 092	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b> Secretary for Cooperative Development
18 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Cooperative Development Officer
18 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Cooperative Development Officer
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### 34. MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND REFORM INSTITUTIONS

- 34.1 The Ministry of Social Security, National Solidarity and Reform Institutions envisions to support national and social development for an inclusive society with the strategic direction to protect, promote and enhance social welfare and national solidarity; rehabilitate and integrate young offenders in the mainstream of society; and empowering disabled persons and the elderly.
- 34.2 The Ministry is responsible, *inter alia*, for the provision of a vast and diversified range of social services including the National Pensions and Social Aid; Welfare of the Elderly and of the Disabled; Empowerment of the Community; Welfare of inmates of Charitable Institutions; Rehabilitation of juvenile delinquents; Suicide Prevention; Probation and After Care; Treatment and Rehabilitation of Substance Abusers; and National Solidarity and Welfare of the Chagossians.
- 34.3 The main services of the Ministry comprise the provision of adequate financial assistance to needy persons; implementation of capacity building programmes for Non-Governmental Organisations in collaboration with different partners; implementation of self-development, educational, creative, artistic and IT Literacy Programmes in Day Care Centres; provision of medical support including domiciliary medical visits and preventive health services to the elderly; implementation of additional mental and physical rehabilitation programmes for the elderly; payment of Non-Contributory Basic Pension; supervision and rehabilitation of offenders; supporting people with suicidal tendencies; and rehabilitation of juvenile offenders through Rehabilitation Youth Centres.
- 34.4 The main operational units of the Ministry are Social Aid and National Pensions and Reforms Institutions which have been ascribed specific functions such as payment of Social Aid and Benefits; implementation of social/community development policies for various stakeholders; and rehabilitation of young offenders in the community through the Rehabilitation Youth Centres, towards a normal social life.
- 34.5 The activities of the Elderly Sector are organised under different departments and specialised organisations such as the Medical Unit, the Recreation Centre for Senior Citizens, the Welfare and Elderly Persons Protection Unit.
- 34.6 The Social Welfare Division and a parastatal body, namely the Sugar Industry Labour Welfare Fund, which were previously operating under the *aegis* of the Ministry of Gender Equality, Child Development and Family Welfare, have recently been placed under the purview of the Ministry of Social Security, National Solidarity and Reform Institutions.
- 34.7 The Social Welfare Division directs and controls the operation of Social Welfare Centres through the formulation of social policies and programmes in line with the declared actions of Government. The Social Welfare Centres cater, *inter alia*, for the

needs of all age-groups through the provision of services and organisation of information/educational training.

- 34.8 During consultations with both Management and Unions in the context of this review exercise, much emphasis was laid on the fact that the Ministry is a citizen-centric organisation and its customers include needy and destitute persons, the elderly and persons with disabilities, persons facing severe personal hardship and offenders, among others. Hence, there is an urgent need for an appropriate structure to support the Ministry to achieve its mandate of uplifting the needy, destitute and elderly persons.
- 34.9 We have examined all the requests made by both Management and Unions and consider that certain proposals are justified and need to be addressed. We are, therefore, making appropriate recommendations in this Report.

### **QUALITY ASSURANCE AND INSPECTION DIVISION**

- 34.10 Management has submitted that the Ministry, during the past years, has been subject to various criticisms due to its inability to provide timely services to the needy ones. Various shortcomings have been identified in different areas. This has prompted Management to come up with a strong and sound control and monitoring system to provide timely, reliable and quality services to all its stakeholders and for ensuring quality audit of the human resources, service delivery, infrastructure and equipment of all the various units of the Ministry.
- 34.11 We have examined the submissions and are agreeable with Management for the setting up of a Quality Assurance and Inspection Division staffed with a Director, Quality Assurance and Inspection; Senior Quality Assurance and Inspection Officer; and Quality Assurance and Inspection Officer.

#### **Quality Assurance and Inspection Officer (New Grade)**

#### **Senior Quality Assurance and Inspection Officer (New Grade)**

#### **Director, Quality Assurance and Inspection (New Grade)**

#### **Recommendation 1**

- 34.12 **We recommend the creation of a grade of Quality Assurance and Inspection Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Management/Economics/Social Work/Sociology/Social Studies together with a Master's Degree and reckoning at least five years' experience in inspection and/or quality assurance duties.**
- 34.13 Incumbent would be required to, *inter alia*, carry out system evaluation and submit reports; assist in service delivery improvement projects; ensure optimum utilisation of all resources in the various units; assist in staff development programmes and report on the status of service delivery in the different units.

- 34.14 We also recommend the creation of a grade of Senior Quality Assurance and Inspection Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, from officers in the grade of Quality Assurance and Inspection Officer who reckon at least four years' service in a substantive capacity in the grade. In the absence of suitably qualified serving officers, appointment should be made from candidates possessing a Degree in Management/Economics/Social Work/Sociology/Social Studies and a Master's Degree from a recognised institution and reckoning at least eight years' proven experience at managerial level in a major division of a large institution/department in the field of inspection or quality assurance.**
- 34.15 Incumbent would be required to, *inter alia*, assist the Director Quality Assurance and Inspection; supervise the work of Quality Assurance and Inspection Officers; advise on matters relating to social security, probation and rehabilitation; development of national policies on social security, probation and rehabilitation of offenders; organise and conduct courses for officers of the Ministry; and assess service delivery and provide remedial steps.
- 34.16 We further recommend the creation of a grade of Director, Quality Assurance and Inspection. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Management/Business Administration/Public Sector Management/Human Resource Management from a recognised institution or an equivalent qualification and reckoning at least 10 years' proven experience at administrative/managerial level in a major division of a large institution/department, preferably in the field of inspection and quality assurance.**
- 34.17 Incumbent would be required to, *inter alia*, control and monitor the work of professional/technical/support staff; establish plans for quality assurance at all levels of the Social Security, Social Welfare, Probation and Reform Institutions; ensure the monitoring and evaluation of programmes and projects related to social security, probation and rehabilitation; and advise on service improvement and evaluation.

### ELDERLY AND DISABILITY DEPARTMENT

- 34.18 Management apprised the Bureau of the event of an unprecedented global demographic transformation and explosion whereby it is expected that by 2050, the number of persons aged 60 years and above would increase from 600 millions to almost two billions. The increase would be greatest and most rapid in developing countries where the older population is expected to quadruple during the next 50 years.
- 34.19 Mauritius is no exception to this global phenomenon. It has been submitted that as at December 2013, Mauritius had a population of 1,257,121 out of which 172,229 were aged 60 years and above, including 16,031 who were severely disabled and dependent. It is projected that the population in 2025 would be 1,320,210 out of which



258,560 would be over 60 years of age. The number of dependent elderly would be around 28,000.

- 34.20 There is a Disability Unit at the Ministry which caters for the social and economic rehabilitation of persons with disabilities and focuses on the empowerment of these persons to facilitate their inclusion in the society. The Disability Unit as well as the other units cater for the needs of the elderly with disabilities.
- 34.21 However, in a bid to enhance service delivery of the Ministry, Management has made proposals for the setting up of an Elderly and Disability Department to establish an elderly and disability-inclusive development which would clearly reflect the policies, programmes and projects of the Ministry and also provide a single point of access to both the elderly persons and persons with disabilities. The department will take over the functions of the Disability Unit and the other units responsible for the elderly and disabled.
- 34.22 The Elderly and Disability Department would be responsible for the planning, development and administration of a comprehensive and integrated service delivery system so as to ensure that the elderly persons and persons with disabilities of Mauritius have ample access to the supportive services necessary for them to live independently with security and dignity.
- 34.23 We have thoroughly examined the above proposal and, taking into consideration the looming demographic transformation, we are making appropriate recommendations.

### **Elderly and Disability Officer (New Grade)**

#### **Assistant Director, Elderly and Disability (New Grade)**

#### **Director, Elderly and Disability (New Grade)**

### **Recommendation 2**

- 34.24 **We recommend the creation of a grade of Elderly and Disability Officer. Appointment thereto should be made by selection from among serving officers of the Ministry possessing a Degree in Social Work/Sociology/Psychology/Social Studies from a recognised institution and reckoning at least two years' experience in a substantive capacity in their respective grade. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing a Degree in Social Work/Sociology/Psychology/Social Studies from a recognised institution and reckoning at least five years' experience in social work, preferably in the field of disability and elderly.**
- 34.25 Incumbent would be required to, *inter alia*, implement the provisions of the Protection of the Elderly Person's Act and the Residential Care Homes Act; attend to queries and provide necessary support, guidance and assistance to persons with disabilities and elderly persons in the preparation of their retirement, welfare, re-integration in the society; provide support and promote the integration of persons with disabilities

- and elderly persons in all aspects of society and advocate for their rights in line with the respective UN conventions; and organise workshops and seminars on issues of disability.
- 34.26 We also recommend the creation of a grade of Assistant Director, Elderly and Disability. Appointment thereto should be made by promotion, on the basis of experience and merit, from officers in the grade of Elderly and Disability Officer who reckon at least four years' service in a substantive capacity in the grade. In the absence of suitably qualified serving officers, appointment should be made from candidates possessing a Master's Degree and reckoning at least two years' service in a substantive capacity in the grade.**
- 34.27 Incumbent would be required, *inter alia*, to assist the Director, Elderly and Disability; supervise the work of Elderly and Disability Officers; assist Non-Governmental Organisations and Disabled Persons Organisations in capacity building and in project write-up and improve their service delivery; assist in the formulation of appropriate legislations relating to the protection, well being and human rights of persons with disabilities and the elderly persons; and to ensure enforcement of such legislations.
- 34.28 We further recommend the creation of a grade of Director, Elderly and Disability. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Economics/Public Sector Management/Business Administration/Social Protection/Social Work/Social Studies/Sociology/Social Development from a recognised institution and reckoning at least 10 years' proven experience at administrative/managerial level.**
- 34.29 Incumbent would be required to, *inter alia*, be responsible for the day to day management of the Elderly and Disability Department; advise on the formulation of policies relating to the improvement of the quality of life of the elderly and persons with disabilities; conceive, plan, develop and implement programs and projects for the empowerment of the elderly and persons with disabilities and initiate studies, surveys and research work on the issues of disability and ageing.

### RECREATION CENTRES

- 34.30 The Ministry is presently operating Recreational Centres at Pointe aux Sables, Belle Mare and Pointe aux Piments, mainly for senior citizens and disabled persons. The centres regularly host cultural and official functions, seminars and social activities. Officers working there are being paid an "In-Attendance" allowance for work during nights, weekends and public holidays, which is still valid.

**Recommendation 3**

- 34.31 We recommend the payment of an ‘In-Attendance’ allowance to Disability Officers, Organising Officers, Senior Organising Officers, Elderly and Disability Officers and officers of the Social Security Cadre who are required to work beyond normal working hours at the Recreation Centres to provide a 24-hour coverage during nights, weekends and public holidays as hereunder:**

<b>Periods</b>	<b>“In-Attendance” Allowance Rs</b>
<b>Weekdays</b>	
1600 – 2200 hours	310
2200 – 0800 hours the next day	510
<b>Saturdays</b>	
0800 – 2200 hours	720
2200 – 0900 hours the next day	570
<b>Sundays and Public Holidays</b>	
0900 – 1600 hours	365
1600 – 2200 hours	310
2200 – 0900 hours the next day	570

**WELFARE AND ELDERLY PERSONS’ PROTECTION UNIT****Hotline Service**

- 34.32** The Ministry is operating a Hot Line Service at the Welfare and Elderly Persons Protection Unit (WEPPU) for the purpose of receiving complaints in connection with the non-payment of pension, social aid and other issues regarding the elderly persons.
- 34.33** The Hot Line Service, which is operational on a 24-hour basis, is being attended to on a roster basis from a pool of officers in the grades of Assistant Commissioner, Social Security and Principal Social Security Officer posted at the WEPPU.
- 34.34** Every working day of the week an alternate officer attends to the Hotline as from 1600 hours to 0900 hours on the following day. During weekends or public holidays, a single officer attends to calls which start from Friday 1600 hours and end up on Monday 0900 hours.
- 34.35** We are making provision for the payment of an all-inclusive allowance to the officers involved in attending to the hot-line services.

**Recommendation 4**

- 34.36 We recommend that officers who are required to operate the Hot Line Service of the Welfare and Elderly Persons Protection Unit to answer phone calls received after office hours during weekdays, weekends and public holidays for the purpose of receiving complaints in connection with the non-payment of pension, social aid and elderly issues, should be paid an all-inclusive allowance as follows:**

<b>Period</b>	<b>All-inclusive Allowance</b>
<b>Weekdays</b> From 1600 hours to 0900 hours the following day	<b>Rs 325 per day/night period</b>
<b>Saturdays, Sundays and Public Holidays</b> From 0900 hours to 0900 hours the following day	<b>Rs 450 per day/night period</b>

**SOCIAL SECURITY DIVISION**

- 34.37** The main representation of the unions, in the context of this Report, has been the upgrading of salaries. This issue has been addressed, to the extent possible, within the parameters of the Bureau. We are also maintaining the existing provision regarding movement in the Master Salary Scale for the grades of Senior Social Security Officer and Principal Social Security Officer who possess a Diploma social work.

**Principal Social Security Officer**  
**Senior Social Security Officer**

**Recommendation 5**

- 34.38 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in social work or an alternative equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 42325 and Rs 48425 respectively provided that they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**

**SOCIAL WELFARE DIVISION**

- 34.39 In the context of this review exercise, the main representation of the union relate to an upgrading of salary. This issue has been addressed to the extent possible, within the parameters of the Bureau. We are also maintaining the existing provision regarding movement in the Master Salary Scale for the grades of Senior Social Welfare Officer and Social Welfare Officer who possess a Diploma in Social Work.

**Senior Social Welfare Officer****Social Welfare Officer****Recommendation 6**

- 34.40 We recommend that incumbents in the grades of Senior Social Welfare Officer and Social Welfare Officer possessing a Diploma in Social Work or an alternative equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary points Rs 43850 and Rs 40800 respectively, provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

- 34.41 In our last Report, a Qualification Bar (QB) was inserted in the salary scale of the grade of Social Welfare Officer. **Incumbents should possess a Diploma in Social Work or an alternative equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

**Creation of Departmental IT grades**

- 34.42 Management has submitted that the Ministry has a large network of social security offices all around the island where operations are carried out electronically through the use of a wide IT infrastructure. At present, officers of the CISD and CIB provide their services to support the system. However, the least non-availability of these officers causes disruption in the day-to-day operations, hence impeding service delivery. In this context, Management has requested for the creation of three departmental IT grades for the management and further development of its IT services.
- 34.43 During consultation meetings, the Bureau informed Management that as per existing policy, it is the Ministry of Technology, Communication and Innovation which is responsible for all IT needs in the Civil Service, including the provision of resources. Hence, Management may make a request to the CISD and CIB for the posting of relevant IT staff on a full time basis.

- 34.44 Nevertheless, owing to several similar requests from various quarters, the Bureau has provided for another mechanism to address these issues. We have recommended at paragraph 19.10 of this Report for the setting up of a Standing Committee which will have the responsibility of looking into such requests and coming up with a general policy.

## **Medical Unit**

### **Special Medical Service Allowance**

#### **Recommendation 7**

- 34.45 We recommend that the provision made at paragraph 23.71 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance should be made applicable to the Assistant Director and Director, Medical Unit.

### **Special Provisions for Officers of the Medical Profession**

#### **Recommendation 8**

- 34.46 We recommend that the provision made at paragraphs 23.80 and 23.81 under the Ministry of Health and Quality of Life in respect of the Special Provisions for Officers of the Medical Profession should equally be extended to the Assistant Director and Director, Medical Unit.

### **Continuing Professional Development**

#### **Recommendation 9**

- 34.47 We recommend that the provision made at paragraph 23.69 under the Ministry of Health and Quality of Life in respect of the Continuing Professional Development for Officers of the Medical Profession should equally apply to the Assistant Director and Director, Medical Unit.

### **Rent Free Telephone and Free Calls**

#### **Recommendation 10**

- 34.48 We recommend that the provision made at paragraph 23.78 under the Ministry of Health and Quality of Life in respect of Rent Free Telephone and Free Calls for Officers of the Medical Profession should be extended to the Assistant Director and Director, Medical Unit.

### **Allowance for the Medical Cadre**

#### **Recommendation 11**

- 34.49 We recommend that the provision made at paragraph 23.65 under the Ministry of Health and Quality of Life in respect of the Allowance for the Medical Profession should be extended to the Assistant Director, Medical Unit and the Director, Medical Unit.

**Allowance to Doctors employed on a sessional basis**

**34.50 The Bureau still holds the view that the Ministry should continue to consider the advisability of employing doctors on contract basis to serve Medical Boards/Tribunal and effect domiciliary visits.**

34.51 Doctors employed on a sessional basis at the Medical Unit are presently paid allowances to provide service to Medical Tribunal and Medical Boards. We are maintaining the payment while revising the quantum.

**Recommendation 12**

**34.52 We recommend that the allowances paid to doctors and Specialists employed on a sessional basis to provide service to Medical Tribunal and Boards should be revised as hereunder:**

<b>Grades</b>	<b>Allowances per session of 3 hours</b>
<b>Specialist servicing Medical Tribunal</b>	<b>1625</b>
<b>Specialist servicing Medical Board</b>	<b>1390</b>
<b>General Practitioner servicing Medical Board</b>	<b>1155</b>

**34.53 We further recommend that these allowances should be paid on a *pro-rata* basis for all hours of work put in beyond the specified number of hours.**

**Domiciliary Visits**

34.54 As domiciliary visits would continue to be effected by doctors employed on sessional basis, we are maintaining the payment of the allowance.

**Recommendation 13**

**34.55 We recommend that an allowance of Rs 610 inclusive of travelling expenses, per claimant visited, be paid to doctors employed on sessional basis for effecting domiciliary visit.**

**On-Call and In-Attendance Allowances**

34.56 Presently, Medical Practitioners employed on sessional basis to provide 24-hour medical coverage at the centre for severely disabled persons at Pointe aux Sables are paid allowances when on-call and when actually in-attendance, they are paid an additional allowance inclusive of travelling time. We are revising the quantum of these allowances.

**Recommendation 14**

**34.57 We recommend that medical practitioners employed on sessional basis to provide 24-hour medical coverage at the centre for severely disabled persons at Pointe aux Sables should be paid On-Call allowances as follows:**

<b>On-Call</b>	<b>Allowance (Rs)</b>
<b>Weekday 1200 hours to 0900 hours the following day</b>	<b>620</b>
<b>Saturday, Sunday and Public Holiday 0900 hours to 0900 hours the following day</b>	<b>750</b>

**34.58 We further recommend that the medical practitioners employed on sessional basis should be paid Rs 285 per hour, inclusive of travelling time, when they are required to attend duty while on-call.**

**Office Clerk**

**34.59** Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerk, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925, that is by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.

**34.60** The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the award. We are, therefore, making an appropriate recommendation to address the issue.

**Recommendation 15**

**34.61 We recommend that:**

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organize work oriented Award Course for Office Clerks.**
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625.**
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments.**
- (iv) the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.**



## 34.1 REFORM INSTITUTIONS AND REHABILITATION

### Probation and After Care Service

- 34.1.1 The Probation and After Care Service deals with the provision of services related to probation, parole, after-care and institutional care. It is manned by officers of the Probation Officer Cadre and is headed by the Commissioner, Probation and After Care.
- 34.1.2 Incumbents of the Probation Officer Cadre work in collaboration with the Courts of Law in planning sentences for offenders and rehabilitating them in the community; working towards the reduction of crime and protection of the public; assisting families in conflict; and safeguarding the welfare of children. They also provide an independent inquiry service in civil and criminal matters and effect supervision of offenders in the community.
- 34.1.3 The present structure of the Probation and After Care Service is adequate to enable the Ministry to meet its mandate efficiently and effectively.

### Probation Officer

- 34.1.4 Presently, Probation Officers are appointed by selection from among candidates possessing a Diploma in Social Work. It has been submitted that Probation officers possessing a Degree in the relevant field are required to shoulder responsibilities at a higher level and that they should be compensated for same. We are agreeable to this submission and are making an appropriate recommendation.

### Recommendation 1

- 34.1.5 **We recommend that officers in the grade of Probation Officer possessing a Degree in Social Work or an alternative equivalent qualification and who are regularly called upon to shoulder higher responsibilities, should be allowed to move incrementally up to salary point Rs 40800 after drawing their top salary for a year.**
- 34.1.6 In our last Report, a Qualification Bar was inserted in the salary scale of the grade of Probation Officer. **Incumbents should possess a Diploma in Social Work or an alternative equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

### Black Jacket Allowance

- 34.1.7 Officers of the Probation Cadre are being paid a Black Jacket Allowance of Rs 2750 annually as they are required, by nature of their duties, to work in a Court environment where the wearing of a black jacket and a tie is a necessity. This provision is still valid.

**Recommendation 2**

- 34.1.8 We recommend the payment of an annual Black Jacket Allowance of Rs 2890 to officers of the Probation Cadre who are required, by nature of their duties, to appear in Court in a black jacket with tie.**

**Allowance (Hot Line Service)**

- 34.1.9** The Ministry operates a 24-hour Hot Line Service to provide counselling and advice to the public on matters related to the prevention of suicide. Principal Probation Officers, Senior Probation Officers and Probation Officers who attend to the Hot Line Service are being paid an all-inclusive allowance. We are maintaining the allowance.

**Recommendation 3**

- 34.1.10 We recommend that officers who are required to operate the Hot Line Service of the Ministry to answer phone calls received after office hours during weekdays, weekends and public holidays for the purpose of counselling and advice on matters related to suicide prevention, should be paid an all-inclusive allowance as follows:-**

<b>Period</b>	<b>All-inclusive Allowance</b>
<b>Weekdays</b> <b>From 1600 hours to 0900 hours the following day</b>	<b>Rs 325 per day/night period</b>
<b>Saturdays, Sundays and Public Holidays</b> <b>From 0900 hours to 0900 hours the following day</b>	<b>Rs 450 per day/night period</b>

**Risk Allowance**

- 34.1.11** The Bureau takes into account the element of risk when arriving at the salaries recommended for all grades. However, officers in certain grades, by virtue of their posting and nature of work, are exposed to higher than normal risks during the performance of their duties.
- 34.1.12** Both Management and the Staff Side have submitted that officers in the grade of Probation Officer are called upon to regularly deal directly with violent offenders. Hence, request was made for the payment of a risk allowance to incumbents. However, given that we cannot pronounce on the degree of risk faced by Probation Officer, we are making an appropriate recommendation to address this issue.

**Recommendation 4**

- 34.1.13** We recommend that Management should make the necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the Probation Officers. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.

**Time off facilities****Recommendation 5**

- 34.1.14** We recommend that arrangements should continue to be made for officers of the Probation Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted, on application, equivalent time off for the extra hours put in. However, where the officers cannot be granted time off within a period of four months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.

**Assistant Commissioner of Probation and After Care**

- 34.1.15** At present, the grade of Assistant Commissioner of Probation and After Care is filled by selection from among Principal Probation Officers who possess a Diploma in Social Work and a Diploma in Public Administration and Management and from Senior Probation Officer who possess a Degree in Social Work/Social Studies/Sociology/Psychology and reckon at least six years' service in a substantive capacity in the cadre.
- 34.1.16** In the context of this review exercise, both Management and Staff Side have made proposals to enlarge the field of study to have a bigger pool of potential candidates to which we are agreeable.

**Recommendation 6**

- 34.1.17** We recommend that the qualification requirement in the scheme of service for the grade of Assistant Commissioner of Probation and After Care be amended so that, in future, appointment to the grade be made by selection from Principal Probation Officers possessing a Diploma in Social Work and a Diploma in Public Administration and Management; and from Senior Probation Officers possessing a Degree in Social Work/ Social Studies/ Sociology/ Psychology/ Administration/ Management/Law from a recognised institution and who reckon at least six years' service in a substantive capacity in the cadre.

