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CIVIL SERVICE

INTRODUCTION

1. The Civil Service comprises all branches of State Administration cutting across Ministries and Departments. These Ministries/Departments differ in size, type and complexity of functions. Each of them decides on its own internal organisation and may have regional or sub-offices. In many instances, they have been organised on a functional basis which allows civil servants to specialise in particular spheres.
2. The Civil Service is generally structured in hierarchies each extending over a number of levels. Each level attracts specific powers and responsibilities. Incumbents in most grades can work their way up the hierarchy through promotion/selection according to set conditions, rules and regulations.
3. There are at present approximately 1,700 grades in the Civil Service classified in 26 occupational groups known as Classes.
4. The present system of classification has, over time, been the cause of increased discontent. The classification is often confused with the definition of classes used for promotion or for the implementation of Conditions of Service, resulting in unnecessary and avoidable claims. Moreover, representations have continuously been made by staff associations for grades to be transferred from one class to another on the basis that the duties performed are more akin to the other class but often with the belief that the change/transfer would bring about an upward review in salary. Others have claimed that the whole system should be done away with, arguing that classification of jobs by occupational classes creates watertight compartments and sets limits to mobility within the service.

5. The Bureau has given careful consideration to the whole issue and has discussed it with concerned parties. As the organisation structures are linked to and depend upon the mandate of Ministries/Departments and the pay structures are based on the number of levels in the organisation structures, the Bureau considers that in this present review it would be more practical to look at both structures Ministry/Departmentwise. Such an approach would, besides emphasising the link between the mandate of organisation and their structures, facilitate the treatment of specific issues proper to each organisation.
6. The recommendations related to organisation design and pay structures have therefore been made under the relevant Ministries/Departments. Within each Ministry/Department, grades have been classified hierarchywise in descending order of salaries. Common grades falling under the responsibility of one Ministry but posted in different Ministries/Departments are dealt with in the section dealing with the responsible Ministry. As such, the salary recommendations of Finance Officers posted in different Ministries/Departments, are made under the Ministry of Finance. Likewise, the General Service grades are dealt with under the Ministry of Civil Service Affairs and Administrative Reforms which is the responsible Ministry for these grades.
7. Recommendations as regards the Administrative Cadre are made under the Prime Minister's Office. However, the grade of Permanent Secretary has been repeated under each Ministry, where incumbent is the Responsible Officer.
8. With regard to the Workmen's Group, which alone concerns not less than 150 grades cutting across invariably all Ministries and Departments in the Civil Service, it has not been possible to deal with the write-up in respect of all these grades under their respective Ministries/Departments in a piecemeal manner, without the risk of omission or repetition. We have therefore, for the purpose of this exercise, dealt with the literature concerning this category of employees at one place only at Chapter 38 of this Volume. However, our pay recommendations in respect of this category of employees are also dealt with under the respective Ministries/ Departments.

9. Further, to render the classification and retrieval of information simpler, a new method of coding has been adopted. A six-digit code has been used to indicate the salary scale attached to each grade. The first two digits indicate the nature of service provided, the second two digits indicate the initial salary and the last two digits, the top salary recommended for the grade. The last two sets of digits representing the minima and maxima of salaries are derived from the ranking orders of the relevant salary points in the Master Salary Scale. As regards flat salaries, "00" is used to indicate that there is no salary initial and the last set of two digits is derived from the ranking order of salaries, a higher figure representing a higher salary. The salary codes have been discussed with main users to test their validity and to ensure a smooth transition.

10. In the introduction in respect of each Ministry/Department, we have defined and spelt out clearly the goals, objectives and future orientations for our users and have emphasised the link between the mandates of each Ministry/Department and the pay and grading structures – a link primordial in the context of the drive to inculcate a performance management culture in the Public Sector. In defining the mandates, we have had the collaboration and inputs from parties, more particularly management, which we acknowledge.

1. OFFICE OF THE PRESIDENT

- 1.1 The Constitution makes provision for the Office of the President. The President is responsible for preserving, protecting and defending the Constitution and the Law and for devoting itself to the service and well being of the people of the country. The President is the Head of State and Commander-in-Chief of the Republic.
- 1.2 The administration of the Office of the President falls under the responsibility of the Secretary to the President who is assisted by the Administrator. The Office is also serviced by officers of the Administrative and General Service grades. Other members of the staff include such grades as Household Supervisor, Housekeeper, Housekeeper's Assistant, Butler, Chef, Assistant Chef, Chauffeur and Driver.

Secretary to the President

- 1.3 The duties and responsibilities of the Secretary to the President are presently assigned to an officer of the status of Permanent Secretary or above and an allowance is paid to the incumbent equivalent to the difference between the salary of the Secretary to the President and his salary. The allowance is reckoned as pensionable emoluments only if the officer retires in the capacity of Secretary to the President.
- 1.4 At Chapter 13 of this Report which deals with the Prime Minister's Office, we are making recommendations for the creation of a Senior Executive Service with, *inter alia*, a position of Senior Chief Executive to be filled on contractual terms or on an assignment basis to head major Ministries. We are making provisions along the same lines in respect of the position of Secretary to the President, to be in force on vacancy arising.

Recommendation 1

- 1.5 **We recommend that in future the present position of the Secretary to the President be filled by a Senior Chief Executive on the terms and conditions provided for at paragraphs 13.22, 13.23 and 13.24 of Chapter 13.**

Administrator, Office of the President

1.6 The duties and responsibilities attached to the post of Administrator, Office of the President, are assigned to an officer of the level of Principal Assistant Secretary or above. He is paid an allowance representing the difference between the salary of the Administrator and his salary. The allowance is reckoned as pensionable emoluments only if the officer retires in the capacity of Administrator, Office of the President. We are maintaining the same provisions except for the period the officer should serve to qualify for the retirement benefits attached to the grade.

Recommendation 2

1.7 **We recommend that the existing arrangements regarding the Administrator, Office of the President as set out above should be maintained except that on the officer's retirement, the pensionable emoluments shall be those of the Administrator, Office of the President provided that**

- (i) **he has been performing the duties of the office for a continuous period of two years;**
- (ii) **he has 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 reverted at his own request; and**
- (iii) **at the time of his reversion/retirement he has reached the age of 50.**

Personal Attendant (New Grade)

1.8 In view of the specific nature of the duties carried out at the President's Office, there is need for a position of Personal Attendant.

Recommendation 3

1.9 **We recommend a position of Personal Attendant which should not necessarily be filled in a substantive capacity. The duties of the Personal Attendant may be assigned to an employee and he be paid an allowance representing the difference between the salary of the Personal Attendant and his salary.**

Shift Work

- 1.10 The grade of Telephonist is required to work on shift. This element has been taken into consideration in arriving at the recommended salary.

Night Allowance

- 1.11 As an incentive to officers who are effectively performing night duty, we are introducing a night allowance.

Recommendation 4

- 1.12 We recommend that, for the period July 2003 to June 2004, Telephonists who effectively work on night shift should be paid a night allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Roster/Staggered Hours

- 1.13 The following grades are required to work on roster/staggered hours and this element has been considered in the recommended salaries:

Roster

Assistant Chef
Household Attendant

Staggered

Housekeeper's Assistant, Le Reduit
Housekeeper
Household Supervisor

OFFICE OF THE PRESIDENT***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 89	Rs 60000 Secretary to the President
02 00 85	Rs 52000 Administrator

Salary Code	Salary Scale and Grade
08 49 57	Rs 17000 x 600 - 20000 x 800 - 22400 Personal Secretary
11 40 51	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 18200 Household Supervisor
24 34 51	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 18200 Chef
24 24 47	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 15000 x 500 - 16000 Assistant Chef (on roster)
11 26 40	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Housekeeper
24 26 37	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Senior Gangman
24 20 36	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11400 Chauffeur
22 11 36	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11400 Telephonist
24 20 35	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Butler
24 20 34	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 Senior Household Attendant

Salary Code	Salary Scale and Grade
24 09 27	Rs 5825 x 150 – 7325 x 175 – 8200 x 200 – 8800 Household Attendant (on roster)
11 11 34	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 Housekeeper's Assistant, Le Reduit
24 26 33	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10300 Head Gardener/Nurseryman Personal Attendant (New Grade)
24 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Senior Gardener/Nurseryman
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman
24 17 32	Rs 7025 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Leading Hand
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 - 7325 x 175 – 8200 Watchman
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Caretaker Laundry Attendant Sanitary Attendant
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Office /Premises Worker</i> <i>General Field and Office/Premises Worker</i>

2. OFFICE OF THE VICE-PRESIDENT

- 2.1 Provision is made for an Office of Vice-President in our constitution. The Vice-President performs such functions as may be assigned to him by the President and replaces the latter in his absence. The Office of the Vice-President is currently being serviced by officers of the Administrative and General Services grades. The staff also includes Butler, Cook, Household Attendant and Driver. The salary recommendations for employees of this office are given hereunder.

OFFICE OF THE VICE-PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
24 20 35	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Butler
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 12 29	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 - 9250 Cook (on roster)
24 09 27	Rs 5825 x 150 – 7325 x 175 – 8200 x 200 – 8800 Household Attendant (on roster)
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Office/Premises Worker</i>

3. JUDICIAL DEPARTMENT

- 3.1 The Judicial Department is entrusted with the administration of Justice in Mauritius, and the Courts exercising jurisdiction in the country are the Supreme Court, the Intermediate Court, the Industrial Court and the District Courts.
- 3.2 The Supreme Court is at the apex of the hierarchy of Courts, exercising original as well as appellate jurisdiction. The Supreme Court has unlimited jurisdiction to hear and determine any civil or criminal proceedings under any law other than a disciplinary law and such jurisdiction and powers as may be conferred upon it by the Constitution or any other law. The Supreme Court has full power and jurisdiction to hear and determine all appeals, whether civil or criminal, made to the court from a Judge in the exercise of his original jurisdiction, the Bankruptcy Division, the Master & Registrar, the Intermediate Court, the Industrial Court and the District Courts.

Structure of the Judiciary

- 3.3 The Supreme Court is composed of the Chief Justice, the Senior Puisne Judge and such number of Puisne Judges as may be prescribed by Parliament. Presently, there are 11 posts of Puisne Judge on the establishment of the Judicial Department.
- 3.4 The Bankruptcy Division of the Supreme Court has jurisdiction relating to all matters of Bankruptcy, insolvency or the winding up of companies. The said jurisdiction is vested in and is exercised by the Judge in Bankruptcy and Master and Registrar concurrently with the Judges. The Master and Registrar is assisted by a Deputy Master and Registrar and Judge in Bankruptcy who has the powers of the Master and Registrar and Judge in Bankruptcy.
- 3.5 The professional structure of the Magistracy at the Intermediate Court and Industrial Court levels consists of Chief Presiding Magistrate, Deputy Chief Presiding Magistrate, and Magistrate; and at the District Courts level of Senior District Magistrate and District Magistrate.
- 3.6 Officers in two distinct specialised cadres, namely the Court Officers cadre and the Ushers cadre provide the necessary technical support and backup to the

professionals of the Judiciary in the discharge of their professional functions. The Court Officer cadre encompasses incumbents in the grades of Court Officer, Senior Court Officer, Principal Court Officer, Chief Court Officer, Senior Registrar, Chief Registrar, and Secretary to the Chief Justice, and the Usher cadre comprises the grades of Usher, Senior Usher, Principal Usher and Chief Usher.

Reforms in the Judiciary

- 3.7 Fundamental reforms have been and are being undertaken in our key institutions in the wake of the Lord Mackay Report with a view to expediting the administration of justice. To expedite the hearing of cases and to avoid postponement for unduly long periods, the Supreme Court proposes to reorganise itself and sit in the following five divisions: Constitutional and Administrative Law Division, Commercial Division, Civil Division, Criminal Division and Family Division. Furthermore, additional posts have been created on account of the increasing workload, resulting from its exclusive criminal jurisdiction in profiteering cases and an increasing number of drug cases.
- 3.8 At the level of the District Courts as well, the staffing complement has been reinforced as a result of the increase both in workload and complexity with the introduction of new legislation like the Road Traffic Act (fixed penalty), the Child Protection Act, the Protection from Domestic Violence Act and the setting up of Small Claims Unit in all District Courts.
- 3.9 Amendments have been brought in the Courts Act and Rules of the Court and new legislation has been enacted to bring about changes in the Court's Services. These have resulted in additional responsibilities, increased supervisory and administrative duties and greater accountability at different levels.

Staffing Problems in the Judiciary and the State Law Office

- 3.10 In the context of the 2002-2003 Budget, the structures of both the Judiciary and the Attorney-General's Office were revisited and the pay at certain levels reviewed to some extent to address certain staffing problems affecting the Judiciary.

- 3.11 Today, the Judiciary is still encountering difficulties to attract and recruit officers of the right profile and calibre and to retain its experienced officers. The situation has worsened with the availability of and opportunity for more attractive positions elsewhere.
- 3.12 We have, therefore, in this Report, made recommendations for appropriate reward strategies and improvement of structures, wherever expedient. We have, among others, considered the grant of a negotiable point of entry within the salary scale to new entrants in the grade of District Magistrate; the review of existing allowances meant to cover certain items of expenditure related to the exercise of the profession, and the advisability of introducing a Special Judicial Service Allowance taking into account, among other relevant factors, security, degree of scarcity in the domain, quittance rate and earnings in private practice. We have equally considered the creation of a new grade of Regional Court Administrator to assume responsibility for internal control function at all the courts on a regional basis, the restyling of the grade of Chief Court Officer to reflect the nature of the duties and responsibilities befalling on the incumbents and the review of the qualification requirement for admittance to the grade of Usher and the restyling of the whole cadre to reflect the specificity of its functions.

Recruitment and Retention Problems in the Grade of District Magistrate

- 3.13 To tackle the acute shortage of staff, the Judicial Department has constantly been drawing from the already scarce resources of the State Law Office. Moreover, the authorities have recently agreed to allow the Judiciary to recruit Magistrates on a negotiable point of entry.
- 3.14 To attend to the situation in this Report, we have set the initial salary of the Magistrate at Rs 22400 in the scale of Rs 22400 x 800 – 28000 x 1000 – 30000, and has maintained an element of flexibility in the remuneration system while providing the mechanism for its implementation.

Recommendation 1

- 13.15** We recommend that Management should, in the first instance, re-advertise vacancies in the grade of District Magistrate on the basis of the new remuneration package inclusive of fringe benefits.
- 3.16** Should the results of competition for appointment on entry to the Magistracy still show that the initial salary is insufficient, we recommend that District Magistrates may be recruited on a point of entry higher than the initial provided for in the recommended salary scale in the coming five years, in accordance with the provision of paragraph 3.17 below.
- 3.17** We further recommend that the Ministry of Civil Service Affairs and Administrative Reforms may, subject to the assent of the High Powered Committee, approve the higher salary point, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers already in post.

Special Judicial Service Allowance

- 3.18** A request has been made on behalf of all members of the Judicial and Legal Service for the payment of a Judicial and Legal Service Allowance considering, among others, the following:
- (i) the difficulty to recruit and attract appropriate officers bearing in mind that officers in the Judicial and Legal Service should be able to combine not only high calibre intellectual and legal technical qualities but should also be of doubtless moral integrity and be able to work constantly under pressure;
 - (ii) the difficulty to retain Judicial and Legal Officers having reached an appreciable degree of maturity after accumulating several years of valuable experience in various fields of law;
 - (iii) the availability of comparable jobs in other sectors with manifestly higher prospects of remuneration which is creating an exodus of experienced and capable officers, thus affecting the morale of officers who remain in the Judicial and Legal Service; and

(iv) the concern of officers by the prospect of an accelerated brain drain from the Judicial and Legal Service due to the remuneration policy adopted in relation to positions financed directly or indirectly out of public funds.

3.19 In the process of examining the claim for a Judicial and Legal Service Allowance, it is necessary to go into the comparability and relativity of the pay and grading structures of the Judicial and Legal Service with those of other categories of professionals in the public sector. We have done so, taking into account relevant criteria such as degree of scarcity, length of study, cost of acquisition of skills, possibility of earnings in private practice, comparative promotion opportunities and/or promotion warranting additional skill/qualification, distinct nature of work, workload, responsibilities, and level of accountability.

3.20 We hold the view that the revised packages recommended in our Report together with the measures mentioned above should go a long way towards solving the problems of recruitment and retention.

3.21 We consider, however, that there is a case for a Special Judicial Service Allowance for some time in the Judicial Department.

Recommendation 2

3.22 **We, therefore, recommend that the High Powered Committee considers the advisability of introducing for the coming five years a monthly Special Judicial Service Allowance for Judicial Officers as follows: 6.2% of monthly salary to District Magistrates reckoning at least 10 years' service in the grade and Senior District Magistrates, 8.3% to Magistrates, Intermediate and Industrial Courts up to the Deputy Master and Registrar and Judge in Bankruptcy, and 12.5% to officers above the Deputy Master and Registrar and Judge in Bankruptcy.**

3.23 **The High Powered Committee should also consider the advisability of phasing the implementation of the recommendation, setting such other conditions it considers appropriate and ensuring that it is made on the understanding that no additional remuneration, over and above the recommended packages, will be considered until the next PRB Review.**

Judicial and Legal Allowance

3.24 At present, Judicial and Legal Officers are entitled to an all-inclusive yearly Judicial and Legal Allowance to cover certain items of expenditure related to the exercise of the profession as follows: Rs 18750 to Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy and Rs 11250 to Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Recommendation 3

3.25 **We recommend that the current yearly Judicial and Legal Allowance payable to the Judicial and Legal Officers be revised as follows: from Rs 18750 to Rs 24825 for Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy; and from Rs 11250 to Rs 14900 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.**

Regional Court Administrator (New Grade)

3.26 With the ongoing reforms in the Judicial system, the increasing number of Court cases, both on the criminal and civil sides at all the courts of the Island and in view of the fact that court duties are of high public importance, overall control and accountability have become imperative. In this context, we are making provision for a new grade of Regional Court Administrator to assume responsibility for internal control function on a regional basis.

Recommendation 4

3.27 **We recommend the creation of a new grade of Regional Court Administrator on the establishment of the Judicial Department. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Chief Court Officer.**

3.28 The Regional Court Administrator would be responsible, *inter alia*, for planning, organising, resourcing, directing and controlling the court operations; coordinating the allocation of resources amongst the various court offices;

ensuring delivery of all activities and services of each court office according to established performance standards; liaising and resolving major problems with solicitors, barristers, police and Director of Public Prosecutions in relation to issues affecting his/her region and supervising activities of each of the court offices; ensuring that all judicial administration reforms are implemented as required throughout the region; performing inspections/internal audits of the court operations; and identifying problems and recommending solutions that would improve operational court delivery at the national level.

Chief Court Officer/Court Manager formerly Chief Court Officer

- 3.29 In his report submitted to the Supreme Court, UNDP Consultant, Mr. Donald Rose has recommended the creation of a new grade of Court Manager within the Court Officers Cadre to cater for the overall administration and management of each court. In view of the increasing activities at the level of the courts, the District Clerk is overwhelmed with court duties so that little or no time is left for him to devote to the overall administration, monitoring and supervision of the different sections of the courts and the personnel.
- 3.30 As a first step, the management of the Judicial Department has already initiated action to post a Chief Court Officer in every District Court to assume this responsibility. We are, therefore, restyling the grade of Chief Court Officer into that of Chief Court Officer/Court Manager to reflect the nature of the duties and responsibilities befalling on the incumbents.

Recommendation 5

- 3.31 **We recommend that the grade of Chief Court Officer in the Judicial Department be restyled Chief Court Officer/Court Manager.**
- 3.32 The Chief Court Officer/Court Manager would be responsible, *inter alia*, for (a) the overall supervision and close monitoring of all the court's activities to ensure the effective execution of the targeted and time-critical nature of the work performed at the court; (b) the overall management of the personnel working at the court; (c) the coordination and harmonisation of the works of the different

sections of the court; and (d) the overall management of the court premises and building in collaboration with the Office Superintendent posted at the Supreme Court.

Training Scheme for Court Officers

- 3.33 Court Officers are appointed from Trainee Court Officers who have undergone training both theoretical and practical in court practices, legal procedures and general principles of law on civil and criminal sides.
- 3.34 We recommended in the 1998 PRB Report that the Judicial Department should initiate action with the University of Mauritius for the mounting of a diploma course in Legal Studies and Court Administration. However, we have been given to understand that no such course has been mounted so far. The staff associations have reiterated their request for the design of an appropriate training programme in order to enhance the efficiency of the delivery of service, the more so with reforms occurring in the wake of the Presidential Commission's Report.

Recommendation 6

- 3.35 We again recommend that management of the Judicial Department should initiate action for the mounting of an appropriate course leading to a Certificate or Diploma in Legal Studies and Court Administration for officers of the Court cadre.**

Usher Cadre

- 3.36 The qualification requirements for entry to the grade of Usher, as laid down in sections 2, 3, 13 and 14 of the Ushers Ordinance, are as follows: (i) to be a Mauritian national; (ii) to have attained the full age of 25 years; and (iii) to be holder of the Cambridge School Certificate or other qualification acceptable to the Public Service Commission or have passed such an examination as may be prescribed by rules made by the Judges of the Supreme Court.

- 3.37 The Usher may be attached to any of the Courts of Mauritius and performs such duties as may be required and serves and executes all such summonses, orders, writs and warrant of the Court and any extra judicial process.
- 3.38 With the ongoing reforms in the Judicial system, the increasing number of court cases both on the criminal and civil sides at all the courts of the Island, and in view of the imperative need for accountability at all levels, we are reviewing the qualification for admittance to the grade of Usher and restyling the grades in the cadre to more appropriate appellations to reflect the specificity of their functions.

Recommendation 7

- 3.39 **We recommend that the qualification requirement of Cambridge School Certificate as laid down in the Ushers Ordinance for entry to the grade of Usher should be amended to the Cambridge Higher School Certificate with passes in at least two subjects at Principal Level or an equivalent qualification acceptable to the Public Service Commission.**
- 3.40 **We also recommend that the grades in the Usher Cadre of the Judicial Department, namely Usher, Senior Usher, Principal Usher and Chief Usher be restyled Court Usher, Senior Court Usher, Principal Court Usher and Chief Court Usher respectively.**

Chief Justice's Housing Allowance

- 3.41 The Chief Justice is, at present, entitled to a Housing Allowance and the said allowance is wholly reckoned for pension purposes notwithstanding the provisions on "Pensionable Value of Rent Allowance" of the 1998 PRB Report.

Recommendation 8

- 3.42 **We recommend that this allowance be revised to Rs 8500 monthly and that it continues to be wholly reckoned for pension purposes notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance".**

Black Jacket Allowance

3.43 Court Officers and Ushers are required by the rules of the Court to appear in black jacket with tie and they are paid an allowance of Rs 2500 yearly.

Recommendation 9

3.44 We recommend that this allowance be revised to Rs 3250 yearly.

Witnesses Attendance Allowance

3.45 An attendance allowance of Rs 20 is payable to those who attend Courts as witness in accordance with "The Witnesses Attendance Allowance (Amendment of Schedule) Regulations 1990" as reflected in GN 221/90.

3.46 The Federation of Civil Service Unions has made a request to increase the allowance of Rs 20 actually paid to public officers who attend Courts as witnesses on behalf of their Ministries/Departments.

Recommendation 10

3.47 We recommend that the Attendance Allowance of Rs 20 currently payable to public officers who attend Courts as witnesses on behalf of their Ministries/Departments be revised to Rs 45.

Law Library Cadre

3.48 The Supreme Court Library, which houses mostly legal documents and books, is used mainly by members of the legal profession and students enrolled for legal studies. The Library aims at supporting the Judicial Department in the administration of justice through the collection, dissemination and preservation of knowledge in the legal field. All the legal information created by the Judicial Department is online and available through the database on its website.

3.49 The Library is, at present, headed by a Law Library Supervisor and assisted by officers in the grade of Law Library Officer and Law Library Assistant.

3.50 Given the evolution in the specialised nature of services offered by the Library, we are consolidating its structure by upgrading the qualification requirement for

appointment to the position heading the Library, restyling it to appropriate appellation and reinforcing the support cadre by the creation of a level of Senior Library Officer.

Law Librarian/Senior Law Librarian
formerly Law Library Supervisor

Recommendation 11

3.51 We recommend that the grade of Law Library Supervisor be restyled Law Librarian/Senior Law Librarian. In future, appointment to the grade of Law Librarian/Senior Law Librarian should be from among Senior Law Library Officers having a post “A” level Degree in Library and Information Science or a Post Graduate Diploma in Library and Information Science from a recognised institution and having at least four years’ post qualification experience.

Senior Law Library Officer (New Grade)

Recommendation 12

3.52 We further recommend the creation of a grade of Senior Law Library Officer to be promotional for the grade of Law Library Officer reckoning at least four years’ experience.

3.53 Among other duties, the Senior Law Library Officer would be required to assist the Law Librarian/Senior Law Librarian in the administration of the library, to assist in the supervision and co-ordination of the work of subordinate staff, to assist in the organisation of workshops, seminars and extension activities and to assist in bibliographical and reference activities.

JUDICIAL
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 97	Rs 90000 Chief Justice
12 00 94	Rs 76500 Senior Puisne Judge
12 00 92	Rs 70000 Puisne Judge
12 00 89	Rs 60000 Judge in Bankruptcy and Master and Registrar
12 00 86	Rs 54000 Deputy Master and Registrar and Judge in Bankruptcy
12 00 85	Rs 52000 President, Industrial Court <i>formerly Chief Presiding Magistrate, Industrial Court</i> President, Intermediate Court <i>formerly Chief Presiding Magistrate, Intermediate Court</i>
12 00 82	Rs 47500 Vice-President, Industrial Court <i>formerly Deputy Chief Presiding Magistrate, Industrial Court</i> Vice-President, Intermediate Court <i>formerly Deputy Chief Presiding Magistrate, Intermediate Court</i>
12 00 78	Rs 42500 Director of Court Services
12 71 76	Rs 35000 x 1000 – 40000 Magistrate, Industrial Court Magistrate, Intermediate Court

Salary Code	Salary Scale and Grade
12 63 72	Rs 27200 x 800 - 28000 x 1000 - 36000 Senior District Magistrate
12 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 District Magistrate
12 43 63	Rs 14200 x 400 - 15000 x 500 -17000 x 600 - 20000 x 800 - 27200 Legal Research Assistant
12 68 73	Rs 32000 x 1000 - 37000 Secretary to the Chief Justice
12 65 67	Rs 29000 x 1000 - 31000 Chief Registrar
12 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Regional Court Administrator (New Grade)
12 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Registrar
12 55 67	Rs 20800 x 800 -28000 x 1000 -31000 Official Receiver
12 52 60	Rs 18800 x 600 - 20000 x 800 - 24800 Chief Court Officer/Court Manager <i>formerly Chief Court Officer</i>
12 47 56	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600 Principal Court Officer
12 40 52	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 18800 Senior Court Officer

Salary Code	Salary Scale and Grade
12 24 47	Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Court Officer
12 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Court Officer
12 23 44	Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Court Service Care Officer
08 47 56	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Digital Recorder/Senior Shorthand Writer
08 41 51	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 – 18200 Digital Recorder/Shorthand Writer
08 19 44	Rs 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Audio Typist
05 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Law Librarian/Senior Librarian <i>formerly Law Library Supervisor</i>
05 45 58	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 – 23200 Senior Law Library Officer (New Grade)
05 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Law Library Officer
05 17 41	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Law Library Assistant
12 52 60	Rs 18800 x 600 – 20000 x 800 - 24800 Chief Court Usher <i>formerly Chief Usher</i>

Salary Code	Salary Scale and Grade
12 47 56	Rs 16000 x 500 – 17000 x 600 - 20000 x 800 - 21600
	Principal Court Usher <i>formerly Principal Usher</i>
12 40 52	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 18800
	Senior Court Usher <i>formerly Senior Usher</i>
12 26 47	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000
	Court Usher <i>formerly Usher</i>
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000
	Driver
25 31 41	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400
	Senior Maintenance Assistant
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300
	Maintenance Assistant
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
	Gardener/Nurseryman
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200
	Watchman
16 14 39	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 QB 11400 x 400 - 12600
	Machine Minder (Bindery)
24 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025
	Liftman
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025
	General Worker <i>formerly General Field and Office/Premises Worker</i>

4. NATIONAL ASSEMBLY

- 4.1 The main functions of the National Assembly comprise the enactment of laws, controlling of the finances of the State, debate on government policy and scrutiny of the actions of Government and the Ministries.
- 4.2 The National Assembly is serviced by a Secretariat which operates under the overall responsibility of the Speaker. The Clerk of the National Assembly is the Accounting Officer and, assisted by the Deputy Clerk and Clerk Assistant, is responsible for the proper organisation and conduct of the business of the Assembly. The National Assembly provides also a library service for the exclusive use of members of the Parliament. There is also a Reporter Cadre responsible, amongst others, for the recording and reporting of National Assembly debates and deliberations of committees.

Clerk Assistant

- 4.3 At present the Clerk Assistant is selected either from among officers in the Administrative Class or Public Officers possessing a degree in Law or alternative professional legal qualifications and who are familiar with the provisions of the Constitution and the standing orders and rules of the National Assembly and have a knowledge of Parliamentary practice procedures.
- 4.4 The nature of work at the National Assembly is becoming more complex. With increasing members of the National Assembly having a legal background there is pressing demand on the Secretariat to provide information and advice on legal issues.
- 4.5 It is felt that the Clerk Assistant will be better equipped to perform his duties if he possesses a degree in law. We are thus making necessary recommendation to this effect.

Recommendation 1

- 4.6 **We recommend that the scheme of service of the post of Clerk Assistant be amended so that in future entry to this grade would be restricted to public**

officers holding a degree in law. Candidates should be familiar with the provisions of the Constitution and the standing orders and rules of the National Assembly and have knowledge of parliamentary practice and procedures.

National Assembly Library

4.7 The Library of the National Assembly is involved in the collection, organisation and dissemination of information. Its collections comprise books, periodicals, newspapers, parliamentary publications, debates and legislations. Parliamentary business is available on line. Members of the National Assembly also benefit from Internet facilities.

Library Officer (New Grade)

4.8 The National Assembly Library is, at present, headed by a Senior Librarian who is assisted by officers of the Clerical and Executive groups. With the expansion of services being provided, there is need to create a grade which will support the Senior Librarian in the day-to-day running of the library.

Recommendation 2

4.9 **We recommend the creation of a grade of Library Officer. Recruitment thereto should be from among candidates holding a post 'A' Level Diploma in Information and Library Studies of the University of Mauritius or equivalent.**

4.10 The Library Officer would be required, amongst others, to assist the Senior Librarian in the running of the library, provide research assistance, reference and bibliographical services to Members of the National Assembly, select, acquire, record, classify, catalogue and process library materials.

Allowance

4.11 At present, the Senior Librarian is being paid an all-inclusive monthly allowance for work beyond normal hours on condition that the incumbent would no longer be eligible for overtime.

Recommendation 3

- 4.12 **We recommend that the allowance presently payable to the Senior Librarian of the National Assembly be revised to Rs 4000 a month.**

Time Off/Overtime to Officers of the Reporter Cadre

- 4.13 Officers of the Reporter Cadre stay on duty as long as the Assembly is sitting and they are called upon to attend duty the following morning so as to submit the transcripts in time. As this is demanding and causes disturbance in the course of their normal life, they are being given either time off or compensated by payment of overtime.

Recommendation 4

- 4.14 **We recommend that officers of the Reporter Cadre should continue to be given either time off or be paid overtime for work over and above their normal working week.**

Staggered Hours

- 4.15 Officers in the grades of Chief Reporter and Editor, Senior Reporter and Editor and Reporter work at staggered hours. This element has been taken into consideration in arriving at the recommended salaries.

NATIONAL ASSEMBLY***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Clerk of the National Assembly
02 68 75	Rs 32000 x 1000 - 39000 Deputy Clerk

Salary Code	Salary Scale and Grade
02 52 66	Rs 18800 x 600 – 20000 x 800 – 28000 x 1000 - 30000 Clerk Assistant
05 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Librarian
05 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Library Officer (New Grade)
08 53 59	Rs 19400 x 600 – 20000 x 800 – 24000 Chief Reporter and Editor
08 47 56	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Reporter and Editor
08 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 18200 Reporter
08 35 36	Rs 11000 x 400 – 11400 Trainee Reporter
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Library Attendant
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

5. GOVERNMENT AUDIT OFFICE

- 5.1 The Office of the Director of Audit is an independent organisation established by the Constitution. The Government Audit Office is responsible for auditing the public accounts of the Republic of Mauritius, and of all Courts of Law, all authorities and offices of the Government.
- 5.2 Over the years, the environment in which the Government Audit Office has been operating as well as its functions and responsibilities have been changing. The volume of activities and the complexity of the business environment have increased. On the other hand, the expectations and aspirations of the public and the government have become more demanding.
- 5.3 The Government Audit Office is headed by the Director of Audit who is assisted by two Deputy Directors. The organisation is staffed by officers of two cadres, namely Professionals of the Auditor Cadre and the Technical Staff consisting of the Examiner of Accounts Cadre.
- 5.4 The activities of the Government Audit Office have been grouped under thirteen Divisions which are under the direct control and supervision of either Assistant Directors, Principal Auditors or Head, Examiner of Accounts Cadre.

New Appellation of the Office and Top Management Staff

- 5.5 Management submits that internationally the Audit Office is known as the National Audit Office and the Director of Audit as the Auditor-General. A request has, therefore, been made to restyle the Director of Audit in line with international practice.

Recommendation 1

- 5.6 **We recommend that, in line with international practice, consideration be given for a change in appellation as follows:**
- (a) **Government Audit Office to National Audit Office,**
 - (b) **Director of Audit to Auditor-General,**

- (c) **Deputy Director of Audit to Deputy Auditor-General, and**
- (d) **Assistant Director of Audit to Assistant Auditor-General.**

Principal Auditor

5.7 The activities of the office have increased over the years both in extent and complexity and there is need for more Assistant Directors to head major divisions.

Recommendation 2

5.8 We recommend that additional posts of Assistant Director be created and the establishment size of Principal Auditors be reviewed.

Deputy Head, Examiner of Accounts Cadre (New Grade)

5.9 The structure of the Examiner of Accounts Cadre comprises the Head, Examiner of Accounts Cadre, Chief Examiner of Accounts, Principal Examiner of Accounts, Senior Examiner of Accounts and Examiner of Accounts.

5.10 In the absence of the Head, Examiner of Accounts Cadre, the senior most Chief Examiner of Accounts heads the Technical Unit. This arrangement affects the normal work of the Unit. The need is, therefore, felt for a grade to deputise for the Head and to coordinate the work of the Chief Examiners of Accounts.

Recommendation 3

5.11 We recommend the creation of a grade of Deputy Head, Examiner of Accounts Cadre. Appointment thereto should be made by selection from among officers in the grade of Chief Examiner of Accounts.

Head, Examiner of Accounts Cadre

5.12 With the creation of the new grade of Deputy Head, Examiner of Accounts Cadre, the mode of appointment to the grade of Head, Examiner of Accounts Cadre has to be reviewed.

Recommendation 4

- 5.13 We recommend that the scheme of service of the Head, Examiner of Accounts Cadre be amended so that in future appointment to the grade be made from the Deputy Head, Examiner of Accounts Cadre.**

Trainee Examiner of Accounts

- 5.14 Trainee Examiner of Accounts are recruited from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including Mathematics together with the Level I examination leading to the membership of the U.K Professional Accountancy Bodies or the Diploma in Accountancy awarded by the University of Mauritius.
- 5.15 The Government Audit Office has submitted that the two years training provided by the organisation is more or less of the same level as the course leading to the ACCA Level I which qualification the trainees already possess at the time of enlistment. Moreover, the written examination which is held at the end of the training period may be carried out during the probationary period, that is, within one year. In the circumstances, there is no need for a Trainee grade.

Recommendation 5

- 5.16 We recommend the abolition of the grade of Trainee Examiner of Accounts. In future, Examiner of Accounts should be recruited from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including Mathematics together with a pass at the Foundation Stage or Level I Examination of one of the United Kingdom Professional Accountancy Bodies or the Diploma in Accountancy awarded by the University of Mauritius.**
- 5.17 We further recommend that Examiners of Accounts should be required to sit for a written examination during their probationary period prior to being appointed in a substantive capacity.**

Travelling

5.18 In the performance of their audit duties officers are required to report to different sites of work. At present the different sites of work of such officers are not considered for refund of official mileage. We consider it justified to compensate these officers for such distance covered in the performance of their duties.

Recommendation 6

5.19 We recommend that officers in the grades of Senior Examiner of Accounts, Principal Examiner of Accounts and Auditor, who are required to move regularly to different sites of work, should be refunded travelling expenses computed on a day to day basis only when the distance covered exceeds the distance between home to office and back at the following rates: Rs 2.95 per kilometer for distance between home to office and back and Rs 6.55 per kilometer for the distance in excess of the distance between home to office and back.

GOVERNMENT AUDIT OFFICE***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
01 00 89	Rs 60000 Director of Audit
01 00 78	Rs 42500 Deputy Director of Audit
01 69 75	Rs 33000 x 1000 - 39000 Assistant Director
01 64 72	Rs 28000 x 1000 - 36000 Principal Auditor

Salary Code	Salary Scale and Grade
01 57 67	Rs 22400 x 800 - 28000 x 1000 - 31000 Senior Auditor
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Auditor
01 68 73	Rs 32000 x 1000 - 37000 Head, Examiner of Accounts Cadre
01 65 70	Rs 29000 x 1000 - 34000 Deputy Head, Examiner of Accounts Cadre (New Grade)
01 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Chief Examiner of Accounts
01 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Principal Examiner of Accounts
01 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Examiner of Accounts
01 28 50	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Examiner of Accounts
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

6. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

- 6.1 The Public Service Commission (PSC) was established under the PSC Ordinance No. 23 of 1953 and came into operation in 1955 whereas the Police Service Commission became operational in 1959. In August 1967 both Commissions were vested with constitutional responsibility for recruitment, promotion, disciplinary control and removal from office of officers in the Civil Service falling under their respective jurisdiction. Following recommendations of a Steering Committee on Reforms in the Civil Service, the Commissions were restructured into the PSC and the Disciplined Forces Service Commission both headed by the Chairman, Public and Disciplined Forces Service Commissions. The PSC has Deputy Chairmen and Commissioners whereas the Disciplined Forces Service Commission is assisted by Commissioners. The Secretary of the Public Service Commission is also the Secretary of the Disciplined Forces Service Commission.
- 6.2 The role of both Commissions is to ensure that Mauritius has a professional and efficient public service geared towards excellence. The central concern is to identify and enlist persons of specified educational attainments with the drive and skill for efficient job performance. The Commissions are staffed by specific departmental grades of Assistant Secretary and Registrar, Public and Disciplined Forces Service Commissions and supported by officers of the Administrative and General Service grades.

Secretary, Public and Disciplined Forces Service Commissions

- 6.3 At present, the duties of the post of Secretary, Public and Disciplined Forces Service Commissions, are assigned to an officer of the level of Principal Assistant Secretary and he is paid a responsibility allowance reckoned as pensionable emoluments only if the officer retires in the capacity of Secretary, Public and Disciplined Forces Service Commissions. This arrangement is practical and we are maintaining the same except for the period the officer should serve to qualify for the retirement benefits attached to the grade.

Recommendation

6.4 We recommend that the existing arrangements regarding the Secretary, Public and Disciplined Forces Service Commissions as set out above should continue except that on the officer's retirement the pensionable emoluments shall be those of the Secretary, Public and Disciplined Forces Service Commissions provided that

- (i) he has been performing the duties of the office for a continuous period of two years;
- (ii) he has 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 reverted at his own request; and
- (iii) at the time of his reversion/retirement he has reached the age of 50.

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

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Secretary, Public and Disciplined Forces Service Commissions
08 59 67	Rs 24000 x 800 – 28000 x 1000 - 31000 Assistant Secretary, Public and Disciplined Forces Service Commissions
08 47 54	Rs 16000 x 500 – 17000 x 600 – 20000 Registrar, Public and Disciplined Forces Service Commissions
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Senior Gardener/Nurseryman

Salary Code	Salary Scale and Grade
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Gateman Handy Worker <i>formerly Handyman</i> Sanitary Attendant
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Office/Premises Worker</i>

7. OMBUDSMAN'S OFFICE

- 7.1 The Ombudsman's Office is an independent body empowered by the Constitution to address issues arising from alleged maladministration in the public sector. It carries out objective and impartial investigations upon the receipt of written complaints or on its own initiative. In cases where the conclusion of the investigation shows a departure from accepted norms of conduct or an act of gross negligence on the part of any public officer, the Ombudsman reports same to the relevant authorities and recommends corrective measures. The activities undertaken by the Ombudsman's Office during the year are published in its annual report.

OMBUDSMAN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 50 64	Rs 17600 x 600 - 20000 x 800 - 28000 Secretary, Ombudsman's Office
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

**8. ELECTORAL SUPERVISORY COMMISSION AND
ELECTORAL BOUNDARIES COMMISSION**

- 8.1 The Electoral Supervisory Commission and Electoral Boundaries Commission are governed by the provisions of the Constitution of Mauritius. Both are electoral commissions with specific functions. The Electoral Supervisory Commission has general responsibility for, and supervises, the registration of electors for the election of members of the National Assembly and the conduct of elections of such members. It has powers and other functions relating to such registrations and such elections as may be prescribed. On the other hand, the Electoral Boundaries Commission is responsible for reviewing the boundaries of the 21 constituencies according to set criteria.
- 8.2 Each of the Commissions consists of a Chairman and not less than two nor more than seven other members who are appointed by the President.

**ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL
BOUNDARIES COMMISSION**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

9. ELECTORAL COMMISSIONER'S OFFICE

- 9.1 By virtue of the Constitution of the Republic of Mauritius and the Representation of the People Act, the main function of the Electoral Commissioner's Office is to organise elections of members of the National Assembly, Municipal and Village Councils. It also conducts annual house-to-house enquiries for registration of electors in connection with the compilation of the Registers of Electors.
- 9.2 The Electoral Commissioner is the accounting, administrative and technical head of the Electoral Commissioner's Office and is assisted by officers of the Electoral Officer Cadre and those of the General Services. In time of election and for the compilation of Elector's Register, the Electoral Commissioner's Office hires the services of public officers to act as Election Officers and Registration Officers respectively.
- 9.3 We are maintaining the present organisation structure of the Electoral Commissioner's Office which is appropriate except for the creation of an additional level of Deputy Chief Electoral Officer. We are also reviewing the entry qualification requirement for the post of Electoral Officer to allow the organisation to recruit candidates of the right calibre and skills.

Deputy Chief Electoral Officer

- 9.4 With the creation of the Rodrigues Regional Assembly and a change in the legislation regarding the registration of electors throughout the whole year, the nature of electoral work has changed significantly. There is need for a new grade to deal exclusively with Rodrigues following the enactment of the Rodrigues Regional Assembly.

Recommendation 1

- 9.5 **We recommend the creation of a new grade of Deputy Chief Electoral Officer.**

- 9.6 **The grade should be filled by promotion, on the basis of merit and experience, from among Principal Electoral Officers with at least four years' experience in the grade.**
- 9.7 Incumbent will, *inter alia*, be responsible for the overall supervision of elections, registration and compilation of Voter Registers and Elections in Rodrigues.

Electoral Officer

- 9.8 Recruitment to the grade of Electoral Officer is made by selection from among serving officers possessing the Cambridge School Certificate with credit in at least five subjects and drawing a minimum basic salary equivalent to three increments less than the top of a Higher Executive Officer's salary. Officers should have attained a certain level of maturity and be computer literate.
- 9.9 In future, officers of the Electoral Officer Cadre will be responsible for the education of voters and political parties. Therefore, officers should have legal knowledge to interpret and share information.
- 9.10 Following the Sachs Commission's Report, legislation is underway for the continuous registration of new electors to be carried out throughout the whole year. This exercise will be monitored by Electoral Officers who will be required to work after office hours on a regular basis.
- 9.11 In view of the additional responsibilities and duties devolving upon the grades, we are reviewing the entry requirements and requiring incumbents to work at staggered hours.

Recommendation 2

- 9.12 **We recommend that, in future, recruitment to the grade of Electoral Officer should be made by selection from among serving officers possessing the Cambridge School Certificate with credit in at least five subjects together with a Diploma in Legal Studies and drawing at least a minimum basic salary equivalent to three increments less than the top of the Higher Executive Officer's salary.**

- 9.13 We also recommend that officers in the grade of Electoral Officer should work at staggered hours. This element has been taken into account in the recommended salary.

ELECTORAL COMMISSIONER'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 91	Rs 65000 Electoral Commissioner (Personal)
18 00 82	Rs 47500 Electoral Commissioner (Future Holder)
18 72 75	Rs 36000 x 1000 - 39000 Chief Electoral Officer
18 68 71	Rs 32000 x 1000 - 35000 Deputy Chief Electoral Officer (New Grade)
18 61 68	Rs 25600 x 800 - 28000 x 1000 - 32000 Principal Electoral Officer
18 53 61	Rs 19400 x 600 - 20000 x 800 - 25600 Senior Electoral Officer
18 47 58	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Electoral Officer
04 15 37	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 11800 Addressograph-Multilith Operator
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

10. PERMANENT ARBITRATION TRIBUNAL

- 10.1 The Permanent Arbitration Tribunal (PAT) is a quasi-judicial body responsible for arbitrating and making awards on industrial disputes.
- 10.2 The President of the PAT is also the President of the Civil Service Arbitration Tribunal (CSAT) which is the equivalent of the PAT for settling industrial disputes in the Public Service. He is assisted by two assessors appointed by the Minister of Civil Service Affairs and Administrative Reforms.
- 10.3 The Tribunal is composed of a President and a Vice-President whose offices are public offices. The support staff comprises officers in the grades of Senior Shorthand Writer, Shorthand Writer and other General Services grades. One Chief Court Officer from the Judicial Department is performing the duties of Secretary/Registrar at the Tribunal.

PERMANENT ARBITRATION TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 92	Rs 70000 President, Permanent Arbitration Tribunal
12 00 89	Rs 60000 Vice-President
08 47 56	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Shorthand Writer
08 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 18200 Shorthand Writer
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

11. LOCAL GOVERNMENT SERVICE COMMISSION

- 11.1 The Local Government Service Commission (LGSC) established by Act No. 37 of 1975 is an independent body responsible for appointment, promotion, disciplinary control, removal from office and approval of retirement of officers across the whole Local Government Service.
- 11.2 The Secretary, Local Government Service Commission is the administrative head of the Commission. He is assisted in the performance of his duties by supporting staff from the General Services and from the Finance Cadre.
- 11.3 At present, the Secretary, Local Government Service Commission is appointed in a substantive capacity by selection from among Assistant Secretaries and officers of the Establishment Cadre not below the rank of Senior Personnel Officer. It has been represented that in line with the Public and Disciplined Forces Service Commission, the Secretary, LGSC should not be appointed in a substantive capacity. The duties should be assigned to an officer of the level of Assistant Secretary with sufficient number of years of experience. The Bureau concurs with this view.

Recommendation

- 11.4 **We recommend that, in future, an officer not below the level of an Assistant Secretary, be assigned the duties of Secretary, Local Government Service Commission. The officer should be paid a responsibility allowance equivalent to the difference between his salary and that of the post of Secretary. On the officer's retirement the pensionable emoluments shall be those of the Secretary, Local Government Service Commission provided that:**
- (i) **he has been performing the duties of the office for a continuous period of two years;**

- (ii) he has 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 reverted at his own request; and
- (iii) at the time of his reversion/retirement he has reached the age of 50.

LOCAL GOVERNMENT SERVICE COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 71 76	Rs 35000 x 1000 - 40000 Secretary, Local Government Service Commission
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Gateman
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman

12. CENTRAL TENDER BOARD

- 12.1 The Central Tender Board is responsible for the procurement of goods, services and works for public bodies, for which the contract value exceeds a prescribed amount.
- 12.2 The main functions of the Board are to establish appropriate tender procedures and ensure compliance therewith; vet tender documents; invite tenders locally or internationally; receive, open, examine and evaluate tenders and approve the award of contracts.
- 12.3 The Central Tender Board has seven full time and three part time members. Other staff comprises the Secretary, Deputy Secretary and Assistant Secretary as well as officers of the Finance and Purchasing and Supply Cadres and of the General Services.
- 12.4 Procurement function occupies a very important place among the activities of the organisation and there is need for more officers with experience to check in detail whether all public procurement procedures have been properly followed and evaluation of bids carried out. The structure needs to be reinforced to ensure that the public sector is obtaining value for money spent in the procurement of goods, works and services. We are, therefore, providing for a new Procurement Cadre to cater for the technicalities in the scrutiny of recommendations concerning procurement of goods, works and services.

Procurement Officer (New Grade)

Recommendation 1

- 12.5 **We recommend the creation of a grade of Procurement Officer to be appointed by selection from among serving officers in the grades of Assistant Finance Officer, Executive Officer and Purchasing and Supply Officer reckoning at least four years' service in a substantive capacity.**
- 12.6 Incumbent would be required to, *inter alia*, scrutinise the recommendation for award of contract made by Ministries/Departments and ensure that procedures

have been properly followed and value for money obtained; ensure that the recommended bid complies with tender specification laid down in the tender documents, open and register the bids and compile list of bids received and transmit same to the client Ministry/Department.

Senior Procurement Officer (New Grade)

Recommendation 2

12.7 We also recommend the creation of a grade of Senior Procurement Officer to be appointed by promotion on the basis of merit and experience from Procurement Officers reckoning at least two years' service in a substantive capacity.

12.8 Incumbent would be responsible to ensure that the concept of value for money is followed by Ministry/Department in their recommendations, ensure that local purchases are not effected on a piecemeal basis in order to avoid the Central Tender Board and that evaluation of bids received has been properly carried out; examine projects and prepare/scrutinise tender documents for specialised, expensive equipment and for works.

Assistant Secretary, Central Tender Board

12.9 The Assistant Secretary, Central Tender Board supervises the work of subordinate staff in the scrutiny of tender documents and reports thereon prior to their submission to the Board, assists in the preparation of tender documents incorporating specifications and conditions relating to projects and issue of tender documents. To reflect the nature of the duties being performed, we are restyling the grade.

Recommendation 3

12.10 We recommend that the grade of Assistant Secretary, Central Tender Board be restyled Principal Procurement Officer. In future, appointment to the grade should be by promotion from the Senior Procurement Officer on the basis of merit and experience.

- 12.11 We further recommend that appointment to the grade of Deputy Secretary should be promotional from officers in the grade of Principal Procurement Officer.

CENTRAL TENDER BOARD

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 68 75	Rs 32000 x 1000 - 39000 Secretary, Central Tender Board
01 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Deputy Secretary, Central Tender Board
01 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Principal Procurement Officer <i>formerly Assistant Secretary, Central Tender Board</i>
01 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Procurement Officer (New Grade)
01 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Procurement Officer (New Grade)
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

13. PRIME MINISTER'S OFFICE

- 13.1 The Prime Minister's Office is the apex Ministry concerned with, *inter alia*, the promotion of national unity and solidarity. As the main agency in Government, the Prime Minister's Office aims at improving the quality of life of the citizens of Mauritius by building a modern, responsible and productive society, better prepared to take advantage of new opportunities and to face future challenges. It provides authoritative and purposeful guidance and leadership to the machinery of Government and is the driving agency in the management and administration of the Government and the Civil Service. The Prime Minister's Office is pursuing the goal of modernising the public service and giving its employees a new mindset to meet the ever-rising expectations of the population.
- 13.2 The Prime Minister's Office comprises the Cabinet Office, the Private Office, the Defence and Home Affairs Division and the National Security Services. The mission of the Cabinet Office which is headed by the Secretary to the Cabinet is to provide timely and quality service to the Cabinet - the highest policy making body in the country - with a view to facilitating the formulation of policies and the decision making process. The Secretary to the Cabinet is also the Head of the Civil Service and has thus, the overall responsibility for the administration of the whole Civil Service and more particularly of the Administrative Cadre. The Defence and Home Affairs Division, headed by the Secretary for Home Affairs, deals with all matters pertaining to national security and internal affairs. The Private Office, under the overall responsibility of the Secretary to the Cabinet, deals with all requests for appointments/meetings/courtesy calls, messages, interviews, correspondences to and from the Prime Minister as well as overseas missions. The Private Office also has to supervise State Visits and Hospitality as well as the organisation of official functions/ceremonials hosted by the Prime Minister.

Crucial Role of the Administrative Cadre

- 13.3 The responsibility of the Administrative Cadre in the furtherance of the mandate of the Prime Minister's Office particularly in the management and administration of the Government business is critical and crucial.
- 13.4 Entry to the Administrative Cadre is through two streams, i.e. from serving officers having reached a certain level in selected grades and from outside candidates who are degree holders, through a competitive examination followed by interview. The next higher grade of Principal Assistant Secretary is by promotion of Assistant Secretaries having five years' experience in a substantive capacity.
- 13.5 According to the Constitution the grade of Permanent Secretary is filled with the concurrence of the Prime Minister. Though recruitment to the post of Permanent Secretary can be made from outside the cadre, since the 1990s appointment to the grade has been made only from the grade of Principal Assistant Secretary. The relevance of this practice is increasingly being questioned in the face of emerging and daunting challenges on the national and international fronts.

Present Day Challenges and Needs

- 13.6 These challenges include demands to modernise public services and orient them more closely to the needs of customers; higher expectations on the part of the general public, who expect public service to keep pace with private ones; increased opportunities and requirements for partnerships both across the public sector and with private and voluntary organisations and pressures to harness new technology and deliver government services electronically.
- 13.7 There is, therefore, a need to adopt a more vigorous approach to respond to these challenges. The Civil Service needs to be re-engineered in the light of the revamped role of Government as a facilitator and trend setter. It must provide for a range of services which support the achievement of corporate objectives, and as such requires a class of Managers/Administrators who are highly imaginative and innovative with top management sharing a diversity of intellectual backgrounds and knowledge, styles and perspectives in order to cope with these challenges.

- 13.8 Moreover, for some time now, the Government has been advocating a change in the current practice of appointing administrative heads. The policy makers would wish to have a larger pool from whom to choose high calibre officers to translate their policies into action. On the other hand, there are qualified and competent officers within organisations who could contribute in the decision making process but because of the tight hierarchical system, are debarred and have no opportunities to show their management worth. Further, since the philosophy of the Government is to encourage more public/private partnership in the management of public affairs, it is argued that able and experienced executives and managers who are results-oriented, can lead people and focus on outcomes and who have demonstrated managerial competence, should be given the opportunity to serve the country. The present mode of recruitment/appointment of officers in the Administrative Cadre leaves little room for enlistment at the higher level.
- 13.9 There is, therefore, need to introduce new ways for increasing the number of qualified and competent people from whom to choose the highest levels of management, while not ignoring the contributions and aspirations of competent public officers in the Administrative Class who have diligently and effectively been serving.
- 13.10 In the light of the above, we are recommending a Senior Executive Service, with two legs - one for Generalists and one for Specialists - to provide an opportunity to high flyers, to induce our intellectuals back to the country and to create a pool of talents for high level positions. We are dealing with the Senior Executive Service (Generalist) in this Chapter and with the Senior Executive Service (Specialist) at Chapter 23 of the Report on the Ministry of Civil Service Affairs and Administrative Reforms. We are redefining the terms of employment at the level of Permanent Secretary while providing an alternative arrangement for able officers in the cadre. Furthermore, we are providing for a Senior Chief Executive position to be responsible for larger Ministries and equally reviewing the mode of entry at different levels in the Administrative cadre.

Recommendation 1

13.11 We recommend the creation of a Senior Executive Service comprising three levels namely a Senior Executive (Generalist) level, a Permanent Secretary level and a Senior Chief Executive level. The position of Senior Executive (Generalist) would be filled from among able and talented candidates possessing:

- (a) passes not below Grade 'B' in at least two subjects at the GCE 'A' level;**
- (b) a First or upper Second Class Honours Degree at Bachelor's Level or a professional qualification; and**
- (c) a Master's Degree or an equivalent qualification.**

Candidates should also have five years' experience preferably at management level.

13.12 Appointment to the position of Senior Executive (Generalist) would be made by the Public Service Commission on strictly contractual terms for a period of two years subject to the concurrence of the Prime Minister. Such contract would be renewable based on whether the officer has delivered his accountability in relation to the mandate of the organisation.

13.13 Incumbents in the position of Senior Executive (Generalist) would be posted in Departments or major sections/units of Ministries where they can design, coordinate, influence and trigger change and reforms as well as assist the Chief Executive/Permanent Secretary in the discharge of his duties and responsibilities. They would also be required, *inter alia*, to assist in policy formulation and decision making, co-ordinate project implementation with other Ministries/Departments and participate in high level meetings/negotiations.

Recommendation 2

13.14 The salary of the Senior Executive (Generalist) shall depend on his length of experience and be negotiable in the range of Rs 30000 to Rs 35000 for the first contract, Rs 36000 to Rs 40000 for the second contract and Rs 42500 to

Rs 45000 for the third and subsequent contracts. The package shall include a gratuity of 25% of the salary component. The other terms and conditions of employment shall be as recommended for contract officers.

13.15 The Senior Executive (Generalist), after having successfully completed four years' Senior Executive Service, may, with the concurrence of the Prime Minister, be considered for appointment on contractual terms to the grade of Permanent Secretary.

13.16 A public officer drawing a monthly salary of Rs 30000 or above and possessing the required qualifications mentioned at paragraph 13.11 above may also be considered for the position of Senior Executive (Generalist). If selected, the officer would, notwithstanding the provisions of paragraph 13.12, be assigned the duties and be eligible to an allowance representing the difference between his salary and the negotiated salary within the appropriate range.

Permanent Secretary

Recommendation 3

13.17 We recommend that henceforth appointment to/filling of the level of Permanent Secretary shall be on contractual terms or on assignment basis for a period of two years. Such contract would be renewable, or tenure of assignment extended, subject to the officer's performance and continued relevance of his competence.

13.18 We further recommend that appointment to/filling of the position of Permanent Secretary, which should continue to be with the concurrence of the Prime Minister, would be from two streams as follows:

- (a)** by selection from among Principal Assistant Secretaries with proven managerial and leadership abilities and good interpersonal skills; and
- (b)** as from 1 July 2007, also by selection from candidates in the Senior Executive Service with at least four years' executive service.

13.19 Selected officers already in the service in a substantive capacity would be assigned the duties of the position of Permanent Secretary whereas officers from the Senior Executive Service not holding a substantive appointment would continue to be on contractual basis.

Recommendation 4

13.20 The salary of the Permanent Secretary on contractual terms shall be as determined for the substantive position. The package shall include a gratuity of 25% of the salary component. The other terms and conditions of employment shall be as recommended for Contract Officers.

Recommendation 5

13.21 A public officer on permanent establishment assigned the duties of the position of Permanent Secretary would be eligible to 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

- (a) he has successfully served for a period of two years;
- (b) he has 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 reverted at his own request; and
- (c) at the time of his reversion/retirement he has reached the age of 50.

13.22 Officers presently appointed in a temporary capacity as Permanent Secretary should be given the option of joining the new scheme or be governed by regulations in force prior to the coming into effect of this Report.

Senior Chief Executive (New Grade)

13.23 Ministries, irrespective of size, volume and pressure of work, are under the responsibility of a Permanent Secretary. Given the challenges and the growing complexity in the present environment, the pressure and volume of work

devolving upon the Permanent Secretary of large and complex Ministries are undoubtedly greater than in relatively smaller Ministries. Further, differentiation does exist in other countries, e.g UK, where Permanent Secretaries are on different remuneration. We are, therefore, creating a Senior Chief Executive position as a mechanism to compensate officers shouldering higher responsibilities in certain large and high-profile Ministries.

Recommendation 6

13.24 We recommend the creation of a position of Senior Chief Executive to be filled on contractual terms, or on an assignment basis, for a period of two years, from incumbents of the level of Permanent Secretary or Head of a Technical/Professional Cadre drawing a monthly salary of Rs 47500 and above, to head the Ministry of Health and Quality of Life, the Ministry of Education and Scientific Research, the Ministry of Agriculture, Food Technology and Natural Resources or such Ministries as may be determined by the authorities from time to time.

Such contract would be renewable, or assignment extended, subject to the officer's performance and continued relevance of his competence.

13.25 On the departure of the present incumbents of the posts of Secretary for Home Affairs, Secretary for Public Service Affairs and Secretary to the President, these positions should equally be filled by Senior Chief Executives on the same terms and conditions.

Recommendation 7

13.26 The pay of the Senior Chief Executive is set at Rs 65000 a month. An officer entrusted this position on contractual or assignment terms would be eligible to an allowance representing the difference between the pay of the Senior Chief Executive and the substantive salary of the incumbent. The officer would also be eligible to a gratuity of 25% of salary plus the allowance if appointed on contract or an amount equivalent to 25% of the allowance if assigned the duties.

Recommendation 8

13.27 A public officer on permanent establishment assigned duties of the position of Senior Chief Executive may, at the start of the assignment, opt not to take the “amount equivalent to 25% of the allowance” and in return the years of service as Senior Chief Executive shall be deemed to be pensionable service subject to the provision of (a), (b) and (c) below. On the officer’s retirement, the pensionable emoluments shall be those of the Senior Chief Executive provided that

EITHER

- (a) he has successfully served for a period of two years;**
- (b) he has 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 reverted at his own request; and**
- (c) at the time of his reversion/retirement he has reached the age of 50.**

OR

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

Assistant Secretary

13.28 The source grade and the first level of the Administrative Cadre will remain the grade of Assistant Secretary.

13.29 At present Assistant Secretaries are recruited by open competition from among holders of a post HSC or ‘A’ level degree and by limited competition from among officers who hold appointment in a substantive capacity in the grades of Executive Officer, Higher Executive Officer, Office Superintendent and officers of the Personnel and Finance Cadres.

Recommendation 9

13.30 We recommend that the present mode of recruitment to the grade of Assistant Secretary be maintained.

Recommendation 10**13.31 We also recommend:**

- (a) the creation of a grade of Senior Assistant Secretary to be filled by selection from among officers in the grade of Assistant Secretary reckoning at least four years' service in a substantive capacity;
- (b) that Senior Assistant Secretary be posted in Departments or major sections/units of Ministries and be made accountable to the Supervising Officer. Incumbent in the grade would be required to assist the Chief Executive/Permanent Secretary in the discharge of his duties and responsibilities; and
- (c) that, in future, appointment to the grade of Principal Assistant Secretary should be by selection from among officers in the grade of Senior Assistant Secretary possessing a degree or a professional qualification.

13.32 However, Senior Assistant Secretaries appointed from Assistant Secretaries in post as at 30 June 2003, would continue to be eligible for appointment as Principal Assistant Secretary though not possessing the degree requirement.

PRIME MINISTER'S OFFICE***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 96	Rs 85000 Secretary to Cabinet and Head of the Civil Service
02 00 91	Rs 65000 Secretary for Home Affairs Senior Chief Executive (New Grade)
02 00 85	Rs 52000 Permanent Secretary

Salary Code	Salary Scale and Grade
02 68 75	Rs 32000 x 1000 – 39000 Principal Assistant Secretary
02 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Assistant Secretary
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Assistant Secretary
02 00 82	Rs 47500 National Security Adviser
02 64 70	Rs 28000 x 1000 – 34000 Principal Co-ordinator, Security Matters
02 52 66	Rs 18800 x 600 – 20000 x 800 – 28000 x 1000 – 30000 Co-ordinator, Security Matters
02 63 70	Rs 27200 x 1000 – 34000 Conference and Social Functions Manager
08 15 41	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13400 Receptionist/Guide (Personal)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 - 8025 Liftman
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

13. MAURITIUS PRISONS SERVICE

13.33 The Mauritius Prisons Service is accountable for protecting the public by keeping prisoners in safe custody whilst exercising a duty of care. It provides an ongoing regime for prisoners and innovation thereto is made at regular intervals to meet national and international norms. In the wake of the Reforms Institutions Act of 1988, corporal punishment has been abolished and in order to provide more social and harmonious justice, privileges to detainees have increased. The Prisons Welfare Service was thus set up to promote the social well being of the detainees and their families and the Prisons Hospital Service provides care to sick detainees and their relatives.

13.34 The vision of the Prisons Service is to achieve excellence in its daily duties of keeping detainees in safe custody and in the rehabilitation process so that prisoners develop and adopt law abiding attitudes and eventually reintegrate society successfully. It operates in the midst of environmental pressures within a legal framework and has to give assurance in the provision of humane treatment to detainees while maintaining a high level of security and discipline.

13.35 We are in this Report reviewing the organisation structure and upgrading the conditions of employment to respond to the need of the Prisons Department for the provision of a better service.

Trainee Prisons Officer

13.36 At present, appointment to the Prisons Officer Cadre is from the Trainee Prisons Officer. Trainees have to undergo on-the-job training for a period of six months and are required to perform all the general duties as laid down in the Prison Regulations, Standing Orders and such other Orders. As trainees are performing the duties of full fledged officers, the trainee grade is no longer relevant.

Recommendation 1

13.37 We recommend that the grade of Trainee Prisons Officer (Male and Female) be abolished.

In future, recruitment to Prisons Officer Grade II and Female Prisons Officer Grade II, should be from among candidates possessing the Cambridge School Certificate or passes in five subjects at the General Certificate of Education 'O' level and having the appropriate physical requirements.

Senior Officer Cadet (Male and Female)

13.38 Currently, the grade of Senior Officer Cadet (Male and Female) exists on the establishment of the Prisons Service but enlistment has for quite some time not been made. This grade should normally provide the Mauritius Prisons Service with a wider choice of officers having managerial skills and competence to shoulder higher responsibilities at administrative level. **We recommend that the Senior Officer Cadet Scheme should be revived.**

Risk Allowance

13.39 Presently, an allowance equivalent to one increment at the initial of the relevant salary scale is paid exceptionally to the prisons hospital nursing personnel who are exposed to higher risks while working in constant and close contact with patients at the prisons hospital.

