PAY RESEARCH BUREAU

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P/8/59 Vol 11 **07 July 2023**

Circular Letter No. M1/1(a)

Sir/Madam,

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

The next PRB Report on the Review of Pay and Grading Structures and Conditions of Service in the Public Sector would, in principle, take effect as from **01 January 2026**. Its coverage would include the Civil Service, Parastatal and other Statutory Bodies, Local Authorities, Rodrigues Regional Assembly and the Private Secondary Schools.

2. In order to update its records, the Bureau is proposing to collect fresh and relevant information that would serve as input in the conduct of: surveys, interview of officers in your organisation and site visits, among others.

3. The Bureau, in this connection, is requesting the following information on your organisation **in both hard and soft copies to be submitted by 07 September 2023 at latest**:

   A. Updated vision, mission and objectives *(Please indicate date last revised).*

   B. Updated Customer Charter *(Please indicate date last revised).*

   C. An updated Organisation Chart, indicating in hierarchical order the reporting relationships, the different grades and their respective establishment size.

   D. An updated list of all grades together with names of officers in alphabetical order by grades (not necessarily according to seniority) indicating the divisions/sections where the officers are posted *(Please submit in format as per Annex A).*

   E. Separate lists of:

      (i) Grades created outside 2021 PRB Report:

         (a) on an *adhoc* basis; and

         (b) as per budgetary proposals.

      (ii) Grades which have undergone changes in terms of duties, responsibilities, reporting lines and/or qualification requirements after 2021 PRB Report.

      (iii) Grades which have been restyled or merged after 2021 PRB Report.

(iv) Name of officers in post and details of their postings in the respective grades mentioned at sub paragraphs (i), (ii) and (iii) above.

(v) Officers drawing personal salaries and their respective grade *(Please submit in format as per Annex B).*

(vi) Grades which have been abolished after 2021 PRB Report and grades listed for abolition.

(vii) Grades in which employees are required to work on (i) shift, (ii) roster (day), (iii) roster (day and night) and (iv) staggered hours as defined at paragraphs 16.5.45 to 16.5.47 of the 2021 PRB Report (Volume 1) *(Please submit in format as per Annex C).*

(viii) Grades in which employees are required to work on part-time basis and task work as defined at paragraphs 12.1 and 16.6.1 respectively of the 2021 PRB Report (Volume 1) *(Please submit in format as per Annex C).*

(ix) Grades in which employees draw allowances, along with the quantum and the basis of computation thereof, other than those prescribed in the 2021 PRB/Addendum Reports, and the relevant authority.

(x) Grades created in the 2021 PRB/Addendum Reports for which the schemes of service have not yet been prescribed, and the reasons thereof.

4. It would be appreciated if an officer at **Senior Level in your organisation** could be designated as the contact person and facilitator to assist in the submission of the required information, and make appropriate arrangements for site visits, filling of job description questionnaires, conduct of surveys, etc.

5. You are also kindly requested to provide the **telephone and fax numbers, official email address and website** of your organisation.

6. For any additional information or assistance, please contact:

Mr/Mrs/Miss : .....

Grade : .....

Phone No. : .....

Email Address : .....

7. The Bureau relies on your usual cooperation for the good conduct of the exercise.

Yours faithfully,

(I. Peryagh)
Director

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Officers Gradewise in Alphabetical Order

Annex A

Grade	Name of Officer	Department/Division/Section where posted	Remarks

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Annex B

Officers drawing Personal Salaries

Grade	Whether Grade Evanescent	Whether Redeployed	Name of Officer	Salary point reached (Rs)	Retirement date	Remarks

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Pattern of Work

Annex C

Grade	Establishment Size	Number in post	Roster*/Shift/Staggered	Part-time	Task Work	Remarks

*Please specify Roster (day) or Roster (day & night)

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