## REHABILITATION YOUTH CENTRE

- 34.1.18 Established under the Reforms Institutions Act 1988, the Rehabilitation Youth Centre (RYC) caters for the detention and rehabilitation of children (under 18 years) who have been convicted for offences which are punishable by imprisonment. The RYC's priority objective is to set the appropriate mechanism for effective rehabilitation and integration of juvenile offenders in the mainstream society through a professional and holistic approach.
- 34.1.19 The RYC aims, among others, to: offer safe custody to juveniles; provide a good rehabilitation program including educational, recreational, vocational and spiritual activities in collaboration with other Ministries and Non-Governmental Organisations; ensure that medical care, including psychiatric and psychological is provided to the young offenders; work closely with the family of the young offenders before their release from the Centre; and work in close collaboration with the probation service for the thorough care and after-care program.
- 34.1.20 A Superintendent is at the head of the six-level hierarchy of the Officer RYC, cadre. Incumbent is responsible for the management and day-to-day operations of the Centre.
- 34.1.21 For this Report, both Management and Unions have made proposals regarding the strengthening of the structure, grant of new allowances, including Risk Allowance and Confinement Allowance and the creation of grades in the field of IT. We have duly examined these submissions and have considered favourably those deemed meritorious. We have also reviewed the qualification requirements of the grade of Welfare Officer, RYC (Male) and Welfare Officer, RYC (Female) as well as restyled the grades obtainable at the RYC (Girls).

### Risk Allowance

- 34.1.22 Management as well as Union members have pointed out that the work environment at the RYC has undergone much changes in recent years. The Bureau has been apprised that officers are called upon to operate in a more or less hostile environment consisting of an increasing number of dangerous and violent juvenile offenders. Many cases of assault have been reported, whereby officers have sustained injuries. In such circumstances, the Bureau considers that the payment of Risk Allowance may be extended to the officers of the RYC cadre, who are the most at risk when performing daily operations duties.

### Recommendation 7

- 34.1.23 **We recommend that officers of the Rehabilitation Youth Centre performing operations duties up to the grade of Chief Officer, RYC and their corresponding female grades in the RYC, should be paid a monthly Risk Allowance equivalent to 1½ increments at the initial of their respective salary scale, subject to a maximum of Rs 900.**

## Performance Bonus

- 34.1.24 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the RYC in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

## Recommendation 8

- 34.1.25 **We recommend that officers in the grade of Officer, RYC up to Chief Officer, RYC, as well as their corresponding female grades, should be paid a one-off performance bonus equivalent to twelve times the value of one increment at the point reached in their respective salary scale provided that they have:**

(i) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**

(ii) **have not been adversely reported upon on ground of conduct.**

- 34.1.26 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

## Recommendation 9

- 34.1.27 **We recommend that the above recommendation should take effect as from 01 January 2018.**

## Confinement Allowance

- 34.1.28 Management as well as Staff Associations have made strong representations for the payment of a Confinement Allowance on the plea that officers performing night shift are confined at their site of work after finishing their scheduled shift and that officers of the Prisons Service are being paid a Confinement Allowance on this ground.

- 34.1.29 Whilst studying the representations, the Bureau has compared the conditions prevailing in the Rehabilitation Youth Centre and the Prisons Department. We have noted that there is a fundamental difference in the two cases. At the Prisons Service, Prison Officers are compelled to remain on their site of work after completing their scheduled shift owing to the prison rules and regulations regarding the opening and closing of gates. At the Rehabilitation Youth Centre, we have been informed that officers have to stay beyond their normal working hours owing to an acute shortage of staff in the following shift and that there is no particular stringent rule regarding the opening and closing of gates.

- 34.1.30 The Bureau, therefore, holds the considered view that officers at the RYC are not as such, confined at their site of work but are required to put in additional hours to complete the next shift. Had the problem of shortage of staff not existed, the officers would have left their site of work after finishing their scheduled shift, which is not the case at the Prisons Department.
- 34.1.31 On this basis, the Bureau does not find merit in the demand for the payment of a Confinement Allowance to RYC Officers. However, the concerned officers may make a case administratively for the provision of some form of compensation for working extra hours regularly. In the same vein, **we strongly view that Management should contemplate increasing the staffing strength at the RYC as a remedial measure.**

#### **Welfare Officer, Rehabilitation Youth Centre (Male)**

#### **Welfare Officer Rehabilitation Youth Centre (Female)**

- 34.1.32 In the 2013 PRB Report, the Bureau reviewed the qualification requirements of the grade of Welfare Officer. However, due to some implementation problems, the scheme of service was not prescribed. We have taken cognizance of the issue and are addressing same.

#### **Recommendation 10**

- 34.1.33 **We recommend that, in future, appointment to the grade of Welfare Officer, Rehabilitation Youth Centre (Male) should be made by selection from among male officers in the Officer, RYC cadre up to the Chief Officer, RYC, reckoning at least five years' service in a substantive capacity in the grade or an aggregate of at least five years' service in the cadre and possessing a Diploma in Social Work along with proven experience in social and welfare work. In the absence of suitably qualified serving officers, appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work and reckoning at least five years' experience in social and welfare work.**
- 34.1.34 **We further recommend that, in future, appointment to the grade of Welfare Officer, Rehabilitation Youth Centre (Female) should be made by selection from among female officers in the Officer, RYC cadre up to the Chief Female Officer, RYC, reckoning at least five years' service in a substantive capacity in the grade or an aggregate of at least five years' service in the cadre and possessing a Diploma in Social Work along with proven experience in social and welfare work. In the absence of suitably qualified serving officers, appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work and reckoning at least five years' experience in social and welfare work.**

**Trainer's Allowance**

- 34.1.35 Officers in the grades of Officer, RYC and Senior Officer, RYC are, among others, required, as per their schemes of service, to train inmates in various trades and get involved in their rehabilitation. The Bureau has been apprised that many officers possessing trade certificates approved by the MQA are called upon to dispense either vocational or industrial or technical training to inmates. In this context, request has been made for the grant of an allowance to these officers as an incentive to continue providing effectively training in a professional way. We consider that there is some justification in the request and are making a provision for the payment of an allowance to these officers.

**Recommendation 11**

- 34.1.36 **We recommend that officers in the grades of Officer, RYC and Senior Officer, RYC as well as their corresponding female grades, possessing a related certificate approved by the MQA or MITD and who effectively dispense vocational or industrial or technical training to inmates, should be paid a monthly allowance of Rs 380.**

**Pregnant Female Officers**

- 34.1.37 The Bureau has received persistent representations to the effect that much hardship is endured by pregnant female officers of the Disciplined Forces, as they are required to work on night shift and perform duties necessitating continuous standing. The Bureau has carefully examined the issue and views that a specific recommendation should be made for female officers of the Disciplined Forces who are in this state.

**Recommendation 12**

- 34.1.38 **We recommend that Management should strongly consider the advisability of not requiring, as far as possible, pregnant female officers of the RYC to perform extra hours or night shift or duties involving continuous standing for at least three months before their confinement.**

**Clothing Allowance**

- 34.1.39 Officers of the RYC are paid a Clothing Allowance of Rs 220 per month as their duties require them not to wear uniforms. We are maintaining this allowance whilst revising its quantum.

**Recommendation 13**

- 34.1.40 **We recommend that the monthly Clothing Allowance payable to officers of the RYC be revised to Rs 250.**

**Bank of RYC Officers Scheme****Recommendation 14**

- 34.1.41** We recommend that Officers of the Bank of RYC Officers Scheme who are called upon by Management to attend duty in cases of shortage of staff or emergencies should be paid Rs 640 for the first three hours put in and on a pro-rata basis for any additional hour.

**Rent Allowance****Recommendation 15**

- 34.1.42** We recommend that officers of the RYC who perform operations duties and who do not occupy government quarters should continue to be paid Rent Allowance per month as per the table below:

<b>Grade</b>	<b>Amount (Rs)</b>
<b>Officer, Rehabilitation Youth Centre</b>	<b>735</b>
<b>Woman Officer, Rehabilitation Youth Centre <i>formerly Female Officer, Rehabilitation Youth Centre</i></b>	<b>735</b>
<b>Senior Officer, Rehabilitation Youth Centre</b>	<b>1010</b>
<b>Senior Woman Officer, Rehabilitation Youth Centre <i>formerly Senior Female Officer, Rehabilitation Youth Centre</i></b>	<b>1010</b>
<b>Principal Officer, Rehabilitation Youth Centre</b>	<b>1010</b>
<b>Principal Woman Officer, Rehabilitation Youth Centre <i>formerly Principal Female Officer, Rehabilitation Youth Centre</i></b>	<b>1010</b>
<b>Chief Officer, Rehabilitation Youth Centre</b>	<b>1090</b>
<b>Chief Woman Officer, Rehabilitation Youth Centre <i>formerly Chief Female Officer, Rehabilitation Youth Centre</i></b>	<b>1090</b>
<b>Welfare Officer, Rehabilitation Youth Centre (Male) Welfare Officer, Rehabilitation Youth Centre (Female)</b>	<b>1180</b>
<b>Assistant Superintendent, Rehabilitation Youth Centre</b>	<b>1180</b>
<b>Woman Assistant Superintendent, Rehabilitation Youth Centre <i>formerly Female Assistant Superintendent, Rehabilitation Youth Centre</i></b>	<b>1180</b>
<b>Superintendent, Rehabilitation Youth Centre</b>	<b>1380</b>



**Night Attendance Bonus****Recommendation 16**

**34.1.43** We recommend that officers performing operations duties at the RYC, should be paid a monthly Night Attendance Bonus for attending duty on all scheduled nights during the month, as per the Table below:

<b>Grade</b>	<b>Reckoning up to 10 years' service</b>	<b>Reckoning over 10 years' service</b>
<b>Principal Officer, RYC Principal Woman Officer, RYC <i>formerly Principal Female Officer, RYC</i></b>	<b>Rs 735</b>	<b>Rs 965</b>
<b>Senior Officer, RYC Senior Woman Officer, RYC <i>formerly Senior Female Officer, RYC</i></b>	<b>Rs 585</b>	<b>Rs 735</b>
<b>Officer, RYC Woman Officer, RYC <i>formerly Female Officer, RYC</i></b>	<b>Rs 585</b>	<b>Rs 735</b>

**Night Duty Allowance****Recommendation 17**

**34.1.44** Officers of the RYC who effectively perform night shift should continue to be paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours.

**Attending Duty during Emergencies****Recommendation 18**

**34.1.45** We recommend that officers performing operations duties at the RYC, up to the grade of Chief Officer and their corresponding female grades, should be granted time off in respect of work performed during cyclonic weather conditions or other emergencies whilst being off duty. Whenever time off cannot be granted within a period of four months, they should be paid an allowance at the normal hourly rate for such period of duty.

**Medical Examination****Recommendation 19**

**34.1.46** We recommend that Management should continue to make the necessary arrangements for officers of the RYC who have reached the age of 60 to undergo a medical examination every year so as to certify their fitness for continued employment

**Early Retirement Scheme****Recommendation 20**

**34.1.47 We recommend that officers of the Officer, RYC cadre should:**

- (a) be allowed to retire on a proportionate pension after completing 28¾ years of service; and
- (b) be eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.

**34.1.48 We further recommend that officers of the RYC cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.**

**MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND  
REFORM INSTITUTIONS**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 106	<b>Rs 122000</b> Permanent Secretary
09 085 098	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000</b> Director, Medical Unit
09 074 094	<b>Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b> Assistant Director, Medical Unit
23 000 099	<b>Rs 98000</b> Commissioner, Social Security
23 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Commissioner, Social Security

Salary Code	Salary Scale and Grade
23 068 089	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Manager, National Pensions
23 063 086	<b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Assistant Commissioner, Social Security
23 059 075	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Social Security Officer
23 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Senior Social Security Officer
23 044 067	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Higher Social Security Officer
23 032 064	<b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Social Security Officer
23 068 089	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head, Disability Empowerment Unit
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Disability Empowerment Officer
23 044 075	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Disability Empowerment Officer/Senior Disability Empowerment Officer
23 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Manager, Recreation Centre

Salary Code	Salary Scale and Grade
23 057 076	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Organising Officer, Recreation Centre
23 035 067	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Organising Officer, Recreation Centre
23 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Director, Quality Assurance and Inspection (New Grade)
23 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Quality Assurance and Inspection Officer (New Grade)
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Quality Assurance and Inspection Officer (New Grade)
23 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Director, Elderly and Disability (New Grade)
23 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant Director, Elderly and Disability (New Grade)
23 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Elderly and Disability Officer (New Grade)
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
25 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Heavy Vehicles above 5 tons)

Salary Code	Salary Scale and Grade
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cutter General Assistant
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (ordinary vehicles up to 5 tons)
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Social Security Attendant Stores Attendant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>SOCIAL WELFARE DIVISION</b>	
23 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Social Welfare Commissioner
23 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Deputy Social Welfare Commissioner
23 059 076	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Principal Social Welfare Officer
23 050 072	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Social Welfare Officer

Salary Code	Salary Scale and Grade
23 035 070	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b> Social Welfare Officer
	<b>REFORM INSTITUTIONS</b>
23 091 096	<b>Rs 74350 x 2825 – 80000 x 3000 – 89000</b> Commissioner of Probation and After Care
23 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Commissioner of Probation and After Care
23 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Assistant Commissioner of Probation and After Care
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Psychologist (Clinical and Social)
23 057 075	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Probation Officer
23 052 072	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Probation Officer
23 036 070	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b> Probation Officer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver (Ordinary vehicles up to 5 tons)

Salary Code	Salary Scale and Grade
23 036 067	<p><b>LIFE PLUS UNIT</b></p> <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b></p> <p>Life Care Officer</p>

**REHABILITATION YOUTH CENTRE****SALARY SCHEDULE**

Salary Code	Grades and Salary Codes
23 075 089	<p><b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b></p> <p>Head, Institutional Care Division</p>
17 065 080	<p><b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b></p> <p>Superintendent, Rehabilitation Youth Centre</p>
17 060 074	<p><b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Assistant Superintendent, Rehabilitation Youth Centre</p> <p>Woman Assistant Superintendent, Rehabilitation Youth Centre <i>formerly Female Assistant Superintendent, Rehabilitation Youth Centre</i></p>
17 058 074	<p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Welfare Officer, Rehabilitation Youth Centre (Male)</p> <p>Welfare Officer, Rehabilitation Youth Centre (Female)</p>
17 056 071	<p><b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b></p> <p>Chief Officer, Rehabilitation Youth Centre</p> <p>Chief Woman Officer, Rehabilitation Youth Centre <i>formerly Chief Female Officer, Rehabilitation Youth Centre</i></p>

Salary Code	Grades and Salary Codes
17 051 068	<b>Rs 23200 x 775 – 32500 x 925 – 37125</b> Principal Officer, Rehabilitation Youth Centre Principal Woman Officer, Rehabilitation Youth Centre <i>formerly Principal Female Officer, Rehabilitation Youth Centre</i>
17 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Officer, Rehabilitation Youth Centre Senior Woman Officer, Rehabilitation Youth Centre <i>formerly Senior Female Officer, Rehabilitation Youth Centre</i>
17 031 062	<b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Officer, Rehabilitation Youth Centre Woman Officer, Rehabilitation Youth Centre <i>formerly Female Officer, Rehabilitation Youth Centre</i>
17 024 026	<b>Rs 13270 x 260 – 13790</b> Trainee Officer, Rehabilitation Youth Centre Trainee Woman Officer, Rehabilitation Youth Centre <i>formerly Trainee Female Officer, Rehabilitation Youth Centre</i>
23 030 061	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Matron
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard

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### **35. MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES, SHIPPING AND OUTER ISLANDS**

- 35.1 The Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands has been set up in line with Government vision to making the ocean economy an important industry to sustain economic diversification, job creation and wealth generation as enunciated in the Government Programme 2015-2019. The Ministry has the vision to be an economic pillar with due regard to sustainability of aquatic resources and social development for the benefit of all stakeholders. It has the responsibility to develop the ocean economy with its 2.3 million square kilometres Exclusive Economic zone.
- 35.2 Being considered as one of the future contributors to the country's national income and in line with the Government's vision for a Blue Economy, the Ministry aims towards an integrated approach to the development, management, regulation and promotion of ocean-related economic activities in the ocean whilst improving Ocean Governance and ensuring proper ocean and coastal management, conservation, healthy marine eco-system and safety for all ocean-related activities.
- 35.3 The Ministry has under its portfolio all ocean-related activities and various industries/sectors namely: fishing industry; maritime industry; research development and innovation; and promotion of ocean sector and governance. In line with its new and enlarged responsibilities, the creation of an Ocean Economy Division is under way. A Permanent Secretary is at the apex of the organisation. He is assisted on the technical side by the Director of Fisheries and Director of Shipping, who are responsible to oversee the proper functioning of the Divisions of Fisheries and Shipping respectively and of officers of the administrative cadre.
- 35.4 In the context of this Report, both Management and Staff Associations have submitted that with the expansion and growth of the ocean economy as an economic pillar of the country, there is a strong need to strengthen the existing structure prevailing at the Ministry. In this perspective, requests made have been mainly geared towards the creation of grades to meet operational needs; merging of grades where much overlapping of duties are prevalent; restyling of job appellations to commensurate with the nature of duties performed and upgrading of qualification requirements of grades of the technical cadre.
- 35.5 Whilst examining the representations, the Bureau has taken into account the importance of the Ocean Economy in terms of its contribution to economic growth. To this end, we are in this Report, creating grades to improve service delivery and reviewing the mode of appointment of promotional grades with an upgrading in qualification requirements. In addition, we are restyling grades to more appropriate job titles and maintaining the existing allowances.

## FISHERIES DIVISION

- 35.6 The Fisheries Division is responsible, among others, for management and policy advice, as well as for development of near-shore and off-shore fisheries and aquaculture. It has under its umbrella the Fisheries Protection Service (FPS), which is the enforcement arm of the Ministry responsible for the protection and conservation of fishery resources for sustainable development. The Fisheries Training and Extension Centre (FiTEC) which is mandated to provide formal training to fishers plays a leading role in developing capabilities for the sustainable development of the fisheries resources and conservation of marine environment; and the Competent Authority is involved in the verification and certification of fish and fish products for export to European countries and non-European countries.
- 35.7 In the context of this Report, both Management and Staff Associations have, among others, made proposals for an upgrading of the Fisheries Protection Officer cadre on account of new responsibilities devolving upon them; the requirement of a relevant Diploma for appointment to higher grades at the FPS; provision of an incentive to officers of the technical cadre; and payment of risk allowance to officers of the FPS.
- 35.8 After analysis, we consider that the organisation structure of the Fisheries Division is appropriate to deliver on its mandate and is therefore, being maintained. We are, however, providing enhanced career earnings to Technical Officers (Fisheries), reviewing the qualification requirements of the grade of Principal Fisheries Protection Officer, restyling grades at the Competent Authority and reinforcing its structure to better equip the FPS.

### Technical Officer (Fisheries)

- 35.9 The Technical Officer cadre comprises the grades of Technical Officer (Fisheries), Senior Technical Officer (Fisheries) and Principal Technical Officer (Fisheries). During consultations, the Bureau has been apprised that many Technical Officers are confronted to a serious problem of absence of career movement. In fact, the concerned officers have been stagnating on their top salary whilst reckoning more than 35 years of service. Request has, therefore, been made to allow Technical Officers to move in the salary scale of the Senior Technical Officer as a merger of the two grades could not be envisaged as their duties are different and there is need for a supervisory level.
- 35.10 We have studied the request and are agreeable to the proposal which is in line with our general philosophy favouring career earnings. Moreover allowing for such movement in the salary scale would enable the organisation to gainfully utilise the expertise of experienced officers. We are, therefore, making appropriate recommendations to that end.

**Recommendation 1**

**35.11 We recommend that Technical Officers (Fisheries) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of the grade of Senior Technical Officer (Fisheries) up to the salary point of Rs 46900 provided they:**

- (i) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

**This recommendation should, however, not preclude Technical Officers (Fisheries) from being promoted to the grade of Senior Technical Officer (Fisheries) before they have reached the top of their salary scale or on vacancy arising in the latter grade.**

**35.12 We further recommend that Technical Officers (Fisheries) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer (Fisheries) upon moving in the higher salary scale.**

**Fisheries Protection Service****Principal Fisheries Protection Officer**

**35.13 At present, appointment to the grade of Principal Fisheries Protection Officer is made by promotion, on the basis of experience and merit, of officers in the grade of Senior Fisheries Protection Officer who reckon at least four years' service in a substantive capacity in the grade.**

**35.14 During consultations, the Bureau has been apprised that owing to a significant evolution and developments in the Fisheries Sector, coupled with the problematic issue of climate changes, there is need to upgrade the qualification requirements for senior grades at the FPS so as to enable officers to cope with the new challenges. We have studied the issue carefully and after taking account the level and nature of duties performed by each grade, we consider that it would be more appropriate to upgrade the qualification required for the position of Principal Fisheries Protection Officer, the moreso, a few Senior Fisheries Protection Officers have been sponsored to follow a relevant diploma course. We are, therefore, recommending accordingly.**

**Recommendation 2**

**35.15 We recommend that:**

- (i) as from year 2018, appointment to the grade of Principal Fisheries Protection Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Fisheries Protection Officer possessing a diploma in Fisheries Science and reckoning at least four years' service in a substantive capacity in the grade;**

- (ii) **Management should make necessary arrangements with the University of Technology, Mauritius or any other recognised institution, for the mounting of the diploma course in Fisheries Science and sponsor officers of the Fisheries Protection Officer cadre to follow same;**
- (iii) **officers in the grade of Principal Fisheries Protection Officer possessing a diploma in Fisheries Science should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale; and**
- (iv) **officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer possessing a diploma in Fisheries Science and who have drawn their top salary for a year should be allowed to move incrementally in the master salary scale by two increments provided that they:**
  - (a) **have been efficient and effective in their performance during the preceding year; and**
  - (b) **are not under report.**

#### **Technical and Mechanical Officer (Fisheries) (New Grade)**

35.16 Management has submitted that there is need for a dedicated grade to ensure the proper maintenance and repair of the plants and equipment, patrol boats as well as research and training boats of the Ministry. Given that the services of a Technical and Mechanical Officer (Fisheries) will be required on a full time basis to perform regular maintenance and repairs, we are making appropriate recommendation to this effect.

#### **Recommendation 3**

35.17 **We recommend the creation of the grade of Technical and Mechanical Officer (Fisheries). Appointment thereto, should be made by selection from among candidates possessing a Diploma in Electromechanical Engineering and Automation or Diploma in ‘Genie Electromécanique et Automatismes’ and reckoning at least two years’ experience in the repair and maintenance of marine engines less than 750 kw, auxiliary machinery and hydraulic operated equipment.**

35.18 Incumbent would be responsible for overall maintenance and repairs of research vessels, patrol, inboard and outboard motors and all plants and equipment in the Ministry; and would be required to, *inter alia*, participate in sea trips for monitoring of the engines of the vessels fishing deck machinery and to undertake any emergency repairs at sea; and ensure the seaworthiness of the vessels, boats and proper running of fishing deck machinery as well as plants and equipment.

## Allowances

### Sea-Going Allowance

35.19 Presently, officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), and officers participating in Surveillance Missions outside our EEZ, and who are not entitled for overtime, are paid a daily allowance for working for a period of five days at a stretch. We are maintaining this provision.

### Recommendation 4

35.20 We recommend that officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), and officers participating in Surveillance Missions outside our EEZ, and who are not entitled to the payment of overtime, should continue to be paid an allowance of Rs 975 a day for working for a period of five days at a stretch.

35.21 We further recommend that those officers working for a lesser period should be governed by the rates and conditions provided at paragraph 35.23 (a), (b) and (c).

