

PAY RESEARCH BUREAU

Les Bacha Building
Lislet Geoffroy Street
Port-Louis
MAURITIUS

Tel No. 211-2513
Fax No. 208-7557
Email prb@govmu.org
Website http://prb.govmu.org/

P/8 Vol 15

08 September 2023

Circular Letter No. M1/2

From : Director, Pay Research Bureau

To : Heads of Ministries/Departments

Review of Pay and Grading Structures and Conditions of Service in the Public Sector

Further to our Circular Letter No. M1/1 dated 07 July 2023 on the above subject, you are kindly requested to submit the following additional information on your organisation **in both hard and soft copies by 08 November 2023 at latest.**

- A. A list of employees (together with their respective grade) who have:
 - (a) benefited from Long Service Increment/s and the salary point reached;
 - (b) been granted movement/s beyond top on their respective salary scale specifying the relevant provisions; and
 - (c) reached the top of their respective salary scale.
(Please submit in format as per Annex A).
- B. Number of employees by salary points *(Please submit in Excel format).*
- C. A list of Conditions of Service specific to your organisation not appearing in the 2021 PRB/Addendum Reports.
- D. Recommendations of the 2021 PRB/Addendum Reports not implemented and reasons thereof.
- E. Cases referred to Standing Committee on Implementation of PRB Recommendations at the Ministry of Public Service, Administrative and Institutional Reforms and the outcome thereof.
- F. Reports/Publications or extracts deemed relevant for the forthcoming review (e.g. Corporate Plan, Annual Report, ISO Certification, Annual Report on Performance).
- G. Cases referred to the Conciliation Service, Commission for Conciliation and Mediation, Employment Relations Tribunal, Public Bodies Appeal Tribunal, Equal Opportunities Commission, Equal Opportunities Tribunal, ICAC and others, following the 2021 PRB/ Addendum Reports with details and outcome thereof.

2

For any additional information or assistance, please contact:

Mr/Mrs/Miss :

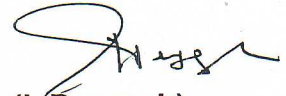
Grade :

Phone No. :

Email Address :

3. The Bureau relies on your usual cooperation.

Yours faithfully,



**(I. Peryagh)
Director**

.....
.....
.....

Officers drawing salary above Top salary of their Grade

Grade	Qualification Requirement	Top Salary of Grade (Rs)	Name (alphabetical order)	Date of Appointment in present grade	Salary Point Reached Beyond Top (Rs)		Specify relevant provision as per PRB Report
					Long Service Increment	Movement beyond top	

PAY RESEARCH BUREAU

Les Bacha Building
Lislet Geoffroy Street
Port-Louis
MAURITIUS

Tel No. 211-2513
Fax No. 208-7557
Email prb@govmu.org
Website <http://prb.govmu.org/>

P/8/59 Vol 11

08 September 2023

Circular Letter No. M1/2(a)

Sir/Madam,

Review of Pay and Grading Structures and Conditions of Service in the Public Sector

Further to our Circular Letter No. M1/1(a) dated 07 July 2023 on the above subject, you are kindly requested to submit the following additional information on your organisation **in both hard and soft copies by 08 November 2023 at latest.**

- (i) A list of employees (together with their respective grade) who have:
 - (a) benefited from Long Service Increment/s and the salary point reached;
 - (b) been granted movement/s beyond top on their respective salary scale specifying the relevant provisions; and
 - (c) reached the top of their respective salary scale.
(Please submit in format as per Annex A).
- (ii) Number of employees by salary points *(Please submit in Excel format).*
- (iii) A list of Conditions of Service specific to your organisation not appearing in the 2021 PRB/Addendum Reports.
- (iv) Recommendations of the 2021 PRB/Addendum Reports not implemented and reasons thereof.
- (v) Cases referred to Standing Committee on Implementation of PRB Recommendations at the Ministry of Public Service, Administrative and Institutional Reforms and the outcome thereof.
- (vi) Reports/Publications or extracts deemed relevant for the forthcoming review (e.g. Corporate Plan, Annual Report, ISO Certification, Annual Report on Performance).
- (vii) Cases referred to the Conciliation Service, Commission for Conciliation and Mediation, Employment Relations Tribunal, Public Bodies Appeal Tribunal, Equal Opportunities Commission, Equal Opportunities Tribunal, ICAC and others, following the 2021 PRB/ Addendum Reports with details and outcome thereof.

2
For any additional information or assistance, please contact:

Mr/Mrs/Miss :

Grade :

Phone No. :

Email Address :

3. The Bureau relies on your usual cooperation.

Yours faithfully,



**(I. Peryagh)
Director**

.....
.....
.....

Officers drawing salary above Top salary of their Grade

Grade	Qualification Requirement	Top Salary of Grade (Rs)	Name (alphabetical order)	Date of Appointment in present grade	Salary Point Reached Beyond Top (Rs)		Specify relevant provision as per PRB Report
					Long Service Increment	Movement beyond top	