13.40 We have received representations both from the staff side and management to extend the payment of Risk Allowance to all Prisons Officers as they are also in close contact with detainees in prison association yards and workshops.

13.41 The Bureau has studied the representations and agrees that the duties of Prisons Officers involve an element of risk and this has been taken into consideration in arriving at the salaries recommended. However, the prisons hospital nursing personnel is being compensated, as in the past, in the form of an allowance.

Recommendation 2

13.42 **We recommend that the payment of the allowance equivalent to one increment at the initial of the relevant salary scale to the prisons hospital nursing personnel be maintained.**

13.43 The Medical and Health Officer/Senior Medical and Health Officer at present on secondment to the Prisons Department is paid a monthly allowance of Rs 2000 for coverage of hospitals after normal hours of duty on weekdays, on Saturday afternoons, Sundays and Public Holidays.

Recommendation 3

13.44 The coverage allowance paid to the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Prisons Department is revised to Rs 2650 monthly.

Trade Allowance

13.45 Prisons Officers posted in the Works and Industries Sections dispense training courses to detainees to improve their employability, in addition to their normal prisons duties. On successful completion of the course, detainees are awarded certificates which are recognised by the IVTB. We are providing for a trade allowance to compensate these officers.

Recommendation 4

13.46 We recommend the payment of a Trade Allowance of Rs 205 monthly to Prisons Officers Grade II and Grade I posted in the Works and Industries Sections and who are called upon to dispense training on a regular basis to detainees.

Retirement

13.47 The job of Prisons Officers is becoming more and more demanding due to the increase in the number of detainees, especially high risk prisoners. With this situation officers perform their work under heavy stress and pressure. We are, therefore, supporting the introduction of an early retirement scheme in the Prisons Department.

Recommendation 5

13.48 We recommend that, as is the case for members of the Police Force, Prisons Officers

- (a) be allowed to retire on a proportionate pension after 25 years of service, and**
- (b) be eligible to earn pension at the enhanced rate of 1/360th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 30 years of service.**

Bank of Prisons Officers

13.49 Crisis and emergency situations frequently occur nowadays and this causes disruption to the service. To help the Prisons Department effectively face such difficult times, we are introducing the service of a Bank of Prisons Officers. The Bank shall consist of officers who have retired or are on leave and shall provide support services in times of crisis or emergency.

Recommendation 6

13.50 We recommend that a Bank of Prisons Officers, comprising Prisons Officers who are off duty, on leave or retired, be created to perform Prisons Officers' duties as and when required in cases of crisis and emergency.

We also recommend that an allowance of Rs 300 should be paid for every three hours to each officer when called upon to attend duty.

Night Duty Allowance

13.51 Officers of the Mauritius Prisons Service have to work either on shift or roster basis. These elements have been taken into consideration in determining the salaries of the grades. However, as an incentive to those who actually perform night duty, we are introducing a night duty allowance.

Recommendation 7

13.52 We recommend that officers who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Attending duty during emergencies

13.53 Officers below the rank of Assistant Superintendent, though not scheduled to work, have to report for duty during cyclone warnings Class II to Class IV and during other emergencies. As an incentive, we are making a recommendation for this category of officers.

Recommendation 8

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

Senior Staff

13.55 Senior staff, by the very nature of their duties, are sometimes required to attend duty at any time at short notice particularly to attend to emergencies and crisis situations. Moreover, they often have to stay until very late at night on their site of work. We have considered these elements in determining the salaries of these grades.

Special Allowance to Prisons Security Squad

13.56 The Prisons Security Squad comprises specially trained Prisons Officers who are required to deal with high security risk detainees and to perform such other duties as armed sentries, dog handling and escorting high risk and violent detainees. These officers are paid an all-inclusive monthly allowance of Rs 800.

Recommendation 9

13.57 We recommend that the Special Allowance paid monthly to officers in the Prisons Security Squad be revised to Rs 960.

Rent Allowance

13.58 Rent Allowance is presently paid to Prisons Officers as from their date of appointment whenever quarters are not available. We are maintaining the rent allowance whilst revising the quantum in respect of each grade.

Recommendation 10

13.59 We recommend the payment of a monthly rent allowance to eligible officers of the Prisons Service not occupying government quarters as follows:

Grade	Amount (Rs)
Female Prisons Officer Grade II	635
Prisons Officer Grade II	635
Female Prisons Officer Grade I	715
Prisons Officer Grade I	715
Principal Female Prisons Officer	910
Principal Industries Officer	910
Principal Prisons Officer	910
Principal Stores Officer (Prisons)	910
Principal Works Officer	910
Hospital Officer (Male & Female)	910
Chief Female Prisons Officer	990
Chief Industries Officer	990
Chief Prisons Officer	990
Chief Prisons Stores Officer	990
Chief Works Officer	990
Prisons Welfare Officer	990
Senior Hospital Officer (Male & Female)	1075
Assistant Superintendent of Prisons	1075
Catering Officer	1075
Female Assistant Superintendent of Prisons	1075
Senior Prisons Welfare Officer	1075
Supervisor of Industries	1075
Supervisor of Works	1075

Principal Prisons Welfare Officer	1265
Female Superintendent of Prisons	1265
Superintendent of Industries	1265
Superintendent of Prisons	1265
Superintendent of Stores (Prisons)	1265
Superintendent of Works	1265
Principal Hospital Officer	1265
Senior Superintendent of Prisons	1430
Chief Hospital Officer	1430
Assistant Commissioner of Prisons	1790
Deputy Commissioner of Prisons	2145
Commissioner of Prisons	2500

Recommendation 11

- 13.60 We recommend that, as at present, officers of the Prisons Service who live in government quarters should not pay any rent nor should they be eligible for rent allowance.

MAURITIUS PRISONS SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
17 00 82	Rs 47500 Commissioner of Prisons
17 73 75	Rs 37000 x 1000 - 39000 Deputy Commissioner of Prisons
17 63 70	Rs 27200 x 800 - 28000 x 1000 - 34000 Assistant Commissioner of Prisons
17 57 64	Rs 22400 x 800 – 28000 Chief Hospital Officer
17 56 63	Rs 21600 x 800 – 27200 Senior Superintendent of Prisons

Salary Code	Salary Scale and Grade
17 54 60	<p>Rs 20000 x 800 – 24800</p> <p>Female Superintendent of Prisons Principal Prisons Welfare Officer Superintendent of Prisons Superintendent of Works Superintendent of Stores Superintendent of Industries</p>
17 49 56	<p>Rs 17000 x 600 – 20000 x 800 – 21600</p> <p>Assistant Superintendent of Prisons Female Assistant Superintendent of Prisons Supervisor of Industries Supervisor of Works Senior Prisons Welfare Officer</p>
17 45 52	<p>Rs 15000 x 500 – 17000 x 600 – 18800</p> <p>Chief Prisons Officer Chief Female Prisons Officer Chief Stores Officer (Prisons) Chief Works Officer Chief Industries Officer Prisons Welfare Officer</p>
17 41 49	<p>Rs 13400 x 400 – 15000 x 500 – 17000</p> <p>Principal Prisons Officer Principal Female Prisons Officer Principal Industries Officer Principal Works Officer Principal Stores Officer (Prisons)</p>
17 36 46	<p>Rs 11400 x 400 – 15000 x 500 – 15500</p> <p>Female Prisons Officer Grade I Prisons Officer Grade I</p>
17 40 42	<p>Rs 13000 x 400 – 13800</p> <p>Senior Officer Cadet (Male) Senior Officer Cadet (Female)</p>
17 21 43	<p>Rs 7675 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200</p> <p>Female Prisons Officer Grade II Prisons Officer Grade II</p>

Salary Code	Salary Scale and Grade
17 14 15	Rs 6575 x 150 – 6725 Trainee Prisons Officer (Male) Trainee Prisons Officer (Female)
17 52 59	Rs 18800 x 600 – 20000 x 800 – 24000 Principal Hospital Officer
17 43 55	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Hospital Officer (Male) Senior Hospital Officer (Female)
17 32 51	Rs 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 18200 Hospital Officer (Male) Hospital Officer (Female)
11 45 54	Rs 15000 x 500 – 17000 x 600 – 20000 Catering Officer
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Automobile Electrician Blacksmith Carpenter Mason Motor Diesel Mechanic Panel Beater Plumber and Pipe Fitter Tinsmith
25 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Tradesman's Assistant
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman

13. GOVERNMENT INFORMATION SERVICE

- 13.61 The Government Information Service functions as a communication link between the Government and the public to provide timely and accurate information to interested parties on Government policies, programmes, services, activities and achievements. It is responsible, *inter alia*, for conducting publicity campaigns on issues of national importance by publishing booklets, magazines and newsletters; organising press conferences and other events; and managing an audio-visual unit. The organisation comprises officers of the Audio Visual Assistant, News Officer and the Information Officer Cadres.
- 13.62 The present organisational structure meets the requirements of the organisation except for the Overseas News Service (ONS) where a re-organisation is underway in the context of the development of the ICT Sector. The ONS will proceed towards the issue of soft copies of its News Bulletins through the electronic media and also publish the news items on its website. Taking into consideration the foreseeable changes in the work procedures, we are restyling and providing appropriate gradings to reflect the nature of the duties.

GOVERNMENT INFORMATION SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 00 78	Rs 42500 Director, Information Services
10 68 75	Rs 32000 x 1000 – 39000 Assistant Director, Information Services
10 64 70	Rs 28000 x 1000 - 34000 Principal Information Officer
10 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Information Officer

Salary Code	Salary Scale and Grade
10 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Information Officer
10 34 45	Rs 10600 x 400 – 15000 Publicity Officer <i>formerly Documentation Officer</i>
10 18 42	Rs 7175 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13800 Assistant Publicity Officer <i>formerly Assistant Documentation Officer</i>
AUDIO VISUAL SECTION	
10 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 18200 Head, Audio-Visual Assistant Cadre <i>formerly Principal Audio-Visual Assistant</i>
10 34 45	Rs 10600 x 400 – 15000 Senior Audio-Visual Assistant
10 18 42	Rs 7175 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13800 Audio-Visual Assistant
OVERSEAS NEWS SECTION	
01 46 51	Rs 15500 x 500 – 17000 x 600 – 18200 Head, News Officer Cadre <i>formerly Principal News Officer</i>
10 34 48	Rs 10600 x 400 – 15000 x 500 – 16500 Senior News Officer
10 19 43	Rs 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 News Officer

13. FORENSIC SCIENCE LABORATORY

- 13.63 The Forensic Science Laboratory, under the aegis of the Prime Minister's Office since July 2000, is the sole laboratory in the country providing essential forensic science services at national level and as such, plays a major role in assisting the police, its primary customer, in the maintenance of law and order and the courts of law in the administration of justice.
- 13.64 Forensic Science incorporates a wide range of specialised scientific/technical disciplines that are made use of in a number of occurrences encountered in daily life. Its main objectives are, *inter alia*, to provide the necessary support and analytical services such as analysis and identification of drugs abuse; monitoring of alcohol; investigation of road accidents; ballistics and scene of crime investigation including fires and explosions.
- 13.65 The functional organisational structure of the Forensic Science Laboratory consists of two main categories of staff, namely the professional staff encompassing officers in the grades of Head, Forensic Science Laboratory, Chief Forensic Science Officer, Senior Scientific Officer (Forensic Science) and Scientific Officer (Forensic Science); and the Technical Cadre of Senior Forensic Technologist, Forensic Technologist and Forensic Technician.

Head, Forensic Science Laboratory

- 13.66 Following the transfer of the Forensic Science Laboratory from the Police Administration to the Prime Minister's Office, the responsibilities of the Head, Forensic Science Laboratory have increased significantly. The Head, Forensic Science Laboratory is now the Accounting Officer and is directly accountable to the Secretary for Home Affairs for budgetary, advisory and professional matters pertaining to the Forensic Science Laboratory.
- 13.67 In view of the accountability aspect and the additional duties and responsibilities shouldered by the Head, Forensic Science Laboratory, there is a need to restyle the grade. The whole professional cadre also requires restyling to reflect the true

nature of the work and duties performed and to be in line with what obtains in other foreign jurisdictions.

Recommendation 1

13.68 We recommend that the grade of Head, Forensic Science Laboratory be restyled Director, Forensic Science Laboratory.

Recommendation 2

13.69 We further recommend that the other professional grades be restyled as follows:

**Chief Forensic Science Officer as Chief Forensic Scientist,
Senior Scientific Officer (Forensic Science) as Senior Forensic Scientist, and
Scientific Officer (Forensic Science) as Forensic Scientist**

On-Call and In-Attendance Allowances

13.70 Due to the specificity of the Forensic Science Laboratory, officers of the Professional Cadre as well as those of the Technical Cadre are often called to the crime scene at any hour of the day or night for the purpose of interpretation and collection of relevant potential and evidential material and exhibits.

13.71 At present, the Director, Forensic Science Laboratory, the officers of the professional grades as well as some of the technical grades are paid allowances whenever they are on call and in attendance during weekends and public holidays.

13.72 The on-call hours on Saturdays are from noon to 6.00 p.m and on Sundays and Public Holidays from 9.00 a.m to 6.00 p.m. Officers in the grade of Forensic Technician are presently not included in the on-call and in-attendance scheme.

13.73 Representations have been received that the present system of on-call and in-attendance coverage is not adequate since the services of these professionals and technical staff are not available before and after office hours on weekdays although these officers are very often contacted by the police for their expert services in the early morning and late evening without any extra compensation.

We have also been informed by management that the working week is now of five days and that the hours of attendance have changed.

- 13.74 We are, therefore, making provisions for a proper and complete coverage on any day of the week including weekends and public holidays.

Recommendation 3

- 13.75 We recommend that officers of the Forensic Science Laboratory be granted on-call allowances as specified below:

Grades	<u>Weekdays</u>	<u>Saturdays</u>	<u>Sundays and Public Holidays</u>
	6.00 a.m - 8.45 a.m 4.00 p.m - 6.00 p.m	6.00 a.m - 6.00 p.m	6.00 a.m - 6.00 p.m
Director, Forensic Science Laboratory	Rs 90	Rs 275	Rs 330
Chief Forensic Scientist	Rs 75	Rs 225	Rs 270
Senior Forensic Scientist	Rs 65	Rs 200	Rs 240
Forensic Scientist	Rs 55	Rs 160	Rs 195
Senior Forensic Technologist	Rs 45	Rs 140	Rs 165
Forensic Technologist	Rs 40	Rs 125	Rs 150
Forensic Technician	Rs 35	Rs 100	Rs 120

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

Director, FSL	:	Rs 220
Chief Forensic Scientist	:	Rs 180
Senior Forensic Scientist	:	Rs 160
Forensic Scientist	:	Rs 130
Senior Forensic Technologist	:	Rs 110
Forensic Technologist	:	Rs 100
Forensic Technician	:	Rs 80

FORENSIC SCIENCE LABORATORY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 68 75	Rs 32000 x 1000 – 39000 Director, Forensic Science Laboratory <i>formerly Head, Forensic Science Laboratory</i>
19 64 70	Rs 28000 x 1000 – 34000 Chief Forensic Scientist <i>formerly Chief Forensic Science Officer</i>
19 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Forensic Scientist <i>formerly Senior Scientific Officer (Forensic Science)</i>
19 44 63	Rs14600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Forensic Scientist <i>formerly Scientific Officer (Forensic Science)</i>
19 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Forensic Technologist
19 45 53	Rs 15000 x 500 – 17000 x 600 – 19400 Forensic Technologist
19 28 48	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Forensic Technician
24 28 43	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Senior Laboratory Attendant
24 12 37	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Laboratory Attendant
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 - 10000 Driver

13. CIVIL STATUS DIVISION

- 13.77 The Civil Status Division enforces the Civil Status Act as amended by Act 1984 and is mainly responsible for the registration of births, deaths, marriages and other matters relating to the civil status of persons in Mauritius and for the issue of civil status certificates.
- 13.78 The main objects of the Civil Status Division are to offer a modern, efficient and rapid service to members of the public, to issue Civil Status Certificates drawn up in English and French, to enable the obtention of Civil Status Certificates from any computerised office, to maintain a Civil Status Database for the generation of a unique identification number for each citizen of Mauritius at the time of birth registration and to set up a Central Population Database to hold basic information on all individuals registered in Mauritius.
- 13.79 The Registrar of Civil Status is both the technical and administrative Head of the Civil Status Division and is supported by the Deputy Registrar of Civil Status and officers of the Civil Status Officer Cadre. The main office houses the Central Server and provides on-line network links to Civil Status Sub-Offices. There are 47 Civil Status Sub-Offices and 10 of them are already on-line with the Central Server. Computerised Registration System is operational in these offices on a pilot basis. Many work processes are being re-engineered to closely monitor the Central Population Database, Civil Status Database and the Mauritius National Identity Card. The duties devolving upon the officers of the Civil Status Officer Cadre are likely to become more demanding and informative.
- 13.80 The present organisation structure meets the requirement of the Division and needs no change. However, a few operational changes are being recommended to facilitate the organisation in the delivery of its mandate. We are also reviewing the qualification requirements of the relevant grades.

Civil Status Officer

13.81 At present recruitment to the grade of Civil Status officer is made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language and French. In view of the shift in the nature of work and the level of responsibility devolving upon these officers, we are reviewing the qualification requirements for the grade.

Recommendation 1

13.82 We recommend that in future, recruitment to the grade of Civil Status Officer should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects and passes in at least two subjects at the General Certificate of Education 'A' Level.

Principal Civil Status Officer

13.83 Recruitment to the grade of Principal Civil Status Officer is made by promotion on the basis of experience and merit of officers in the grade of Senior Civil Status Officer reckoning at least three years' service in a substantive capacity in the grade. In order to introduce more professionalism in the service and for better efficiency the qualification requirement for the post of Principal Civil Status Officer was upgraded so that recruitment to the grade be made from among Senior Civil Status Officers possessing a diploma in Management with specialisation in Administration.

13.84 On the basis of this revised qualification requirement the Bureau reviewed the salary grading. However, the scheme of service has not been prescribed. Management still supports the view that possession of a diploma would better equip the officers to perform effectively and efficiently. The staff side submitted that officers should be given sufficient time to acquire the additional qualification. We are making appropriate recommendations to this effect.

Recommendation 2

13.85 We recommend that promotion to the grade of Principal Civil Status Officer should be on the basis of experience and merit of officers in the grade of

Senior Civil Status Officer who possess the Diploma in Management with specialisation in Public Administration. This recommendation should take effect as from 1 July 2007 in order to allow officers in post to acquire the required qualification.

- 13.86 We further recommend that the Civil Status Division should make necessary arrangements with the University of Technology, Mauritius or any other recognised institution, for the mounting of the Diploma Course in Management with specialisation in Public Administration, and encourage officers in all the grades in the Civil Status Officer Cadre to follow the Diploma Course to enable the organisation to have a pool of more qualified officers.**

Posting of Senior Civil Status Officer

- 13.87 At present, Civil Status Offices are headed by either a Senior Civil Status Officer or a Civil Status Officer. We have received representations that certain Civil Status Offices are staffed by only Civil Status Officers whereby one of them is assigned the responsibility for the day-to-day management of the office, to supervise, organise, co-ordinate, share workload and prepare monthly returns. This arrangement is not bringing the desired results as it is difficult for officers of the same level to exercise authority and supervision. This is impeding customer service. To address the issue, we are making provisions for the posting of an officer of the appropriate level to take charge of such offices.

Recommendation 3

- 13.88 We recommend that in Civil Status Offices, where the services of three or more Civil Status Officers are required, one of them should be of the grade of Senior Civil Status Officer to be in charge of the office.**

Allowance to open Civil Status Offices after official time

- 13.89 The Civil Status Division operates from 08.45 hrs to 16.00 hrs on weekdays and from 9.00 hrs to 12.00 hrs on Saturdays, Sundays and Public Holidays. It provides for an emergency service from 12.00 hrs to 17.00 hrs on Saturdays,

Sundays and Public Holidays to register death and issue burial permits. In this connection, Officers of the Civil Status Officer Cadre are paid an on-call allowance of Rs 135 per day and an allowance of Rs 250 for each registration of death and issue of burial permits inclusive of travelling and collecting/handing over of keys from/to the Police Station. We are reviewing the allowances.

Recommendation 4

13.90 We recommend that officers of the Civil Status Officer Cadre providing the emergency service from 12.00 hrs to 17.00 hrs on Saturdays, Sundays and Public Holidays be paid an on-call allowance of Rs 150 per day and an allowance of Rs 275 for each registration of death and issue of burial permits inclusive of travelling and collecting/handing over of keys from/to the Police Station.

13.91 It has been pointed out that the Civil Status Division cannot provide for transport facilities to officers who are on-call and have to register death and issue burial permits. In view of the urgency of the registration, officers cannot be requested to travel by bus. As all officers are not owners of a car, they therefore have to use other means of transport where there is no issue of receipts. Such arrangements are not giving satisfaction to both officers and bereaved families. In the circumstances and in line with Government policy to provide a better and more rapid service, appropriate measures need to be taken to allow officers to use a means of transport of their own.

Recommendation 5

13.92 We recommend that officers of the Civil Status Officer Cadre be granted loan facilities for the purchase of a car on the same terms and conditions laid down at paragraph 15.2.89 (ii) of Volume I of the 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 12.00 hours.

Allowance for Registration of Religious Marriage to give civil effect

- 13.93 At present, Civil Status Officers are paid an allowance of Rs 270 for registration of each religious marriage after normal working hours.
- 13.94 We are maintaining the present arrangement and revising the quantum of the allowance.

Recommendation 6

- 13.95 **We recommend that the allowance paid to Civil Status Officers for each registration of religious marriage to give civil effect, be revised to Rs 325 provided such registration is done outside normal working hours.**

CIVIL STATUS DIVISION*SALARY SCHEDULE*

Salary Code	Salary Scale and Grade
18 64 70	Rs 28000 x 1000 - 34000 Registrar of Civil Status
18 51 59	Rs 18200 x 600 - 20000 x 800 - 24000 Deputy Registrar of Civil Status
18 44 53	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Principal Civil Status Officer
18 36 46	Rs 11400 x 400 - 15000 x 500 - 15500 Senior Civil Status Officer
18 17 41	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Civil Status Officer
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

13.1 POLICE

- 13.1.1 The Mauritius Police Force whose duties and responsibilities are prescribed in the Police Act, is the main law enforcement agency and is also responsible for state security.
- 13.1.2 The vision of the Police Department is to make the Mauritius Police Force a strong and credible organisation capable of delivering an efficient and effective policing service to the community, thereby, meeting public needs and expectations.
- 13.1.3 The Mauritius Police Force is committed to enhancing the quality of life throughout the community, including Rodrigues, by promoting public safety, solving problems and providing a higher level of customer service while safeguarding individual rights and dignity and instilling public trust in the Police.
- 13.1.4 The Police Force has recently undergone a reform programme and the former Police Districts and Divisions have been restructured with clear demarcation of responsibilities for Commanders and Crime Investigators. In so far as human resource management is concerned, a new personnel management, appraisal and promotional selection system has been put in place with the ultimate objective of enabling the service to function with optimum capacity.
- 13.1.5 The modernisation of the police service has necessitated changes in the structure with recruitment of new Police Officers, creation of additional levels of Police Corporal and Sub-Inspector of Police. This has also involved investment in crime-fighting technology and on capital projects such as new buildings and computer system.
- 13.1.6 The present organisation structure meets the need of the Police Force. We are, however, reinforcing the Police Medical and Scientific Unit by the creation of an additional level and providing for a range of new incentives.

Chief Police Medical Officer (New Grade)

- 13.1.7 The Police Medical and Scientific Unit is manned by officers of the Police Medical Officer Cadre which consists of only two grades, namely Principal Police Medical Officer and Police Medical Officer/Senior Police Medical Officer. Recruitment to the grade of Police Medical Officer/Senior Police Medical Officer is made by appointment of Trainee Police Medical Officers who have successfully completed their training. The Trainee Police Medical Officers initially undergo on-the-job training for a period of at least two years, at the end of which, they are considered for nomination for training abroad with a view to obtaining a postgraduate qualification in Forensic Medicine (Clinical and Pathology) from a recognised institution. With the decentralisation of the medico-legal services into two zones, the Police Medical and Scientific Unit is being re-organised and one Principal Police Medical Officer would be responsible for one zone. The Unit would cater for the provision of specialist services to the whole police force and their families in line with the operational objectives and the welfare policies of the Police Force.
- 13.1.8 There is, therefore, need for a promotional grade in the Police Medical Officer Cadre to head the Police Medical and Scientific Unit.

Recommendation 1

- 13.1.9 We recommend the creation of a grade of Chief Police Medical Officer on the establishment of the Police Department. Appointment, thereto, should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Police Medical Officer.**

On-Call and In-Attendance Allowances

- 13.1.10 At present, the Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer and Principal Police Medical Officer are paid an allowance for being on-call and an additional allowance when in-attendance.

Recommendation 2

13.1.11 We recommend that the on-call and in-attendance allowances be revised as follows:

On-Call	Trainee Police Medical Officer	Police Medical Officer/Senior Police Medical Officer	Principal Police Medical Officer
(i) Weekday between 16.00 hours and 0.900 hours the following day	300	560	600
(ii) Saturday 12.00 hours to Sunday 09. 00 hours Sunday 09.00 hours to Monday 09.00 hours Public Holiday 09.00 hours to 09. 00 hours the following day	450	840	900

13.1.12 When required to perform medico legal examination while on call, the allowance payable to Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer and Principal Police Medical Officer should be revised to Rs 170, Rs 350 and Rs 375 respectively per hour, inclusive of travelling time.

Risk Allowance

13.1.13 A risk allowance of Rs 800 a month is presently paid to Police Officers of the Anti-Drug and Smuggling Unit, 'Groupe d'Intervention de la Police Mauricienne' and to Air Pilots.

13.1.14 We have received representations that, by the very nature of policing, Police Officers are exposed to risks during their career which may involve physical injury/harm or even death.

13.1.15 The Bureau has studied the representations and agrees that the duties of Police Officers involve an element of risk and this has been taken into consideration in

arriving at the salaries recommended. Additionally, we are making provision for an element of insurance to cover risk in Volume I of this Report while Police Officers in certain postings are being compensated, as in the past, in the form of an allowance.

Recommendation 3

13.1.16 We recommend the payment of an allowance of Rs 840 monthly to Police Officers posted in the Anti-Drug and Smuggling Unit, 'Groupe d'Intervention de la Police Mauricienne' and to Air Pilots.

Trade and Technician Pay

13.1.17 At present, a trade pay of Rs 170 monthly and a technician pay of Rs 270 monthly are paid to eligible Police Officers who are posted in specialised units of the Police Force.

Recommendation 4

13.1.18 We recommend that a trade pay of Rs 205 monthly and a technician pay of Rs 325 monthly be paid to eligible Police Officers who are posted in specialised units of the Police Force.

Specialised Unit (Professionals)

13.1.19 Two specialised units namely, Legal and Information Technology have recently been created to improve the service delivery and cater for the needs of citizens. Staff forming part of these units have, through their own efforts, obtained professional qualifications and are putting their knowledge and skills at the disposal of the Police Force. We are providing for an appropriate allowance to compensate these professionals according to their qualifications.

Recommendation 5

13.1.20 We recommend that, Police Officers possessing a relevant degree and who are called upon to work in the Information Technology Unit, should be paid a monthly allowance of Rs 1600, irrespective of their ranks, whereas those possessing a diploma should be paid Rs 1000 a month.

13.1.21 We also recommend that Police Officers possessing a degree or a professional qualification and posted in the Legal Unit be paid a monthly allowance of Rs 1600 irrespective of their ranks.

Shift

13.1.22 The Standing Orders of the Mauritius Police Force provide that Police Officers are required to work on shift. This element has been taken into consideration in arriving at the salaries recommended.

Night Duty Allowance

13.1.23 About 2,500 Police Officers are daily engaged on third shift night duty from 23.00 hours to 07.00 hours. The Bureau has been informed that many officers absent themselves from duty during weekends and public holidays thus disrupting night service. To address this issue, we are making appropriate recommendation so that the level of policing during the night shift is not impeded.

Recommendation 6

13.1.24 We recommend that, for the period July 2003 to June 2004, Police Officers who are posted in Police Stations on the third shift, should be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Catering Services

13.1.25 The Police Catering Unit caters for the police personnel during training of new recruits, standby duty, mobilisation, cyclones and elections. Officers of the Unit have to work on a roster basis and this element has been taken into consideration in arriving at the recommended salaries.

Police Wardress

13.1.26 Police Wardresses are paid a monthly retainer fee of Rs 870 and a daily fee of Rs 135 when called upon to search, escort and guard female prisoners in police custody.

Recommendation 7

13.1.27 We recommend that the monthly retainer fee be raised to Rs 1150 and the daily fee to Rs 175.

Examiners' Allowance

13.1.28 Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents, are at present paid an allowance of Rs 200 monthly.

Recommendation 8

13.1.29 We recommend that, Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents, be paid a monthly allowance of Rs 260.

Detective Allowance

13.1.30 A detective allowance of Rs 250 monthly is at present paid to Police Officers performing detective duties.

Recommendation 9

13.1.31 We recommend the payment of a detective allowance of Rs 300 monthly to Police Officers performing detective duties.

Special Duty Allowance

13.1.32 A special duty allowance of Rs 550 monthly is presently paid to officers posted in the Special Mobile Force, the Special Security Unit, the National Coast Guard and the Helicopter Squadron. We are revising the allowance.

Recommendation 10

13.1.33 We recommend that the special duty allowance payable to officers posted in the Special Mobile Force, the Special Security Unit, the National Coast Guard and the Helicopter Squadron be revised to Rs 660 monthly.

Duty Allowance

13.1.34 A duty allowance of Rs 135 monthly is at present paid to certain categories of personnel of the Special Mobile Force for shouldering higher responsibilities.

Recommendation 11

13.1.35 We recommend that the duty allowance be revised to Rs 160 monthly.

Prosecutor's Allowance

13.1.36 A prosecutor's allowance of Rs 675 monthly is paid to Police Officers who are required to work as prosecutors.

Recommendation 12

13.1.37 We recommend that the prosecutor's allowance paid to police officers who are required to work as prosecutors be revised to Rs 810.

Aide-de-Camp Allowance

13.1.38 Presently, monthly allowances of Rs 2700, Rs 2000 and Rs 2000 are paid to Aides-de-Camp attached to the President, the Vice President and the Prime Minister respectively.

Recommendation 13

13.1.39 We recommend that the monthly allowances paid to Aides-de-Camp attached to the President, the Vice-President and the Prime Minister be revised to Rs 3240, Rs 2400 and Rs 2400 respectively.

Sea-Going Allowance

13.1.40 A sea-going allowance of Rs 100 on weekdays and Rs 150 on Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea is at present paid to eligible crew members of the National Coast Guard vessels.

Recommendation 14

13.1.41 We recommend the payment of a sea-going allowance of Rs 120 on weekdays and Rs 180 on Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea to eligible crew members of the National Coast Guard vessels.

Sergeant-at-Arms

13.1.42 The Sergeant-at-Arms at the National Assembly is at present paid a monthly allowance of Rs 2000.

Recommendation 15

13.1.43 We recommend that the allowance paid to Sergeant-at-Arms at the National Assembly be revised to Rs 2700 monthly in view of the additional responsibilities entrusted to him.

Diving Allowance

13.1.44 A diving allowance of Rs 375 per dive, subject to a maximum of Rs 5625 a month, is at present paid to all qualified divers of the Police Department who are called upon to perform scuba diving in connection with various official underwater activities.

Recommendation 16

13.1.45 We recommend the payment of a diving allowance of Rs 450 per dive, subject to a maximum of Rs 6750 a month, to all qualified divers of the Police Department who are called upon to perform scuba diving in connection with various official underwater activities.

Bodyguard Allowance

13.1.46 A bodyguard allowance of Rs 2000 monthly is at present paid to Police Officers posted to the VIP Security Unit.

Recommendation 17

13.1.47 We recommend that the bodyguard allowance be revised to Rs 2400 monthly.

Commuted Overtime Allowance

13.1.48 A commuted overtime allowance of Rs 2000 monthly is at present paid to Police Officers who are performing duties of Driver to Parliamentary Private Secretaries.

Recommendation 18

13.1.49 We recommend that the commuted overtime allowance payable to Police Officers who are performing duties of Driver to Parliamentary Private Secretaries be revised to Rs 2400 monthly.

Transfer Allowance

13.1.50 Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters, are paid an allowance of Rs 525.

Recommendation 19

13.1.51 We recommend an allowance of Rs 630 to all Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters.

Clothing Allowance

13.1.52 Officers, whose duties and functions require them not to wear uniforms, are at present paid a clothing allowance of Rs 300 monthly.

Recommendation 20

13.1.53 We recommend a clothing allowance of Rs 360 monthly to officers whose duties and functions require them not to wear uniforms.

Ration Allowance

13.1.54 A ration allowance of Rs 75 a day is paid to 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 who are posted to Agalega on a tour of service and are available on site for work round the clock, are also paid the same allowance.

Recommendation 21

13.1.55 We recommend a ration allowance of Rs 85 a day for actual days of attendance to all eligible personnel of the National Coast Guard and of the Helicopter Squadron and Rs 100 a day to Police Officers posted to Agalega on a tour of service.

Commuted Travelling Allowance

13.1.56 A monthly commuted travelling allowance of Rs 250 is at present paid to Police Officers who use their auto/motor cycles on official duties.

Recommendation 22

13.1.57 We recommend that the commuted travelling allowance payable to Police Officers who use their auto/motor cycles on official duties be revised to Rs 275 monthly.

Disturbance Allowance

13.1.58 It is a normal feature that Rodriguan Police Officers are posted to Mauritius. We have received representations that Mauritian Police Officers posted to Rodrigues are granted 25% disturbance allowance while Rodriguan Police Officers working in Mauritius are not entitled to any allowance. The disturbance allowance is being extended to Rodriguan Police Officers posted in Mauritius also.

Recommendation 23

13.1.59 We recommend that a disturbance allowance of 25% should be paid to Rodriguan Police Officers posted in Mauritius.

Rent Allowance

13.1.60 Rent allowance is paid to married Police Officers (both male and female) with at least three years' service and to unmarried Police Officers (both male and female) with ten years' service whenever police quarters are not available.

Recommendation 24

13.1.61 We recommend payment of a monthly rent allowance to eligible Police Officers not occupying free quarters as follows:

Grade	Amount Rs
Police Constable	875
Police Corporal	915
Police Sergeant	950
Sub-Inspector of Police	990
Inspector of Police	1025
Chief Inspector of Police	1130
Deputy Assistant Superintendent of Police	1130
Woman Police Deputy Assistant Superintendent	1130
Assistant Superintendent of Police	1365
Superintendent of Police	1705
Assistant Commissioner of Police	2050
Deputy Commissioner of Police	2390
Commanding Officer, SMF	2575
Director General, NIU	2575
Commissioner of Police	2730

POLICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
14 00 89	Rs 60000 Commissioner of Police
14 00 85	Rs 52000 Commanding Officer (Personal) Director General, ADSU (Personal) Director General, NSS (Personal)

Salary Code	Salary Scale and Grade
14 00 82	<p>Rs 47500</p> <p>Commanding Officer (Future Holder) Director General, ADSU (Future Holder) Director General, NSS (Future Holder) Deputy Commissioner of Police Woman Deputy Commissioner of Police</p>
14 69 75	<p>Rs 33000 x 1000 – 39000</p> <p>Assistant Commissioner of Police Deputy Director General, NSS Woman Assistant Commissioner of Police</p>
14 63 70	<p>Rs 27200 x 800 – 28000 x 1000 – 34000</p> <p>Bandmaster Superintendent of Police Superintendent of Police (Engineer Squadron) Woman Police Superintendent</p>
14 54 61	<p>Rs 20000 x 800 – 25600</p> <p>Assistant Superintendent of Police Deputy Bandmaster Woman Police Assistant Superintendent</p>
14 50 57	<p>Rs 17600 x 600 – 20000 x 800 – 22400</p> <p>Deputy Assistant Superintendent of Police Woman Police Deputy Assistant Superintendent (New Grade)</p>
14 49 56	<p>Rs 17000 x 600 – 20000 x 800 – 21600</p> <p>Chief Inspector of Police Chief Inspector of Police Band Woman Police Chief Inspector</p>
14 45 52	<p>Rs 15000 x 500 – 17000 x 600 – 18800</p> <p>Band Inspector Inspector of Police Woman Police Inspector</p>

Salary Code	Salary Scale and Grade
14 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 18200 Sub-Inspector of Police Woman Police Sub-Inspector
14 38 49	Rs 12200 x 400 – 15000 x 500 – 17000 Band Sergeant Police Sergeant Woman Police Sergeant
14 35 47	Rs 11000 x 400 – 15000 x 500 – 16000 Police Corporal Woman Police Corporal
14 21 45	Rs 7675 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Bandsman Police Constable Woman Police Constable
14 39 41	Rs 12600 x 400 – 13400 Cadet Officer (Graduate) Cadet Officer (Communication Engineer) Cadet Officer (Electrical and Mechanical Engineer)
14 36 38	Rs 11400 x 400 – 12200 Cadet Officer (Others)
14 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Police Constable (Security/Driver)
14 11 13	Rs 6125 x 150 – 6425 Trainee Bandsman Trainee Police Constable

Salary Code	Salary Scale and Grade
09 00 80	Rs 45000 Chief Police Medical Officer (New Grade)
09 00 78	Rs 42500 Principal Police Medical Officer
09 66 76	Rs 30000 x 1000 – 40000 Police Medical Officer/Senior Police Medical Officer
09 59 71	Rs 24000 x 800 – 28000 x 1000 – 35000 Trainee Police Medical Officer
09 57 71	Rs 22400 x 800 – 28000 x 1000 – 35000 Police Dental Surgeon/Senior Police Dental Surgeon
11 55 63	Rs 20800 x 800 – 27200 Chief Catering Administrator
11 45 54	Rs 15000 x 500 – 17000 x 600 – 20000 Catering Officer
11 38 49	Rs 12200 x 400 – 15000 x 500 – 17000 Assistant Catering Officer
11 20 42	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13800 Catering Supervisor
04 15 37	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Plan Printing Operator
25 39 45	Rs 12600 x 400 – 15000 Master Tailor

Salary Code	Salary Scale and Grade
25 31 41	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 13400 Assistant Master Tailor Chief Tradesman
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Carpenter Coach Painter Fitter Gun Fitter Leather Worker Motor Diesel Mechanic Motor Mechanic Panel Beater Tailor Upholsterer Welder
25 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Tradesman Assistant
24 27 35	Rs 8800 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Head Cook
24 20 32	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 Senior Cook
24 12 29	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 9250 Cook (on roster)
24 26 33	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10300 Head Police Attendant <i>formerly Senior/Head Police Attendant</i>
24 17 28	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 - 9000 Senior Police Attendant (New Grade)

Salary Code	Salary Scale and Grade
24 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Senior Gardener/Nurseryman Range Warden
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman Police Attendant
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Swimming Pool Attendant
24 12 32	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Vulcaniser
24 05 23	Rs 5300 x 125 - 5675 x 150 – 7325 x 175 – 8025 Assistant Vulcaniser
24 03 20	Rs 5050 x 125 - 5675 x 150 – 7325 x 175 – 7500 Lorry Loader Sanitary Attendant
24 01 17	Rs 4800 x 125 -5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i> <i>formerly General Office/Premises Worker</i>

13.2 PRINTING DEPARTMENT

- 13.2.1 The mission of the Printing Department is to provide printing and binding services to Ministries/Departments and to Parastatal Organisations.
- 13.2.2 It envisions to transform the Department into an effective and efficient printing concern through the training of its staff at all levels and the introduction of new technologies and aims at meeting the needs of its clients in terms of quality, variety and specificity while concurrently striving to bring down production costs and increasing output.
- 13.2.3 The responsible Head of the Department is the Government Printer. He is assisted in the discharge of his duties by a Deputy Government Printer and an Assistant Government Printer. The supporting staffing structure comprises technical, supervisory, supporting and minor grades. We are in this report strengthening the structure of the Department to encourage creativity and enhance the quality of products delivered by the creation of new levels and modifying the job profiles of certain grades.

Senior Graphic Artist (New Grade)

- 13.2.4 The Graphic Unit is, at present, staffed by officers in the grades of Graphic Artist, Assistant Graphic Artist and Trainee Graphic Artist. With the advent of new technologies and the introduction of sophisticated modern machinery in the printing sector, works devolving upon the unit have evolved in terms of quality and technicality. In order to provide systematic and cost-effective services of good quality, there is need to restructure the Unit to provide for a supervisory grade to be responsible for the overall activities and to abolish grades that would not be required in the future.

Recommendation 1

- 13.2.5 **We recommend the creation of a new grade of Senior Graphic Artist to head the Graphic Unit. Promotion thereto should be made, on the basis of merit**

and experience, from among officers in the grade of Graphic Artist reckoning at least two years' service in the grade.

Assistant Graphic Artist

13.2.6 With the subsequent recruitment of Trainee Graphic Artists, the need for the grade of Assistant Graphic Artist would no longer be felt. It should, therefore, be made evanescent.

Recommendation 2

13.2.7 We recommend that:

- (i) officers in the grade of Assistant Graphic Artist possessing the required qualification be given priority of consideration for appointment to the grade of Graphic Artist; and**
- (ii) the grade of Assistant Graphic Artist be abolished on vacancy.**

Printing Officer

13.2.8 The grade of Printing Officer is filled by appointment of Trainee Printing Officers possessing a Certificate in Printing Technology or Printing Administration or the National Trade Certificate in Printing (Level 3) of the IVTB. Printing Officers are in addition to their prescribed duties required to perform planning and quality control functions. To achieve greater efficiency, ensure responsiveness to organisational needs and prepare officers in the grade to shoulder higher responsibilities, it is expedient that measures be introduced to meet the emerging skill/knowledge requirements of officers in the grade of Printing Officer.

Recommendation 3

13.2.9 We recommend that Printing Officers in post should possess the Diploma in Printing Technology or Printing Administration or in the relevant field to proceed beyond the Qualification Bar (QB) inserted in the salary scale.

Assistant Government Printer

13.2.10 At present, promotion to the grade of Assistant Government Printer is made, on the basis of experience and merit, from officers in the grade of Printing Officer.

13.2.11 To cope with the exigencies of this technology-driven sector and to ensure effective assistance at top management level, the present requirements for appointment to the grade of Assistant Government Printer need to be reviewed. We are making appropriate recommendations to that effect.

Recommendation 4

13.2.12 We recommend that, in future, recruitment to the grade of Assistant Government Printer should be made by selection from among Senior Graphic Artists and from Printing Officers possessing a Diploma in Printing Technology or Printing Administration or in a relevant field.

Printing Assistant

13.2.13 It has been represented that in the recent past, officers in the grade of Printing Assistant have successfully followed training courses on their own initiative and have applied for the post of Machine Minder.

In order to encourage the continuous learning process, it is essential that some incentives be provided to officers who wish to acquire additional knowledge. Printing Assistants should, therefore, be given the opportunity to upgrade their skills and knowledge and considered for appointment to higher level, thereafter.

Recommendation 5

13.2.14 We recommend that Printing Assistants holding the Cambridge School Certificate should be provided facilities to follow IVTB courses leading to the National Trade Certificate in Printing (Level 3). Upon successful completion of same, officers should be given priority of consideration for appointment to the grade of Machine Minder.

Allowance to Printing Officers

13.2.15 Printing Officers are regularly called upon to work outside normal working hours for the purpose of control and supervision without extra remuneration. We consider that they should be compensated for work performed over and above their normal working hours.

Recommendation 6

13.2.16 We recommend that a monthly allowance equivalent to two increments at the point reached in the salary scale be paid to Printing Officers for the work performed regularly over and above the normal working hours.

Qualification Bar

13.2.17 A qualification bar has been introduced in the salary scales of certain manual/technical grades with a view to encouraging officers in these grades to acquire the required qualifications to keep pace with emerging technologies and meeting the functional requirements of the organisation.

13.2.18 In addition to the Printing Department there are also grades performing printing duties in some Parastatal Organisations. In our 1998 report we streamlined the qualifications requirements of these grades and inserted a Qualification Bar (QB) in the salary scale. To proceed beyond the QB, incumbents would need to possess the required additional qualifications. In a few instances, employees have not been able to cross the QB. We consider that the latter should benefit from work related training courses to enable them to do so.

Recommendation 7

13.2.19 We recommend that the Printing Department should mount an appropriate work related training course for concerned employees of both the Department and those of the Parastatal Bodies.

13.2.20 Recognition/Accreditation of prior learning is a provision designed primarily for employees who have acquired skills, knowledge and experience over the years but having no formal proof of competence in their respective fields. In several

instances employees who have the necessary skills cannot attain the top of their salary scale as they do not possess the qualification to cross the QB.

- 13.2.21 The Bureau considers that experiential learning could be recognised in these cases. The Mauritius Qualifications Authority (MQA), in the circumstances, is best placed to deal with the matter.

Recommendation 8

- 13.2.22 We recommend that concerned employees may direct their request for Recognition/Accreditation of acquired experience which should be of at least 15 years in the relevant field, to the Mauritius Qualifications Authority. On obtention of the necessary Recognition/ Accreditation, employees can apply to the Ministry of Civil Service Affairs and Administrative Reforms for clearance to proceed beyond the Qualification Bar. This recommendation should in no case apply in relation to academic qualification.**

Roster System

- 13.2.23 Officers in the following grades are required to work on a roster system and this element has been taken into account in arriving at the salaries recommended: Production Supervisor, Assistant Production Supervisor, Cameramen/Photo-Engraver, Printing Maker Up, Phototype Setting Operator, Reprographic Machine Operator, Printer's Mechanic, Assistant Printer's Mechanic, Senior Machine Minder, Machine Minder (Bindery), Machine Minder (Pressroom), Head Printing Assistant and Printing Assistant.

PRINTING DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
16 00 78	Rs 42500 Government Printer
16 64 70	Rs 28000 x 1000 - 34000 Deputy Government Printer

Salary Code	Salary Scale and Grade
16 57 64	Rs 22400 x 800 - 28000 Assistant Government Printer
16 49 59	Rs 17000 x 600 - 20000 x 800 – 22400 QB 23200 x 800 - 24000 Printing Officer
16 29 31	Rs 9250 x 250 – 9750 Trainee Printing Officer
16 50 59	Rs 17600 x 600 - 20000 x 800 - 24000 Senior Graphic Artist (New Grade)
16 34 53	Rs 10600 x 400 - 15000 x 500 – 17000 x 600 - 19400 Graphic Artist
16 28 43	Rs 9000 x 250 - 10000 x 300 – 10600 x 400 - 14200 Assistant Graphic Artist (Personal)
16 18 20	Rs 7175 x 150 - 7325 x 175 – 7500 Trainee Graphic Artist
16 41 50	Rs 13400 x 400 - 15000 x 500 – 16000 QB 16500 x 500 - 17000 x 600 – 17600 Production Supervisor (on roster)
16 33 46	Rs 10300 x 300 - 10600 x 400 - 14200 QB 14600 x 400 - 15000 x 500 – 15500 Assistant Production Supervisor (on roster) Cameraman/Photo-Engraver (on roster) Phototype-Setting Operator (on roster) Printing Maker Up (on roster) Reprographic Machine Operator (on roster)

Salary Code	Salary Scale and Grade
16 33 46	<p>Rs 10300 x 300 - 10600 x 400 - 14200 QB 14600 x 400 - 15000 x 500 – 15500</p> <p>Printer's Mechanic (on roster)</p>
16 14 35	<p>Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10300 QB 10600 x 400 – 11000</p> <p>Assistant Printer's Mechanic (on roster)</p>
16 30 43	<p>Rs 9500 x 250 - 10000 x 300 – 10600 x 400 - 14200</p> <p>Senior Machine Minder (on roster)</p>
16 14 39	<p>Rs 6575 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600</p> <p>Machine Minder (Bindery) (on roster) Machine Minder (Pressroom) (on roster)</p>
16 20 33	<p>Rs 7500 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10300</p> <p>Head Printing Assistant (on roster)</p>
16 08 25	<p>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 – 8400</p> <p>Printing Assistant (on roster)</p>
24 11 32	<p>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000</p> <p>Driver</p>
24 01 17	<p>Rs 4800 x 125 - 5675 x 150 – 7025</p> <p>General Worker <i>formerly General Office/Premises Worker</i></p>

13.3 METEOROLOGICAL SERVICES

- 13.3.1 The Meteorological Services is the specialised agency on matters relating to the atmosphere, weather and climate as well as their interactions with land, oceans and the biosphere. Its mission is to provide accurate and timely weather information and meteorological products for the general welfare of the country. The institution is also an active participant in the regional and international meteorological community.
- 13.3.2 In order to provide better services to all stakeholders, the Meteorological Services is now fully computerised and provides weather forecasts to the public, both inland and abroad, through the media and on-line communication systems such as telephones, faxes, e-mail and its website.
- 13.3.3 A Director assisted by two Deputy Directors, one for Operational Meteorology and one for Applied Meteorology, heads the department which is also manned by a team of professionals comprising Meteorologists and Divisional Meteorologists and of Technicians operating in two distinct Cadres, the Meteorological Technicians Cadre and the Technicians (Meteorological Services) Cadre.
- 13.3.4 The headquarters of the Meteorological Services is situated at Vacoas while Meteorological stations are scattered islandwide as well as in Rodrigues, Agalega and St Brandon.
- 13.3.5 While we are maintaining the organisation structure which is considered appropriate, we are making certain specific recommendations such as the review of the qualification requirements, the restyling of grades in the Technician Cadre and the payment of a Height Allowance among others.

Meteorological Technician

- 13.3.6 The qualification requirement of the Trainee Meteorological Technician is a Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics. The trainees are required to undergo theoretical and practical training locally for a period of two years to

obtain the Class IV and Class III Meteorologist level, as approved by the World Meteorological Organisation.

- 13.3.7 It has been represented that, in view of the intensiveness of the training and the high technology involved in the meteorological field, the entry qualification is no longer adequate.

Recommendation 1

- 13.3.8 We recommend that the academic qualifications for the enlistment of Trainee Meteorological Technician should henceforth be the Higher School Certificate with either Physics or Mathematics as principal subject and candidates should also be computer literate.**

Technician (Meteorological Services) Cadre

- 13.3.9 The Technicians (Meteorological Services) are responsible for the installation, maintenance and smooth running of all meteorological equipment. They have to ensure that all equipment needed for observations and dissemination of meteorological data are in optimal and perfect order. During adverse weather conditions, the Technicians have to keep watch round the clock for the proper functioning of all equipment.
- 13.3.10 The structure of the Technician (Meteorological Services) Cadre consists of the following levels: Trainee Technician, Technician, Senior Technician, Principal Technician and Chief Technician.
- 13.3.11 The present arrangement is appropriate and is being maintained. We are, however, restyling the grades to more appropriate appellations.

Recommendation 2

13.3.12 We recommend that the Technician (Meteorological Services) Cadre be restyled as follows:

Trainee Electronic Technician, formerly Trainee Technician (Meteorological Services)

Electronic Technician, formerly Technician (Meteorological Services)

Senior Electronic Technician, formerly Senior Technician (Meteorological Services)

Principal Electronic Technician, formerly Principal Technician (Meteorological Services)

Chief Electronic Technician, formerly Chief Technician (Meteorological Services)

Allowances**Height Allowance**

13.3.13 The officers posted in the instrument section as well as the Electronic Technicians of the Meteorological Services are responsible for the maintenance, servicing and repair of the anemometers situated around the island. Each anemometer is serviced once a year and the officers are required to climb the anemometer towers ranging from 20 to 40 feet high. There is an element of risk involved in the performance of this activity though not comparable with that of the officers of the Civil Aviation Department, who are required to climb unprotected up to 600 feet on a daily basis.

Recommendation 3

13.3.14 We recommend the payment of a non-pensionable height allowance to the officers of the Meteorological Services mentioned above whenever they are required to climb above 20 feet. The computation of the allowance for the number of hours performed at above mentioned height should be at 75 per cent of the normal hourly rate.

Training Allowance

13.3.15 The Meteorologists and Divisional Meteorologists are required to give formal training, including classroom training, to new recruits at the Department. The training is carried out outside official working hours.

Recommendation 4

13.3.16 We recommend payment of a fee of Rs 330 per session of 1 ¹/₄ to 1 ¹/₂ hours to Meteorologists and Divisional Meteorologists required to give training at the Meteorological Services.

Meteorological Observer (Agalega) (New Grade)

13.3.17 It is binding on all public officers domiciled in Mauritius to serve on a tour of service in any of the Outer Islands as and when required. However, the management of the Meteorological Services generally faces difficulties to enlist Mauritian officers to be posted outside the main land.

13.3.18 The same problem occurred in the past for Rodrigues and it has been tackled through the creation of specific grades for posting on a permanent basis there. We are making similar provision for Agalega in this Report.

Recommendation 5

13.3.19 We recommend the creation of a new grade of Meteorological Observer for posting in Agalega. Appointment to the grade should be made preferably from Agalega born candidates possessing the Cambridge School Certificate with credit in Physics and/or mathematics or an alternative qualification acceptable to the Public Service Commission. Candidates selected as Trainee Meteorological Observer would have to undergo a two years' training period in Mauritius to attain proficiency in the work of the Meteorological Station in Agalega.

Allowance to Meteorologist

13.3.20 Meteorologists work on a roster system covering the hours of 4.00 a.m. to 10.00 p.m. every day of the week including Saturdays, Sundays and Public Holidays.

- 13.3.21 A Meteorologist is on-call from 10.00 p.m. to 4.00 a.m. and is paid allowances both for being on-call and when required to attend duty while on-call. The quantum of these allowances is being revised.

Recommendation 6

- 13.3.22 **We recommend that the on-call allowance for the Meteorologist be revised to Rs 130 daily.**

- 13.3.23 **We further recommend that the Meteorologist be paid an allowance of Rs 130 per hour when required to attend duty while on-call inclusive of travelling time.**

Shift, Roster and Night Allowance

- 13.3.24 The Trainee Meteorological Technician, Meteorological Technician and Senior Meteorological Technician of the Meteorological Services work on shift and Meteorologists work on roster. These elements have been taken into account in arriving at the recommended salaries of the grades.

- 13.3.25 However, we are introducing a night allowance for those officers effectively working on night shift.

Recommendation 7

- 13.3.26 **We recommend that Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.**

METEOROLOGICAL SERVICES
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 00 82	Rs 47500 Director
19 68 75	Rs 32000 x 1000 - 39000 Deputy Director
19 64 70	Rs 28000 x 1000 - 34000 Divisional Meteorologist
19 45 65	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 29000 Meteorologist
19 42 43	Rs 13800 x 400 - 14200 Trainee Meteorologist
22 54 59	Rs 20000 x 800 - 24000 Chief Electronic Technician (Meteorological Services) <i>formerly Chief Technician (Meteorological Services)</i>
22 49 56	Rs 17000 x 600 - 20000 x 800 - 21600 Principal Electronic Technician (Meteorological Services) <i>formerly Principal Technician (Meteorological Services)</i>
22 40 53	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Electronic Technician (Meteorological Services) <i>formerly Senior Technician (Meteorological Services)</i>
22 25 47	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Electronic Technician (Meteorological Services) <i>formerly Technician (Meteorological Services)</i>
22 13 15	Rs 6425 x 150 - 6725 Trainee Electronic Technician (Meteorological Services) <i>formerly Trainee Technician (Meteorological Services)</i>

Salary Code	Salary Scale and Grade
19 56 63	Rs 21600 x 800 - 27200 Chief Meteorological Technician
19 51 58	Rs 18200 x 600 - 20000 x 800 - 23200 Principal Meteorological Technician
19 44 53	Rs 14600 x 400 - 15000 - 500 - 17000 x 600 - 19400 Senior Meteorological Technician
19 25 48	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Meteorological Technician
19 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Meteorological Technician
19 22 46	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Meteorological Observer (Agalega) (New Grade)
19 11 13	Rs 6125 x 150 - 6425 Trainee Meteorological Observer (Agalega) (New Grade)
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

13.4 MINISTRY OF EXTERNAL COMMUNICATIONS

13.4.1 The Ministry of External Communications is responsible for the formulation and implementation of policies pertaining to the Civil Aviation, the Airport and Port Development, the Cargo Handling Corporation, the Mauritius Ports Authority and the islands of Agalega and St Brandon.

13.4.2 The Ministry, which operates under the aegis of the Prime Minister's Office, is serviced by officers of the Administrative and General Service Grades. We are providing in the salary schedule the pay of the Permanent Secretary and that of the Driver. The recommendations as regards the other Administrative and General Service grades are made at Chapter 23 dealing with the Ministry of Civil Service Affairs and Administrative Reforms.

MINISTRY OF EXTERNAL COMMUNICATIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

13.5 CIVIL AVIATION DEPARTMENT

- 13.5.1 The Civil Aviation Department is responsible for Air Safety in the air transport industry and for the provision of a safe air traffic control system. Developments in the Tourism Industry has had a direct impact on the Civil Aviation Sector and with the establishment of more links with new countries, its activities have increased considerably.
- 13.5.2 The mission of the Civil Aviation Department is to encourage the development of a safe and efficient civil aviation industry to serve the interests of the Mauritian community, regulate the Mauritian civil aviation activities and provide safe and effective air traffic control services in the Mauritian Flight Information Region.
- 13.5.3 The organisation has recently been restructured. The new organisational structure has not yet been fully implemented and schemes of service are still being finalised. In this Report, we are mainly streamlining a few schemes of service, reviewing the appropriate allowances and restyling the grades of Aviation Security Officer and Senior Aviation Security Officer.

Civil Aviation Security Unit

- 13.5.4 The Civil Aviation Department is envisaging to set up the Civil Aviation Security Unit (CASU) in accordance with International Civil Aviation Organisation (ICAO) Regulations. This Unit will be responsible for the management and implementation of aviation security in the state. Grades for this Unit will be provided for in due course.

Aeronautical Information Officer

- 13.5.5 The Aeronautical Information Officer has been drawing an allowance equivalent to two increments for performing flight clearance duties. These duties have now been included in the scheme of service and taken into consideration in the salary recommended for the grade.

Recommendation 1

13.5.6 We recommend that the allowance payable to the Aeronautical Information Officer for performing flight clearance duties should lapse. The salary of the officer should be converted to a point which represents two increments over and above the normal conversion provided in the master conversion table, subject to the maximum salary of the grade.

Fireman (Civil Aviation)

13.5.7 With the transfer of most of the officers of the Airport Fire Services to the Airport Management Services Limited, only three Firemen are left on the establishment of the Civil Aviation Department and have not been redeployed. **We are providing a personal salary for these Firemen.**

Training Scheme for Engineering

13.5.8 A training scheme, to enable graduates in Engineering to obtain the two years' experience required for registration with the Council of Professional Engineers of Mauritius, has been mounted to facilitate the employment of these professionals in both the public and private sector. These graduates are being paid a monthly allowance of Rs 9570.

Recommendation 2

13.5.9 We recommend that the allowance be revised to Rs 13800 monthly.

13.5.10 Representations have been received that these graduates in Engineering are not eligible to any form of travelling expenses. We are making appropriate recommendation to that end.

Recommendation 3

13.5.11 We recommend that, graduates in Engineering under the training scheme, who use their cars in the discharge of their duties, should be refunded mileage run for official travelling at the rate of Rs 2.95 per km. Those officers who perform official travelling by bus should be refunded the bus fares in toto.

Allowance to Trainee Technicians who are working on shift

13.5.12 Trainee Technicians are required to work on shift for part of the year.

Recommendation 4

13.5.13 We recommend the payment of a monthly allowance of Rs 450 to Trainee Technicians scheduled to work on a shift basis.

13.5.14 The Medical and Health Officer/Senior Medical and Health Officer on secondment to the Civil Aviation Department is paid a monthly allowance of Rs 2000 for shouldering certain additional administrative responsibilities.

Recommendation 5

13.5.15 We recommend that the allowance payable to the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Civil Aviation Department be revised to Rs 2650 a month.

Rent Allowance

13.5.16 Officers in the grades of Fireman, Patrolman and Senior Patrolman who are on the establishment of the Civil Aviation Department draw a monthly Rent Allowance.

Recommendation 6

13.5.17 We recommend that Rent Allowance to eligible officers in the grades of Fireman, Patrolman, Senior Patrolman, Aviation Patrolman and Senior Aviation Patrolman be Rs 635 monthly.

Height Allowance

13.5.18 The present recommendation regarding payment of a non-pensionable height allowance to Electricians and Riggers of the Civil Aviation Department is as follows:

1. when required to climb above 20 feet and up to 150 feet, the hourly rate for the computation of the allowance for the number of hours of work

performed at the above-mentioned height is 1½ times the normal hourly rate.

2. when required to climb above 150 feet, the hourly rate for the computation of the allowance for the number of hours of work performed at the above mentioned height is twice the normal hourly rate.

Recommendation 7

13.5.19 We recommend that the present provisions regarding payment of a non-pensionable height allowance to Electricians and Riggers of the Civil Aviation Department be maintained.

13.5.20 When the Civil Aviation Department was restructured, some services were privatised. Consequently, officers in certain grades who opted to stay instead of joining the private companies, have become redundant. These officers need to be redeployed to those sectors where their services may be optimally utilised.

Recommendation 8

13.5.21 We recommend that officers who have become redundant following the privatisation of some of the services of the Department should be redeployed in other Ministries/Departments where their services can be optimally utilised.

Shift Work and Night Duty Allowance

13.5.22 The grades listed below are required to work on shift and this element has been taken into consideration in arriving at the recommended salaries. In addition, we are introducing a night duty allowance for officers who effectively work on night shift.

Recommendation 9

13.5.23 We recommend that officers who effectively work on night shift, for the period July 2003 to June 2004, should be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00

hours and 5.00 hours excluding any rest time or lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Grades working on shift

Air Traffic Control Supervisor
Air Traffic Control Officer
Air Traffic Control Assistant
Air Traffic Controller (Grade I)
Air Traffic Controller (Grade II)
Aeronautical Information Officer
Aeronautical Radio Operator
Aviation Patrolman
formerly Aviation Security Officer
Communicator
Electrician
Fitter
Gatekeeper
General Worker
Maintenance Officer (Communication, Navigation and Surveillance)
Principal Technician (Aeronautical Communication)
Principal Technician (Electrical)
Patrolman
Plant Room Operator
Senior Air Traffic Controller
Senior Aeronautical Information Officer
Senior Aeronautical Radio Operator
Senior Aviation Patrolman
formerly Senior Aviation Security Officer
Senior Technician (Electrical)
Senior Technician (Aeronautical Communications)
Senior Technician (Mechanical)
Senior Patrolman
Sanitary Attendant

Technician (Aeronautical Communications)
 Technician (Electrical)
 Technician (Communication, Navigation and Surveillance)
 Telephonist
 Workshop Assistant

CIVIL AVIATION
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
03 00 82	Rs 47500 Director of Civil Aviation
03 73 75	Rs 37000 x 1000 – 39000 Deputy Director of Civil Aviation
03 64 70	Rs 28000 x 1000 – 34000 Divisional Head Flight Operations Inspector
03 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Aerodrome Licensing Officer Air Traffic Services Standards Officer Personnel Licensing Officer
03 54 63	Rs 20000 x 800 – 27200 Senior Air Traffic Controller
03 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Air Traffic Control Supervisor
03 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Operations Officer
03 48 59	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 24000 Air Traffic Controller (Grade I)

Salary Code	Salary Scale and Grade
03 35 59	Rs 11000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Air Traffic Control Officer (Personal)
03 35 53	Rs 11000 x 400 - 15000 x 500 - 17000 x 600 - 19400 Air Traffic Control Officer
03 42 52	Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 18800 Chief Communicator (Personal) Senior Aeronautical Information Officer
03 35 52	Rs 11000 x 400 - 15000 x 500 - 17000 x 600 - 18800 Air Traffic Controller (Grade II)
03 37 50	Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 17600 Aeronautical Information Officer (Personal) Communicator (Personal)
03 14 50	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Air Traffic Control Assistant
03 37 48	Rs 11800 x 400 - 15000 x 500 - 16500 Aeronautical Radio Supervisor (Personal)
03 22 44	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Aviation Licensing Clerk
03 34 43	Rs 10600 x 400 - 14200 Senior Aeronautical Radio Operator (Personal)
03 31 43	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 14200 Senior Aviation Patrolman <i>formerly Senior Aviation Security Officer</i> Senior Patrolman (Personal)

Salary Code	Salary Scale and Grade
03 14 40	<p>Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13000</p> <p>Aeronautical Radio Operator Aviation Patrolman <i>formerly Aviation Security Officer</i> Patrolman (Personal)</p>
03 21 24	<p>Rs 7675 x 175 – 8200</p> <p>Trainee Air Traffic Controller Trainee Air Traffic Control Officer</p>
22 64 70	<p>Rs 28000 x 1000 – 34000</p> <p>Principal Engineer (Airworthiness) Principal Engineer</p>
22 57 66	<p>Rs 22400 x 800 - 28000 x 1000 - 30000</p> <p>Airworthiness Surveyor Chief Officer</p>
22 48 63	<p>Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200</p> <p>Aeronautical Communications Engineer Airworthiness Engineer Airworthiness Inspector Communication, Navigation and Surveillance Officer Electrical Engineer</p>
22 56 61	<p>Rs 21600 x 800 - 25600</p> <p>Officer in Charge (Outstations) Station Officer</p>
22 54 59	<p>Rs 20000 x 800 - 24000</p> <p>Chief Technician (Aeronautical Communications) Maintenance Supervisor (Communication, Navigation and Surveillance)</p>

Salary Code	Salary Scale and Grade
22 49 56	Rs 17000 x 600 - 20000 x 800 - 21600 Principal Technician (Aeronautical Communications) Principal Technician (Electrical) Senior Maintenance Officer (Communication, Navigation and Surveillance)
22 40 53	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 19400 Maintenance Officer (Communication, Navigation and Surveillance) Senior Technician (Aeronautical Communications) Senior Technician (Electrical) Senior Technician (Mechanical)
22 25 47	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Technician (Communication, Navigation and Surveillance) Technician (Aeronautical Communications) Technician (Electrical)
22 42 44	Rs 13800 x 400 - 14600 Trainee Airworthiness Inspector (Airframe and Power Plant) Trainee Airworthiness Inspector (Avionics) Trainee Communication, Navigation and Surveillance Officer Trainee Engineer
22 30 39	Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 12600 Telephone Supervisor
22 13 37	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Telephonist
22 13 15	Rs 6425 x 150 - 6725 Trainee Technician
07 21 43	Rs 7675 x 175 - 8200 x 200 - 8600 QB 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Fireman (Personal)

Salary Code	Salary Scale and Grade
08 09 30	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9500 Gatekeeper (on shift)
25 31 41	Rs 9750 x 250 – 10000 x 300 - 10600 x 400 - 13400 Chief Tradesman Foreman
25 15 36	Rs 6725 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11400 Electrician (on shift) Fitter (on shift) Plant Room Operator (on shift)
25 12 33	Rs 6275 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Blacksmith Cabinet Maker Carpenter Mason Motor Diesel Mechanic Painter Panel Beater Plumber and Pipe Fitter Rigger
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Heavy Vehicles above 5 tons)
24 14 35	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11000 Driver (on shift)
24 18 33	Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Gangman (on roster)

Salary Code	Salary Scale and Grade
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Workshop Assistant (on shift)
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener/Nurseryman Toolskeeper
24 06 23	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8025 Sanitary Attendant (on shift)
24 05 20	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 7500 General Worker (on shift) <i>formerly General Office/Premises Worker (on shift)</i>
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Warehouseman</i>
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

14. DEPUTY PRIME MINISTER'S OFFICE AND MINISTRY OF FINANCE

- 14.1 The Ministry of Finance is responsible for the financial soundness of the Government's economic and fiscal policies and for the proper control of revenue and expenditure. The mission of the Ministry is to promote the well being of every Mauritian through the effective management of public finance and the enhancement of an economic environment conducive to sustained growth and development. It also manages and controls public finance in a prudent and sustainable manner, ensures efficiency and effectiveness of all public spending, oversees the planning of national strategic development initiatives to facilitate economic growth, efficiency, stability, eradication of poverty and enhancement of overall development and ensures accountability, transparency and good governance.
- 14.2 The Financial Secretary is the Accounting and Responsible Officer of the Ministry and is assisted in his administrative functions/duties by two Permanent Secretaries and Officers of the Administrative Cadre. He is 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, those of the Revenue Authority, which encompasses the Large Taxpayer Department, the Customs and Excise Department, the Value Added Tax Department, the Income Tax Department and the Registrar-General's Department, and those of the Treasury and the Valuation Department.
- 14.3 The Ministry also has under its responsibility the Finance Cadre, the Internal Control Cadre and the Purchasing and Supply Cadre. It is equally responsible for Tax and Duty Exemption, Capital Projects, Foreign and Local Loans and the Trust Fund for Vulnerable Groups.
- 14.4 The technical arm of the Ministry is currently organised according to subject matter under the following broad areas of activities:- Economic Affairs, Public

Finance, Fiscal Policies, and Financial Policy Analysis, each area headed by a Director.