35.22 Scientific/Technical staff as well as officers of the Fisheries Protection cadre who are required to go out at sea for placing and maintenance of Fish Aggregating Devices (FADs), for research work and training of those fishermen working in the Aquaculture Division, the Marine Conservation Centre, the Import/Export Quarantine Clearance Unit and the Licensing Unit are presently paid a Sea-Going Allowance. It has been submitted that officers of the FPS who are required to go out at sea for afloat patrol and surveillance should also be paid this allowance. We consider the request to be justified. We are reviewing the recommendation accordingly.

### Recommendation 5

35.23 We recommend that Scientific/Technical Staff and officers of the Fisheries Protection cadre who are required to go at sea for placing, maintenance and monitoring of Fish Aggregating Devices (FADs); for research work; training of those fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and for afloat patrol and surveillance should be paid a Sea-Going Allowance as follows:

- (a) one day's pay for working in the open sea for four hours up to 12 hours on working days.
- (b) one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.
- (c) one day's pay and one day off for working four to 12 hours on public holidays and Sundays.

**In-Attendance Allowance**

- 35.24 At present, Scientific Officers and Technical Officers who are required to work outside normal working hours during weekdays, weekends and public holidays in cases of fish mortality, stranded mammals and sea pollution are paid an in-attendance allowance at an hourly rate. Representations have been made to extend this allowance to officers of the Fisheries Protection cadre as they also perform the same exercise and keep watch on eggs of marine turtles and protect them from predators or poaches. We are, therefore, making an appropriate recommendation to that end.

**Recommendation 6**

- 35.25 We recommend that Scientific Officers, Technical Officers and officers of the Fisheries Protection Officer cadre, who effectively work outside normal working hours in emergency cases, should be paid an In-Attendance allowance of Rs 125 per hour.

**Rent Allowance**

- 35.26 Officers of the Fisheries Protection Service not occupying Government quarters are presently paid a rent allowance. We are maintaining this provision.

**Recommendation 7**

- 35.27 We recommend that eligible officers of the Fisheries Protection Service not occupying Government quarters should continue to be paid a monthly Rent Allowance as specified below:

Grades	Amount (Rs)
Fisheries Protection Officer	645
Senior Fisheries Protection Officer	700
Principal Fisheries Protection Officer	895
Assistant Controller, Fisheries Protection Service	985
Deputy Controller, Fisheries Protection Service	1010
Controller, Fisheries Protection Service	1065

**Diving Allowance**

- 35.28 At present, officers of the Fisheries Division who are required to perform diving duties for carrying out observation and data collection underwater are paid a diving allowance of Rs 660 per dive, subject to a maximum of Rs 9900 a month. We are maintaining the payment of the allowance and its quantum.

**Recommendation 8**

- 35.29 We recommend that a diving allowance should continue to be paid to officers of the Fisheries Division at the rate of Rs 660 per dive, subject to a maximum of Rs 9900 a month.**

**Allowances to officers posted in Flying Squads**

- 35.30 Officers of the Fisheries Protection Service who are posted in the Flying Squads are presently paid a monthly Special Duty Allowance. We are maintaining this provision.

**Recommendation 9**

- 35.31 We recommend the continued payment of a monthly Special Duty Allowance equivalent to one and a half increments at the initial of their respective salary scales to officers of the Fisheries Protection Service, posted in the Flying Squads.**

**Night Duty Allowance**

- 35.32 Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who effectively perform night duty are presently paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. We are maintaining this provision.

**Recommendation 10**

- 35.33 We recommend that Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% the normal rate per hour for the hours between 2300 hours and 0500 hours.**

**Risk Allowance**

- 35.34 Union members have informed that owing to new exigencies in the fisheries sector, officers are now required to perform in off lagoon operations and combat illegal fishing in our maritime zone. During these surveillance missions at sea, they have on various occasions been assaulted by aggressive poachers and illegal fishers. They equally have to face armed pirates and defrauders without any protective weapon when carrying out patrol in the Exclusive Economic Zone. We have also been informed that in such situations these officers have been victims of outrage and violence.
- 35.35 The Bureau acknowledges the risks being faced by the officers but unfortunately cannot pronounce on the degree of risks to which incumbents are confronted. However, we are providing for a mechanism which will address this issue.



## Recommendation 11

- 35.36 We recommend that Management makes the necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the concerned officers. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation in Volume 1 of this Report.**

## Share of Fines

- 35.37 In the 2003 PRB Report we introduced a reward in the form of 'Share of Fines' with a view to encouraging officers of the FPS to perform their duties more effectively. However, during consultations we have been apprised that this recommendation has not been implemented up to now as it is subject to amendments to be brought to the Fisheries and Marine Resources Act.
- 35.38 The Bureau opines that since a new Fisheries and Marine Resources Bill would be introduced, as mentioned in the Government Programme 2015 – 2019, the issue of 'Share of Fines' could be considered in that context. Concurrently, we are proposing to set up a Committee to look into this issue. We are, therefore, recommending along these lines.

## Recommendation 12

- 35.39 We recommend that Management should consider the advisability of setting up a Committee comprising representatives of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands and Ministry of Finance and Economic Development to work out the modalities regarding the payment of a reward in the form of 'Share of Fines' to officers of the Fisheries Protection Service.**

## Creation of a Bank of Fisheries Protection Officers

- 35.40 Union members have represented that quite often they are called back on duty while being on leave or off duty to attend to emergencies. According to them, this situation arises owing to a shortage of staff. In this perspective, request has been made for the creation of a Bank of Fisheries Protection Officer to palliate any shortage of staff.
- 35.41 The Bureau views that it would be more apt to take a decision on this issue after the conduct of an HR planning exercise by Management as service delivery is impeded owing to a shortage of staff.

## Office Clerk

- 35.42 Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerk, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925, that is by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.

- 35.43 The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the award. We are, therefore, making an appropriate recommendation to address the issue.

### **Recommendation 13**

**35.44 We recommend that:**

- (i) **the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organise work oriented Award Course for Office Clerks.**
- (ii) **Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625.**
- (iii) **Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments.**
- (iv) **the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.**

### **Competent Authority**

- 35.45 The Competent Authority operates under the Ministry as a semi-autonomous public body. It is responsible for the verification and certification of fish and fish products destined for export to member states of the European Union and to non-European Union countries. It has also been entrusted the responsibility for the importation and control of fish and fish products for human consumption as well as live aquatic animals meant for farming and ornamental purposes.
- 35.46 In view of the evolution in this sector, Management has mainly requested for the creation of additional levels to enable the proper functioning of the Authority, merging of grades where much overlapping of duties exists and restyling of grades to be in consonance with the nature of duties performed by incumbents. We have duly examined the proposals and only those deemed meritorious have been considered.

### **Head, Competent Authority (New Grade)**

- 35.47 As per present arrangements, a Senior Veterinary Officer on secondment from the Ministry of Agro-Industry and Food Security is acting as officer-in-charge of the Competent Authority. Management has submitted that to ensure optimum returns from the Authority, there is need for it to be properly structured and resourced with a Head to oversee its proper functioning. The more so, the Authority plays a crucial role

in sustaining the seafood sector. We have analysed the proposal and consider that there is merit in the case in view of the growing importance of this sector.

#### **Recommendation 14**

**35.48 We recommend the creation of the grade of Head, Competent Authority. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Veterinary Officer (Competent Authority) formerly Senior Veterinary Officer who reckon at least three years' service in a substantive capacity in the grade and who possess organising and supervisory skills; and good communication and interpersonal skills.**

35.49 Incumbent would be responsible to provide overall leadership, co-ordination and technical advice on administration and management of the Competent Authority and would be required, *inter alia*, to: plan and ensure the execution of all approved policies in relation to fisheries and aquaculture development; assess the fisheries sector and identify priorities for its development; supervise the activities of the Units; and be responsible for organising and implementing training programmes for staff and stakeholders in food safety and the fisheries sector.

#### **Veterinary Officer**

##### **Senior Veterinary Officer**

35.50 The grades of Veterinary Officer and Senior Veterinary Officer exist on the establishment of the Ministry of Agro Industry and Food Security as well as on that of the Competent Authority. However, given that their duties differ at each organisation, there is need to demarcate them through different job appellations. Moreover, being given that the field of Veterinary Science is a scarcity area, we are providing a means of compensation to Veterinary Officers in line with our general philosophy favouring career earnings and for assuming higher responsibilities.

#### **Recommendation 15**

**35.51 We recommend that the grades of Veterinary Officer and Senior Veterinary Officer at the Competent Authority be restyled Veterinary Officer (Competent Authority) and Senior Veterinary Officer (Competent Authority) respectively.**

**35.52 We further recommend that:**

- (i) **Veterinary Officers (Competent Authority), formerly Veterinary Officers, having reached the top of their salary scale should be allowed to move in the salary scale of the grade of Senior Veterinary Officer (Competent Authority) formerly Senior Veterinary Officer, provided they:**
  - (a) have drawn their top salary for a year;
  - (b) have been efficient and effective in their performance during the preceding year; and
  - (c) are not under report; and

- (ii) **Veterinary Officers (Competent Authority), formerly Veterinary Officers, should perform the duties and assume the responsibilities of the grade of Senior Veterinary Officer (Competent Authority), formerly Senior Veterinary Officers, upon moving in the higher salary scale.**

### **Special Professional Retention Allowance**

- 35.53 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/ Architecture/Quantity Surveying and the Veterinary Services which were considered as scarcity areas.
- 35.54 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 35.55 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields except in the Veterinary Science field.
- 35.56 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.
- 35.57 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

**Recommendation 16**

- 35.58** We recommend that officers in the Veterinary Officer cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

<b>Grades</b>	<b>SPRA (% of Monthly Salary)</b>
<b>Veterinary Officer (Competent Authority) formerly Veterinary Officer, reckoning at least 10 years' service in the grade</b>	<b>7</b>
<b>Senior Veterinary Officer (Competent Authority) formerly Senior Veterinary Officer</b>	<b>7</b>

- 35.59** We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

- 35.60** All officers in the Veterinary Science field who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

**Technical Officer****Technical Officer (Fisheries)**

- 35.61** In the context of this Report, Management has requested to merge and restyle the grades of Technical Officer and Technical Officer (Fisheries) under a single appellation as their duties overlap to a large extent.

- 35.62 After examining the qualification requirements and duties of both grades, we view that they may be merged and known under a single appellation. We are recommending along these lines.

#### **Recommendation 17**

- 35.63 **We recommend that the grades of Technical Officer and Technical Officer (Fisheries) of the Competent Authority be merged and restyled Technical Officer (Competent Authority).**
- 35.64 **We further recommend that, in future, appointment to the grade of Technical Officer (Competent Authority) formerly Technical Officer and Technical Officer (Fisheries) should be made by selection from among candidates possessing a diploma in Fisheries Science or Aquaculture or Agriculture or a relevant field.**

#### **Senior Technical Officer (Competent Authority) (New Grade)**

- 35.65 Management has submitted that in view of the critical role of the Competent Authority, there is need for a supervisory level to ensure effective inspection and guarantee credible certification of fish and fish products. In this respect, request has been made for the creation of a supervisory grade to head the Technical cadre. This level would at the same time provide a career path to Technical Officers. The Bureau is agreeable to the proposal as it would lead to an enhanced delivery of services.

#### **Recommendation 18**

- 35.66 **We recommend the creation of the grade of Senior Technical Officer (Competent Authority). Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Technical Officer (Competent Authority) who reckon at least four years service in a substantive capacity in the grade or an aggregate of four years service in the grade of Technical Officer or Technical Officer (Fisheries).**
- 35.67 Incumbent would be required, inter alia, to: supervise the work of Technical Officers (Competent Authority); conduct official audits, routine/follow up/ad hoc inspections of approved fish processing establishments for verification and compliance with legislation in force; carry out inspection of consignments of fish and fish products prior to export and of imported fish and fish products for re-export; and carry out inspection of landing sites and fishing vessels.

#### **Fish Inspection**

- 35.68 Veterinary Officers and Senior Veterinary Officers of the Competent Authority are required to work on a roster basis on Saturdays and Sundays for carrying out inspection and certification of fish consignments. They are presently paid a daily allowance of Rs 800. We are maintaining the payment of the allowance whilst revising its quantum.

**Recommendation 19**

- 35.69 We recommend that Veterinary Officers (Competent Authority), formerly Veterinary Officers, and Senior Veterinary Officers (Competent Authority), formerly Senior Veterinary Officers, of the Competent Authority who are required to work on a roster basis on Saturdays and Sundays for inspection and certification of fish consignments should be paid a daily allowance of Rs 840.**

**SHIPPING DIVISION**

- 35.70 The Shipping Division is the specialised arm of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands. It is responsible for all maritime safety, maritime security and prevention of pollution of the marine environment from ships and shipping matters. It also acts as the Maritime Administration responsible for the development of maritime activities which include among others: registration of ships, implementation of the Merchant Shipping Act, Survey and Certification of ships and enforcement of international conventions.
- 35.71 The Division is headed by the Director of Shipping who is assisted by the Deputy Director of Shipping and the Secretary for Shipping Development. Other staff comprise Inspectors, Surveyors and officers in technical grades.
- 35.72 During consultation, management reported that to be in line with the Government Vision 2030, the mission of the Ministry is to fully optimize the immense potential of our Exclusive Economic Zone and to develop the ocean economy as a new pole of growth for making Mauritius a high income economy. Hence, the Ministry would, in this endeavour, develop appropriate Regulatory Framework for the management of all ocean related activities; give a boost to the Shipping Sector; ensure sustainability of marine resources and ecosystems for enhancement of aqua-culture products; fish and fish products for local consumption and export, and finally empower the fisherman community to put them at the centre of development and ensure their capacity building and training for improved livelihood.
- 35.73 To meet these challenges, Management informed that there is a need to revisit the organisational structure of the Shipping Division and in this respect, proposed a new structure comprising four distinct technical units, namely: Ship Registration, Seafarers Welfare and Regulatory Framework; Nautical, Maritime Safety and Maritime Security Standards and Operations; Marine Engineering and Marine Environment Standards and Operations; and Shipping Development. As each technical unit will have a specific attribute, Management emphasised on the need of restyling existing grades and creation of additional levels at the functional and corporate levels and even submitted their proposed schemes of service. Management also highlighted the recurrent problems of recruitment and retention of officers in the professional cadre.

- 35.74 As there was no consensus between Management and the head of the Division in respect of the new structure, Management proposed to defer the issue for reconsideration. Thereafter the salary gradings of the new grades could have been provided by the Bureau on an *ad hoc* basis.
- 35.75 We are, in this Report, revising the salary scales of existing grades and on the basis of our survey findings on recruitment and retention, maintaining the provision for a Special Professional Retention Allowance to officers in the Marine Engineering Surveyor Cadre and the Nautical Surveyor Cadre.

## Recommendation 20

- 35.76 We recommend that officers in the grades of Marine Engineering Surveyor and Principal Marine Engineering Surveyor as well as Nautical Surveyor and Principal Nautical Surveyor eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

Salary	SPRA % of monthly salary
Rs 29400 up to Rs 62950 and reckoning at least 10 years' service in their respective grade	7
Above Rs 62950 and up to Rs 70450	7
Above Rs 70450 and up to Rs 86000	10
Above Rs 86000 and up to Rs 101000	12.5

- 35.77 We also recommend that those officers who:
- leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
  - retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.



- 35.78 All officers in the Engineering/Architecture/Quantity Surveying fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

### **Ship Registration/Legal and Crew Matters Section**

#### **Extra Allowance for issue of port clearance to ships at odd hours**

- 35.79** The Superintendent and the Assistant Superintendent of Shipping are required to be in attendance at the Capitainery Building after normal working hours to issue port clearances to departing ships.
- 35.80** We are maintaining the provision to compensate for the additional hours put in beyond normal working hours.

### **Recommendation 21**

- 35.81 We recommend that arrangements be made for the Superintendent of Shipping and the Assistant Superintendent of Shipping who are required, on a regular basis, to put in additional hours of work for issue of port clearances to departing ships, to be granted equivalent time off for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of four months, the officers should be compensated at the normal hourly rate for extra hours put in subject to their having put in a minimum of 15 extra hours in a month.**

### **Head, Mauritius Maritime Training Academy**

- 35.82** In line with Vision 2030, Cabinet has at its meeting on 19 February 2016 taken note that the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping And Outer Islands is revisiting the Management of the Mauritius Maritime Training Academy (MMTA) to make it more responsive to the needs of potential trainees as it is expected that some 18000 jobs in the Ocean Economy Sector would be created by 2030. It has also approved the creation of a post of Head, Mauritius Maritime Training Academy to head, drive and coordinate the activities of the Academy in a more holistic and integrated manner.
- 35.83** In the context of this review exercise, Management has requested that the grade of Head, Mauritius Maritime Training Academy be created on the establishment of the Shipping Division of the Ministry. The Bureau has considered the issue and is making appropriate recommendation to this effect.

### **Recommendation 22**

- 35.84 We recommend the creation of the grade of Head, Mauritius Maritime Training Academy. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Social Science or**

**Management or the Maritime related field from a recognised institution and reckoning at least eight years' post qualification experience in the Maritime Industry or Educational field.**

- 35.85 Incumbent would, *inter alia*, be responsible for the formulation and implementation of policies and strategies for the development of the MMTA; the design and organisation of demand-driven training programmes for the Maritime Sector; the promotion of the MMTA as a regional Maritime Training Centre; and for exploring opportunities of partnerships and networking with other institutions.

**MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES,  
SHIPPING AND OUTER ISLANDS  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 106	<b>Rs 122000</b> Permanent Secretary
19 000 102	<b>Rs 110000</b> Director of Fisheries
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director (Fisheries)
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Divisional Scientific Officer (Fisheries)
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Scientific Officer/Senior Scientific Officer (Fisheries)
19 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Controller, Fisheries Protection Service
19 064 076	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Deputy Controller, Fisheries Protection Service

Salary Code	Salary Scale and Grade
19 057 074	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Assistant Controller, Fisheries Protection Service
19 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 38350</b> Principal Fisheries Protection Officer
19 043 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 32500</b> Senior Fisheries Protection Officer
19 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Fisheries Protection Officer
19 067 081	<b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Technical Officer (Fisheries)
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Fisheries)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Fisheries)
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical and Mechanical Officer (Fisheries) (New Grade)
13 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Fishing Boat Inspector (Engineering) Fishing Boat Inspector (Nautical)

Salary Code	Salary Scale and Grade
13 035 056	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Motorman/Engine Driver Second-Hand Fishing (Limited)
05 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Library Officer
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
08 038 063	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Agricultural Clerk (Personal) <i>formerly GSC 10</i>
08 026 060	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Agricultural Clerk (Personal) <i>formerly GSC 9</i>
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Laboratory Auxilliary <i>formerly Senior Laboratory Attendant</i>
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxilliary <i>formerly Laboratory Attendant</i>
24 027 051	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Field Supervisor
24 032 056	<b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Driver (Heavy Vehicles above 5 tons ) (Roster-day and night)

Salary Code	Salary Scale and Grade
24 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Driver (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Carpenter Marine Mechanic – Diesel (Fisheries) Mason Painter Plant Mechanic
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Nursery Attendant
24 037 054	<b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Head Nursery Attendant (Fisheries) (Roster)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster) <i>formerly Nursery Attendant (Fisheries) (Roster)</i> <i>Senior Nursery Attendant (Fisheries) (Roster)</i>

Salary Code	Salary Scale and Grade
13 042 071	<b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 40800</b> Skipper
13 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Deckhand/Fisherman
13 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Boatman
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
<b>COMPETENT AUTHORITY</b>	
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head, Competent Authority (New Grade)
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Veterinary Officer (Competent Authority) <i>formerly Senior Veterinary Officer</i>
19 065 081	<b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Veterinary Officer (Competent Authority) <i>formerly Veterinary Officer</i>
19 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Technical Officer (Competent Authority) (New Grade)
19 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer (Competent Authority) <i>formerly Technical Officer</i> <i>Technical Officer (Fisheries)</i>

Salary Code	Salary Scale and Grade
19 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Technical Assistant
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>SHIPPING DIVISION</b>	
02 000 106	<b>Rs 122000</b> Permanent Secretary
13 000 102	<b>Rs 110000</b> Director of Shipping
13 000 099	<b>Rs 98000</b> Secretary for Shipping Development
13 087 095	<b>Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director of Shipping
13 079 092	<b>Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b> Principal Marine Engineering Surveyor Principal Nautical Surveyor
13 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Marine Engineering Surveyor Nautical Surveyor Principal Maritime Officer
13 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Superintendent of Shipping Senior Maritime Officer

Salary Code	Salary Scale and Grade
13 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Maritime Security Officer
13 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Superintendent of Shipping
13 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Maritime Officer
13 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Nautical Inspector Marine Engineering Inspector
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
<b>MAURITIUS MARITIME TRAINING ACADEMY</b>	
06 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Head, Mauritius Maritime Training Academy (New Grade)
06 075 091	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Principal, Mauritius Maritime Training Academy



Salary Code	Salary Scale and Grade
06 061 087	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Head, Deck Department Head, Engineering Department
13 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Marine Scientist
06 044 076	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Marine Training Officer
06 044 074	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Instructor, Mechanical Workshop
13 044 070	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Marine Information Officer
13 044 063	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b> Petty Officer
13 035 055	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b> Boatswain (Personal)
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> School Caretaker

Salary Code	Salary Scale and Grade
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### **36. MINISTRY OF ENVIRONMENT, SUSTAINABLE DEVELOPMENT, DISASTER AND BEACH MANAGEMENT**

- 36.1 The vision of the Ministry of Environment, Sustainable Development, and Disaster and Beach Management is to achieve a “Cleaner, Greener and Safer Mauritius” in a sustainable manner, through protection and management of our environmental assets, mainstreaming sustainable development principles in different sectors of the economy, solid and hazardous waste management, enhanced resilience to disasters, and conservation and rehabilitation of beaches.
- 36.2 With this vision, the Ministry is responsible to devise appropriate legal and policy framework regarding environment policy issues, incorporate climate change adaptation and mitigation measures to ensure sustainable development initiatives, preserve our beaches through integrated coastal zone management; devise effective waste management policy to minimise the negative impacts of solid and hazardous wastes; and ensure effective disaster preparedness and response to enhance the safety and security of the citizens.
- 36.3 A Senior Chief Executive who is at the head of the Ministry is supported by officers of the administrative and technical cadres as well as those in general services. The Ministry comprises the Department of Environment, Solid and Hazardous Waste and Beach Management and the National Disaster Risk Reduction and Management Centre.
- 36.4 In the context of this Report, we had consultation with both Staff Associations and Management. Representations made were mostly geared towards the creation of grades to enable the organisation better fulfil its objectives; restyling of grades and amendment of schemes of service with a view to enabling appointment of qualified serving officers. In addition, request has been made for the payment of appropriate allowances to concerned officers and enhancement of duty exemption scheme.
- 36.5 The Bureau has examined the various submissions and has considered those which are justifiable and which would improve service delivery. To this end, we are in this Report, creating grades based on operational needs and reviewing the mode of appointment of professional grades so as to allow appointment from a larger pool of qualified serving officers. We are also restyling grades to commensurate with the nature of duties performed and which are in consonance with the level of operation of the grade. Moreover, we are maintaining the continued payment of existing allowances whilst introducing new ones where they are justified.

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## DEPARTMENT OF ENVIRONMENT

- 36.6 The Department of Environment is one of the technical arms of the Ministry. It is mainly responsible for the administration of the environmental protection legislation; and design and development of environmental guidelines/standards. It also acts as a national focal point for information and research on all environmental matters and assistance is provided to other Ministries and government agencies in their task for protecting and enhancing the quality of the environment.
- 36.7 The Department is managed by a Director who is empowered to implement policy and enforce environmental laws. He is assisted in his duties by two Deputy Directors for the proper management and administration of the 11 Divisions namely: Policy Planning; Environment Assessment; Information Education, Communication and Public Awareness; Climate Change; Sustainable Development; Coordination and Project Implementation; Pollution Prevention and Control; National Environmental Laboratory; Integrated Coastal Zone Management; Law and Prosecution; and EIA/PER Monitoring.
- 36.8 A Divisional Environment Officer is at the head of each Division, except for the National Environmental Laboratory (NEL), which is headed by a Divisional Scientific Officer. Officers in the professional and technical grades provide support services.
- 36.9 We are, in this Report, reinforcing the structure of the NEL with the creation of the grade of Senior Scientific Officer (Environment), reviewing the scheme of service of the grades of Divisional Scientific Officer (Environment) and Environment Officer while also restyling the latter grade. We are equally maintaining the payment of the existing allowances.

### Senior Scientific Officer (Environment) (New Grade)

- 36.10 Management has submitted that with the growing changes in the environmental landscape, the NEL is called upon to face new challenges in the carrying out of its core activities, namely conducting physiochemical and microbiological analyses on environmental media. Consequently, the Laboratory has been experiencing a continuous increase in its activities and responsibilities. In these circumstances, Management has apprised that there is an imperative need for a supervisory level to oversee the work of the Scientific Officers and assist the Divisional Scientific Officer in coping with the increasing workload and the added responsibility.
- 36.11 After examining the request, the Bureau considers that there is merit in the case. We are, therefore, recommending accordingly.

### Recommendation 1

- 36.12 We recommend the creation of the grade of Senior Scientific Officer (Environment). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Scientific Officer**

**(Environment) who reckon at least four years' service in a substantive capacity in the grade and who possess good interpersonal and leadership skills.**

- 36.13 Incumbent would be required, *inter-alia*, to: assist the Divisional Scientific Officer in implementing quality assurance/quality control procedures within the National Environmental Laboratory; be responsible for testing and adapting analytical methodologies for environmental analyses; monitor the work of Scientific Officers and other technical staff under his supervision; monitor the execution of the Laboratory's assignments; and assist in the training and development of staff.

#### **Divisional Scientific Officer (Environment)**

- 36.14 With the creation of the grade of Senior Scientific Officer (Environment), there is need to amend the mode of appointment to the grade of Divisional Scientific Officer (Environment), which is presently by promotion of officers who reckon at least six years' service in a substantive capacity in the grade of Scientific Officer (Environment). We are, therefore, making an appropriate recommendation to that end.

#### **Recommendation 2**

- 36.15 We recommend that in future, appointment to the grade of Divisional Scientific Officer (Environment) should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Scientific Officer (Environment) and Scientific Officer (Environment) in post as at 31.12.15 who reckon an aggregate of at least six years' service in a substantive capacity in the cadre.**

#### **Environment Officer**

- 36.16 At present, appointment to the grade of Environment Officer is made by selection from among officers in the grade of Environment Enforcement Officer (Personal) possessing a degree in one of the following subjects: Agriculture, Botany, Biochemistry, Biology, Chemistry, Engineering (Chemical or Civil or Environmental), Environment and Coastal Management, Climate Change Economics, Environmental Science or Environmental Economics or Environmental Law or Ecology or Environmental Planning, Geology, Marine Science, Urban Planning, and Sustainable Development or any environment related discipline.
- 36.17 The Bureau has been apprised that owing to the changes and challenges in the field of environment, the Department makes regular use of technological tools such as Government Information Service (GIS) and ICT in the daily conduct of its activities such as environmental planning, monitoring and management, climate change modelling and vulnerability assessment. To this end, request has been made to enlarge the field of studies in which a degree is required for appointment to the grade of Environment Officer in view of tapping the expertise of able and qualified officers in the fields of GIS and IT.

36.18 The Bureau opines that the proposal made is sound to enhance service delivery and would be beneficial to the organisation. We are, therefore, enlarging the fields of study. Moreover, given that the avenue of promotion of Environment Officers is quite limited, we are providing for better career earnings to these officers. We are making appropriate recommendations along these lines.

### Recommendation 3

36.19 We recommend that:

- (i) the grade of Environment Officer be restyled Environment Officer/Senior Environment Officer; and
- (ii) the fields in which a degree is required for appointment to the grade of Environment Officer/Senior Environment Officer, *formerly Environment Officer*, should be enlarged to include Geographic Information System or Information Technology with specialisation in GIS.

### On-Call Allowance and In-Attendance Allowance

36.20 At present, officers in the professional and technical cadres are required to be on-call on a 24-hour basis to attend to environmental emergencies and cater for the ever-increasing expectations of the public. We are maintaining this provision.

### Recommendation 4

36.21 We recommend the payment of a monthly commuted allowance to the following officers of the Department of Environment for being on-call during the whole month after office hours, as per the table below:

Grade	Amount (Rs)
Environment Enforcement Officer (Personal)	550
Scientific Officer (Environment)	1000
Senior Scientific Officer (Environment) (New Grade)	1225
Environment Officer/Senior Environment Officer <i>formerly Environment Officer</i>	1100
Divisional Scientific Officer (Environment) Divisional Environment Officer	1375

- 36.22** We also recommend that when attending work while on-call, these officers be paid an in-attendance allowance per hour, inclusive of travelling time, as follows:

Grade	Amount (Rs)
Environment Enforcement Officer (Personal)	110
Scientific Officer (Environment)	200
Senior Scientific Officer (Environment)(New Grade)	245
Environment Officer/Senior Environment Officer <i>formerly Environment Officer</i>	220
Divisional Scientific Officer (Environment) Divisional Environment Officer	275

### On-Call Monthly Commuted Allowance to Drivers

#### Recommendation 5

- 36.23** We recommend that Drivers who are required to be on-call to attend to environmental hazards/emergencies should continue to be paid a monthly on-call commuted allowance of Rs 325.

### SOLID WASTE MANAGEMENT DIVISION

- 36.24** The Solid Waste Management Division (SWMD) aims at improving the present solid waste management system by rendering waste collection more effective and efficient with the objective for a better service and a lower 'per tonne' cost; recognising that certain waste streams have economic values and deviating these wastes from the conventional channel that end up in their disposal; reducing the overall public expenditure on solid waste management; and setting up a structured system for receiving, treating and/or exportation of hazardous wastes.
- 36.25** Recent key achievements of the SWMD are as follows: closure of open dumps, construction of sanitary land fill, increase in collection coverage and frequency, construction of additional transfer stations, disposal of specific types of solid hazardous waste in specifically designed cells, and increased public awareness on solid waste management.



- 36.26 A Director heads the SWMD and is assisted by a Deputy Director as well as officers from the Project Officer, Technical Officer and Technical Enforcement Officer cadres.
- 36.27 Representations from the staff side and Management were jointly submitted. The requests were for amendments in schemes of service, allowance for exposure to foul odour and putrefying wastes, creation of grades and enhancement of the duty exemption scheme. The present organisation structure at the SWMD, which is appropriate, is being maintained. We are, however, reviewing the qualification requirement for the grade of Deputy Director, Solid Waste Management Division and making provision for an allowance for officers exposed to foul odour and putrefying wastes.

### **Deputy Director, Solid Waste Management Division**

- 36.28 Both Unions and Management have submitted that the scheme of service for the grade of Deputy Director, Solid Waste Management Division be amended such that appointment to the grade be made by selection from among Principal Project Officers. The present mode of recruitment to the grade of Deputy Director, Solid Waste Management Division is from outside candidates who are Registered Civil Engineers. In order to encourage officers in the cadre to be registered as Professional Engineers and to provide a career path for the Principal Project Officers in post, we are making provision for Principal Project Officers who possess the required qualifications to be eligible for the post of Deputy Director, Solid Waste Management Division.

### **Recommendation 6**

- 36.29 **We recommend that the scheme of service for the grade of Deputy Director, Solid Waste Management Division be amended such that, in future, appointment thereto should be made by selection from among officers in the grade of Principal Project Officer who are registered as Professional Engineer with the Council of Registered Professional Engineers of Mauritius, possess a Master's Degree in Environmental Engineering from a recognised institution, and reckon at least two years' experience in solid waste management. In the absence of qualified Principal Project Officers, appointment to the grade of Deputy Director, Solid Waste Management Division should be made by selection from among outside candidates possessing the above mentioned qualifications.**

### **Allowance for exposure to foul odour and putrefying wastes**

- 36.30 Officers in the grades of Project Officer/Senior Project Officer, Technical Officer and Technical Enforcement Officer have requested for an allowance as they are regularly exposed to foul odour and putrefying wastes due to the nature of their duties. The statistics on visits to transfer stations/landfills and relevant reports submitted by the Management have revealed that there is justification for the grant of an allowance to the officers for being regularly exposed to hazardous substances.

**Recommendation 7**

- 36.31** We recommend the payment of a monthly allowance equivalent to 1½ increments at the initial of the relevant salary scale to officers in the grades of Project Officer/Senior Project Officer, Technical Officer and Technical Enforcement Officer who are regularly exposed to foul odour and putrefying wastes.

**Special Professional Retention Allowance****Recommendation 8**

- 36.32** We recommend that officers in the Project Officer cadre eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

<b>Grade</b>	<b>SPRA % of monthly salary</b>
<b>Project Officer/Senior Project Officer reckoning at least 10 years' service as an Engineer in the Public Sector</b>	<b>7</b>
<b>Principal Project Officer</b>	<b>7</b>
<b>Deputy Director, Solid Waste Management Division (Registered Civil Engineer)</b>	<b>10</b>
<b>Director, Solid Waste Management Division</b>	<b>12.5</b>

- 36.33** We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

- 36.34 All officers in the Project Officer cadre who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

### **Technical Enforcement Unit**

- 36.35 As enforcement arm of the Solid Waste Management Division, the Technical Enforcement Unit ensures that various provisions of the Local Government Act 2011, Hazardous Waste Regulations and Waste Oil regulations are enforced. Its main functions, among others, are: collection and disposal of Asbestos waste, medical waste, e-waste; management and control of dumping sites, transfer stations and other landfill, monitoring cleanliness of beaches, bare lands and drains; and assisting other authorities to promote healthy environment in emerging environmental calamities.
- 36.36 The Unit is headed by a Principal Technical Enforcement Officer who is responsible for the overall management of the Enforcement Unit including planning, organising, monitoring and supervision. He is supported by officers in the grades of Senior Technical Enforcement Officer, Technical Enforcement Officer and officers of the minor grades.
- 36.37 In the context of this review, the following proposals have been received from officers of the Technical Enforcement Unit to, among others: maintain the three-level structure with an increase in manpower; to align the salary of the officers of the Unit with officers of other technical cadre possessing similar qualification requirement; payment of a risk allowance; allowance/increment for effecting squad visits at Mare Chicose Landfill after normal working hours and on officially declared cyclone day and the grant of additional increment to those Local Government Enforcement Officers who joined the Technical Enforcement cadre and are performing new set of duties.
- 36.38 Parties were apprised that it is the responsibility of Management to cater for organisational structure and to increase the number of posts at each level subject to functional requirements. Emphasis was made on Management's role to conduct an HR Audit exercise after the publication of the Report to address HR problems. It was also highlighted that requests pertaining to conditions of service would be looked into holistically. As regards, alignment of salaries, this would be assessed on the basis of information from their job description questionnaires and the job evaluation exercise.
- 36.39 After a thorough examination of all representations, the Bureau views that the present organisation structure should be maintained.

### **Technical Enforcement Officer**

- 36.40 It has been represented that Local Government Enforcement Officers (Personal) who opted to join the grade of Technical Enforcement Officer, have not been compensated for the enhanced duties and responsibilities devolving on them on their joining the

latter grade. It has also been submitted that on intergrating the said grade they have witnessed a change in their conditions of work as they have to, additionally work on officially declared cyclone days, attend request at any time during disasters and effect a weekly visit to the Mare Chicose Landfill.

- 36.41 After considering all the above factors and also the roles of the unit in providing a service to the community through the enforcement of various regulations pertaining to Solid Waste Management, the Bureau is making an appropriate recommendation.

### **Recommendation 9**

- 36.42 We recommend that officers in the grade of Local Government Enforcement Officer who opted to join the grade of Technical Enforcement Officer should be granted one additional increment on conversion subject to the maximum salary of the grade.**

### **Hours of Work**

- 36.43 Officers of the Technical Enforcement Officer Cadre are called upon to work outside normal hours including Saturdays, Sundays, public holidays and officially declared cyclone days. This element has been taken into consideration in arriving at the recommended salaries.

## **NATIONAL DISASTER, RISK REDUCTION AND MANAGEMENT CENTRE**

- 36.44 The main objectives of the National Disaster, Risk Reduction and Management Centre (NDRRMC) are, among others, to: act as the main institution in Mauritius for coordinating and monitoring the implementation of disaster risk reduction and management activities; work in close collaboration with the Mauritius Meteorological Services with a view to develop and improve warnings and advisories systems for all natural hazards affecting Mauritius; support Ministries/Departments, Local Authorities and Communities in building capacity for disaster risk reduction and management; and facilitate and coordinate the conduct of regular trainings, drills and simulation exercises to test the adequacy of disaster response plans.
- 36.45 It operates under two distinct modes namely the normal mode and the crisis mode. During the normal mode, the focus is on Disaster Risk Reduction activities at national level whereas during the crisis mode, the staff are mobilised and have to work long strenuous hours, often after normal working hours including working at nights as well as during weekends and on public holidays.
- 36.46 The establishment of the Centre comprises the grades of Director-General, Director Preparedness, Director Recovery and Director Response. At present, the Centre is operating with staff who have either been posted or seconded for duty from other key organisations viz the Mauritius Police Force, the Meteorological Services and the Department of Environment based upon their specific competencies and areas of expertise.

- 36.47 Representations received in the context of this Report are as follows: review of allowances; payment of risk allowance and provision of protective equipment, transport facilities, meal facilities as well as retention allowance, to cater for the specific conditions of work including the different demand placed on the officers.
- 36.48 During consultation, Management was requested to submit additional information regarding the allowances being paid and to confirm the maintenance of the existing work arrangement at the Centre. As regards provision of protective equipment, Management was advised to channel their request to the Standing Committee on Uniforms at the Ministry of Civil Service and Administrative Reforms. Additionally, explanations were given in respect of submissions pertaining to Conditions of Service. In reply to the demand for risk allowance, it was highlighted that appropriate recommendation would be made for organisations to carry out a Risk Assessment Exercise as per provision of paragraph 18.15.23 of Volume 1 of this Report.
- 36.49 For inadequacy of information on the allowances, the Bureau is unable to make any recommendation thereon. However, the request for payment of these allowances, if justified, would be considered by the Bureau on an *ad hoc* basis.
- 36.50 The present organisation structure is being maintained.

**MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT,  
DISASTER AND BEACH MANAGEMENT  
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Project Manager
26 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Deputy Project Manager

Salary Code	Salary Scale and Grade
26 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Project Officer
26 061 076	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Inspector
26 056 072	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Senior Inspector
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand <i>formerly Leading Hand</i> <i>Senior Leading Hand</i>
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver, Mechanical Unit
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cabinet Maker Carpenter Mason Painter Welder General Assistant
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman's Assistant
24 017 043	<b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Handy Worker (Special Class)

Salary Code	Salary Scale and Grade
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant Office Helper (Ex-SPI)
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker General Worker/Helper (Ex-SPI)
<b>DEPARTMENT OF ENVIRONMENT</b>	
19 000 102	<b>Rs 110000</b> Director of Environment
19 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director of Environment
19 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Divisional Environment Officer Divisional Scientific Officer (Environment)

Salary Code	Salary Scale and Grade
19 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Scientific Officer (Environment) (New Grade)
19 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Environment Officer/Senior Environment Officer <i>formerly Environment Officer</i>
19 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Scientific Officer (Environment)
19 033 065	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Environment Enforcement Officer (Personal)
24 040 061	<b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b> Senior Laboratory Auxiliary (New Grade)
24 023 056	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Laboratory Auxiliary <i>formerly Laboratory Attendant</i>
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Resource Centre Attendant
<b>SOLID WASTE MANAGEMENT DIVISION</b>	
26 000 100	<b>Rs 101000</b> Director, Solid Waste Management Division



Salary Code	Salary Scale and Grade
26 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Director, Solid Waste Management Division
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Project Officer
26 055 085	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Project Officer/Senior Project Officer (Solid Waste Management Division)
26 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Technical Officer
18 062 079	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Principal Technical Enforcement Officer
18 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Technical Enforcement Officer
18 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Technical Enforcement Officer
26 048 067	<b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Inspector
26 029 062	<b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Assistant Inspector of Works
25 041 060	<b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Foreman

Salary Code	Salary Scale and Grade
24 030 054	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b> Driver (Mechanical Unit)
25 023 052	<b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter Welder General Assistant
24 027 056	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Leading Hand/Senior Leading Hand
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 022 047	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b> Plant and Equipment Operator
24 019 045	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b> Gardener/Nursery Attendant
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
25 016 042	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b> Tradesman`s Assistant

Salary Code	Salary Scale and Grade
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
24 015 040	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b> Lorry Loader
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE</b>	
02 000 105	<b>Rs 119000</b> Director General
02 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Director Preparedness Director Recovery Director Response
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Coordinator for Community Mobilisation and Local Community Support, Preparedness Team
10 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Education and Training Coordinator Information and Communication Manager (Response Team)
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Disaster Monitoring Officer
04 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> ICT Specialist (Response)

Salary Code	Salary Scale and Grade
01 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Recovery Programme Officer (Economics)
19 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Recovery Programme Officer (Engineering)

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## 37. MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

- 37.1 The Ministry of Civil Service and Administrative Reforms (MCSAR) is the central coordinating body/institution in the public service. Its vision is to have a professional public service committed to excellence. In this context, it aims at instilling a culture of excellence by being a driver and facilitator of change and innovation, spearheading administrative reforms to enable the delivery of timely and quality services and facilitating the continuous professional development and growth of human resources in the civil service, among others.
- 37.2 Some of the core functions of the Ministry pertain to training, conduct of human resource matters, welfare of officers, initiating reforms and ensuring compliance with Occupational Health and Safety Act. These activities are carried out through five divisions/units namely the Administration and Human Resource Management Division, the Civil Service policy and Management Unit, the Human Resource Development Division, the Occupational Safety and Health Division and the Administrative Reforms Unit. Besides its core functions, the MCSAR also runs the Civil Service Library for the benefit of Public Officers and has under its *aegis* the Public Officers' Welfare Council which caters for the welfare of officers.
- 37.3 With a view to improving service delivery, the MCSAR regularly embarks on reform initiatives geared towards bringing significant changes in the Public Service. Among the major recent initiatives are PMS, HRMIS, Public Service Excellence Award and Mystery Shopping. The theme of this Report which is the "*transformation of the Public Sector for an enhanced service delivery to meet citizens, non citizens and other stakeholders' needs*" calls for the alignment of resources of the six main institutions where the role of the MCSAR in matters relating to reforms in the Public Sector would become even more pivotal.
- 37.4 The Senior Chief Executive is the Responsible and Accounting Officer of the Ministry. He is assisted in his tasks by officers of the administrative cadre, Human resource cadre, Occupational Safety and Health Officer Cadre and other supporting Officers. He is also the Responsible Officer for officers of the general services and Office Care Attendant cadre who are posted to various Ministries and Departments.
- 37.5 For this review, the main representations received relate to the creation of levels, merging of grades, review of qualification requirements, Award courses for the general services grades, adjustment of salaries and re-establishing the grade of Senior Human Resource Executive which was restored in the EOAC Report but granted a personal salary.
- 37.6 The present structures of the different cadres falling under the MCSAR are adequate to enable the Ministry to deliver on its mandate. Nonetheless, after a thorough examination of the submissions, we are providing for a new level of Senior Human Resource Executive taking into consideration the need for supervision for effective service delivery. For those Clerical Officer/Higher Clerical Officers and Special

Clerical Officers, who, prior to this Report, have not been granted the option to join the grade of Management Support Officer, we are giving them the opportunity to opt to join the said grade.

## **HUMAN RESOURCE MANAGEMENT CADRE**

- 37.7 Officers of the Human Resource Management cadre are involved in the conduct of duties relating to recruitment and staffing, discipline, human resource planning, retirement and retirement benefits, among others. The cadre consists of a six level structure and is headed by the Director, Human Resource Management.
- 37.8 In the 2013 PRB Report, the HR Cadre underwent certain changes in favour of delayering, to the agreement of both Management and the staff side. However, the EOAC Report contained certain recommendations which were strongly contested and viewed as anomalous. These alleged anomalies have set the scene for the Human Resource Executives to make their representations in the context of the present Report.

### **Human Resource Executive**

- 37.9 Human Resource Executives possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component are allowed to move incrementally in the Master Salary Scale up to salary point Rs 39275 provided they have drawn the top salary for a year and met the performance criteria. We are maintaining this recommendation and providing the salary point in accordance with the new salary scale.

### **Recommendation 1**

- 37.10 **We recommend that incumbents in the grade of Human Resource Executive possessing the Diploma in Human Resource Management or a Diploma with HRM as a major Component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**

### **Senior Human Resource Executive (New Grade)**

- 37.11 The grades of Human Resource Officer and Senior Human Resource Officer were merged and restyled Human Resource Officer/Senior Human Resource Officer in the 2013 PRB Report. According to the EOAC Report, there was need to re-introduce a supervisory level to exercise discipline, control and accountability. Consequently it recommended that the grade of Human Resource Officer be restyled Human Resource Executive while that of Senior Human Resource Officer be restyled Senior Human Resource Executive (Personal).

- 37.12 During the consultative meetings held in the context of this review, both Management and the Staff side have impressed upon the fact that there is incongruity between the justifications provided by the EOAC Report for re-establishing the grade of Senior Human Resource Executive and its recommendation for the grade to be made evanescent. They have also stressed on the fact that should the supervisory level be eliminated, problems of supervision would definitely arise, particularly in units/departments where officers belonging to the two distinct grades (Human Resource Executive and Senior Human Resource Executive) used to be posted.
- 37.13 We have carried out an in depth study of the whole issue particularly as it may have repercussion across the Public Sector. It should be noted that with EOAC, the grade of Human Resource Officer restyled Human Resource Executive (HRE) was dissociated from the grade of Senior Human Resource Officer restyled Senior Human Resource Executive (SHRE). However, the HRE was granted a top salary which was in fact that of the SHRE. On the other hand, the SHRE was granted an unexplained massive upgrading causing many relativities to be disturbed and triggering claims for parity of treatment from comparable grades. Taking into consideration that there is need for supervision for effective service delivery on one hand and on the other the constraints described above, we are providing for a grade of Senior Human Resource Executive with an appropriate salary scale in the circumstances.

## Recommendation 2

- 37.14 **We recommend the creation of a grade of Senior Human Resource Executive. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Human Resource Executive who reckon at least three years' service in a substantive capacity in the grade and who possess a Diploma in Human Resource Management or Personnel Management or a Diploma with Personnel Management/ Human Resource Management as a major component.**
- 37.15 Incumbent would be required to, *inter-alia*, advise on the interpretation of rules and regulations pertaining to human resource management and implementation of human resource policies; supervise and co-ordinate the activities of the Human Resource Division in a Ministry/Department; carry out human resource planning to determine the number of staff and skill levels required; carry out training needs assessment and assist in the mounting of appropriate training courses and supervise and provide proper guidance and coaching to junior staff.

## Assistant Manager, Human Resources

- 37.16 In the EOAC Report, recommendation was made for the grade of Assistant Manager, Human Resources, as from 01 July 2013, to be filled by promotion, on the basis of experience and merit, of officers in the grades of Senior Human Resource Executive (Personal) and Human Resource Executive possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component or an equivalent qualification and reckoning at least six years' service in



a substantive capacity in the grade or an aggregate of at least six years' service in the Human Resource Management Cadre. Recommendation was also made for the MCSAR to design a sponsorship scheme to enable officers in these grades to follow the BSC course in HRM.