- 14.5 The Director, Economic Affairs is mainly responsible for investigating major economic/sectoral issues and advising the Financial Secretary in the formulation of economic policies. The Director, Public Finance is responsible for matters relating to the preparation of the annual budget including the formulation of budgetary policies and determination of budgetary targets and for overseeing the management of the public debt. The Director, Fiscal Policies is responsible, amongst others, for matters relating to revenue and taxation policy issues and for the examination and assessment of taxation policy strategies and options, including the fiscal incentive regimes, while the Director, Fiscal Policy Analysis is mainly responsible for financial policy matters relating to public enterprises, for financial policy analysis of investment projects and for the assessment of feasibility of new ventures and areas of activities for promoting national development.
- 14.6 We cover in this chapter our pay and specific recommendations as regards the Financial Secretary and the cadres under his responsibility as well as those of Departments operating under the aegis of the Ministry.

Financial Secretary

- 14.7 The Financial Secretary, as the principal adviser to the Ministry of Finance on financial and fiscal policy, is responsible for the management of finances of the Government and of the initiation and formulation of fiscal measures, including those designed to encourage economic development. His responsibilities stretch over a wide field and include the preparation of the annual Recurrent and Capital Budgets, Supplementary Estimates, the control of public expenditure, the scrutiny of the accounts of the territory, currency matters as well as investment policy generally.

- 14.8 Appointment to the grade of Financial Secretary is currently made from among officers who have a wide and varied experience of financial, economic and development matters.
- 14.9 We have made recommendations at Chapter 13 in respect of appointment to a new position of Senior Chief Executive to be filled on contractual terms or on an assignment basis to head major Ministries. We are making provisions along the same lines for the post of Financial Secretary.

Recommendation 1

- 14.10 We recommend that, in future, consideration be given to the position of Financial Secretary being filled on contractual terms, or on an assignment basis, for a period of two years from among officers drawing a monthly salary of Rs 47500 and above and having a wide and varied experience of financial, economic and development matters. Such contract would be renewable or tenure of assignment extended, subject to the officer's performance and continued relevance of his competence.**
- 14.11 An officer entrusted this position on contractual or assignment terms would be eligible to an allowance representing the difference between the pay set for the Financial Secretary and the substantive salary of the officer. The officer would also be eligible to a gratuity of 25% of salary plus the allowance if appointed on contract or an amount equivalent to 25% of the allowance if assigned the duties.**
- 14.12 A public officer on permanent establishment assigned the duties of the position of Financial Secretary may, at the start of the assignment, opt not to take the "amount equivalent to 25% of the allowance" and in return the years of service as Financial Secretary shall be deemed to be pensionable service subject to the provisions of (a), (b) and (c) below. On the officer's retirement, the pensionable emoluments shall be those of the Financial Secretary provided that**

EITHER

- (a) **he has successfully served for a period of two years;**
- (b) **he has 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 reverted at his own request; and**
- (c) **at the time of his reversion/retirement he has reached the age of 50**

OR

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

PURCHASING AND SUPPLY CADRE

14.13 The Purchasing and Supply Cadre has the responsibility of ensuring the timely procurement and supply of goods, works and services in accordance with established norms and prescribed procedures. Its mission is to advise Heads of Ministries and Departments for the efficient and effective management and control of their purchasing and supply functions, thus facilitating the smooth running of their core business.

14.14 With the advent of Information Technology, introduction of modern management techniques and the urge for delivery of better services in the public sector, it is imperative to inject a certain level of technical expertise into the cadre. Given the specificity of competence required, it would be advisable to make arrangements with the University of Technology, Mauritius or any other recognised institution for the mounting of an appropriate course in Purchasing and Supply Management for officers of the cadre.

Recommendation 2

14.15 We recommend that:

- (i) **the Ministry of Finance should make arrangements with the University of Technology, Mauritius or any other recognised institution for the mounting of appropriate courses in Purchasing and Supply Management;**
- (ii) **promotion to the grade of Higher Purchasing and Supply Officer should be made, on the basis of merit and experience, from among Purchasing and Supply Officers having successfully followed a Certificate Course in Purchasing and Supply Management;**
- (iii) **promotion to the grade of Senior Purchasing and Supply Officer should be made, on the basis of merit and experience, from among Higher Purchasing and Supply Officers who have successfully followed a diploma course in Purchasing and Supply Management; and**
- (iv) **the recommendations concerning the revised qualification requirements at (ii) and (iii) should take effect from 1.7.2006 and 1.7.2007 respectively to enable officers in the grades to acquire the necessary qualifications.**

INTERNAL CONTROL CADRE

Deputy Head, Internal Control Cadre (New Grade)

14.16 The Internal Control Cadre is responsible for carrying out internal control in Finance, Stores and Transport in accordance with established procedures. The duties of the cadre are to devise and develop policies and methods for a systematic appraisal and reporting of the system and to ensure their reliability. Presently the Head, Internal Control Cadre monitors and coordinates the day-to-day activities of the cadre. In line with the structure of the Finance Cadre the organisation structure is being reinforced with the creation of a level to deputise for the Head and assist in monitoring work programmes and ensure adequacy of the internal control system.

Recommendation 3

14.17 We recommend the creation of a grade of Deputy Head, Internal Control Cadre. Appointment thereto should be by selection from among officers in the grade of Chief Internal Controller on the basis of merit and experience.

Senior Internal Controller**Principal Internal Controller**

14.18 Presently, the grades of Senior Internal Controller and Principal Internal Controller are promotional for the grades just below them and officers in such grades should reckon at least three years' service in a substantive capacity. It has been submitted by management that the three years' service is impeding the staffing requirement at those levels.

Recommendation 4

14.19 We recommend that the Internal Controller reckoning at least two years of service in a substantive capacity be eligible for promotion to the grade of Senior Internal Controller. Likewise, we also recommend that the grade of Principal Internal Controller be promotional for the Senior Internal Controllers reckoning two years' service in a substantive capacity.

DEPUTY PRIME MINISTER'S OFFICE AND MINISTRY OF FINANCE***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
01 00 92	Rs 70000 Financial Secretary
02 00 85	Rs 52000 Permanent Secretary

Salary Code	Salary Scale and Grade
01 00 82	Rs 47500 Director, Economic Affairs Director, Financial Policy Analysis Director, Fiscal Policies Director, Public Finance
02 68 75	Rs 32000 x 1000 – 39000 Assistant Director, Economic Affairs
02 64 70	Rs 28000 x 1000 - 34000 Principal Economic Analyst
02 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Economic Analyst
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Economic Analyst
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Lorry Loader
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

Salary Code	Salary Scale and Grade
FINANCE, PURCHASING & SUPPLY AND INTERNAL CONTROL CADRES	
Rs 32000 x 1000 - 37000	
01 68 73	Head, Finance Cadre
01 68 73	Head, Internal Control Cadre
21 68 73	Head, Purchasing and Supply Cadre
Rs 29000 x 1000 - 34000	
01 65 70	Deputy Head, Finance Cadre
01 65 70	Deputy Head, Internal Control Cadre (New Grade)
21 65 70	Deputy Head, Purchasing and Supply Cadre
Rs 24000 x 800 - 28000 x 1000 - 31000	
01 59 67	Chief Finance Officer
01 59 67	Chief Internal Controller
21 59 67	Chief Purchasing and Supply Officer
Rs 18800 x 600 - 20000 x 800 - 24000	
01 52 59	Principal Finance Officer
01 52 59	Principal Internal Controller
21 52 59	Principal Purchasing and Supply Officer
Rs 16000 x 500 - 17000 x 600 - 20000	
01 47 54	Senior Finance Officer
01 47 54	Senior Internal Controller
21 47 54	Senior Purchasing and Supply Officer
Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600	
01 40 50	Finance Officer
21 40 50	Higher Purchasing and Supply Officer
Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600	
01 28 50	Internal Controller
Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000	
01 28 45	Assistant Finance Officer
21 28 45	Purchasing and Supply Officer

14. MANAGEMENT AUDIT BUREAU

- 14.20 The Management Audit Bureau was initially set up to operate as a unit to improve the efficiency and effectiveness of Public Sector organisations. Over the years, the activities have widened and today its main functions are to investigate into the prevailing administration systems and procedures in Government Departments and parastatal bodies with a view to identifying inefficient and outdated procedures, constantly monitoring performance, detecting cases of waste and mismanagement of public fund, introducing new management concepts and techniques and designing proper management information system to improve the decision-making process.
- 14.21 The organisation is staffed by two cadres namely the Financial and Management Analyst Cadre and the Accounting Technician Cadre.

Financial and Management Analyst Cadre

- 14.22 The Financial and Management Analyst is appointed by selection from among officers in the grades of Senior Accounting Technician and Accounting Technician possessing a recognised professional accounting qualification.
- 14.23 It has been represented that the officers of the Financial and Management Analyst Cadre besides performing Accounting duties, also carry out management analysis and consultancy work, project management and development of quality management systems, among others. The schemes of service, however, do not reflect these duties and need to be updated.

Recommendation 5

- 14.24 We recommend that the schemes of service of the relevant grades of the Financial and Management Analyst Cadre be amended to include management analysis duties. This element has been taken into consideration in the recommended salaries.**

Assistant Director (New Grade)

14.25 The Cadre consisting of professionals needs to be reinforced to allow the organisation to render its services more effectively and efficiently. We are providing for a level above the grade of Principal Financial and Management Analyst to be promotional for the latter grade.

Recommendation 6

14.26 We recommend the creation of a grade of Assistant Director, Management Audit Bureau, to be promotional for Principal Financial and Management Analyst on the basis of merit and experience.

14.27 Incumbent would be required, *inter alia*, to assist the Director and Deputy Director in the performance of their duties, supervise, coordinate and monitor the work of Senior Financial and Management Analyst and other junior staff and introduce new management concepts and techniques in the public sector in order to improve the decision making process and organisational effectiveness.

Salary Code	Salary Scale and Grade
	MANAGEMENT AUDIT BUREAU
01 00 85	Rs 52000 Director
01 00 78	Rs 42500 Deputy Director
01 68 75	Rs 32000 x 1000 - 39000 Assistant Director (New Grade)
01 64 72	Rs 28000 x 1000 - 36000 Principal Financial and Management Analyst

Salary Code	Salary Scale and Grade
01 57 67	Rs 22400 x 800 - 28000 x 1000 - 31000 Senior Financial and Management Analyst
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Financial and Management Analyst
01 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Senior Accounting Technician
01 39 53	Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400 Accounting Technician
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

14.1 REVENUE AUTHORITY

- 14.1.1 The Revenue Authority was established in July 1999 as an Authority under the Ministry of Finance by amendments brought to the Unified Revenue Board Act 1983. The Authority has the responsibility to oversee, co-ordinate, monitor and supervise the activities of the Revenue Departments and ensure a fair, efficient and effective administration of taxes. In addition to its supervisory functions, the Authority is also responsible, among others, to take measures to promote voluntary compliance with the Revenue Acts and to improve the standard of service given to the public with a view to promoting fairness and transparency, increasing the efficiency and effectiveness of the revenue departments and maximising revenue collection. The Authority is also responsible for determining the steps to be taken to combat fraud and fiscal evasion as well as setting objectives and work targets and promoting training for officers of the revenue departments.
- 14.1.2 The Authority is equally responsible for the overall supervision of the administration of the following Acts: The Customs Act, The Customs Tariff Act, The Excise Act, The Value Added Tax Act, The Income Tax Act, The Registration Duty Act, The Land (Duties and Taxes) Act, The Transcription and Mortgages Act and The Gaming Act.
- 14.1.3 The Authority is administered by a Board under the chairmanship of the Financial Secretary. The Director-General is responsible for the execution of the decisions of the Board and is assisted by a Director, Corporate Planning and Tax Payer Services and officers of appropriate levels. We are reviewing the pay structure on the basis of the present set up.

REVENUE AUTHORITY
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 85	Rs 52000 Director-General
01 00 78	Rs 42500 Director, Corporate Planning and Tax Payer Services
01 68 75	Rs 32000 x 1000 - 39000 Head, Fiscal Investigations Head, Tax Training School Secretary, Revenue Authority (Personal)
01 64 72	Rs 28000 x 1000 - 36000 Chief Investigator
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Investigator

14.1 LARGE TAXPAYER DEPARTMENT

- 14.1.4 The Large Taxpayer Department was established under the Unified Revenue Act 1983, by virtue of an amendment brought by the Finance Act 2001 to ensure an improved audit capacity, secure revenue and improve management of arrears, bring a reduction of compliance costs and improve tax payer services and tax administration effectiveness. It has become operational on 1 January 2002.
- 14.1.5 The Department is responsible for the administration of Income Tax, Pay As You Earn (PAYE), and Value Added Tax chargeable by virtue of the Income Tax Act 1998 in relation to Large Taxpayers.
- 14.1.6 As the Department has only recently been structured, we are reviewing the pay structure on the basis of the existing organisational set up.

LARGE TAXPAYER DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 82	Rs 47500 Commissioner, Large Taxpayer Department
01 68 75	Rs 32000 x 1000 - 39000 Deputy Commissioner
01 64 70	Rs 28000 x 1000 - 34000 Assistant Commissioner
01 49 63	Rs 17000 x 600 - 20000 x 800 - 27200 Tax Investigator

14.1 CUSTOMS AND EXCISE DEPARTMENT

- 14.1.7 The Customs and Excise Department collects revenue through levying Customs Duties, Excise Duty and Value Added Tax. Its main functions are to enforce trade tariff classification to determine rate of customs duty; control importation of restricted goods and prohibited goods; protect industry from unfair competition and intellectual Property Right infringements; facilitate clearance and movement of passengers and enhance movement of legitimate trade.
- 14.1.8 The background against which the Customs and Excise Department is required to operate is highly influenced by international factors such as the grouping of countries into trade blocks and removal of trade barriers. This department has, therefore, adopted international work techniques in line with the provisions of World Trade Organisation and World Customs Organisation Conventions. In this respect it has automated the Customs Management System using the Electronic Data Interchange (EDI) for the clearance of goods to minimize cargo delays – a system which enable on line interaction with its stakeholders. At the same time other processes are being re-engineered with a view to revitalizing the department. These processes relate to areas such as Enforcement, Internal Audit, Valuation/Tariff/Origin, Human Resources and Information Technology. Inherent to these changes is the shift on emphasis from pre-clearance checks to post clearance checks.
- 14.1.9 The Customs and Excise Department is at present headed by the Comptroller of Customs appointed on a contractual basis and the Associate Comptroller of Customs supported by the technical staff of the Customs and Excise Officer Cadre, Investigation Officer and those of the General Services. Officers of the Central Information Systems Division are also posted at the Department to assist in the computerisation programme.
- 14.1.10 In the context of Reforms, Management has made representations for the introduction, amongst others, of some form of Performance Related Rewards and the creation of a Legal Unit.

14.1.11 We have examined the representations and have addressed the issues of a general nature in the relevant chapters of Volume I. We have particularly made recommendations for the immediate introduction of Performance Management in all organisations, including the Customs and Excise Department and have also provided for appropriate mechanisms for the phased introduction of some form of Performance Related Reward. We are reviewing the qualification requirements for enlistment to the grade of Customs and Excise Officer as well as the relevant allowances.

Customs and Excise Officer

14.1.12 The qualification requirement for entry to the grade of Customs and Excise Officer is the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one Certificate and satisfying the minimum physical requirements. With the rapid changes taking place and the changes in job content at all levels, the qualification for entry to the cadre is no longer suitable.

Recommendation 1

14.1.13 We recommend that, in future, recruitment to the grade of Customs and Excise Officer should be made from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts together with passes in at least two subjects at the General Certificate of Education 'A' Level. Candidates should be computer literate and satisfy the physical requirements.

Allowance for duties at Airport

14.1.14 Officers in the grade of Customs and Excise Officer and Senior Customs and Excise Officer are paid overtime for the extra hours of work put in. Whereas officers in the grade of Principal Customs and Excise Officers are paid a monthly commuted allowance of Rs 2000 for extra hours worked.

- 14.1.15 The present arrangement is appropriate and is being maintained. We are revising the quantum of the commuted allowance.

Recommendation 2

- 14.1.16 We recommend that Principal Customs and Excise Officers posted at the Airport working over and above the normal working week be paid a commuted allowance of Rs 2400 monthly in lieu of overtime.**

Allowance for duties at the Joint Port Drug Unit (JPDU) and Customs Drug Unit (CDU)

- 14.1.17 Officers of the Customs and Excise Department working at the Joint Port Drug Unit and at the Customs Drug Unit are presently being paid a Risk Allowance of Rs 500 a month as they are exposed to risk of contamination, injury and assault in the examination of risky cargoes, hazardous consignments, weapons, arms and ammunition and in the control, detection and prevention of illicit entry of drugs and psychotropic substances in the country.
- 14.1.18 We have received representations both from the staff side and management to extend the payment of Risk Allowance to all officers in the grades of the Customs and Excise Officer Cadre as they are also exposed to physical assault.
- 14.1.19 The Bureau has studied the representations and agrees that the duties of officers in the Customs and Excise Officer Cadre involve the element of risk and this has been taken into consideration in arriving at the salaries recommended. Additionally, we are making provision for the element of insurance to cover risk in Volume I of this Report. However, officers posted at the JPDU and CDU are being compensated in the form of an allowance.

Recommendation 3

- 14.1.20 We recommend the payment of an allowance of Rs 840 a month to officers posted at the Joint Port Drug Unit and Customs Drug Unit.**

Clothing Allowance

14.1.21 A clothing allowance of Rs 300 a month is paid to Customs and Excise Officers and Senior Customs and Excise Officers posted at the Customs Intelligence and Investigation Unit (CIIU) and Customs Drug Unit because the nature of duties require them to be in mufti. We are maintaining the present arrangement and revising the quantum.

Recommendation 4

14.1.22 **We recommend that the Clothing Allowance payable to Customs and Excise Officers and Senior Customs and Excise Officers posted at the Customs Intelligence and Investigation Unit and Customs Drug Unit be revised to Rs 360 a month.**

CUSTOMS AND EXCISE DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 82	Rs 47500 Comptroller of Customs
18 68 75	Rs 32000 x 1000 - 39000 Deputy Comptroller of Customs
18 64 70	Rs 28000 x 1000 - 34000 Assistant Comptroller of Customs
18 57 64	Rs 22400 x 800 - 28000 Chief Customs and Excise Officer
18 48 57	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 22400 Principal Customs and Excise Officer

Salary Code	Salary Scale and Grade
18 40 52	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 18800 Senior Customs and Excise Officer
18 21 45	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Customs and Excise Officer
18 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Investigation Officer
18 39 40	Rs 12600 x 400 - 13000 Cadet Officer
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Motor/Diesel Mechanic
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Warehouseman</i>
13 14 35	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Launch Driver (Shift)
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Sanitary Attendant
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Office/Premises Worker</i>
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery)

Salary Code	Salary Scale and Grade
13 25 36	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11400 Coxswain
13 22 33	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Assistant Coxswain
13 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Deckhand (Customs)
13 08 26	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8600 Boatman
24 14 35	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Driver (on shift)

14.1 VALUE ADDED TAX DEPARTMENT

- 14.1.23 The Value Added Tax (VAT) Department is responsible for the collection and administration of Value Added Tax, taxes, duties and licences payable under the Gaming Act, and rum and liquor licence fees payable under the Excise Act.
- 14.1.24 With the recent amendments in the VAT legislation an additional number of professionals and businessmen have been registered for submission of VAT returns.
- 14.1.25 The organisation is headed by the Commissioner for VAT and is assisted by the Deputy Commissioner for VAT. It is staffed at professional level by officers in the Investigating Cadre and at technical level by officers in the Revenue Cadre. The structure is adequate for providing an efficient and effective service.

“Peak” Day

- 14.1.26 Representations have been received that officers of the Revenue and Finance Cadres as well as the Clerical Staff posted at the VAT department are required to work beyond normal working hours on the “Peak” day i.e the 20th of each month for the receipt and processing of returns and cheques and that they be compensated for the additional hours.

Recommendation 5

- 14.1.27 **We recommend that consideration be given to the grant of time off for the additional hours put in by these officers.**

VALUE ADDED TAX DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 82	Rs 47500 Commissioner for Value Added Tax

Salary Code	Salary Scale and Grade
01 68 75	Rs 32000 x 1000 - 39000 Deputy Commissioner for Value Added Tax
01 64 73	Rs 28000 x 1000 - 37000 Chief Investigating Officer
01 64 70	Rs 28000 x 1000 - 34000 Assistant Commissioner for Value Added Tax
01 57 67	Rs 22400 x 800 - 28000 x 1000 - 31000 Senior Investigating Officer
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Investigating Officer
01 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Chief Revenue Officer
01 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Principal Revenue Officer
01 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Revenue Officer
01 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Revenue Officer
01 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Assistant Revenue Officer
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

14.1 INCOME TAX DEPARTMENT

- 14.1.28 The Income Tax Department is responsible for administering the income tax legislations in a consistent, impartial and prompt manner, ensuring that taxes are properly assessed and promptly collected in the most effective, efficient and economic manner and maintaining public confidence in the integrity of the tax administration.
- 14.1.29 The staff of the Department comprises Tax Clerk, Inspector of Taxes and Investigating Officer Cadres with the Commissioner as the Head. The organisation operates its activities in 10 distinct sections namely: Investigation, Corporate and International Taxation, Planning and Management, Objection and Appeal, Personal Taxation, Processing, Enforcement and Recovery, PAYE, Audit, Research and Information Management and Objection.
- 14.1.30 The existing structure of the organisation responds to the present needs and is therefore being maintained.

INCOME TAX DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 82	Rs 47500 Commissioner
01 68 75	Rs 32000 x 1000 - 39000 Deputy Commissioner
01 64 73	Rs 28000 x 1000 - 37000 Chief Investigating Officer

Salary Code	Salary Scale and Grade
01 64 70	Rs 28000 x 1000 – 34000 Assistant Commissioner
01 61 70	Rs 25600 x 800 – 28000 x 1000 - 34000 Principal Investigating Officer
01 57 67	Rs 22400 x 800 - 28000 x 1000 - 31000 Senior Investigating Officer
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Investigating Officer
01 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Chief Inspector of Taxes
01 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Principal Inspector of Taxes
01 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Inspector of Taxes
01 28 50	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Inspector of Taxes
01 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Inspector of Taxes
08 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Senior Tax Clerk

Salary Code	Salary Scale and Grade
08 17 41	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Tax Clerk
16 14 39	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

14.1 REGISTRAR-GENERAL'S DEPARTMENT

- 14.1.31 The Registrar-General's Department is a revenue earning Department mainly responsible for the collection and administration of Registration Duty, Capital Gains (Morcellement) Tax and Land Transfer Tax on transfer of immovable property; tax on transfer of leasehold rights on state land; Campement Site Tax and Campement Tax. The Department is also responsible for the collection of Land Conversion Tax under the Sugar Industry Efficiency Act 2001 and Value Added Tax on documents deposited for registration, transcription or inscription.
- 14.1.32 Its main functions are, *inter alia*, to register information regarding land ownership and obligation and to provide publicity for safeguarding the interests of creditors and of parties in sales and leases of immovable properties; register particulars of deeds and documents presented by members of the legal profession and the public including transfer of vehicles; follow up action after the assessment of values of immovable properties by the Chief Government Valuer, including representation before the Tax Appeal Tribunal; and collect the annual tax payable by campement site owners and campement owners.
- 14.1.33 The Department is administered by the Registrar-General who also acts as Conservator of Mortgages and is manned by officers in the grades of Deputy Registrar-General, Assistant Registrar-General and those of Registration Officer Cadre and the General Services.
- 14.1.34 The organisation structure of the Registrar-General's Department is considered appropriate and needs no change. However, in view of the demands on the jobs, we are reviewing the qualification requirement for entry into the cadre and for movement up the hierarchy.

Registration Officers

- 14.1.35 At present, Registration Officers are appointed from Trainee Registration Officers who have undergone training for at least two years in both theoretical

and practical aspects in inscription, transcription, mortgage work and registration procedure and general principles of laws on registration and mortgage section.

14.1.36 Trainee Registration Officers are enlisted by selection from holders of the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts.

14.1.37 It has been pointed out that after a short period of on-the-job-training, the Trainee Registration Officers start operating on their own and make productive contribution to the organisation. The need to continue with the mode of recruitment through trainee should be reviewed.

14.1.38 Representations have been received to the effect that, at present, there are Clerical Officer/Higher Clerical Officers posted at the Registrar-General's Department who are assigned the duties devolving upon the grade of Registration Officer. In order to retain these trained officers, there is need to amend the mode of recruitment to the grade of Registration Officer to allow these officers to apply for the post.

Recommendation 6

14.1.39 We recommend that

- (i) the grade of Trainee Registration Officer be abolished on vacancy;**
- (ii) in future, recruitment to the grade of Registration Officer should be made by selection from among Clerical Officer/Higher Clerical Officers with passes in at least two subjects at the General Certificate of Education 'A' Level; and**
- (iii) for the first intake, priority of consideration be given to Clerical Officer/Higher Clerical Officers giving assistance at Registration Officer level, for at least two years.**

Assistant Registrar-General

14.1.40 At present, the grade of Assistant Registrar-General is filled by selection from among officers in the grade of Principal Registration Officer. In future, following the creation of the new grade of Chief Registration Officer, appointment to the grade of Assistant Registrar-General should be from Chief Registration Officers. Furthermore, in view of the nature of duties of the Assistant Registrar-General, it should be mandatory for the Chief Registration Officers to possess the Diploma in Legal Studies or in a relevant field.

14.1.41 We are, therefore, reviewing the qualification requirement for the grade of Assistant Registrar-General to reflect the above.

Recommendation 7

14.1.42 We recommend that, as from 1 July 2006, the grade of Assistant Registrar-General be filled by selection from officers in the grade of Chief Registration Officer holding the Diploma in Legal Studies or in a relevant field and serving officers holding a Degree in Law or Law and Management.

Diploma in Legal Studies

14.1.43 In view of the nature of the duties devolving upon officers of the Registrar-General's Department, it is desirable that officers of the Cadre should be encouraged to follow the course leading to the Diploma in Legal Studies or in a relevant field. The course will enable these officers to acquire the necessary skills and knowledge to shoulder higher responsibilities.

Recommendation 8

14.1.44 We further recommend that the Registrar-General's Department should make arrangements for the mounting of an appropriate course in Legal Studies for Chief Registration Officers and for officers of the lower levels.

REGISTRAR-GENERAL'S DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 82	Rs 47500 Registrar-General (with Legal Qualifications)
18 00 80	Rs 45000 Registrar-General
18 68 75	Rs 32000 x 1000 - 39000 Deputy Registrar-General
18 56 64	Rs 21600 x 800 - 28000 Assistant Registrar-General
18 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Chief Registration Officer
18 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Principal Registration Officer
18 40 48	Rs 13000 x 400 - 15000 x 500 - 16500 Senior Registration Officer
18 20 44	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Registration Officer
18 13 15	Rs 6425 x 150 – 6725 Trainee Registration Officer (Personal)
18 40 50	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 17600 Inscription and Check Clerk

Salary Code	Salary Scale and Grade
18 11 40	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Copyist and Check Clerk
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
16 14 39	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery)

14.2 TREASURY

- 14.2.1 The Treasury is responsible, among others, for maintaining a sound and effective system of accounting for government transactions in accordance with international accounting standards and best practice, preparing financial statements in accordance with the Finance and Audit Act, maintaining a sound and effective cash management system, ensuring timely servicing and accounting of government debt and giving effective and timely advice to Ministries and Departments on matters pertaining to financial procedures and accounting.
- 14.2.2 The Accountant-General is the administrative head and has to carry out the statutory duties as laid down in various legislations and regulations. The organisation is staffed by officers at professional and technical levels and officers of the general service grades provide support services.
- 14.2.3 The main duties of the staff of the Treasury are to ensure the adequacy of the department accounting systems and procedures and to advise Accounting Officers of Ministries/Departments on accounting and financial matters.
- 14.2.4 The present organisation structure is suitable and requires no change.

TREASURY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 82	Rs 47500 Accountant-General
01 68 75	Rs 32000 x 1000 – 39000 Deputy Accountant-General
01 64 72	Rs 28000 x 1000 - 36000 Assistant Accountant-General

Salary Code	Salary Scale and Grade
01 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant
01 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Officer-in-Charge (Passages) Officer-in-Charge (Pensions)
04 42 50	Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 17600 Treasury Computer Room Supervisor
04 29 45	Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000 Treasury Computer Operator (Personal to officer in post as at 30.6.93)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver Treasury Voucher Room Assistant
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
16 14 39	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery)
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i> <i>formerly General Office/Premises Worker</i>

14.3 VALUATION DEPARTMENT

- 14.3.1 The principal activities of the Valuation Office involve the valuation of acquisitions and disposals of immovable properties for the payment of registration dues thereon; the preparation and maintenance of the Valuation Lists for local authorities rating purposes; the valuation of land to be compulsorily acquired, and the rental of state lands or buildings by Government.
- 14.3.2 With the rapid pace of development in the country, namely the building of new roads, low cost housing schemes, rental of buildings by Government, construction of new immovable properties and other transactions liable to payment of registration dues, the Valuation Office finds itself faced with more and complex valuation work.
- 14.3.3 The functional organisation structure of the Valuation Department consists of two main categories of staff, namely the professional cadre and the technical cadre. Since November 2001, following a decision of the Public Service Commission, the Chief Government Valuer has been appointed the responsible officer for the departmental grades of the valuation department and is responsible, *inter alia*, for all matters relating to appointment and promotion and discipline. The Valuation Department has thus become a self accounting body.
- 14.3.4 The management of the Valuation Department has reported retention problem in the grade of Trainee Valuation Technician. High turn over rates are being regularly registered because the over qualified trainees recruited tend to leave after only a few months or well before the completion of their training for better opportunities elsewhere. This has been attributed to the duration of the training period and the salaries attached to the trainee grade. We have, therefore, in this report addressed this issue by reviewing the mode of entry to the grade of Valuation Technician.

Valuation Technician

14.3.5 At present, the qualification requirements for the grade of Trainee Valuation Technician is the Cambridge School Certificate with credit in at least five subjects including English, French, Mathematics and either Economics or Additional Mathematics or Geometrical and Mechanical Drawing. The trainees recruited have to undergo at least two years' training in all aspects of the work of a Valuation Technician before being eligible for appointment to the grade of Valuation Technician.

Recommendation

14.3.6 **We recommend that the existing grade of Trainee Valuation Technician be abolished. In future, appointment to the grade of Valuation Technician should be made by selection from among serving officers possessing the Higher School Certificate with passes at principal level in at least two subjects including Mathematics or equivalent qualification. Valuation Technicians would be appointed on probation and would be required to follow an in-house training prior to appointment in a substantive capacity.**

VALUATION DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 00 80	Rs 45000 Chief Government Valuer
26 68 75	Rs 32000 x 1000 – 39000 Deputy Chief Government Valuer
26 64 70	Rs 28000 x 1000 – 34000 Principal Government Valuer

Salary Code	Salary Scale and Grade
26 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Government Valuer
26 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Government Valuer
26 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Chief Valuation Technician
26 43 53	Rs 14200 x 400 - 15000 x 500 – 17000 x 600 – 19400 Principal Valuation Technician
26 38 49	Rs 12200 x 400 – 15000 x 500 – 17000 Senior Valuation Technician
26 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Valuation Technician
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

15. MINISTRY OF INDUSTRY AND INTERNATIONAL TRADE

- 15.1 The Ministry of Industry now Industry and International Trade was created in 1983 to foster industrial development in the country through the setting up of small, medium and large enterprises.
- 15.2 The Ministry has two divisions namely the Industry Division and the International Trade Division. The Industry Division acts as a facilitator for sustained industrial development and the smooth integration of the manufacturing sector into the economy. This Division has recently been given the responsibility for promoting the Film Industry and the Jewelry sector. The main objective of the Division is to create a strong, diversified, high value added and competitive industrial sector. However, recent developments, locally and internationally, have brought the urgency to reshape the manufacturing sector. In this context, the overall industrial strategy is being reoriented to stimulate the development, expansion and growth of the industrial sector through promotion of skill intensive and technology driven activities, promote export led industrial growth, facilitate industrial restructuring, networking with emphasis on cluster based development, and promote development of export oriented Small and Medium Enterprises (SMEs) through their integration in a modernised and outward looking industrial set up.
- 15.3 The International Trade Division has been created to formulate Mauritian trade policies and ascertain that the interests of the country are safeguarded in multilateral regional trade agreements and global trade rules. With the coming into operation of the World Trade Organisation (WTO) and the adherence of Mauritius to the Southern African Development Community (SADC) and other regional blocs, a Trade Policy Unit has been established within the Division.
- 15.4 The technical staff is posted at the Industry Division, the Assay Office and the International Trade Division. We are maintaining the structure while changing the mode of appointment to the grade of Secretary for Industrial Development.

Secretary for Industrial Development

- 15.5 In our 1998 Report, we recommended the creation of the grade of Secretary for Industrial Development whereby appointment would be made from among officers not below the grade of Principal Industrial Analyst or from among holders of an Honours degree in Economics or Engineering or Applied Science together with a postgraduate qualification in Management or Economics or Business Administration and adequate relevant experience. This post has not been filled.
- 15.6 We are reviewing the mode of appointment to this grade to restrict it to officers of the cadre.

Recommendation 1

- 15.7 We recommend that appointment to the grade of Secretary for Industrial Development be made by selection from among officers in the grades of Principal Industrial Analyst and Chief Industrial Analyst.**

ASSAY OFFICE

- 15.8 The Jewellery Act No. 25 of 1999 came into operation in February 2000. This new Act has brought important changes in the marking system, making it more practical regarding self-guarantee of jewellery by dealers. It has also consolidated the controls exercised by the Assay Office on transactions carried out by jewellers and on the quality of Jewellery offered for sale locally.
- 15.9 The main objectives of the Assay Office are, *inter alia*, to provide support services to the Jewellery Sector to upgrade the quality of alloys used in the manufacture of gold jewellery, encourage dealers to make use of solders of correct fineness with a view to offering jewellery of better quality to consumers; offer hallmarking facilities to guarantee jewellery; advise consumers on the provisions of the Jewellery Act concerning their purchase or sale of jewellery and provide assaying facilities to consumers as well as Ministries and other Government Departments.

- 15.10 The Assay Office is headed by the Controller of Assay, who is assisted by an Assistant Controller and supported by Senior Technical Officers, Technical Officers, Laboratory Attendants and Officers in the Executive and Clerical groups.

PATENTS AND TRADE MARKS SECTION

- 15.11 The Patents and Trade Marks Section of the Ministry ascertains that effective protection of industrial property rights creates a conducive environment for innovative and inventive activity as well as for an orderly exchange of goods and services in the market place. To this end, it gives effect to the obligations undertaken by Mauritius in the context of various Conventions and Agreements relating to the protection of Industrial Property Rights; encourages and ensures the setting up of an effective enforcement mechanism of the industrial property rights with stringent penal provisions against infringements, piracy and counterfeiting and provides for a special industrial property service for the regular publication and communication of industrial property rights to the public. The Section has the Controller, Industrial Property Office at its head who is supported in his duties by grades in the Patents and Trade Marks Cadre.
- 15.12 The organisational structures of both the Assay Office and the Patents and Trade Marks Section are appropriate and are being maintained.

MINISTRY OF INDUSTRY AND INTERNATIONAL TRADE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
02 00 78	Rs 42500 Secretary for Industrial Development

Salary Code	Salary Scale and Grade
02 68 75	Rs 32000 x 1000 – 39000 Chief Industrial Analyst
02 64 70	Rs 28000 x 1000 - 34000 Principal Industrial Analyst
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Industrial Analyst
02 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Industrial Analyst
19 00 78	Rs 42500 Director, MAURITAS
19 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Assistant Accreditation Manager
02 63 70	Rs 28000 x 1000 - 34000 Head Business Information Unit
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Assistant to Head Business Information Unit
02 57 70	Rs 22400 x 800 - 28000 x 1000 - 34000 Manager, Industrial Co-ordination and SME Development (Personal)
08 46 56	Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 21600 Assistant to Manager, Industrial Coordination and SME Development (Personal)
22 10 35	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Receptionist/Telephone Operator

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
ASSAY OFFICE	
19 68 75	Rs 32000 x 1000 - 39000 Controller of Assay
19 48 66	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 28000 x 1000 - 30000 Assistant Controller of Assay
19 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Technical Officer (Assay Office)
19 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Technical Officer (Assay Office)
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 – 10600 x 400 - 11800 Assay Laboratory Attendant
INTERNATIONAL TRADE DIVISION	
02 00 78	Rs 42500 Director, Trade Policy
02 65 75	Rs 29000 x 1000 - 39000 Deputy Director, Trade Policy
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Trade Policy Analyst
02 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Trade Policy Analyst

Salary Code	Salary Scale and Grade
18 68 75	Rs 32000 x 1000 - 39000 Controller, Industrial Property Office
18 53 60	Rs 19400 x 600 - 20000 x 800 - 24800 Principal Patents and Trade Mark Officer
18 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Patents and Trade Mark Officer
18 40 49	Rs 13000 x 400 – 15000 x 500 – 17000 Patents and Trade Mark Officer
08 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 – 15000 Trade Information Officer
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

16. MINISTRY OF AGRICULTURE, FOOD TECHNOLOGY AND NATURAL RESOURCES

- 16.1 The Ministry of Agriculture, Food Technology and Natural Resources acts as a facilitator and a catalyst for promoting agricultural production such as milk and meat, horticultural products, sugar and tea; provides legal backup and institutional support to enable realisation of Government Programmes and encourages disease control to enable production of healthy agricultural products.
- 16.2 It is also responsible for the optimisation of agricultural production through rational use of resources; ensuring the sustainability of the agricultural sector and that it remains one of the pillars of the economy while fulfilling its social responsibility; making agriculture a worthwhile economic activity for the farming community and ensuring the preservation of agricultural lands and conservation of natural resources such as forests, fauna and flora.
- 16.3 Presently, the Ministry is giving a new orientation to agriculture in line with the sophistication taking place in other key economic sectors of the country. In this context, the Ministry has come up with a strategic plan for the Non-Sugar Sector to address all immediate problems of national priority both in the field of livestock and crop production, with a view to giving a new boost to the sector. The reform process along with a number of policy measures is expected to bring about changes at the institutional level within the Ministry.
- 16.4 The structure of the Ministry evolves around three poles of activities namely sugar and food technology, non-sugar activities and central services, livestock and natural resources. The overall supervision of the Ministry is under the responsibility of the Permanent Secretary, assisted on the administrative side by Principal Assistant Secretaries, Assistant Secretaries and an Agricultural Planning Officer cadre and on the technical side by the heads of the five main divisions, namely, the Agricultural Services, the Cane Planters and Millers Arbitration and Control Board, the Forestry Services, the National Parks and Conservation Service and the Sir Seewoosagur Ramgoolam Botanical Garden-Pamplemousses.
- 16.5 The Ministry of Agriculture, Food Technology and Natural Resources also has a number of parastatal bodies, each under a Chief Executive, under its aegis, the main ones being the Mauritius Sugar authority, the Farmers Service Corporation

and the Sugar Planters Mechanical Pool Corporation in the sugar sector; the Food and Agricultural Research Council, the Agricultural Research and Extension Unit and the Agricultural Food Export Promotion Authority in the non-sugar sector; and the Mauritius Meat Authority in the livestock sector.

- 16.6 While we are reporting on the Parastatal Bodies in the relevant volume of this Report, we are in this section reviewing and strengthening, where necessary, the structure of a few cadres, amending schemes of service of certain posts to facilitate career progressions and reviewing existing allowances as well as recommending new ones, wherever required.

The Agricultural Services

- 16.7 The Agricultural Services encompass such divisions as agricultural chemistry, dairy chemistry, agricultural development, agricultural information, plant pathology, entomology, agronomy, animal husbandry, horticulture as well as support services, land use and projects, the veterinary services, the agricultural engineering section and the Livestock Feed Factory. The Chief Agricultural Officer assisted by a Deputy Chief Agricultural Officer, three Principal Agricultural Officers, a Principal Veterinary Officer and a Principal Agricultural Engineer heads the Agricultural Services. Under each of these heads of Division are officers of the professional and technical cadres, the general services cadres as well as a throng of workmen's grades, many of whom are retrenched employees from former organisations such as the TDA, the TEAFAC and the CHA.

Technical Officer/Senior Technical Officer

- 16.8 Technical Officers and Senior Technical Officers generally provide assistance to Research and Development Officers in the implementation of research and development projects. Most of these officers possess a degree in the relevant field and are well versed in all the technicalities of the different divisions. We are, therefore, making provisions to facilitate the career progression of able officers.

Recommendation 1

16.9 We recommend that the scheme of service for the grade of Research and Development Officer be amended to give priority of consideration to Technical Officers and Senior Technical Officers of the Ministry possessing the prescribed qualifications for appointment to the grade of Research and Development Officer.

Field Assistant/Senior Field Assistant

16.10 In our 1998 Report, we recommended that the grades of Field Assistant and Senior Field Assistant be made evanescent and abolished on vacancy. The officers have been entrusted with same responsibilities.

Recommendation 2

16.11 We recommend that Field Assistants, who have drawn their top salary for a year, should proceed in the scale of Senior Field Assistant (personal), provided they have been efficient and effective and have not been adversely reported upon.

Technical Assistant/Senior Technical Assistant

16.12 In the light of the reform in the Agricultural Sector, officers in the grade of Agricultural Assistant, which was the entry grade to the post of Technical Assistant, would be assigned the duties of Technical Assistant and would be absorbed in the latter grade. As a result, the grade of Agricultural Assistant would be made evanescent and the grade of Technical Assistant would become an entry grade. There is, therefore, need to amend the scheme of service of the grade of Technical Assistant so that appointment to that grade is made from outside candidates.

Recommendation 3

16.13 We recommend that the scheme of service for the grade of Technical Assistant be amended so that recruitment thereto be made from among candidates possessing the Cambridge School Certificate with credit in at

least five subjects including English language, French and a science subject or equivalent qualification.

Allowances

Recommendation 4

16.14 Allowances presently paid are being revised:

- (a) **To Technical Officers and Senior Technical Officers at the Plant Pathology Division**
- (i) **for covering arrival and departure of ships and planes** : Rs 810 monthly
- (ii) **for work connected with White Grub Protocol** : Rs 160 per day
- (b) **To Agricultural Assistants, Technical Assistants and Senior Technical Assistants residing on station for shouldering higher responsibilities outside normal working hours: Rs 160 monthly**
- (c) **To officers working on a roster basis at outstations as follows:**
- | | |
|-----------------------------------|-------------------------|
| Agricultural Assistant | : Rs 160 monthly |
| Technical Assistant | : Rs 205 monthly |
| Senior Technical Assistant | : Rs 325 monthly |

Principal Agricultural Officer (Engineering) (New Grade)

16.15 The Engineering Division manages agricultural projects, especially with reference to construction of facilities and management of plant and equipment. This Division has evolved into a much larger one over the years and is assuming much more responsibilities due to the attachment of the National Remote Sensing Centre which works in direct collaboration with the Indian Institute of Remote Sensing, Bangalore, India. This Centre is now operating and is offering facilities to Ministries, Departments and Parastatal Bodies and is headed by a Principal Agricultural Engineer.

16.16 In order to meet the new exigencies, there is need for the Engineering Division to be headed by a more senior officer above the Principal Agricultural Engineer for

policy decision and legislation in connection with the Agricultural Engineering aspect.

Recommendation 5

16.17 We recommend the creation of a new grade of Principal Agricultural Officer (Engineering) on the establishment of the Ministry of Agriculture, Food Technology and Natural Resources. Appointment thereto should be made from among Principal Agricultural Engineers having at least two years' experience in the grade on the basis of merit and experience.

Trainee in Engineering

16.18 Engineers (after graduation) are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force and to be able to practice subsequently. In that connection, Training Schemes were introduced in various Ministries to allow these professionals to obtain such training. During the training period the graduates are paid a fee of Rs 9570 monthly.

Recommendation 6

16.19 We recommend that the fee payable to Trainees in Engineering be revised to Rs 13800 monthly.

Principal Agricultural Officer (Veterinary Services)

16.20 The Division of Veterinary Services provides services to small farmers throughout the island and has the responsibility of attaining self-sufficiency in milk and meat products and preventing dangerous diseases of animals' origin such as foot and mouth disease, tuberculosis and brucellosis.

16.21 The Division of Veterinary Services is headed by the Principal Veterinary Officer who is assisted by a Divisional Veterinary Officer, Senior Veterinary Officers and Veterinary Officers. The Principal Veterinary Officer is accountable to the Chief Agricultural Officer.

16.22 We are restyling the grade of Principal Veterinary Officer in line with our recommendation regarding the post of Principal Agricultural Officer (Engineering).

Recommendation 7

16.23 We recommend the restyling of the grade of Principal Veterinary Officer to Principal Agricultural Officer (Veterinary Services).

16.24 We further recommend that the scheme of service of the grade of Deputy Chief Agricultural Officer be amended accordingly. In future, appointment thereto should be made by selection from among officers holding substantive appointment in the grades of Principal Agricultural Officer, Principal Agricultural Officer (Engineering) and Principal Agricultural Officer (Veterinary Services).

Veterinary Officer

16.25 There is actually a shortage of Veterinary Officers in the country. The Ministry is experiencing difficulty to recruit the number of Veterinary Officers required.

16.26 On account of the scarcity in the field of Veterinary Services, we are introducing an element of flexibility in the remuneration system for this category of scarce professionals.

Recommendation 8

16.27 We recommend that Management should, in the first instance, readvertise vacancies in the grade of Veterinary Officer on the basis of the new recommendation package inclusive of fringe benefits.

16.28 Should the results of competition for appointment on entry to the grade of Veterinary Officer still show that the initial salary is insufficient, we recommend that Veterinary Officers may be recruited on a point of entry higher than the initial provided for in the recommended salary scale in the coming five years, in accordance with the provision of paragraph 16.29 below.

16.29 We further recommend that the Ministry of Civil Service Affairs and Administrative Reforms may, subject to the assent of the High Powered Committee, approve the higher salary point, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.

16.30 We also recommend that Veterinary Officers having reached the top of their scale should be allowed to move in the salary scale of Senior Veterinary Officer.

Night Service Allowance

Recommendation 9

16.31 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 hours service provided to the breeding community:

Weekdays - 3.30 p.m to 9.00 a.m the next day	: Rs 260
Saturdays - Noon to 6.00 p.m	: Rs 120
6.00 p.m to 9.00 a.m the following day	: Rs 205
Sundays & Public Holidays - 9.00 a.m to 5.00 p.m	: Rs 170
5.00 p.m to 9.00 a.m the following day	: Rs 230

16.32 We further recommend that Veterinary Officers be paid an allowance of Rs 130 per hour when attending work while on call, subject to the following maxima:

Weekdays	: Rs 650
Saturdays	: Rs 780
Sundays & Public Holidays	: Rs 1040

CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD

- 16.33 The main functions of the Board are to arbitrate dispute between planters, millers and middlemen, to control the weighbridges used for the weighing of sugar cane and its products, to determine the quantity of sugar and by-products accruing to planters and millers, to determine the boundaries of factory areas, to control the milling of canes and the manufacture of sugar, to register cane contracts between planters, middlemen and millers and to determine the rate of refund of cane transport cost.
- 16.34 The Board is managed by a General Manager assisted by an Assistant General Manager, a professional grade of Sugar Technologist, a technical cadre comprising the Senior Area Superintendent, Area Superintendent, Senior Technical Officers and Technical Officers as well as a Test Chemist cadre. Samplers are employed by the Board to work during crop season on sugar estates.

Recommendation 10

- 16.35 We are reviewing the monthly commuted allowances paid to the following officers for being on call as well as for attendance while on call during crop season:**

Area Superintendent	: Rs 660
Senior Area Superintendent	: Rs 900
Sugar Technologist	: Rs 660
Assistant General Manager	: Rs 1000

- 16.36 Test Chemists, Senior Test Chemists, Technical Officers and Senior Technical Officers of the Board are paid a monthly allowance equivalent to one increment at the initial of their salary scales for working on a roster basis during crop season only.

Recommendation 11

16.37 We are maintaining the recommendation regarding Test Chemists, Senior Test Chemists, Technical Officers and Senior Technical Officers.

Assistant Mechanical Officer

16.38 The Mechanical Officer Cadre, which was formerly responsible to ensure the proper running of the equipment of laboratories, was made evanescent and abolished on vacancy and was provided personal salaries. These grades were recommended to be redeployed in the Test Chemist Cadre.

16.39 However, the Assistant Mechanical Officer has not been redeployed yet, and as the officer possesses the necessary qualification requirements, we are recommending that the Assistant Mechanical Officer be required to carry out the duties of a Senior Test Chemist.

Recommendation 12

16.40 We recommend that the Assistant Mechanical Officer of the Cane Planters and Millers Arbitration and Control Board be required to carry out duties of a Senior Test Chemist.

16.41 We further, recommend that the duty remission of Rs 100,000 to purchase a car for official duties be extended to the Assistant Mechanical Officer.

Principal Test Chemist

16.42 At present, Senior Test Chemists are eligible for Rs 100,000 duty remission on the purchase of cars for the performance of their duties while the Principal Test Chemist is not eligible for such remission although he is required to visit sugar factories in the course of his duties. Since the post of Principal Test Chemist is a promotional grade for Senior Test Chemist, it is considered that the former should enjoy the same facility of duty remission.

Recommendation 13

16.43 We recommend that the duty remission of Rs 100,000 be extended to the Principal Test Chemist.

FORESTRY SERVICES

16.44 The Forestry Services, under the aegis, of the Ministry of Agriculture, Food Technology and Natural Resources, is responsible for the proper administration and management of all forest lands, “pas geometriques”, mountain and river reserves, road reserves and offshore islets.

16.45 The Forestry Services is headed by the Conservator of Forests, who is accountable to the Permanent Secretary of the Ministry of Agriculture. A Deputy Conservator of Forests and two Assistant Conservator of Forests assist him. The enforcement staff comprises officers in the grades of Divisional Forest Assistant, Forest Ranger, Deputy Forest Ranger, Forester and Forest Guard.

Allowances

Forests Department

16.46 We are revising the allowances paid to officers of the Forests Department.

16.47 We recommend that officers of the Forests Department be paid the following rent allowances:

Forest Guard	:	Rs 580
Forester	:	Rs 630
Deputy Forest Ranger	:	Rs 825
Forest Ranger	:	Rs 910
Divisional Forest Assistant	:	Rs 990

Walking Allowance

- 16.48 We recommend that the Walking Allowance paid to Forest Guards and Foresters be revised to Rs 110 monthly.**

Staggered Hours

- 16.49 Forest Guards of the Forestry Services work staggered hours. This element has been taken into account in arriving at the recommended salary of the grade.

NATIONAL PARKS AND CONSERVATION SERVICE

- 16.50 The National Parks and Conservation Service (NPCS) is headed by a Director who advises the Permanent Secretary on all matters related to the conservation of terrestrial flora and fauna.

- 16.51 The mission of the NPCS is to ensure a sustainable management and restoration of natural terrestrial Mauritian fauna and flora so as to retain its general biodiversity for the future generations. Its main activities consist, *inter alia*, of the management of Black River Gorges Natural Park Project, the protection, the management and rehabilitation of endemic fauna and flora species, the implementation of the Rivulet Terre Rouge Range Estuary Bird Sanctuary Project, the creation of public awareness and the dissemination of conservation education as well as the collaboration with other government and private institutions on issues of biodiversity.

- 16.52 Up to now, a Research and Development Officer (Wildlife) as well as officers on loan from the Agricultural Services and the Forestry Division are manning the NPCS. With the increase in responsibilities of the NPCS, it is time to give it a proper structure.

Recommendation 14

- 16.53 We recommend the creation of the following grades:**

- (a) Technical Officer/Senior Technical Officer (Wildlife) to be filled from among candidates possessing a Diploma in Agriculture or a related**

field together with four years experience in the field of wildlife conservation.

The Technical Officer would be responsible to the Research and Development Officer (Wildlife) and would assist senior officers of the NPCCS in connection with, *inter alia*, the research work and interpretation activities including dissemination of conservation information.

- (b) Senior Research and Development Officer (Wildlife) to be filled by promotion from the grade of Research and Development Officer (Wildlife) reckoning at least four years' experience in the field of wildlife conservation.**

The Senior Research and Development Officer would head a team of professionals and technical officers and perform research work and dissemination of conservation information.

- (c) Deputy Director, National Parks and Conservation Service to be filled by promotion from the grade of Senior Research and Development Officer (Wildlife) reckoning at least four years' service in the grade.**

The Deputy Director would be called upon to deputise in the absence of the Director, to assist the latter in the daily running of the service and in the monitoring of projects.

- 16.54 We further recommend the creation of a post of Assistant Park Ranger to be filled by Forest Guards possessing at least three years' experience in the field of Wildlife conservation and a post of Park Ranger to be filled by Foresters possessing at least four years' experience in wildlife conservation. Thereafter, the grade of Park Ranger should be promotional for Assistant Park Rangers with four years' service in the grade.**

- 16.55 The Assistant Park Ranger would be responsible to assist Park Rangers in carrying out field operations in reserves including, *inter alia*, the day-to-day management of activities such as maintenance of facilities to proper standards; conduct of patrols and participation in islets management expedition.

16.56 The Park Ranger would be responsible to the Director (NPCS) for field operations in reserves and coordinating and supervising the work of Assistant Park Rangers.

SIR SEEWOSAGUR RAMGOOLAM BOTANICAL GARDEN - PAMPLEMOUSSES

16.57 The Sir Seewoosagur Ramgoolam Botanical Garden is managed by a Trust which administers, and ensures the maintenance of the Garden and the buildings and historical monuments found in the Garden, cares for the collection of plants and preserved plant material that are found in the Garden, disseminates knowledge with respect to plant life through publications and other means, encourages visits to the Garden by members of the public, and ensures the protection of the environment and plant life in the Garden. One Officer-in-Charge, one Senior Technical Officer, one Technical Officer (on loan from Agricultural Services), one Senior Technical Assistant and two Technical Assistants are presently posted at the Trust. We are not providing a separate salary schedule for the Trust.

**MINISTRY OF AGRICULTURE, FOOD TECHNOLOGY
AND NATURAL RESOURCES**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
02 64 73	Rs 28000 x 1000 – 37000 Chief Agricultural Planning Officer
02 57 67	Rs 22400 x 800 – 28000 x 1000 – 31000 Principal Agricultural Planning Officer

Salary Code	Salary Scale and Grade
02 43 63	Rs 14200 x 400 – 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Agricultural Planning Officer
01 57 67	Rs 22400 x 800 – 28000 x 1000 - 31000 Senior Agricultural Analyst
08 47 56	Rs 16000 x 500 – 17000 x 600 - 20000 x 800 - 21600 Agricultural Executive Assistant (Personal) <i>formerly in GSE10</i>
08 45 54	Rs 15000 x 500 – 17000 x 600 – 20000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 29 50	Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 25 45	Rs 8400 x 200 – 9000 x 250 - 10000 x 300 -10600 x 400 - 15000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 15 37	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>

Salary Code	Salary Scale and Grade
08 11 37	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver (Ordinary vehicles up to 5 tons)
AGRICULTURAL SERVICES	
19 00 82	Rs 47500 Chief Agricultural Officer
19 00 78	Rs 42500 Deputy Chief Agricultural Officer
19 69 75	Rs 33000 x 1000 – 39000 Principal Agricultural Officer Principal Agricultural Officer (Veterinary Services) <i>formerly Principal Veterinary Officer</i>
19 64 70	Rs 28000 x 1000 – 34000 Divisional Veterinary Officer
19 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Senior Veterinary Officer
19 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Veterinary Officer
19 64 70	Rs 28000 x 1000 – 34000 Principal Research and Development Officer
19 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Research and Development Officer

Salary Code	Salary Scale and Grade
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Research and Development Officer
19 67 69	Rs 31000 x 1000 – 33000 Agricultural Technician (Personal) <i>formerly Administrative and Personnel Manager (Teafac)</i>
19 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 – 20000 x 800 –27200 Agricultural Technician (Personal) <i>formerly Assistant Factory Manager (Teafac) (Personal)</i> <i>Economist (Personal)</i> <i>Project Officer (Tea Board) (Personal)</i> <i>Statistics & Marketing Officer (Teafac) (Personal)</i> <i>Tea Officer (Graduate scale) (Personal)</i>
19 36 58	Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 – 23200 Agricultural Technician (Personal) <i>formerly Tea Officer</i>
19 61 68	Rs 25600 x 800 – 28000 x 1000 - 32000 Senior Agricultural Superintendent
19 56 63	Rs 21600 x 800 - 27200 Agricultural Superintendent
19 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Technical Officer
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 – 19400 Technical Officer
19 56 63	Rs 21600 x 800 – 27200 Senior Laboratory Technologist
19 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Laboratory Technologist

Salary Code	Salary Scale and Grade
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 – 19400 Apicultural Officer
26 69 75	Rs 33000 x 1000 – 39000 Principal Agricultural Officer (Engineering) (New Grade)
26 64 70	Rs 28000 x 1000 – 34000 Principal Agricultural Engineer
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Agricultural Engineer
26 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Agricultural Engineer
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 – 19400 Senior Draughtsman
26 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 – 16500 Draughtsman
26 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Draughtsman
19 36 47	Rs 11400 x 400 - 15000 x 500 - 16000 Senior Field Assistant (Personal)
19 18 39	Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 12600 Field Assistant (Personal)
19 40 48	Rs 13000 x 400 - 15000 x 500 - 16500 Senior Technical Assistant

Salary Code	Salary Scale and Grade
19 19 44	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Technical Assistant
19 11 38	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12200 Agricultural Assistant (Personal)
19 36 47	Rs 11400 x 400 - 15000 x 500 - 16000 Agricultural Supervisor
26 37 58	Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Transport Officer
08 47 56	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600 Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i>
08 45 54	Rs 15000 x 500 - 17000 x 600 - 20000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 29 50	Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 41 47	Rs 13400 x 400 - 15000 x 500 - 16000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 3</i>
08 26 44	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Agricultural Confidential Secretary (Personal) <i>formerly in GSS 3</i>

Salary Code	Salary Scale and Grade
08 25 45	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 -10600 x 400 – 15000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 13400 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 15 37	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 – 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
08 11 37	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 – 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i> Clerk Assistant
25 39 45	Rs 12600 x 400 – 15000 Workshop Supervisor
19 19 44	Rs 7325 x 175 – 8200 x 200 - 9000 x 250 -10000 x 300 – 10600 x 400 - 14600 Supervisor of Works
10 19 43	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 – 14200 Visual Artist (Graphics)
10 18 42	Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 – 13800 Audio Visual Assistant

Salary Code	Salary Scale and Grade
10 12 39	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 – 12600 Publicity Assistant
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 – 11000 QB 11400 x 400 – 12600 Machine Minder (Bindery)
04 15 37	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 – 10000 x 300 - 10600 x 400 – 11800 Plan Printing Operator
04 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10300 Printing Machine Operator
24 28 43	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Senior Laboratory Attendant
24 12 37	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 – 9000 x 250 – 10000 x 300 - 10600 x 400 - 11800 Laboratory Attendant
25 31 41	Rs 9750 x 250 - 10000 x 300 – 10600 x 400 – 13400 Chief Blacksmith Chief Carpenter Chief Mason Chief Motor Mechanic Foreman
24 27 39	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 12600 Head Poler
24 26 37	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Senior Gangman
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 - 11000 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)

Salary Code	Salary Scale and Grade
24 14 35	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 – 10000 x 300 - 10600 x 400 – 11000 Driver (on shift)
24 13 34	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 Agricultural Implement Operator Forklift Driver
24 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10300 Incinerator Operator
24 26 33	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 – 10300 Head Gardener/Nurseryman
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Blacksmith Cabinet Maker Carpenter Coach Painter Fitter 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 Welder
24 17 32	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman Hatchery Operator (Personal to officers in post at 30.06.2003) Leading Hand Senior Stockman

Salary Code	Salary Scale and Grade
24 12 32	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 Poler Vulcaniser
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 Driver (Ordinary vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) or Driver (TDA)</i>
24 13 30	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 – 9500 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 Plant and Equipment Operator Senior Gardener/Nurseryman
24 09 27	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 – 8800 Barnman Irrigation Operator
25 09 26	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 – 8600 Maintenance Handy Worker (Personal) <i>formerly Maintenance Handyman</i>
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 – 8400 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant (TDA/TEAFAC)</i> Hatchery Operator Household Attendant Insecticide Sprayerman Office Assistant Operator Pumping Station Stockman Toolskeeper

Salary Code	Salary Scale and Grade
24 05 23	<p>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 – 8025</p> <p>Chainman General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Maintenance Handy Worker <i>formerly Maintenance Handyman</i> Stonebreaker Stores Attendant <i>formerly Storeman</i> Tradesman’s Assistant</p>
24 06 24	<p>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 – 8200</p> <p>Watchman</p>
24 03 20	<p>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 – 7500</p> <p>Assistant Driver Cleaner (Livestock) General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Lorry Loader Sanitary Attendant Tobacco Grader</p>
24 01 17	<p>Rs 4800 x 125 - 5675 x 150 - 7025</p> <p>General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker <i>formerly General Field & Office/Premises Worker</i> <i>General Office/Premises Worker</i></p> <p style="text-align: center;">LIVESTOCK FEED FACTORY</p>
11 39 50	<p>Rs 12600 x 400 - 15000 x 500 – 17000 x 600 – 17600</p> <p>Factory Supervisor</p>
21 11 38	<p>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 – 10000 x 300 - 10600 x 400 – 12200</p> <p>Sales Officer, Agricultural Extension Shop</p>

Salary Code	Salary Scale and Grade
24 13 30	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 9500 Factory Operative (on roster)
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 Factory Operative
24 09 27	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 – 8800 Factory Operative Assistant (on roster)
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 – 8400 Factory Operative Assistant
CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD	
19 00 78	Rs 42500 General Manager
19 68 75	Rs 32000 x 1000 – 39000 Deputy General Manager, Cane Planters & Millers Arbitration and Control Board <i>formerly Assistant General Manager, Cane Planters & Millers Arbitration and Control Board</i>
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 – 27200 Sugar Technologist
19 61 68	Rs 25600 x 800 – 28000 x 1000 – 32000 Senior Area Superintendent
19 56 63	Rs 21600 x 800 – 27200 Area Superintendent
20 43 66	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 – 20000 x 800 - 28000 x 1000 – 30000 Statistician/Senior Statistician

Salary Code	Salary Scale and Grade
19 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Technical Officer
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer
19 24 48	Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 15000 x 500 - 16500 Assistant Mechanical Officer (Personal)
19 46 53	Rs 15000 x 500 - 17000 x 600 - 19400 Principal Test Chemist
19 40 48	Rs 13000 x 400 - 15000 x 500 – 16500 Senior Test Chemist
19 19 44	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10600 x 400 - 14600 Test Chemist
08 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 13400 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 25 45	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 -10600 x 400 – 15000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 11 37	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>
08 26 44	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 14600 Agricultural Confidential Secretary (Personal) <i>formerly in GSS 3</i>

Salary Code	Salary Scale and Grade
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 11800 Laboratory Attendant
24 26 37	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11800 Senior Sampler
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Sampler
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 - 11000 Driver (Mechanical Unit)
FORESTRY SERVICES	
19 00 80	Rs 45000 Conservator of Forests
19 63 73	Rs 27200 x 800 - 28000 x 1000 - 37000 Deputy Conservator of Forests
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 – 27200 Assistant Conservator of Forests
19 56 61	Rs 21600 x 800 - 25600 Divisional Forest Assistant
19 46 55	Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 20800 Forest Ranger
19 40 48	Rs 13000 x 400 - 15000 x 500 - 16500 Deputy Forest Ranger

Salary Code	Salary Scale and Grade
19 33 44	Rs 10300 x 300 - 10600 x 400 - 14600 Forester
19 16 41	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Forest Guard
26 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
08 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 25 45	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 11 37	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>
25 31 41	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Mason
24 26 37	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Senior Gangman
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)

Salary Code	Salary Scale and Grade
24 26 33	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Gardener/Nurseryman
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Senior Gardener/Nurseryman
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Blacksmith Carpenter Mason Motor Mechanic Painter
24 17 32	Rs7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman Leading Hand
24 12 32	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Poler
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver (Ordinary Vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 13 30	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9500 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant(TDA/Teafac)</i> Woodcutter
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman

Salary Code	Salary Scale and Grade
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Chainman General Development Worker (Personal) <i>formerly Watchman (TDA)</i>
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Sanitary Attendant
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>
NATIONAL PARKS AND CONSERVATION SERVICE	
19 69 75	Rs 33000 x 1000 - 39000 Director
19 64 70	Rs 28000 x 1000 - 34000 Deputy Director (New Grade)
19 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Research and Development Officer (Wildlife) (New Grade)
19 45 63	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Research and Development Officer (Wildlife)

Salary Code	Salary Scale and Grade
19 34 58	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Technical Officer/Senior Technical Officer (Wildlife) (New Grade)
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer
19 40 48	Rs 13000 x 400 - 15000 x 500 - 16500 Park Ranger (New Grade)
19 33 44	Rs 10300 x 300 - 10600 x 400 - 14600 Assistant Park Ranger (New Grade) Forester
19 16 41	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Forest Guard
19 19 44	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Technical Assistant
19 18 39	Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Field Assistant (Personal)
08 25 45	Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>

Salary Code	Salary Scale and Grade
08 15 37	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 --10600 x 400 - 11800 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter Mason
24 17 32	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 13 30	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9500 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant (TDA/Teafac)</i>
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 General Development Worker (Personal) <i>formerly Watchman (TDA)</i>

Salary Code	Salary Scale and Grade
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac).</i>
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker <i>formerly General Field and Office Premises Worker</i> <i>General Office/Premises Worker</i>

17. MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY & SENIOR CITIZEN WELFARE AND REFORM INSTITUTIONS

- 17.1 The Ministry of Social Security, National Solidarity & Senior Citizen Welfare and Reform Institutions is responsible for the promotion and enhancement of social welfare and National Solidarity in the country. These are attained through payment of Non-Contributory basic pensions, provision of Social Aid or assistance, financial assistance for medical treatment locally and overseas, and running an Income Support Scheme for rice and flour. The main operational units of the Ministry are Social Aid and National Pensions, Social Welfare and Reform Institutions. Its services are delivered through several Boards and Trust Funds such as National Pensions Board, Mauritius Council of Social Services and National Solidarity Fund. The Ministry has also several parastatal bodies operating under its aegis, namely the Training and Employment of Disabled Persons Board, Sugar Industry Labour Welfare Fund and National Agency for the Treatment & Rehabilitation of Substance Abusers' Board.
- 17.2 The Permanent Secretary is the Responsible and Accounting Officer of the Ministry and the Operational Units fall under the responsibility of Commissioners or Heads of Unit. With the demographic transition, the Ministry is redefining its role and giving itself a new orientation to promote cost effective, client-centred service while improving the management of resources.
- 17.3 We are, in this Report, reviewing and strengthening the organisation structure of certain units of the Ministry with the creation of new grades and restyling and upgrading entry qualification requirements of others to ensure the effective delivery of government services.