- 37.17 However, with the creation of the grade of Senior Human Resource Executive, the entry requirements for the grade of Assistant Manager, Human Resources have changed. There is, therefore, need to bring consequential changes to the scheme of service of the grade. A job re-evaluation exercise of the grade of Assistant Manager, Human Resources has also been carried out and the duties performed by incumbents as per information provided in the Job Description Questionnaires were examined. All these were taken into consideration in arriving at the recommended salary for the grade.

### Recommendation 3

- 37.18 **We recommend that as from 01 January 2016, the grade of Assistant Manager, Human Resources should be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Human Resource Executive (Personal) and Senior Human Resource Executive (Future Holder) possessing a Degree in HRM or a Degree with Human Resource Management as a major component or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the grade.**
- 37.19 **We also recommend that the MCSAR should continue to run the sponsorship scheme to enable officers in the grades of Senior Human Resource Executive (Personal), Senior Human Resource Executive (Future Holder) and Human Resource Executive to follow the BSc Course in Human Resource Management.**
- 37.20 **We further recommend that Assistant Managers, Human Resources drawing a salary of Rs 54275 as at 01 January 2016 should draw the conversion thereof on a personal basis.**

### GENERAL SERVICES

- 37.21 General Services are those services that are supportive in nature and are, not only essential, but vital for the general administration of public sector organisations. Given the importance thereof, these services have been extended to technical sectors as well. In fact, incumbents in these grades perform duties that are considered as groundwork which facilitate the taking of administrative decisions and internal organisation and control.
- 37.22 First and foremost, it should be remembered that an organisation exists for a specific purpose and its core activities are derived therefrom. These activities are organized into tasks which are then regrouped into levels. A level regrouping similar and related duties is referred to as a grade. Another important point to retain is that a **grade exists or is created solely on the basis of needs.**

- 37.23 The General Services comprise the Clerical, Executive and Secretarial groups. Each group has different cadres with moreover same nature of duties. As at 30 June 2003, the Clerical Cadre comprised the grades of Clerical Officer/Higher Clerical Officer and Office Supervisor while the Executive Cadre comprised the grades of Executive Officer, Higher Executive Officer, Senior Executive Officer/Principal Executive Officer (P) and Office Superintendent. In 2003, a grade of Special Clerical Officer was created in the Clerical Cadre while the grade of Senior Executive Officer/Principal Executive Officer (P) was abolished.
- 37.24 Due to the use of modern management techniques and ICT which have impacted on work processes, coupled with the emergence of new functions at these levels it was from time to time essential to bring certain structural changes for enhanced effectiveness and efficiency.
- 37.25 In the same breath, officers in many grades including Clerical Officer/Higher Clerical Officer and Executive Officer started doing simple computer-related duties. Similarly, Word Processing Operators were assigned clerical functions in many instances to make effective use of their office time. It should be noted that even officers of Professional Cadres were not wholly dependent on secretarial supporting staff for the production of their work/Reports/documents.
- 37.26 In the circumstances, in 2008, we recommended the creation of polyvalent grades of Officer and Senior Officer. Clerical Officer/Higher Clerical Officers were given the option to join the polyvalent grade of Officer while Executive Officers were given the option to join the grade of Senior Officer. The grade of Office Management Executive was also created and Office Superintendents were given the option to join that grade.
- 37.27 We wrote a word of caution in the 2008 Report stating that the top salaries of certain grades are out of line with market realities and should, therefore, be reviewed downwards. In this context, the top salaries recommended in 2008 for future entrants in the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator were Rs 16600 and Rs 16000 respectively while the top salary of Clerical Officer/Higher Clerical Officers and Word Processing Operators in post converted to Rs 19600 and Rs 19000 respectively.
- 37.28 In the 2013 PRB Report, the grade of Officer was restyled General Services Officer and that of Senior Officer was restyled General Services Executive. We further created the grade of Office Management Assistant (OMA) which was promotional for General Services Executive. The EOAC Report restyled the grade of Officer to Management Support Officer and merged the grade of Senior Officer and Office Management Assistant and restyled it to Office Management Assistant.
- 37.29 Many traditional relativities were disturbed, thus giving rise to many representations after the publication of the EOAC Report. For instance, outcry concerned mainly the position of OMA vis-à-vis HRE and HEO (Personal).

## Observations and Analysis

- 37.30 It is observed that while elaborating on this subject in the 2008 PRB Report we referred to market rate. Today, a survey carried out by the Private Sector reveals that the starting salary being paid to HSC holders varies between Rs 6000 to Rs 12000 depending on the economic sectors.
- 37.31 The former grade of Clerical Officer/Higher Clerical Officer has always been a feeder grade in the public sector where officers joining this grade rapidly move to other grades/cadres. This implies that the large majority of officers joining this grade leaves the grade before reaching the top salary recommended. For recent recruitments, graduates and holders of Diploma have been selected to a large extent. Most probably, these people would leave on obtention of better jobs. Nevertheless, some officers do not get opportunities elsewhere and are, therefore, compelled to remain in the grade until the end of their career. We are conscious of this fact and we have taken all these into consideration in arriving at a conclusion. In fact provision exists under "Long Service Increment" for officers in such circumstances to move by two increments.
- 37.32 Grades requiring HSC as minimum qualification are generally granted a salary scale the top of which is Rs 27425 monthly. Certain grades do have additional qualification requirement, besides the HSC but are still pegged at Rs 27425. When compared to these grades and upon carrying out a job-reevaluation, it has been found that the grade of Management Support Officer is slightly overgraded.
- 37.33 Initially, the grade of Officer was created with a view to have a polyvalent grade as explained at paragraph 39.26 above. However, the grade of Word Processing Operator, which was supposed to phase out, was re-instated in the EOAC Report. It has been reported that most of the officers who opted for Management Support Officer were not performing the additional duties recommended. So, the duties performed are not commensurate with the salary drawn.
- 37.34 Another important point is that the grade of Management Support Officer formerly used to be a strong benchmark among grades requiring HSC. However, only this grade has been upgraded out of the group of grades which were previously on a parity.
- 37.35 In face of such a situation, various options have been envisaged and the consequences thereof assessed. The best and most equitable option is to have the first rung in the hierarchy at the same level as the other HSC holders which at the same time is close to market reality.
- 37.36 Normally, the Bureau is in favour of flattening of structures so as to render an organisation more responsive to needs of stakeholders, thus improving effectiveness and efficiency. However, in this particular case the situation is quite different, warranting consideration from a wider perspective. In fact, it would resolve many a problems in structures. Nevertheless, in so doing, we are ensuring that no prejudice is caused to employees in post.

**Recommendation 4****37.37 We recommend that:**

- (i) the grade of Management Support Officer be made evanescent;**
- (ii) a grade of Management Support Officer (Future Holder) be created with the same qualification requirement and duties as those of the Management Support Officer (Personal).**

37.38 Presently, the grades of Financial Officer/Senior Financial Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer are filled by selection from among Office Management Assistant reckoning at least four years' service in a substantive capacity in the grade. For the grade of Human Resource Executive, posts are filled by selection from among Office Management Executive, Higher Executive Officer (Personal) or Office Management Assistant reckoning at least four years' service in the grade or an aggregate of at least four years' service in the grades of OMA and the former grade of Senior Officer and/or Executive Officer.

37.39 It has been represented that there are many officers at the level of Management Support Officer who have been assigned higher responsibilities on various occasions. It is claimed that these officers have acquired wide experience which can be used more gainfully by the service. They have requested that they should be granted eligibility to compete for the posts of Human Resource Executive, Financial Officer/Senior Financial Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer.

**Recommendation 5**

**37.40 We recommend that the Ministry of Civil Service and Administrative Reforms should consider granting eligibility to officers in the grade of Management Support Officer who reckon at least 20 years' service in a substantive capacity in the Clerical Officer Cadre to compete for posts of Human Resource Executive, Financial Officer/Senior Financial Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer.**

**Higher Executive Officer (Personal)**

37.41 Representations have been received from Higher Executive Officers (HEO) (Personal) to the effect that they have been deprived of their rights in the last reports. Consequently, they have made a proposal for same to be restored. In this context, their plea is to restyle the grade of HEO (P) into Office Management Executive (OME) or to integrate them in the establishment of Office Management Assistant (OMA) according to their seniority placing prior to the creation of the grade of Senior Officer, that is, prior to 01 July 2008.

- 37.42 The Bureau has carried out a thorough examination of their case to ascertain the veracity of their statements. The officers were appointed HEO in February 2013. The EOAC Report which was published in May 2013 provided for the grade of HEO to be merged with the grade of OME. However, this merger was in respect of HEO in post as at 31.12.12 only. It further provided for those officers who were appointed in 2013 to draw personal salaries.
- 37.43 During the consultative meeting with the officers, the latter were apprised that the restyling to the grade of OME cannot be done inasmuch as the grade of OME exists already. It is not possible either, to make them join the grade of OMA and keep their seniority placing as per the list of Executive Officers which was in force as at 30.06.08 because setting of seniority is the responsibility of the PDFSC.
- 37.44 Nevertheless, we cannot completely overlook the surrounding facts of their case. In the 2013 PRB Report, we created the grade of OMA, which was pegged higher than HEO, which, in turn was higher than the grade of General Services Executive (GSE) *formerly Senior Officer*. With the EOAC Report, the grades of OMA and Senior Officer were merged and restyled OMA. In so doing, all of a sudden, incumbents in the former grade of Senior Officer found themselves higher in the hierarchy than their seniors (HEO). It has also been observed that prior to the EOAC Report, the grade of OME was filled by selection from Office Superintendent, OMA, HEO and EO/GSE *formerly Senior Officer* reckoning 15 years service in a substantive capacity in the grade. However, the EOAC Report recommended that henceforth, OME should be filled by promotion of OMA. Thus HEOs are no more eligible to compete for the post of OME, depriving them of one of their acquired rights.
- 37.45 Furthermore, the 2013 PRB Report contained a recommendation for HEOs organising official functions and welfare activities, providing proper office accommodation, furniture and equipment, among others, in a department where neither an Assistant Permanent Secretary, Office Superintendent or an OME is posted, to be paid an allowance. This provision has been waived by the EOAC Report.
- 37.46 Another reported problem likely to crop up concerns the issue of acting, in place of OME. The grade of OME is the direct promotional route for the grade of OMA which is hierarchically higher than HEO. However, there are many HEOs whose seniority placing as at 30.06.2008 in the executive cadre was higher than those officers who now by virtue of their joining the grade of OMA have a higher placing. HEOs prior to EOAC, were also eligible for movement by three increments following the successful completion of an award course on Effective Office Management and Supervision. This recommendation also has been waived by the EOAC.
- 37.47 After giving due consideration to all these facts and circumstances, the Bureau has, subsequently, made appropriate recommendation for the grade.

**Recommendation 6**

**37.48** We recommend that HEOs organising official functions and welfare activities, providing proper office accommodation, furniture and equipment; ensuring the effective use of office equipment and make arrangements for their proper maintenance; monitoring the use of government vehicles and organise transport for official purposes; ensuring that the workplace is kept clean and tidy and ensuring that safety and health norms are observed in Departments where neither an Assistant Permanent Secretary nor an Office Superintendent or Office Management Executive is posted, should be paid a monthly allowance of Rs 1600.

**37.49** We further recommend that HEO (Personal) should be required to follow the Advanced Course in Effective Office Management and supervision, on successful completion of which, they would be allowed, on reaching the top of their scale, to move incrementally up to salary point Rs 42325 in the master salary scale provided that they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

**Option to join the grade of Management Support Officer**

**37.50** As spelt out at paragraph 39.26, incumbents in the grades of Clerical Officer/Higher Clerical Officer and Special Clerical Officer were given the opportunity to join the grade of Officer now Management Support Officer in the 2008 PRB Report. This recommendation was replicated in our 2013 Report and Clerical Officer/Higher Clerical Officers and Special Clerical Officers who did not join the grade in 2008 were once again given the possibility to do so.

**37.51** Given that a few officers in the grades of Clerical Officer/Higher Clerical Officer and Special Clerical Officer were under interdiction, they have not been provided with the option to join the polyvalent grade. We are, therefore, giving these officers an opportunity to join the new structure.

**Recommendation 7**

**37.52** We recommend that:

- (a) incumbents in the grades of Clerical Officer/Higher Clerical Officer and Special Clerical Officer, who, due to interdiction, have not been given the option to join the grade of Officer or Management Support officer should be given the option to join the grade of MSO; and  
on joining, be granted one additional increment subject to the top salary of the grade.

- (b) **Special Clerical Officers who would reach the revised top salary of their scale on 01 January 2016, on joining the grade of Management Support Officer should be granted one additional increment to be read from the Master Salary Scale.**

### **Office Management Assistant**

#### **Advanced Course in Effective Office Management and Supervision**

37.53 Office Management Assistants are, at present, required to follow an Advanced Course in Effective Office Management and Supervision mounted by the Civil Service College, Mauritius, the successful completion of which entitles them to one increment, subject to the top salary of the grade. We are maintaining this provision.

### **Recommendation 8**

37.54 **We recommend that Office Management Assistants, on successful completion of the Advanced Course in Effective Office Management and Supervision should be granted one increment, subject to the top salary of the grade.**

### **SECRETARIAL CADRE**

#### **Word Processing Operator**

#### **Senior Word Processing Operator**

#### **Award Course to join the grade of Management Support Officer**

37.55 In our 2013 PRB Report, we recommended that an Award Course be mounted for Word Processing Operators and Senior Word Processing Operators who do not possess the prescribed qualification for the post of Management Support Officer but who had acquired experience in the performance of general office duties. Incumbents in these grades were given the option to follow the course, on successful completion of which they are allowed to join the grade of Management Support Officer and granted one increment on joining. We have been apprised that there are some 190 officers who would shortly complete the course. We are, therefore, maintaining the provision of allowing the officers who have successfully completed the course to join the grade of MSO.

### **Recommendation 9**

37.56 **We recommend that:**

- (i) **Word Processing Operators and Senior Word Processing Operators who have successfully completed the Award Course be allowed to join the grade of Management Support Officer and be granted one increment on joining the grade; and**
- (ii) **Senior Word Processing Operators who have reached the revised top salary of their scale on 01 January 2016, on joining the grade of Management Support Officer, should be granted one additional increment to be read from the Master Salary Scale.**

**Confidential Secretary****Advanced Secretarial Course**

- 37.57 The 2013 PRB Report has provided for Confidential Secretaries who have successfully completed the Advanced Secretarial Course to be allowed, on reaching the top salary to move incrementally by two salary points in the Master Salary Scale. However, this recommendation was reviewed by the EOAC which recommended that the officers should be granted one increment upon successful completion of the course, subject to the top salary of the grade. It further recommended that officers who have completed the course after having reached the top salary recommended for the grade, should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.
- 37.58 It has been argued that at the time the officers embarked on the course, they were governed by a recommendation of the 2013 PRB Report which was eventually reviewed by the EOAC Report, causing them prejudice. They stressed on the fact that the initial condition linked to the following of the course should be respected. Following a close examination of the issue raised and particularly taking into consideration the philosophy behind the movement of salary linked to Award Courses, we have made fair-felt recommendation in the circumstances.

**Recommendation 10****37.59 We recommend that:**

- (a) **Confidential Secretaries, on successful completion of the Advanced Secretarial Course, be granted one increment, subject to the top salary of the grade**
- (b) **Confidential Secretaries who have successfully completed the Advanced Secretarial Course after having reached the last point in their salary scale, should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn**
- (c) **Confidential Secretaries who had already embarked on the course prior to the publication of the EOAC Report, should be allowed on a personal basis to move incrementally by two salary points in the Master Salary Scale provided they:**
  - (i) **have drawn the top salary for a year;**
  - (ii) **have been efficient and effective in their performance during the preceding year; and**
  - (iii) **are not under report.**



## Posting of Confidential Secretaries

- 37.60 Generally, Confidential Secretaries are attached to the office of Deputy Permanent Secretaries and officers in grades above this level. They are also allocated to other officers holding office at the level of Deputy Permanent Secretaries on a needs basis or are alternatively attached to a pool of officers as may be decided by the Supervising Officer with the approval of the MCSAR. This arrangement should continue.

## Recommendation 11

### 37.61 We recommend that:

- (a) Deputy Permanent Secretaries and officers in grades above this level should continue, by virtue of their duties, to be provided with the services of a Confidential Secretary; and
- (b) Officers of the level of Deputy Permanent Secretaries should be provided with the services of a Confidential Secretary on a needs basis or one Confidential Secretary attached to a pool of such officers as may be decided by the Supervising Officer, with the approval of the MCSAR.

## Ad hoc Allowances to Confidential Secretaries

- 37.62 Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, Supervising Officers of the level of Permanent Secretary and above and at the Cabinet's Office, who have to regularly work over and above their normal working hours, are entitled to an *ad hoc* allowance, subject to the approval of the MCSAR.
- 37.63 It has been reported that in a majority of instances, Confidential Secretaries posted with Permanent Secretaries who are not the Accounting and Responsible Officer of the Ministry or Department, are being paid the *Ad hoc* allowance notwithstanding the fact that they do not put in extra hours. We are, therefore, making appropriate recommendation with a view to curbing the likelihood of any abuse relating to the payment of the *ad hoc* allowance.

## Recommendation 12

- 37.64 We recommend that, subject to the approval of the MCSAR, Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, Supervising Officers of the level of Permanent Secretary and above who are the Accounting and Responsible Officers and at the Cabinet's Office who have to regularly work over and above their normal working hours should continue to be paid an *ad hoc* allowance as determined by the MCSAR.
- 37.65 Some Confidential Secretaries, by virtue of their postings are also required, in addition to their normal duties, to perform general administrative work, manage the office and work in strenuous and stressful conditions. In addition to the *ad hoc* allowance, these officers are compensated for the enhanced responsibilities by the grant of a responsibility allowance. This arrangement should continue.

**Recommendation 13**

- 37.66 We recommend that the High Powered Committee continues to look into the advisability of the payment of a Responsibility Allowance to incumbents performing the duties of Confidential Secretary and posted to the office of Ministers, Parliamentary Private Secretaries and Senior Chief Executives and above.**
- 37.67 We further recommend that the Responsibility Allowance may be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, provided that incumbents have:**
- (i) performed in that position for a continuous period of five years;**
  - (ii) not been the subject of disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**
  - (iii) reached the age of 55 years at the time of retirement/change in posting.**

**Shorthand Proficiency**

- 37.68 Word Processing Operators are granted Incremental Credits for shorthand proficiency as hereunder:**
- (i) 80 words per minute – one increment;**
  - (ii) 100 words per minute – one increment, subject to one increment having been granted previously for 80 words per minute, otherwise two increments;**
  - (iii) 120 words per minute – one additional increment, subject to two increments having been granted for 100 words per minute, otherwise a maximum of three increments in all.**

**Recommendation 14**

- 37.69 We recommend that the present provisions regarding the grant of Incremental Credits to Word Processing Operators for proficiency in shorthand be maintained.**

**Special Allowances**

- 37.70 Officers, other than Shorthand Writers, are paid an allowance whenever they are called upon to service Commissions of Enquiry and for other similar tasks consisting of taking notes of proceedings in shorthand and for transcribing same in longhand. We are maintaining this allowance and revising the rates.**

**Recommendation 15**

- 37.71 We recommend that the allowance payable to officers, other than Shorthand Writers, servicing Commission of Enquiry and for other similar tasks be revised to Rs 4.55 per folio of 90 words for taking notes of proceedings in shorthand and Rs 2.70 per folio of 90 words for transcribing the shorthand notes in longhand.**

## Cashier Duties

37.72 Clerical Officers/Higher Clerical Officers and Management Support Officers posted at the Accountant General's Division are paid a daily allowance of Rs 35 for giving assistance to the Cashier at the District Cash Office and the Chief Cashier's Office while those replacing full time District Cashier and Treasury Receiving Cashier are paid an allowance of Rs 100 per day. This allowance is also extended to Clerical Officers/Higher Clerical Officers and Management Support Officers posted in other Ministries and Departments and to Agricultural Clerks who are required to perform cashier duties. We are maintaining the payment of this allowance.

## Recommendation 16

**37.73 We recommend that the allowance payable to Clerical Officers/Higher Clerical Officers and Management Support Officers posted at the Accountant-General's Division be as follows:-**

- (i) Rs 40 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office; and**
- (ii) Rs 110 per day subject to a maximum of Rs 2420 for Clerical Officers/Higher Clerical Officers and a maximum of Rs 2180 for Management Support Officer a month for replacing full time District Cashier and Treasury Receiving Cashier.**

**37.74 We additionally recommend that the above provision be extended to Clerical Officer/Higher Clerical Officers, Management Support Officers and Agricultural Clerks of other Ministries and Departments and Organisations who are required to perform cashier duties.**

## Rotation of Officers in the General Services Grades

37.75 The MCSAR is responsible for the posting of officers of the General Services in the Civil Service based on organisational needs. Representations have been received that in some instances, officers have remained in the same posting throughout their career. While in some cases the officers have wished to stay in that posting, in other cases, requests made for transfer have not been acceded to, compelling the officers to stay in that posting. The Bureau holds the view that unless there is movement, these officers particularly, those who have been compelled to stay, are bound to suffer from boredom and frustration due to lack of challenge in their career. Further, given that these officers are supposed to provide support services to the various Ministries/Departments, it is desirable that they be acquainted with the different aspects of the duties they are required to perform as per their scheme of service. We are, therefore, making provision for these officers to be made to rotate so as to enhance their understanding of the various Ministries and Departments and enrich their skills and experience.

**Recommendation 17**

- 37.76 We recommend that officers of the General Services should be made to rotate in various Ministries/Departments at least every five years in their career to enable them to enrich their skills and experience.**

**OCCUPATIONAL SAFETY AND HEALTH UNIT**

- 37.77 The core functions of the Safety and Health Unit (MCSAR) are, among others, to advise Ministries/Departments on all matters pertaining to safety and health, carry out inspections in all places of work, investigate in accident and train public officers on safety and health matters to ensure compliance with the Occupational Safety and Health Act 2005 (OSHA) and subsequent amendments. In so doing, the Unit aims at ensuring a safer environment and facilitating modernisation of offices to improve and enhance the working environment.
- 37.78 As per the provision 30 of the Occupational Safety and Health Act 2005, for every 2000 employees, an employer has to employ a Registered Safety and Health Officer to ensure compliance of law and promote the safe conduct of work. As such officers of the Safety and Health Unit have to provide their services to approximately 1400 work places in different Ministries/Departments, scattered throughout the island.
- 37.79 The Unit is headed by the Director, Safety and Health Unit who is responsible for the promotion of an occupational safety and health culture through the implementation of the Occupational Safety and Health Management System in the Civil Service and for ensuring compliance with the provisions of the Occupational Safety and Health Act. He is assisted by officers in the grades of Principal Safety and Health Officer, Safety and Health Officer/Senior Safety and Health Officers and those of the General Services grades.
- 37.80 Demands in the context of this review pertained to adjustment of salaries of the Safety and Health Cadre to align on grades requiring a degree; creation of additional levels and posts; Duty Exemption/Concession of 100% for all officers of the cadre; provision of car or other types of vehicle of higher engine capacity; motor vehicle loans of up to 30 months; travel grant in lieu of mileage; self enhancement; sponsorship for master level degrees and to grant professional status to officers of the Safety and Health Cadre.
- 37.81 During consultation, parties were sounded that grades are created on the basis of organisational requirements and functional needs. As regards additional posts, ample justifications are needed in terms of improvement of service delivery and normally the onus, rests with Management. Adjustment of salaries is based on the Bureau's framework of pay determination where several job factors are considered. Stakeholders were explained on the criteria and basis for the grant of 100% duty free car. They were apprised that certain of their requests should have been addressed administratively by their Ministry. On issues related to general conditions of service, parties were informed that these would be considered after examining proposals from all stakeholders.

## Safety and Health Unit

- 37.82 In accordance with the First Schedule of the OSHA 2005, the minimum qualification requirements to practice as a Safety and Health Officer is a Diploma in Occupational Health and Safety or its equivalence certified by the Tertiary Education Commission. However, through a recommendation, the EOAC Report has raised the qualifications of the grade from a Diploma to a Degree in Occupational Safety and Health or equivalent coupled with an upsurge in the salary scales of all the grades in the cadre without expounding thereon. This upgrading (both qualification and salary) has been perceived as inequitable and procedurally unfair by other comparable grades performing duties of a similar nature.
- 37.83 After examination, the Bureau views that, there is need to bring some adjustments in the salary structure of the Safety and Health Officer's Cadre for harmonious industrial relations and to restore horizontal salary relativity among the comparable grades of the same occupational group. This change would also necessitate a restructuring of the whole cadre.
- 37.84 We are, therefore, reviewing the structure of the Safety and Health Officer's Cadre and setting anew the minimum qualifications requirement as prescribed by the OSHA 2005 for the entry level position to address the external fairness concerns and to bring consistency, conformity and a more equitable pay treatment for jobs of comparable worth.

## Recommendation 18

- 37.85 **We recommend a restructuring of the Safety and Health Officer' Cadre to a four level structure as follows:**
- (i) **Safety and Health Officer/Senior Safety and Health Officer (Future Holder)**
  - (ii) **Principal Safety and Health Officer (Future Holder)**
  - (iii) **Assistant Director, Safety and Health Unit (New Grade); and**
  - (iv) **Director, Safety and Health Unit.**
- 37.86 **We, further, recommend that:**
- (i) **in future, appointment to the grade of Safety and Health Officer/Senior Safety and Health Officer (Future Holder) should be by selection from among candidates possessing the Diploma in Occupational Health and Safety or Diploma on Occupational Safety and Health Management or its equivalence certified by the Tertiary Education Commission;**
  - (ii) **promotion to the grade of Principal Safety and Health Officer (Future Holder) should be made, on the basis of merit and experience, of officers in the grade Safety and Health Officer/Senior Safety and Health Officer (Personal) and Safety and Health Officer/Senior Safety and Health Officer**

**(Future Holder) reckoning at least four years' service in a substantive capacity in the grade;**

- (iii) appointment to the new grade of Assistant Director, Safety and Health should be made by selection from among officers in the grade of Principal Safety and Health Officer (Personal) and Principal Safety and Health Officer (Future Holder) possessing a Degree in Occupational Safety and Health or equivalent acceptable qualification and reckoning at least three years' service in a substantive capacity in the grade. Incumbent will be required, among others, to assist the Director, Safety and Health Unit in the discharge of his duties; and**
- (iv) the grade of Director, Safety and Health Unit should be filled by promotion, on the basis of merit and experience, from the grade of Assistant Director, Safety and Health.**

### **PUBLIC SECTOR RE-ENGINEERING BUREAU**

- 37.87 The Public Sector Re-engineering Bureau (PSRB) was created in the 2013 EOAC Report to provide technical know-how, expertise and support as well as management and technical advisory services to the Reforms Steering Council on targeted restructuring undertakings. It operates under the *aegis* of the Ministry of Civil Service and Administrative Reforms.
- 37.88 The roles and responsibilities of the PSRB are, among others, to provide advisory services to the Reforms Steering Council; conduct organisational and management reviews, systems and its training and development analysis; strengthen the cohesion between key divisions to reduce undue duplication of work, reduces overlapping scopes; and develop the necessary management and operational organigram to promulgate an optimal structure for the delivery of services in the public sector.
- 37.89 The PSRB comprises a three level structure and is serviced by officers in the grades of Director, Public Sector Re-engineering Bureau, Assistant Director, Public Sector Re-engineering Bureau and Management Analyst/Senior Management Analyst.
- 37.90 In the context of the present review exercise, no representations have been received from both Management and Staff Side. We are, therefore, maintaining the present organisation structure while revising the salary scales of existing grades.

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**  
**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 108	<b>Rs 152000</b> Senior Chief Executive
02 000 106	<b>Rs 122000</b> Permanent Secretary
08 095 097	<b>Rs 86000 x 3000 – 92000</b> Director, Human Resource Management
08 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director (Planning)
08 069 083	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Assistant Director (Planning)
08 056 079	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Analyst (Management and Human Resources)
08 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Deputy Director, Human Resource Management
08 070 085	<b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Manager, Human Resources
08 064 081	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Assistant Manager, Human Resources
08 058 078	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Senior Human Resource Executive (Personal to officers in post as at 31.12.12)

Salary Code	Salary Scale and Grade
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Human Resource Executive (New Grade)
08 050 071	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Human Resource Executive
08 056 085	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Human Resource Management Officer (Personal)
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Director, Safety and Health Unit
18 066 084	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325</b> Assistant Director, Safety and Health Unit (New Grade)
18 061 082	<b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Principal Safety and Health Officer (Personal to officers in post as at 31.12.15)
18 056 081	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Principal Safety and Health Officer (Future Holder)
18 044 079	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b> Safety and Health Officer/Senior Safety and Health Officer (Personal to officers in post as at 31.12.15)
18 044 074	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Safety and Health Officer/Senior Safety and Health Officer (Future Holder)
08 056 070	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Office Management Executive



Salary Code	Salary Scale and Grade
08 049 070	<b>Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Office Management Assistant
08 050 069	<b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Higher Executive Officer (Personal)
08 046 067	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b> Office Supervisor (Personal)
08 038 062	<b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Special Clerical Officer (Personal)
08 035 062	<b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Management Support Officer (Personal)
08 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Clerical Officer/Higher Clerical Officer (Personal) Management Support Officer (New Grade)
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Shorthand Writer
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer
08 043 069	<b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b> Confidential Secretary
08 036 062	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b> Senior Word Processing Operator

Salary Code	Salary Scale and Grade
05 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Library and Documentation Officer
05 044 072	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b> Library and Documentation Officer
08 026 059	<b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b> Word Processing Operator
05 027 060	<b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Library Clerk
24 036 052	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b> Head Office Care Attendant
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 019 048	<b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b> Office Care Attendant/Senior Office Care Attendant
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b> Handy Worker
	<b>CIVIL SERVICE COLLEGE, MAURITIUS</b>
02 096 098	<b>Rs 89000 x 3000 – 95000</b> Director, Civil Service College

Salary Code	Salary Scale and Grade
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Coordinator, Civil Service College
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Trainer
<b>PUBLIC SECTOR RE-ENGINEERING BUREAU</b>	
01 000 105	<b>Rs 119000</b> Director, Public Sector Re-engineering Bureau
01 086 095	<b>Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Assistant Director, Public Sector Re-engineering Bureau
01 054 085	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Management Analyst/Senior Management Analyst

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### **38. MINISTRY OF LABOUR, INDUSTRIAL RELATIONS EMPLOYMENT AND TRAINING**

- 38.1 The mission of the Ministry of Labour, Industrial Relations, Employment and Training is to promote a decent work, facilitate access to gainful employment and support employers and workers in creating a safe conflict-free and productive work place. Its objectives are, among others, to: promote industrial peace and harmony and to protect the fundamental rights and dignity of workers; enhance productivity and the general well-being of the workforce through improvement in standards of safety and health and prevention of occupational diseases and injuries at the workplace; facilitate the employment of jobseekers and provide assistance and guidance with regard to employment prospects and facilitate employment of non-citizen, where required.
- 38.2 To fulfill its mission, the Ministry formulates national labour policies and enforces, among others, legislations related to Employment Relations, Occupational Safety and Health, Registration of Association, Employee Superannuation Fund and Employment Service.
- 38.3 Activities of the Ministry are organized under five divisions, namely: Labour and Industrial Relations Management comprising the National Remuneration Board and the Labour and Industrial Relations; Occupational Safety and Health Inspectorate; Registry of Associations; the Employment Division and the Careers Guidance Service.
- 38.4 The Permanent Secretary is the Accounting and Responsible Officer. He is supported by officers of the Administrative cadre and Heads of each Unit.
- 38.5 In the context of this review, several proposals have been made by Management and staff side of each division. These representations have been studied and commented upon under the respective division.

#### **NATIONAL REMUNERATION BOARD**

- 38.6 The main function of the National Remuneration Board (NRB) is to make recommendations to the Minister regarding minimum remuneration and terms and conditions of employment for employees in the private sector. These recommendations form the basis for the Remuneration Order Regulations. At present, there are 30 distinct sectors governed by the Remuneration Orders, covering an average of 300,000 workers.
- 38.7 The Remuneration Analyst cadre is headed by the Chairperson, National Remuneration Board, who is assisted in the discharge of his functions by a Vice-Chairperson, NRB. The cadre also comprises: Head Remuneration Analyst, Senior Remuneration Analyst and Remuneration Analysts.

- 38.8 In the context of this Review, representations have been made for upgrading/alignment of salaries; restyling of the grade of Head Remuneration Analyst; amendment of scheme of service; and provision of training as well as other specific allowances.
- 38.9 During consultations, parties were apprised that the issue of upgrading/alignment of salaries would be considered against the Bureau's framework of pay determination. As regards restyling of the grade of Head Remuneration Analyst, the Bureau did not accede to the proposal and gave reasons therefor. Parties were further informed that the onus for bringing any amendment in the scheme of service rests with Management. They were also sounded on the existing provision governing training and it was highlighted that the issue of allowances would be dealt with holistically.
- 38.10 After examining the proposals, the Bureau considers that the present structure is fit for its purpose and requires no change.

### **THE LABOUR AND INDUSTRIAL RELATIONS DIVISION**

- 38.11 The Labour and Industrial Relations Division enforces legislations that govern labour and industrial issues. It dispatches its services through the Inspection and Enforcement Section, Special Migrant Workers Unit, Conciliation and Mediation Section; Workforce Programme Unit; Information, Education and Communication Section; Research Legislation and Standards Section.
- 38.12 The Director, Labour and Industrial Relations is responsible for the administration of the Labour and Industrial Relations Division and the effective delivery of its technical and professional services within the respective legal framework. He is assisted in his duties by officers in the grades of Assistant Director, Labour and Industrial Relations, Principal Labour and Industrial Relations Officer, Senior Labour and Industrial Relations Officer, Labour and Industrial Relations Officer and officers of the supporting cadres.
- 38.13 For this Report, staff associations have canvassed the following: to align the salary scale of the grade of Labour and Industrial Relations Officer with other grades where a Diploma is a requirement; changing the mode of appointment from "selection" to "promotion" at the level of Assistant Director, Labour and Industrial Relations; upgrading the status of Director, Labour and Industrial Relations. Management in the presence of the union, supported the requests to upgrade the salary of the grade of Labour and Industrial Relations Officer and to create a grade of Deputy Director, Labour and Industrial Relations. It further informed that the other proposals would be dealt with administratively.
- 38.14 During consultations, parties were apprised that salaries are normally aligned whenever there are comparability among others in the qualification requirement, level of responsibility, scope of activity and cadre structure whereas for the creation of additional posts, the onus rests upon Management. They were also informed that the

Bureau has abstained from changing mode of appointment in schemes of service to avoid industrial dispute and frustration and it is Management's prerogative to bring about any change after following the established procedures and examining all the possible implications.

- 38.15 After examination and taking into consideration the organisational needs, we are providing for an additional level to deputise for the Director and a new grade of Psychologist.

#### **Deputy Director, Labour and Industrial Relations (New Grade)**

- 38.16 At present, there are eight officers in the grade of Assistant Director, Labour and Industrial Relations, each responsible for a section who reports directly to the Director, Labour and Industrial Relations. Management has submitted that with the operationalisation of the Prosecution Unit, Conciliation and Mediation Section, Special Migrant Workers Unit and Workforce Programme, the number of posts at the level of Assistant Director, Labour and Industrial Relations would increase. This would impact heavily on the workload of the Director, Labour and Industrial Relations. The need is thus felt for an intermediate grade between the Director, Labour and Industrial Relations to deputise and assist the Director, Labour and Industrial Relations in the discharge of his duties.

#### **Recommendation 1**

- 38.17 **We recommend the creation of the grade of Deputy Director, Labour and Industrial Relations. Appointment thereto should be made by selection from among officers in the grade of Assistant Director, Labour and Industrial Relations reckoning at least two years' service in a substantive capacity in the grade and who have proven administrative and organising abilities, good interpersonal and communication skills; and initiative and leadership qualities.**
- 38.18 Incumbent would deputise for the Director, Labour and Industrial Relations and assist him in the discharge of his duties. He would also be responsible among others, for: the day-to-day running of the Division; organising, supervising, monitoring and coordinating the work of all sections.
- 38.19 With the creation of the grade of Deputy Director, Labour and Industrial Relations and in line with the guidelines of the MCSAR regarding drafting of schemes of service consequential amendment is being brought to the scheme of service of Director, Labour and Industrial Relations.

#### **Recommendation 2**

- 38.20 **We recommend that, in future, the grade of Director, Labour and Industrial Relations should be filled by promotion, on the basis of merit and experience, from the grade of Deputy Director, Labour and Industrial Relations.**

**Psychologist (New Grade)**

- 38.21 Management submitted that there is need for a dedicated grade to provide counselling to laid off and redundant workers and also to assist workers who are victims of violence at work, the moreso as the incidence of such cases are frequent. It was also highlighted that the Ministry could not avail of the services of a Psychologist from other Ministries due to shortage of staff and overload of work.

**Recommendation 3**

- 38.22 **We recommend the creation of a grade of Psychologist. Appointment thereto should be made by selection from among candidates possessing a Master's degree in Clinical Psychology or Counselling Psychology or Psychology or an equivalent qualification.**
- 38.23 Incumbent would be required, among others, to: provide assistance in the elaboration of new legislation, regulations, standards, code of practice and any other form of practical guidance related to industrial or organisational psychology; assist in inspection of work place, establish any correlation with occupation's and employee's mental condition; welfare and/or that of any other person in employment and to identify potential psychological factors affecting working community and to recommend remedial actions; investigate, as and when required any incident, accident and conditions related to employment, employee, and working environment which may have impaired worker's mental condition; provide psychological counselling and assessment of workers; dispense training sessions and assist workers who are victims of influence of work.

**OCCUPATIONAL SAFETY AND HEALTH DIVISION**

- 38.24 The Occupational Safety and Health Division is the main body regulating occupational safety and health in the country. Its main functions, among others, are: the preparation of legislations on safety and health; developing national occupational safety and health strategies in line with changes in work pattern and technology; carrying out sensitization campaign on Occupational Safety and Health to minimize risks at work places; implementation of OSH Management System; inspection and enforcement duties at work places and examination of ILO Conventions and SADC documents on Occupational Safety and Health.
- 38.25 It comprises two specific domains namely: Occupational Safety and Health Inspectorate (OSHI) and the Specialist Support Services (SSS). The OSH Inspectorate ensures that there is a safe work environment in line with international norms in the work place and enforces the OSH Act 2005 and its subsidiary regulations. It carries out inspections and investigates into accidents and dangerous occurrences at places of work. The Specialist Support Services Unit on its part provides specialized engineering services in the field of Electrical, Mechanical, Civil and Chemical Engineering to the OSH Inspectorate and to management of enterprises.

- 38.26 The Director, Occupational Safety and Health is responsible for the overall administration of the Occupational Safety and Health Inspectorate and the Specialist Support Services. He is supported in his duties by officers of the OSHI Cadre and those of the Specialist Support Services and the general service grades.
- 38.27 Representatives of OSHI elaborated lengthily on their proposals, namely to: upgrade the qualification at entry level from Diploma to Degree in Occupational Health and Safety or Engineering or equivalent; thereafter to align salaries of the whole cadre with corresponding grades of the Professional Cadre; create the grade of Deputy Director, Occupational Safety and Health; payment of an on-call allowance to the Director and Chief Occupational Safety and Health Officer and other officers posted at the Accident Investigating Unit and to decentralize the service.
- 38.28 With regards to upgrading of qualification, parties were apprised that such a request may be considered after examining the evolution in complexity of the duties of the grade and whether this justifies new skills and technicalities. Clarifications were given on the principle of alignment of salaries which should be in line with the Bureau's framework of pay determination. Several requests pertained to internal working arrangement and Management stated that it is its responsibility to address them administratively.
- 38.29 The present organisation structure is serving its purpose. We are however, on the basis of functional needs and submissions received, providing an additional level to deputise for the Director, OSH and to monitor and coordinate all activities of the Occupational Safety and Health Inspectorate and the Specialist Support Services.

#### **Deputy Director, Occupational Safety and Health (New Grade)**

- 38.30 There are several units in the OSHI, each under the responsibility of a Chief Occupational Safety and Health Officer. The Chief Occupational Safety and Health Officers and the Head, Special Support Service report directly to the Director, Occupational Safety and Health.
- 38.31 It has been submitted that with the setting up of the Prosecution Unit, Construction Unit and Maritime Safety Unit, issues related to Occupational Safety and Health Hazards would be covered at large by the OSHI and SSS. Consequently, this would impact on the workload of the Director, Occupational Safety and Health who is taken up mostly at policy level. A demand has been made to create a level to deputise for the Director and to monitor the day to day management and administration of each domain.
- 38.32 Taking into consideration the evolution in the work, the specificity and scope of the Division, there is need to reinforce the grading structure at Directorate Level.



**Recommendation 4**

- 38.33 We recommend the creation of the grade of Deputy Director, Occupational Safety and Health. Appointment thereto should be made by selection from among officers in the grade of Chief Occupational Safety and Health Officer and Head, Specialist Support Services, each reckoning at least five years' service in a substantive capacity in the respective grade and having managerial and leadership qualities together with a sound knowledge of the provisions of the Occupational Safety and Health Act and any other related Safety and Health Legislations/Administration.**
- 38.34 Incumbent would deputise for the Director, Occupational Safety and Health and assist him in the discharge of his duties. He would also be responsible, among others, for the management and administration of the units; advise on legislations, code of practice, standard and guidelines; provide guidance on training of officers; and coordinate projects in respect of occupational safety and health issues.
- 38.35 In view of the specificity of the administration of the Occupational Safety and Health Division and to meet the organisational requirement, Management may consider the advisability of creating more than one post of Deputy Director, Occupational Safety and Health.**
- 38.36 With the creation of the grade of Deputy Director, Occupational Safety and Health, and in line with the guidelines of the MCSAR regarding drafting of schemes of service consequential amendment is being brought in the scheme of service of the grade of Director, Occupational Safety and Health.

**Recommendation 5**

- 38.37 We recommend that, in future, the grade of Director, Occupational Safety and Health should be filled by promotion on the basis of merit and experience of officers in the grade of Deputy Director, Occupational Safety and Health.**

**Special Professional Retention Allowance****Recommendation 6**

- 38.38 We recommend that officers in the grade of Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer reckoning at least 10 years' service in the grade and eligible for the payment of the Special Professional Retention Allowance at the rate of 7% of the monthly salary as at 31 December 2015 should continue to be paid same up to 31 December 2016.**

**38.39 We also recommend that those officers who:**

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.**

**However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.**

**38.40 All officers in the grade of Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

### **REGISTRY OF ASSOCIATIONS**

**38.41** The Registry of Associations deals with the registration and inspection of trade unions, associations and sports clubs/committees/federations. It enforces the Registration of Associations Act 1978, the Employees Relations Act 2008, and the Sports Act 2013.

**38.42** It is headed by the Registrar of Associations who is responsible for the day-to-day management of the Registry of Associations including the implementation of approved programmes. He is assisted by the Deputy Registrar of Associations and the technical staff of the Inspector of Association Cadre.

**38.43** During the course of oral submissions, representatives of the union conveyed, among others, their proposals which are as follows: creation of additional posts; alignment of salary of the grade of Inspector of Associations with the grades of Senior Examiner of Accounts and Senior Accounting Technician; payment of an allowance to attend to court; posting of officers to assist officers of the cadre; changing mode of appointment at the level of Principal Inspector of Associations; creation of the Public Relations Office/Counter Service; to restyle the grade of Deputy Registrar of Associations to Chief Inspector of Associations and providing conducive working environment.

**38.44** Parties were apprised that it is the prerogative of Management to create additional posts or to change the mode of appointment for any grade. Staff officials were further told that the Bureau would as far as possible refrain from bringing any change in the scheme of service where there is no agreement between parties concerned.

They were also informed of the Bureau's framework on pay determination. In respect of change in appellation they were explained that the purposes of a job title is to convey an immediate understanding and identification of the work performed by the designated position. Management proposed to address issues related to scheme of service and working environment administratively.

- 38.45** While maintaining the existing organisation structure, **we are recommending that Management carries out an HRP exercise to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

### **Inspector of Associations**

- 38.46 Officers in the grade of Inspector of Associations who have successfully completed all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade.

### **Posting of Management Support Officers**

- 38.47 Representations have been received from the staff side to avail the services of Management Support Officers as they usually have to perform routine clerical and other ancillary duties, which take much of their time at the expense of their technical responsibilities.

### **Recommendation 6**

- 38.48 We recommend that Management should consider the advisability of posting Management Support Officers in the appropriate sections where the services of supporting staff are required.**

## **EMPLOYMENT DIVISION**

- 38.49 The Employment Division deals with the management of Employment Information Centres (EIC); registration, counselling, placement of jobseekers in employment, carrying out work permit inspections and recommendations; collection and publication of statistics on the labour market, including employment and unemployment; provision of advice on matters related to employment, unemployment and training.
- 38.50 There are at present 13 Employment Information Centres located throughout the island of Mauritius and one in Rodrigues to enable all job seekers to have easy access to its services.
- 38.51 The grading structure comprises a Director, Employment Service as head of the Division who is Responsible for the day-to-day administration of the Employment Service Division. He is assisted in his tasks by a Deputy Director, Employment Service and officers of the Employment Officer Cadre and those of the general services.

- 38.52 Management reported that training has been added to the port folio of the Ministry and is now responsible for the Dual Training Programme (DTP), namely “Youth Employment Programme” (YEP) and “Back to Work Programme” (BWP). While YEP is geared towards the training and placement of youth aged between 16-30 years, BWP focuses on the training and placement of women aged 30 years and above. The Dual Training Programme, on its part, is an Apprenticeship Scheme for Diploma and Degree holders and each programme has a specific clientele. The DTP would be beneficial to approximately 5000 youth and 3000 unemployed female. Management has therefore submitted that there is need for a Training Programme Coordinator to liaise with private sector/other training institution for placement of trainees and mounting of courses to match market reality and sustain government policy.
- 38.53 During the course of consultation with representatives of the Employment Service Union, the main points raised, among others, pertained to: upgrading of qualification at the level of Employment Officer to a Diploma in the related field; insertion of a Qualification Bar in the salary scale of the grade of Senior Employment Officer; creation of additional posts at higher level; provision of training to officers of the cadre both local and overseas; alignment of salaries with sister grades in the same Ministry and grant of loan to purchase a 70% duty exempted car for official travelling.
- 38.54 Parties were informed that request relating to upgrading of qualification of a grade may be considered in light of the job evolution and increasing complexity of tasks requiring new skills. They were also told that new grades would be created on the basis of functional considerations. It was further explained to them that after the publication of this report, each Organisation/Department/Ministry would be required to carry out an HR Audit to address human resource issues. Staff officials were also reminded that ample provisions have been made in our reports in respect of training and it should be dealt at Management level. As regards alignment of salaries, it was pointed out that this may be considered against the Bureau’s framework of pay determination. Due explanation was also given on the criteria for the grant of duty free vehicles. Additional information was provided on certain specific issues raised during consultations.
- 38.55 While maintaining the present structure, we are, on the basis of functional needs, providing a new grade of Training Programme Coordinator to facilitate the implementation of all training schemes in line with the objectives of Government. We are equally reviewing the salary gradings to reflect the additional responsibilities conferred upon the cadre.