Social Aid and National Pensions

- 17.4 The Social Aid and National Pensions Unit is headed by the Commissioner, Social Security who has the overall responsibility for the Social Aid and Benefits branch as well as the contribution and visiting branches. He is assisted in his duties by two Deputies and the Social Security Officer (SSO) Cadre *viz.* Principal

Social Security Officer, Senior Social Security Officer, Higher Social Security Officer and Social Security Officer. In view of the ever increasing demands for higher standard of performance and the need for candidates to possess a certain level of maturity to effectively perform the duties devolving upon the grade, we are reviewing the qualification requirement and mode of entry to the grade of Social Security Officer.

Recommendation 1

17.5 We recommend that, in future, recruitment to the grade of Social Security Officer be made by selection from among Clerical Officers/Higher Clerical Officers possessing at least two subjects at the General Certificate of Education 'A' level.

National Pensions Fund

17.6 The National Pensions Fund (NPF) became operational in 1978 following the enactment of the National Pensions Act. The main object of the NPF is to provide a pension for all those who were not included in public service schemes or existing private pension funds. The NPF scheme is financed by both employers and employees and the employers' contributory share is twice that of the employees. The Scheme applies only to the private sector.

17.7 The NPF caters for the following contributory benefits: Retirement Pension, Widow's Pension, Invalid's Pension, Orphan's Pension, and Industrial Injury Benefits. It also acts as a collecting agent for the IVTB levy and acts as a paying agent for the old age pension (Basic Retirement Pension) which is non-contributory and financed from Government Budget as well as the other non-contributory pensions which include: Basic Widow's Pension, Basic Orphan's Pension, and Basic Invalidity Pension.

17.8 The National Pensions Fund is serviced by officers of the Ministry of Social Security, National Solidarity and Senior Citizen Welfare and Reform Institutions and those on secondment from the Management Audit Bureau.

17.9 Given the port-folio of the NPF and in view of the greater emphasis being laid on Pensions and Pensions Reforms and the possibility of grafting the National Health Insurance Scheme to the existing system, we are consolidating the structure of the NPF by creating a new grade of Manager, National Pensions with proficiency in management, accountancy, actuarial and investment concepts to head the National Pension Fund.

Manager, National Pensions (New grade)

Recommendation 2

17.10 We recommend the creation of a new grade of Manager, National Pensions. Recruitment thereto should be made from among candidates possessing a post 'A' level Degree in Management or Accountancy or Statistics with proven experience in the administration of pensions scheme.

17.11 The Manager, National Pensions would be responsible to the Head of the Ministry, *inter alia*, for the day-to-day management of the National Pensions Fund, for ensuring the implementation of Government policy in respect of National Pension matters and for advising the Ministry on the practical implications of policies in relation thereto.

Pointe Aux Sables Recreation Centre

17.12 With a view to enhancing the welfare of the vulnerable groups, the Ministry has built a Recreation Centre at Pointe aux Sables. It is utilised mainly by the Senior Citizens and the Disabled for spending holidays, for holding cultural and social activities, and for organising seminars. The Centre is manned by officers of the Social Welfare Division of the Ministry. A Deputy Social Welfare Commissioner has been designated Officer-in-Charge of the Recreation Centre and is responsible for the overall management of the Centre. Two Officers from the Social Welfare Officer Cadre assist him in his duties. Nursing Officers, on loan from the Ministry of Health and Quality of Life, are also posted there.

17.13 It has been represented that the Recreation Centre should be provided with a structure of its own with responsibilities for the formulation and enforcement of regulations for the safety and security of residents; for planning, organising and

monitoring of operations, including recreational/leisure activities and for marketing the facilities offered at the Centre. We concur and are providing for new grades to that effect.

Recommendation 3

17.14 We recommend the creation of the grades of Manager, Recreation Centre, Senior Organising Officer, Recreation Centre and Organising Officer, Recreation Centre.

Manager, Recreation Centre (New Grade)

17.15 Recruitment to the grade should be made from among holders of a Degree in Management/Social Work/Social Studies or Sociology, together with a Certificate in Hospitality Management and reckoning at least four years' experience at Senior Management Level.

17.16 For the first intake, priority of consideration would be given to the Officer-in-Charge of the Centre presently performing the duties devolving upon the position.

17.17 Job incumbent would, *inter alia*, be responsible for the day-to-day management of the Centre, the implementation of policy decisions of the Ministry and for planning and organising the work of the staff.

Senior Organising Officer, Recreation Centre (New Grade)

17.18 Recruitment thereto should be made from among officers in the grade of Organising Officer, Recreation Centre, reckoning at least three years' experience in the grade.

17.19 For the first intake, priority of consideration would be given to the Senior Social Welfare Officer performing the duties devolving upon that position and possessing the Diploma in Social Work and a Certificate in First Aid.

17.20 Incumbent would, among other duties, check and control work carried out by contractors, motivate residents to participate in composite recreational programs,

facilitate the integration of different ethnic groups of residents and ensure adequate medical facilities at the Centre. He would also provide direct support to the Manager, Recreation Centre.

Organising Officer, Recreation Centre (New Grade)

17.21 Recruitment thereto should be made from among holders of the Diploma in Social Work and a Certificate in First Aid.

17.22 For the first intake, priority of consideration would be given to the Welfare Officer actually posted at the Centre and performing the duties devolving upon the position and holding the relevant qualification.

17.23 The main duties attached to the post would be to assist the Manager, Recreation Centre and the Senior Organising Officer, Recreation Centre and act as animator for cultural programmes, organise games, ascertain that the code of ethics of the Centre are observed and ensure that the night stay of residents are safe, comfortable and enjoyable.

Rehabilitation Unit

17.24 The Rehabilitation Unit of the Ministry serves as a "focal point" for issues relating to disability, advocacy, education, training, employment, accessibility, sports and leisure. It is responsible, among other things, for the social and economic rehabilitation of disabled through integration programmes. It recommends grant for supporting devices like prostheses and crutches. The Unit liaises with the various governmental and non-governmental organisations which provide a wide range of services to children and adults with disabilities in Mauritius and Rodrigues. It is staffed by the Head, Rehabilitation Unit and the Rehabilitation Officer. In line with international appellation for such Unit and positions, we are restyling the Unit and the grades in the Cadre.

Recommendation 4

17.25 We recommend that the Rehabilitation Unit be henceforth called the Disability Unit and the grades of Rehabilitation Officer and Head,

Rehabilitation Unit be restyled Disability Officer and Head, Disability Unit respectively.

Disability Officer

17.26 Recruitment to the grade of Disability Officer is made from among holders of a Diploma in Social Work or from mature candidates with at least five years' proven experience in Social Work particularly in the field of the vocational rehabilitation of the disabled. As much emphasis is being laid on the social integration of the disabled, the need is felt for officers of right calibre and skills to perform the duties. In the light of these, we are reviewing the qualification requirements of the grade.

Recommendation 5

17.27 We recommend that, in future, recruitment to the grade of Disability Officer be made from among holders of a Diploma in Social Work reckoning at least five years' experience in social work, preferably in the field of disability.

Head, Disability Unit

17.28 At present, the grade of Head, Disability Unit is recruited by selection from the grade of Disability Officer reckoning at least three years' service in a substantive capacity in the grade. In the absence of suitable serving officers, candidates possessing a degree in Sociology, Psychology or Social Science are considered for the post. In view of the marked ability required for the mounting and implementation of rehabilitation programmes and the involvement of the Head, Disability Unit in policy formulation relating to the welfare of the disabled, recruitment to the grade should be made from among degree holders in the future.

Recommendation 6

17.29 We recommend that, in future, recruitment to the grade of Head, Disability Unit should be by selection from officers in the Cadre or outside candidates possessing a Degree in Sociology, Psychology, Social Work or Social Studies and reckoning at least four years' experience in Social Work.

Social Welfare Division

- 17.30 The Social Welfare Division is the implementing arm of the Ministry in respect of social/community development policies for various groups, namely children, youth, women, disabled, elderly, families, local communities and voluntary social workers at Social Welfare Centres and Day Care Centres.
- 17.31 The Social Welfare Commissioner is the Head of the Division and is assisted by a Deputy and grades in the Social Welfare Officer Cadre.
- 17.32 The social environment is changing. The clients of the Ministry are literate and well informed about their needs and rights and there is active participation of the community, Activists (Forces Vives) and Non-Governmental Organisations in social matters. Hence, there is a need for the staff of the Social Welfare Division to possess a range of skills and a broad-based knowledge to handle effectively social issues, conduct social surveys/studies and prepare social reports. On the basis of the foregoing and of representations received, we are reviewing the mode of entry into the Cadre, which at present, is done through a trainee grade. We are equally reviewing the qualification required for movement up the hierarchy.

Welfare Officer

- 17.33 At present, recruitment to the grade of Welfare Officer is made from Trainee Welfare Officers who have undergone on-the-job training in all aspects of the work of a Welfare Officer for a period of at least one year. The Trainee Welfare Officers are also required to follow the Diploma Course in Social Work after their enlistment. Given the necessity to have staff of the right calibre at this level, we are reviewing the qualification requirement and restyling the grade in line with appellations in the cadre.

Recommendation 7

- 17.34 We recommend that the grade of Welfare Officer be restyled Social Welfare Officer. In future recruitment thereto should be made from among holders of a Diploma in Social Work.**

- 17.35** In the absence of suitably qualified candidates, recruitment thereto should be made from among holders of the Cambridge School Certificate together with passes in at least two subjects at the General Certificate of Education 'A' Level. These officers should be required to follow the Diploma Course in Social Work.
- 17.36** We further recommend that the grade of Trainee Welfare Officer be abolished on vacancy.

Deputy Social Welfare Commissioner

- 17.37 At present, recruitment to the grade of Deputy Social Welfare Commissioner is made by promotion from the grade of Principal Social Welfare Officer on the basis of merit and experience. It is felt that, in view of the qualities of leadership, competencies and knowledge required for the efficient performance of the duties devolving upon the grade, the incumbent of this post should in due course possess a degree in Social Work/Social Studies. To this end, we are amending the qualification requirements for the grade.

Recommendation 8

- 17.38** We recommend that, appointment to the grade of Deputy Social Welfare Commissioner, should be made by selection from among officers in the grade of Principal Social Welfare Officer possessing a degree in Social Work/Social Studies and reckoning at least three years' experience in the grade. This recommendation should be effective as from 1.7.2007 to allow officers in the grade to acquire the necessary qualifications.

Allowance to Doctors employed on a sessional basis

- 17.39 At present, Doctors employed on a sessional basis at the Ministry of Social Security, National Solidarity and Senior Citizens, Welfare & Reform Institutions, are paid allowances to service Medical Tribunal and Boards for session of three hours.

Recommendation 9

17.40 The allowance paid to Doctors employed on a sessional basis to service Medical Tribunal and Boards should be revised as follows:

Grades	Allowance per Session of 3 hours
(i) Specialist servicing Medical Tribunal	Rs 730
(ii) Specialist servicing Medical Board	Rs 620
(iii) General Practitioner servicing Medical Board	Rs 450

17.41 Doctors employed on sessional basis doing domiciliary visit are paid an allowance of Rs 170 per session of 3 hours.

Recommendation 10

17.42 The allowance paid to Doctors employed on sessional basis doing domiciliary visit should be revised to Rs 340 per session of 3 hours.

17.1 REFORM INSTITUTIONS

Probation and After Care Service

- 17.1.1 The Probation and After-Care Service is responsible, *inter alia*, for working with the Courts in planning sentences for offenders; rehabilitating offenders in the community; working towards the reduction of crime and protection of the public, assisting families in conflict and safeguarding the welfare of children. It provides for an independent inquiry service in civil and criminal matters, the supervision of offenders in the community and alternatives to custodial sentence and also helps families in which divorce or separation has left situations of conflict.
- 17.1.2 The Probation and After-Care Service is headed by the Commissioner, who is assisted by the Deputy Commissioner, Assistant Commissioners, and officers of the Probation Officer Cadre. At present, recruitment to the grade of Probation Officer is made from Trainee Probation Officers who have successfully completed their training. On the basis of representations made and considering the nature of the job, we are reviewing the entry qualification for the grade of Probation Officer.

Recommendation 1

- 17.1.3 **We recommend that, in future, recruitment to the grade of Probation Officer be made from among holders of a Diploma in Social Work.**
- 17.1.4 **In the absence of candidates possessing the Diploma, recruitment thereto should be made from among holders of the Cambridge School Certificate together with passes in at least two subjects at 'A' level of the General Certificate of Education. These officers should be required to follow the Diploma Course in Social Work.**
- 17.1.5 **We further recommend that the grade of Trainee Probation Officer be abolished on vacancy.**

Driver (On Roster)

17.1.6 Representations have been received that the services of Drivers at the Ministry are often needed after normal hours requiring considerable amount of overtime work. To address the issue, we are providing for a grade to work at staggered hours, so that working times can be varied to meet the exigencies of the services.

Recommendation 2

17.1.7 We recommend the creation of a grade of Driver (on roster). Recruitment thereto should be made by selection from among employees on the permanent and pensionable establishment possessing the CPE, a good eyesight, a valid Driving Licence to drive cars or vans or lorries and a basic knowledge of mechanics and simple vehicle maintenance.

Rehabilitation Youth Centre

17.1.8 The Rehabilitation Youth Centre (RYC) is an institution which caters for juvenile offenders, both boys and girls. It prepares the young offenders for a change in attitudes and behaviours so that after release they can return into the community and live a normal social life.

17.1.9 Till recently the RYC and the Prisons Department were both part of the Reform Institutions Division at the Ministry of Social Security, National Solidarity and Senior Citizen Welfare and Reform Institutions. Following a Government decision, the Prisons Department is now under the responsibility of the Prime Minister's Office.

17.1.10 Presently, the boys department is manned by Officers of the RYC whilst the girls department by Female Prisons Officers. With the transfer of the Prisons Department to the Prime Minister's Office, these officers will eventually have to return to the Prisons Department. There is, therefore, need to create a cadre for the girls department of the RYC to replace the Female Prisons Officers.

17.1.11 We are, in this Report, providing for a new female officer RYC cadre for the girls department on similar lines as that of the boys department and upgrading the conditions of work to respond to the needs at the RYC. The cadre would have

the following grades: Trainee Female Officer, Female Officer, Senior Female Officer, Principal Female Officer, Chief Female Officer and Female Assistant Superintendent.

Trainee Female Officer, RYC (New Grade)

Recommendation 3

17.1.12 We recommend the creation of the grade of Trainee Female Officer, RYC. Enlistment to the grade would be from among female candidates who are between 21 and 35 years of age, possessing a Cambridge School Certificate or an equivalent qualification and having a good physique together with a minimum height of 1m 63 cms.

17.1.13 The Trainee Female Officer, RYC would be required to undergo training in all aspects of the work of a Female Officer, RYC including special training in correctional/security work for a period of at least one year.

Female Officer, RYC (New Grade)

Recommendation 4

17.1.14 We recommend the creation of a grade of Female Officer, RYC, recruitment to which, would be by appointment of Trainee Female Officers, RYC who have successfully completed their training.

17.1.15 The Female Officer, RYC would, *inter alia*, be required to perform general duties as laid down in the Reforms and other related Acts, to supervise, control and train inmates in various trades and to inculcate in them such attitudes as to prepare them for their reintegration in society after release.

Senior Female Officer, RYC (New Grade)

Recommendation 5

17.1.16 We recommend the creation of a grade of Senior Female Officer, RYC to be by promotion, on the basis of merit and experience, of officers from the grade of Female Officer, RYC.

17.1.17 The Senior Female Officer, RYC would, *inter alia*, assist the Principal Female Officer, RYC and replace her whenever required, be in charge of a unit and ensure that supervision as well as control of inmates are carried out effectively.

Principal Female Officer, RYC (New Grade)

Recommendation 6

17.1.18 We recommend the creation of a grade of Principal Female Officer, RYC, to be by promotion of officers in the grade of Senior Female Officer, RYC.

17.1.19 The Principal Female Officer, RYC would, *inter alia*, be required to assist the Chief Female Officer, RYC as orderly officer in the running of the institution, ensure the welfare of inmates and ensure that security norms, discipline and cleanliness are maintained at all times.

Chief Female Officer, RYC (New Grade)

Recommendation 7

17.1.20 We recommend the creation of a grade of Chief Female Officer, RYC to be by promotion, on the basis of merit and experience, of officers in the grade of Principal Female Officer, RYC reckoning at least two years' service in a substantive capacity.

17.1.21 The Chief Female Officer, RYC would, *inter alia*, be responsible to inspect the institution in order to ensure that all duties connected with order, discipline, security, safe custody and cleanliness are properly carried out, to monitor conduct of staff and inmates and to ensure that appropriate action is initiated in case of misconduct.

Female Assistant Superintendent, RYC (New Grade)

Recommendation 8

17.1.22 We recommend the creation of a grade of Female Assistant Superintendent, RYC to be by promotion, on the basis of merit and experience, of officers in the grade of Chief Female Officer, RYC reckoning at least two years' service in a substantive capacity.

17.1.23 The Female Assistant Superintendent, RYC would, *inter alia*, be responsible for the day-to-day running of the Girls department, assist the Superintendent RYC in the general administration of the RYC, deputise for him in his absence and ensure that resources are used efficiently, effectively and economically.

Risk Allowance

17.1.24 We have received representations, both from the staff and management, to extend the payment of Risk Allowance paid to Prisons Hospital Nursing personnel, to Officers, Rehabilitation Youth Centre as they are also in close contact with detainees in prison association yards and workshops.

17.1.25 The Bureau has studied the representations and agrees that the duties of the officers, RYC involve an element of risk and this has been taken into consideration in arriving at the salaries recommended.

Retirement

17.1.26 The nature of work of the Rehabilitation Youth Centre has changed drastically with the increase in the number of juvenile offenders. This situation is causing officers to perform their work under heavy stress and pressure as they are expected to deliver daily diverse services. We are, therefore, supporting the introduction of an early retirement scheme in the Rehabilitation Youth Centre.

Recommendation 9

- 17.1.27 **We recommend that officers of the Rehabilitation Youth Centre,**
- (a) be allowed to retire on a proportionate pension after 25 years of service; and**
 - (b) be eligible to earn pension at the enhanced rate of $\frac{1}{360}$ th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 30 years of service.**

Night Duty Allowance

17.1.28 Officers of the RYC have to work on shift. The shift element has been taken into consideration in determining the salaries of the grades. However, as an incentive

to those who actually perform night duty, we are introducing a night duty allowance.

Recommendation 10

17.1.29 We recommend that officers who effectively work on a night shift should, for the period July 2003 to June 2004, be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Attending duty during emergencies

17.1.30 Officers of the RYC, below the grade of Assistant Superintendent and Female Assistant Superintendent, though not scheduled for work, have to report for duty during cyclone warnings Class II to Class IV and during other emergencies. We are making a recommendation to compensate these officers.

Recommendation 11

17.1.31 We recommend that officers of the RYC, below the grades of Assistant Superintendent and Female Assistant Superintendent, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, be paid for such period when attending duty at the normal hourly rate if they cannot be granted time off within a period of six months.

Rent Allowance

17.1.32 Rent Allowance is paid to officers of the RYC as from their date of appointment, whenever quarters are not available. We are maintaining the rent allowance whilst revising the quantum in respect of each grade.

Recommendation 12

17.1.33 We recommend payment of a monthly rent allowance to eligible officers of the Rehabilitation Youth Centre not occupying government quarters as follows:

Grade	Amount (Rs)
Officer, Rehabilitation Youth Centre	635
Female Officer, Rehabilitation Youth Centre	635
Senior Officer, Rehabilitation Youth Centre	910
Female Senior Officer, Rehabilitation Youth Centre	910
Principal Officer, Rehabilitation Youth Centre	910
Principal Female Officer, Rehabilitation Youth Centre	910
Chief Officer, Rehabilitation Youth Centre	990
Chief Female Officer, Rehabilitation Youth Centre	990
Welfare Officer, Rehabilitation Youth Centre	990
Assistant Superintendent, Rehabilitation Youth Centre	1075
Female Assistant Superintendent, RYC	1075
Superintendent, Rehabilitation Youth Centre	1265

Recommendation 13

17.1.34 We recommend that, as at present, officers of the Rehabilitation Youth Centre who live in government quarters, should not pay any rent nor should they be eligible for rent allowance.

MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY & SENIOR CITIZEN WELFARE AND REFORM INSTITUTIONS

SALARY SCHEDULE

Salary Code	Grades and Salary Codes
02 00 85	Rs 52000 Permanent Secretary
23 00 77	Rs 42500 Commissioner, Social Security
09 69 76	Rs 33000 x 1000 – 40000 Director, Medical Unit

Salary Code	Grades and Salary Codes
23 60 70	Rs 24800 x 800 – 28000 x 1000 – 34000 Deputy Commissioner, Social Security Manager, National Pensions (New Grade)
23 52 64	Rs 18800 x 600 – 20000 x 800 – 28000 Assistant Commissioner, Social Security
23 46 54	Rs 15500 x 500 – 17000 x 600 – 20000 Principal Social Security Officer
23 42 50	Rs 13800 x 400 – 15000 x 500 – 17000 x 600 – 17600 Senior Social Security Officer
23 34 47	Rs 10600 x 400 – 15000 x 500 – 16000 Higher Social Security Officer
23 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 14600 Social Security Officer
23 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Head, Disability Unit <i>formerly Head Rehabilitation Unit</i>
23 40 50	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 17600 Disability Officer <i>formerly Rehabilitation Officer</i>
08 47 54	Rs 16000 x 500 – 17000 x 600 - 20000 Officer-in-charge (National Identity Card Unit)
23 65 73	Rs 29000 x 1000 – 37000 Social Welfare Commissioner
23 52 60	Rs 18800 x 600 – 20000 x 800 – 24800 Deputy Social Welfare Commissioner

Salary Code	Grades and Salary Codes
23 45 53	Rs 15000 x 500 – 17000 x 600 – 19400 Principal Social Welfare Officer
23 40 49	Rs 13000 x 400 – 15000 x 500 – 17000 Senior Social Welfare Officer
23 20 45	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Social Welfare Officer <i>formerly Welfare Officer</i>
23 13 14	Rs 6425 x 150 – 6575 Trainee Social Welfare Officer (Personal) <i>formerly Trainee Welfare Officer</i>
23 63 71	Rs 27200 x 800 – 28000 x 1000 – 35000 Manager, Recreation Centre (New Grade)
23 45 56	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Organising Officer, Recreation Centre (New Grade)
23 25 49	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 Organising Officer, Recreation Centre (New Grade)
08 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Clerk Assistant
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Cutter Driver (Roster)(New grade)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

Salary Code	Grades and Salary Codes
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 –8400 Office Assistant
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Social Security Attendant Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Caretaker Handy Worker <i>formerly Handyman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

REFORM INSTITUTIONS**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
23 00 76	Rs 40000 Commissioner of Probation and After Care
23 60 70	Rs 24800 x 800 - 28000 x 1000 – 34000 Deputy Commissioner of Probation and After Care
23 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Assistant Commissioner of Probation and After Care
23 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Principal Probation Officer
23 42 52	Rs 13800 x 400 – 15000 x 500 – 17000 x 600 - 18800 Senior Probation Officer
23 25 49	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 15000 x 500 – 17000 Probation Officer
23 18 20	Rs 7175 x 150 – 7325 x 175 – 7500 Trainee Probation Officer (Personal)
23 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
REHABILITATION YOUTH CENTRE	
17 54 60	Rs 20000 x 800 – 24800 Superintendent, Rehabilitation Youth Centre
17 49 56	Rs 17000 x 600 – 20000 x 800 – 21600 Assistant Superintendent, Rehabilitation Youth Centre Female Assistant Superintendent, Rehabilitation Youth Centre (New Grade)

Salary Code	Salary Scale and Grade
17 45 52	Rs 15000 x 500 – 17000 x 600 –18800 Chief Female Officer, Rehabilitation Youth Centre (New Grade) Chief Officer, Rehabilitation Youth Centre Welfare Officer, Rehabilitation Youth Centre
17 41 49	Rs 13400 x 400 – 15000 x 500 – 17000 Principal Female Officer, Rehabilitation Youth Centre (New Grade) Principal Officer, Rehabilitation Youth Centre
17 36 46	Rs 11400 x 400 – 15000 x 500 – 15500 Senior Female Officer, Rehabilitation Youth Centre (New Grade) Senior Officer, Rehabilitation Youth Centre
17 21 43	Rs 7675 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Female Officer, Rehabilitation Youth Centre (New Grade) Officer, Rehabilitation Youth Centre
17 14 15	Rs 6575 x 150 – 6725 Trainee Officer, Rehabilitation Youth Centre Trainee Female Officer, Rehabilitation Youth Centre (New Grade)
23 20 43	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Matron
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman

18. MINISTRY OF LOCAL GOVERNMENT AND RODRIGUES

- 18.1 The Ministry of Local Government and Rodrigues has under its portfolio the responsibility for the subject matter of Local Government and that of Rodrigues. The span of the Ministry also encompasses the Local Authorities, the Solid Waste Management and Field Services Unit, the National Development Unit and the Fire Services.
- 18.2 The mission of the Local Government Division of the Ministry is to enable the local authorities to evolve and upgrade with a view to meeting the aspirations of the public; to promote capacity sharing and good governance as well as to support national objectives and interests; to ensure an efficient sustainable management of the solid waste for the present and future generations; and to put at the disposal of the public, clean and well equipped beaches so that security can be ensured.
- 18.3 The overall management of the Ministry rests with the Permanent Secretary who is assisted at the headquarters by one Principal Assistant Secretary and three Assistant Secretaries; on matters relating to the Solid Waste Management and Field Services Unit by one Principal Assistant Secretary and two Assistant Secretaries; and for the portfolio of Rodrigues by one Principal Assistant Secretary and two Assistant Secretaries. Responsibility for Beach Management has now been transferred to the Beach Authority, a body corporate established under the Beach Authority Act of 2002 under the aegis of the Ministry.
- 18.4 The country currently comprises five Municipal Councils, four District Councils and one hundred and twenty-four Village Councils. The functioning of all these Councils is governed by the provisions of the Local Government Act 1989. The existing legal framework for Local Authorities is being reviewed to make them more responsive to the needs of the people. With the proposed reform to the Local Government Act, the Local Authorities will be provided with greater decentralisation, administrative and financial autonomy, thereby improving the decision making process.

SOLID WASTE MANAGEMENT AND FIELD SERVICES UNIT

- 18.5 At present, the Solid Waste Management Division is headed by one Programme Coordinator and is equipped with limited technical staff in the grades of Technical Manager and Technical Officer. Since April 2002, Government has approved the implementation of a new solid waste management strategy to cope with the emerging challenges in the solid waste management sector, specially in the context of the increasing efforts to ensure a sound environment.
- 18.6 The role of the Solid Waste Management Division has evolved from operating dump sites and ensuring a scavenging service to the construction and operation of transfer stations, sanitary landfills and rehabilitation of closed dump sites. With a view to implementing the new solid waste management strategy in an effective manner, the Division needs to be strengthened with the appropriate technical staff and Government has approved that the Division be reinforced with appropriate technical capabilities. We are making, in this Report, appropriate recommendations to that effect.

Director (New Grade)

Recommendation 1

- 18.7 **We recommend the creation of a new grade of Director on the establishment of the Solid Waste Management Division. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Science and a Post Graduate Degree in Environmental Science/Health or Environmental Engineering and reckoning five years' experience in Solid Waste Management.**
- 18.8 The Director would be responsible to the Supervising Officer, *inter alia*, for the smooth running of the department; the management of solid waste collection including transfer and disposal; the management of the network of transfer stations and disposal sites and identification of new disposal sites; coordination of waste collection, operations carried out by Local Authorities; and management of contracts in respect of Ministry's projects.

Deputy Director (New Grade)

Recommendation 2

18.9 We recommend the creation of a new grade of Deputy Director. Appointment thereto should be made from among candidates holding a post 'A' Level Degree in Civil Engineering plus a Post Graduate Diploma in Environment Engineering and reckoning two years' experience in Solid Waste Management.

18.10 The Deputy Director would assist the Director in the day-to-day running of the Division, the execution of the general policy of solid waste management and the monitoring and coordination of its activities.

Project Officer (New Grade)

Recommendation 3

18.11 We recommend the creation of a new grade of Project Officer on the establishment of the Solid Waste Management Division. Appointment thereto should be made from among Registered Professional Engineers in the field of Civil Engineering or Environmental Engineering.

18.12 The Project Officer would coordinate the activities of Technical Officers in the Project Management Unit and be responsible for project monitoring.

Programme Coordinator

Recommendation 4

18.13 We recommend that, with the establishment of the new structure of the Solid Waste Management Division, the grade of Programme Coordinator should become evanescent and be abolished on vacancy. We have provided a personal salary scale for the incumbent in post.

Principal Local Government Enforcement Officer (New Grade)

18.14 In the context of the implementation of the new solid waste management strategy, the officers of the Enforcement Branch of the Division would also be called upon to play an important role in the enforcement of the regulations pertaining to the

Solid Waste Management. At present, there are two posts of Senior Local Government Enforcement Officer and five posts of Local Government Enforcement Officer. With a view to strengthening the existing structure for reinforced field operations, we are providing for a new grade of Principal Local Government Enforcement Officer to organise, plan and monitor the work of the officers of the Enforcement Branch of the Division.

Recommendation 5

- 18.15 We recommend the creation of a new grade of Principal Local Government Enforcement Officer at the Solid Waste Management Division. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Senior Local Government Enforcement Officer reckoning at least four years' service.**

NATIONAL DEVELOPMENT UNIT

- 18.16 The National Development Unit (NDU) falls under the responsibility of the Ministry of Local Government and Rodrigues. In the wake of the Glover Report on the organisation in November 2001, government set up a committee chaired by the Secretary for Public Service Affairs to look into the reorganisation of the Technical Division of the NDU. The Committee recommended a restructuring of the unit including a number of new grades. In the light of the Committee's Report, the Ministry has reorganised the NDU and created the grades of Project Coordinator, Project Manager, Project Officer, Project Assistant and Assistant Citizen's Advice Bureau Coordinator on its establishment. We are making provisions for these grades.
- 18.17 As regards the grades, holders of which are employed on a contractual basis, we have provided salary scales for substantive appointments. This should not preclude the organisation recruiting staff on a contractual basis. However, salaries in respect of contract employment, although negotiable, should not exceed the top or flat salaries recommended.

Project Coordinator (New Grade)

Recommendation 6

18.18 We recommend the creation of a grade of Project Coordinator to be recruited from among candidates registered as Professional Engineers (Civil Engineering) with the Council of Registered Professionals Engineers and having at least ten years' working experience in Project Management at senior professional level.

18.19 The Project Coordinator would, *inter alia*, liaise with relevant authorities for initiation of projects, prepare project write up, monitor the implementation, act as Coordinator between the National Development Unit and the existing agencies and prepare and submit progress reports at regular intervals to Management.

Project Manager (New Grade)

Recommendation 7

18.20 We recommend the creation of a grade of Project Manager. Recruitment thereto should be made from among candidates who are registered Professional Engineers (Civil Engineering) and having at least six years' experience in Project Management.

18.21 The Project Manager would, *inter alia*, be responsible for the supervision, monitoring and general management of projects and participate in meetings.

Project Officer (New Grade)

Recommendation 8

18.22 We recommend the creation of a grade of Project Officer to be recruited from registered Professional Engineers (Civil Engineering).

18.23 The Project Officer would, *inter alia*, be responsible to design, prepare scope of works and supervise building and civil engineering projects, prepare tender documents and launch tenders, provide assistance for tender evaluation and supervise and monitor projects on site.

Project Assistant (New Grade)**Recommendation 9**

18.24 We recommend the creation of a grade of Project Assistant. Recruitment thereto would be from holders of a post 'A' Level Diploma in Building and Civil Engineering or an equivalent qualification. Candidates should also reckon at least two years' experience in the relevant field.

18.25 Incumbent would be required, among others, to assist Project Officers in the supervision of building and civil engineering projects, carry out surveys and levelling in connection with building and civil engineering works and to prepare drawings and details of reinforced concrete and steel structure and plans related to survey works.

Assistant Citizen's Advice Bureau Coordinator (New Grade)

18.26 Actually, there is only one Citizen's Advice Bureau Coordinator to whom the 35 Citizen's Advice Bureau Organisers report. With the increase in the number of projects, there is need to create a level of Assistant Citizen's Advice Bureau Coordinator to provide support to the Citizen's Advice Bureau Coordinator and to strengthen control and management over the regions.

Recommendation 10

18.27 We recommend the creation of a grade of Assistant Citizen's Advice Bureau Coordinator to be by promotion on the basis of merit and experience of officers in the grade of Citizen's Advice Bureau Organiser reckoning at least five years' experience in a substantive capacity.

18.28 Incumbent would, *inter alia*, monitor and supervise the work of Citizen's Advice Bureau Organisers, compile statistics, formulate policies and programmes for implementation and assist in the organisation of social activities at regional level.

MINISTRY OF LOCAL GOVERNMENT AND RODRIGUES***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
26 50 58	Rs 17600 x 600 - 20000 x 800 – 23200 Chief Inspector
26 43 53	Rs 14200 x 400 -15000 x 500 - 17000 x 600 – 19400 Senior Inspector
26 38 49	Rs 12200 x 400 - 15000 x 500 – 17000 Inspector
26 20 44	Rs 7500 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
26 34 53	Rs 10600 x 400 - 15000 x 500 – 17000 x 600 - 19400 Technical Officer
08 48 50	Rs 16500 x 500 – 17000 x 600 – 17600 Clerk Valuation Tribunal
08 24 45	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Local Government Executive Assistant
08 15 41	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Local Government Clerk
25 31 41	Rs 9750 x 250 - 10000 x 300 – 10600 x 400 - 13400 Foreman

Salary Code	Salary Scale and Grade
09 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Market Overseer
24 20 35	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11000 Driver (Mechanical Unit)
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter Welder
24 17 32	Rs 7025 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 Leading Hand
24 11 32	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 Driver
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Chemical Sprayerman Gardener/Nurseryman
24 06 24	Rs 5425 x 125 - 5675 x 150 – 7325 x 175 - 8200 Watchman
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Groundsman Refuse Collector

Salary Code	Salary Scale and Grade
25 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Tradesman's Assistant
24 03 20	Rs 5050 x125 – 5675 x 150 - 7325 x 175 - 7500 Handy Worker <i>formerly Handyman</i> Sanitary Attendant
24 01 17	Rs 4800 x 125 - 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
LOCAL AUTHORITIES	
26 16 41	Rs 6875 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13400 Local Government Cadastral Assistant (Personal)
08 15 41	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Local Government Clerk
08 16 40	Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Local Government Word Processing Operator
08 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Local Government Clerk's Assistant
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10300 Local Government Cabinet Maker Local Government Carpenter Local Government Mason Local Government Painter Local Government Welder

Salary Code	Salary Scale and Grade
22 08 32	Rs 5675 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Local Government Telephone Operator
24 08 25	Rs 5675 x 150 – 7325 x 175 - 8200 x 200 - 8400 Local Government Chemical Sprayerman Local Government Gardener/Nurseryman
24 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Local Government Chainman Local Government Groundsman Local Government Road Mender Local Government Tradesman's Assistant
25 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Local Government Binder's Assistant
24 03 20	Rs 5050 x125 – 5675 x 150 - 7325 x 175 - 7500 Local Government Lorry Helper Local Government Lorry Loader
	SOLID WASTE, BEACH MANAGEMENT AND FIELD SERVICES UNIT
26 00 78	Rs 42500 Director, Solid Waste Management Division (New Grade)
26 68 73	Rs 32000 x 1000 – 37000 Deputy Director, Solid Waste Management Division (New Grade)
26 64 70	Rs 28000 x 1000 – 34000 Programme Coordinator (Personal)
26 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Technical Manager

Salary Code	Salary Scale and Grade
26 48 63	Rs 16500 x 500 – 17000 x 600 - 20000 x 800 - 27200 Project Officer, Solid Waste Management Division (New Grade)
26 34 53	Rs 10600 x 400 – 15000 x 500 - 17000 x 600 - 19400 Technical Officer
18 52 60	Rs 18800 x 600 – 20000 x 800 – 24800 Principal Local Government Enforcement Officer (New Grade)
18 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Local Government Enforcement Officer
18 24 46	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 15500 Local Government Enforcement Officer
26 38 49	Rs 12200 x 400 – 15000 x 500 - 17000 Inspector
26 20 44	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
25 31 41	Rs 9750 x 250 – 10000 x 300 -10600 x 400 – 13400 Foreman
24 20 35	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Mechanical Unit)
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter Mason Motor Diesel Mechanic Painter Welder

Salary Code	Salary Scale and Grade
24 17 32	Rs 7025 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Leading Hand
24 11 32	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 - 8200 x 200 - 8400 Chemical Sprayerman Gardener/Nurseryman
24 06 24	Rs 5425 x 125 – 5675 x 150 - 7325 x 175 - 8200 Watchman
25 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Tradesman`s Assistant
24 03 20	Rs 5050 x125 – 5675 x 150 - 7325 x 175 - 7500 Sanitary Attendant
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
NATIONAL DEVELOPMENT UNIT	
02 00 85	Rs 52000 Permanent Secretary
02 00 80	Rs 45000 Commissioner
02 68 75	Rs 32000 x 1000 - 39000 Deputy Commissioner

Salary Code	Salary Scale and Grade
02 64 70	Rs 28000 x 1000 - 34000 Principal Regional Development Officer
02 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Regional Development Officer
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 - 27200 Regional Development Officer
08 28 53	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Assistant Regional Development Officer
02 00 78	Rs 42500 Project Coordinator (New Grade)
02 64 70	Rs 28000 x 1000 - 34000 Project Manager (New Grade)
02 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Operational Research Officer
02 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Project Officer (New Grade)
08 53 59	Rs 19400 x 600 – 20000 x 800 – 24000 Citizen’s Advice Bureau Co-ordinator
08 47 56	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600 Assistant Citizen's Advice Bureau Coordinator (New Grade)

Salary Code	Salary Scale and Grade
08 40 53	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 19400 Citizen's Advice Bureau Organiser
02 39 58	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Project Assistant (New Grade)
26 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Technical Officer (Civil Engineering)
24 11 32	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
RODRIGUES	
23 41 59	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 24000 Public Relations and Welfare Officer (Personal)
23 40 56	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Public Relations and Welfare Officer
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver

Salary Code	Salary Scale and Grade
24 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Resident Caretaker
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Lorry Loader
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

18.1 FIRE SERVICES

- 18.1.1 The Fire Services, which falls under the aegis of the Ministry of Local Government and Rodrigues, is responsible for firefighting and fire prevention island-wide except for the ports. In addition to the firefighting and related duties, it is also required to ensure the protection of property during a calamity and to render humanitarian services such as supplying fresh water during periods of drought and effect flushing and pumping when human lives are threatened by floods. Since 1 July 1998, the Port Louis Fire Brigade Service of the Municipal Council of Port Louis has merged with the Government Fire Services.
- 18.1.2 The vision of the Fire Services is to be fully equipped and ready at all times to provide an efficient fire service to the community at large by responding quickly and effectively to every fire/emergency call with the objective of protecting and saving life and property from fire and its effects and mitigate damages caused by fire.
- 18.1.3 The service further aims at ensuring a “fire safe” environment for the whole community through mass education, highlighting the hazards associated with fires and the precautionary measures to be taken to avoid the occurrence of fire as well as the urgent action to be taken in the event of a fire. It also conducts regular fire risk-assessment to pre-plan the course of action to be followed in real emergency situations.
- 18.1.4 Fire fighting requires a strong, committed and motivated workforce to deliver effectively its services. We are providing, in this Report, an appropriate structure and also improving the existing conditions to allow the Fire Services to make optimum use of its resources and perform effectively.

Shift Work and Night Duty Allowance

- 18.1.5 The Fire Services is required to serve the community on a 24 hour basis and officers of the Fireman Cadre have to work on shift. The shift element has been taken into consideration in determining the salaries of the grades. However, as an

incentive to those who actually perform night duty, we are introducing a night duty allowance.

Recommendation 1

18.1.6 We recommend that officers who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Risk Allowance

18.1.7 We have received representations that officers of the Fire Services are exposed to accidents and diseases in the course of their duties. The Bureau has studied the representations and agrees that the duties of officers of the Fire Services involve an element of risk and this has been taken into consideration in arriving at the salaries recommended. However, we are additionally making provision for the element of insurance to cover risk in Volume I of this Report.

Maintenance and Repair

18.1.8 At present, one Station Officer and two Firemen of the Fire Services are responsible for the maintenance and repair of radio telephone equipment and are in receipt of a monthly allowance of Rs 135 monthly. We are maintaining the allowance whilst revising the quantum.

Recommendation 2

18.1.9 We recommend the payment of a monthly allowance of Rs 180 to officers performing duties of maintenance and repair of radio telephone equipment.

Medical Examination

18.1.10 The nature of work of Firemen requires them to have a good physique and to be mentally fit as they always have to be on the alert. These qualities in some cases, get affected by age and the working environment. A request has, therefore, been

made for officers of the Fire Services to have regular medical check up. We are agreeable to this request.

Recommendation 3

18.1.11 We recommend that officers of the Fire Services, who are over forty five years old, should undergo a medical check up every two years and management should make arrangement to this effect.

Rent Allowance

18.1.12 Rent Allowance is paid to officers of the Fire Services after the termination of their three month training course when they are posted in the different Fire Stations of the island whenever quarters are not available. We are maintaining the rent allowance whilst revising the quantum in respect of each grade.

Recommendation 4

18.1.13 We recommend a revision of the quantum of the monthly rent allowance to eligible officers of the Fire Services not occupying government quarters as follows:

Grade	Amount (Rs)
Fireman	635
Sub-Officer	690
Station Officer	715
Divisional Officer	910
Head Officer (Rodrigues)	910
Assistant Chief Fire Officer	1075
Deputy Chief Fire Officer	1075
Chief Fire Officer	1790

Bank of Firemen

18.1.14 Firemen are often required to be in attendance on private premises like hotels, on special occasions such as New Year eve or during the visits of eminent personalities as a preventive measure. The posting of firemen to private premises causes disruption in the work and affects the delivery of service. To address this

issue, we are introducing the concept of a Bank of Firemen to be staffed by officers who have retired or are off duty/on leave to perform such duties.

Recommendation 5

18.1.15 We recommend that a Bank of Firemen, comprising Firemen who are off duty, on leave and retired, be created to perform duties as and when required by private organisations.

We also recommend that, an allowance of Rs 300, should be paid for every three hours to these officers when called to attend duty on private premises. Payment of any part of the three hours should be computed on a pro-rata basis.

Retirement

18.1.16 As pointed out earlier, officers of the Fire Services are required to be physically and mentally fit to be able to discharge their duties efficiently. Further, with their long exposure to dangers and risks associated with firefighting activities, these officers undergo stress and other psychological problems which have a bearing on their health and performance. We are, in this Report, introducing an early retirement scheme for officers of the Fire Services.

Recommendation 6

18.1.17 We recommend that officers of the Fire Services

- (a) be allowed to retire on a proportionate pension after 25 years of service; and**
- (b) be eligible to earn pension at the enhanced rate of 1/360th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 30 years of service.**

FIRE SERVICES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
07 00 78	Rs 42500 Chief Fire Officer
07 63 70	Rs 27200 x 800 – 28000 x 1000 – 34000 Deputy Chief Fire Officer
07 52 59	Rs 18800 x 600 – 20000 x 800 – 24000 Assistant Chief Fire Officer
07 45 52	Rs 15000 x 500 – 17000 x 600 – 18800 Divisional Officer
07 38 49	Rs 12200 x 400 – 15000 x 500 – 17000 Station Officer
07 35 46	Rs 11000 x 400 – 15000 x 500 – 15500 Sub-officer
07 21 43	Rs 7675 x 175 – 8200 x 200 – 8600 QB 8800 x 200 - 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Fireman
25 39 45	Rs 12600 x 400 – 15000 Workshop Supervisor
25 31 41	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 13400 Foreman

Salary Code	Salary Scale and Grade
25 12 33	<p>Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300</p> <p>Automobile Electrician Cabinet Maker Mason Motor Mechanic Panel Beater Plumber and Pipe Fitter Welder</p>
07 06 24	<p>Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200</p> <p>Watchman</p>
24 03 20	<p>Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500</p> <p>Handy Worker <i>formerly Handyman</i></p>
24 01 17	<p>Rs 4800 x 125 – 5675 x 150 – 7025</p> <p>General Worker <i>formerly General Field and Office/Premises Worker</i></p>

19. MINISTRY OF PUBLIC UTILITIES

- 19.1 The objectives of the Ministry of Public Utilities are to maximise the benefits of local as well as imported energy sources and water resources development; to ensure that electricity, water and sanitation are available to the whole population; and to maintain a dynamic and professional Ministry that ensures the provision of efficient and effective services by organisations under its purview. In short, the mission of the Ministry is to provide to the public reliable and acceptable quality of ‘Public Utilities’ services at an affordable price.
- 19.2 The Ministry is responsible for the formulation of policies in the energy, water and wastewater sectors and the introduction of legislation as required to successfully fulfil its mission and goals. The Ministry also ensures that services offered by various organisations falling under its purview are delivered in the best interest of their clients.
- 19.3 The day-to-day administration of the Ministry at headquarters rests with the Permanent Secretary who is assisted by officers in the grades of Principal Assistant Secretary and Assistant Secretary on the administrative side and by the Head, Technical Unit and the professional team on the technical side.
- 19.4 The Ministry has under its responsibility the Water Resources Unit (WRU), the Energy Services Division (ESD) and three parastatal organisations namely, the Central Electricity Board (CEB), the Central Water Authority (CWA) and the Wastewater Management Authority (WMA).
- 19.5 We are, in this Report, maintaining the number of levels in both the Water Resources Unit and the Energy Services Division as they are adequate. We are, however, strengthening the Technical Unit of the Ministry.

TECHNICAL UNIT OF THE MINISTRY

- 19.6 The Ministry has already embarked on power, water and wastewater sector reforms within the framework of a long-term vision for improved efficiency and service to consumers, in addition to an integrated approach for the water and

wastewater sectors. With the reforms, more private sector participation is envisaged for meeting demand in the future while at the same time ensuring that the long-term interests of the country are not jeopardized, both in terms of ensuring that future investments are timely and adequate, and consumers are not unduly penalized by any potential inadequacies.

- 19.7 The Technical Unit of the Ministry which is currently responsible for planning and policy formulation comprises only three staff members, one Head, Technical Unit, one Policy Planning and Research Officer and one Planner/Senior Planner. The post of Project Coordination, Monitoring and Implementation Officer and one post of Planner/Senior Planner are vacant because of unavailability of right candidates despite repeated advertisements.
- 19.8 In addition to the reform process in the utilities sector, the Ministry will be responsible for the enforcement of a Statutory code of practice under a new Electricity Act so as to enhance electrical installation standards in the country with a view to reducing accidents and improving the safety of the population at large.
- 19.9 Also, with the coming into operation of the multi-sectoral regulatory body, the Water Resources Unit (WRU) will no longer have regulatory functions in the water sector. The WRU will be mainly responsible for the implementation of capital intensive projects for mobilising water resources such as the building of dams. The planning and policy making for the water sector will, however, continue to rest with the Technical Unit of the Ministry as is the case at present.
- 19.10 In view of the above, there is an urgent need to review the functions and to reinforce the structure of the Technical Unit of the Ministry so that it can effectively fulfil its new roles and functions within the context of the reform process. The grade of Head, Technical Unit is being restyled Director, Technical Services, a new grade of Deputy Director, Technical Services is being provided, the grade of Policy Planning and Research Officer is being restyled Principal Planner for consistency and simplicity in appellation, the post of Project Coordination, Monitoring and Implementation Officer which is currently vacant

is being abolished and the grade of Planner/Senior Planner is being restyled Planner/Senior Planner (Energy/Water/Analysis and Modelling) with redefined duties and responsibilities in order to avail of the services of Specialist Officers in the Technical Division of the Ministry in Water and Energy-based analytical tools needed for modern and effective planning.

Recommendation 1

19.11 We recommend that the grade of Head, Technical Unit be restyled Director, Technical Services. In future, appointment thereto should be made by promotion, on the basis of merit and experience, of an officer from the grade of Deputy Director, Technical Services.

Recommendation 2

19.12 We also recommend that a new grade of Deputy Director, Technical Services be created on the establishment of the Ministry of Public Utilities. Appointment thereto should be made by selection from among candidates registered as Professional Engineers with the Council of Registered Professional Engineers of Mauritius, reckoning at least ten years' post registration experience in the field of engineering relevant to the water and energy sectors and possessing a post graduate qualification preferably in Economics/Business Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Recommendation 3

19.13 We recommend that the grade of Policy Planning and Research Officer be restyled Principal Planner. Appointment to the grade of Principal Planner should be made by promotion from among officers in the grade of Planner/Senior Planner who reckon at least four years' experience in the grade and possess a post graduate qualification preferably in Economics/Business Administration from a recognised institution or an equivalent qualification.

- 19.14 We further recommend that the vacant grade of Project Coordination, Monitoring and Implementation Officer be abolished.**

Recommendation 4

- 19.15 We recommend that the grade of Planner/Senior Planner be restyled Planner/Senior Planner (Energy/Water/Analysis and Modelling). Appointment thereto should be made by selection from among candidates registered as Professional Engineers and possessing at least four years' post-registration experience in the field of engineering relevant to the water and energy sectors.**

19.16 Planner/Senior Planner (Energy) would, *inter alia*, be required to establish and update energy data bank; carry out surveys for forecasting energy demand; forecast energy and electricity/power demand; assess supply options using computer models to meet energy and electricity/power demand; assess economics of supply options; establish and maintain a data bank on cost of energy technologies; carry out regular energy audits; and implement energy conservation programmes.

19.17 Planner/Senior Planner (Water) would, *inter alia*, be responsible to establish and update a water and wastewater data bank; carry out surveys for forecasting water demand and demand for wastewater disposal; assess supply options using computer models to meet water demand and wastewater disposal demand; assess economics of water supply options and wastewater disposal options; establish and update data on cost of water supply and wastewater disposal technologies; and implement water conservation programmes.

19.18 Planner/Senior Planner (Analysis and Modelling) would, *inter alia*, be required to perform economic analysis of projects in the energy, water and wastewater sectors; advise on the economic implications for the country of agreements in the context of private sector participation in the energy, water and wastewater sectors; devise computer and management tools for financial monitoring of projects; analyse socio-economic effects of tariffs for energy, water and wastewater services; and develop models for forecasting energy, water and

wastewater demand. Officer in the grade would also be responsible for the implementation of computerisation of the Ministry; and to design and maintain a computer network for data exchange with its agencies and to supervise the Statistical Unit of the Ministry.

ENERGY SERVICES DIVISION

- 19.19 The main functions of the Energy Services Division are, *inter alia*, the provision of electrical consultancy services (including air-conditioning, lifts, stand by generator, fire and intruder alarms) for building and other projects; the provision of electrical consultancy services for street lighting at highway projects and for lighting of sport facilities and the provision of electrical installations on government premises.
- 19.20 A Chief Engineer, assisted by a Deputy Chief Engineer, heads the Division. They are assisted by Principal Engineers, Senior Electrical Engineers, Electrical Engineers, officers of the Inspectorate and Technician Cadres and other supporting staff.

Survey Fees to Engineers and Officers of the Inspectorate/Technician Cadre

- 19.21 At present, Engineers and officers of the Inspectorate/Technician Cadre of the Energy Services Division are paid a survey fee of Rs 400 and Rs 250 per survey respectively for survey of site of fire/electrocution.

Recommendation 5

- 19.22 We recommend that the survey fee presently payable to Engineers and Officers of the Inspectorate Cadre be revised to Rs 480 and Rs 300 per survey respectively.**

Training Scheme for Graduates in Engineering

- 19.23 A training scheme, to enable graduates in Engineering to obtain the two years' experience required for registration with the Council of Professional Engineers of Mauritius, has been mounted to facilitate the employment of these graduates in

both the public and private sectors. These graduates are being paid a monthly allowance of Rs 9570.

Recommendation 6

19.24 We recommend that the allowance be revised to Rs 13800 monthly.

WATER RESOURCES UNIT

19.25 The Water Resources Unit is responsible for the assessment, control, development, management and conservation of water resources in the Republic of Mauritius; and the enforcement and administration of the Ground Water Act, and certain provisions of the Rivers and Canals Act.

19.26 A Director heads the Water Resources Unit and is assisted by a Deputy Director and a Cadre of Hydrological Professionals as well as a Cadre of Engineering Professionals supported by sub professional staff as appropriate.

19.27 While we are maintaining the organisation structure of the Water Resources Unit, we are introducing an element of change in the mode of recruitment for the grade of Hydrological Officer in order to widen the scope of promotion for serving qualified officers of the Unit.

Recommendation 7

19.28 We recommend that the scheme of service for the grade of Hydrological Officer be amended so that priority of consideration be given to serving Senior Hydrological Technicians and Hydrological Technicians possessing the prescribed qualification for appointment to the grade.

MINISTRY OF PUBLIC UTILITIES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
26 00 82	Rs 47500 Director, Technical Services (Public Utilities) <i>formerly Head, Technical Unit (Public Utilities)</i>
26 68 75	Rs 32000 x 1000 – 39000 Deputy Director, Technical Services (Public Utilities) (New Grade)
26 64 72	Rs 28000 x 1000 – 36000 Principal Planner <i>formerly Policy Planning and Research Officer</i>
26 48 66	Rs 16500 x 500 – 17000 x 600 - 20000 x 800 – 28000 x 1000 - 30000 Planner/Senior Planner (Energy/Water/Analysis and Modelling) <i>formerly Planner/Senior Planner</i>
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 Driver
ENERGY SERVICES DIVISION	
22 00 78	Rs 42500 Chief Engineer
22 68 75	Rs 32000 x 1000 – 39000 Deputy Chief Engineer
22 64 70	Rs 28000 x 1000 – 34000 Principal Engineer
22 57 66	Rs 22400 x 800 – 28000 x 1000 -30000 Senior Electrical Engineer

Salary Code	Salary Scale and Grade
22 48 63	Rs 16500 x 500 – 17000 x 600 - 20000 x 800 - 27200 Electrical Engineer
22 42 44	Rs 13800 x 400 – 14600 Trainee Engineer (Electrical)
22 52 58	Rs 18800 x 600 – 20000 x 800 - 23200 Chief Technician
22 47 54	Rs 16000 x500 – 17000 x 600 - 20000 Principal Technician
22 37 50	Rs 11800 x 400 – 15000 x 500 - 17000 x 600 - 17600 Senior Technician
22 22 44	Rs 7850 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Technician
22 13 15	Rs 6425 x 150 – 6725 Trainee Technician
22 52 58	Rs 18800 x 600 – 20000 x 800 - 23200 Chief Inspector
22 47 54	Rs 16000 x500 – 17000 x 600 - 20000 Principal Inspector
22 37 50	Rs 11800 x 400 – 15000 x 500 - 17000 x 600 - 17600 Senior Inspector
22 22 44	Rs 7850 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Inspector
22 13 15	Rs 6425 x 150 – 6725 Trainee Inspector

Salary Code	Salary Scale and Grade
08 22 40	Rs 7850 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13000 Time Keeper
25 31 41	Rs 9750 x 250 – 10000 x 300 -10600 x 400 - 13400 Chief Electrician Chief Plant Mechanic Foreman
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10300 Electrician Fitter Plant Mechanic Plumber and Pipe Fitter
24 11 32	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 - 7325 x 175 - 8200 Watchman
25 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 – 8025 Tradesman's Assistant
24 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Warehouseman</i>
24 03 20	Rs 5050 x125 - 5675 x 150 - 7325 x 175 - 7500 Handy Worker <i>formerly Handyman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

Salary Code	Salary Scale and Grade
AIR-CONDITIONING UNIT	
22 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 - 27200 Electrical Engineer
22 37 50	Rs 11800 x 400 – 15000 x 500 – 17000 x 600 - 17600 Senior Technician
22 22 44	Rs 7850 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 14600 Technician
25 31 41	Rs 9750 x 250 – 10000 x 300 -10600 x 400 - 13400 Chief Plant Mechanic
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10300 Plant Mechanic
24 11 32	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
WATER RESOURCES UNIT	
26 00 78	Rs 42500 Director
26 68 75	Rs 32000 x 1000 –39000 Deputy Director
26 64 70	Rs 28000 x 1000 – 34000 Principal Engineer Principal Hydrological Officer

Salary Code	Salary Scale and Grade
26 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Engineer
26 48 63	Rs 16500 x 500 – 17000 x 600 - 20000 x 800 - 27200 Engineer (Planning and Maintenance)
26 42 44	Rs 13800 x 400 – 14600 Trainee Engineer
26 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Hydrological Officer
26 48 63	Rs 16500 x 500 – 17000 x 600 - 20000 x 800 - 27200 Hydrological Officer
26 43 52	Rs 14200 x 400 – 15000 x 500 - 17000 x 600 - 18800 Senior Hydrological Technician
26 23 47	Rs 8025 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 – 16000 Hydrological Technician
26 34 53	Rs 10600 x 400 – 15000 x 500 - 17000 x 600 - 19400 Technical Officer
26 28 48	Rs 9000 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
26 43 53	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 - 19400 Senior Inspector
26 38 49	Rs 12200 x 400 – 15000 x 500 - 17000 Inspector
26 20 44	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector

Salary Code	Salary Scale and Grade
24 31 43	Rs 9750 x 250 – 10000 x 300 - 10600 x 400 - 14200 Drilling Operator
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter Mason
24 17 32	Rs7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman
24 11 32	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 13 30	Rs 6425 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 9500 Gauge Reader (<i>Personal to officers appointed prior to 1.7.87</i>)
24 12 29	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 9250 Assistant Driller (<i>Personal to officers appointed prior to 1.7.87</i>)
24 11 28	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 Assistant Driller Gauge Reader
24 06 24	Rs 5425 x 125 – 5675 x 150 - 7325 x 175 - 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
WASTE WATER MANAGEMENT AUTHORITY	
26 00 80	Rs 45000 Director

Salary Code	Salary Scale and Grade
26 68 75	Rs 32000 x 1000 -39000 Deputy Director
26 64 70	Rs 28000 x 1000 - 34000 Principal Engineer
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Engineer
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Engineer (Civil) Mechanical Engineer
26 42 44	Rs 13800 x 400 - 14600 Trainee Engineer
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer Civil Engineering Technical and Mechanical Officer
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Bio-Chemist
19 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -16500 Laboratory Technician
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works
26 38 49	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works
26 20 44	Rs7500 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector

Salary Code	Salary Scale and Grade
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Draughtsman
26 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
25 31 41	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Plumber and Pipe Fitter Chief Waste Water Pipe Layer Foreman
24 26 37	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Senior Gangman
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Laboratory Attendant
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Waste Water Jetting Unit)
24 15 34	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Operator (Waste Water Pumping Station)
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Carpenter Mason Motor/Diesel Mechanic Painter Plumber and Pipe Fitter Waste Water Pipe Layer
24 17 32	Rs7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman Leading Hand

Salary Code	Salary Scale and Grade
24 12 32	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Poler
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant & Equipment Operator Waste Water Pipe Cleaner (Mechanical Unit)
24 09 27	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8800 Waste Water Pipe Cleaner
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Chainman Stores Attendant <i>formerly Storeman</i>
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

20. MINISTRY OF TOURISM AND LEISURE

- 20.1 The Ministry of Tourism and Leisure is responsible, *inter alia*, to promote Mauritius worldwide as a prime holiday island destination and to plan, manage and control tourism development in Mauritius.
- 20.2 The Tourism industry is one of the main pillars of the economy and contributes to a large extent in terms of foreign exchange earnings, employment and government revenue. The success of this industry and its importance to the national economy has placed a heavy emphasis upon the Ministry especially in terms of the challenges to be addressed to maintain its growth without undermining the position of the country as a “top of the range” resort destination. The Ministry has recently come up with a Tourism Development Plan.
- 20.3 Besides the general administration, the activities of the Ministry have been organised under two units, namely the Technical Unit and the Leisure Unit. The Technical Unit consists of two sections: the Development, Planning and Research section and the Total Quality Assurance section. The Development, Planning and Research section would deal with Policy Formulation, Planning, Competitive Analysis, Human Resource Development, Research and Data Collection and Legislation while the Total Quality Assurance section would be responsible for the control of operations and standards, licensing, implementation of tourism policies, monitoring and control of development, customer care and communications.
- 20.4 We are, in this Report, strengthening the structures of the organisation and bringing appropriate modifications to the schemes of service of a few grades.

Secretary for Tourism Development

- 20.5 Presently, recruitment to the grade of Secretary for Tourism Development is made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects together with Cambridge Higher School Certificate or passes in at least two subjects of the General Certificate of Education ‘A’ Level at one and the same sitting and a degree in Tourism or a degree with

Tourism as a major component or a degree in any other field of study and a post graduate diploma in Tourism and reckoning at least eight years' post qualification experience.

20.6 Representations have been received that candidates possessing the relevant academic qualifications with eight years' post qualification experience are scarce and as a result, the post has remained vacant for quite some time.

20.7 Taking into consideration the duties and responsibilities of the post as well as the duration of the post qualification experience required for broadly comparable position, it is desirable that a reduction be made in the number of years of experience.

Recommendation 1

20.8 We recommend that the scheme of service of the Secretary for Tourism Development be amended to reduce the duration of post qualification experience to five years.

Tourism Planner

20.9 The Tourism Planner is recruited from among holders of a post 'A' Level degree in the field of Tourism or a degree in any other field of study together with a post graduate diploma in Tourism/Tourism and Hotel Management or an equivalent qualification.

20.10 It has been submitted that candidates with a degree in Tourism or a degree together with a post graduate diploma in Tourism are not easily available and the Ministry is facing difficulties to fill the vacant posts.

20.11 Considering the non availability of candidates with the right profile, there is need to enlarge the qualification requirements to allow graduates in Economics, Law or holders of a degree in any other social science subject though not possessing the post graduate diploma in Tourism to join the grade.

Recommendation 2

- 20.12** We recommend that the scheme of service of the grade of Tourism Planner be amended so that in future recruitment to the grade be made also from among candidates possessing a post 'A' Level Degree in Economics or Law or Management or any other social science subject though they do not possess the post graduate diploma in Tourism.

Leisure Unit

- 20.13 The Leisure Unit is responsible for the organisation of regular national leisure events. The aim is to give opportunity to Mauritian families to enjoy themselves in a healthy atmosphere at an affordable price. A variety of major events ranging from water sports and eco-friendly activities to religious festivities are organised.
- 20.14 At present, the Leisure Officer Cadre has a four level structure comprising Trainee Leisure Officer, Leisure Officer, Senior Leisure Officer and Leisure Organiser.

Leisure Officer

- 20.15 A trainee grade of Leisure Officer exists on the establishment of the Ministry, but so far there has been no enlistment of trainees.
- 20.16 It has been represented that there is no formal training which can be provided to the trainees. The trainee grade should, therefore, be abolished and Leisure Officer be recruited directly.

Recommendation 3

- 20.17** We recommend that the grade of Trainee Leisure Officer be abolished and that henceforth recruitment be made directly at the level of Leisure Officer from among candidates possessing a Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate.

20.18 The Leisure Officer would be required to follow a Diploma course in the field of Leisure or a Diploma course in Management with specialisation in Leisure or an acceptable alternative course in order to be considered for promotion to Senior Leisure Officer.

Staggered hours

20.19 Officers of the Leisure Cadre are required to work outside normal working hours, including Sundays and Public Holidays and this element has been taken into consideration in arriving at the recommended salary.

Allowance for Leisure Activities

20.20 At present, a monthly allowance of Rs 1000 is paid to officers on secondment to the Ministry as they are required to work beyond normal office hours for the organisation of national events and monthly outings during weekends.

Recommendation 4

20.21 We recommend that officers on secondment to the Ministry of Tourism and Leisure who are required to put in extra hours of work in respect of duties related to national events and monthly outings during weekends be paid a monthly allowance of Rs 1200.

MINISTRY OF TOURISM AND LEISURE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
02 00 78	Rs 42500 Secretary for Tourism Development
10 64 70	Rs 28000 x 1000 – 34000 Principal Tourism Planner

Salary Code	Salary Scale and Grade
10 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Tourism Planner
10 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Tourism Planner
18 34 52	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 - 18800 Tourism Enforcement Officer
23 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Leisure Organiser
23 40 52	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 18800 Senior Leisure Officer
23 22 47	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Leisure Officer
05 22 47	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Arts Officer
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

21. MINISTRY OF ENVIRONMENT

- 21.1 The vision of the Ministry of Environment is to provide a better environment and quality of life for present and future generations. Its mission is to ensure the protection and management of the environmental assets of the country so that their capacity to sustain the society and its development remains unimpaired and to foster harmony between quality of life, environmental protection and sustainable development for the present and future generations.
- 21.2 The objectives of the Ministry are to provide the legal framework and mechanism to protect the natural environment; to plan for environmental management and coordinate the inter-relations of environmental issues; to ensure the proper implementation of Government policies and enforcement provisions necessary for the protection of human health and the environment of Mauritius; and to ensure that Mauritius cooperates regionally and internationally for the protection of global commons.

DEPARTMENT OF ENVIRONMENT

- 21.3 A Director, who reports to the Permanent Secretary, heads the Department of Environment and two Deputies assist him. Under one Deputy are the following four divisions: the National Environmental Laboratory, Policy and Planning, Environment Law and Coordination and Project Implementation. Under the second Deputy are: Environment Assessment, Pollution Prevention and Control, Information and Education, and Integrated Coastal Zone Management. The seven Divisions are under the control of Divisional Environment Officers assisted by Environment Officers and Technical Officers/Senior Technical Officers while the Laboratory is headed by a Divisional Scientific Officer assisted by Scientific Officers and Technical Officers. There is also a flying squad in the Pollution Prevention and Control Division and it is manned by Police Officers on secondment.

- 21.4 A Living Environment Unit also exists in the Ministry and it is headed by a Project Manager and serviced by an Inspectorate cadre assisted by Tradesmen and Workmen's class grades.
- 21.5 As a result of rapid economic development of the country, the role and responsibilities of the Department of Environment have evolved to meet new challenges. The need for more qualified manpower is felt in view of the magnitude and complexity of environmental issues. To enable the efficient management of the Department of Environment and to meet the aspiration and ever growing demand of the public for the protection and management of the environment and also for governmental information on environmental issues, it is imperative to re-structure the Department of Environment.

Senior Environment Officer (New Grade)**Senior Scientific Officer (Environment) (New Grade)**

- 21.6 Officers in the grades of Divisional Environment Officer (DEO) and Divisional Scientific Officer (DSO) have to report daily on pollution control, resource management and sound environmental management. They are also required to attend high level interministerial meetings, Statutory Board meetings as well as international conferences. Furthermore, they have to chair technical meetings and to make presentations on various environmental topics on radio and TV. There is therefore need for two new levels to strengthen the institutional capacity of the Department of Environment to cope with the ever increasing work and to relieve the Divisional Environment Officers and the Divisional Scientific Officers of the numerous tasks and allow them to focus on important and strategic environmental policies and issues.

Recommendation 1

- 21.7 **We recommend the creation of a grade of Senior Environment Officer and that of Senior Scientific Officer (Environment) to be filled by promotion from among Environment Officers and Scientific Officers (Environment) respectively reckoning at least four years' service in a substantive capacity.**

The Senior Environment Officer and the Senior Scientific Officer (Environment) should be team leaders and perform specialised functions.

Technical Officer (Environment)

Senior Technical Officer (Environment)

21.8 Officers of the Technical Cadre were originally recruited to do field work and to assist the Environment Officer Cadre. With the new Environment Protection Act 2002 giving a new perspective of enforcement, the Ministry has indicated that the technical cadre no longer suits the operational exigencies of the Ministry. These grades should therefore become evanescent and should be abolished on vacancy.

Recommendation 2

21.9 We recommend that the grades of Technical Officer (Environment) and Senior Technical Officer (Environment) be merged and become evanescent. We have provided a personal salary scale for the incumbents in post.

Project Coordinator

21.10 A Project Coordinator is presently employed on contract and is responsible, *inter alia*, for monitoring implementation of projects by respective executing agencies and acting as a Coordinator between the National Environmental Strategies Steering Committee and the Executive agencies. In view of the increasing environmental projects undertaken by the Ministry of Environment, it is imperative that a permanent post be created to ensure the proper monitoring of project implementation and appropriate follow up action.

Recommendation 3

21.11 We recommend the creation of a new grade of Project Coordinator to be filled from among holders of an MSc in Environmental Engineering or Environmental Management or Economics or Project Management from a recognised institution and reckoning at least five years' experience in the management and coordination of projects at Senior Management level.

**Living Environment Unit
Deputy Project Manager**

21.12 The Living Environment Unit is required to service the whole island in so far as the landscaping, embellishment and uplifting works are concerned and to that end, officers of the Inspectorate Cadre and Workmen's Class are posted on different sites regionwise. The Ministry has also to implement major projects that require engineering input. It is therefore necessary to create a new grade to assist the Project Manager in monitoring work and assessing claims and to act as a link with the Inspectorate staff.

Recommendation 4

21.13 We recommend the creation of a new grade of Deputy Project Manager to be filled by Registered Civil Engineers possessing at least three years' post-registration experience in the formulation and implementation of Public Sector projects.

Landscape Architect (New Grade)

21.14 Numerous developmental projects of great magnitude and complexity are being implemented throughout the country to upgrade and uplift the living environment of the population. Since landscaping constitutes a major component of these projects, there is need for a new grade of Landscape Architect to assist in the formulation of a national landscape policy, to prepare, design and implement landscape plans and to advise on environmental improvement measures and on nursery techniques and management, among others.

Recommendation 5

21.15 We recommend the creation of a new grade of Landscape Architect to be filled from among candidates possessing a degree in Landscape Architecture or a degree in Architecture with a postgraduate Diploma in Landscape Architecture, from a recognised institution.

On-Call Allowance

21.16 In the context of the new Environment Protection Act, new dimensions of environmental issues and implications have to be addressed by the Technical staff of the Ministry of Environment. They are required to cater for environmental emergencies and the ever-increasing expectation of the public. It has therefore been decided that these officers should be placed on call on a 24-hour basis with support and logistics from the Ministry.

Recommendation 6

21.17 We recommend the payment of a monthly commuted allowance to the Professional and Technical Staff for being on-call as follows:

Technical Officer/Senior Technical Officer	Rs 550
Environment Officer and Scientific Officer (Environment)	Rs 650
Senior Environment Officer and Senior Scientific Officer (Environment)	Rs 800
Divisional Environment Officer and Divisional Scientific Officer (Environment)	Rs 900

21.18 We further recommend that when attending work while on-call, these officers should be paid allowances per hour, inclusive of travelling time, as follows:

- (a) **Divisional Environment Officer** : **Rs 180**
Divisional Scientific Officer
- (b) **Senior Environment Officer** : **Rs 160**
Senior Scientific Officer
- (c) **Environment Officer** : **Rs 130**
Scientific Officer
- (d) **Technical Officer/Senior Technical Officer** : **Rs 110**

MINISTRY OF ENVIRONMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
26 68 75	Rs 32000 x 1000 -39000 Project Co-ordinator (New Grade)
26 61 70	Rs 25600 x 800 – 28000 x 1000 – 34000 Project Manager
26 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Deputy Project Manager (Ministry of Environment) (New Grade)
26 44 63	Rs 14600 x 400 - 15000 x 500 – 17000 x 600 - 20000 x 800 – 27200 Landscape Architect (New Grade)
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector
26 38 49	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector
26 20 44	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 14600 Assistant Inspector
24 20 35	Rs 7500 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Mechanical Unit

Salary Code	Salary Scale and Grade
24 26 37	Rs 8600 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Senior Leading Hand
24 17 32	Rs 7025 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Leading Hand
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Cabinet Maker Carpenter Mason Painter Welder
24 03 20	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Handy Worker <i>formerly Handyman</i>
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Handy Worker (Special Class) <i>formerly Handyman (Special Class)</i>
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 - 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
24 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Driver (on roster)

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener/Nurseryman
DEPARTMENT OF ENVIRONMENT	
19 00 80	Rs 45000 Director
19 68 75	Rs 32000 x 1000 - 39000 Deputy Director
19 64 70	Rs 28000 x 1000 - 34000 Divisional Environment Officer Divisional Scientific Officer
19 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Environment Officer (New Grade) Senior Scientific Officer (Environment) (New Grade)
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Environment Officer Scientific Officer
19 34 58	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Technical Officer/Senior Technical Officer (Environment) (Personal) <i>formerly Technical Officer (Environment) and Senior Technical Officer (Environment)</i>
19 23 46	Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Environment Enforcement Assistant

Salary Code	Salary Scale and Grade
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Laboratory Attendant
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Maintenance Assistant
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Resource Centre Attendant
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant

22. MINISTRY OF PUBLIC INFRASTRUCTURE, LAND TRANSPORT AND SHIPPING

PUBLIC INFRASTRUCTURE DIVISION

- 22.1 The Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division), besides its central administration at Head Quarters, has a core Technical Division which comprises the Engineering Section, the Architect Section and the Quantity Surveying Section. The Division is responsible for the design and implementation of all government building projects; maintenance of government buildings, advising on all matters relating to contract management; making recommendations for the preparation and implementation of building codes and legislation; and controlling of building developments in rural areas through the issue of building permits and the enforcement of the Building Act.
- 22.2 During the course of financial year 2002-2003, the Technical Division of the Ministry has been actively involved in the implementation of over 200 building projects for different Ministries and Departments, amounting to over Rs 1.9 billion. The major projects relate to extension/construction of secondary schools, hospitals and sports complexes.
- 22.3 The day-to-day administration of the Public Infrastructure Division of the Ministry of Public Infrastructure, Land Transport and Shipping rests with the Permanent Secretary who is assisted by officers in the grades of Principal Assistant Secretary and Assistant Secretary. The Technical arm is broadly structured as follows: Engineering Section, Architect Section, Quantity Surveying Section and the Plaine Lauzun Mechanical Workshop, headed by the Chief Engineer (Civil Engineering), the Chief Architect, the Chief Quantity Surveyor and the Chief Mechanical Engineer respectively. The Materials Testing Laboratory falls under the Engineering Section. It is headed by a Materials Testing Officer and manned by Senior Technical Officers, Technical Officers and employees of the Laboratory Attendant Cadre working under his supervision. With regard to the former Road Section, the functions have been transferred to the Road Development Authority, a body corporate under the umbrella of the Ministry.

- 22.4 The Ministry has reported recruitment and retention problems in the grades of Landscape Architect and Quantity Surveyor. It has not been possible to recruit Landscape Architect due to unavailability of candidates and has faced serious difficulty to retain Quantity Surveyors. To remedy the situation in the short run, the Ministry has initiated action to recruit advisers in the field of Quantity Surveying from India.
- 22.5 In this report, we are strengthening the structure of the technical arm of the Ministry and improving the salary and career structure to ease the chronic problem of recruitment and retention and encourage school leavers to opt for these fields of study.
- 22.6 In this context, we are harmonising the structures of the Mechanical Engineer's Cadre and the Quantity Surveyor's Cadre with those of the Civil Engineer's Cadre and the Architect's Cadre by the creation of new grades of Deputy Chief Mechanical Engineer and Deputy Chief Quantity Surveyor respectively. We are also improving the structure of the Inspectorate Cadre, restyling certain grades to more appropriate job appellations and abolishing grades which are no longer required. Additionally, we have made recommendations to tackle the problem of scarcity in the domain of Quantity Surveying.

Deputy Chief Mechanical Engineer (New Grade)

- 22.7 The Mechanical Engineering Section maintains the vehicles and plants of all Ministries except for the Police Department, the Ministry of Health and Quality of Life and the Fire Services. The fleet maintained comprises over 1000 vehicles made up of 150 makes/models. The type of repairs performed at the workshop requires knowledge of the latest technological developments incorporated in vehicles and machinery. The other Government workshops have also recourse to the Mechanical Engineering Section for difficult maintenance problems. Further, some 500 Government vehicles involved in accidents are surveyed each year by the officers of the Mechanical Engineering Section. The Mechanical Engineering Section also provides assistance to the Ministry of Health in the maintenance of Diesel Generators in all hospitals.

22.8 Given the size and importance of the services provided by the Mechanical Engineering Section, there is need for a new grade of Deputy Chief Mechanical Engineer to deputise for the Chief Mechanical Engineer.

Recommendation 1

22.9 We recommend the creation of a new grade of Deputy Chief Mechanical Engineer for the Plaine Lauzun Mechanical Workshop. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Mechanical Engineer reckoning at least two years' service in a substantive capacity in the grade.

Automobile Electronics Technician (New Grade)

22.10 The high level of technological developments in the construction of modern vehicles has resulted in the advanced application of electronics in the monitoring and control of mechanical systems. The type of repairs effected at the workshop requires an in-depth knowledge of the latest technological developments incorporated in vehicles and machinery, thus ensuring the prompt repairs and maintenance of such highly sophisticated vehicles. In the light of the foregoing, we are providing a new grade of Automobile Electronics Technician to work jointly with the Mechanics and Electricians.

Recommendation 2

22.11 We recommend the creation of a new grade of Automobile Electronics Technician. Appointment thereto should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including Physics and Mathematics; and Part II Technician Certificate in Electronics Engineering awarded by the City and Guilds of London Institute or equivalent qualifications acceptable to the Public Service Commission; and reckoning at least three years' experience in the repair of electronics equipment, preferably in automobile Electronics System.

Deputy Chief Quantity Surveyor (New Grade)

22.12 During the past years, there has been a continuous increase in Government projects, comprising new constructions like schools, hospitals, youth centres, sports complexes, police stations and renovations/maintenance of existing infrastructures. With the increase in volume, complexity of work and responsibilities, there is need for a strong Quantity Surveying Section in order to ensure effective cost management, increase in output and quality of work. In view thereof, a new post of Deputy Chief Quantity Surveyor is proposed.

Recommendation 3

22.13 We recommend the creation of a new grade of Deputy Chief Quantity Surveyor. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Quantity Surveyor reckoning at least two years' service in a substantive capacity in the grade.

Senior Quantity Surveyor

22.14 At present, to be eligible for promotion to the grade of Senior Quantity Surveyor, a Quantity Surveyor needs to reckon two years' post chartership experience.

22.15 On account of the acute and chronic scarcity in the domain of Quantity Surveying, we are, besides improving the structure, bringing certain flexibility into the system as a temporary measure to facilitate the recruitment of staff the Ministry needs and the retention of staff the Ministry has.

Recommendation 4

22.16 We recommend that the requirement of two years' post chartership experience for promotion to the grade of Senior Quantity Surveyor be reduced to one year as a temporary measure to tackle the problem of retention and recruitment. Once the situation is improved, the Ministry may revert to the former arrangement.

Quantity Surveyor's Assistant Cadre

- 22.17 The Quantity Surveyor's Assistant Cadre consists of three levels namely Quantity Surveyor's Assistant, Senior Quantity Surveyor's Assistant and Principal Quantity Surveyor's Assistant.
- 22.18 This cadre has proved to be a very useful one in matters of Quantity Surveying and has provided the necessary sub professional support to the few professionals in post.
- 22.19 We are, therefore, improving the present structure and restyling the grades in the cadre to more appropriate job appellations to reflect the nature of the duties and responsibilities befalling on the incumbents.

Recommendation 5

- 22.20 We recommend that the grades of Quantity Surveyor's Assistant, Senior Quantity Surveyor's Assistant and Principal Quantity Surveyor's Assistant be restyled Technician (Quantity Surveying), Senior Technician (Quantity Surveying) and Principal Technician (Quantity Surveying) respectively.**

Recommendation 6

- 22.21 We further recommend the creation of a new grade of Chief Technician (Quantity Surveying). Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Technician (Quantity Surveying).**

Inspector of Works Cadre

- 22.22 Today, there are on the establishment of the Public Infrastructure Division 6 Chief Inspectors of Works, 6 Senior Inspectors of Works, 39 Inspectors of Works and 187 Assistant Inspectors of Works.
- 22.23 These officers are posted in the districts and report to Engineers in charge of the respective regions. It is therefore felt that for a proper supervision and coordination of the activities of this category of officers and for an optimal allocation/redeployment of resources, as and when necessary, to cope with

operational requirements islandwide, there is need for a grade at the apex to head the Cadre.

Recommendation 7

22.24 We recommend the creation of a new grade of Superintendent of Works to be promotional, on the basis of merit and experience, from officers in the grade of Chief Inspector of Works.

Trainee Engineer

22.25 Under the vote of the Ministry, there exists a grade of Trainee Engineer as well as provisions for Trainees in Engineering/Architecture/Quantity Surveying.

22.26 As the Ministry no longer recruits Trainee Engineers, there is no administrative and practical necessity of maintaining this grade on its establishment.

Recommendation 8

22.27 We recommend that the grade of Trainee Engineer be abolished.

Recruitment and Retention Problems in the Field of Quantity Surveying.

22.28 With the mass of infrastructural developments taking place in various sectors such as Education and Health, the shortage of Quantity Surveyors cannot be left unattended. We are, therefore, introducing an element of flexibility in the remuneration system for this category of scarce professionals.

Recommendation 9

22.29 We recommend that Management should, in the first instance, readvertise vacancies in the grade of Quantity Surveyor on the basis of the new remuneration package inclusive of fringe benefits.

22.30 Should the results of competition for appointment on entry to the grade of Quantity Surveyor still show that the initial salary is insufficient, we recommend that, as a temporary measure to tackle the problem of scarcity, Quantity Surveyors may be recruited on a point of entry higher than the

initial provided for in the recommended salary scale in the coming five years, in accordance with the provision of paragraph 22.31 below.

- 22.31 We also recommend that the Ministry of Civil Service Affairs and Administrative Reforms may, subject to the assent of the High Powered Committee, approve the higher salary point, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.**

Hours of Work - Inspectors of Works Cadre

- 22.32 Assistant Inspectors of Works work from 7.00 a.m to 4.00 p.m and Inspectors of Works, Senior Inspectors of Works and Chief Inspectors of Works from 8.00 a.m to 4.00 p.m. This element has been taken care of in the salary scales recommended for the respective grades.

Trainee in Engineering/Architecture/Quantity Surveying

- 22.33 Engineers, Architects and Quantity Surveyors (after graduation) are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force and subsequently to be able to practise. In that connection, Training Schemes were introduced in various Ministries to allow these professionals to obtain such training. During the training period the graduates are paid a fee of Rs 9570 monthly.

Recommendation 10

- 22.34 We recommend that the fee payable be revised to Rs 13800 monthly.**

- 22.35 Representations have been received that these trainees in Engineering/Architecture/Quantity Surveying are not eligible to any form of travelling expenses. We are making appropriate recommendation to that end.

Recommendation 11

- 22.36 We recommend that trainees in Engineering/Architecture/Quantity Surveying who use their car for official travelling in the discharge of their**

duties should be refunded their travelling expenses based on the distance travelled at the rate of Rs 2.95 per km or should be refunded bus fares.

Duty Allowance to Technical and Mechanical Officers – Plaine Lauzun Mechanical Workshop

22.37 The Technical and Mechanical Officers – Plaine Lauzun Mechanical Workshop are required to perform the work of examining, assessing, evaluating and reporting on damages sustained by Government vehicles involved in accidents. At present, they are entitled to a Duty Allowance of Rs 400 monthly.

Recommendation 12

22.38 We recommend that the quantum of the Duty Allowance payable to the Technical and Mechanical Officers be revised to Rs 480 monthly.

Survey Fees to Mechanical Engineers

22.39 The Mechanical Engineers of the Plaine Lauzun Mechanical Workshop are at present required to carry out a counter examination of all vehicles, purchased duty free by Public Officers, involved in accident and declared total loss by the insurance companies. These Officers are in receipt of a survey fee of Rs 400 per examination.

Recommendation 13

22.40 We recommend that the survey fee payable to the Mechanical Engineers be revised to Rs 480 per examination.

Examination Fees to Mechanical Engineers

22.41 The Mechanical Engineers of the Ministry are required to carry out examinations of vehicles modified and adapted for driving by handicapped persons and also examinations of all private buses on behalf of the National Transport Authority, for which they receive a fee of Rs 400 per examination.

Recommendation 14

22.42 We recommend that the fee payable to the Mechanical Engineers be revised to Rs 480 per examination.

MINISTRY OF PUBLIC INFRASTRUCTURE, LAND TRANSPORT AND SHIPPING**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
	ENGINEERING DIVISION
26 00 78	Rs 42500 Chief Engineer
26 68 75	Rs 32000 x 1000 -39000 Deputy Chief Engineer
26 64 70	Rs 28000 x 1000 - 34000 Principal Engineer
26 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Senior Engineer (Civil)
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Engineer (Civil)
26 00 78	Rs 42500 Chief Mechanical Engineer
26 68 75	Rs 32000 x 1000 -39000 Deputy Chief Mechanical Engineer (New Grade)
26 64 70	Rs 28000 x 1000 - 34000 Principal Mechanical Engineer
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Mechanical Engineer

Salary Code	Salary Scale and Grade
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Mechanical Engineer
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Technical and Mechanical Officer
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical and Mechanical Officer
22 21 44	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Automobile Electronics Technician (New Grade)
26 56 63	Rs 21600 x 800 - 27200 Principal Technical Officer (Civil Engineering)
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Technical Officer (Civil Engineering)
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer
26 00 78	Rs 42500 Chief Quantity Surveyor
26 68 75	Rs 32000 x 1000 -39000 Deputy Chief Quantity Surveyor (New Grade)
26 64 70	Rs 28000 x 1000 - 34000 Principal Quantity Surveyor
26 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Senior Quantity Surveyor

Salary Code	Salary Scale and Grade
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 – 27200 Quantity Surveyor
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 – 27200 Assistant Quantity Surveyor (Personal to officers in post as at 30.6.98)
26 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Quantity Surveyor
26 56 63	Rs 21600 x 800 - 27200 Chief Technician (Quantity Surveying) (New Grade)
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Principal Technician (Quantity Surveying) <i>formerly Principal Quantity Surveyor's Assistant</i>
26 45 53	Rs 15000 x 500 - 17000 x 600 - 19400 Senior Technician (Quantity Surveying) <i>formerly Senior Quantity Surveyor's Assistant</i>
26 23 47	Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Technician (Quantity Surveying) <i>formerly Quantity Surveyor's Assistant</i>
26 56 63	Rs 21600 x 800 - 27200 Superintendent of Works (New Grade)
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works
26 38 49	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works

Salary Code	Salary Scale and Grade
26 20 44	Rs7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
19 56 63	Rs 21600 x 800 - 27200 Materials Testing Officer
19 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Technical Officer (Materials Testing Laboratory)
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer (Materials Testing Laboratory)
25 39 45	Rs12600 x 400 - 15000 Workshop Supervisor
04 15 37	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Plan Printing Operator
25 31 41	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 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 Chief Wood Machinist Foreman

Salary Code	Salary Scale and Grade
24 26 37	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Senior Gangman
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Heavy vehicles above 5 tons) Driver (Mechanical Unit)
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Blacksmith Blinds Maker and Tarpaulin Mender Cabinet Maker Carpenter Coach Painter Diesel Test Bench Operator Fitter Locksmith Mason Motor/Diesel Mechanic Painter Panel Beater Plumber and Pipe Fitter Rattaner Sheet Metal Worker Tinsmith Turner and Machinist Typewriter Mechanic Welder Wood Machinist
24 17 32	Rs7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman Leading Hand
24 27 39	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Head Poler

Salary Code	Salary Scale and Grade
24 12 32	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Poler Vulcaniser
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 28 43	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Senior Laboratory Attendant
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Laboratory Attendant
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant Equipment Operator Toolskeeper (Plaine Lauzun – Workshop)
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Herbicide Sprayerman Toolskeeper
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Chainman Sprayerman Stores Attendant <i>formerly Storeman</i>

Salary Code	Salary Scale and Grade
24 03 20	Rs 5050 x125 - 5675 x 150 - 7325 x 175 - 7500 Gateman Lorry Loader Vehicle Cleaner
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
ARCHITECT'S DIVISION	
26 00 78	Rs 42500 Chief Architect
26 68 75	Rs 32000 x 1000 -39000 Deputy Chief Architect
26 64 70	Rs 28000 x 1000 - 34000 Principal Architect
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Architect
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Architect
26 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Landscape Architect
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer
26 56 65	Rs 21600 x 800 -28000 x 1000 - 29000 Chief Draughtsman

Salary Code	Salary Scale and Grade
26 50 59	Rs 17600 x 600 - 20000 x 800 - 24000 Principal Draughtsman
26 43 53	Rs14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Draughtsman
26 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
26 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Draughtsman

22.1 LAND TRANSPORT AND SHIPPING DIVISION

(LAND TRANSPORT)

- 22.1.1 The Land Transport and Shipping Division caters for inland transport planning, overall transport policy coordination, transport regulations, traffic management and road safety, and inter maritime communications.
- 22.1.2 The objective is to develop a transport system which is cost effective and sustainable economically and environmentally. To that end, the Ministry has set as its mission the building of a transport system responsive to the needs of the country and the people.

Traffic Management and Road Safety Unit

- 22.1.3 The Traffic Management and Road Safety Unit is a product of the merger of the Traffic Management Unit and the Road Safety Unit. Prior to the merging, both sections were functioning with a Chief Engineer as hierarchical Head and had responsibility mainly over classified roads.
- 22.1.4 With the coming into operation of the Road Development Authority, the Traffic Management and Road Safety Unit (TMRSU) now has responsibility practically over the whole island on classified as well as urban and rural networks.
- 22.1.5 Traffic management is also becoming very complex. With the ever increasing number of vehicles on our roads, traffic congestion is being looked into with particular attention and through a scientific approach. The TMRSU is, therefore, being solicited to implement necessary traffic and road safety measures.

Chief Engineer (New Grade)

- 22.1.6 In the light of the foregoing as well as the rapid development occurring in the traffic sector and in order to cope with the heavy work load arising from the management of traffic congestion and road safety problems, we are consolidating the structure of the TMRSU particularly at the top of the hierarchy through the creation of a new grade of Chief Engineer and one additional post of Principal Engineer. One Principal Engineer would be in charge of each of the two

executive arms of the TMRSU i.e the Traffic Management Branch and the Road Safety Branch.

Recommendation 1

22.1.7 We recommend the creation of a new grade of Chief Engineer on the establishment of the Land Transport and Shipping Division. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Principal Engineer reckoning at least two years' service in a substantive capacity in the grade.

Recommendation 2

22.1.8 We also recommend the creation of one additional post of Principal Engineer to be in charge of each of the two executive arms of the Traffic Management and Road Safety Unit (TMRSU) i.e the Traffic Management Branch and the Road Safety Branch.

Enumerator

Enumerator Supervisor

22.1.9 Given that traffic management and road safety are gaining new dimensions, the nature of the work of Enumerators and Enumerator Supervisor are also changing and their new assignments would require amendment to the relevant schemes of service and also a restyling of their job appellations.

22.1.10 According to the existing scheme of service for the grade of Enumerator, the duties are manual traffic counts, to assist in the input of road accident data, to assist in topographical survey and to collect data from traffic counter. However, the duties and responsibilities now include also road marking survey, traffic surveys and studies, parking survey (including parking inventory), assisting in inspection of traffic lights, evaluation survey for road safety campaigns, input of traffic data into computers, and traffic counts using automatic traffic counters.

Recommendation 3

- 22.1.11** We recommend that the grades of Enumerator and Enumerator Supervisor be restyled Traffic Census Officer and Senior Traffic Census Officer respectively.
- 22.1.12** We further recommend that the schemes of service for the grades of Traffic Census Officer formerly Enumerator and Senior Traffic Census Officer formerly Enumerator Supervisor be respectively amended to include the new duties and responsibilities set out above. These elements have been taken into account in the salary scales recommended for the two grades under reference.

LAND TRANSPORT AND SHIPPING DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT
26 00 78	Rs 42500 Chief Engineer (New Grade)
26 64 70	Rs 28000 x 1000 - 34000 Principal Engineer
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Engineer (Civil)
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Engineer (Civil)
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Technical Officer (Civil Engineering)

Salary Code	Salary Scale and Grade
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical Officer (Civil Engineering)
22 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 -19400 Technical Officer (Electrical & Electronics)
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works
26 38 49	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works
26 20 44	Rs7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
26 43 53	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Draughtsman
26 28 48	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
26 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Draughtsman
10 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Communication Officer (General) Communication Officer (Oriental)
20 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Senior Traffic Census Officer <i>formerly Enumerator Supervisor</i>

Salary Code	Salary Scale and Grade
20 16 41	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Traffic Census Officer <i>formerly Enumerator</i>
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Mason Painter
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 11 28	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Storeman</i>
25 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant (Road Marking) Tradesman's Assistant (Mason)
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

22.1 LAND TRANSPORT AND SHIPPING DIVISION

(SHIPPING)

22.1.13 The Division is responsible for the safety of ships, safety of life at sea, ships registration, the protection of marine environment with regard to operational discharges and carriage of cargo and for the supervision of engagement and discharge of seamen. It also ensures specialised training courses for seamen. Today, the Shipping Division comprises four sections, namely, Shipping Development, Ship Registration/Legal and Crew Matters, Technical and Training.

Training Section

22.1.14 The Sea Training School imparts training to officers of all categories of ratings including high-grade officers and its certificates are recognised internationally. The School is, at present, manned by a Principal, a Head, Engineering Department, a Head, Deck Department, Marine Training Officers and Instructors, Mechanical Workshop.

Technical Section

22.1.15 The Technical Section is responsible for all technical engineering and safety with regards to ships and the shipping industry. It enforces and implements maritime regulations. It is manned by officers in the grades of Deputy Director of Shipping, Maritime Surveyor/Engineering and Nautical Surveyor.

Maritime Surveyor/Engineering

22.1.16 Representation has been received to the effect that the appellation of Maritime Surveyor/Engineering should be restyled to reflect the duties actually being performed by incumbent. The Bureau is agreeable to the request and is restyling the post.

Recommendation 1

22.1.17 **We recommend that the grade of Maritime Surveyor/Engineering be restyled Marine Engineering Surveyor.**

22.1.18 The grades of Marine Engineering Surveyor, formerly Maritime Surveyor/Engineering and Nautical Surveyor, report directly to the Deputy Director of Shipping. We are strengthening the structure by providing for intermediate levels above the Marine Engineering Surveyor and the Nautical Surveyor.

Senior Marine Engineering Surveyor (New Grade)

Recommendation 2

22.1.19 **We recommend the creation of a grade of Senior Marine Engineering Surveyor to be promotional for officers in the grade of Marine Engineering Surveyor (formerly Maritime Surveyor/Engineering) who reckon at least four years' service in a substantive capacity in the grade.**

22.1.20 Incumbent would be required, *inter alia*, to assist in the implementation of the Merchant Shipping Act, supervise operations related to Marine Engineering matters including certification of vessels on the Mauritius Registry, conduct investigations and enquiries into shipping casualties, assist surveyors in their daily activities, conduct and perform surveys and inspections of national and foreign ships and coordinate and follow up activities in respect of search and rescue operations.

Senior Nautical Surveyor (New Grade)

Recommendation 3

22.1.21 **We recommend the creation of a grade of Senior Nautical Surveyor to be promotional for officers in the grade of Nautical Surveyor who reckon at least four years' service in a substantive capacity in the grade.**

22.1.22 Incumbent would be required, *inter alia*, to assist in the implementation of the Merchant Shipping Act, supervise operation related to Nautical and Safety matters including certification of vessels on the Mauritius Registry, initiate and

coordinate the development of procedures and ‘aide-memoires’ in relation to surveys and inspection of ships, supervise and conduct various examinations for the Certification of Seafarers and prepare reports required under International Conventions and Agreements, and analyse such reports and agreements and make recommendations for improvement of safety on board of ships.

Ship Registration/Legal and Crew Matters Section

22.1.23 This section is headed by a Superintendent of Shipping supported by an Assistant Superintendent of Shipping. It supervises the engagement and discharge of seamen, hears and settles disputes, inspects the safe manning of certificate of ships, issues port clearance to vessels leaving the port and looks into the general welfare of seamen.

Superintendent of Shipping

22.1.24 With the increase of activities in the port, the duties and responsibilities devolving upon the Superintendent of Shipping have also increased. The Superintendent of Shipping is also required to analyse and report on the legal implications of adhering to new International Maritime Conventions and the amendments proposed thereto, prepare draft regulations as may be required under the Merchant Shipping Act and implement ratified conventions, assist in the implementation of these Conventions and Codes, register ships under the Mauritian flags, supervise the conditions of engagement and discharge of seamen and apprentices, carry out inquiry into deaths occurring on board of Mauritian ships and foreign ships touching Mauritian ports and deal with their property. The scheme of service of the grade should reflect these duties and the post appropriately graded.

Recommendation 4

22.1.25 We recommend that the scheme of service of the Superintendent of Shipping be reviewed to include the above duties which have been taken into consideration in the recommended salary of the grade.

Shipping Development Section

22.1.26 This section is headed by the Secretary for Shipping Development who is assisted by officers of the Maritime Officer Cadre. It is responsible for ship registration in Mauritius and the promotion of the Mauritian Flag.

Maritime Officer

22.1.27 The Maritime Officer is required to compile, analyse and classify statistical data and to provide administrative support to the section. The scheme of service needs to be amended to include these new duties.

Recommendation 5

22.1.28 We recommend that the scheme of service of the grade of Maritime Officer be enlarged to include the above duties which have been taken into consideration in arriving at the recommended salary of the grade.

Extra Allowance to Superintendent of Shipping

22.1.29 The Superintendent of Shipping is paid an extra duty allowance of Rs 4500 monthly for frequent attendance at Capitainery Building, for duties in relation to Port Clearance after normal working hours, often at night and early morning.

Recommendation 6

22.1.30 We recommend that the allowance paid to the Superintendent of Shipping for frequent attendance in relation to port clearance after normal working hours at the Capitainery Building be revised to Rs 5400 per month.

SHIPPING DIVISION***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary

Salary Code	Salary Scale and Grade
13 00 80	Rs 45000 Director of Shipping
13 00 78	Rs 42500 Secretary for Shipping Development
13 73 76	Rs 37000 x 1000 – 40000 Deputy Director of Shipping
13 68 73	Rs 32000 x 1000 – 37000 Senior Marine Engineering Surveyor (New Grade) Senior Nautical Surveyor (New Grade)
13 64 70	Rs 28000 x 1000 – 34000 Marine Engineering Surveyor <i>formerly Maritime Surveyor/Engineering</i> Nautical Surveyor Principal Maritime Officer
13 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Maritime Officer Superintendent of Shipping
13 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Assistant Superintendent of Shipping Maritime Officer
24 11 32	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 - 10000 Driver
SEA TRAINING SCHOOL	
06 64 70	Rs 28000 x 1000 – 34000 Principal, Sea Training School
06 51 66	Rs 18200 x 600 – 20000 x 800 – 28000 x 1000 – 30000 Head, Deck Department Head, Engineering Department

Salary Code	Salary Scale and Grade
06 50 58	Rs17600 x 600 – 20000 x 800 – 23200 Marine Training Officer (Personal)
06 34 56	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Marine Training Officer
06 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Instructor, Mechanical Workshop
13 34 45	Rs 10600 x 400 – 15000 Petty Officer
13 25 36	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11400 Boatswain
24 11 32	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 - 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 School Caretaker
24 06 24	Rs 5425 x 125 - 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

22.2 NATIONAL TRANSPORT AUTHORITY (NTA)

- 22.2.1 The National Transport Authority (NTA) is the regulatory body for implementing government policies and decisions relating to road transport, transport planning and their efficient management to sustain the social and economic activities of the country. It operates under the aegis of the Ministry of Public Infrastructure, Land Transport and Shipping and has a sub-office in Rodrigues. It ensures that a satisfactory level of transport is provided for both passengers and goods and advises the parent Ministry on matters concerning improvement in transport as a whole and on legislation governing vehicle licensing and operation.
- 22.2.2 The NTA, as a service-oriented department, is also responsible for the registration and transfer of ownership of motor vehicles; licensing of motor vehicles; collection of road tax and other licence fees; examination of motor vehicles as to their roadworthiness; licensing of bus conductors; enforcement of road transport legislation and monitoring the level of public transport and control of paid parking zones.
- 22.2.3 The Road Transport Commissioner is the administrative head of the NTA and is assisted in his task by a Deputy. There are two main units: the Transport Planning Unit under the responsibility of the Transport Planner and the Technical Unit headed by the Transport Controller. The Technical Unit is responsible for the enforcement of Legislations in connection with Road Traffic and other related Acts. It is organised into different sections to carry out its functions such as Vehicle Examination, Road Transport Inspection, Parking control. Each of these sections has a proper staff structure that is appropriate and which we are maintaining. However, representations have been received that in view of the increasing complexity of jobs in the Road Transport Inspectorate Cadre, it is necessary that the possession of higher academic qualification be made a requirement for movement up in the hierarchy so that officers are better equipped to shoulder higher responsibilities. The Bureau concurs with this view, the moreso, as officers do follow courses in Transport Management for the proper

performance of their duties. We are allowing some time to enable officers in post to acquire the relevant qualifications.

Recommendation 1

22.2.4 We recommend that

- (i) promotion to the grade of Senior Road Transport Inspector should be, on the basis of merit and experience, of officers in the grade of Road Transport Inspector possessing a Certificate in Transport from the Chartered Institute of Logistics and Transport and reckoning at least four years' service in a substantive capacity in the grade;**
- (ii) promotion to the grade of Principal Road Transport Inspector should be, on the basis of merit and experience, of officers in the grade of Senior Road Transport Inspector possessing a Diploma in Transport from the Chartered Institute of Logistics and Transport and reckoning at least three years' service in a substantive capacity in the grade; and**
- (iii) appointment to the grade of Chief Road Transport Inspector should be made by selection from among officers in the grade of Principal Road Transport Inspector possessing an Advanced Diploma in Transport from the Chartered Institute of Logistics and Transport and reckoning at least two years' service in a substantive capacity in the grade.**

Recommendation 2

22.2.5 We further recommend that the requirement of the additional qualification at (i), (ii) and (iii) above should become effective as from 1 July 2005 to allow officers in the cadre to acquire the necessary qualifications.

NATIONAL TRANSPORT AUTHORITY***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
26 00 78	Rs 42500 Road Transport Commissioner
26 68 75	Rs 32000 x 1000 – 39000 Deputy Road Transport Commissioner
26 64 70	Rs 28000 x 1000 – 34000 Transport Controller Transport Planner
26 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Assistant Transport Planner
26 41 50	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 - 17600 Senior Planning Assistant
26 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Planning Assistant
02 46 63	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Administrative Manager, National Transport Authority
08 54 63	Rs 20000 x 800 – 27200 Secretary, NTA Board
18 54 64	Rs 20000 x 800 – 28000 Chief Road Transport Inspector
18 47 57	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 22400 Principal Road Transport Inspector

Salary Code	Salary Scale and Grade
18 41 53	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 19400 Senior Road Transport Inspector
18 33 50	Rs 10300 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 - 17600 Road Transport Inspector
26 56 63	Rs 21600 x 800 – 27200 Principal Vehicle Examiner
26 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Vehicle Examiner
26 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Vehicle Examiner
18 30 47	Rs 9500 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Senior Traffic Warden
18 17 43	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Traffic Warden
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

23. MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS

23.1 The changing economic, technological and social scenarios are placing new demands and challenges on public sector organisations to deliver quality and timely services. The Ministry of Civil Service Affairs and Administrative Reforms as a central coordinating Ministry has a crucial role in providing the right impetus to enable the public service to act as a pacesetter and facilitator.

23.2 Given the national agenda to establish a competitive, dynamic and resilient economy against the backdrop of globalisation, fiscal constraints and increasing demand for better quality of services, the Ministry's overall task is becoming more complex and challenging as a driver, catalyst and facilitator for the development of effective and efficient human resources and for spearheading administrative reforms to create a performance-oriented public service.

23.3 The overall mission of the Ministry is to modernise the Public Service, based on a vision to achieve excellence and to ensure good governance. In line with this, it focuses on a set of strategic objectives and projects, which aim at bringing significant changes in the Public Sector during the medium term perspective. Its improvement parameters are encapsulated in five strategic areas, namely, human resource management/development, quality management, reengineering and restructuring, performance management and financial management. Several of these reform initiatives are well underway, including improvements to the Personnel Management Manual, training programmes for public officers, Gemba Kaizen, Work Improvement Teams (WITs), Staff Suggestion Scheme, Efficient Counter Services, Customer Charter, Code of Ethics, ISO 9000 Projects and the finalisation of the Total Quality Management and the Performance Management Framework.

- 23.4 The Ministry has established linkages and collaborative efforts with various stakeholders, including the Civil Service Unions to garner greater commitment and ownership in order to accelerate the process and make reforms more sustainable. As an important feature of good governance, emphasis is being placed on nurturing a public service ethos through training and the internalisation of core values such as integrity, accountability, commitment to quality service, productivity, to develop a public service that is both efficient, effective and disciplined.
- 23.5 The Ministry has six functional units, viz. Administrative Reforms, Conditions of Service, General Administration and Finance, Human Resource Management, Occupational Safety and Health, Training and Distance Learning.
- 23.6 The Secretary for Public Service Affairs is the Responsible and Accounting Officer of the Ministry. He is also the responsible officer for all grades in the Clerical, Executive, Personnel, Secretarial and Office Attendant Cadres. He is assisted in his task by two Permanent Secretaries as well as officers of the Administrative Cadre, Personnel Cadre and staff of the General Services.**
- 23.7 In view of the Ministry's overall responsibility for Civil Service Affairs and for Human Resource Management across the service, and considering its crucial role as driver, pacesetter and facilitator and the need for Administrative Reforms to proceed and succeed, the organization structures should not be inhibiting in any respect. We are, therefore, in this Review providing a mechanism to enable enlistment of the right expertise at the right time for posting in Ministries/Departments where the need is felt, strengthening the team responsible for Human Resource, reinforcing and upgrading the support services, redefining the job profiles of certain grades to suit present day requirements and making provision for a designated officer to attend to requests/complaints of officers falling under the responsibility of the Ministry.**

Secretary for Public Service Affairs

23.8 As mentioned above, the Secretary for Public Service Affairs is the Responsible and Accounting Officer of the Ministry.

23.9 We have made recommendations for the creation of a Senior Executive Service with, *inter alia*, a position of Senior Chief Executive to be filled on contractual terms or on an assignment basis to head major Ministries at Chapter 13 of this Report. We are making similar provisions for the position of Secretary for Public Service Affairs.

Recommendation 1

23.10 We recommend that, on vacancy arising, the position of the Secretary for Public Service Affairs be filled by a Senior Chief Executive on the terms and conditions provided for at Chapter 13 of this Report.

Senior Executive Service (Specialist)

23.11 We have elaborated at Chapter 13 which deals with the Prime Minister's Office, on the need to introduce new ways for attracting qualified and competent people for the highest levels of management and we have recommended the setting up of a fast track Senior Executive Service.

23.12 Similarly, there is a case to facilitate the recruitment and retention of experienced and talented professionals in several areas of the service as the existing arrangements do not allow qualified and experienced persons to join at the higher levels, except in an advisory capacity. We have in mind Specialists in the fields of Law, Architecture, Engineering, Quantity Surveying, Finance, International Affairs, Economic Affairs and others.

23.13 We are, therefore, providing for a Senior Executive Service (Specialist) to enable the enlistment of star quality candidates with the potential to assume higher positions particularly in fields where there is a scarcity of talented professionals or where they can make a significant contribution.

23.14 Such a provision will enable the service to tap diverse specialised expertise from other quarters and provide an opportunity to high flyers from within

the service. The arrangement is expected to have powerful knock-on effects giving the necessary push to adopt the right values and work cultures to meet the high standards against which government and its institutions are evaluated. It will equally provide the necessary training ground for higher level positions requiring exceptional leadership qualities.

Recommendation 2

- 23.15 We recommend the creation of a grade of Senior Executive (Specialist) in the Ministry of Civil Service Affairs and Administrative Reforms to be filled from among able and talented professionals possessing
- (a) **passes not below Grade 'B' in at least two subjects at the GCE 'A' level;**
 - (b) **a First or upper Second Class Honours Degree at Bachelor's Level or a professional qualification; and**
 - (c) **a Master's Degree or an equivalent qualification.**

Candidates should also have five years' experience in the relevant field.

- 23.16 Appointment to the position of Senior Executive (Specialist) would be made by the Public Service Commission on strictly contractual terms for a period of two years subject to the concurrence of the Prime Minister. Such contract would be renewable based on the officer having delivered his accountability in relation to the mandate of the organisation and according to the performance contract.

- 23.17 Incumbents in the position of Senior Executive (Specialist) would be posted in Departments or major sections/units of Ministries where they can design, coordinate, monitor, influence and trigger change and reforms as well as assist the Chief Executive/Permanent Secretary in the discharge of his duties and responsibilities. They would also be required, depending upon their discipline and posting, to do one or more of the following: legal drafting; assisting in policy/project formulation and decision making; forecasting and planning; co-ordinating project implementation; carrying out feasibility studies; drafting reports/legislations and participating in high level meetings/negotiations.**

Recommendation 3

- 23.18 The salary of the Senior Executive (Specialist) shall depend on his length of experience and be negotiable in the range of Rs 30000 to Rs 35000 for the first contract of two years; Rs 36000 to Rs 40000 for the second contract of the same duration and Rs 42500 to Rs 45000 for the third and subsequent contract. The package shall include a gratuity of 25% of the salary component. The other terms and conditions of employment shall be as recommended for contract officers.
- 23.19 The Senior Executive (Specialist), after having successfully completed four years in the Senior Executive Service, may with the concurrence of the Prime Minister be considered for appointment on contractual terms to the position of Permanent Secretary.

23.20 A public officer drawing a monthly salary of Rs 30000 or above and possessing the required qualifications mentioned at paragraph 23.15 above may also be considered for the position of Senior Executive (Specialist). If selected, the officer would, notwithstanding the provisions of paragraph 23.16, be assigned the duties and be eligible to an allowance representing the difference between his salary and the negotiated salary within the appropriate range.

A Strengthened Team for Human Resources

23.21 People are the lifeblood of organisations and the most important of all resources. The Personnel Management team comprising a seven level cadre under the Head, Personnel Cadre has made substantial contribution over the years in terms of advice to Head of Ministry/Department in the formulation and implementation of terms and conditions of employment and other human resource issues touching organisations. The members of the cadre have over the years earned themselves a place in the Corporate Management team of organisations. With development, however, the scope of “Personnel Management” has been enlarged and enriched.

23.22 The concept of Human Resource Management (HRM) connotes a larger spectrum of issues which also include gaining the commitment of the organisation’s key resources, that is, the people working for it. Strategic HRM in turn is concerned with the development and implementation of people strategies which are integrated with corporate strategies. One of the Human Resource strategies is to achieve a close match between corporate strategies and the objectives of the personnel functions.

23.23 Moreover, in the context of Reforms which are proceeding at an unprecedented pace in the Public Sector, the demand on the personnel cadre would increase considerably in terms of new functions and expectations. In this context, it is advisable to reinforce the team to facilitate the formulation and implementation of the Human Resource Strategies in the new environment.

Recommendation 4

23.24 We recommend that:

- (i) the grades of Head, Personnel Cadre and Deputy Head, Personnel Cadre be restyled Director, Human Resource Management and Deputy Director, Human Resource Management respectively;
- (ii) the grade of Principal Personnel Officer be restyled Chief Personnel Officer;
- (iii) Establishment Officers who have successfully completed the Diploma in Human Resource Management be allowed to proceed

incrementally up to salary point Rs 18200 in the master salary scale;
and

- (iv) **the schemes of service of the grades in the Personnel Cadre should be amended to reflect the changes taking place in the context of Reforms.**

23.25 We further recommend the creation of a new grade of Human Resource Management Officer at this stage and a grade of Senior Human Resource Management Officer to be recruited from Human Resource Management Officers with two years' experience at a later stage. Officers in the Human Resource Management Officer Cadre would report to the Director, Human Resource Management.

Human Resource Management Officer

23.26 Recruitment to the grade should be made by selection from two streams. Under limited competition, recruitment to the grade should be made by competition from among officers holding appointment in a substantive capacity in the Personnel Cadre not below the grade of Personnel Officer, possessing the Diploma in Human Resource Management or Diploma in Management with specialisation in Human Resource Management together with at least five years' post qualification experience in the Personnel Cadre. Under the open competition stream, candidates should hold a post 'A' Level Degree in Human Resource Management from a recognised institution with at least three years' experience in the field.

23.27 **Candidates both for open and limited competition should be assertive, tactful, proactive, dynamic and resourceful, possess excellent interpersonal and communication skills, an analytical mind and be capable to work under pressure.**

23.28 Incumbent would be required, amongst others, to interact with top management of organisations and personnel cadre staff, assist in triggering the performance management movement, formulate and implement Human Resource Management policies and carry out Training Needs Analysis.

Office Superintendent

23.29 The grade of Office Superintendent is promotional, on the basis of merit and experience, for officers of the Executive Cadre reckoning at least four years' service in a substantive capacity in the cadre. It was created with a view, *inter alia*, to have an officer responsible for taking stock of all problems relating

to infrastructure, office equipment and furniture and eventually ensuring that necessary action is taken. Furthermore, it was also expected that Office Superintendents would take over certain executive duties, formerly devolving upon the merged grade of Senior Executive Officer/Principal Executive Officer.

23.30 Given the nature of duties that have to be performed by this grade, dynamic officers with experience in Office Management are required. In order to enable the recruitment of officers of the appropriate calibre, the Scheme of Service of this grade needs to be amended to attract candidates who possess the required profile.

Recommendation 5

23.31 We recommend that, in future, appointment to the grade of Office Superintendent should be made by selection from among Higher Executive Officers reckoning at least four years' service and Executive Officers reckoning fifteen years' service in their respective grade and

- (i) have sound judgement and initiative as well as interpersonal and communication skills;**
- (ii) are prompt in problem solving, highly committed, proactive and resourceful; and**
- (iii) possess leadership qualities.**

23.32 Incumbents would be required, amongst others, to engage in or supervise the execution of a wide range of tasks/jobs which would ensure the smooth running of a Ministry/Department; maintain a conducive physical environment inside offices as well as in common places through the use of decorative plants, lightings, proper ventilation and keep and update the Register of Assets.

23.33 We further recommend that in organisations where neither an Assistant Secretary nor an Office Superintendent is posted, Higher Executive Officers who are required to organise official functions and welfare activities; provide proper office accommodation, furniture and equipment; ensure the effective use of office equipment and make arrangements for their proper

maintenance; monitor the use of Government vehicles and organise transport for official purposes; and ensure that the workplace is kept clean and tidy and that health and safety norms are observed, should be paid an allowance of Rs 1000 a month.

Executive Cadre

23.34 Some of the duties previously pertaining to the merged evanescent grade of Senior Executive Officer/Principal Executive Officer are, at present, being performed by officers of the Executive Cadre. Moreover, Higher Executive Officers are in charge of certain sections or units, performing an array of duties covering office administration, personnel, stores and even finance functions. Apart from these, Higher Executive Officers often provide assistance in the administration of Units/Divisions where there is no officer of the Administrative Cadre.

23.35 It is considered that Higher Executive Officers could be better equipped for the efficient conduct of the diverse functions and for the enhancement of the standard of proficiency through the provision of appropriate training.

Recommendation 6

23.36 **We recommend that the Ministry of Civil Service Affairs and Administrative Reforms should in collaboration with the University of Technology, Mauritius, mount an appropriate advanced course in Effective Office Management and Supervision including aspects of administrative law, local government, concept of productivity, efficiency and effectiveness, performance appraisal, management of change, customer care and conflict management, for Higher Executive Officers.**

23.37 **We further recommend that on successful completion of the course, Higher Executive Officers should proceed incrementally up to salary point Rs 18800 in the master salary scale.**

23.38 **We additionally recommend that an appropriate course in Office Management including aspects of work procedures in the public service, finance and assets management, registry procedures and supervision be mounted for Executive Officers. On successful completion of the course,**

Executive Officers should proceed incrementally up to salary point Rs 15500 in the master salary scale.

Special Clerical Officer (New Grade)

23.39 The grades of Clerical Officer and Higher Clerical Officer have been merged in the 1988 Chesworth Report. In all Ministries/Departments, officers in this grade perform support duties in administration, finance, personnel and even in technical fields. In several instances the seniormost Clerical Officer/Higher Clerical Officers are entrusted with certain duties which entail shouldering additional and higher responsibilities in specific fields. Both the Ministry of Civil Service Affairs and Administrative Reforms and the staff side have requested for a new position at this level. The Bureau concurs with the request and is recommending accordingly.

Recommendation 7

23.40 We recommend that a new grade of Special Clerical Officer be created. The grade should be filled by promotion, on the basis of merit and experience, of officers in the grade of Clerical Officer/Higher Clerical Officer reckoning at least 12 years' service in a substantive capacity in the grade and possessing knowledge of work procedures in the public service, ability and initiative in problem solving and organising, and supervisory skills.

23.41 Incumbents would be required, amongst others, to perform duties of a clerical nature involving a higher level of responsibility, provide clerical support to senior officers in the discharge of their duties and collect and process information.

Clerical Officer/Higher Clerical Officer

23.42 The grade of Clerical Officer/Higher Clerical Officer is a source grade for several specialised cadres such as Executive, Stores and Finance. Officers joining these cadres are generally required to follow appropriate certificate/diploma course for which, the minimum entry requirements are passes in at least two subjects at the General Certificate of Education 'A' level. Furthermore, to perform efficiently at these levels a certain degree of academic maturity is necessary. To this end, we are reviewing the entry qualification requirement of the grade.

Recommendation 8

23.43 We recommend that, in future, Clerical Officer/Higher Clerical Officers should be recruited from among candidates holding:

- (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education “Ordinary Level”; and**
- (ii) the General Certificate of Education with passes at ‘A’ Level in at least two subjects or an equivalent qualification acceptable to the Public Service Commission.**

Allowances

23.44 At present, Clerical Officer/Higher Clerical Officers posted at the Accountant-General's Division are paid an allowance of Rs 20 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office. Those replacing full time District Cashiers and Treasury Receiving Cashiers are paid an allowance of Rs 60 per day subject to a maximum of Rs 900 a month. This allowance has been extended to those Clerical Officer/Higher Clerical Officers posted in other Ministries and Departments who are required to perform cashier duties. We are reviewing the quantum of the allowance.

Recommendation 9

23.45 We recommend that the allowance paid to Clerical Officer/Higher Clerical Officers posted at the Accountant-General's Division be revised as follows:

- (i) Rs 25 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office.**
- (ii) Rs 75 per day subject to a maximum of Rs 1600 a month for replacing full time District Cashier and Treasury Receiving Cashier.**

23.46 We further recommend that:

- (i) the recommendation as at paragraph 23.43 (ii) be extended to Clerical Officer/Higher Clerical Officers of other Ministries and Departments who are required to perform cashier duties; and
- (ii) the scheme of service of the grade of Clerical Officer/Higher Clerical Officer be amended to include cashier duties. However, payment of the appropriate allowance would continue for the performance of the duties.

Attending to Requests/Complaints

23.47 Representations have been received that officers of the General Services who are posted in certain Ministries/Departments encounter difficulties with their representations pertaining to working environment and working conditions. This can be attributed to the fact that the cadres to which these officers belong fall under the responsibility of the Ministry of Civil Service Affairs and Administrative Reforms. While we consider that such issues should normally be addressed to the Responsible Officer of the Organisation where the officer is posted, it is admitted that some of these issues may require the intervention of the Ministry of Civil Service Affairs and Administrative Reforms.

Recommendation 10

23.48 We recommend that the Ministry of Civil Service Affairs and Administrative Reforms should designate an officer, not below the level of Personnel Officer, to be responsible for attending to requests/complaints of officers who belong to a cadre falling under its responsibility.

Secretarial Group

23.49 The Secretarial Group is an integral part of the administrative machinery providing secretarial services for the general administration of the Public Service. The group consists mainly of grades in the Word Processing Operator Cadre, Shorthand Writer Cadre, Reporter Cadre and also grades of Confidential Secretary and Personal Secretary. While officers in the Word Processing Operator Cadre are normally posted in Ministries and Departments, those in the Reporter Cadre are posted at the National Assembly.

Confidential Secretary

23.50 Confidential Secretaries are required to perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; arranging appointments, receiving visitors and dealing with enquiries. They also perform word processing and simple computer/data processing duties.

- 23.51 With a view to better equipping Confidential Secretaries to perform their duties in a more efficient and effective manner, it would be appropriate to provide them with the necessary opportunity to follow a relevant course.

Recommendation 11

- 23.52 **We recommend that the Ministry of Civil Service Affairs and Administrative Reforms should, in collaboration with the University of Technology, Mauritius or any other recognised institution mount an Advanced Secretarial Course including aspects of communication skills, work attitude, code of ethics, work procedures in the public service and customer care, for Confidential Secretaries.**
- 23.53 **We further recommend that on successful completion of the course Confidential Secretaries should proceed incrementally up to salary point Rs 18200 in the master salary scale.**

Senior Word Processing Operator

23.54 We additionally recommend that a Secretarial Course be mounted including aspects of work procedures in the public service, communication skills, work attitude, code of ethics, work procedures in the public service and customer care be mounted for Senior Word Processing Operators. On successful completion of the course, Senior Word Processing Operators should proceed incrementally up to salary point Rs 15000 in the master salary scale.

Shorthand Proficiency

23.55 As an incentive to enhance the skills of Word Processing Operators, those with Shorthand Proficiency are at present receiving incremental credits. This practice should continue.

Recommendation 12

23.56 We are retaining the present provisions for the grant of incremental credits to Word Processing Operators with Shorthand proficiency which are as hereunder:

- (i)** 80 words a minute - one increment;
- (ii)** 100 words a minute - one increment, subject to one increment having been granted previously for 80 words a minute, otherwise two increments;
- (iii)** 120 words a minute - one additional increment, subject to a maximum of three increments in all.

Allowance to Confidential Secretary

23.57 At present, an allowance is paid subject to approval on an *ad hoc* basis to Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, officers of the level of Permanent Secretary and above and at the Cabinet's Office who regularly work over and above their normal working week. This arrangement should continue.

Recommendation 13

23.58 We recommend that the present arrangement for the payment of an allowance on an *ad hoc* basis, subject to approval, to Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, officers of the level of Permanent Secretary and above and at the Cabinet's Office who regularly work over and above their normal working week be maintained.

Allowance to Officers other than Shorthand Writer

23.59 Officers other than Shorthand Writers are presently drawing an allowance of Rs 2.70 per folio of 90 words for taking shorthand notes and Rs 1.60 per folio of 90 words for copying notes of proceedings of Commissions of Enquiry and other similar tasks.

Recommendation 14

23.60 We recommend that the allowance for taking shorthand notes and for copying notes of proceedings of Commissions of Enquiry and other similar tasks be revised to Rs 3.25 per folio of 90 words for taking shorthand notes and Rs 1.90 per folio of 90 words for copying notes of proceedings of Commissions of Enquiry and other similar tasks respectively.

Staggered Hours

23.61 Officers in the grades of Shorthand Writer and Senior Shorthand Writer work at staggered hours and this element has been taken into consideration in the determination of their salaries.

MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 89	Rs 60000 Secretary for Public Service Affairs
02 00 85	Rs 52000 Permanent Secretary
08 68 73	Rs 32000 x 1000 – 37000 Director, Human Resource Management <i>formerly Head, Personnel Cadre</i>
08 65 70	Rs 29000 x 1000 – 34000 Deputy Director, Human Resource Management <i>formerly Deputy Head, Personnel Cadre</i>
08 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Chief Personnel Officer <i>formerly Principal Personnel Officer</i>
08 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Senior Personnel Officer
08 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Personnel Officer
08 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Establishment Officer
08 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resource Management Officer (New Grade)

Salary Code	Salary Scale and Grade
08 45 57	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 – 22400 Office Superintendent
08 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Higher Executive Officer
08 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Executive Officer
08 36 47	Rs 11400 x 400 - 15000 x 500 - 16000 Office Supervisor
08 28 44	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Special Clerical Officer (New Grade)
08 17 41	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerical Officer/Higher Clerical Officer
08 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Clerical Assistant/Senior Clerical Assistant (Personal)
08 47 56	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600 Senior Shorthand Writer
08 41 51	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18200 Shorthand Writer
08 33 50	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
08 26 44	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Word Processing Operator

Salary Code	Salary Scale and Grade
08 16 40	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
24 26 33	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Office Attendant <i>formerly Senior/Head Office Attendant</i>
24 17 28	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 Senior Office Attendant (New Grade)
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

24. THE MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

- 24.1 The mission of the Ministry of Labour and Industrial Relations is to protect fundamental rights of workers, promote collective bargaining, encourage social dialogue and project capacity building. It also ensures social protection of workers; allows collective bargaining at sectoral levels and promotes decent work in a conflict-free environment with a view to enhancing productivity without disrupting economic performance.
- 24.2 In the context of globalisation and liberalisation of international trade, the Ministry promotes constructive partnerships conducive to the economic, social and democratic issues of national interest concerning labour, law, capital and the state. It reinforces social dialogue with partners and strengthens industrial relations. The Ministry is putting emphasis on productivity, harmonious industrial relations, more employee participation, health and safety norms and the promotion of fundamental rights of workers.
- 24.3 The Ministry implements its policies through the National Remuneration Board, the Registry of Associations, the Labour Inspectorate and the Occupational, Safety and Health Inspectorate Divisions.

LABOUR INSPECTORATE DIVISION

- 24.4 The objectives of the Labour Inspectorate Division are to redress issues relating to work, review working procedures and foster human relationship in a conducive environment in order to promote efficiency. It has to intervene within very short time and settle industrial problems as promptly as possible with a view to preserving social peace and harmonious industrial relations.
- 24.5 The Labour Inspectorate Cadre consists of the following grades: Labour Inspector, Labour Officer, Senior Labour Officer, Principal Labour Officer, Deputy Chief Labour Officer and Chief Labour Officer.
- 24.6 With the impact of industrialisation and globalisation, work in industries has evolved in complexity and technicality. It is imperative that workers be guided,

informed and trained. It has, therefore, become essential that a certain degree of competence and skill be infused into the Cadre to enhance the delivery of service.

24.7 We are, therefore, reviewing the structure of the Labour Inspectorate Cadre, setting the entry qualification requirements and restyling the grades to more appropriate appellations.

Recommendation 1

24.8 **We recommend the creation of a grade of Labour and Industrial Relations Officer to be recruited by selection from among serving officers who reckon four years' service in a substantive capacity and who possess the Cambridge Higher School Certificate together with a Certificate in Industrial Relations from a recognised institution.**

24.9 **In the absence of qualified candidates, recruitment should be made as Trainee Labour and Industrial Relations Officer, by selection from among candidates possessing the Cambridge Higher School Certificate. Selected candidates should undergo on-the-job training and should successfully follow a course leading to a Certificate in Industrial Relations before appointment to the grade of Labour and Industrial Relations Officer.**

Recommendation 2

24.10 **We further recommend**

- (a) **that officers in the grade of Labour Inspector be absorbed into the new grade of Labour and Industrial Relations Officer;**
- (b) **the restyling of the grades in the Labour Inspectorate Cadre from:**
 - (i) **Labour Officer to Senior Labour and Industrial Relations Officer**
 - (ii) **Senior Labour Officer to Principal Labour and Industrial Relations Officer**
 - (iii) **Deputy Chief Labour Officer to Deputy Director, Labour and Industrial Relations**

- (iv) **Chief Labour Officer to Director, Labour and Industrial Relations.**

Recommendation 3

24.11 We also recommend that the Ministry of Labour and Industrial Relations should make necessary arrangements with the University of Technology or University of Mauritius or any recognised institution for the mounting of the appropriate course in Industrial Relations to be followed by officers of the Labour and Industrial Relations Cadre not possessing the qualification.