### **Training Programme Coordinator (New Grade)**

#### **Recommendation 7**

- 38.56 **We recommend the creation of the grade of Training Programme Coordinator. Appointment thereto should be made by selection from among candidates possessing a Master’s Degree in Management/Business/Public Administration, Economics, Human Resource Management, Law or any other related fields and reckoning at least five years’ post qualification working experience at**

**managerial level and demonstrating good communication and coordination skills and ability to manage demanding and complex programmes/projects.**

- 38.57 Incumbent would be responsible, among others, to the Director, Employment Services for all aspects relating to the implementation and management of the Youth Employment Programme, Back to Work Programme, Dual Training Programme and other training projects; design sectoral training curriculum and initiative for the unemployed; coordinate formal and non-formal training providers to train youth in market-drive skills and create strong linkages to the private sector and employment opportunities; make arrangements for placement of trainees in enterprises in the course of training programmes; identify linkages between the unemployed and micro-finance institutions and monitor the effectiveness and efficiency of training of programmes.

### **CAREERS GUIDANCE SERVICE**

- 38.58 The Careers Guidance Service (CGS) ensures that career information is understood and that people value and know how to use advice tendered for their personal level of career development. Its main focus is to help individual to manage their choices within initial education and their entry to the labour market and help adults who are unemployed to gain access to the world of work.
- 38.59 As the Careers Guidance Service has been freshly attributed under the *aegis* of the Ministry of Labour, Industrial Relations, Employment and Training, no proposals were made by Management. We are, therefore, maintaining the status quo and providing the revised salaries of all the grades.

## **MINISTRY OF LABOUR, INDUSTRIAL RELATIONS, EMPLOYMENT AND TRAINING**

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 106	<b>Rs 122000</b> Permanent Secretary
19 059 081	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Psychologist (New Grade)
08 058 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Senior Shorthand Writer

Salary Code	Salary Scale and Grade
08 051 070	<b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b> Shorthand Writer
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18950</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker
<b>LABOUR ADMINISTRATION AND INDUSTRIAL RELATIONS</b>	
18 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director, Labour and Industrial Relations
18 075 090	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Deputy Director, Labour and Industrial Relations (New Grade)
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Assistant Director, Labour and Industrial Relations
18 066 080	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Principal Labour and Industrial Relations Officer
18 056 076	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Senior Labour and Industrial Relations Officer

Salary Code	Salary Scale and Grade
18 036 070	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 – 37125 x 1225 – 39575</b> Labour and Industrial Relations Officer
<b>OCCUPATIONAL SAFETY AND HEALTH</b>	
18 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director, Occupational Safety and Health
18 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Deputy Director, Occupational Safety and Health (New Grade)
18 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Chief Occupational Safety and Health Officer
18 066 081	<b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 QB 54825 X 1625 – 56450</b> Divisional Occupational Safety and Health Officer
18 056 078	<b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 51575</b> Principal Occupational Safety and Health Officer
18 044 074	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
26 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Head, Specialist Support Services
26 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer

Salary Code	Salary Scale and Grade
<b>NATIONAL REMUNERATION BOARD</b>	
02 000 102	<b>Rs 110000</b> Chairperson, National Remuneration Board
02 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Vice-Chairperson, National Remuneration Board
02 077 091	<b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350</b> Head Remuneration Analyst
02 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Remuneration Analyst
02 054 081	<b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Remuneration Analyst
<b>REGISTRY OF ASSOCIATIONS</b>	
18 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Registrar of Associations
18 072 087	<b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650</b> Deputy Registrar of Associations
18 062 082	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b> Principal Inspector of Associations (Personal)
18 062 080	<b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b> Principal Inspector of Associations
18 052 073	<b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b> Senior Inspector of Associations



Salary Code	Salary Scale and Grade
18 036 070	<b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 – 37125 x 1225 – 39575</b> Inspector of Associations  <b>EMPLOYMENT DIVISION</b>
18 092 094	<b>Rs 77175 x 2825 – 80000 x 3000 – 83000</b> Director, Employment Service
02 059 085	<b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Training Programme Coordinator (New Grade)
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Deputy Director, Employment Service
18 058 076	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b> Chief Employment Officer
18 044 071	<b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b> Senior Employment Officer
18 030 064	<b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Employment Officer  <b>CAREER GUIDANCE SERVICE</b>
18 075 089	<b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b> Principal Careers Counsellor
18 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Senior Careers Counsellor

Salary Code	Salary Scale and Grade
18 055 081	<b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Careers Counsellor
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver
24 018 044	<b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b> Security Guard
24 016 043	<b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b> Stores Attendant
24 015 041	<b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18950</b> Handy Worker
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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### **39. WORKMEN'S GROUP**

- 39.1 Employees in the Workmen's Group are categorised into two broad occupational classifications namely Workmen's Group-General and Workmen's Group-Tradesman based on the nature of task, the skills and competencies required. The Workmen's Group-General comprises employees in grades as well as incumbents in corresponding supervisory grades who are generally engaged in or are directly associated with work of a routine nature, while the Workmen's Group-Tradesman englobes employees in grades as well as incumbents in corresponding supervisory grades who are required to perform skilled job in a panoply of trades.
- 39.2 The large number of grades under the Workmen's Group and their wide dispersion across the public sector render it difficult to deal with the literatures of these grades under their respective Ministries/Departments. Consequently, with a view to avoiding the risk of omission and repetition, this Chapter deals with salient issues pertaining to this important group. Issues of general nature are dealt with in the first instance, followed by those which concern specific Ministries/Departments and thereafter those that cut across several organisations.

#### **WORKMEN'S GROUP-GENERAL**

- 39.3 The Workmen's Group-General consists of some 175 grades and represents a sizeable proportion of the total labour force in the public sector. Certain grades are departmental ones while others cut across the various Ministries/Department. Employees in this group need to be literate but require little or no work experience as they normally perform elementary duties along with providing support to skilled workers and technicians with a view to enabling them to fulfill organisational objectives.
- 39.4 In this Report, recommendations have been made in respect of the various grades in this group based on submissions from both Management and Staff Associations of different Ministries/Departments, our own findings and survey results.

#### **GENERAL RECOMMENDATIONS**

##### **Change of Appellation**

- 39.5 The staff side representing the various grades in the Workmen's Group-General have made representations to change the grade appellations in this group from "Attendant" to, among others, "Assistant" or "Support Assistant". According to them the term "Attendant" is seen to be derisory. Union members were, during meetings at the Bureau, informed that the grade appellations and qualifications should reflect the nature of duties being performed and should not be in conflict with other grades across the public service and in several instances they were requested to provide alternate job appellations.

- 39.6 The Management side of various organisations have also been approached with a view to obtaining alternate job appellations that would be in conformity with the above. However, in almost all cases both Management and the staff side have not submitted a suitable alternate job appellation. In cases where alternate job appellations have been provided to the Bureau, indepth study has been carried out and wherever possible/relevant changes are being recommended.

### **Laboratory Attendant Cadre**

- 39.7 The grades of Laboratory Attendant and Senior Laboratory Attendant, which have been restyled in the EOAC Report 2013 into departmental grades in certain organisations, exist in various Ministries/Departments across the Civil Service. Incumbents in the various grades have requested for the change of appellation from "Attendant" to "Assistant" or "Support Assistant" or "Technician". During meetings with the various stakeholders, requests have been made to both the staff side and Management of organisations concerned for the submission of a more appropriate appellation that would not be in conflict with other grades in the public sector and that reflect the nature of duties to be performed by incumbents. The representatives of the staff side, have upon request of the Bureau, submitted that the appellation of "Attendant" be restyled to "Auxiliary". We have studied the submissions and as the job appellation is within the parameters set by the Bureau, we are making appropriate recommendation.

### **Recommendation 1**

- 39.8 We recommend that the following grades be restyled as per the table below:

<b>Grade</b>	<b>Restyled to</b>
<b>Assay Laboratory Attendant</b>	<b>Assay Laboratory Auxiliary</b>
<b>Computer Laboratory Attendant</b>	<b>Computer Laboratory Auxiliary</b>
<b>Forensic Laboratory Attendant</b>	<b>Forensic Laboratory Auxiliary</b>
<b>Laboratory Attendant</b>	<b>Laboratory Auxiliary</b>
<b>Laboratory Health Attendant</b>	<b>Health Laboratory Auxiliary</b>
<b>Laboratory Attendant (Ex SPI) (Personal)</b>	<b>Laboratory Auxiliary (Ex SPI)(Personal)</b>
<b>Senior Computer Laboratory Attendant</b>	<b>Senior Computer Laboratory Auxiliary</b>
<b>Senior Health Laboratory Attendant</b>	<b>Senior Health Laboratory Auxiliary</b>
<b>Senior Forensic Laboratory Attendant</b>	<b>Senior Forensic Laboratory Auxiliary</b>
<b>Senior Laboratory Attendant</b>	<b>Senior Laboratory Auxiliary</b>

### **Allowance for Collection and Deposit of Keys at Police Stations**

39.9 Incumbent in certain grades in the Workmen's Group-General, who are required to walk or travel by bicycle over and above the home to office journey and back for the purpose of collecting and leaving keys at the Police Station, are presently paid a non-pensionable allowance on the basis of the distance covered. Representations have been received to extend the payment of the allowance to other employees in this group who are called upon to collect and leave keys at Police Stations. The moreso, Management of certain organisations have, during meetings at the Bureau, confirmed that the payment of this allowance has also been extended to General Workers who have been entrusted this task on an *ad hoc* basis and have therefore requested for an appropriate recommendation in this respect. The Bureau has analysed the request and we are recommending accordingly.

### **Recommendation 2**

**39.10 We recommend that incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations be paid a monthly non-pensionable allowance of:**

- (i) Rs 350 provided they have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily; and**
- (ii) Rs 500 for having to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.**

### **Leading Hand Cadre**

39.11 The grades of Leading Hand and Senior Leading Hand have always existed as two distinct grade across the Civil Service prior to the EOAC Report 2013 which restyled the grades of Leading Hand and Senior Leading Hand on the establishment of the then Ministry of Local Government and Outer Islands only. In the context of this Report, several representations have been received from incumbents in the grades of Leading Hand and Senior Leading Hand for the merging/restyling of the two grades across the Civil Service. The views of appropriate Managements were sought by the Bureau and it was observed that all stakeholders concerned were favourable to the request given that there was no supervision by incumbents in the grade of Senior Leading Hand whilst in some organisations only the grade of Leading Hand exists. Following a thorough examination of Job Description Questionnaires submitted by incumbents posted in the various Ministries/Departments and an indepth study carried out, the Bureau considers that in a spirit of parity as well as to have a harmonised cadre across the Civil Service, the request may be favourably considered.

### **Recommendation 3**

**39.12 We recommend that the grades of Leading Hand and Senior Leading Hand on the establishment of the various Ministries/Departments across the Civil Service be restyled Leading Hand/Senior Leading Hand.**

## Risk Allowance

- 39.13 Among the various factors considered for salary determination of a grade, risk is one of the compensable factors in the job evaluation scheme used by the Bureau. However, whenever certain officers by virtue of the nature of their work and posting to a workplace, are exposed to a higher than normal risk compared to their colleagues, these officers are compensated additionally.
- 39.14 In the context of this review exercise, there has been numerous representations from amongst others, Office Care Attendant cadre, Drivers, Social Security Attendants, Laboratory Auxilliary cadre *formerly Laboratory Attendant cadre*, Security Guards, Insecticide Sprayer Operators, Woodcutters, Mortuary Attendants and employees in the Workmen's Group on the establishment of the MOH and QL, etc, for the extension of risk allowance to incumbents in the various grades notwithstanding whether they are exposed to higher than normal risk or not. During meetings at the Bureau, the various Unions have been explained the philosophy governing the eligibility for risk allowance. **The Bureau considers that a Risk Assessment Exercise should be carried out by Ministries/Departments concerned to identify instances whereby incumbents in a particular grade are exposed to higher than the normal risk as compared to their colleagues and submit same to the Bureau for consideration.**

## Training to employees in the Workmen's Group - General

- 39.15 The Bureau has in its 2013 Report (Volume 1) recommended that organisations should ensure that all their employees irrespective of grade be provided a minimum hours of meaningful work related training and a minimum of 40 hours of training per year was also recommended for employees in the Workmen's Group-General.
- 39.16 In the context of this Review exercise, representations have been received from all Unions representing the interest of employees in the Workmen's Group-General, that training was not being provided. The Bureau has raised the issue with the Management side of organisations concerned whereby the majority have confirmed that training has not been mounted whilst according to some only a few employees have benefited from appropriate training. During discussion with Management of MOH & QL, the Bureau was informed that the Ministry was agreeable to mount appropriate training courses for employees in this group. **Given that training plays a vital role in the improvement of the performance of individual employees as well as service delivery, the Bureau recommends that organisations should ensure that all their employees be provided with appropriate training as per provisions made in Chapter 9 of Volume 1 of this Report.**

## Assistance to Driver (Heavy Vehicles)

- 39.17 The staff side have represented that there has been cases of accident due to poor visibility while operating lorries categorised as Heavy Vehicles and have requested for the assistance of a Lorry Loader or Handy Worker during operations with a view to avoiding/minimising accidents. The Bureau considers that the request is in line with government policy to provide a safer work environment as well as to reduce the rate of accidents and is, therefore, making appropriate recommendation.

**Recommendation 4**

- 39.18 We recommend that organisations should look into the possibility of posting a Lorry Loader or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations.**

**Cook Cadre**

- 39.19 The EOAC Report 2013 introduced the payment of a risk allowance to incumbents in the grades of Cook (Roster) and Senior Cook on the establishment of the MOH and QL. Following representations from incumbents in the Cook cadre at the Mauritius Police Force and the Mauritius Prisons Service, the committee set up to look into the representations arising out of the Errors, Omission and Anomalies Committee (EOAC) Report 2013 extended the payment of the allowance to incumbents in the grade of Cook (Roster) only in these two Departments.
- 39.20 Staff side have represented that the payment of this allowance be further extended to incumbents in the grades of Senior Cook and Head Cook in organisations where these grades exist. Following a scrutiny of the Job Description Questionnaires submitted to the Bureau and an analysis of the schemes of service of the grades of Senior Cook and Head Cook, the Bureau considers that the representation is justified and is making appropriate recommendation.

**Recommendation 5**

- 39.21 The Bureau recommends that incumbents in the grades of Cook (Roster), Senior Cook and Head Cook on the establishment of the various Ministries/Departments be paid a monthly risk allowance equivalent to one and a half increments of their respective salary scale.**

**SPECIFIC RECOMMENDATIONS****OFFICE OF THE PRESIDENT****Personal Attendant**

- 39.22 The duties devolving on the grade of Personal Attendant are presently being performed by an employee of the Office of the President against payment of an allowance, representing the difference between the salary of the Personal Attendant and his salary. The present arrangement is considered to be appropriate by the Management and is, therefore, being maintained.

**Recommendation 6**

- 39.23 The Bureau recommends that the position of Personal Attendant should not be filled in a substantive capacity. The duties of the Personal Attendant should continue to be assigned to an employee of the Office of the President against payment of an allowance equivalent to the difference between the salary of the Personal Attendant and his salary.**



**NATIONAL ASSEMBLY****Allowance to employees in the Office Care Attendant/Senior Office Care Attendant Cadre**

- 39.24 Employees in the Office Care Attendant/Senior Office Care Attendant Cadre who are called upon to perform work over and above their normal duties during parliamentary sittings are paid an *ad hoc* allowance of Rs 180 per sitting. We are revising the quantum of the allowance.

**Recommendation 7**

- 39.25 We recommend that the Head Office Care Attendants and Office Care Attendant/Senior Office Care Attendants, who, during Parliamentary sittings perform work over and above their normal duties, be paid an adhoc allowance of Rs 190 per sitting.

**PRIME MINISTER'S OFFICE****MAURITIUS PRISON SERVICE****Risk Allowance**

- 39.26 At present, incumbents in the grade of Vulcaniser at the Prisons Department are paid a risk allowance for performing duties in the same workshop or shed together with detainees. This allowance remains valid.

**Recommendation 8**

- 39.27 We recommend that incumbents in the grade of Vulcaniser at the Prisons Department be continued to be paid a risk allowance equivalent to one increment at the initial of their salary scale for performing duties in the same workshop or shed together with detainees.

**Meal Allowance**

- 39.28 In addition to the provisions made at paragraph 18.11.4 of Volume 1 of this Report Prisons Drivers (Shift) of the Mauritius Prison Service who are compelled to double their shift due to the exigencies of the service are either provided with meals where catering facilities are available or paid an allowance of Rs 125 for each meal. The recommendation is being maintained whilst the quantum of the allowance is being revised.

**Recommendation 9**

- 39.29 We recommend that Prisons Drivers (Shift) on the establishment of the Mauritius Prison Service, who are compelled to double their shift due to exigencies of the service should continue to be either provided with meals where catering facilities are available or paid an allowance of Rs 130 for each meal.

## **MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND SCIENTIFIC RESEARCH**

### **Library Attendant Cadre**

- 39.30 The Library Attendant cadre at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MOE & HR, TE & SR) consists of a two-level hierarchy namely Library Attendant and Senior Library Attendant. The staff side has represented that the element of supervision is not exercised by incumbents in the grade of Senior Library Attendant as there is only one established post. They have also pointed out that normally in schools the Library Officer or Librarian assumes the responsibility of supervision and as regards the other duties listed in the scheme of service of the grade of Senior Library Attendant same are being performed by incumbents in the grade of Library Attendant.
- 39.31 Request has, therefore, been made to merge and restyle the grades of Library Attendant and Senior Library Attendant with a view to compensating incumbents in the grade of Library Attendant for the work being performed as well as the lack of career prospects. During discussion at the Bureau, the Management side has confirmed that there was only one post of Senior Library Attendant on its establishment and was agreeable to the request made by the Union. After analysing the request and taking into consideration that the grade exists in other organisations, the Bureau is making appropriate recommendation.

### **Recommendation 10**

- 39.32 **We recommend that the grade of Library Attendant and Senior Library Attendant on the establishment of the MOE & HR, TE & SR be merged and restyled Library Attendant/Senior Library Attendant.**
- 39.33 **We further recommend that the grade of Library Attendant on the establishment of the National Assembly and the Rodrigues Regional Assembly be also restyled Library Attendant/Senior Library Attendant.**

### **Home Economics Attendant (New Grade)**

- 39.34 Both the Management side and the staff side have submitted that there is need for a dedicated grade on the establishment of the MOE & HR, TE & SR to service the Home Economics Room, the specialised equipment therein and also to assist the Educator (Secondary) in keeping constant watch over the security of pupils. The Bureau has studied the request and is making appropriate recommendation.

### **Recommendation 11**

- 39.35 **We recommend the creation of the grade of Home Economics Attendant on the establishment of the MOE & HR, TE & SR. Appointment, thereto should be by selection from among candidates who possess a Cambridge School Certificate with at least a pass in Food and Nutrition or Fashion and Fabrics; and are aware of the rudimentary safety precautions needed in handling equipment in the Home Economics Room.**

- 39.36 Incumbent would, *inter alia*, be responsible for the general cleanliness of the Home Economics Room, equipment and furniture; general care and maintenance of utensils, materials and equipment in use in the room including the lubricating of sewing machines and other apparatuses; distribution and control of utensils and materials/foodstuff in use during practical class; and assisting the Educator (Secondary) in keeping constant watch over the security of pupils.

### **School Caretaker Cadre**

- 39.37 The staff side has apprised the Bureau that no Computer Laboratory Attendants are posted in Government Primary Schools and, therefore, the task of cleaning specialised IT rooms/computer Labs is being performed by incumbents in the School Caretaker cadre. Representation has been received for the grant of appropriate compensation to incumbents in the cadre pending the posting of Computer Laboratory Attendants. During meeting with Management the latter concurred that the task of cleaning Computer room was being performed by incumbents in the School Caretaker cadre and supported the claim of School Caretakers for the payment of an appropriate allowance. We are recommending accordingly.

### **Recommendation 12**

- 39.38 We recommend that incumbents in the School Caretaker cadre who are assigned the task of cleaning Computer rooms/Specialist IT rooms be paid a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale of the grade of Computer Laboratory Auxiliary formerly Computer Laboratory Attendant.**

### **Driver (Roster)**

#### **Driver (Roster – day and night)**

- 39.39 In the context of this review exercise, the Management side has submitted that the grade of Driver (Roster) which was made evanescent by the EOC Report 2009, be reestablished whilst the grade of Driver (Roster – day and night) created in the same report would no longer be required in view of the hours of operations of the Ministry. **The Bureau has analysed the request and recommends that the grade of Driver (Roster) be reinstated and that of Driver (Roster – day and night) be made evanescent.**

## **MINISTRY OF HEALTH AND QUALITY OF LIFE**

### **Bank Scheme for Attendant (Hospital Services)**

- 39.40 The Bank Scheme was introduced in the 2013 PRB Report for employees in the grade of Attendant (Hospital Services) *formerly Hospital Care Attendant*. In the context of this review exercise, the Management side has requested for the extension of the Bank Scheme to other grades in the Workmen's Group on the establishment of the MOH and QL with a view to curbing the payment of overtime. As regards the staff side, one union has requested for maintaining the Bank Scheme along with reviewing

the quantum of the Bank rate whilst the other remaining Unions have requested for a complete removal of the system and were against the extension of the scheme to other grades in the Workmen's Group-General. Most of the unions have also reported that the Bank Scheme was wrongly being used. During discussion at the Bureau, all stakeholders including Management were apprised that the philosophy for the introduction of the Bank Scheme was to ensure the smooth delivery of services by having recourse to employees in the Attendant (Hospital Services) cadre who are off duty or on leave or on retirement. They were also apprised that the Bank System was not meant to replace the payment of overtime but was rather a tool to tap the services of additional manpower.

### **Recommendation 13**

#### **39.41 The Bureau recommends that:**

- (i) the services of Attendant (Hospital Services) and Senior Attendant (Hospital Services) who are off duty or on leave or on retirement be enlisted to perform Attendant (Hospital Services) duties on sessional basis of four hours duration on weekdays, Sundays and public holidays against payment of an all-inclusive allowance of Rs 375 per session during the day and Rs 425 per session during the night. The allowance should be paid on a prorata basis whenever the employees are required to work for more, or less, than the specified number of hours.**
- (ii) the Ministry should resort to the payment of overtime rate as per provision at Chapter 18.5 of Volume 1 of this Report instead of Bank rate to employees in the Attendant (Hospital Services) cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work.**

### **Allowance for Mortuary Attendants**

**39.42** At present, Mortuary Attendants are paid Rs 300 for each post mortem case where their services are required either during normal working hours or after. They are also paid an allowance for being on-call and in-attendance. These allowances are being revised.

### **Recommendation 14**

#### **39.43 We recommend that the non-pensionable allowances paid to Mortuary Attendants be revised as follows:**

- (i) Rs 500 for each case where these services are required whether during normal working hours or while in attendance during "on-call" period;**
- (ii) Rs 80 for being on call from 1800 hours to midnight; and**
- (iii) Rs 105 per hour for actual attendance during 'on-call' period.**

**Allowance for Delivery of Corpse in the absence of Mortuary Attendants**

- 39.44 The staff side has requested for an allowance to compensate incumbents in the Attendant (Hospital Services) cadre who are called upon to deliver dead bodies in the absence of Mortuary Attendants. The Management of MOH and QL has confirmed that the delivery of dead bodies in the absence of Mortuary Attendants is conducted with the help of incumbents in the above cadre and that there is a case for an adequate compensation. The Bureau has analysed the issue and is making appropriate recommendation.