24.12 We further recommend that

- (a) officers in the grade of Labour and Industrial Relations Officer possessing a post ‘A’ level diploma in Industrial Relations or an equivalent qualification be allowed to proceed incrementally up to salary point Rs 17600 in the master salary scale;**
- (b) promotion to the grade of Senior Labour and Industrial Relations Officer should be made, on the basis of merit and experience, of Labour and Industrial Relations Officers who have successfully completed the Certificate in Industrial Relations or an acceptable equivalent qualification. The qualification requirement would take effect as from 1 July 2005; and**
- (c) promotion to the grade of Principal Labour and Industrial Relations Officer should be made, on the basis of merit and experience, from among Senior Labour and Industrial Relations Officers.**

OCCUPATIONAL SAFETY AND HEALTH INSPECTORATE

24.13 The Occupational Safety and Health Inspectorate was set up in 1981 after the ratification of the ILO Labour Inspection Convention of 1947. It enforces the Occupational Safety, Health and Welfare Act 1988 and provides security enforcement regarding Safety, Health and Welfare at the work place.

- 24.14 The objectives of the Occupational Safety and Health Inspectorate are to promote safety awareness and make Occupational Safety, Health and Welfare the concern of both employers and employees; consolidate, harmonise and update laws relating to Occupational Safety, Health and Welfare; extend its application to all the working population including self-employed persons; and cope with new technology, new social activities and new standards of safety.
- 24.15 The structure of the Occupational Safety and Health Inspectorate cadre consists of the following grades: Occupational Safety and Health Inspector, Senior Occupational Safety and Health Inspector, Principal Occupational Safety and Health Inspector, Chief Occupational Safety and Health Inspector and Head, Occupational Safety and Health Inspectorate.
- 24.16 With the expansion of industrialisation and investment in new technologies, focus has been mainly on quality production, competitiveness and the optimum use of human resources whereby work has become technical entailing a pressing need for precautionary measures. It is *sine qua non* that the working environment and conditions have to be monitored through visits, inspections, education and advice.
- 24.17 We are, therefore, consolidating the structure of the Occupational Safety and Health Inspectorate cadre and improving the appropriate entry qualification requirements to the Cadre.

Recommendation 4

- 24.18 We recommend that in future recruitment to the grade of Occupational Safety and Health Inspector be made by selection from among candidates possessing a Diploma in Occupational Health and Safety or an equivalent acceptable qualification from a recognised institution.**
- 24.19 We further recommend that officers in the grade of Occupational Safety and Health Inspector possessing a post 'A' level diploma in Occupational Health and Safety/Occupational Hygiene or equivalent qualification be allowed to proceed incrementally up to salary point Rs 17600 in the master salary scale.**

Head, Specialist Support Services (New Grade)

- 24.20 In the 1993 PRB Report, recommendation was made for the creation of an Engineering Unit in the Ministry of Labour and Industrial Relations to provide technical advice and training to Occupational Safety and Health Inspectors. Presently, the Ministry has on its establishment three Occupational Safety and Health Engineers reporting directly to the Head, Occupational Safety and Health Inspectorate.
- 24.21 With the introduction of new and more sophisticated machinery, equipment and production techniques, there will be need for more specialised staff. In addition to engineers, industrial psychologists, occupational disease specialists and industrial hygiene technicians would be required to provide specialist support in cases of accidents and wherever hazardous substances are used.
- 24.22 Given the growing importance of Occupational Safety and Health, we are reinforcing the structure of the Occupational Safety and Health Engineer Section through the creation of a grade of Head, Specialist Support Services.

Recommendation 5

- 24.23 **We recommend the creation of a grade of Head, Specialist Support Services. Appointment, thereto, should be made by selection from among officers in the grade of Occupational Safety and Health Engineer and other professionals of the unit drawing salary in a scale the maximum of which is not less than Rs 27200, reckoning at least seven years' experience in their grades and having a thorough knowledge of national legislations and policies on Occupational Safety and Health.**
- 24.24 The Head, Specialist Support Services would be responsible, *inter alia*, to manage the Specialist Support Services Unit, to plan, supervise and coordinate the work of the staff under his direct control and to coordinate the activities of the Specialist Support Services Unit with those of other Divisions of the Ministry. The incumbent would also be responsible to review and formulate Occupational

Safety and Health Legislations including Regulations, Code of Practice, Guidance Notes, Standards and Guidelines.

NATIONAL REMUNERATION BOARD

24.25 The National Remuneration Board was set up in 1974 with the coming into force of the Industrial Relations Act. Its main function is to propose wages and conditions of employment of workers in the private sector to the Minister of Labour and Industrial Relations.

24.26 Apart from the Chairman and Deputy Chairman, the technical staff of the National Remuneration Board comprises the Secretary for Pay Determination and the Compensation Officer. One Statistical Officer from the Central Statistical Office and one Labour Inspector provide support to the Board.

24.27 We are strengthening the structure by the creation of an additional level and the restyling of the grades of Secretary for Pay Determination and of Compensation Officer to more appropriate appellations.

Secretary for Pay Determination Compensation Officer

Recommendation 6

24.28 We recommend that the grades of Secretary for Pay Determination and Compensation Officer be restyled Head Remuneration Analyst and Remuneration Analyst respectively.

Senior Remuneration Analyst (New Grade)

Recommendation 7

24.29 We recommend the creation of a grade of Senior Remuneration Analyst to be promotional for the Compensation Officer now restyled Remuneration Analyst.

24.30 The Senior Remuneration Analyst would be required, among others, to assist the Secretary for Pay Determination now restyled Head Remuneration Analyst in his

duties, plan, supervise and coordinate the work of Remuneration Analysts, carry out job analysis and prepare job descriptions as input for the job evaluation exercise, conduct research work on monetary and non-monetary benefits and update relevant information pertaining to labour legislations/regulations on wages and other conditions of employment in general.

REGISTRY OF ASSOCIATIONS

- 24.31 The Registry of Associations deals with the registration and inspection of trade unions, associations and superannuation funds. It enforces legislations in compliance with the Employees Superannuation Fund Ordinance 1954, the Registry of Associations Act 1978, the Industrial Relations Act 1973 and certain provisions of the Sports Act and the Child Protection Act.
- 24.32 The Registry of Associations is headed by the Registrar of Associations and manned by the technical staff of the Inspector of Associations Cadre.

Registrar of Associations (with Legal Qualifications)

- 24.33 Following a recommendation made by the Management Audit Bureau, the Ministry of Labour and Industrial Relations has submitted that the Head of the Registry of Associations should be a legally qualified officer, considering the duties and responsibilities devolving upon the Registrar of Associations. We are, therefore, providing a salary for a grade of Registrar of Associations (with Legal Qualifications) as well.

Inspector of Associations

- 24.34 At present, appointment to the grade of Inspector of Associations is made by selection from among Trainee Inspectors of Associations who possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate and the Certificate of the London Chamber of Commerce and Industry in Accounting (level 3) formerly Higher Stage. Incumbents undergo on-the-job training in all aspects of work at the Registry of Associations for a minimum period of one year

but not exceeding two years. In view of the complexity of the nature of work and the level of responsibility, we are reviewing the qualification requirement.

Recommendation 8

24.35 We recommend that, in future, recruitment to the grade of Inspector of Associations should be made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer possessing the Certificate of the London Chamber of Commerce and Industry in Accounting (level 3) (formerly Higher Stage) or an equivalent qualification.

MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
	LABOUR ADMINISTRATION AND INDUSTRIAL RELATIONS
18 68 73	Rs 32000 x 1000 – 37000 Director, Labour and Industrial Relations <i>formerly Chief Labour Officer</i>
18 60 68	Rs 24800 x 800 – 28000 x 1000 – 32000 Deputy Director, Labour and Industrial Relations <i>formerly Deputy Chief Labour Officer</i>
18 60 67	Rs 24800 x 800 – 28000 x 1000 – 31000 Principal Labour Officer (Personal)
18 55 61	Rs 20800 x 800 – 25600 Principal Labour and Industrial Relations Officer <i>formerly Senior Labour Officer</i>

Salary Code	Salary Scale and Grade
18 44 56	Rs 14600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Labour and Industrial Relations Officer <i>formerly Labour Officer</i>
18 24 48	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Labour and Industrial Relations Officer <i>formerly Labour Inspector</i>
18 13 15	Rs 6425 x 150 – 6725 Trainee Labour and Industrial Relations Officer <i>formerly Trainee Labour Inspector</i>
18 14 40	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Labour Field Assistant
OCCUPATIONAL SAFETY AND HEALTH INSPECTORATE	
18 68 73	Rs 32000 x 1000 – 37000 Head, Occupational Safety and Health Inspectorate
18 60 68	Rs 24800 x 800 – 28000 x 1000 – 32000 Chief Occupational Safety and Health Inspector
18 55 61	Rs 20800 x 800 – 25600 Principal Occupational Safety and Health Inspector
18 44 56	Rs 14600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Senior Occupational Safety and Health Inspector
18 24 48	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Occupational Safety and Health Inspector

Salary Code	Salary Scale and Grade
26 64 70	Rs 28000 x 1000 – 34000 Head, Specialist Support Services (New grade)
26 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Occupational Safety and Health Engineer
02 68 73	Rs 32000 x 1000 – 37000 Head Remuneration Analyst <i>formerly Secretary for Pay Determination</i>
02 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Remuneration Analyst (New grade)
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Remuneration Analyst <i>formerly Compensation Officer</i>
REGISTRY OF ASSOCIATIONS	
18 68 73	Rs 32000 x 1000 – 37000 Registrar of Associations (with Legal Qualifications)
18 66 70	Rs 30000 x 1000 – 34000 Registrar of Associations
18 64 67	Rs 28000 x 1000 – 31000 Deputy Registrar of Associations
18 51 64	Rs 18200 x 600 – 20000 x 800 – 28000 Principal Inspector of Associations
18 41 52	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 18800 Senior Inspector of Associations

Salary Code	Salary Scale and Grade
18 25 46	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 15500 Inspector of Associations
18 13 15	Rs 6425 x 150 – 6725 Trainee Inspector of Associations (Personal)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Handy Worker <i>formerly Handyman</i> Watchman
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

25. MINISTRY OF WOMEN'S RIGHTS, CHILD DEVELOPMENT AND FAMILY WELFARE

- 25.1 The Ministry of Women's Rights, Child Development and Family Welfare envisions to have a society where the fundamental rights of women and children are respected and where human values within the family and the civil society are cherished. Since its setting up, it has been framing and executing policies and programmes geared towards upgrading the status of women, children and family units, safeguarding their rights, protecting them against all kinds of abuse and discrimination and ensuring their economic development and welfare within the civil society.
- 25.2 Its main objectives are to promote family welfare and safeguard a gender sensitive family unit; ensure protection of women and children from any form of discrimination, exploitation and abuse; empower women through education and training programmes and encourage them in income generating activities and ensure the overall development of children.
- 25.3 To further its objectives, the Ministry has set up under its aegis the National Women's Council, the National Children's Council and the National Women Entrepreneur Council. These parastatal bodies have been ascribed specific goals and objectives and the Ministry ensures delivery of services by closely monitoring their activities.
- 25.4 The main operational units at the Ministry are the Women's Unit, the Child Development Unit, the Planning and Research Unit and the newly created Family Welfare and Protection Unit. Each of these units has a core staff of required expertise over and above the general supporting staff. A few of the staff members are on secondment from the Police Department, Reform Institutions and the Sugar Industry Labour Welfare Fund. There has been reallocation of responsibilities across the units in the wake of new legislations and the need to re-engineer the units in the Ministry is now strongly felt. We are, in this Report, reinforcing the structure and providing for additional levels for effective and

efficient delivery of service. It is, however, understood that the new posts will be filled only on need arising.

WOMEN'S UNIT

25.5 The Women's Unit is responsible for the implementation of policies and programmes relating to the welfare of women. It enforces the Protection from Domestic Violence Act, endeavours to empower women through the organisation and management of courses conducted by the Home Economics Section and organises training, recreational and leisure activities for women in Women Centres amongst others.

25.6 The Head, Women's Unit who has the overall responsibility for the Unit is supported by officers in the Home Economics Officer Cadre comprising the Home Economics Organiser, the Senior Home Economics Officer and the Home Economics Officer and those of the Organising Officer Cadre comprising the Senior Organising Officer and Organising Officer.

Principal Organising Officer (New Grade)

25.7 At present, Organising Officers and Senior Organising Officers of the Women's Unit are mainly responsible for the organisation of activities related to the welfare of women and children. These activities include the provision of training in fields of interest, giving talks, conducting seminars and organising film shows in Women Centres across the island. There is need for an additional level to coordinate the activities, supervise the work of Senior Organising Officers and Organising Officers and to oversee the overall management of Women Centres.

Recommendation 1

25.8 **We recommend the creation of a new grade of Principal Organising Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Organising Officer reckoning at least three years' service in the grade.**

- 25.9 The Principal Organising Officer would be responsible, amongst others, for the overall management of Women Centres and for the coordination and supervision of the work of Senior Organising Officers and Organising Officers.

HOME ECONOMICS SECTION

- 25.10 The Home Economics Section provides training in the fields of food and nutrition, childcare, child development and home management. This training is imparted mainly to young girls and women, boys (both in school and out of school), youth waiting for employment and potential entrepreneurs. Courses are run in some 145 centres over the Island (Women Centres, Home Economics Resource Centres, Social Welfare Centres, Community Centres, Village Halls, Youth Centres, Municipal Halls, etc).
- 25.11 The Home Economics Organiser is the technical and administrative head of the section. She designs and administers the courses. The Senior Home Economics Officer is responsible for the supervision of work at the centres while the Home Economics Officers organise Home Economics classes and supervise the running of the courses. In the Centres, the courses are dispensed by Home Economic Instructresses, Community Welfare Assistants (of SILWF) and by Resource Persons employed on a part-time/sessional basis.
- 25.12 The organisation structure of this section is appropriate but given the responsibilities devolving upon the Senior Home Economics Officer, it is unlikely that only one officer can effectively supervise the 145 centres over the whole island. **The Ministry may consider increasing the establishment size for better monitoring, coordination, control and supervision of activities in these centres.**

Home Economics Officer

- 25.13 At present, recruitment to the grade of Home Economics Officer is made by selection from among holders of the Cambridge Higher School Certificate with a pass at Principal Level in either Food Studies or in Dress and Textiles together with a Diploma in Home Economics or Home Science. In the absence of fully

qualified candidates, those possessing the Cambridge Higher School Certificate are recruited. In view of the responsibilities of the job, we consider that recruitment to the grade should, in future, be made only from among holders of a Diploma or an equivalent qualification.

Recommendation 2

25.14 We recommend that, in future, recruitment to the grade of Home Economics Officer should be made by selection from among holders of a Diploma in Home Economics or Home Science.

25.15 We further recommend that officers in post not possessing the Diploma should be required to follow the course as early as possible.

CHILD DEVELOPMENT UNIT

25.16 The Child Development Unit (CDU) of the Ministry is responsible, *inter alia*, for the implementation of policies and programmes related to protection and welfare of children in line with the provisions of the convention of the Rights of the child and for the enforcement of the provisions of the Child Protection Act, which includes carrying out of enquiries into reported or suspected cases of child abuse and applying for Court Orders to commit children at risk to a place of safety.

25.17 It is manned by the Head, CDU, Coordinators, Senior Child Welfare Officers and Child Welfare Officers. Activities in the CDU have considerably increased during the past years as more and more cases of reported/suspected child abuse have been registered in its different branches across the island. The increase in work load and the need to systematically carry out campaigns for the protection of children in line with the provisions of the Child Protection Act and the United Nations Convention for the Rights of Children have rendered the tasks of the Unit more demanding. In order to better equip the Unit to meet its future challenges, we are reinforcing the organisation structure by creating a new grade of Principal Child Welfare Officer.

Principal Child Welfare Officer (New Grade)

Recommendation 3

25.18 We recommend the creation of a new grade of Principal Child Welfare Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Child Welfare Officers reckoning at least three years' service in the grade.

25.19 Incumbent would, amongst others, be responsible for the overall supervision of the work of Senior Child Welfare Officers and Child Welfare Officers.

Head, Family Welfare and Protection Unit (New Grade)

25.20 At present, there are two Units that deal with family matters: the Domestic Violence Intervention Unit (DVIU) which is staffed by officers of the Police Force responsible to handle cases related to domestic violence and the Family Counselling Service Unit which is staffed by Liaison Officers on secondment from National Women's Council to provide counselling services to all those who seek assistance, information and guidance on issues/problems relating to family matters. The Ministry has set up the Family Welfare and Protection Unit as a centralised structure to manage and co-ordinate the activities of the Domestic Violence Intervention Unit and the Family Counselling Service. It is responsible for developing appropriate policy, strategies and action plan with a view to promoting family welfare; safeguarding and consolidating the family and organising and co-ordinating activities relating to domestic violence, family stability, mass counselling, talks on family issues, international family day, etc. We are providing for a new grade to head the unit.

Recommendation 4

25.21 We recommend the creation of a new grade of Head, Family Welfare and Protection Unit. Recruitment thereto should be made by selection from among candidates holding a post 'A' Level degree in either Sociology/Psychology plus a postgraduate qualification in Social Studies/Management and reckoning at least three years' experience in the field of domestic/social/family issues/problems.

Family Welfare and Protection Officer (New Grade)

25.22 At present, the grades of Child Welfare Officer, Family Protection Officer and Organising Officer operate at grass root level to provide services related to family matters in different units. In view of the similarity of duties and in order to make an effective use of human resources the need is felt for a polyvalent grade that could be deployed in any one of the Units. With the creation of this new grade of Family Welfare and Protection Officer to take over duties devolving upon the grades mentioned above, the latter grades should become evanescent.

Recommendation 5

25.23 **We recommend the creation of a grade of Family Welfare and Protection Officer. Recruitment thereto should be made from among candidates possessing the Diploma in Social Work and reckoning at least three years' experience in Social Work.**

25.24 **We further recommend that Child Welfare Officers, Family Protection Officers and Organising Officers possessing the required qualifications and Liaison Officers on secondment to the Ministry from National Women's Council and performing the duties of counselling be given priority of consideration for appointment to the grade. On appointment, the Liaison Officers should continue to draw their respective salaries on a personal basis.**

25.25 **We also recommend that the grades of Child Welfare Officer, Family Protection Officer and Organising Officer should become evanescent.**

On-Call Allowance

25.26 Inspectors of Police, Police Sergeants, Police Constables, Child Welfare Officers, Nursing Officers, Probation Officers and Drivers posted at the Domestic Violence Intervention Service and the Child Abuse Intervention Service provide an emergency service on a rotational basis after office hours to attend to people in distress at nights, during weekends and on Public Holidays. These officers are paid "On-Call" and "In-Attendance" allowances.

25.27 The present arrangement for the emergency service is maintained and the allowances are revised.

Recommendation 6

25.28 We recommend that officers of the Family Welfare and Protection Unit staying 'On-Call' and attending to emergencies be paid allowances as follows:

Grade	Period	'On-Call' Allowance Rs	'In-Attendance' during On Call Rs/hour
Inspector of Police Police Sergeant Police Constable Child Welfare Officer Nursing Officer Probation Officer Family Welfare and Protection Officer (New Grade)	Weekdays 16.00 hours to 09.00 hours the following day	Rs 100 daily	Rs 50 per hour of attendance up to a maximum of Rs 250 per day/night period.
	Saturdays, Sundays and Public Holidays 09.00 hours to 09.00 hours the following day	Rs 150 daily	Rs 50 per hour of attendance up to a maximum of Rs 400 per day/night period.
Driver	Weekdays 16.45 hours to 07.45 hours the following day	Rs 65 daily	*
	Saturdays, Sundays and Public Holidays 07.45 hours to 07.45 hours the following day	Rs 100 daily	*
*Overtime at the rates in force for attendance outside normal working hours.			

25.29 The Ministry of Women's Rights, Child Development and Family Welfare has introduced a 24-hour Hot Line Service called "Service AMI Ecoute et Conseil". The main objective of this service is 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. The hot line service has been entrusted to Liaison Officers on secondment to the Ministry against payment of an all-inclusive allowance as follows:

- Rs 180 per day/night period on weekdays from 16.00 hours to 9.00 hours the following day.
- Rs 250 per day/night period on Saturdays, Sundays and Public holidays from 9.00 hours to 9.00 hours the following day.

25.30 We are maintaining the arrangement and revising the allowances paid.

Recommendation 7

25.31 We recommend that Liaison Officers who are required to provide first hand counselling and advice on the hot line should be paid all-inclusive allowances as follows:

Period	All-inclusive Allowance
Weekdays From 16.00 hours to 09.00 hours the following day	Rs 215 per day/night period
Saturdays, Sundays and Public Holidays From 09.00 hours to 09.00 hours the following day	Rs 300 per day/night period

MINISTRY OF WOMEN'S RIGHTS, CHILD DEVELOPMENT AND FAMILY WELFARE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
23 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Co-ordinator

Salary Code	Salary Scale and Grade
	WOMEN'S UNIT
23 64 70	Rs 28000 x 1000 - 34000 Head, Women's Unit
23 48 66	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 28000 x 1000 – 30000 Home Economics Organiser/Senior Home Economics Organiser <i>formerly Home Economics Organiser</i>
23 47 55	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Home Economics Officer
23 28 50	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 17600 Home Economics Officer
23 55 61	Rs 20800 x 800 – 25600 Principal Organising Officer, Women's Centre (New grade)
23 41 55	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Organising Officer, Women's Centre
23 24 48	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Organising Officer, Women's Centre(Personal)
23 18 19	Rs 7175 x 150 – 7325 Trainee Organising Officer (Women's Centre) (Personal)
23 24 48	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Family Protection Officer (Personal)
06 15 40	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Instructor (Personal)

Salary Code	Salary Scale and Grade
CHILD DEVELOPMENT UNIT	
23 64 70	Rs 28000 x 1000 – 34000 Head, Child Development Unit
23 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Principal Child Welfare Officer (New grade)
23 40 49	Rs 13000 x 400 – 15000 x 500 – 17000 Senior Child Welfare Officer
23 20 45	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Child Welfare Officer (Personal)
19 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Psychologist
PLANNING AND RESEARCH UNIT	
23 64 70	Rs 28000 x 1000 – 34000 Head, Planning and Research Unit <i>formerly Principal Co-ordinator</i>
FAMILY WELFARE AND PROTECTION UNIT	
23 64 70	Rs 28000 x 1000 – 34000 Head, Family Welfare and Protection Unit (New grade)
23 25 48	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Family Welfare and Protection Officer (New grade)
24 20 35	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Driver (Bibliobus)

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

26. MINISTRY OF FOREIGN AFFAIRS AND REGIONAL CO-OPERATION

- 26.1 The Ministry of Foreign Affairs and Regional Co-operation is responsible for the implementation of the foreign policy as laid down by government.
- 26.2 The Ministry's mission is to develop and implement a foreign policy that safeguards and promotes the national interests of the Republic of Mauritius and contributes towards the building of a secure, equitable, democratic and peaceful international community. In the field of regional cooperation, the Ministry aims at enhancing economic growth and achieving sustainable development.
- 26.3 During the last couple of years, emphasis has been on economic diplomacy with a view to enabling Mauritius integrate fully in the process of globalisation. In this respect, the Ministry either at bilateral level or through multilateral organisations is consolidating and maintaining the gains from the Africa Growth and Opportunity Act, the Cotonou Agreement, the Sugar Protocol and the multitudes of Trade, Economic, Political and Cultural Agreements signed between Mauritius and other countries. The Regional Co-operation Division assumes a co-ordinating role in regional co-operation matters and provides back up to negotiations at bilateral, regional and international fora.
- 26.4 The diplomatic service has today expanded both in size and importance. It has evolved from a small number at the initial stage to a body of professionals with diplomatic experience.

Secretary for Foreign Affairs

- 26.5 According to present provisions, the duties and responsibilities of the grade of Secretary for Foreign Affairs are assigned to an officer drawing a salary of not less than Rs 37500 a month and possessing knowledge, experience and expertise in the field of diplomacy.
- 26.6 At present, the Management Audit Bureau is carrying out an exercise on the structure of the Ministry. We are, therefore, not making any recommendation as regards the structure except for the proposal in respect of the manner the post of Secretary for Foreign Affairs should be filled.

26.7 We have made recommendations at Chapter 13 in respect of appointment to a new position of Senior Chief Executive to be filled on contractual terms or on an assignment basis to head major ministries. We are making similar provisions for the position of Secretary for Foreign Affairs.

Recommendation 1

26.8 We recommend that, in future, consideration be given to the appointment of the Secretary for Foreign Affairs to be filled on contractual terms or on an assignment basis for a period of two years from among officers drawing a monthly salary of Rs 47500 and above with experience in diplomacy or foreign affairs.

Such contract would be renewable, or tenure of assignment extended, subject to the officer's performance and continued relevance of his competence.

26.9 An officer entrusted this position on contractual or assignment terms would be eligible to an allowance representing the difference between the pay set for the Senior Chief Executive and the substantive salary of the officer. The officer would also be eligible to a gratuity of 25% of salary plus the allowance if appointed on contract or an amount equivalent to 25% of the allowance if assigned the duties.

26.10 A public officer on permanent establishment assigned the duties of the position of Secretary for Foreign Affairs may, at the start of the assignment, opt not to take the "amount equivalent to 25% of the allowance" and in return the years of service as Secretary for Foreign Affairs shall be deemed to be pensionable service subject to the provisions of (a), (b) and (c) below. On the officer's retirement, the pensionable emoluments shall be those of the Senior Chief Executive provided that

EITHER

(d) he has successfully served for a period of two years;

- (e) he has 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 reverted at his own request; and
- (f) at the time of his reversion/retirement he has reached the age of 50.

OR

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

Entertainment Allowance

26.11 At present, Ambassadors posted locally are paid an entertainment allowance of Rs 3000 a month for being called upon to receive and entertain representatives of foreign countries and also to reciprocate invitations received. We are extending the payment of the entertainment allowance to the Secretary for Foreign Affairs on the same ground.

Recommendation 2

26.12 We recommend the payment of an entertainment allowance of Rs 3600 a month to the Secretary for Foreign Affairs and Ambassadors who are very often called upon to receive and entertain representatives of foreign countries and to reciprocate invitations received, while posted at Head Office.

26.13 Officers of the Diplomatic Cadre posted abroad are paid Foreign Service Allowance and other Related Allowances to enable them to maintain a standard of living compatible with their rank in the country of posting. Recommendations in respect of these allowances have been made at Chapter 15 of Volume I of the Report.

MINISTRY OF FOREIGN AFFAIRS AND REGIONAL CO-OPERATION***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 89	Rs 60000 Secretary for Foreign Affairs
02 00 85	Rs 52000 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 00 82	Rs 47500 Minister Counsellor/Deputy High Commissioner
02 68 75	Rs 32000 x 1000 - 39000 First Secretary
02 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Second Secretary
08 45 58	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Attaché (Administration)
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 05 23	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Storeman</i>

Salary Code	Salary Scale and Grade
REGIONAL CO-OPERATION	
02 00 82	Rs 47500 Director, Regional Co-operation
02 68 75	Rs 32000 x 1000 - 39000 Assistant Director, Regional Co-operation
02 64 70	Rs 28000 x 1000 - 34000 Principal Regional Co-operation Analyst
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Regional Co-operation Analyst
02 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Regional Co-operation Analyst
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

27. MINISTRY OF EDUCATION AND SCIENTIFIC RESEARCH

- 27.1 The Ministry of Education and Scientific Research is responsible for the general progress and development of the educational system and, among others, has to ensure the effective direction, development and co-ordination of all educational activities, the recruitment and training of teachers, the progressive development of practical education suited to age, ability and aptitude of the pupils and relevant to the needs of the country. Its main responsibilities are to provide free pre-primary, primary and secondary education and to provide, expand and develop the tertiary education.
- 27.2 Since 2001, the Ministry has embarked on a programme of reforms involving the replacement of ranking by a grading system at the primary level, implementation of a new broad-based curriculum reform project for the primary sub-sector with the inclusion of such subjects as Citizenship Education, Science, History, Geography, The Arts etc. The reforms also provide for the inclusion of a pre-vocational stream in secondary schools, introduction of the School IT Project, introduction of a National Literacy and Numeracy Strategy, setting up of Form I to Form V Schools, separate Form VI Colleges and the development of a Quality Assurance Mechanism for the education sector.
- 27.3 The Education Services are organised under the following main sections: Pre-Primary, Primary, Secondary and Tertiary. The Ministry is also responsible for Career Guidance and the Library Service.
- 27.4 A number of parastatal bodies are also under its aegis namely: Tertiary Education Commission, University of Mauritius, University of Technology, Mahatma Gandhi Institute, Mauritius Institute of Education, Mauritius College of the Air, Mauritius Examinations Syndicate, Conservatoire de Musique Francois Mitterrand, Rajiv Gandhi Science Centre Trust Fund, Private Secondary Schools, Private Secondary Schools Authority, Mauritius Research Council, the Technical School Management Trust Fund and Rabindranath Tagore Institute, amongst others. As regards the pre-primary education, its promotion is the responsibility

of the Pre School Trust Fund. We are making appropriate recommendations in respect of these institutions in Volume II Part II of our Report.

- 27.5 In this Chapter, we are making recommendations in respect of those grades particular to the Ministry of Education and Scientific Research.

PRIMARY SECTOR

- 27.6 In the context of the reform programme, a study on the status of teachers in the primary sector was entrusted in 2001 to a committee chaired by Mr. Sewraj, then Acting Chief Technical Officer of the Ministry. The Committee Report, known as the Sewraj Report, has been submitted to the Bureau for consideration in the context of this Review. The Report proposes, among others, the upgrading of the qualification requirements of Trainee Teacher, the creation of a new grade of Mentor, a reduction in leave entitlement and an increase in working hours as well as an increase in salaries.
- 27.7 The various Unions of Teachers in the primary sector have requested that the salary of Teacher/Senior Teacher be aligned with that of Teacher of the Private Secondary Schools. Moreover, in the context of this Report, the pre-primary teacher has requested parity with the primary school teachers, the primary with the secondary, the secondary with the tertiary, and in the tertiary sector, the Lecturer has requested a merger with the Senior Lecturer.
- 27.8 We have carefully examined the proposals contained in the Sewraj Report as well as the proposals made by the various Unions. It is noted that each sub-sector in the Education Sector has its own specificity. The structures, the number of levels, the qualification requirements and the job content differ from one sub-sector to another. While we are conscious of the important responsibility which rests on job incumbents in the primary sector, more particularly in the context of reforms, we consider that there should be a reasonable relationship between pay across all sectors in general and across the educational sector in particular, based on proper evaluation. We have, therefore, worked out our salary and other recommendations for each sector and sub-sector in the relevant sections of the

Report, based on a common framework, while taking into account the specificity of each sector and sub-sector. The proposals of the Sewraj Report have been considered and appropriate recommendations made for the primary sector.

Trainee Teacher

27.9 At present, enlistment to the grade of Trainee Teacher is made from among candidates possessing credit in five subjects at the Cambridge School Certificate. Given the duties and responsibilities devolving upon teachers in general, we concur that there is need to review the qualification requirements.

Recommendation 1

27.10 We recommend that enlistment to Trainee Teacher (Primary School) should be from among candidates possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics and having at least two subjects at GCE 'A' level.

27.11 Trainees will be required to undergo a two-year training course, both theoretical and practical, in all aspects of the work of Teacher/Senior Teacher.

27.12 We also recommend that the Ministry should review its training strategy and scheme in line with the on-going reforms. The training dispensed at all levels should be focused on the requirements for effective performance.

Mentor (New Grade)

27.13 A new grade of Mentor has been created on the establishment of the Ministry to guide, assist and advise Trainee Teachers as well as to perform teaching duties. We are providing for the mode of recruitment to this grade.

Recommendation 2

27.14 We recommend that appointment to the grade of Mentor should be made by selection from among Teachers/Senior Teachers, reckoning at least 10 years' service in the grade and possessing the Advanced Certificate in Education.

Additional qualifications

27.15 Different salary scales are provided for Teacher/Senior Teacher, Deputy Head Teacher and Head Teacher/Senior Head Teacher holding additional qualifications. Additionally, provision is made for Teacher/Senior Teacher possessing the Teacher's Diploma (Primary).

Recommendation 3

27.16 We are recommending the revised salary scales for officers in these grades as hereunder:

Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000

Teacher/Senior Teacher possessing the Advanced Certificate in Education

Rs 14200 x 400 – 15000 x 500 – 17000 x 600 - 18800

Deputy Head Teacher possessing the Certificate in Educational Management

Rs 16500 x 500 – 17000 x 600 – 20000 x 800 - 21600

Head Teacher/Senior Head Teacher possessing the Advanced Certificate in Educational Management.

27.17 We also recommend that Teachers/Senior Teachers possessing a Teacher's Diploma (Primary) in addition to holding an Advanced Certificate in Education, should proceed incrementally in their salary scale up to salary point Rs 17000 to be read from the master scale.

Bibliobus Project**Recommendation 4**

27.18 We recommend that the monthly allowance of Rs 675 payable to Teacher/Senior Teacher performing duties of Animateur in the Bibliobus Project be revised to Rs 810.

Physical Education (Primary School)

27.19 Instructors – (Physical Education Primary School) are responsible for the teaching of Physical Movement Education in the primary sector. In the wake of

reforms, however, as all teachers will be required to teach Physical Education, the need for a specific grade to teach Physical Education only is no longer warranted. The Instructors (Physical Education Primary School) can, however, provide their expertise in the category of schools which are in less developed regions.

Recommendation 5

27.20 We recommend that the grade of Instructor – (Physical Education Primary School) be restyled Health and Physical Education Instructor.

27.21 Incumbent would be required, among others, to plan, organise and run physical education activities, develop a School Health Promoting Plan, set up and run a School Health Promoting Committee, implement and monitor the supplementary Meal Programme, organise workshops on Health Nutrition/Physical Development with Parents, Non-Governmental Organisations (NGOs) and the Community, and plan and organise inter-Zone d'Education Prioritaire (ZEP)/non ZEP sports activities.

27.22 These duties have been taken into account in arriving at the salaries recommended.

Head Instructor (Physical Education Primary School)

27.23 This grade has been recently created but not filled. As the grade will no longer be needed, we are abolishing it.

Recommendation 6

27.24 We recommend that the grade of Head Instructor (Physical Education Primary School) be abolished.

Incentive Allowance

27.25 In the context of the Literacy and Numeracy Programme which forms part of reforms, teachers are being required to work for an additional 25 minutes daily. With effect from January 2003, they are being paid a monthly incentive allowance. This allowance, representing 12% increase in salary, ranges from Rs 800 to Rs 1900 depending on the grades and the salary points.

27.26 As explained at Chapter I in Volume I, 5% of the basic pay of teachers has been deducted from the allowance and integrated in the salaries recommended in line with what has been done in respect of the allowance paid as from January 2003 to all other grades in the Public Sector.

Recommendation 7

27.27 We recommend that Teachers/Senior Teachers, Instructors (Physical Education Primary School) now restyled Health and Physical Education Instructors, Deputy Head Teachers and Head Teachers who are required to put in 25 additional minutes daily in the context of the National Literacy and Numeracy Programme be eligible as from 1 July 2003 to a monthly allowance as hereunder, until the end of the project. The previous allowance should, therefore, lapse.

Grade	Salary (Rs)		Monthly Allowance (Rs)
	From	To	
Teacher/Senior Teacher	8025	9500	550
	9750	11800	700
	12200 and above		850
Health and Physical Education Instructor Deputy Head Teacher			1000
Head Teacher			1150

PRIMARY INSPECTORATE

Assistant Director (Primary)

27.28 The Assistant Director (Primary), besides performing his normal duties, is also responsible for school management.

Recommendation 8

27.29 We recommend that the scheme of service of the Assistant Director (Primary) be revised to reflect the new responsibility. This element has been taken into consideration in arriving at the recommended salary.

Primary School Inspector

27.30 Appointment to the grade of Primary School Inspector is made from among officers in the grade of Head Teacher/Senior Head Teacher reckoning at least three years' experience in the grade. With the creation of the grade of Mentor, there is need to review the mode of appointment to the post of Primary School Inspector.

Recommendation 9

27.31 We recommend that appointment to the grade of Primary School Inspector be made by selection from among officers in the grade of Head Teacher/Senior Head Teacher reckoning three years' service and from among officers in the grade of Mentor having eight years' experience.

Temporary Appointment

27.32 Representations have been received that officers in the grade of Head Teacher/Senior Head Teacher are appointed Primary School Inspectors in a temporary capacity in the first instance. They are required to successfully complete a training course of at least nine months' duration in order to be appointed Primary School Inspector. This course is, at times, not mounted within a reasonable period of time and substantive appointment is thus deferred. Officers, proceeding on retirement, are consequently penalised as they are unable to enjoy the benefits attached to the grade.

Recommendation 10

27.33 We recommend that the Primary School Inspector should be appointed in a substantive capacity, after having served in a temporary capacity for a period of six months, provided they are favourably reported upon.

SECONDARY SECTOR

Pre-Vocational Education

27.34 The Ministry intends to have a pre-vocational stream in all State Secondary Schools. As at 2001, there were 21 state schools offering pre-vocational

education, accounting for 41% of the total population enrolled in the pre-vocational schools.

- 27.35 This pre-vocational stream caters for children who have not been successful at the final Primary School Examinations and provides them with continued educational facilities focussing on functional literacy and numeracy. It prepares children for onward trade training programs, adaptation to changes in life, inculcation of good practices and habits for leading a healthy life-style.

Recommendation 11

- 27.36 We recommend that the Pre-Vocational stream in State Secondary Schools should be under the responsibility of the Rector.**

Teacher Secondary (Pre-Vocational) (New Grade)

- 27.37 Pre-Vocational Education is a specialised form of education and has its own specificity. As such, there is need for specific grades for this stream.

Recommendation 12

- 27.38 We recommend the creation of a grade of Teacher Secondary (Pre-Vocational). Recruitment thereto should be by selection from among holders of a Cambridge Higher School Certificate.**

During the probationary period, Teachers Secondary (Pre-Vocational) should complete the relevant training course, after which they should be allowed to join the salary scale at point Rs 8025.

- 27.39 Incumbent would be required, among others, to teach in prevocational class of State Secondary Schools; prepare scheme of work, weekly plan of work, lesson plans, notes and pedagogical materials required; plan and carry out examinations.

Education Officer (Pre-Vocational) (New Grade)

Recommendation 13

- 27.40 We recommend the creation of a grade of Education Officer (Pre-Vocational). Recruitment thereto should be by appointment of officers**

holding a post 'A' Level Diploma in Pre-vocational Education or a post 'A' Level Degree.

The appropriate salary scale for the grade should be:

Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 18800 QB 19400 x 600 - 20000 x 800 – 27200

27.41 We also recommend that officers in the grade of Education Officer (Pre-Vocational) possessing the post 'A' level degree should join the scale at salary point Rs 14200. Those possessing the Diploma would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the degree.

27.42 Incumbent would be required, among others, to teach in pre-vocational class of State Secondary Schools, plan and carry out examinations and other form of regular student performance evaluation and remedial classes and be responsible for civil and moral education.

Inspector (Pre-vocational)

27.43 A grade of Inspector (Pre-vocational) has recently been created following a Government decision to absorb officers in the grade of Supervisor of the Technical School Management Trust Fund. We are providing for the mode of recruitment to this grade.

Recommendation 14

27.44 We recommend that appointment to the grade of Inspector (Pre-vocational) should be from among holders of a post 'A' Level Degree and a post graduate Certificate or Diploma in Education or an equivalent qualification and having at least five years' experience in teaching duties in the Secondary Sector.

27.45 For the first intake, consideration may be given to persons serving as Supervisor in the Technical School Management Trust Fund responsible for

the pre-vocational training in the State Secondary Schools (Vocational) provided they possess a degree or an equivalent qualification.

Secondary Level

Education Officer

27.46 Education Officers are required, among others, to maintain discipline inside and outside the classroom, prepare lesson plans and submit for inspection as well as ensure the overall development of students - be it intellectual, emotional or moral.

Recommendation 15

27.47 **We recommend that the scheme of service of the Education Officer be amended to reflect these duties and responsibilities as these have been taken into consideration in arriving at the salary recommended for the grade.**

27.48 In the 1998 PRB Report, we recommended that Education Officers, possessing post 'A' Level or post Cambridge Higher School Certificate Degree or equivalent prescribed qualifications, would join the scale at salary point Rs 10770.

Recommendation 16

27.49 **We recommend that officers, joining the grade of Education Officer and possessing the post 'A' Level Degree, should join the recommended salary scale at salary point Rs 14200. Education Officers, possessing a diploma or a post Cambridge School Certificate degree and drawing less than Rs 14200, should on obtention of qualification required to cross the Qualification Bar (QB), be allowed to join the recommended salary scale at salary point Rs 14200.**

27.50 **We also recommend that officers, joining the grade of Education Officer as from 1 July 2003, should draw salary in the scale of Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18800 QB 19400 x 600 - 20000 x 800 - 27200; and those possessing a diploma would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the degree.**

27.51 We further recommend that the monthly allowance of Rs 1000 payable to Education Officers, not possessing the qualifications 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 1200 monthly. On obtention of the qualification required to cross the QB, Education Officers would be eligible to the salary point arrived at after adding the allowance to their basic salary and would draw the new determined salary or Rs 14200 whichever is the higher.

Dean (New Grade)

27.52 In the wake of reforms, there is need for a new grade to help inculcate a new work culture in schools and revitalise the teaching/learning process. The grade would be responsible for the introduction of pedagogical programmes for quality enhancement in student and teacher performance. The various subjects taught in secondary schools would be grouped into four clusters namely Humanities, Mathematics/Sciences, Commercial and Business Studies and Technical subjects. Each cluster would be headed by a Dean.

Recommendation 17

27.53 We recommend the creation of a grade of Dean. Recruitment thereto should be made by selection from among Education Officers possessing the qualification required to cross the Qualification Bar and reckoning at least 15 years' experience in the grade.

27.54 Incumbent would be required, among others, to provide leadership to members of the subject cluster, teach subject of specialisation for a minimum of ten periods weekly, advise on the improvement of teaching methods and on new trends in education; plan, implement, monitor and evaluate the curriculum and organise and run in-service courses for members of the subject cluster.

27.55 With the creation of the grade of Dean, the functions of the Head of Department would be taken over by the new grade.

Recommendation 18

- 27.56** We further recommend that pending the creation of the post of Dean, the allowance payable to an Education Officer acting as Head of Department be revised to Rs 960 monthly.

Rector

- 27.57 Over and above their normal roles of manager and pedagogue, Rectors are also responsible for developing and implementing new initiatives and innovative learning approaches that will maintain the required standard. The supervision and responsibility of the prevocational stream and the maintenance of discipline on the school compound also form part of their duties.

Recommendation 19

- 27.58** We recommend that the Scheme of Service of Rector be enlarged to reflect those duties which have been taken into consideration in arriving at the salary recommended for the grade.
- 27.59** We also recommend that the scheme of service of Rector be amended so that, in future, appointment to the grade of Rector should be by competition from among those officers in the grades of Administrator (Education) formerly Principal Education Officer, Senior Education Officer (Administration) (Personal), Deputy Rector and Dean who possess the post graduate Certificate or the Diploma in Education or a one-year full time (or equivalent part time) post graduate certificate or diploma in a subject relevant to education.

Principal Education Officer

- 27.60 School management and inspection as well as the enforcement of discipline in the State Secondary Schools, within a given zone, fall under the responsibility of an Assistant Director. The Principal Education Officers posted in zones perform both management and inspection duties. In the context of reforms, it is proposed to have a distinct structure for pedagogical Inspectorate and for school

management. The grade of Principal Education Officer, performing school management duties, needs to be restyled.

Recommendation 20

27.61 We recommend that the grade of Principal Education Officer be restyled Administrator (Education). In future, appointment to the grade of Administrator (Education) should be by selection from among officers in the grades of Deputy Rector, Dean and Senior Education Officer (Administration) (Personal).

27.62 Incumbent would be required to give support for a proper and rigorous School Management.

Senior Education Officer (Administration)

27.63 With the creation of the grade of Dean and the restructure in respect of school management and pedagogical inspection, the grade of Senior Education Officer (Administration) would no longer be required.

Recommendation 21

27.64 We recommend that the grade of Senior Education Officer (Administration) be made evanescent. We are providing personal salaries to incumbents in post.

NATIONAL INSPECTORATE

Secondary School Inspector

27.65 At present, recruitment to the grade of Secondary School Inspector is made from among officers in the grades of Senior Education Officer and Education Officer reckoning at least five years' service. With the widening of the scope of the Inspectorate, there is need to open recruitment for Education Officers of the Private Secondary School as well.

Recommendation 22

26.66 We recommend that appointment to the grade of Secondary School Inspector should, henceforth, be made from among officers in the grade of Education Officer of the State Secondary Schools, the Private Secondary Schools and the Mahatma Gandhi Institute, possessing the qualification required to cross the QB and reckoning at least five years' service in a substantive capacity.

EDUCATIONAL PSYCHOLOGY**Social Worker (Education) (New Grade)**

27.67 At present, there is only the grade of Educational Psychologist to provide educational psychology service to about 70,000 school population. To assist and support these Educational Psychologists in the day-to-day activities and to deal with minor recurrent issues, there is need to create a grade of Social Worker (Education) which would be the link between the School and the Educational Psychologist.

Recommendation 23

27.68 We recommend the creation of a grade of Social Worker (Education). Recruitment thereto should be from among holders of a Diploma in Social Work.

27.69 Incumbent would be required to liaise with the school, the community and the Educational Psychologists to identify cases of children needing special attention, work with children and provide proper counselling, visit students' families and provide practical assistance, identify school-going-age children who are not attending schools and provide guidance to their parents, and carry out parent's sensitisation programmes.

Information and Communication Technologies (ICT) Unit**Manager (ICT) (New Grade)**

27.70 All computer related issues are being dealt with by the National Computer and Information Technology Resource Centre (NCITRC). In view of the

implementation of the E-education and the E-Government projects, there is need to create a separate ICT Unit, headed by a Manager (ICT) and assisted by officers in the grade of Assistant Manager to ensure a proper monitoring and implementation of projects.

Recommendation 24

27.71 We recommend the creation of one post of Manager (ICT) and two posts of Assistant Manager (ICT), one to deal with ICT projects and the other to look after software and maintenance of hardware.

Recommendation 25

27.72 Recruitment to the grade of Manager (ICT) should be from among holders of a Degree in Computer Science and reckoning at least five years' post qualification experience in the field of IT and in the management of projects.

27.73 Appointment to the grade of Assistant Manager (ICT) dealing with ICT projects should be from among holders of a Degree in Computer Science and having at least three years' post qualification experience in the field of IT.

27.74 Appointment to the grade of Assistant Manager (ICT) looking after software and maintenance of hardware should be from among holders of a Degree in Computer Science and Engineering and having at least three years' post qualification experience in Systems Engineering (Hardware & Software).

SUPPORTING STAFF**School Clerk**

27.75 Officers in the grade of School Clerk are required, among others, to compile statistical data, keep accounts in respect of funds and effect payments, receive money due, perform simple computer/data processing work and run the School Library and the Multi Media Laboratory. In view of the foregoing, there is need to review the entry qualification requirement of the grade.

Recommendation 26

27.76 We recommend that, in future, recruitment to the grade of School Clerk should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and the General Certificate of Education with passes at ‘A’ Level in at least two subjects.

27.77 At present, School Clerks and Senior School Clerks are posted in every primary school to provide support services to the Head Teacher. In State Secondary Schools, the support services are provided by officers in the grades of Clerical Officer, Executive Officer, Higher Executive Officer and Usher. During school vacation, these officers may be called upon to provide their services in other sections of the Ministry where they can be gainfully utilised.

Recommendation 27

27.78 We recommend that, if the need arises, officers in the grades of School Clerk, Senior School Clerk, Clerical Officer, Executive Officer, Higher Executive Officer and Usher posted in Primary and Secondary Schools should be required to work in other sections of the Ministry during school vacation.

Usher (Education) (Male)**Usher (Education) (Female)**

27.79 At present, appointment to the grade of Usher (Education) (Male), is made by selection from among male officers in the grade of School Clerk, reckoning at least 8 years’ service in a substantive capacity. Likewise, for the grade of Usher (Education) (Female), appointment is made by selection from among female officers.

27.80 The *ad hoc* Committee Report (1999) recommended the creation of a grade of Senior School Clerk. With the creation of this grade, the mode of appointment to the grade of Usher (Education) (Male) and Usher (Education) (Female) has to be reviewed.

Recommendation 28

- 27.81** We recommend that the scheme of service of the grade of Usher (Education) (Male), now restyled Usher/Senior Usher (Education) (Male), should be amended so that, in future, recruitment be made by selection from among male officers in the grades of School Clerk and Senior School Clerk reckoning at least four years' service in a substantive capacity. In the absence of qualified candidates, appointment to the grade should be made from officers operating at Clerical Officer/Higher Clerical Officer level and possessing a Cambridge School Certificate with credit in five subjects including English Language, French, Mathematics or Principles of Accounts and passes at 'A' Level in at least two subjects or from officers operating at Executive Officer level reckoning experience in State Secondary Schools.
- 27.82** Similarly, the scheme of service of the grade of Usher (Education) (Female), now restyled Usher/Senior Usher (Education) (Female), should be amended so that, in future, recruitment be made by selection from among female officers in the grades of School Clerk and Senior School Clerk reckoning at least four years' service in a substantive capacity. In the absence of qualified candidates, appointment to the grade should be made from officers operating at Clerical Officer/Higher Clerical Officer level and possessing a Cambridge School Certificate with credit in five subjects including English Language, French, Mathematics or Principles of Accounts and passes at 'A' Level in at least two subjects or from officers operating at Executive Officer level reckoning experience in State Secondary Schools.
- 27.83** Incumbents, in addition to the normal duties of Usher, would be required to keep inventory of furniture and equipment and ensure their proper maintenance as well as oversee the school infrastructure and make arrangements for maintenance and repairs, assist in matters relating to health and safety, liaise between responsible party and Rector and provide pastoral care to students. These new elements have been taken into consideration in arriving at the recommended salary of the grade.

SPECIFIC CONDITIONS

Vacation Leave

27.84 At present, the provisions regarding Vacation Leave for Teachers of the Primary and Secondary Schools are as follows:

Length of Service (years)	Leave Earning Rate per annum (days)	Maximum Leave Accumulated
Up to 5	25	90
5 + to 10	30	120
10 + to 15	35	150
Over 15	35	180

27.85 Teachers do not earn Vacation Leave during periods of school holidays except for those periods where they are in attendance officially.

27.86 Teachers of both the primary and secondary sectors have long vacations. Absences from class during term time have serious adverse consequences in the proper running of schools. These include such problems as teacher replacement, completion of syllabi in time and children's security. At present, leave accumulated by teachers may spread from one school vacation to another, thus compounding the problem of replacement over a long period of time.

27.87 To address these weaknesses and to ensure the smooth running of the services during term time, specific provisions for teaching staff are being introduced.

27.88 We have recommended at Chapter 15 paragraph 15.4.10 that leave earning rate and ceiling in respect of teachers (primary and secondary) be maintained.

Recommendation 29

27.89 (i) We recommend that, subject to the exigencies of the service, a maximum of up to 50% of the annual vacation leave entitlement may be granted during term time.

- (ii) **Officers who have not taken advantage of the annual vacation leave entitlement during term time in a calendar year, should be allowed to cumulate up to 50% of the annual vacation leave entitlement over and above the leave ceiling annually. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during the leave prior to retirement, these officers should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

Scarcity Areas

27.90 At present, the Ministry is encountering difficulties in recruiting Education Officers for the teaching of certain languages such as Arabic and Mandarin. Representation has been made that there are candidates who are degree holders but do not possess the basic qualification as regards the Cambridge School Certificate or the 'A' Level. To ease the situation in the short term, we are reviewing the pre-degree qualification requirements for the grade of Education Officer in scarcity areas.

Recommendation 30

27.91 **We recommend that holders of a degree, who lack part or the whole of the School Certificate qualification, should also be considered for appointment to the grade of Education Officer in fields where the Authorities are facing difficulty to recruit candidates.**

Discipline

27.92 On the school compound, the problems of keeping discipline should be a concern for all members of the staff.

Recommendation 31

27.93 **We recommend that the schemes of service of Education Officer, Deputy Rector and Rector be amended so that the issue of maintaining discipline is explicitly included in their set of duties. This new element has been taken into consideration in arriving at the recommended salary.**

27.94 Assistant Directors and Directors are in charge of discipline and proper management of a number of schools and colleges in their zones. They are also required to supervise the work of the technical and non-technical staff under their responsibility.

Recommendation 32

27.95 We recommend that the schemes of service of the grades of Assistant Director and Director be amended to include the words “to ensure that schools under their responsibilities are properly managed”. This has been taken into consideration in arriving at the recommended salary.

MINISTRY OF EDUCATION AND SCIENTIFIC RESEARCH

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
06 00 82	Rs 47500 Chief Technical Officer (Education)
06 00 80	Rs 45000 Director Director <i>formerly Director (National Inspectorate)</i>
06 68 75	Rs 32000 x 1000 – 39000 Assistant Director Assistant Director <i>formerly Assistant Director (Inspectorate)</i> Principal Physical Education Organiser
06 64 70	Rs 28000 x 1000 – 34000 Administrator (Education) <i>formerly Principal Education Officer</i> Principal Primary School Inspector Rector Senior Physical Education Organiser Senior Secondary School Inspector

Salary Code	Salary Scale and Grade
06 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Dean (New Grade) Deputy Rector Inspector (Pre-Vocational) (New Grade) Pedagogical Inspector (Personal) Physical Education Organiser Secondary School Inspector Senior Education Officer (Administration) (Personal)
06 57 64	Rs 22400 x 800 – 28000 Senior Primary School Inspector Senior Supervisor Oriental Languages
06 47 63	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Music Organiser
06 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Educational Psychologist
06 34 63	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 QB 22400 x 800 – 27200 Education Officer Education Officer (Physical Education)
06 53 59	Rs 19400 x 600 – 20000 x 800 – 24000 Primary School Inspector Superintendent, Specialised Schools Supervisor Oriental Languages Supervisor (The Arts) <i>formerly Supervisor (Creative Education)</i>
06 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Liaison Officer

Salary Code	Salary Scale and Grade
06 48 56	<p>Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 21600</p> <p>Head, School for the Blind (possessing Advanced Certificate in Educational Management)</p> <p>Head, School for the Deaf (possessing Advanced Certificate in Educational Management)</p> <p>Head, School for the Subnormal Children (possessing Advanced Certificate in Educational Management)</p> <p>Head Teacher/Senior Head Teacher (possessing Advanced Certificate in Educational Management)</p>
06 46 54	<p>Rs 15500 x 500 – 17000 x 600 – 20000</p> <p>Assistant Supervisor Oriental Languages</p> <p>Head, School for the Blind</p> <p>Head, School for the Deaf</p> <p>Head, School for Subnormal Children</p> <p>Head Teacher/Senior Head Teacher</p>
06 41 54	<p>Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 20000</p> <p>Assistant Supervisor (The Arts) <i>formerly Assistant Supervisor (Creative Education)</i></p>
06 34 53	<p>Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400</p> <p>Liaison Officer</p> <p>Mentor (New Grade)</p>
06 43 52	<p>Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 18800</p> <p>Deputy Head Teacher (Oriental Languages) (possessing Certificate in Educational Management)</p> <p>Deputy Head Teacher (possessing Certificate in Educational Management)</p>
06 33 52	<p>Rs 10300 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 18800</p> <p>Instructor/Instructress School for the Blind (possessing Certificate in Educational Management)</p> <p>Instructor/Instructress School for the Deaf (possessing Certificate in Educational Management)</p> <p>Instructor/Instructress School for the Subnormal Children (possessing Certificate in Educational Management)</p>

Salary Code	Salary Scale and Grade
06 41 50	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 17600 Deputy Head Teacher Deputy Head Teacher (Oriental Languages) Health & Physical Education Instructor <i>formerly Instructor (Physical Education Primary School)</i>
06 31 50	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 17600 Instructor/Instructress School for the Blind Instructor/Instructress School for the Deaf Instructor/Instructress School for the Subnormal Children
06 28 47	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Teacher/Senior Teacher (Oriental Languages) (possessing Advanced Certificate in Education) Teacher/Senior Teacher (possessing Advanced Certificate in Education)
06 24 47	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Social Worker (Education) (New Grade)
06 23 45	Rs 8025 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Teacher/Senior Teacher Teacher/Senior Teacher (Oriental Languages)
06 22 45	Rs 7850 : 8025 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Teacher (Secondary – Prevocational) (New grade)
06 18 21	Rs 7175 x 150 – 7325 x 175 – 7675 Trainee Teacher Secondary

Salary Code	Salary Scale and Grade
06 15 17	Rs 6725 x 150 – 7025 Trainee Teacher Trainee Teacher (Oriental Languages)
04 64 70	Rs 28000 x 1000 – 34000 Manager (ICT) (New grade)
04 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Assistant Manager (ICT) (New grade)
04 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Computer Technician (NCITRC)
04 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Printing Machine Operator
05 64 70	Rs 28000 x 1000 – 34000 Head Library Cadre
05 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Librarian
05 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Librarian
05 45 58	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 – 23200 Senior Library Officer
05 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Library Officer

Salary Code	Salary Scale and Grade
05 33 45	Rs 10300 x 300 – 10600 x 400 – 15000 Senior Library Clerk
05 17 41	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Library Clerk
05 13 15	Rs 6425 x 150 – 6725 Trainee Library Clerk
18 64 70	Rs 28000 x 1000 – 34000 Principal Careers Officer
18 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Careers Officer
18 47 63	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Careers Officer
11 31 50	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 17600 Usher/Senior Usher (Education) (Female) <i>formerly Usher (Education) (Female)</i> Usher/Senior Usher (Education) (Male) <i>formerly Usher (Education) (Male)</i>
08 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Senior School Clerk
08 17 41	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 School Clerk

Salary Code	Salary Scale and Grade
08 16 40	Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13000 Word Processing Operator (Oriental Language)
26 38 49	Rs 12200 x 400 – 15000 x 500 – 17000 Inspector of Works
26 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Assistant Inspector of Works
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery) (On Roster)
25 31 41	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 13400 Foreman
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Blacksmith Cabinet Maker Carpenter Maintenance Assistant Mason Painter Plumber and Pipe Fitter Rattaner Tinsmith

Salary Code	Salary Scale and Grade
25 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Maintenance Handy Worker <i>formerly Maintenance Handyman</i> Tradesman's Assistant
24 28 43	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Senior Laboratory Attendant
24 12 37	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Laboratory Attendant Laboratory Attendant (NCITRC)
24 20 35	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Driver (Bibliobuses) Driver (Heavy vehicles above 5 tons)
24 17 33	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Senior/Head School Caretaker <i>formerly Senior School Caretaker</i>
24 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Driver (on roster)
24 17 32	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Gangman
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver Swimming Pool Attendant

Salary Code	Salary Scale and Grade
24 17 28	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 Senior Library Attendant (New Grade) Senior Workshop Assistant (New Grade)
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman Library Attendant Seamstress School Caretaker Workshop Assistant
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Cloakroom Attendant <i>formerly Female Cloakroom Attendant</i> Handy Worker <i>formerly Handyman</i> Lorry Loader
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

28. MINISTRY OF HEALTH AND QUALITY OF LIFE

- 28.1 The role and objectives of the Ministry of Health and Quality of Life are, *inter alia*, to plan and carry out measures for the promotion of health; provide facilities for the treatment of diseases by the maintenance of hospitals and dispensary services and develop a comprehensive health service in order to meet the health needs of the population. It also provides facilities for the training of medical and paramedical staff and controls the practice of medicine, dentistry and pharmacy.
- 28.2 In December 2002, the Ministry of Health and Quality of Life published a white paper on Health Sector Development and Reforms. The white paper reviews the progress that has been made in the last two years in the development of services and identifies new and expanded services that are necessary to secure in Mauritius the levels of health and of health services, that are enjoyed by people in developed countries.
- 28.3 The activities of the Ministry are co-ordinated by the Permanent Secretary, assisted by four Principal Assistant Secretaries and four Assistant Secretaries on the administrative side and by the Chief Medical Officer, four Principal Medical Officers, the Chief Hospital Administrator and a Chief Nursing Officer on the technical side.
- 28.4 The Principal Assistant Secretaries are the Heads of the Administrative Division which is concerned with the formulation of policy and the handling of all establishment and personnel matters, the control of public expenditure, and generally, all administrative and executive matters. The Chief Medical Officer who is the Head of the professional and technical side of the Ministry advises the Minister and the Permanent Secretary on the formulation of health policies and programmes in the curative, preventive and promotive fields and directs and supervises implementation of health programmes. He is also responsible for the smooth running of the work of all professional and technical officers of the Ministry.

- 28.5 For administrative convenience, the technical activities of the Ministry are organised into five regions, the support services and the health services in Rodrigues. The majority of the grades in the Ministry falls broadly under the following groups namely Medical, Pharmacy, Nursing, Medical Technician and Technologist, Medical Auxiliaries, Medical Records, Health Inspectorate and Workmen.

MEDICAL GROUP

- 28.6 The Medical Group comprises the following grades: Dental Surgeon/Senior Dental Surgeon, Specialist (Dental Services), Superintending Dental Surgeon, Consultant (Oral Surgery), Principal Dental Surgeon, Ayurvedic Medical Officer, Medical and Health Officer/Senior Medical and Health Officer, Community Physician, Emergency Physician, Occupational Health Physician, Specialist/Senior Specialist, Medical Superintendent, Consultant, Director, Emergency Services, Regional Public Health Superintendent, Regional Health Director, Principal Medical Officer and Chief Medical Officer.
- 28.7 Two new grades have recently been created, namely Clinical Director and Head, Occupational Health Unit. The Clinical Directors would be required for the main specialities and they would lead a team of Consultants, Specialists and Medical and Health Officers regarding, *inter alia*, the use of clinical protocols and for upgrading the quality of health care delivery services. The new grade of Head, Occupational Health Unit has been created against the abolition of the post of Consultant (Occupational Diseases).
- 28.8 Doctors are a key group of health professionals constituting the technical stratum in the chain of the Mauritian public health service. Doctors can generally be categorised into General Practitioners and Specialists. The total number of doctors in the country is projected to reach 1360 by the year 2005.

- 28.9 The doctor density for Mauritius currently stands at around 1165 population per doctor as compared to 750 for East Asia and 390 for the industrialised countries. A target of around 900 population per doctor has accordingly been set for the year 2005 taking into account the country's future economic development and likely constraints. The country will need an influx of some 45 doctors on average per annum over the next decade in order to meet the challenges imposed by rapid economic development and changes in the life style and structure of the population. With regard to dentists, the number operating in Mauritius (public and private) stood in the year 2000 at 146 and the number in the Public Sector was 47.
- 28.10 The survey carried out by the Bureau on recruitment and retention problems in the Public Sector has revealed that the Ministry has been encountering difficulties in recruiting suitable candidates for the grades of Specialist/Senior Specialist in certain disciplines and Medical and Health Officer/Senior Medical and Health Officer. Presently, out of 417 posts of Medical and Health Officer/Senior Medical and Health Officer, only 259 are filled. With regard to the grade of Specialist/Senior Specialist, out of 213 posts, only 159 are filled. To palliate the shortage of medical personnel, the Ministry is having recourse to the employment on contract of locals and expatriates, session/bank of doctors and employment of doctors on a month to month basis.
- 28.11 In this Report, we are strengthening the medical structure through the creation of the following new grades: Aids Physician, National Aids Coordinator, Senior Occupational Health Physician and Consultant (Orthodontics). We are also making recommendations for an upgrading of the medical profession in general to enable the Ministry to recruit the staff it needs and to retain the staff it has. Additional recommendations have also been made at Chapter 10 - Recruitment and Retention Problems in the Public Sector and Employment on Contract to further ease the situation in areas of scarcity.

Chief Medical Officer

- 28.12 **Should the recommendation concerning the position of Senior Chief Executive, made at Chapter 13 under the Prime Minister's Office, be implemented, the salary of the Chief Medical Officer should be reviewed to Rs 52000 a month.**

Consultant (Orthodontics) (New Grade)

- 28.13 Orthodontics is a speciality in dentistry dealing with the treatment of mal-occlusion in healthy children and the fixation of special apparatus in new born babies with cleft palate, with hare lip and in oncology patients with severe maxillo-facial deformity in close collaboration with the plastic and oral surgery. The multidisciplinary approach to the treatment of such patients has become urgent and the need is felt now for a new grade to intervene promptly together with other surgeons for the coordination of treatment and subsequent management.

Recommendation 1

- 28.14 **We recommend the creation of a new grade of Consultant (Orthodontics). Appointment thereto should be made by selection from among Dental Surgeons/Senior Dental Surgeons reckoning at least seven years' service in a substantive capacity and possessing a Degree or Diploma in Orthodontics.**
- 28.15 Incumbent would be required, amongst others, to perform clinical and other duties pertaining to his speciality; work in collaboration with other Specialists (plastic surgery and oral surgery) for the treatment of patients with cleft palate, hare lips and other major maxillo-facial oncological surgery; participate in surveys and research activities and contribute to the development of health programme related to his speciality; and organise and coordinate the work of Specialists throughout the Island and in Rodrigues.

Senior Occupational Health Physician (New Grade)

- 28.16 The Occupational Health Physician Cadre is made up of Occupational Health Physician and Head, Occupational Health Unit.

28.17 In line with Government's policy, the Occupational Health Unit has embarked on the project of a medical examination of all workers. There is, therefore, need for a grade to provide the link at regional levels in respect of the activities carried out by the Occupational Health Physicians and to plan and coordinate any research work and development project in consultation with the Head, Occupational Health Unit.

Recommendation 2

28.18 We recommend the creation of a new grade of Senior Occupational Health Physician. Appointment to the grade should be by promotion, on the basis of merit and experience, of officers in the grade of Occupational Health Physician reckoning at least four years' service in the grade.

28.19 Incumbent would be required, amongst others, to assist the Head, Occupational Health Unit in the day-to-day running of the Occupational Health Unit; be responsible for the running of the Health Quality Laboratory and the Poison Information Centre; conduct research and studies in the field of Occupational Health; prepare and supervise delivery of health education talks on Occupational Health; and be responsible for carrying out screening programmes for workers (Carnet de Santé).

AIDS UNIT

28.20 HIV/AIDS is not only a health problem, but has become a development crisis worldwide. In Mauritius, the prevalence of HIV/AIDS is low compared to African countries. However, the possibility of an expansion of the epidemic exists. In this respect, a National strategic HIV/AIDS plan has been formulated and is being implemented.

28.21 The Ministry has recently created an AIDS Unit to provide care and support to people with HIV/AIDS, including anti-retroviral treatment and counselling. There is a need to staff the Unit with officers of appropriate levels.

Recommendation 3

28.22 We recommend the creation of the grades of Aids Physician and National Aids Coordinator.

Aids Physician (New Grade)

28.23 Appointment to the grade of Aids Physician should be from fully registered Medical Practitioners and possessing any of the following qualifications: (i) the Diploma in Public Health; (ii) an MSc in Community Medicine; (iii) a Master in Public Health; (iv) a “Diplome en Santé Publique” issued jointly by the Mauritius Institute of Health and the University of Bordeaux II; and (v) the Certificate in Epidemiology together with at least two years' experience in the treatment of HIV/AIDS/ST1.

28.24 The Aids Physician would be required, amongst others, to assist the National Aids Coordinator in the prevention and training programmes; provide care and support to people living with HIV/AIDS, including anti-retroviral treatment and counselling; visit, examine and treat HIV/AIDS patients under treatment in other public hospital settings, including prison services; assist in the monitoring and evaluation of the prevention and treatment programmes, in the training of the medical and paramedical personnel and in the procurement of drugs for people living with HIV/AIDS.

National Aids Coordinator (New Grade)

28.25 Appointment to the grade should be by selection from among Community Physicians reckoning at least four years' experience in the treatment of HIV/AIDS/ST1 and from Aids Physicians having an aggregate of four years' experience in the treatment of HIV/AIDS/ST1.

28.26 The National Aids Coordinator would be required to advise the Ministry and the National AIDS Committee on the formulation of HIV/AIDS policies and related issues; coordinate the overall implementation of project programmes and activities including care and support for people living with HIV/AIDS, ensure the day-to-day smooth running of the AIDS secretariat, monitor the HIV/AIDS

epidemic and recommend any corrective measures; monitor and evaluate the implementation of the strategic plan and organise national, regional and international events related to HIV/AIDS.

Allowance for Extra Work in Community Health Centre/Area Health Centre

28.27 In order to satisfy the increasing needs of the population in certain Community Health Centres and Area Health Centres, provision is made for extended hours of service on weekdays, Sundays and public holidays. Medical and Health Officers/Senior Medical and Health Officers and Community Physicians posted to these institutions are required to provide a certain number of extra hours beyond their normal working hours.

28.28 At present, for work between 16.00 hours and 18.00 hours on weekdays and between 9.00 hours and 11.00 hours on Sundays and Public Holidays, Medical and Health Officers/Senior Medical and Health Officers are paid an allowance of Rs 110 per hour and Community Physicians Rs 135 per hour inclusive of travelling time.

Recommendation 4

28.29 **We recommend that for work between 16.00 hours and 18.00 hours on weekdays and between 9.00 hours and 11.00 hours on Sundays/Public Holidays, Medical and Health Officers/Senior Medical and Health Officers and Community Physicians should be paid allowances inclusive of travelling time as follows:**

Hours of Work	Medical and Health Officer/Senior Medical and Health Officer (Rupees)	Community Physician (Rupees)
Weekday	340	360
Sunday/Public Holiday	400	430

Allowance for Coverage of Night, Sunday and Public Holiday

28.30 Medical and Health Officers/Senior Medical and Health Officers are at present paid allowances for work performed over and above their normal working week in order to provide a 24-hour coverage as follows:

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	1250
Saturday 12.00 hours to Sunday 09.00 hours	1540
Sunday 09.00 hours to Monday 09.00 hours Public Holiday 09.00 hours to 09.00 hours the following day	1760

28.31 Community Physicians and Emergency Physicians performing similar hours of work as at paragraph 28.30 are paid allowances as follows:

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	1530
Saturday 12.00 hours to Sunday 09.00 hours	1890
Sunday 09.00 hours to Monday 09.00 hours Public Holiday 09.00 hours to 09.00 hours the following day	2160

Recommendation 5

28.32 We are revising the rates for work done at night, on Saturday afternoon, Sunday and Public Holiday by Medical and Health Officers/Senior Medical and Health Officers as follows:

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	1725
Saturday 12.00 hours to Sunday 09.00 hours	2130
Sunday 09.00 hours to Monday 09.00 hours	2435
Public Holiday 09.00 hours to 09.00 hours the following day	

Recommendation 6

28.33 We also recommend that Community Physicians and Emergency Physicians performing similar hours of work be paid as follows:

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	1895
Saturday 12.00 hours to Sunday 09.00 hours	2340
Sunday 09.00 hours to Monday 09.00 hours	2675
Public Holiday 09.00 hours to 09.00 hours the following day	

On-Call and Attendance Allowances

28.34 Specialists/Senior Specialists, Consultants and Director, Emergency Services are at present paid the following allowances when on call:

On-Call	Specialist (Rupees)	Consultant and Director, Emergency Services (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	360	430
Saturday 12.00 hours to Sunday 09.00 hours Sunday 09.00 hours to Monday 09.00 hours Public Holiday 09.00 hours to 09.00 hours the following day	540	645

28.35 When actually in attendance, an additional allowance of Rs 200 per hour is paid to Specialists/Senior Specialists and Rs 240 per hour to Consultants and Director, Emergency Services inclusive of travelling time.

Recommendation 7**On-Call and Attendance Allowances**

28.36 **The On-Call allowances for Specialists/Senior Specialists, Consultants and Director, Emergency Services are being revised as follows:**

On-Call	Specialist (Rupees)	Consultant and Director, Emergency Services (Rupees)
Weekday between 16.00 hours and 09.00 hours the following day	560	600
Saturday 12.00 hours to Sunday 09.00 hours Sunday 09.00 hours to Monday 09.00 hours Public Holiday 09.00 hours to 09.00 hours the following day	840	900

28.37 When attending hospitals, Specialists/Senior Specialists should now be paid Rs 400 per hour and Consultants and Director, Emergency Services Rs 425 per hour respectively, inclusive of travelling time.

Allowance to Regional Public Health Superintendent for coverage

28.38 Ships and aircrafts entering the port and airport are required to comply with certain Public Health Regulations. Regional Public Health Superintendents have to provide coverage at port and airport for these arrivals. These officers are also required to attend to any public health problem, including treatment of malaria cases, when on call, and to visit patients in private hospitals and/or at their place of residence. They are at present being paid an allowance of Rs 1350 a month.

Recommendation 8

28.39 We recommend that the allowance paid to Regional Public Health Superintendents for providing coverage at port and airport for arrival of ships and planes and for attending to public health problems including treatment of malaria cases after normal working hours be revised to Rs 1790 a month.

Consultants In Charge of Specialised Hospitals

28.40 There are three specialised hospitals namely the Subramania Bharati Eye Hospital at Moka; the Ear, Nose and Throat Hospital at Vacoas and the Poudre d'Or Hospital.

28.41 An allowance of Rs 1350 monthly is paid to Consultants who are in charge of these specialised hospitals for performing administrative duties in addition to their normal clinical duties.

28.42 Requests have been made for the payment of this allowance to be extended to the Consultant in charge of the Central Health Laboratory as well for the additional administrative duties.

28.43 We have analysed the issue and consider that some compensation should be given for the additional responsibilities shouldered.

Recommendation 9

28.44 We recommend that the allowance of Rs 1350 monthly payable to Consultants in charge of specialised hospitals be revised to Rs 1790 monthly. We further recommend that the allowance be extended to the Consultant in charge of the Central Health Laboratory.

Bank of Doctors

28.45 To palliate the shortage of doctors, the Ministry of Health and Quality of Life has set up a scheme whereby Medical Officers and Specialists from the private sector, including retired Medical Officers and Specialists below the age of 70, are considered for employment on a sessional basis as and when their services are needed.

28.46 Doctors operating at Medical and Health Officer/Senior Medical and Health Officer level are paid an all-inclusive allowance of Rs 500 per session of three hours during week days and an all-inclusive allowance of Rs 600 per session of three hours on Sundays and public holidays.

28.47 When they are required to provide coverage at night, during weekends and public holidays, they are paid the same rates as recommended for the grade of Medical and Health Officer/Senior Medical and Health Officer.

Recommendation 10

28.48 The all-inclusive allowance paid to doctors operating at Medical and Health Officer/Senior Medical and Health Officer level is being revised to Rs 750 per session of three hours during weekdays and to Rs 900 per session of three hours on Sundays and public holidays.

28.49 As regards coverage at night, during weekends and public holidays, the rates should be the same as those recommended for the grade of Medical and Health Officer/Senior Medical and Health Officer at paragraph 28.32.

- 28.50 Doctors operating at Specialist/Senior Specialist level are paid an all-inclusive allowance of Rs 600 per session of three hours during week days and Rs 750 per session of three hours on Sundays and public holidays.
- 28.51 When they are on call and they have to attend duty, they are paid the same rates as for the grade of Specialist/Senior Specialist.

Recommendation 11

- 28.52 The all-inclusive allowance paid to doctors operating at Specialist/Senior Specialist level is being revised to Rs 900 per session of three hours for week days and Rs 1125 per session of three hours on Sundays and public holidays.**
- 28.53 The “on-call” and “attendance” allowances should be same as recommended for the grade of Specialist/Senior Specialist at paragraphs 28.36 and 28.37.**
- 28.54 Doctors working under the Bank of Doctors Scheme and who are officially required to attend Courts from their place of posting are paid mileage allowance at approved rates.

Recommendation 12

- 28.55 We recommend that Doctors working under the Bank of Doctors Scheme and who are officially required to attend Courts from their place of posting be paid mileage allowance at approved rates.**
- 28.56 We further recommend that 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.**

Pre-Registration Training Scheme for Doctors

- 28.57 Newly qualified doctors undergoing pre-registration practical training in hospitals are paid an allowance of Rs 10470 monthly.

Recommendation 13

- 28.58 We recommend that the allowance paid to doctors during their pre-registration training be revised to Rs 17000 monthly.**

Allowance for the Medical Profession

28.59 Members of the medical profession are paid an allowance of Rs 7500 annually for expenses incurred for the purchase of medical books, journals and other publications needed for updating their knowledge in their fields and for developing new and efficient approaches to the treatment of diseases.

Recommendation 14

28.60 The allowance paid to members of the medical profession appointed in a substantive capacity for the purchase of medical books etc. is being revised to Rs 10000 annually.

Special Medical Service Allowance

28.61 A request from the Medical staff based at Headquarters has been made for the payment of a Non-Practising Medical Allowance and an extra allowance to compensate for being on duty round the clock to ensure the proper running of the Health Service. The Unions have made a similar request for payment of a Non-Practising Medical Allowance for members of the medical profession. The right to private practice is granted with the approval of the Minister in accordance with the Public Health Act to doctors who are holders of specialist qualifications. Under the provision of the Act, certain members of the medical profession, therefore, have the opportunity to supplement their earnings.

28.62 In the process of examining the claim for a Non-Practising Medical Allowance, it has been necessary to go into the comparability and relativity of the pay and grading structures of the medical profession with those of other categories of professionals in the Public Sector, based on relevant criteria such as degree of scarcity, length of study, cost of acquisition of skills, possibility of earnings in private practice, comparative promotion opportunities and/or promotion warranting additional skill/qualification, distinct nature of work, work load, responsibilities, and level of accountability.

28.63 We consider that, in order to ensure a package that would reward members of the medical profession, *inter alia*, for the input in terms of length of study and cost of

acquisition of skills in relation to other professions, there is need for some sort of extra compensation for this category of professionals. We are submitting a proposal to that effect to the High Powered Committee for consideration.

Recommendation 15

28.64 We recommend that the High Powered Committee considers the advisability of introducing a monthly Special Medical Service Allowance for members of the medical and dental profession who are not enjoying the privilege of private practice as follows: 6.2% of monthly salary to officers of the medical group drawing salary in a scale the maximum of which is Rs 35000 and reckoning at least 10 years' service in the grade and officers drawing salary in a scale the maximum of which is Rs 38000; 8.3 % to officers drawing salary in a scale the maximum of which is between Rs 40000 and Rs 42500 and 12.5 % to officers drawing salary more than Rs 42500.

28.65 The High Powered Committee should also consider the advisability of phasing the implementation of the recommendation.

Allowance for Retaining Medical Staff

Recommendation 16

28.66 We recommend that for the forthcoming five years members of the medical profession who have already qualified for full pension should be eligible for an allowance equivalent to 25% of their basic salary.

All-inclusive Allowance in lieu of Meal

28.67 Generally, doctors who work from 9.00 a.m. up to 4.00 p.m. the following day i.e. 31 hours continuously are provided with meals. At the Dr Yves Cantin Community Hospital where catering facilities are not available, doctors providing similar hours of work on the same pattern are paid an all-inclusive allowance of Rs 225 for that number of hours.

28.68 In respect of their services at the specified day and time below, the all-inclusive allowance in lieu of meal is Rs 150:

- (i) from Friday 9.00 a.m. up to Noon on Saturday;
- (ii) from Saturday 9.00 a.m. up to 9.00 a.m. on Sunday;
- (iii) from 9.00 a.m. to 9.00 a.m. the following day when this following day happens to be a public holiday.

Recommendation 17

28.69 We recommend that the all-inclusive allowance paid to doctors who are required to provide their services from 9.00 a.m. up to 4.00 p.m. on 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 270 for that number of hours.

28.70 In respect of their services at the specified day and time below, the all-inclusive allowance in lieu of meal is revised to Rs 180.

- (i) from Friday 9.00 a.m. up to noon on Saturday;**
- (ii) from Saturday 9.00 a.m. up to 9.00 a.m. on Sunday;**
- (iii) from 9.00 a.m. to 9.00 a.m. the following day when this following day happens to be a public holiday.**

Rent Free Telephone and Free Calls

28.71 At present, Medical Officers are granted rent free telephone and free calls for easy accessibility in view of the specific nature of their duties.

28.72 Requests have been made to extend these facilities to Dental Surgeons/Senior Dental Surgeons.

28.73 We also are of the view that these facilities should be given to facilitate communications with the community and authorities concerned.

Recommendation 18

28.74 We recommend that rent free telephone and free calls be granted to Dental Surgeons/Senior Dental Surgeons.

MINISTRY OF HEALTH AND QUALITY OF LIFE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
09 00 84	Rs 50000 Chief Medical Officer
09 00 83	Rs 48750 Director, Non-Communicable Disease Principal Medical Officer
09 00 82	Rs 47500 Principal Dental Surgeon Regional Health Director
09 00 80	Rs 45000 Clinical Director
09 00 78	Rs 42500 Consultant Consultant (Oral Surgery) Consultant (Orthodontics) (New Grade) Director, Emergency Services Head, Occupational Health Unit Health Director (Rodrigues) Regional Public Health Superintendent

Salary Code	Salary Scale and Grade
09 69 76	Rs 33000 x 1000 – 40000 Director, Medical Unit Medical Superintendent National Aids Coordinator (New Grade) Senior Occupational Health Physician (New Grade)
09 66 76	Rs 30000 x 1000 – 40000 Specialist/Senior Specialist Specialist (Dental Services) Superintending Dental Surgeon
09 62 74	Rs 26400 x 800 – 28000 x 1000 – 38000 Aids Physician (New Grade) Community Physician Emergency Physician Occupational Health Physician
09 59 71	Rs 24000 x 800 – 28000 x 1000 – 35000 Medical and Health Officer/Senior Medical and Health Officer
09 57 71	Rs 22400 x 800 – 28000 x 1000 – 35000 Ayurvedic Medical Officer Dental Surgeon/Senior Dental Surgeon

PHARMACY DIVISION

28.75 The Pharmacy Division which controls the practice of Pharmacy in the country ensures compliance with the Pharmacy Act both in the Public and the Private sectors. It is headed by the Director, Pharmaceutical Services. The Division has operational units each under the responsibility of a Senior Pharmacist. The Government Hospital Pharmacies are in their turn under the direct responsibility of Pharmacists. The Dispenser Cadre forms the technical arm of these pharmacies.

28.76 In the context of the reorganisation of the Health Sector and on the basis of representations made, we are reinforcing the organisational structure of the Pharmacy Division by the creation of an additional level to man the Pharmacy Stores of hospital pharmacies and restyling the grades in the Dispenser Cadre to Pharmacy Dispensers in the salary schedule.

Pharmacy Stores Manager (New Grade)

28.77 Senior Pharmacy Dispensers *formerly Senior Dispensers* are in charge of Pharmacy Stores and are responsible for the overall management of the store, maintenance of reasonable stock level of drugs, ensuring continuity of supplies and purchasing of drugs from the local market. These activities are more demanding on account of the increase in stores items and the need to enforce new legislations regarding drugs control. In practice officers who have followed a course in stores management are posted in these stores. This type of training might be wasted if the trained and experienced officers are rotated/transferred to other sections. To optimise performance and ensure that these officers are not underutilised through wrong postings, we are creating a new level to man the pharmacy stores.

Recommendation 19

28.78 **We recommend the creation of a grade of Pharmacy Stores Manager. Recruitment thereto should be made from among Senior Pharmacy Dispensers who have followed a course in Stores Management and who reckon at least four years' experience in the grade.**

28.79 **We further recommend that the Scheme of Service of Principal Pharmacy Dispenser *formerly Principal Dispenser* be amended so that in future recruitment thereto be made from among Pharmacy Stores Managers reckoning at least eight years' experience in the cadre.**

Inspection of Private Pharmacies

- 28.80 Officers of Pharmacist Cadre are designated 'Inspectors'. They are empowered to visit and inspect private pharmacies, examine document to ensure compliance with Pharmacy Act and institute proceeding in respect of any offence under the Pharmacy and Related Acts.
- 28.81 At present, these officers are paid an allowance of Rs 235 for each inspection of private pharmacies outside office hours. We are revising the quantum of the allowance.

Recommendation 20

- 28.82 We recommend the payment of an allowance of Rs 285 to officers of the Pharmacist Cadre for each inspection carried out in Private Pharmacies outside office hours which involves submission of a Report and/or legal proceedings.**

Pre-Registration Allowance

- 28.83 Under the provision of the Pharmacy Act, Degree holders in Pharmacy have to undergo one year internship in a hospital or retail pharmacy so as to be registered with the Pharmacy Board and allowed to practise. Those undergoing such training in public hospital pharmacies are paid an all inclusive allowance of Rs 9570. We are revising this allowance.

Recommendation 21

- 28.84 We recommend that an all-inclusive allowance of Rs 13800 monthly be paid to graduates in Pharmacy undergoing internship in Public Hospital Pharmacies.**

Night Duty and On-Call Allowance to Dispensers

- 28.85 In the five regional and two specialised hospitals (Moka and ENT), Pharmacy Dispensers *formerly Dispensers* and Senior Pharmacy Dispensers *formerly Senior Dispensers* work on shift to provide a service round the clock. However, due to shortage of staff, these officers are often called upon to put in extra hours of work

against payment of overtime allowance. **Pending the availability of staff this arrangement should continue.**

28.86 In some hospitals where the Pharmacy is closed at night, Pharmacy Dispensers/Senior Pharmacy Dispensers provide emergency service to dispense medicines on an "On-Call System" and are paid an allowance of Rs 80 per night for being on call and a fee Rs 60 per hour when they have to attend hospital at night. We are reviewing the allowances.

Recommendation 22

28.87 **We recommend that an allowance of Rs 100 per night be paid to Pharmacy Dispensers and Senior Pharmacy Dispensers for being on call and a fee of Rs 75 per hour be paid when they have to attend hospital at night inclusive of travelling.**

Shift Work and Night Duty Allowance

28.88 Pharmacy Dispensers and Senior Pharmacy Dispensers work on shift to provide services on a 24-hour basis in certain hospitals. The shift element has been taken into consideration in determining the salaries of these grades. Moreover, as an incentive to those who actually perform night duty, we are introducing a night duty allowance.

Recommendation 23

28.89 **We recommend that officers in the Pharmacy Dispenser cadre who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night shift allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
PHARMACY GROUP	
09 67 76	Rs 31000 x 1000 - 40000 Director, Pharmaceutical Services
09 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Pharmacist
09 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Pharmacist
09 58 63	Rs 23200 x 800 - 27200 Chief Pharmacy Dispenser <i>formerly Chief Dispenser</i>
09 53 58	Rs 19400 x 600 - 20000 x 800 - 23200 Principal Pharmacy Dispenser <i>formerly Principal Dispenser</i>
09 49 55	Rs 17000 x 600 - 20000 x 800 - 20800 Pharmacy Stores Manager (New Grade)
09 41 52	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18800 Senior Pharmacy Dispenser <i>formerly Senior Dispenser</i>
09 26 48	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Pharmacy Dispenser <i>formerly Dispenser</i>
09 14 16	Rs 6575 x 150 - 6875 Student Pharmacy Dispenser <i>formerly Student Dispenser</i>

NURSING GROUP

28.90 The Nursing group comprises grades which care for sick people in hospitals and in the community, teach health care and work in multidisciplinary health teams. These grades are principally from cadres of Nursing Officer, Midwife, Community Health Nursing Officer and Nurse Educator. There are also a few other grades which provide assistance and auxiliary services.

Nurses

28.91 Nursing Officer is the grade in the Health Sector which is present in all health care settings: Hospitals, Area Health Centres, Vaccination Centres, Aids Unit, SAMU and NCD Unit.

28.92 The Ministry has reported a chronic problem of retention of nurses. Since 1998 to date, 300 nurses have left the service to take up employment abroad and many have applied for leave to follow suit. It has also been reported that in view of existing opportunities for young persons in other sectors, there is an average drop out of 15% on every intake of Student Nurses.

28.93 We have taken into account the importance of these elements in arriving at the salary as well as the other components of the remuneration package of the grade.

28.94 It is expected that our package of recommendations would alleviate the actual retention problems in the sector.

Recommendation 24

28.95 We recommend that:

- (a) exceptionally for the coming five years, officers who have successfully completed the bonded period be eligible to one additional increment subject to satisfactory performance and recommendation of the responsible/supervising officer;**

- (b) the Ministry of Civil Service Affairs and Administrative Reforms may adjust the salaries of officers in post following the implementation of this recommendation in case a junior officer supersedes a senior colleague; and
- (c) officers of the Nursing Officer Cadre be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken, during the coming five years. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during the leave prior to retirement, these officers should be refunded the accumulated vacation leave and casual leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.

Shift Work and Night Allowance

- 28.96 At present Nursing staff work on shift providing a 24-hour coverage in hospitals. They work from 7.30 a.m to 6.00 p.m when on day duty and from 6.00 p.m to 7.30 a.m when on night duty. On the night shift, there is a reduced staff.
- 28.97 It has been represented that Nursing staff scheduled for night shift do often take their leave which causes disruption in the work schedules, thereby affecting negatively the Health services.
- 28.98 With a view to curbing absenteeism and to encouraging Nursing staff to work at night, we are introducing a new condition of service for those who work effectively at night.

Recommendation 25

- 28.99 We recommend that officers in the Nursing Officer Cadre and officers in other grades in the Nursing Group who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night shift allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Bank Nurses

- 28.100 At present, a Bank Nurse Scheme (in-service) is in operation whereby serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors and Nursing Administrators are employed on sessional basis in Government Health Institutions. They all perform at the level of Nursing Officer and are paid a uniform allowance of Rs 475 per session of four hours on weekdays, Sundays and public holidays.
- 28.101 Registered Nurses and qualified Midwives not in the Government service are also employed under an external Bank Nurse Scheme and are paid the same allowance.
- 28.102 The Bank Nurse Scheme should continue to make up for the shortage of nursing staff and we are maintaining the allowance which was recently increased.

Recommendation 26

- 28.103 We recommend that the allowance paid to serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors and Nursing Administrators, who work on a sessional basis under the Bank Nurse (in-service) Scheme, and Registered Nurses and qualified Midwives, not in Government Service but employed on a temporary basis to work on sessions in Government Health Institutions, be maintained at Rs 475 per session of four hours on weekdays, Sundays and public holidays.**

Allowances to Nursing Officers posted in the Emergency Medical Service Units

- 28.104 Nursing Officers serving the Emergency Medical Service Units (SAMU) are paid a monthly allowance of Rs 440 for performing extraneous duties. Over and above this allowance, the most senior Nursing Officer is also getting an additional allowance of Rs 220 monthly as he is called upon to organise the work and prepare appropriate roster, take charge of and control drugs, dressings, instruments and equipment and ensure maintenance of equipment and instruments. We are revising the quantum of these allowances.

Recommendation 27

28.105 We recommend that the monthly allowance paid to Nursing Officers for performing extraneous duties at the SAMU be revised to Rs 530 and the allowance paid to the most senior Nursing Officer for organising the work and preparing appropriate roster, taking charge of and controlling drugs, dressings, instruments and equipment, ensuring maintenance of equipment and instruments be revised to Rs 265.

Allowance for answering Calls on the Hotline at the Aids Unit

28.106 Nursing Officers posted at the Aids Unit are required to answer calls and provide information on the hotline from 16.00 hours to 22.00 hours during weekdays, from 12.00 hours to 22.00 hours on Saturdays and from 09.00 hours to 22.00 hours on Sundays and public holidays. They are at present being paid an all-inclusive allowance of Rs 350 per week.

Recommendation 28

28.107 We recommend that the all-inclusive allowance paid to Nursing Officers posted at the Aids Unit for answering calls and providing information on the hotline from 16.00 hours to 22.00 hours during weekdays, from 12.00 hours to 22.00 hours on Saturdays and from 09.00 hours to 22.00 hours on Sundays and public holidays be revised to Rs 420 per week.

Allowance to Student Nurses who are working on Shift

28.108 Student Nurses follow a three-year course and sit for an intermediate examination after 18 months and the final examination after three years' study to obtain the General Nursing Certificate. During the studentship, they spend around one third of their training at the School of Nursing and the remaining two thirds in hospitals. They work on long shift during the day and night and also work on Sundays and public holidays.

28.109 The Student Nurses, when required to work on shift i.e. at night, on Saturday afternoons, on Sundays and public holidays are paid a monthly allowance of Rs 330.

Recommendation 29

28.110 We recommend that the monthly allowance paid to Student Nurses scheduled to work on shift, i.e. at night, on Saturday afternoons, on Sundays and public holidays be revised to Rs 450. We also recommend that the night shift allowance recommended at paragraph 28.99 be applicable to Student Nurses.

Allowance to Nursing Officers posted at Dr Yves Cantin Community Hospital

28.111 As catering facilities are not available at Dr Yves Cantin Community Hospital, Nursing Officers posted thereto and working from 9.00 a.m to 4.00 p.m on the following day (i.e. three continuous shifts - a day shift, a night shift and a day shift) are paid an all-inclusive allowance of Rs 135. This allowance is also paid to Nursing Officers posted at the neighbouring Community Health Centres who are called upon to do night duty at the Dr Yves Cantin Community Hospital provided the night duty is preceded and followed by day duty.

Recommendation 30

28.112 We recommend that the all-inclusive allowance paid to Nursing Officers posted at Dr Yves Cantin Community Hospital and to Nursing Officers posted at the neighbouring Community Health Centres who are called upon to do night duty at the Dr Yves Cantin Community Hospital after a normal day shift and which is followed by day duty be revised to Rs 160 provided that they continuously work for three shifts i.e. a day shift, a night shift and a day shift.

Allowance to Nursing/Midwifery Staff Posted in Agalega Islands

28.113 Male Nursing Officers, Female Nursing Officers with Midwifery Certificate, Female Charge Nurses and Community Midwives are posted in Agalega Islands for periods of four months. At the end of the four months' period, they are either called back to be replaced by other staff or their stay is renewed. During their postings in the islands, they provide a round the clock coverage and continuously

work over and above their normal working hours against payment of a monthly allowance of Rs 2700.

- 28.114 As officers posted in the islands will continue to work under same conditions as above, we are maintaining the payment of this allowance and revising the quantum.

Recommendation 31

- 28.115 We recommend that an allowance of Rs 3240 monthly be paid to Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female) and Community Midwives posted in Agalega Islands for providing a 24-hour coverage and for performing work over and above their normal working hours.**

Allowance for Performing Administrative Duties in respect of Dead Body Received/Delivered at the Mortuary

- 28.116 Members of the Nursing Staff are at present paid an allowance of Rs 40 for performing administrative duties in connection with each dead body received/delivered at the Mortuary (before 9.00 a.m. and after 16.00 hours) in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services).

Recommendation 32

- 28.117 We are revising the allowance paid to the Nursing Staff for performing administrative duties in respect of each dead body received/delivered before 09.00 a.m. and after 16.00 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services) to Rs 50.**

Blood Bank Auxiliary

- 28.118 Blood Bank Auxiliaries are responsible to Blood Bank Officers for receiving and registering blood donors, assessing their suitability and for their bleeding. They also assist Blood Bank Officers in the performance of their duties. On account of

the nature of the duties and responsibilities devolving on the incumbent we are restyling the grade to a more appropriate appellation.

Recommendation 33

28.119 We recommend that the grade of Blood Bank Auxiliary be restyled Blood Bank Assistant.

Risk Allowance

28.120 At present, a risk allowance equivalent to one increment at the initial of the salary scale is paid to officers in certain grades in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts.

Recommendation 34

28.121 We recommend that the payment of a risk allowance equivalent to one increment at the initial of the salary scale be maintained to officers in the grades of Nursing Officer, Nursing Officer (Psychiatric), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric), Ward Manager (Male) and Ward Manager (Female) working in constant contact with mental patients, TB patients and drug addicts.

Shift/Roster/Staggered

28.122 Employees in the grades listed below work either on shift or at staggered hours. This element has been taken into consideration in the determination of the recommended salaries.

Shift	Staggered
Health Care Assistant (General)	Blood Bank Assistant <i>formerly Blood</i>
Midwife	<i>Bank Auxiliary</i>
Nursing Officer	Blood Bank Officer
Nursing Officer (Psychiatric)	Aids Education Nurse
Charge Nurse (Male)	
Charge Nurse (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	NURSING GROUP
09 72 74	Rs 36000 x 1000 – 38000 Chief Nursing Officer
09 65 71	Rs 29000 x 1000 – 35000 Deputy Chief Nursing Officer
09 61 68	Rs 25600 x 800 - 28000 x 1000 – 32000 Regional Nursing Administrator
09 56 64	Rs 21600 x 800 – 28000 Nursing Administrator (Male) Nursing Administrator (Female)
09 50 59	Rs 17600 x 600 - 20000 x 800 – 24000 Nursing Supervisor (Male) Nursing Supervisor (Female)
09 46 55	Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 20800 Ward Manager (Male) Ward Manager (Female)
09 41 52	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18800 Charge Nurse (Male) Charge Nurse (Female)
09 27 48	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Nursing Officer
09 14 17	Rs 6575 x 150 – 7025 Student Nurse

Salary Code	Salary Scale and Grade
09 57 70	Rs 22400 x 800 - 28000 x 1000 - 34000 Senior/Principal Health Economist <i>formerly Senior Health Economist</i>
09 47 63	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Health Economist
09 61 67	Rs 25600 x 800 - 28000 x 1000 - 31000 Principal Nurse Educator
09 55 64	Rs 20800 x 800 - 28000 Senior Nurse Educator
09 49 57	Rs 17000 x 600 - 20000 x 800 - 22400 Nurse Educator
09 55 64	Rs 20800 x 800 - 28000 Senior Midwife Educator
09 49 57	Rs 17000 x 600 - 20000 x 800 - 22400 Midwife Educator
09 49 57	Rs 17000 x 600 - 20000 x 800 - 22400 Principal Community Health Nursing Officer
09 45 54	Rs 15000 x 500 - 17000 x 600 - 20000 Senior Community Health Nursing Officer
09 39 51	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 18200 Community Health Nursing Officer
09 46 55	Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 20800 Haemodialysis Supervisor
09 27 48	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Haemodialysis Officer

Salary Code	Salary Scale and Grade
09 18 43	Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Health Care Assistant (Haemodialysis)
09 46 54	Rs 15500 x 500 - 17000 x 600 – 20000 Principal Community Midwife
09 41 51	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 – 18200 Senior Community Midwife
09 36 48	Rs 11400 x 400 - 15000 x 500 – 16500 Community Midwife
09 20 45	Rs 7500 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Midwife
09 14 16	Rs 6575 x 150 – 6875 Student Midwife
09 41 52	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18800 Charge Nurse (Psychiatric) (Male) Charge Nurse (Psychiatric) (Female)
09 27 48	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Nursing Officer (Psychiatric)
09 39 51	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 18200 Aids Education Nurse (New Grade)
09 30 50	Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Blood Bank Officer

Salary Code	Salary Scale and Grade
09 17 43	<p>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</p> <p>Blood Bank Assistant <i>formerly Blood Bank Auxiliary</i></p>
09 30 46	<p>Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500</p> <p>Permanencier</p>
09 18 43	<p>Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</p> <p>Health Care Assistant (General)</p>
09 30 46	<p>Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500</p> <p>Senior Occupational Therapy Assistant Senior Physiotherapy Assistant</p>
09 15 41	<p>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</p> <p>Occupational Therapy Assistant Physiotherapy Assistant</p>

MEDICAL AUXILIARIES GROUP

28.123 The Medical Auxiliaries Group comprises grades that provide supporting services to the medical and paramedical groups. Their services are essential to the operation of both curative and preventive medical and health services.

Linen Room Officer**Senior Linen Room Officer**

28.124 Linen Room Officers and Senior Linen Room Officers are posted at district, specialised and regional hospitals and are in charge of all linen items of the respective hospitals. They are entrusted with the responsibilities of issuing to wards and all other departments of the hospitals a regular supply of clean linen items and the recuperation of soiled linen items for cleaning, washing and mending whenever necessary. They are also required to keep a ledger and make necessary entries of all linen items. In view of the nature of the duties and the knowledge required to perform effectively and efficiently, we are restyling the grades to more appropriate appellations and amending the entry qualification requirement of the grade of Linen Room Officer.

Recommendation 35

28.125 **We recommend that the grades of Linen Room Officer and Senior Linen Room Officer be restyled Linen Officer and Senior Linen Officer respectively.**

Recommendation 36

28.126 **We also recommend that recruitment to the grade of Linen Officer should, in future, be made from among candidates showing proof of having read up to Cambridge School Certificate and possessing a certificate in the field of cutting and sewing from a recognised institution obtained after at least 10 months training or an equivalent qualification.**

Rodent Control Assistant

28.127 The Rodent Control Cadre comprises grades of Rodent Control Assistant and Rodent Control Supervisor. The Rodent Control Assistant is presently recruited

from holders of the CPE and performs, *inter alia*, the following duties: distributing poisons, supervising Rodent Control Attendants, visiting public buildings, dissecting rats, preparing monthly return and preparing travelling and overtime claims. In view of the nature of duties performed by the Rodent Control Assistant, we are restyling the grade as well as amending the entry qualification requirements.

Recommendation 37

28.128 We recommend that the grade of Rodent Control Assistant be restyled Rodent Control Assistant Supervisor.

Recommendation 38

28.129 We recommend that recruitment to the grade of Rodent Control Assistant Supervisor should, in future, be made from among candidates having read up to the Cambridge School Certificate and having experience in the dissection of rats and elementary knowledge of animal anatomy.

Dental Assistant

28.130 The structure of the Dental Assistant Cadre consists of the following grades: Principal Dental Assistant, Senior Dental Assistant and Dental Assistant. Entry to the source grade is presently made by selection from among female candidates holding the Cambridge School Certificate with passes in French and Mathematics.

28.131 With development occurring in the delivery of oral care treatment in the public service, new services have been set up to satisfy the needs of the population. The Dental Assistants are assisting professionals in their day to day duties and are involved extensively in the Education Programme of the population in the oral care hygiene. We are, therefore, reviewing the entry qualification requirements of the grade of Dental Assistant.

Recommendation 39

- 28.132 We recommend that in future recruitment to the grade of Dental Assistant should be made by selection from among female candidates possessing the Cambridge School Certificate with credit in five subjects including French and Mathematics.**

Principal Radiographic Assistant (New Grade)

- 28.133 In view of the new development in the field of technology, the radiography service has been expanded by the introduction of new Hi-tech equipment such as CT-scan, MRI, Angiography machines and Nuclear Medicine Unit. The number of patients attending hospitals also has increased significantly. Consequently, the volume of work and the level of responsibility have progressively increased. In this respect, there is need for an additional level to supervise, control and coordinate the activities of the Radiographic Assistants and Senior Radiographic Assistants.

Recommendation 40

- 28.134 We recommend the creation of a grade of Principal Radiographic Assistant. Recruitment thereto should be made by selection from among Senior Radiographic Assistants reckoning at least four years' experience in the grade.**
- 28.135 Incumbent would be responsible, *inter alia*, for planning, organising, supervising and monitoring the work of Senior Radiographic Assistants and Radiographic Assistants, training of Senior Radiographic Assistants and Radiographic Assistants and ensuring the smooth running of all X-Ray Units e.g Echography, Mamography, CT scan, MRI and Nuclear Medicine.

Roster in the Radiography Unit

- 28.136 Radiographic Assistants and Senior Radiographic Assistants are not required to work outside their normal working hours according to their scheme of service. However, in view of the significant increase in the number of female patients referred for X-Ray after normal working hours, there is a need for Radiographic

Assistants and Senior Radiographic Assistants to be present to attend to these patients.

Recommendation 41

28.137 We recommend that officers in the grades of Radiographic Assistant and Senior Radiographic Assistant be made to work on a roster basis. This element has been taken into consideration in arriving at the recommended salaries.

Community Health Worker

28.138 Community Health workers are at present providing Community Health Services as well as Family Planning services so as to ensure continuity of the activities performed by officers in the Family Planning Cadre and also to assist in the implementation and monitoring of other Non-Communicable Diseases projects. The present appellation of the post does not reflect the nature of the duties being performed and therefore needs restyling.

Recommendation 42

28.139 We recommend that the grade of Community Health Worker be restyled Community Health Care Officer.

Senior Community Health Care Officer (New Grade)

Principal Community Health Care Officer (New Grade)

28.140 The Community Health Sector needs to be reinforced so as to respond to the needs of the primary health care system. The Ministry of Health has already implemented a preventive programme which has been reinforced since two years now. This needs to be further strengthened and to this end we are providing for two new levels.

Recommendation 43

28.141 We recommend the creation of the grades of Senior Community Health Care Officer and Principal Community Health Care Officer.

Senior Community Health Care Officer

28.142 Appointment to the grade of Senior Community Health Care Officer should be by selection from among officers in the grade of Community Health Care Officer reckoning at least five years' experience in the grade.

28.143 Incumbent would be responsible, *inter alia*, for supervising and coordinating the day-to-day work of Community Health Care Officers; organising health education and family planning programmes and activities; motivating the community to participate in health programmes and activities; and performing home visits.

Principal Community Health Care Officer

28.144 Appointment to the grade of Principal Community Health Care Officer should be by selection from among officers in the grade of Senior Community Health Care Officer having good organisational and leadership skills.

28.145 The Principal Community Health Care Officer would be responsible, *inter alia*, for supervising and coordinating the day-to-day work of Senior Community Health Care officer; monitoring the implementation of health, education and family planning programmes and organising in-service training for Senior Community Health Care Officers and Community Health Care Officers.

Community Health Rehabilitation Worker**Health Care/Rehabilitation Assistant****Supervisor, Community Health Rehabilitation Worker**

28.146 At present there are two distinct grades of Community Health Rehabilitation Worker and that of Health Care/Rehabilitation Assistant dealing with rehabilitation of patients. While the Community Health Rehabilitation Worker is involved with rehabilitation of people at the community level, the Health Care/Rehabilitation Assistant works with in-patients at the Brown Sequard Hospital. With the decentralisation process of the Mental Health Care project, the Health Care/Rehabilitation Assistant will also be called upon to play a vital

role in the rehabilitation of patients in the community. To this end, we are merging the grades of Community Health Rehabilitation Worker and Health Care/Rehabilitation Assistant and restyling it to a more appropriate appellation to reflect the nature of duties. Similarly, we are restyling the grade of Supervisor Community Health Rehabilitation Worker.

Recommendation 44

28.147 We recommend that:

- (i) the grades of Community Health Rehabilitation Worker and Health Care/Rehabilitation Assistant be merged and restyled Community Health Rehabilitation Officer; and**
- (ii) the grade of Supervisor Community Health Rehabilitation Worker be restyled Supervisor Community Health Rehabilitation Officer.**

Shift Work and Night Allowance

28.148 Officers in the grade of Ward Assistant (Male and Female) are required by the nature of their duties, to work on shift. The shift element has been taken into consideration in determining the salary of the grade. Moreover, as an incentive to those who actually perform night duty, we are introducing a night allowance.

Recommendation 45

28.149 We recommend that officers in the grade of Ward Assistant (Male and Female) who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night shift allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Allowance to Health Surveillance Officer and Senior Health Surveillance Officer

28.150 At present, Health Surveillance Officers and Senior Health Surveillance Officers who are required to work on Sundays and public holidays to dispense anti-malarial drugs and/or monitor malaria positive cases are paid an all-inclusive

allowance for each day they do so. As the practice of dispensing anti-malarial drugs outside normal working hours will continue to prevail, we are maintaining the allowance and revising the quantum.

Recommendation 46

28.151 We recommend that the all-inclusive allowance paid to Health Surveillance Officers and Senior Health Surveillance Officers for attending work outside normal working hours on Sundays and public holidays to dispense anti-malarial drugs and/or to monitor malaria positive cases be revised to Rs 175 for each day they do so.

Risk Allowance

28.152 At present, a risk allowance equivalent to one increment at the initial of the salary scale is paid to officers in certain grades in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts.

Recommendation 47

28.153 We recommend that the payment of a risk allowance equivalent to one increment at the initial of the salary scale be maintained for officers in the grade of Ward Assistant (Male and Female) and Welfare Assistant (Psychiatric).

Shift/Roster/Staggered

28.154 Employees in the grades listed below work either on shift, roster or staggered hours. This element has been taken into consideration in the determination of the recommended salaries.

Shift	Roster	Staggered
Ward Assistant (Male and Female)	Welfare Assistant (Psychiatric)	Motivator
	Radiographic Assistant	Community Health Development Motivator
	Senior Radiographic Assistant	Community Health Care Officer
		Community Health Rehabilitation Officer

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
MEDICAL AUXILIARIES GROUP	
09 45 54	Rs 15000 x 500 - 17000 x 600 – 20000 Health Promotion Coordinator (New Grade)
09 33 48	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 – 16500 Supervisor/Senior Supervisor (Female) (Family Planning) (Personal)
09 41 51	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 – 18200 Principal Dental Assistant
09 33 44	Rs 10300 x 300 - 10600 x 400 – 14600 Senior Dental Assistant
09 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Dental Assistant
09 40 49	Rs 13000 x 400 – 15000 x 500 – 17000 Principal Community Health Care Officer (New Grade)
09 26 45	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Senior Community Health Care Officer (New Grade)
09 17 41	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Community Health Care Officer <i>formerly Community Health Worker</i>

Salary Code	Salary Scale and Grade
09 39 48	<p>Rs 12600 x 400 - 15000 x 500 – 16500</p> <p>Supervisor, Community Health Rehabilitation Officer <i>formerly Supervisor, Community Health Rehabilitation Worker</i></p>
09 18 44	<p>Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600</p> <p>Community Health Rehabilitation Officer <i>formerly Community Health Rehabilitation Worker Health Care/Rehabilitation Assistant</i></p>
09 40 46	<p>Rs 13000 x 400 - 15000 x 500 – 15500</p> <p>Principal Radiographic Assistant (New Grade)</p>
09 30 43	<p>Rs 9500 x 250 - 10000 x 300 - 10600 x 400 – 14200</p> <p>Senior Radiographic Assistant</p>
09 13 39	<p>Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600</p> <p>Radiographic Assistant</p>
09 37 44	<p>Rs 11800 x 400 – 14600</p> <p>Principal Health Surveillance Officer</p>
09 25 40	<p>Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</p> <p>Senior Health Surveillance Officer</p>
09 08 34	<p>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600</p> <p>Health Surveillance Officer</p>
09 23 43	<p>Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</p> <p>Community Health Development Organiser</p>

Salary Code	Salary Scale and Grade
09 09 36	<p>Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</p> <p>Community Health Development Motivator</p>
09 29 43	<p>Rs 9250 x 250 - 10000 x 300 - 10600 x 400 – 14200</p> <p>Welfare Assistant (Psychiatry)</p>
09 25 41	<p>Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13400</p> <p>Rodent Control Supervisor</p>
09 08 36	<p>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</p> <p>Rodent Control Assistant Supervisor <i>formerly Rodent Control Assistant</i></p>
09 25 41	<p>Rs 8400 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 - 13400</p> <p>Senior Linen Officer <i>formerly Senior Linen Room Officer</i></p>
09 08 36	<p>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</p> <p>Linen Officer <i>formerly Linen Room Officer</i></p>
09 11 37	<p>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</p> <p>Clinical Assistant</p>
09 12 32	<p>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</p> <p>Ward Assistant (Male and Female)</p>
09 07 28	<p>Rs 5550 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 – 9000</p> <p>Motivator</p>

MEDICAL RECORDS GROUP

- 28.155 Medical Records are concerned with health related information and the management of systems to collect, store, process, retrieve and communicate information to appropriate health professionals, management and the public. To achieve a substantial improvement in quality of health care, the existence of a comprehensive national health information infrastructure is essential for the rapid delivery of health care, its evaluation, monitoring, auditing, management, planning and research. The medical records staff is in the front line of the health services. They are generally the first contact with patients attending hospitals and provide a service round the clock.
- 28.156 The Medical Records Organiser is at the apex of the Medical Records Cadre and operates at the level of the Ministry. He is assisted by the Assistant Medical Records Organiser. Other grades of the Records Cadre are Medical Records Assistant, Medical Records Clerk, Senior Medical Records Clerk, Assistant Medical Records Officer and Medical Records Officer.

Medical Records Assistant

- 28.157 Medical Records Assistant is the source grade in the Medical Records Cadre. Recruitment thereto is, at present, made from among candidates possessing the Cambridge School Certificate with credit in at least three subjects including English and Mathematics. Incumbent receives and registers patients, gives appropriate appointments, prepares, retrieves and stores reports, collects and compiles health statistics and arranges transport for patients. In view of the nature of duties and responsibilities devolving on incumbent, we are reviewing the entry qualification requirements of the grade of Medical Records Assistant.

Recommendation 48

- 28.158 We recommend that in future Medical Records Assistants should be recruited from among candidates holding a Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics or passes not below Grade C in at least five subjects including**

English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education "Ordinary Level".

Shift Work and Night Allowance

28.159 Officers in the grades of Medical Records Assistant, Medical Records Clerk and Senior Medical Records Clerk work on a shift basis and provide a 24-hour coverage. The shift element has been taken into consideration in determining the salaries of the grades. Moreover, as an incentive to those who actually perform night duty, we are introducing a night allowance.

Recommendation 49

28.160 We recommend that officers in the Medical Records Cadre who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night shift allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MEDICAL RECORDS GROUP
09 54 64	Rs 20000 x 800 – 28000 Medical Records Organiser
09 49 60	Rs 17000 x 600 – 20000 x 800 – 24800 Assistant Medical Records Organiser
09 41 53	Rs 13400 x 400 – 15000 x 500 - 17000 x 600 - 19400 Medical Records Officer
09 36 50	Rs 11400 x 400 – 15000 x 500 - 17000 x 600 – 17600 Assistant Medical Records Officer
09 35 48	Rs 11000 x 400 – 15000 x 500 – 16500 Senior Medical Records Clerk
09 31 44	Rs 9750 x 250 - 10000 x 300 – 10600 x 400 – 14600 Medical Records Clerk
09 15 41	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13400 Medical Records Assistant

MEDICAL LABORATORY SERVICES

28.161 The Medical Laboratory Services provide adequate facilities for the performance of analytical procedures on specimens of human beings and for accurate diagnosis of diseases. Presently the laboratory services are provided by two categories of officers: the medical staff which consists of the Consultant (Pathology) and Specialist/Senior Specialists (Pathology) and the Medical Laboratory Technician Cadre. The activities are coordinated at the Central Health Laboratory which is headed by the Consultant (Pathology).

Medical Laboratory Technician Cadre**Service during Nights, Weekends and Public Holidays**

28.162 As the Health Services are operational round the clock, the Laboratory staff is required to provide the service during nights, weekends and public holidays. However, due to insufficient number of Medical Laboratory Technicians on the establishment of the Ministry, the present system of "in attendance" for coverage during nights, weekends and public holidays will have to continue until such time a shift system is implemented. For work done while "in attendance" during nights, weekends and public holidays, Medical Laboratory Technicians and Senior Medical Laboratory Technician are paid "in attendance" allowances. We are reviewing the allowances for work performed over and above the normal working week.

Recommendation 50

28.163 We recommend that Medical Laboratory Technicians and Senior Medical Laboratory Technicians should continue to work beyond their normal working week in order to provide a 24-hour coverage of laboratory services during nights, weekends and public holidays in a pattern of work made up of 'in attendance' and be paid allowances as follows:

"In Attendance" Allowances

Periods	Medical Laboratory Technician	Senior Medical Laboratory Technician
	Rs	Rs
Weekdays:		
16.00 hours to 22.00 hours	325	435
22.00 hours to 09.00 hours the following day	595	800
Saturdays:		
12.00 hours to 22.00 hours	540	730
22.00 hours to 09.00 hours the following day	595	800
Sundays and Public Holidays:		
09.00 hours to 16.00 hours	325	435
16.00 hours to 22.00 hours	325	435
22.00 hours to 09.00 hours the following day	595	800

28.164 The "in attendance" allowances should on no account be discounted when an officer has been in attendance according to the schedule. However, the allowances 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.

Emergency Service in Microbiology**Bacteriology/Malaria**

28.165 Medical Laboratory Technicians when posted in the Microbiology Section carry out tests and analyses during normal working hours. Since bacteriological work is of a continuous nature, there is need for follow up till the next day including Sundays and public holidays. Presently Medical Laboratory Technicians and Senior Medical Laboratory Technicians operate the laboratory service (Bacteriology) on Sundays and public holidays from 9.00 a.m. to noon.

28.166 We are maintaining the present arrangement for "in attendance" at the Microbiology section on Sundays and public holidays from 9.00 a.m. to noon.

Recommendation 51

28.167 We recommend that for attendance, over and above their normal working week, on Sundays and public holidays from 9.00 a.m. to noon, Medical Laboratory Technicians and Senior Medical Laboratory Technicians should be paid allowances of Rs 180 and Rs 240 respectively.

Blood Transfusion/Virology (Sundays and Public Holidays)

28.168 With a view to avoiding blood shortage, mobile blood collections are carried out regularly. Blood collected on Saturdays and on the eve of a public holiday cannot be kept for longer hours, but need to be processed by Medical Laboratory Technicians the following morning for transfusion purposes. We are providing for appropriate allowances for Medical Laboratory Technicians and Senior Medical Laboratory Technicians for attendance at the Blood Transfusion/Virology section on Sundays and public holidays.

Recommendation 52

28.169 We recommend that for attendance, over and above their normal working week, at the Blood Transfusion/Virology Section on Sundays and public holidays from 9 a.m. to noon, Medical Laboratory Technicians and Senior Medical Laboratory Technicians should be paid allowances of Rs 180 and Rs 240 respectively. However, the allowances should be paid on *pro rata* basis whenever an officer is required to work beyond noon.

Meal Allowance

28.170 A Laboratory Service is operational at the Dr. Yves Cantin Community Hospital during normal working hours. The Medical Laboratory Technician posted to this hospital is also required to work during nights, weekends and public holidays at main hospitals.

28.171 After night service performed in the main hospital the Medical Laboratory Technician has to resume duty the following day at the Dr. Yves Cantin

Community Hospital where no meal facilities are available. Representations have been made by Medical Laboratory Technicians for the payment of an allowance in lieu of meal as is payable to other grades at the Dr. Yves Cantin Community Hospital.

Recommendation 53

28.172 We recommend that an all-inclusive allowance of Rs 160 in lieu of meal be paid to Medical Laboratory Technicians who after a night service have to attend, the following day, Dr. Yves Cantin Community Hospital where they are not provided with meals and/or where such facilities are not available.

RADIOGRAPHY SERVICES

28.173 The X-Ray Department provides two different services: the Therapeutic Radiography and the Diagnostic Radiography Services.

Therapeutic Radiography

28.174 The Therapeutic Radiography Service, being totally distinct from the Diagnostic Radiography Service, has an autonomous unit and a separate administration from the X-Ray Section. It provides treatment through Linear Accelerator and Cobalt Machine to cancer patients coming from the whole island as well as from Rodrigues. This service, consisting mainly of giving radiation to patients, is carried out during normal working hours. The Principal Radiographer (Therapeutic) heads the Radiotherapy Unit and is assisted by officers of the Radiotherapeutic Cadre. The Principal Radiographer (Therapeutic) is accountable to the Consultant Radiotherapy.

Irradiation of Blood

28.175 Irradiation of Blood is carried out at the Radiotherapy Unit. The Radiographers (Therapeutic) are required to irradiate blood and its components before transfusion and this activity forms part of the normal duties of the Radiographer (Therapeutic).

28.176 The scheme of service of the Radiographers (Therapeutic) needs to be amended to include the duties related to irradiation of blood.

Recommendation 54

28.177 We recommend that the present scheme of service of the grades of the Radiographer Cadre (Therapeutic) be amended to include duties related to irradiation of blood. This element has been taken into consideration in arriving at the salaries recommended for these grades.

Diagnostic Radiography

28.178 The diagnostic radiography unit provides X-Ray services to patients for making radiographic films as per doctors' prescription for the need of investigations. These films are then developed by the staff of the Radiography Service for submission to Radiologists and Doctors for making reports thereon and for prescription of treatment. The unit falls under the responsibility of a Consultant Radiologist and is staffed by the officers of the Radiographer (Diagnostic) Cadre.

28.179 The diagnostic radiography service is provided round the clock. However, due to insufficient number of Radiographers, it has not been possible to implement a shift system for 24 hour coverage. Radiographers and Senior Radiographers working during nights, weekends and public holidays over and above their normal working week are paid 'in attendance' allowances.

28.180 We are maintaining the present arrangement and reviewing the allowances.

Recommendation 55

28.181 We recommend that Radiographers and Senior Radiographers who work beyond their normal working week in order to provide 24-hour coverage during nights, weekends and public holidays in a pattern of work consisting of "in attendance" be paid allowances as follows:

“In Attendance” Allowances

Period	Radiographer Rs	Senior Radiographer Rs
Weekdays:		
16.00 hours to 22.00 hours	315	415
22.00 hours to 09.00 hours the following day	580	765
Saturdays:		
12.00 hours to 22.00 hours	525	695
22.00 hours to 09.00 hours the following day	580	765
Sundays and Public Holidays:		
09.00 hours to 16.00 hours	315	415
16.00 hours to 22.00 hours	315	415
22.00 hours to 09.00 hours the following day	580	765

Risk Allowance to Radiographers posted at Chest Clinic

28.182 At present a risk allowance equivalent to one increment at initial of salary scale is being paid to certain category of officers in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts. We are of the view that the Radiography Staff dealing with T.B. patients at Chest Clinic and Poudre d’Or Hospital should also be paid a risk allowance.

Recommendation 56

28.183 **We recommend that Radiographers and Senior Radiographers dealing with T.B. patients at the Chest Clinic and Poudre d’Or hospital be paid a risk allowance equivalent to one increment at the initial of their respective salary scales.**

X-Ray of Dead Bodies

28.184 Officers of the Radiography Service are required to carry out X-Ray examination of dead bodies. These dead bodies are quite often in a fairly advanced state of decomposition. Given the state of the dead body and the need to deal speedily

with such cases an allowance of Rs 135 is presently being paid. We are revising this allowance.

Recommendation 57

28.185 We recommend the payment of an allowance of Rs 165 to officers of the Radiographer cadre for X-Ray examination of each dead body in a state of decomposition.

Radiation Protection Duties

28.186 At present an allowance of Rs 470 is being paid to Senior Radiographers performing radiation protection duties where no Principal Radiographer is posted. This arrangement should continue and we are revising this allowance.

Recommendation 58

28.187 We recommend the payment of a monthly allowance of Rs 565 to the Senior Radiographer performing radiation protection duties where a Principal Radiographer is not posted.

Bank Radiographers

28.188 Retired Radiographers have been recruited under the scheme of Bank Radiographers to serve on a sessional basis against payment of a fee of Rs 315 per session of three hours. We are revising this fee.

Recommendation 59

28.189 We recommend that the fee payable to the retired Radiographers recruited under the scheme of Bank Radiographers to serve on a sessional basis of three hours be revised to Rs 450.

Nuclear Medicine Department**Nuclear Medicine Technologist (New Grade)**

28.190 A Nuclear Medicine Department is operational at Jawaharlal Nehru Hospital and the technologies involved are high-tech and require knowledge of radiation, medicine, pharmacology and computer literacy. The Department comprises the Gamma Camera Room, Hot Laboratory, Processing Station, Waiting Room,

Store and Reception. We are providing for a new grade to service the Nuclear Medicine Department.

Recommendation 60

28.191 We recommend the creation of a grade of Nuclear Medicine Technologist to be appointed by selection from among Radiographers who are computer literate and who have followed the relevant course in the field of Nuclear Medicine.

28.192 Incumbent would be required, *inter alia*, to be responsible to the Regional Health Director through the Consultant (Radiology) for the preparation, control and handling of radiopharmaceuticals, the dosimetry of radionuclides injected in patients, the quality control of the Gamma Camera and other instruments, the proper handling and positioning of patients on the diagnostic table, the operation of the Gamma Camera and the disposal of radioactive waste.

Allowance for work beyond normal working hours

28.193 The Nuclear Medicine Technologist will be required to attend to emergencies during nights, weekends and public holidays and we are providing for appropriate remuneration to this effect.

Recommendation 61

28.194 We recommend that the Nuclear Medicine Technologist be paid an all-inclusive allowance of Rs 315 per case for attending to emergencies during nights, weekends and public holidays.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 64 70	Rs 28000 x 1000 – 34000 Chief Occupational Therapist Chief Physiotherapist Chief Speech Therapist and Audiologist (New Grade)

Salary Code	Salary Scale and Grade
09 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Senior Occupational Therapist Senior Physiotherapist Senior Speech Therapist and Audiologist
09 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Occupational Therapist Physiotherapist Speech Therapist and Audiologist
09 59 67	Rs 24000 x 800 - 28000 x 1000 – 31000 Chief Radiographer
09 53 61	Rs 19400 x 600 - 20000 x 800 – 25600 Principal Radiographer
09 47 55	Rs 16000 x 500 – 17000 x 600 - 20000 x 800 - 20800 Senior Radiographer
09 32 50	Rs 10000 x 300 – 10600 x 400 – 15000 x 500 - 17000 x 600 - 17600 Radiographer
09 14 17	Rs 6575 x 150 – 7025 Student Radiographer
09 59 67	Rs 24000 x 800 – 28000 x 1000 – 31000 Chief Medical Laboratory Technician
09 53 61	Rs 19400 x 600 – 20000 x 800 – 25600 Principal Medical Laboratory Technician
09 49 56	Rs 17000 x 600 – 20000 x 800 – 21600 Senior Medical Laboratory Technician

Salary Code	Salary Scale and Grade
09 34 53	Rs 10600 x 400 – 15000 x 500 - 17000 x 600 - 19400 Medical Laboratory Technician
09 22 45	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Assistant Medical Laboratory Technician
09 14 22	Rs 6575:7500:7675:7850 Student Medical Laboratory Technician
09 53 65	Rs 19400 x 600 – 20000 x 800 - 28000 x 1000 - 29000 Blood Donor Organiser
09 47 55	Rs16000 x 500 - 17000 x 600 - 20000 x 800 - 20800 Nuclear Medicine Technologist (New Grade)
09 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Medical Social Worker
09 34 53	Rs 10600 x 400 – 15000 x 500 - 17000 x 600 - 19400 Medical Social Worker
09 50 58	Rs17600 x 600 - 20000 x 800 – 23200 Superintendent, Surgical Technology Workshop
09 43 52	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 18800 Instrument Curator
09 29 46	Rs 9250 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Assistant Instrument Curator
09 50 58	Rs 17600 x 600 - 20000 x 800 – 23200 Superintendent, Orthopaedic Appliances Workshop

Salary Code	Salary Scale and Grade
09 43 52	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 18800 Orthopaedic Technician
09 29 46	Rs 9250 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Assistant Orthopaedic Technician
09 18 20	Rs 7175 x 150 - 7325 x 175 – 7500 Trainee Assistant Orthopaedic Technician
09 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 EEG Technician
09 19 43	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 EEG Assistant Technician
09 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Senior ECG Technician
09 19 43	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 ECG Technician Speech and Hearing Therapy Assistant
09 14 15	Rs 6575 x 150 – 6725 Trainee Speech and Hearing Therapy Assistant
09 45 58	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 – 23200 Perfusionist

SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

- 28.195 As indicated at paragraph 28.5, the technical activities of the Ministry are organised into groups. We have dealt in the first instance with grades falling broadly under the following groups: Medical, Pharmacy, Nursing, Medical Technician and Technologist, Medical Auxiliaries and Medical Records.
- 28.196 We give in the ensuing parts our specific and salary recommendations in respect of grades pertaining to the various laboratories, sanitary engineering personnel, health inspectorate, statistics, other grades of the support services as well as those of the Workmen's group. The number of levels in the organisation structures of any group/cadre not covered in the literature have been found appropriate and are maintained.

BIOCHEMISTRY DEPARTMENT

- 28.197 The laboratory services are under the responsibility of the Consultant (Pathology) who in turn reports to the Chief Medical Officer. The Biochemistry Department of the Central Laboratory is responsible for the technical and scientific management of Clinical Biochemistry services of the Ministry of Health and Quality of Life, which services are available at all regional hospitals including that of Rodrigues. The scientists of the Department provide a regular consultancy and advisory interface with the clinicians of hospitals as well as of the private sector.
- 28.198 Up to now, there have only been two levels at the Biochemistry Department: the Principal Clinical Scientist and the Clinical Scientist. Considering the ever increasing work type in biochemistry services, the demand of specialised services requiring biochemical investigations and the coming accreditation of the laboratory in line with international requirements as per ISO Guide 17025, there is need for a reengineering of the department.

Chief Clinical Scientist (formerly Principal Clinical Scientist)

28.199 The Principal Clinical Scientist is managerially responsible to the Consultant (Pathology) for the biochemistry units. He carries out research on the health system, maintains and enhances the quality of the laboratory service including the design and evaluation of new investigations to ensure an appropriate and cost effective service repertoire. We are restyling the grade to reflect the level at which he is operating.

Recommendation 62

28.200 We recommend the restyling of the grade of Principal Clinical Scientist into Chief Clinical Scientist.

Senior Clinical Scientist (New Grade)

28.201 With the creation of specialised research units in the Division to carry out Health Systems Research and epidemiological studies, there is need for a level to coordinate and supervise the work of the Specialised Units.

Recommendation 63

28.202 We recommend the creation of a new grade of Senior Clinical Scientist to be filled by promotion, on the basis of merit and experience, from officers in the grade of Clinical Scientist possessing a post graduate qualification in either Biochemistry, Clinical Biochemistry, Clinical Chemistry, Chemical Pathology or Biomedical Sciences.

ENTOMOLOGICAL DIVISION

28.203 The Medical Entomology Division of the Ministry of Health and Quality of Life, is responsible for undertaking studies on the Biology and Control of Insect Vectors of Diseases, other Arthropod-Borne Diseases and other Vectors of medical importance (Mosquitoes, Flies, Fleas, Fresh water Snails etc.), especially in relation to diseases like Malaria, Filariasis, Plague etc.. The division plays a major role in the preventive aspect of Health Services and Care.

- 28.204 The Professional and the Technical grades of the Division are responsible for conducting researches/surveys on insect-vectors diseases and other vectors of medical importance. They also effect site/field visits including mosquito catch.
- 28.205 In order to reflect the true nature of the duties performed by the Entomological Division and to demarcate them from the activities carried out by the Entomology Division of the Ministry of Agriculture, Food Technology and Natural Resources, there is a need to restyle the Division.

Recommendation 64

- 28.206 We recommend that the Entomological Division be restyled Vector Biology and Control Division. The Head, Entomological Division should be restyled Head, Vector Biology and Control Division.**

Entomological Laboratory Assistant Cadre

- 28.207 The Entomological Laboratory Assistant Cadre comprises three levels i.e Principal Entomological Laboratory Assistant, Senior Entomological Laboratory Assistant and Entomological Laboratory Assistant.
- 28.208 These officers conduct surveys and experiments on insect vectors diseases. They also effect site visits for this purpose. In view of the nature and complexity of the duties performed by officers of the Entomological Laboratory Assistant Cadre, there is a need to upgrade the qualification requirements for appointment to the entry grade of Entomological Laboratory Assistant for the efficient discharge of their duties.