**Recommendation 15**

- 39.45 We recommend that incumbents in the Attendant (Hospital Services) cadre who, in the absence of Mortuary Attendants, are called upon to help in the delivery of dead bodies be paid a non-pensionable allowance of Rs 50 for each dead body delivered.**

**Stores Attendant**

- 39.46 Incumbents in the grade of Stores Attendant posted at the Central Stores Department of the MOH and QL have reported that certain stores items are kept in cold rooms and have requested for an allowance for exposure to variations in temperature in the course of their duties. **The Bureau has analysed the issue and considers that Management should ensure that employees posted/having access to cold room should be provided with appropriate protective equipment.**

**Sanitary Attendant**

- 39.47 The MOH and QL has submitted that following Government's decision, cleaning services in hospitals and other institutions have to be carried out in-house. The Ministry has therefore requested that the grade of Sanitary Attendant be restyled Sanitary/Cleaning Attendant with a view to ensuring that incumbents in the grade may be called upon to perform all cleaning works in addition to the cleaning of toilets and bathrooms. The Bureau has studied the request and is making appropriate recommendation.

**Recommendation 16**

- 39.48 The Bureau recommends that the grade of Sanitary Attendant on the establishment of the MOH and QL be restyled Sanitary/Cleaning Attendant and the scheme of service of the grade be amended to include other cleaning works. This element has been taken into consideration in arriving at the salary recommended for the grade.**

**Ambulancier**

- 39.49 With the development in the Health Sector and the acquisition of ambulances equipped with latest technology, the Management side has requested for the creation of a dedicated polyvalent grade of Ambulancier (on shift) against the abolition of the grade of Ambulance Driver (on shift). Incumbent in the grade would, along with

driving duties, called upon to provide support to patients. The Bureau has analysed the proposed qualifications' requirements as well as the set of duties that would be devolving upon the new grade of Ambulancier (on shift). Based on Management submission, it has been found that the duties and responsibilities are similar to those of the grade of Ambulance Driver (on shift). In view thereof the Bureau is refraining from creating the grade and is maintaining the current arrangements.

### **Ambulance Driver (SAMU)**

- 39.50 Ambulance Drivers working in the SAMU Ambulance are required to clean and look after the vehicles themselves as no Ambulance Attendants are attached to the SAMU team. They are currently being paid a monthly non-pensionable allowance of Rs 450. We are maintaining this provision.

### **Recommendation 17**

- 39.51 The Bureau recommends that Ambulance Drivers driving SAMU Ambulance, not provided with the services of Ambulance Attendant, be paid a monthly non-pensionable allowance of Rs 450.**

### **Senior Attendant (Hospital Services)**

- 39.52 Senior Attendant (Hospital Services) posted in Operation Theatre for a whole month are presently being paid a non-pensionable allowance of Rs 450. We are maintaining the quantum of the allowance.

### **Recommendation 18**

- 39.53 The Bureau recommends that Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month be paid a monthly non pensionable allowance of Rs 450.**

### **Risk Allowance to Attendant (Hospital Services) posted at the Detainees Ward of Jawaharlall Nehru Hospital**

- 39.54 A risk allowance equivalent to one and a half increments at the initial of the salary scale is presently being paid to Attendants (Hospital Services) working at the Detainees Ward of Jawaharlall Nehru Hospital. We are maintaining this provision.

### **Recommendation 19**

- 39.55 We recommend the payment of a risk allowance equivalent to one and a half increments at the initial of the salary scale of employees in the grade of Attendant (Hospital Services) working at the Detainees Ward of Jawaharlall Nehru Hospital.**

### **Risk Allowance**

- 39.56 Employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts are exceptionally paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale. The payment of this allowance should continue and therefore the Bureau recommends accordingly.

**Recommendation 20**

- 39.57 The Bureau recommends that employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts should continue to be paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of their salary scale**

**MINISTRY OF AGRO- INDUSTRY AND FOOD SECURITY**

- 39.58 Following the setting up of the Mauritius Cane Industry Authority (MCIA) which has, among others, the responsibility for exercising the powers and performing the function of the ex-Cane Planters and Millers Arbitration and Control Board, the grades of Sampler and Senior Sampler were granted personal salaries in the 2013 PRB Reports. Incumbents in these two grades have, upon option exercised by them, either been granted VRS or redeployed within the Ministry of Agro Industry and Food Security.
- 39.59 In the context of this review exercise, the staff side has requested that the grade of Sampler (Personal), which has become a misnomer as incumbents are performing simple clerical duties on a full time basis, be restyled to a more appropriate job appellation. The Management side has also confirmed that incumbents in the grade of Sampler (Personal) were performing simple clerical duties on a full time basis instead of performing same during off crop season only and have in line with the reorganisation of the Agricultural Services at the Ministry, requested that the grade of Sampler be restyled to Office Assistant with a view to reflect the nature of duties being performed by incumbents and that of Senior Sampler (Personal) be abolished as there is no one in post. The Bureau has analysed the issue and is making appropriate recommendation **along with abolishing the grade of Senior Sampler (Personal).**

**Recommendation 21**

- 39.60 We recommend that the grade of Sampler (Personal) be restyled Office Assistant and the scheme of service of the grade be amended, such that incumbents would be required to be responsible to the Senior Technical Officer, and/or Officer in Charge of the Station/Division/Laboratory where they are posted for, *inter alia*, performing the duties of the sale of agricultural produce; collecting of fees and remittance into bank; keeping records, stores and stores ledgers; providing assistance during conferences, seminars, exhibitions and other related activities; putting into operations audio visual equipment; performing clerical duties; and carrying out simple surveys under supervision.**

**MINISTRY OF ARTS AND CULTURE****Allowance to employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre**

- 39.61 Employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre who are required, during and after normal office hours, to open and close the curtain, lift/pull doors to/from the attic during plays, move and/or change decors on stage while plays are on; mount and dismantle decors during blackouts; bring down the giant screen prior to film festivals and place loud speakers on stage, among others are paid a monthly allowance of Rs 750 for these extra duties. We are maintaining the quantum of the allowance.

**Recommendation 22**

- 39.62 **We recommend that employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre be paid a monthly allowance of Rs 750 for performing the duties outlined at the above paragraph during or beyond normal office hours and such employees be additionally entitled to the payment of overtime for work performed beyond normal working hours.**

**MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION****Legal Metrology Services**

- 39.63 Employees in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* play a vital role in the functioning of the Legal Metrology Services of the Ministry of Industry, Commerce and Consumer Protection. The staff side has represented that the absence of career prospect for employees in the grade usually result in an exodus of employees to other Ministries/Departments where a proper career path exist thereby disrupting the work of the Division. Management has submitted that a supervisory level to supervise the work of incumbents in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* is essential to ensure the proper functioning of the organisation. The Bureau, after analysing the request and considering the current staff size along with the need for proper coordination of work among Laboratory Auxiliary *formerly Laboratory Attendant* and the need for career prospect, is making appropriate recommendation.

**Recommendation 23**

- 39.64 **We recommend the creation of a grade of Senior Laboratory Auxiliary on the establishment of the Ministry of Industry, Commerce and Consumer Protection. Appointment thereto should be by promotion, on the basis of experience and merit, of Laboratory Auxiliaries *formerly Laboratory Attendants* on the establishment of the Ministry reckoning at least five years' service in a substantive capacity in the grade.**
- 39.65 The Senior Laboratory Auxiliary would, among others, be responsible for the organisation of work, supervision, control and training of Laboratory Auxiliary *formerly Laboratory Attendant*; the cleanliness of laboratories, workshops, verification room,



benches, glassware and other equipment; and performing the duties of Laboratory Auxiliary *formerly Laboratory Attendant*, as and when required.

## **MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES, SHIPPING AND OUTER ISLANDS**

### **Nursery Attendant (Fisheries) Cadre**

#### **Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster)**

*formerly Nursery Attendant (Fisheries) (Roster)*

***Senior Nursery Attendant (Fisheries) (Roster)***

39.66 The Nursery Attendant (Fisheries) (Roster) cadre at the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands comprises a three levels hierarchy namely Nursery Attendant (Fisheries) (Roster), Senior Nursery Attendant (Fisheries) (Roster) and Head Nursery Attendant (Fisheries) (Roster). In the context of this Report, the staff side has apprised the Bureau that the level of Senior Nursery Attendant (Fisheries) (Roster) is vacant and the duties as well as responsibilities devolving upon the grade are being performed by incumbents in the grade of Nursery Attendant (Fisheries) (Roster). As such, request has been made for the grades of Nursery Attendant (Fisheries) (Roster) and Senior Nursery Attendant (Fisheries) (Roster) to be merged and restyled. Management has supported the request and has also pointed out that according to the latest scheme of service the mode of appointment to the grade of Head Nursery Attendant (Fisheries) (Roster) is by promotion, on the basis of experience and merit, of Nursery Attendant (Fisheries) (Roster) holding a substantive appointment in the grade. After analysing the issue and taking into consideration that supervision is exercised by the Head Nursery Attendant (Fisheries) (Roster), the Bureau is making appropriate recommendation.

### **Recommendation 24**

39.67 **We recommend that the grades of Nursery Attendant (Fisheries) (Roster) and Senior Nursery Attendant (Fisheries) (Roster) on the establishment of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands be merged and restyled Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster).**

### **Sea-Going Allowance**

39.68 Presently, a Sea-Going Allowance is payable, among others, to the Scientific/Technical staff who are required to go out at sea for the placing and maintenance of Fish Aggregating Devices, for research work and training of those fishermen working in the Aquaculture Division, the Marine Conservation Centre, the Import/Export Quarantine Clearance Unit and the Licensing Unit. Request has been received for extension of this allowance to incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* who in the performance of their duties are required to accompany the above mentioned officers at sea. Management has confirmed that incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* effectively accompany and assist officers concerned whenever they

go out at sea and that there was need for appropriate compensation. The Bureau has examined the request and is making appropriate recommendation.

#### **Recommendation 25**

**39.69 We recommend the payment of a Sea-Going Allowance to incumbents in the Laboratory Auxiliary Cadre *formerly Laboratory Attendant Cadre* who, in the performance of their duties; accompany and assist the Scientific/Technical staff of the Ministry, at sea as follows:**

- (a) one day's pay for working in the open sea for four hours up to 12 hours on working days.**
- (b) 1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**
- (c) one day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.**

#### **MINISTRY OF ENVIRONMENT, SUSTAINABLE DEVELOPMENT, DISASTER AND BEACH MANAGEMENT**

##### **Senior Laboratory Auxiliary (New Grade)**

**39.70** The National Environmental Laboratory is staffed with employees in the Scientific Officer cadre, Technical Officer cadre and Laboratory Auxiliary *formerly Laboratory Attendant*. The staff side has represented that there is no career prospect for employees in the grade of Laboratory Auxiliary *formerly Laboratory Attendant* and most often employees apply for the post of Laboratory Auxiliary *formerly Laboratory Attendant* in other institutions where a proper career path exists, thus hampering service delivery upon their departure. We have studied the request and taking into consideration the staff size in the grade of Laboratory Auxiliary *formerly Laboratory Attendant*, as well as the need to ensure proper coordination of work among these employees, we are making appropriate recommendation.

#### **Recommendation 26**

**39.71 We recommend the creation of a grade of Senior Laboratory Auxiliary on the establishment of the Ministry of Environment, Sustainable Development, Disaster and Beach Management. Appointment, thereto should be by promotion, on the basis of experience and merit, of Laboratory Auxiliaries *formerly Laboratory Attendants* on the establishment of the Ministry reckoning at least five years' service in a substantive capacity in the grade.**

**39.72** The Senior Laboratory Auxiliary, would, among others, be responsible for the organisation of work, supervision, control and training of Laboratory Auxiliary *formerly Laboratory Attendant*; the cleanliness of laboratories, benches, glassware and other equipment; and performing the duties of Laboratory Auxiliary *formerly Laboratory Attendant* as and when required.

**On-Call Monthly Commuted Allowance**

- 39.73 A monthly commuted allowance of Rs 325 is presently being paid to the Drivers at the Ministry of Environment, Sustainable Development, Disaster and Beach Authority whenever they are required to be on-call to attend to environmental hazards/emergencies. We are maintaining the payment of the allowance.

**Recommendation 27**

- 39.74 **We recommend that the monthly on-call commuted allowance payable to Drivers who are required to be on call to attend to environmental hazards/emergencies be continued to be paid a monthly on-call commuted allowance of Rs 325.**

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS****Office Care Attendant Cadre**

- 39.75 The Office Care Attendant cadre comprises the grades of Office Care Attendant/Senior Office Care Attendant and Head Office Care Attendant. In the context of this review exercise, the staff side has among others requested for an increase in the establishment size of the grades in the cadre. As incumbents in both the grades are posted in the various Ministries/Departments across the Civil Service, **the Bureau recommends that the MCSAR should conduct a Human Resource Planning/Audit exercise with a view to determining the appropriate establishment size required.**

**OTHER RECOMMENDATIONS****Allowance for Making Tea**

- 39.76 At present employees in the grade of General Worker and in the Office Care Attendant cadre who are called upon to prepare and serve tea/coffee for official meetings/functions are paid an allowance of Rs 5.00 per cup. We are maintaining the quantum of the allowance.

**Recommendation 28**

- 39.77 **We recommend that employees in the Office Care Attendant cadre and in the grade of General Worker be paid an allowance of Rs 5.00 per cup for making and serving tea/coffee.**

**Allowance for Washing of towels/Tablecloth**

- 39.78 Employees in the Office Care Attendant cadre are presently entitled to the payment of an allowance for washing of towels/table cloth. We are maintaining the provision.

**Recommendation 29**

**39.79 The Bureau recommends that employees in the Office Care Attendant cadre and in the grade of General Worker who have to wash towels/tablecloth be paid the following allowance:**

- (i) For washing of towels - Rs 10 per towel
- (ii) For washing of tablecloth - Rs 70 per kg

**Allowance to Office Care Attendant Cadre for making Bulk Photocopies**

39.80 The EOAC 2013 Report has introduced the payment of a monthly allowance of Rs 650 for incumbents in the Office Care Attendant cadre who are required to make bulk photocopies in the performance of their duties. We are maintaining the quantum of the allowance.

**Recommendation 30**

**39.81 The Bureau recommends that incumbents in the Office Care Attendant cadre be paid a monthly non-pensionable allowance of Rs 650 for making bulk photocopies.**

**Cleaning of Lavatories**

39.82 Employees in the Workmen's Group-General who are required to clean lavatories are presently paid a monthly non-pensionable allowance of Rs 500 for cleaning of lavatories and wherever the lavatories are used by members of the public and cleaning is effected twice daily, they are paid an allowance of Rs 1000 monthly instead. The Bureau is maintaining the quantum of the allowance.

**Recommendation 31**

**39.83 The Bureau recommends that employees in the Workmen's Group General be paid a monthly non-pensionable allowance of Rs 500 for the cleaning of lavatories. Wherever the lavatories are used by members of the public and the cleaning is done twice daily, incumbents should be paid Rs 1000 monthly.**

**Security Guards**

39.84 Unlike other employees in the Workmen's Group whose normal working week are 40 hours, Security Guards are required to put in 60 hours per week and are entitled to two days leave with full pay each month over and above casual or vacation leave. This provision is being maintained.

**Recommendation 32**

**39.85 We recommend that Security Guards should continue to be granted two days leave with full pay each month over and above casual and vacation leave.**

### **Pool of Drivers in the General Services**

- 39.86 In the 2003 Report, it was recommended that all Drivers attached to beneficiaries of chauffeur-driven car in the Civil Service should be absorbed in the pool of drivers on the establishment of the Ministry of Civil Service and Administrative Reforms and classified in the General Services. However same was not implemented and the Ministry of Civil Service and Administrative Reforms has rather resorted to the practice that whenever a vacancy occurs in the grade of Driver under the vote of one Ministry/Department, a redundant Driver from another Ministry/Department is transferred to the other vote. This course of action has proved to be effective and is still valid.

### **Recommendation 33**

- 39.87 We recommend that the current practice described in the above paragraph for Drivers be maintained for the optimum utilisation of these resources.**

### **Allowance to Drivers**

- 39.88 A monthly non-pensionable allowance of Rs 400 is presently paid to compensate those Drivers who drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons. This criteria refers to the weight the vehicle can carry (i.e. load only) as authorized by the National Transport Authority and is not inclusive of tares of the vehicle. We are maintaining the payment of this allowance.

### **Recommendation 34**

- 39.89 We recommend that Drivers who are required to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons be paid a monthly non-pensionable allowance of Rs 400.**

### **Shift Work and Night Duty Allowance**

- 39.90 In the Workmen's Group, employees in certain grades are by the very nature of their duties required to work on shift in relays on a 24-hour basis. Though, the shift element is considered in determining the salary of the respective grade, as an inducement to those who actually perform night duty, a Night Duty Allowance is presently being paid to this category of employees. The payment of the Night Duty Allowance remains valid.

### **Recommendation 35**

- 39.91 We recommend that the employees in the Workmen's Group who effectively work on night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.**
- 39.92 The above recommendation should also apply to Security Guards who effectively work at night.**

**Shift/Roster**

39.93 Employees in the grades listed below normally work either on shift or on a roster basis (including Sundays and Public Holidays) and this element has been taken into consideration in the determination of the recommended salary scales. However, where appropriate, salary scales have also been provided to employees in those grades who are not required to work either on shift or on a roster basis.

**Shift**

Ambulance Care Attendant  
 Ambulance Driver  
 Attendant (Haemodialysis)  
 Barnman  
 Driver  
 General Worker  
 Senior Attendant (Hospital Services)  
 Attendant (Hospital Services)  
 Operator (Waste Water Pumping Station)  
 Sanitary Attendant  
 Senior Stockman (Rodrigues)  
 Shelter Care Attendant (Rodrigues)  
 Stockman (Rodrigues)  
 Ward Assistant (Male and Female)  
 Workshop Assistant  
 Sanitary/Cleaning Attendant  
*formerly Sanitary Attendant*

**Roster-Day and Night**

Driver (Heavy Vehicles above 5 tons)  
 Driver (Ordinary Vehicles up to 5 tons)

**Roster**

Assistant Chef  
 Burial Ground Attendant (Rodrigues)  
 Caretaker (Youth and Sports)  
 Cook  
 Driver (Heavy Vehicles above 5 tons)  
 Driver (Ordinary Vehicles up to 5 tons)  
 Factory Operative  
 Factory Operative Assistant  
 Field Supervisor  
 Head Nursery Attendant (Fisheries)  
 Household Attendant  
 Irrigation Operator  
 Laundry Attendant  
 Mortuary Attendant  
 Nursery Attendant/Senior Nursery  
 Attendant (Fisheries)  
*formerly Nursery Attendant (Fisheries)*  
*Senior Nursery Attendant (Fisheries)*  
 Operator Pumping Station (Rodrigues)  
 Prisons Attendant (Rodrigues)  
 Stockman  
 Swimming Pool Attendant  
 Valve Operator (Rodrigues)  
 Wardress  
 Waste Water Pipe Cleaner  
 Water Supply Attendant (Rodrigues)  
 Youth Centre Attendant (Rodrigues)

## Miscellaneous

- 39.94 Certain provisions made in this Chapter, by their very nature, are also applicable to incumbents in the Workmen's Group General on the establishment of the Parastatal and Other Statutory Bodies and Private Secondary Schools, Local Authorities and the Rodrigues Regional Assembly. **We recommend that the provisions in the table hereunder be extended accordingly.**

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Station	39.10	2
Tea making	39.77	28
Washing of towels/table cloth	39.79	29
Cleaning of lavatories	39.83	31
Security Guard	39.85	32

**WORKMEN'S GROUP – TRADESMAN CADRE**

- 39.91 The Workmen's Group – Tradesman Cadre encompasses all grades performing skilled jobs in a wide range of trades under distinct appellation with a three-level structure with the grades of Tradesman's Assistant, Tradesman and Chief Tradesman/Foreman. Most of the tradesman grades are posted in the Mechanical and Building Sections of the Public Infrastructure Division of the Ministry of Public Infrastructure and Land Transport which is responsible, among others, for the implementation of infrastructural projects in respect of roads, bridges and Government Buildings. However, others are departmental grades which cut-across Ministries/Departments and are specific to their respective organisations.
- 39.92 Employees of the Tradesman Cadre carry out a wide range of activities and are involved in, *inter-alia*, repairs and maintenance of motor vehicles; construction works; repairs and maintenance of public buildings; hospitals as well as residential quarters of staff.
- 39.93 In the context of the present review exercise, representations have been made for the creation of grades, change in appellation, restyling of grades, revision of schemes of service, filling of vacant post and insertion of the line inclusive of travelling time in the recommendation for "In-Attendance" Allowance for ESD Electrician and Plant Mechanic cadres as well as duty exemption and loan to purchase a car and/or autocycle/motorcycle. We have examined all the proposals and are making appropriate recommendation.

**MINISTRY OF PUBLIC INFRASTRUCTURE AND LAND TRANSPORT****Energy Services Division****'On-Call' Allowance and 'In-Attendance' Allowance for Electrician and Plant Mechanic Cadres at the Energy Services Division**

- 39.94 Employees of the Electrician and Plant Mechanic Cadres are required to work beyond normal working hours during nights, weekends and public holidays on a system of "On-Call" and "In-Attendance" to cater for emergencies at Government buildings, hospitals and prisons.
- 39.95 At present, the employees of the Electrician and Plant Mechanic Cadres who are required to be "On-Call" during nights, weekends and public holidays are paid an "On-Call" Allowance of Rs 150 on weekdays between 1630 hours and 0730 hours the following day and Rs 240 on Saturday, Sunday and Public Holiday between 0730 hours and 0730 hours the following day. These employees are also paid an "In-Attendance" Allowance of Rs 100 to carry out emergency work while 'on-call'.
- 39.96 The Staff Association has represented that the travelling time should be included in the "In-Attendance" Allowance when required to attend to emergencies while "On-Call". We are agreeable to this request and are making appropriate provisions



to this effect while maintaining the present arrangement of “On-Call” and “In-Attendance” allowances for the Electrician and Plant Mechanic Cadres.

### Recommendation 36

**39.97 We recommend that employees of the Electrician and Plant Mechanic Cadres of the Energy Services Division who are required to be “On-Call” during nights, weekends and public holidays and attend to emergencies during “On-Call” be paid an “On-Call” Allowance and “In-Attendance” Allowance inclusive of travelling time as hereunder:**

Cadre	Period	“On-Call” Allowance (Rs)	“In-Attendance” during “On-Call” Rs/hour
Electrician and Plant Mechanic Cadres	(i) Weekdays between 1630 hours and 0730 hours the following day	160	100
	(ii) Saturday, Sunday and Public Holiday From 0730 hours to 0730 hours the following day	250	100

## MINISTRY OF HEALTH AND QUALITY OF LIFE

### Operations Support Services

#### Risk Allowance

#### Orthopaedic Appliance Maker

#### Orthopaedic Appliance Maker (Leather)

#### Orthopaedic Appliance Maker (Metal)

#### Orthopaedic Appliance Maker (Wood)

**39.98** Both Management and Staff Association have submitted that officers of the Orthopaedic Appliance Maker cadre are exposed to serious transmissible diseases like H1N1, HIV, TB, among others, especially when dealing with repairs of equipment in wards and units. Hence, request was made for the payment of risk allowance to these officers. However, given that we cannot pronounce on the degree of risk faced by officers of the Orthopaedic Appliance Maker cadre, we are making an appropriate recommendation to address this issue.

### Recommendation 37

**39.99 We recommend that Management should make necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by officers of the Orthopaedic Appliance Maker cadre. The modalities for this exercise are spelt out at paragraph 18.15.23 of the Chapter on Risk, Insurance and Compensation of Volume 1 of this Report.**

**Tradesman's Assistant**

- 39.100 At present, Tradesman's Assistants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade are being paid a non-pensionable allowance equivalent to two increments at the point they have reached in the salary scale of the grade to be read from the Master Salary Scale, pending their appointment to the grade of Tradesman. **This recommendation is maintained.**