Recommendation 65

- 28.209 We recommend that the entry qualification for appointment to the grade of Entomological Laboratory Assistant be the Cambridge School Certificate with credit in five subjects and passes in two subjects at the General Certificate of Education 'A' Level in Science subjects, one of which should be Biology.**

Recommendation 66

28.210 We recommend, in line with the re-styling of the Entomological Division, that the grade of Entomological Laboratory Assistant be restyled Vector Biology and Control Laboratory Technician; the grade of Senior Entomological Laboratory Assistant into Senior Vector Biology and Control Laboratory Technician and that of the Principal Entomological Laboratory Assistant into Principal Vector Biology and Control Laboratory Technician.

28.211 In order to have proper and continuous follow-ups of research and experiments carried out, the Senior Entomological Laboratory Technician and the Principal Entomological Laboratory Technician effect site visits for the purpose of compilation of data. We are amending their schemes of service accordingly.

Recommendation 67

28.212 We recommend that the Schemes of Service of the grades of Senior Vector Biology and Control Laboratory Technician and Principal Vector Biology and Control Laboratory Technician be respectively amended to include field duties and compilation of data. The salaries recommended take into account the additional duties.

Clinical Psychologist

28.213 At present, the qualification requirement for appointment to the grade of Clinical Psychologist is a Master Degree in Psychology.

28.214 Representations have been received to the effect that the prescribed qualifications are not adequate enough to enable someone to practise as a Clinical Psychologist.

28.215 In foreign jurisdictions, to be a qualified Clinical Psychologist, one has to be holder of a Post Graduate Degree in Clinical Psychology with a minimum of one year of specialisation in the field of Clinical Psychology. The period of specialisation consists of further courses and on the job training in applied Clinical Psychology under the supervision of Clinical Psychologists and Psychologists in the health sector mainly in the mental sector. It is only after

successful completion of such training that the holder of these two qualifications is considered as qualified Clinical Psychologist with competencies to practise as such.

- 28.216 The main duties of a Clinical Psychologist consist of clinical works such as psychotherapy sessions i.e. counselling and assessment. The assessment exercise determines the type of mental illness suffered by a patient and this is carried out by means of clinical observation of the patient and the administration of psychological tests such as personality, psychometric (measurements of IQ) and psychology.
- 28.217 In the light of the foregoing, and the complex nature of psychological duties, the psychiatric services require competent and fully qualified Clinical Psychologist for their effective and efficient performance.
- 28.218 We are making appropriate recommendations to upgrade the entry qualification of the grade of Clinical Psychologist.

Recommendation 68

- 28.219 We recommend that the Scheme of Service of the grade of Clinical Psychologist be amended to read: “A Specialised Post Graduate Degree in Clinical Psychology or its equivalent together with specialisation in the field of applied Clinical Psychology”.**
- 28.220 We further recommend that Clinical Psychologist possessing the qualification as at paragraph 28.217 should move in the master salary scale up to salary point Rs 34000.**

Hospital Administration

- 28.221 The general administration of the hospitals is being carried out by officers of the Hospital Administrator Cadre and officers in the grades of Executive Officer (Health Services), Steward and Hospital Administrative Assistant are responsible for the administration of lay staff.

Executive Officer (Health Services)

- 28.222 The Executive Officer (Health Services) is required to work on a shift system to provide a 24-hour coverage including nights, Sundays and public holidays. The shift element had been taken into consideration in the salary recommended for the grade in our 1998 Report.
- 28.223 We are given to understand that the Ministry has not been able to implement the shift system and the officers work during the day only.
- 28.224 Pending the implementation of the shift system, we are providing a new salary for Executive Officers (Health Services) working during the day.

Catering Services

- 28.225 The Ministry operates a catering department in main hospitals to provide meals to in-patients.
- 28.226 The staff comprises the Catering Supervisor, Assistant Catering Officer and the Catering Officer. They are supported by Cooks and Senior Cooks.
- 28.227 As the meals have to be served at regular hours, the staff work on a roster basis. This element has been taken into consideration in arriving at the recommended salaries of the concerned grades.

Bio-Medical Technician Cadre**Principal Bio-Medical Technician (New Grade)**

- 28.228 The Bio-Medical Technician Cadre is made up of Bio-Medical Technicians and Senior Bio-Medical Technicians. The Bio-Medical Unit has to be headed by Bio-Medical Engineers. However, this is a chronic scarcity area as the two posts on the establishment of the Ministry have remained vacant for several years due to lack of local candidates. At present, a Hospital Administrative Assistant is assuming responsibility of the Unit and is overseeing the work of the Technicians.

28.229 There is, therefore, need for an established grade in the Bio-Medical Technician cadre to oversee the works of Bio-Medical Technicians in all the hospitals throughout the island.

Recommendation 69

28.230 We recommend the creation of a new grade of Principal Bio-Medical Technician. The grade should be filled by promotion of officers in the grade of Senior Bio-Medical Technician with at least two years' experience in the grade and possessing Part II of the Electrical Engineering Technician's Certificate No. 8030 of the City and Guilds of the London Institute or an equivalent qualification.

28.231 Incumbent would be responsible, *inter alia*, for installing, maintaining and repairing of plant and equipment; carrying out regular tests and inspections and organising the work and training of junior staff.

Telephonist

28.232 At present, the qualification requirements for the grade of Telephonist in the Ministry are the Certificate of Primary Education and proof of having sat for the Cambridge School Certificate. As Telephonists have, *inter alia*, to deal with international calls and are in contact with foreign doctors, it is imperative that the qualification requirements for the grade be upgraded to a level to reflect the nature of duties and responsibilities being discharged, to facilitate the proper despatch of business and to be in line with what is obtaining for the grade of Receptionist/Telephone Operator elsewhere.

Recommendation 70

28.233 We recommend that the qualification requirements for the grade of Telephonist should be the Cambridge School Certificate with credit in English and French. Candidates should also be fluent in both languages.

Allowance to Telephonist

28.234 In hospitals, the Telephonists work on shift/watch. Where a single switchboard is manned by at least 4 Telephonists whether at the same or different times, the seniormost officer besides performing the duties of the grade is responsible, amongst others, for the general supervision of Telephonists, assist, guide and train newly recruited Telephonists and assist in organising their work as well as liaise with the appropriate bodies for repairs of equipment not in good working condition. In our 1998 Report, we recommended the payment of an allowance of Rs 250 a month to the officer for shouldering the additional responsibilities.

Recommendation 71

28.235 We recommend that the payment of the allowance of Rs 250 a month to the seniormost officer for shouldering additional responsibilities besides performing the duties of the grade be revised to Rs 300 a month.

Shift

28.236 The grade of Telephonist is classified as shift worker. This element has been taken into consideration in determining the recommended salary.

Night Allowance

28.237 As an incentive to officers who are effectively performing night duty, we are introducing a night allowance.

Recommendation 72

28.238 We recommend that Telephonists who effectively work on night shift should, for the period July 2003 to June 2004, be paid a night allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

HEALTH STATISTICS

- 28.239 Within the Ministry, there exist a Medical Statistics Unit and an Evaluation Unit. The Medical Statistical Unit deals with all aspects of health statistics whereas the Evaluation Unit deals with all matters pertaining to demography. The structure of the Medical Statistics Unit consists of one Principal Medical Statistician, one Senior Medical Statistician and two Medical Statisticians and that of the Evaluation Unit comprises one Principal Demographer and one Demographer. The technical supportive staff of the two units are officers in the grades of Senior Statistical Officer and Statistical Officer. There are also two officers in the grade of Statistical Clerk, which is an evanescent one.
- 28.240 In this Report, we are, *inter alia*, reviewing the qualification requirements for appointment to the grade of Statistical Officer and making provisions to ease the promotion of Senior Statistical Officers presently in post to the grade of Statistician.

Statistical Officer

- 28.241 At present, appointment to the grade of Statistical Officer is made from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission. The duties of the grade consist, *inter alia*, of the collection, compilation and presentation of statistical data; participation in surveys; and calculation of percentages, rates and other statistical measures.
- 28.242 It has been represented that given the nature of the duties befalling on the incumbents in the grade of Statistical Officer and with the development taking place in the Ministry, there is need to enhance the level of intake by restricting entry to the grade only to suitably qualified candidates who already have an exposure of the public service.

Recommendation 73

28.243 We recommend that in future appointment to the grade of Statistical Officer should be made by selection from among serving Clerical Officers/Higher Clerical Officers possessing the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification.

Scheme of Service of Medical Statistician

28.244 Senior Statistical Officers, to be eligible for appointment to the grade of Medical Statistician, need to possess the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification and have passed the Final Examinations of the Institute of Statisticians or possess a Degree in Statistics from a recognised Institution.

28.245 However, Senior Statistical Officers not possessing the Cambridge Higher School Certificate must reckon at least six years' experience in the grade to be eligible for appointment as Medical Statistician. This situation has given rise to cases whereby Statistical Officers possessing the Higher School Certificate have superseded their senior colleagues.

28.246 In order not to further penalise Senior Statistical Officers presently in post, we are waiving the basic pre-professional qualification of Higher School Certificate as well as the requirement of six years' experience in the grade.

Recommendation 74

28.247 We recommend that Senior Statistical Officers, who as at 30 June 2003 have passed the Final Examinations of the Institute of Statisticians or possess a Degree in Statistics or an equivalent qualification, should be eligible to compete for the grade of Medical Statistician though they do not possess the Cambridge Higher School Certificate and reckon the six years' experience.

28.248 As mentioned earlier, the Medical Statistics Unit deals with all aspects of health and following representations received, we are restyling the unit as well as grades in the Medical Statistician Cadre to more appropriate appellations.

Recommendation 75

28.249 We recommend that the Medical Statistics Unit be renamed Health Statistics Unit. Similarly, we recommend that the grades of Medical Statistician, Senior Medical Statistician and Principal Medical Statistician be restyled Health Statistician, Senior Health Statistician and Chief Health Statistician respectively.

Chief Health Statistician formerly Principal Medical Statistician

28.250 At present, appointment to the grade of Principal Medical Statistician restyled Chief Health Statistician is made by promotion from among officers in the grade of Senior Health Statistician reckoning at least two years' service in a substantive capacity in the grade.

28.251 Representation has been received for the waiving of the requirement of two years' service, as at the Central Statistics Office appointment to the grade of Principal Statistician is made by selection of officers in the grade of Senior Statistician and the two years' service is not a requirement.

Recommendation 76

28.252 We recommend that the scheme of service of the grade of Chief Health Statistician be amended so that the requirement for the filling of the grade henceforth be by selection on the basis of merit and experience from officers in the grade of Senior Health Statistician.

EVALUATION UNIT

Statistical Clerk

28.253 In the 1993 PRB Report, we had recommended that officers in the grade of Statistical Clerk be absorbed in the grade of Statistical Assistant if they possessed the Ordinary Certificate in Statistics or had been exempted therefrom. Those

who did not possess the required qualification or were not exempted therefrom were given personal salaries.

- 28.254 At the Evaluation Unit of the Ministry of Health and Quality of Life, there are still two officers who have not been able to join the grade of Statistical Assistant restyled Statistical Officer in the 1998 PRB Report.

Recommendation 77

- 28.255 We are providing a salary scale personal to those Statistical Clerks who do not possess the Ordinary Certificate in Statistics or have not been exempted therefrom.**
- 28.256 On obtention of the Ordinary Certificate in Statistics, the officers should be allowed to join the scale recommended for qualified Statistical Officer at the point they have reached in their personal scales.**

SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

Measures to Combat Absenteeism

- 28.257 In our 1998 Report, we recommended the setting up of a Committee to be chaired by the Permanent Secretary, Ministry of Civil Service Affairs and comprising the Financial Secretary, the Director, Pay Research Bureau and the Permanent Secretary, Ministry of Health to identify areas in the health sector where special measures needed to be introduced to further combat absenteeism among shift workers effectively working on shift.
- 28.258 The Committee was set up and met several times. Surveys were conducted regarding the rate of absenteeism among all the grades of shift workers in the health sector. The Committee made a comparative study in the level of absences among the grades with a view to determining whether there was substantial difference between day and night shifts and also between weekdays and weekends.

28.259 In the light of the findings of these surveys, the Committee identified 15 grades of shift workers in the Health Sector effectively working on shift. These grades are:

- (i) Nursing Supervisor (Male)
- (ii) Nursing Supervisor (Female)
- (iii) Charge Nurse (Male)
- (iv) Charge Nurse (Female)
- (v) Nursing Officer (Male and Female) except those posted to Mediclinics, Area Health Centres, Community Health Centres
- (vi) Health Care Assistant (General)
- (vii) Medical Records Clerk
- (viii) Medical Records Assistant
- (ix) Pharmacy Dispenser *formerly Dispenser*
- (x) Ambulance Driver
- (xi) Ambulance Attendant
- (xii) Hospital Servant
- (xiii) Gatekeeper
- (xiv) Telephonist
- (xv) Ward Assistant

Recommendation 78

28.260 We recommend that the above grades working on shift in the Health sector be paid in cash any unutilised sick leave beyond the 11 days at the discounted rate of 50%.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 69 75	Rs 33000 x 1000 – 39000 Chief Government Analyst
19 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Government Analyst

Salary Code	Salary Scale and Grade
19 45 63	Rs 15000 x 500 – 17000 x 600 - 20000 x 800 - 27200 Government Analyst
19 42 44	Rs 13800 x 400 – 14600 Trainee Government Analyst
19 68 75	Rs 32000 x 1000 – 39000 Principal Hospital Physicist
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Hospital Physicist
19 68 75	Rs 32000 x 1000 – 39000 Chief Clinical Scientist <i>formerly Principal Clinical Scientist</i>
19 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Clinical Scientist (New Grade)
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Clinical Scientist (Bio Chemistry) Clinical Scientist (Virology)
19 63 73	Rs 27200 x 800 - 28000 x 1000 - 37000 Chief Nutritionist
19 64 70	Rs 28000 x 1000 – 34000 Principal Nutritionist
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Nutritionist

Salary Code	Salary Scale and Grade
19 64 70	Rs 28000 x 1000 – 34000 Head, Vector Biology and Control Division <i>formerly Head Entomological Division</i>
19 48 66	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Clinical Psychologist Scientific Officer, Vector Biology and Control Division (Personal) <i>formerly Scientific Officer (Entomology) (Personal)</i>
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Research Officer Scientific Officer, Vector Biology and Control Division <i>formerly Scientific Officer, Entomology</i>
19 45 53	Rs 15000 x 500 - 17000 x 600 - 19400 Principal Vector Biology and Control Laboratory Technician <i>formerly Principal Entomological Laboratory Assistant</i>
19 40 48	Rs 13000 x 400 - 15000 x 500 – 16500 Senior Vector Biology and Control Laboratory Technician <i>formerly Senior Entomological Laboratory Assistant</i>
19 19 44	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 14600 Vector Biology and Control Laboratory Technician <i>formerly Entomological Laboratory Assistant</i>
19 53 61	Rs 19400 x 600 - 20000 x 800 – 25600 Principal Chemical Laboratory Technician
19 49 56	Rs 17000 x 600 - 20000 x 800 – 21600 Senior Chemical Laboratory Technician
19 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 – 19400 Chemical Laboratory Technician

Salary Code	Salary Scale and Grade
19 18 21	Rs 7175 x 150 - 7325 x 175 – 7675 Trainee Chemical Laboratory Technician
19 40 48	Rs 13000 x 400 - 15000 x 500 – 16500 Senior Pathological Laboratory Assistant
19 19 43	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 14200 Pathological Laboratory Assistant
19 19 48	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant
18 61 68	Rs 25600 x 800 – 28000 x 1000 – 32000 Principal Health Engineering Assistant
18 58 65	Rs 23200 x 800 - 28000 x 1000 - 29000 Senior Health Engineering Assistant
18 51 61	Rs 18200 x 600 – 20000 x 800 – 25600 Health Engineering Assistant
18 62 68	Rs 26400 x 800 - 28000 x 1000 – 32000 Chief Health Inspector
18 55 61	Rs 20800 x 800 – 25600 Deputy Chief Health Inspector
18 52 58	Rs 18800 x 600 - 20000 x 800 - 23200 Principal Health Inspector
18 44 54	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 Senior Health Inspector

Salary Code	Salary Scale and Grade
18 26 50	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Health Inspector
18 13 16	Rs 6425 x 150 - 6875 Trainee Health Inspector
11 64 70	Rs 28000 x 1000 - 34000 Chief Hospital Administrator
11 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Regional Health Services Administrator
11 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Hospital Administrator Project Co-ordinator (AIDS)
11 59 67	Rs 24000 x 800 - 28000 x 1000 - 31000 Chief Hospital Supplies Officer
11 46 54	Rs 15500 x 500 - 17000 x 600 - 20000 Superintendent, Central Sterile Supply Department
11 45 53	Rs 15000 x 500 - 17000 x 600 - 19400 Hospital Administrative Assistant
11 29 50	Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Supervisor, Central Sterile Supply Department

Salary Code	Salary Scale and Grade
11 45 54	Rs 15000 x 500 - 17000 x 600 – 20000 Catering Officer
11 38 49	Rs 12200 x 400 - 15000 x 500 – 17000 Assistant Catering Officer
11 20 42	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800 Catering Supervisor
11 31 47	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Executive Officer (Health Services) (Personal to officers in post as at 30.06.03) Steward (Personal to officers in post as at 30.06.87)
11 28 45	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Executive Officer (Health Services) (non-shift) Steward
10 52 60	Rs 18800 x 600 - 20000 x 800 – 24800 Principal Health Information, Education and Communication Officer
10 47 55	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 20800 Senior Health Information, Education and Communication Officer
10 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Health Information, Education and Communication Officer
10 20 44	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Information, Education and Communication Officer
10 12 39	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Publicity Assistant

Salary Code	Salary Scale and Grade
22 54 66	Rs 20000 x 800 - 28000 x 1000 – 30000 Bio-Medical Engineer (Health)
22 42 44	Rs 13800 x 400 – 14600 Cadet/Trainee Bio-Medical Engineer
22 46 53	Rs 15500 x 500 - 17000 x 600 – 19400 Principal Bio-Medical Technician (New grade)
22 37 50	Rs 11800 x 400 - 15000 x 500 – 17000 x 600 - 17600 Senior Bio-Medical Technician
22 21 44	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 14600 Bio-Medical Technician
22 13 37	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Telephonist
20 64 70	Rs 28000 x 1000 – 34000 Chief Health Statistician <i>formerly Principal Medical Statistician</i>
20 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Health Statistician <i>formerly Senior Medical Statistician</i>
20 43 63	Rs 14200 x 400 – 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Health Statistician <i>formerly Medical Statistician</i>

Salary Code	Salary Scale and Grade
20 64 70	Rs 28000 x 1000 – 34000 Principal Demographer
20 43 63	Rs 14200 x 400 – 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Demographer
20 40 50	Rs 13000 x 400 – 15000 x 500 - 17000 x 600 – 17600 Senior Survey and Demographic Officer <i>formerly Senior Statistical Officer (Evaluation Unit)</i> Senior Statistical Officer
20 28 45	Rs 9000 x 250 - 10000 x 300 – 10600 x 400 – 15000 Survey and Demographic Officer <i>formerly Statistical Officer (Evaluation Unit)</i> Statistical Officer
20 16 41	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Statistical Clerk (Personal to officer in post as at 01.07.93)
26 00 78	Rs 42500 Chief Sanitary Engineer
26 64 70	Rs 28000 x 1000 – 34000 Principal Sanitary Engineer
26 48 63	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 27200 Sanitary Engineer
26 37 58	Rs 11800 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 23200 Transport Superintendent
05 59 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Librarian

Salary Code	Salary Scale and Grade
23 13 40	Rs 6425 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13000 Welfare Assistant
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery) (on roster)
16 34 53	Rs 10600 x 400 – 15000 x 500 - 17000 x 600 – 19400 Graphic Artist/Designer
08 22 40	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Timekeeper (Health) Timekeeper Transport Division
08 11 37	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Receptionist (Health Services)
08 09 30	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 – 9500 Gatekeeper (Health)
25 39 45	Rs 12600 x 400 – 15000 Workshop Supervisor
25 31 41	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Mechanic Foreman

Salary Code	Salary Scale and Grade
25 12 33	<p>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</p> <p>Automobile Electrician Blacksmith Boiler Operator Cabinet Maker Carpenter Coach Painter Electrician Fitter Maintenance Assistant Mason Motor Diesel Mechanic Orthopaedic Appliance Maker (Leather) Orthopaedic Appliance Maker (Metal) Orthopaedic Appliance Maker (Wood) Painter Panel Beater Plumber and Pipe Fitter Tailor Welder</p>
25 09 26	<p>Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8600</p> <p>Maintenance Handy Worker (Personal) <i>formerly Maintenance Handyman (Personal)</i></p>
25 05 23	<p>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</p> <p>Maintenance Handy Worker <i>formerly Maintenance Handyman</i> Tradesman's Assistant Tradesman's Assistant (Seamstress)</p>
24 28 43	<p>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</p> <p>Senior Laboratory Attendant</p>
24 12 37	<p>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</p> <p>Laboratory Attendant</p>

Salary Code	Salary Scale and Grade
24 20 36	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400 Ambulance Driver (on shift)
24 20 35	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (Heavy Vehicles above 5 tons)
24 14 35	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver (on shift)
24 15 34	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Operator Waste Water Pumping Station (on shift)
24 17 32	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman Leading Hand
24 20 32	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 Senior Cook (New Grade)
24 12 32	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Attendant (Haemodialysis) (on shift) Hospital Attendant (on shift) Mortuary Attendant (on roster) Parking Assistant Theatre Attendant (on shift) X-Ray Attendant (on shift)
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

Salary Code	Salary Scale and Grade
24 12 29	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 9250 Cook (on roster)
24 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Ambulance Attendant (on shift) Attendant Nursing School (Personal) Hospital Servant (on shift)
24 09 27	Rs 5825 x 150 – 7325 x 175 – 8200 x 200 – 8800 Waste Water Pipe Cleaner (on roster)
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Attendant Nursing School Gardener/Nurseryman Insecticide Sprayerman (Health) Seamstress Toolskeeper
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Laundry Attendant (on roster) <i>formerly Washerwoman (on roster)</i> Watchman (on shift)
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Cleaner and Sweeper (Health Services) Handy Worker (Special Class) <i>formerly Handyman (Special Class)</i> Rodent Control Attendant Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Gateman Handy Worker <i>formerly Handyman</i> Linen Room Assistant Lorry Loader Nightsoilman Sanitary Attendant

Salary Code	Salary Scale and Grade
24 01 17	<p>Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i></p>
13 25 36	<p>Rs 8400 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400 Coxswain</p>
13 11 32	<p>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Launch Driver</p>
13 10 28	<p>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 Assistant Mate</p> <p style="text-align: center;">*****</p>

29. MINISTRY OF ARTS AND CULTURE

- 29.1 The mission of the Ministry of Arts and Culture is to foster a balanced and harmonious Mauritian Society through the consolidation of existing pluralism, promotion of creativity and the celebration of cultural values. Its main objectives are to promote the arts, culture, heritage and literature in their own right, as significant and valuable areas of social and human endeavour as well as to nurture creativity and innovation. It is also the goal of the Ministry to facilitate international cultural exchange so that more Mauritian artists become known worldwide and benefit from international experience.
- 29.2 The Ministry of Arts and Culture has two main cadres, namely the Arts Officer Cadre and the Events Management Officer Cadre and a number of parastatal bodies to support it in its endeavour to strengthen cultural ties both locally and abroad. These parastatal bodies include, among others, the Mauritian Cultural Centre Trust, Nelson Mandela Centre for African Culture, Islamic Cultural Centre, Tamil Cultural Centre Trust, Telegu Cultural Centre Trust, Marathi Cultural Centre Trust, National Heritage Trust Fund, National Library, Mauritius Society of Authors, National Art Gallery and Mauritius Museums Council.
- 29.3 We are making appropriate recommendations in respect of these institutions in Volume II Part II of our Report dealing with Parastatal bodies.
- 29.4 We are, in this section, bringing about the necessary modifications in terms of qualification requirements for certain grades and conditions of work to allow the ministry as well as the divisions under its jurisdiction, namely the National Archives and the Board of Film Censors to use their resources effectively and meet their targets. We are equally providing personal salaries for officers in post at the Mauritius Institute, pending their integration in the Mauritius Museums Council.

Arts Officer Cadre

29.5 Officers in this cadre are responsible to provide technicians to drama. They are required to perform stage management, advise on make ups, light designing, costume/set designing and conceive and design shows. They also encourage the development of artistic and cultural organisations and socio-cultural groups and assist in organising drama festivals and artistic, cultural and leisure activities. Recruitment to the cadre is made through a trainee grade.

Trainee Arts Officer

29.6 The Trainee Arts Officer is currently required to possess a Cambridge School Certificate with credit in five subjects including two languages spoken in Mauritius together with a certificate in one of the areas of Arts as defined by UNESCO, namely music, dance, dramatics arts, fine arts, literature, architecture, cinema and composite arts and has to undergo one year on-the-job training.

29.7 In view of the nature of the work involved and to meet the requirements of the job, there is need to review the qualification requirements at the entry level.

Recommendation 1

29.8 We recommend that enlistment of Trainee Arts Officer be made from among candidates holding

- (i) a Cambridge School Certificate with credit in five subjects including two languages spoken in Mauritius;**
- (ii) passes in two subjects at General Certificate of Education Advanced level; and**
- (iii) a Certificate in one of the areas of Arts, namely music, dance, dramatics arts, fine arts, literature, architecture, cinema and composite arts.**

Theatre Controller (New Grade)

29.9 At present, officers in the Arts Officer Cadre are required to manage the Serge Constantin Theatre and the Pointe Canon Open Air Theatre. These duties are not

prescribed in their schemes of service. There is need to create a grade which would be required to manage the theatres as well as the recording studio.

Recommendation 2

29.10 We recommend the creation of a grade of Theatre Controller. Recruitment thereto should be from among candidates possessing a Cambridge School Certificate with credit in five subjects and passes in two subjects at GCE 'A' level.

29.11 Incumbent would be required, among others, to deal with the day-to-day administrative work of the theatre, including matters pertaining to personnel, finance, purchasing and supply, process bookings and prepare the monthly return of events held at the theatre.

Allowance

29.12 Employees in the grades of Carpenter and General Worker, formerly General Field and Office Premises Worker, posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre are often required to open and close the curtain, lift/pull decors to/from the attic during plays, move and/or change decors on stage while plays are on and during black outs, mount and dismantle decors and bring down the giant screen prior to film festivals and place loud speakers on stage. We are providing for an allowance to compensate these officers for the additional duties they are required to perform during and after normal office hours.

Recommendation 3

29.13 We recommend the payment of a monthly allowance of Rs 300 to officers in the grades of Carpenter and General Worker formerly General Field & Office Premises Worker for performing the above duties during and after normal office hours. This does not preclude the payment of overtime for work performed beyond normal working hours.

Time Off

29.14 Officers of the Arts Officer Cadre and Events Management Officer Cadre, by the nature of their duties, are very often required to work outside normal office hours. The cultural and artistic activities organised by the Ministry throughout the year require these officers to work late, at odd hours and on Saturdays, Sundays and Public Holidays for the preparation, mounting and organisation of such events. It has been represented that owing to the increase in the activities and workload, the officers are not always able to take time off. The Bureau considers that they should be duly compensated for extra hours put in.

Recommendation 4

29.15 We recommend that arrangements should be made for officers of the Arts Officer Cadre and Events Management 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 given 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 six consecutive months, a request should be made to the Ministry of Civil Service Affairs and Administrative Reforms for appropriate compensation for the extra hours put in.

Allowance to Word Processing Operator (Oriental Language)

29.16 Word Processing Operators (Oriental Language), besides performing typing duties in the relevant oriental language, are called upon to type in other languages, e.g English/French/Creole. They are being compensated with a monthly ad hoc allowance of Rs 150 for performing these duties. We are reviewing this allowance.

Recommendation 5

29.17 We recommend that the *ad hoc* allowance paid to Word Processing Operators (Oriental Language) for typing work in other languages, e.g English/French/Creole, be revised to Rs 180 monthly.

Staggered Hours

29.18 Officers in the grades listed below are required to work either at staggered hours or on roster. This has been taken into consideration in determining the recommended salaries.

Staggered Hours

- Chief Arts Officer
- Principal Arts Officer
- Senior Arts Officer
- Arts Officer
- Trainee Arts Officer
- Officer, Centre de Lecture et d'Animation Culturelle

Roster

- Driver
- Technician (light/sound)
- Driver (heavy vehicles above five tons)
- Public Address Operator

MINISTRY OF ARTS AND CULTURE***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
05 68 75	Rs 32000 x 1000 – 39000 Events Manager
05 64 70	Rs 28000 x 1000 - 34000 Principal Events Management Officer
05 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Events Management Officer
05 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Events Management Officer

Salary Code	Salary Scale and Grade
05 55 63	Rs 20800 x 800 – 27200 Chief Arts Officer
05 52 58	Rs 18800 x 600 – 20000 x 800 – 23200 Principal Arts Officer
05 42 54	Rs 13800 x 400 – 15000 x 500 – 17000 x 600 – 20000 Senior Arts Officer
05 22 47	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Arts Officer
05 15 17	Rs 6725 x 150 – 7025 Trainee Arts Officer
05 24 47	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Theatre Controller (New Grade)
05 17 41	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Officer CLAC (Centre de Lecture et d'Animation Culturelle)
22 22 46	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 - 15500 Technician (Light/Sound)
08 16 40	Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Word Processing Operator (Oriental Language)

Salary Code	Salary Scale and Grade
06 15 40	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Percussionist
10 12 39	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 12600 Public Address Operator (on roster)
10 11 38	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 12200 Public Address Operator
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Carpenter Driver (on roster) Electrician
24 22 37	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Driver (Heavy Vehicles above 5 tons) (on roster - day & night)
24 17 32	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Leading Hand
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Stores Attendant <i>formerly Storeman</i>

Salary Code	Salary Scale and Grade
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Caretaker Handy Worker <i>formerly Handyman</i> Lorry Loader
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>

BOARD OF FILM CENSORS

29.19 The role of the Board of Films Censors is mainly to classify films in accordance with their suitability for viewing by the different age groups. Its main functions are to control the importation of films and to classify the films for public exhibition. With the proclamation of the Films Act No. 41 of 2002, the roles of the Board of Film Censors have been enlarged.

Assistant Secretary, Board of Film Censors

29.20 At present, appointment to the grade of Assistant Secretary of the Board of Film Censors is made by selection from among Executive Officers reckoning at least five years' service in a substantive capacity and Executive Assistants reckoning at least five years' experience in the Censorship Sector.

29.21 In view of the specificity of the task involved at the Board of Film Censors, there is need to review the qualifications of the Assistant Secretary.

Recommendation 6

29.22 We recommend that appointment to the grade of Assistant Secretary, Board of Film Censors, should be made from Executive Officers and Executive Assistants possessing a Diploma in Social Science or an equivalent qualification.

Secretary, Board of Film Censors

29.23 The grade of Secretary, Board of Film Censors is promotional for officers in the grade of Assistant Secretary, Board of Film Censors, reckoning at least two years' service in a substantive capacity. In the light of the change in qualification requirements for the grade of Assistant Secretary, we are reviewing the mode of appointment to the grade of Secretary, Board of Film Censors.

Recommendation 7

29.24 We recommend that appointment to the grade of Secretary, Board of Film Censors, should be made from the grade of Assistant Secretary, Board of Film Censors, possessing a Diploma in Social Science or an equivalent qualification.

Audio-Visual Operator (New Grade)

29.25 With the implementation of the Films Act 2002, Cinematographic Films and other films need to be classified on the same footing with regards to importation, classification and exhibition. Consequently, films in the formats such as Laser Discs, Digital Video Discs (DVDs), Video Compact Discs (VCDs) Video Cassettes [Video Home System (VHS), Betacom, Super Betacom, View-Matic (V-Matic)] and other electronic media constituting movie pictures have to be classified. We are, therefore, providing for a grade to be responsible for the receipt of titles and duplicates for classification purpose in the different video format.

Recommendation 8

29.26 We recommend the creation of a grade of Audio-Visual Operator. Recruitment, thereto, should be from among holders of a Cambridge School Certificate with credit in Chemistry, Physics and Mathematics.

29.27 Incumbent would be required to operate and maintain video equipment to be used for classification of films, perform verifications and labelling exercise of video films, maintain an archive of classified video films and give assistance to Projectionist as and when required.

Enforcement Officer (New Grade)

29.28 To implement certain provisions of the new Act, there is need for a grade of Enforcement Officer to carry out checks at the trade premises of films, investigate complaints, make enquiries and prepare files for reference to the police court.

Recommendation 9

29.29 We recommend the creation of a grade of Enforcement Officer. Recruitment, thereto, should be from holders of a Cambridge School Certificate with credit in five subjects and passes in at least two subjects at GCE 'A' level.

29.30 Incumbent would be required to work outside normal working hours. This has been taken into consideration in arriving at the salary recommended.

Allowance in connection with Projection of Films

29.31 With increase in the number of video films received at the Board of Film Censors, projection for classifying films in accordance to their suitability for viewing by the different age groups is sometimes carried out after normal working hours. At present, the Secretary, Assistant Secretary, Executive Assistant and Projectionists are paid an allowance in connection with censorship per session after normal working hours.

Recommendation 10

29.32 We recommend that the allowance paid per session to officers in the grades of Secretary, Assistant Secretary, Executive Assistant, Senior Projectionist and Projectionist, when called upon to perform censorship duties after normal working hours, be revised as follows:

Secretary	Rs 375
Assistant Secretary	Rs 315
Executive Assistant	Rs 200
Senior Projectionist	Rs 265
Projectionist	Rs 265

Salary Code	Salary Scale and Grade
CENSORSHIP SECTION	
08 49 58	Rs 17000 x 600 – 20000 x 800 – 23200 Secretary, Board of Film Censors
08 36 50	Rs 11400 x 400 – 15000 x 500 – 17000 x 600 – 17600 Assistant Secretary, Board of Film Censors
10 34 48	Rs 10600 x 400 – 15000 x 500 – 16500 Senior Projectionist
10 30 44	Rs 9500 x 250 – 10000 x 300 – 10600 x 400 – 14600 Projectionist (Personal)
10 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Projectionist (Future Holder)
18 23 44	Rs 8025 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Enforcement Officer (New Grade)
10 18 42	Rs 7175 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13800 Audio-Visual Operator (New Grade)

29.1 NATIONAL ARCHIVES

- 29.1.1 The National Archives is the national repository of public records of Mauritius, inclusive of printed matter, maps, charts, plans, notarial deeds and other documents of French and British period specified in the National Archives Legislation. It ensures that public records are regularly deposited and protected, easily retrieved and are available for use for research/administrative purposes. The National Archives controls public archives lying in other repositories and advises on the way in which they should be preserved. It also undertakes searches at the request of Government and private individuals.
- 29.1.2 The National Archives Department comprises a technical and a professional cadre, namely an Archives Officer Cadre and an Archivist Cadre. We are reviewing the duties of the grades of the Archives Officer Cadre in line with current requirements.

Archives Officer Cadre

- 29.1.3 In addition to their normal work, officers of the cadre are called upon to prepare reports on search, deal with local as well as foreign researchers, organise exhibitions, transcription, inspect public archives lying in repositories other than the National Archives and initiate actions for the recording, keeping and maintaining of oral history archives.

Recommendation 11

- 29.1.4 We recommend that the relevant schemes of service of the grades in the Archives Officer Cadre be amended to include the above duties. These have been taken into consideration in arriving at the recommended salaries of the grades.**

Protective Clothing and Equipment

- 29.1.5 The nature of work at the National Archives Department warrants the use of volatile chemical agents, working in dark rooms with ultra red rays and working

with manuscripts. It has been represented that staff should be provided with protective clothing and equipment.

29.1.6 We have requested the Ministry of Civil Service Affairs and Administrative Reforms to make arrangement to assess the need of protective clothing and equipment, and the need for medical check-up in respect of officers working in the Archives Department and to take appropriate measures.

Reprographic Operator

29.1.7 With the introduction of new technologies, the grade of Reprographic Operator is required to perform additional duties such as the feeding of introductory information on computers as well as implementing of electronic archives in computer field such as scanning and CD back up.

Recommendation 12

29.1.8 We recommend that the Scheme of Service of the grade of Reprographic Operator be amended to reflect the new duties. These have been taken into consideration in arriving at the recommended salary of the grade.

Salary Code	Salary Scale and Grade
NATIONAL ARCHIVES	
05 73 75	Rs 37000 x 1000 – 39000 Director
05 57 70	Rs 22400 x 800 – 28000 x 1000 – 34000 Deputy Director
05 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Archivist Conservator Record Manager

Salary Code	Salary Scale and Grade
05 48 56	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 21600 Chief Archives Officer
05 41 50	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 17600 Principal Archives Officer
05 33 45	Rs 10300 x 300 – 10600 x 400 – 15000 Senior Archives Officer
05 17 41	Rs 7025 x 150 – 7325 x 175 - 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Archives Officer
26 13 40	Rs 6425 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Reprographic Operator (Archives)
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery) (on roster)
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

29.2 MAURITIUS INSTITUTE

29.2.1 We have been informed that, following the signature of a memorandum of understanding, officers of the Mauritius Institute would be offered appointment at the Mauritius Museums Council. Pending their integration, we are providing **personal salaries** for officers in posts.

Salary Code	Salary Scale and Grade
05 57 70	Rs 22400 x 800 – 28000 x 1000 - 34000 Assistant Director (Mauritius Institute)
05 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Conservator Curator
05 45 56	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 – 21600 Principal Museum Technician
05 36 47	Rs 11400 x 400 – 15000 x 500 – 16000 Senior Museum Technician
05 19 43	Rs 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14200 Museum Technician
16 14 39	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600 Machine Minder (Bindery) (on roster)
24 12 37	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 11800 Laboratory Attendant

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman Library Attendant
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Attendant (Historical Museum) Caretaker (Mauritius Institute)
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>

30. MINISTRY OF FISHERIES

- 30.1 The Fisheries Sector is of great importance to the economy and for the livelihood of inhabitants of our coastal regions. Expansion of the sector's total activity is limited by the natural productive capacity of the living marine resources from which the activities derive. There is limited potential for the further development of marine capture fisheries. The vision of the Ministry of Fisheries is therefore to be the driving force for the sustainable development and management of living aquatic resources in the waters of, and of interest to Mauritius. In that context, emphasis is placed on sustainable resource use and protection of the marine environment and on maximising returns from existing fisheries through value addition.
- 30.2 The objectives of the Ministry of Fisheries are, *inter alia*:
- (a) to ensure the proper implementation of government policies in respect of fisheries and marine conservation;
 - (b) to promote responsible fisheries; and
 - (c) to support and strengthen national research capacity for fisheries development and management and conservation of marine biodiversity; and to ensure that Mauritius cooperates regionally and internationally for the development, management and conservation of marine living resources.
- 30.3 The management of the Ministry rests with the Permanent Secretary, assisted by one Principal Assistant Secretary and two Assistant Secretaries. There are three main areas of operation within the Ministry, namely, the department of fisheries managed by the Chief Fisheries Officer, who is accountable to the Permanent Secretary and is responsible for sectoral planning, administration and finance and more importantly, coordination between management and research; the fisheries research service under the responsibility of a Principal Fisheries Officer and dealing primarily with adaptive research; and the protection service which is manned by a six level cadre under the responsibility of the Chief Fisheries Protection Officer who reports to the Chief Fisheries Officer.

- 30.4 The Albion Fisheries Research Centre and its outstations provide services in respect of the fishing industry, import and export sectors, training, welfare of fishermen, opening of passes and channels, marine pollution, non-governmental organisations and individuals interested in marine affairs. The Chief Fisheries Officer heads the Centre. Two Principal Fisheries Officers, one in charge of the Research Section and the other in charge of the Management Section, assist him. Under each Principal Fisheries Officer, there are Divisional Scientific Officers who are in charge of the following Divisions: Marine Parks and Reserve, Fisheries Research, Marine Sciences, Aquaculture and Fisheries Management and Development. Officers in the scientific and technical grades as well as a number of officers of the general services and workmen's group assist in the various divisions.
- 30.5 In view of the increased responsibilities and development in the Fisheries Sector, the management structure of the technical services is being reviewed to increase organisational effectiveness and efficiency. To this end, we have created a new grade of Senior Scientific Officer (Fisheries), amended existing schemes of service to reflect new activities and to facilitate the career progression of able and experienced officers, restyled the grades in the Fisheries Protection Cadre to more appropriate appellations and reviewed the existing allowances.

Fisheries Planner

- 30.6 At present, a Planning and Management Unit, under the supervision of a Divisional Scientific Officer (Fisheries), is carrying out duties related to planning, design and appraisal of projects besides coordinating with the divisions for international/regional cooperation, bilateral agreements, technical assistance and fisheries policy.
- 30.7 In view of the large scope of work and responsibilities of this unit, there is need to strengthen the planning capacity within the Ministry, to improve co-ordination as well as the synthesis of information provided by the different services of the Ministry and to monitor implementation of projects by providing for an additional post of Principal Fisheries Officer.

Recommendation 1

30.8 We recommend the creation of an additional post of Principal Fisheries Officer on the establishment of the Ministry of Fisheries against the abolition of the vacant grade of Fisheries Planner.

Senior Scientific Officer (Fisheries) (New Grade)

30.9 Officers in the grades of Divisional Scientific Officer (DSO) have to provide guidance to Scientific Officers in their respective divisions. Apart from representing the Ministry at technical meetings, they also spend a lot of time in inter-ministerial meetings where they are called upon to express technical views and help in reaching management decision. In order to provide on the job guidance and assistance to young scientific and technical recruits and to co-ordinate the work of Scientific Officers, there is need for a new level to act as a liaison between Scientific Officers and Divisional Scientific Officers, to act as team leader for projects demanding higher levels of technical skills and to strengthen the institutional capacity of the Department to deliver effectively its mandate.

Recommendation 2

30.10 We recommend the creation of a new grade of Senior Scientific Officer (Fisheries) to be filled by promotion from Scientific Officers (Fisheries) reckoning at least four years' service in a substantive capacity in the grade.

Field Assistant**Senior Field Assistant**

30.11 In our 1998 Report, we recommended that officers in the grades of Field Assistant (Fisheries) and Senior Field Assistant (Fisheries) be integrated to the Technical Cadre (Fisheries) on obtention of the Diploma in Fisheries Science and that consequently both grades should become evanescent. However, some officers are still in the grade of Field Assistant (Fisheries) and we are making appropriate recommendations in their respect.

Recommendation 3

- 30.12 We recommend that Field Assistants (Fisheries), who have drawn their top salary for a year, should proceed in the scale of Senior Field Assistant (Fisheries) (personal), provided they have been efficient and effective and have not been adversely reported upon.**

Technical Officer (Fisheries)**Senior Technical Officer (Fisheries)**

- 30.13 Technical Officers and Senior Technical Officers on the establishment of the Ministry of Fisheries generally assist Scientific Officers (Fisheries) in the implementation of research and development projects. Most of these Technical Officers and Senior Technical Officers possess a degree in the relevant field and are well conversant with the intricacies of the different divisions. We are, therefore, making recommendation to facilitate the career progression of able officers.

Recommendation 4

- 30.14 We recommend that the Scheme of Service of the grade of Scientific Officer (Fisheries) should be amended to give priority of consideration to Technical Officers and Senior Technical Officers possessing the prescribed qualifications for appointment to the grade of Scientific Officer.**

Principal Technical Officer (Fisheries) (New Grade)

- 30.15 Most of the technical services of the Ministry of Fisheries are concentrated in the research oriented activities of the Albion Fisheries Research Centre and its outstations. These activities have considerably increased over the years.
- 30.16 In view of the additional responsibilities of the professional and technical cadres and for coordination with the various divisions, a new level is required in the technical cadre to give necessary support and assistance and to carry out the various responsibilities of the managerial and administrative duties effectively for the overall benefit of the technical services.

Recommendation 5

- 30.17** We recommend the creation of a new grade of **Principal Technical Officer (Fisheries)**. Appointment to the grade should be made by selection from among **Senior Technical Officers (Fisheries)** reckoning at least five years' experience in a substantive capacity in the grade.
- 30.18 The Principal Technical Officer would, inter alia, be responsible to the Principal Fisheries Officer/Divisional Scientific Officer for the administration, planning, coordination and execution of the technical work of the divisions, supervise the technical cadres, coordinate and organise the technical work in the units/divisions and assist in the formulation of fisheries policy and implementation of fisheries programmes.
- 30.19 The Fisheries Protection Service has been given a new mandate in the Government Ten Year Development Plan. We are restyling the whole cadre to reflect the nature of duties performed and responsibilities shouldered.

Recommendation 6

- 30.20** We recommend that the grades in the Fisheries Protection Service be restyled as hereunder:

<i>Present Appellation</i>	<i>Future Appellation</i>
Fisheries Assistant	Fisheries Protection Officer
Senior Fisheries Assistant	Senior Fisheries Protection Officer
Fisheries Protection Officer	Principal Fisheries Protection Officer
Senior Fisheries Protection Officer	Assistant Controller, Fisheries Protection Service
Principal Fisheries Protection Officer	Deputy Controller, Fisheries Protection Service
Chief Fisheries Protection Officer	Controller, Fisheries Protection Service.

Assistant Controller, Fisheries Protection Service

- 30.21 In view of the numerous activities in the Fisheries Protection Service, the Ministry is creating four additional posts of Assistant Controller, Fisheries Protection Service to assist the Controller, Fisheries Protection Service and the Deputy Controller, Fisheries Protection Service. The additional Assistant Controllers, Fisheries Protection Service will be attached to regions thus giving them ample time to monitor closely the work of officers in the Fisheries Protection Cadre in their respective regions.
- 30.22 In the light of the additional duties now being attributed to the grade of Assistant Controller, Fisheries Protection Service, we are amending the scheme of service of the grade.

Recommendation 7

- 30.23 We recommend that the Scheme of Service of the Assistant Controller, Fisheries Protection Service be amended to include, *inter alia*, the additional responsibility for the Regional Headquarters and Flying Squads; monitoring fishing around Fish Aggregate Devices off the lagoon; co-ordinating, monitoring and issuing Prosecution Orders and attending court cases; organising training activities for the Fishermen Community; assisting in the implementation of Fishermen Welfare Schemes and Extension Services; and monitoring discharge of effluents from factories, sugar mills, dye houses in rivers and sea.**
- 30.24 **These duties have been taken into account in arriving at the recommended salary for the grade.**

Senior Nurseryman (Fisheries) (on Roster) (New Grade)

- 30.25 Since the creation of the Ministry of Fisheries, Nurserymen (Fisheries) have been providing support to the technical and scientific staff in the proper running of the daily research activities. Their contribution has been laudable especially in hatcheries, laboratories, fishing and sampling operations, management of ponds and feed preparation among other duties.

30.26 With a view to better equip the research station with the necessary personnel within the research frame to deliver the goods effectively and efficiently, the need is felt to create a new grade of Senior Nurseryman (Fisheries) (on roster). The incumbents would be working as team leaders in the respective units.

Recommendation 8

30.27 We recommend the creation of a new grade of Senior Nurseryman (Fisheries) (on roster). Appointment thereto should be made by promotion from Nurseryman (Fisheries) (on roster) reckoning at least 10 years' service in the grade, on the basis of merit and experience.

Senior Laboratory Attendant (New Grade)

30.28 With the latest developments in the field of research, the volume of work in the laboratories has considerably increased.

30.29 The scientific staff relies much on the support of Laboratory Attendants for the preparation of laboratories, ensuring safety of personnel and for directing of visitors.

30.30 In order to co-ordinate and supervise the work of Laboratory Attendants in the laboratories of the Ministry, a new level is warranted.

Recommendation 9

30.31 We recommend the creation of a new grade of Senior Laboratory Attendant. Appointment thereto should be made by promotion from Laboratory Attendants, on the basis of merit and experience, reckoning at least five years' service in the grade.

Sea-Going Allowance

30.32 Some officers of the Fisheries Division are often required to act as observers on board vessels operating in the Economic Exclusive Zone for fishing trips and scientific operations lasting for many days at a stretch. These officers are presently paid an allowance of Rs 550 a day for working for a period of one week or more at a stretch. It has been reported that officers are often required to stay

for less than a week on board of these vessels. We are, therefore, reviewing our recommendation.

Recommendation 10

30.33 We recommend that officers who work as observers on board vessels operating in our Economic Exclusive Zone, and who are not entitled for overtime should be paid an allowance of Rs 660 a day for working for a period of five days at a stretch. Those working for a lesser period should be governed by the rates and conditions provided at paragraph 30.39 (a), (b) and (c).

30.34 Presently, officers of the Fisheries Division are paid allowances for working on weekdays, Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea, to collect specimen for analysis or for the Marine Conservation Centre.

30.35 The Scientific/Technical Staff posted at Trou Tanfaron Fishing Port are required at least once weekly to go out in the open sea for the placing and maintenance of Fish Aggregating Devices, research work and training of fishermen. They have to work at staggered hours depending on the exigencies of their experiments. Departure time is mostly around 4 a.m and vessels are back to port around 5 to 6 p.m. Officers have to be ready at least two hours before.

30.36 Fish Aggregating Devices (FADs) are placed in the lagoon in the context of the FAD Fishery Development Project following an agreement between the Government of Mauritius and the International Fund for Agricultural Development (IFAD). The overall goal of the programme is to alleviate the poverty of fishermen and increase their income as FADs attract large quantity of fish around them. The success of the programme which will be over a period of six years up to 2006, will depend on the setting of an optimum number of FADs around Mauritius and their proper maintenance.

30.37 It has been represented that the two research vessels of the Ministry attached to the Trou Fanfaron Fishing Port have a maximum autonomy of five days only and

therefore the officers who work on these vessels cannot benefit from the sea-going allowances as proposed in the 1998 PRB Report.

30.38 In view of the importance of experimental work and the need for the regular maintenance of Fish Aggregating Devices, we are recommending the payment of an appropriate sea-going allowance to the officers who go out at sea for short periods.

Recommendation 11

30.39 We recommend payment of a sea-going allowance for 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 as follows:

- (a) **one day's pay for working in the open sea for four hours up to twelve hours on working days;**
- (b) **1½ days' pay for working beyond twelve hours, including Saturdays, up to 24 hours;**
- (c) **one day's pay and one day off for working for four to twelve hours on Public Holidays and Sundays.**

Rent Allowance

30.40 Officers of the Fisheries Protection Cadre are entitled to rent allowance. These allowances are being revised.

Recommendation 12

30.41 We recommend that officers of the Fisheries Protection Cadre be paid rent allowances as follows:

Fisheries Protection Officer <i>(formerly Fisheries Assistant)</i>	: Rs 580
Senior Fisheries Protection Officer <i>(formerly Senior Fisheries Assistant)</i>	: Rs 635
Principal Fisheries Protection Officer <i>(formerly Fisheries Protection Officer)</i>	: Rs 825
Assistant Controller, Fisheries Protection Service <i>(formerly Senior Fisheries Protection Officer)</i>	: Rs 910
Deputy Controller, Fisheries Protection Service <i>(formerly Principal Fisheries Protection Officer)</i>	: Rs 935
Controller, Fisheries Protection Service <i>(formerly Chief Fisheries Protection Officer)</i>	: Rs 990

Diving Allowance

30.42 Officers of the Fisheries Division are required to perform diving duties for carrying out observation and data collection underwater with regard to marine and lagoon ecosystem and other features occurring therein. They are presently being paid a diving allowance of Rs 375 per dive subject to a maximum of Rs 5625 a month for such work.

Recommendation 13

30.43 We recommend that the diving allowance paid to the officers of the Fisheries Division be revised to Rs 450 per dive subject to a maximum of Rs 6750 a month.

Allowance for officers posted in Flying Squads

30.44 The Ministry of Fisheries has organised flying squads to operate in six zones of the island with a view to curbing illegal fishing. Another squad will be based at the Head Office to attend to emergency cases. Each squad comprises a Principal Fisheries Protection Officer, a Senior Fisheries Protection Officer and four Fisheries Protection Officers. These officers work on a shift system of 8 hours daily on a 7-day basis.

30.45 We are therefore introducing a special duty allowance to officers in the flying squad.

Recommendation 14

30.46 We recommend payment of a monthly special Duty Allowance equivalent to one increment at the initial of the salary scales to officers posted in the Flying Squads.

Shift, Roster and Night Allowance

30.47 Fisheries Protection Officers (formerly Fisheries Assistants) and Senior Fisheries Protection Officers (formerly Senior Fisheries Assistants) work on shift. Officers posted in the Flying Squad i.e Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers are also required to work on shift. While this element has been taken into account in arriving at the respective salaries, we are introducing a night allowance for those officers effectively working at night on shift.

Recommendation 15

30.48 We recommend that Fisheries Protection Officers (formerly Fisheries Assistants), Senior Fisheries Protection Officers (formerly Senior Fisheries Assistants) and Principal Fisheries Protection Officers (formerly Fisheries Protection Officers) effectively performing night duty should, for the period July 2003 to June 2004, be paid a night allowance equivalent to 7.5% of the normal rate per hour for the hours worked between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Shares of Fines

30.49 The Fisheries Protection Cadre is the 'policing agency' of the Ministry of Fisheries. Keeping in view the risks and hazards that these officers meet regularly while discharging the enforcement duties, the Ministry of Fisheries is in the process of implementing an internal reorganisation of the protection service.

30.50 We are making provisions to provide incentive for the officers of the cadre.

Recommendation 16

30.51 We recommend that consideration be given to the amendment of the Fisheries Act, on the same line as the Customs Act, to introduce a reward in the form of 'shares of fines' to officers in the Fisheries Protection Service who are actually performing enforcement duties. The quantum of the reward should be determined by the Ministry of Fisheries after consultation with the Ministry of Finance.

MINISTRY OF FISHERIES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
19 00 78	Rs 42500 Chief Fisheries Officer
19 69 75	Rs 33000 x 1000 – 39000 Principal Fisheries Officer
19 64 70	Rs 28000 x 1000 – 34000 Divisional Scientific Officer (Fisheries)
19 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Scientific Officer (Fisheries)(New Grade)
19 44 63	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 – 20000 x 800 - 27200 Scientific Officer (Fisheries)
19 56 61	Rs 21600 x 800 – 25600 Controller, Fisheries Protection Service <i>formerly Chief Fisheries Protection Officer</i>

Salary Code	Salary Scale and Grade
19 53 58	Rs 19400 x 600 – 20000 x 800 – 23200 Deputy Controller, Fisheries Protection Service <i>formerly Principal Fisheries Protection Officer</i>
19 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Assistant Controller, Fisheries Protection Service <i>formerly Senior Fisheries Protection Officer</i>
19 40 48	Rs 13000 x 400 – 15000 x 500 – 16500 Principal Fisheries Protection Officer <i>formerly Fisheries Protection Officer</i>
19 33 44	Rs 10300 x 300 – 10600 x 400 – 14600 Senior Fisheries Protection Officer <i>formerly Senior Fisheries Assistant</i>
19 16 41	Rs 6875 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 -13400 Fisheries Protection Officer <i>formerly Fisheries Assistant</i>
19 56 63	Rs 21600 x 800 - 27200 Principal Technical Officer (Fisheries) (New Grade)
19 50 58	Rs 17600 x 600 - 20000 x 800 – 23200 Senior Technical Officer (Fisheries)
19 34 53	Rs 10600 x 400 - 15000 x 500 – 17000 x 600 - 19400 Technical Officer (Fisheries)
19 28 48	Rs 9000 x 250 - 10000 x 300 – 10600 x 400 - 15000 x 500 -16500 Assistant Technical Officer (Fisheries)
19 36 47	Rs 11400 x 400 - 15000 x 500 – 16000 Senior Field Assistant (Fisheries) (Personal)

Salary Code	Salary Scale and Grade
19 18 39	Rs 7175 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 – 12600 Field Assistant (Fisheries) (Personal)
13 25 36	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11400 Artificer Coxswain
08 11 37	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 – 10600 x 400 – 11800 Clerk Assistant
08 15 41	Rs 6725 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Agricultural Clerk (Personal) (<i>formerly GSC 9</i>)
08 25 45	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Agricultural Clerk (Personal) (<i>formerly GSC 10</i>)
24 28 43	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Senior Laboratory Attendant (New Grade)
24 12 37	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 11800 Laboratory Attendant
26 20 44	Rs7500 x 175 – 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works <i>formerly Works Overseer</i>
24 17 32	Rs7025 x 150 – 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 Gangman

Salary Code	Salary Scale and Grade
22 22 37	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Driver (Heavy Vehicles above 5 tons)(on roster - day & night)
24 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Driver (on roster)
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
24 06 24	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Plant Mechanic
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Storeman</i>
25 12 33	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter Mason Painter
24 26 33	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Nurseryman

Salary Code	Salary Scale and Grade
24 27 35	Rs 8800 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 -11000 Head Nurseryman (Fisheries) (on roster)
24 17 32	Rs7025 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Senior Nurseryman (Fisheries) (on roster) (New Grade)
24 11 28	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 Nurseryman (Fisheries) (on roster)
13 41 53	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 19400 Officer-in-Charge, Engine Room (Personal)
13 37 50	Rs 11800 x 400 – 15000 x 500 – 17000 x 600 - 17600 Marine Engineering Assistant (Personal)
13 32 48	Rs 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Boatswain (Sea-going Vessel)
13 11 28	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 Deckhand/Fisherman
13 08 26	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8600 Boatman
25 05 23	Rs 5300 x 125 – 5675 x 150 - 7325 x 175 - 8025 Trademan's Assistant
24 08 25	Rs 5675 x 150 – 7325 x 175 - 8200 x 200 - 8400 Office Assistant

**31. MINISTRY OF ECONOMIC DEVELOPMENT, FINANCIAL SERVICES
AND CORPORATE AFFAIRS**

- 31.1 The Ministry of Economic Development, Financial Services and Corporate Affairs is responsible for advising Government on issues of national development and on economic policy reforms to enhance overall economic efficiency and improved growth. The Ministry also advises Government on bilateral cooperation issues.
- 31.2 The Economic Development Division of the Ministry conducts periodic reviews to assess economic performance and draws up development plans and strategies to further the socio-economic objectives of Government. Aid and project coordination is a major function of this Division as it is the focal point for various international funding agencies. External aids, technical and financial, are channelled through this Division which ensures that assistance is used optimally for maximum development impact.
- 31.3 The Financial Services Division of the Ministry promotes the development of the financial services sector and has the responsibility for the formulation, implementation and coordination of the activities of the Financial Services Regulatory Bodies while the Corporate Affairs Division promotes good corporate governance as a means of executing sustainable economic and social objectives by ensuring that the fundamental principles of good governance are ingrained in all public and private organisations.
- 31.4 Under the aegis of the Ministry are also found the Central Statistics Office and the Companies Division.

Director, Ministry of Economic Development, Financial Services and Corporate Affairs

- 31.5 The Ministry is presently headed by the Director who is assisted by three Deputy Directors and by officers in the Economist Cadre in the discharge of his functions. The Director is responsible for overseeing and managing all departments/divisions within the Ministry. The Central Statistics Office and Financial Services Divisions are each headed by a Director. The situation of having more than one Director within the same Ministry gives rise to confusion.

To address this issue, we are restyling the grades of Director and Deputy Director, Ministry of Economic Development, Financial Services and Corporate Affairs.

Recommendation 1

31.6 We recommend that the grade of Director, Ministry of Economic Development, Financial Services and Corporate Affairs be restyled Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs.

Recommendation 2

31.7 We also recommend that the grade of Deputy Director, Ministry of Economic Development, Financial Services and Corporate Affairs be restyled Deputy Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs.

Appointment of the Director-General

31.8 At paragraph 13.22 of the chapter dealing with the Prime Minister's Office in this Volume, we have made recommendations for the creation of a position of Senior Chief Executive to be filled on contractual terms or on an assignment basis to head major ministries. We are making provisions along the same lines for the Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs.

Recommendation 3

31.9 We recommend that in future, consideration be given to the position of the Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs being filled on contractual terms or on an assignment basis for a period of two years from among officers drawing a monthly salary of Rs 47500 and above and having wide and varied experience of economic or financial matters together with an appropriate degree/professional qualification in Economics or Finance.

Such contract would be renewable, or tenure of assignment extended, subject to the officer's performance and continued relevance of his competence.

31.10 An officer entrusted this position on contractual or assignment terms would be eligible to an allowance representing the difference between the pay set for the Director-General and the substantive salary of the incumbent. The officer would also be eligible to a gratuity of 25% of salary plus the allowance if appointed on contract or an amount equivalent to 25% of the allowance if assigned the duties.

31.11 A public officer on permanent establishment assigned the duties of the position of Director-General may, at the start of the assignment, opt not to take the "amount equivalent to 25% of the allowance" and in return the years of service as Director-General shall be deemed to be pensionable service subject to the provisions of (a), (b) and (c) below. On the officer's retirement, the pensionable emoluments shall be those of the Director-General provided that

EITHER

- (a) he has successfully served for a period of two years;
- (b) he has 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 reverted at his own request; and
- (c) at the time of his reversion/retirement he has reached the age of 50.

OR

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

Assistant Director (New Grade)

31.12 At present the Economist Cadre comprises the Director, Deputy Director, Principal Economist, Senior Economist and Economist. The activities of the

Ministry have increased both in extent and complexity over the years and there is need for a new level of Assistant Director to head major divisions or to be responsible for major fields.

Recommendation 4

- 31.13 We recommend the creation of a grade of Assistant Director, to be appointed by selection from among Principal Economists, to head a major division or be responsible for a major field of speciality. The number of posts to be created should be against the abolition of a corresponding number of posts of Principal Economist.**

MINISTRY OF ECONOMIC DEVELOPMENT, FINANCIAL SERVICES AND CORPORATE AFFAIRS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 91	Rs 65000 Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs <i>formerly Director, Ministry of Economic Development, Financial Services and Corporate Affairs</i>
02 00 82	Rs 47500 Director, Corporate Affairs Deputy Director-General, Ministry of Economic Development, Financial Services and Corporate Affairs <i>formerly Deputy Director, Ministry of Economic Development, Financial Services and Corporate Affairs</i>
02 68 75	Rs 32000 x 1000 - 39000 Assistant Director (New Grade)
02 64 70	Rs 28000 x 1000 - 34000 Principal Economist

Salary Code	Salary Scale and Grade
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Economist
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 - 20000 x 800 - 27200 Economist
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
FINANCIAL SERVICES DIVISION	
02 00 82	Rs 47500 Director, Financial Services
02 68 75	Rs 32000 x 1000 – 39000 Assistant Director, Financial Services
02 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Economist
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 - 20000 x 800 - 27200 Economist

31.1 COMPANIES DIVISION

- 31.1.1 The Companies Division operates as a government agency to enforce, amongst others, the Companies Act 2001, the Business Registration Bill and “Sociétés Commerciales”.
- 31.1.2 The objectives of the Division are to cater for an enhanced entrepreneurial environment through the provision of an efficient and user-friendly system for registration and continual disclosure of data of corporate and business entities; act as a facilitator for business development through the display of timely, accurate and value added information on registered corporate and business entities; provide expeditious and judicious interpretation in consonance to company law; protect shareholders against abusive and fraudulent companies; act as a guardian in the revenue department, detecting financial evasion and illegal investment; and monitor the Central Business Registration Data with a view to operating electronically round the clock to encourage companies growth and survival.
- 31.1.3 The Registrar of Companies is the accounting, technical and administrative head of the Companies Division responsible for the overall administration, planning and formulation of policy. She is assisted in her duties by the Assistant Registrar of Companies, the technical staff of the Companies Officer Cadre and those of the General Services.
- 31.1.4 With the growing importance of the Financial Services Sector, the incorporation and monitoring of Offshore entities, the increase in number of local companies and the function of Registrar of International Companies vested with the Registrar of Companies, there has been significant change in technical and legal dealings of the Division. In view of the above and on the basis of representations made, we are in this Report reviewing the organisation structure and the qualification requirements for the grade of Companies Officer.

Companies Officer

- 31.1.5 At present, appointment to the grade of Companies Officer is made from Trainee Companies Officers who have undergone on-the-job training at the Division for a

period of one year in all aspects of duties of the Companies Officer. Enlistment to the trainee grade is made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts. Priority of consideration is given to serving Clerical Officer/Higher Clerical Officers.

- 31.1.6 Representations have been made that in view of the expansion of the activities at the Companies Division and the establishment of the Central Business Registration Database, the work has evolved in complexity and technicality. The officers need to be conversant with current information technology systems, should have the ability to critically appraise companies' reports and possess a certain level of maturity to deal with stakeholders. To enable recruitment of candidates of the right calibre we are reviewing the qualification requirements for the grade.

Recommendation 1

- 31.1.7 We recommend that, in future, recruitment to the grade of Companies Officer should be made by selection from among Clerical Officer/Higher Clerical Officers with passes in at least two subjects at the General Certificate of Education 'A' Level.**
- 31.1.8 For the first intake, priority of consideration should be given to Clerical Officer/Higher Clerical Officers who have been giving assistance at Companies Officer's level for the past two years.**
- 31.1.9 We further recommend that the grade of Trainee Companies Officer should be abolished on vacancy.**

Deputy Registrar of Companies

- 31.1.10 At present, the Assistant Registrar of Companies, amongst others, deputises for the Registrar of Companies, manages human resources, carries out training programmes for the staff and represents the Registrar of Companies in Court. In view of the responsibilities of the Assistant Registrar of Companies in the management of the Division, we are restyling the grade.

Recommendation 2

31.1.11 We recommend that the grade of Assistant Registrar of Companies be restyled Deputy Registrar of Companies.

Assistant Registrar of Companies (New Grade)

31.1.12 In view of the increasing activities devolving upon the Technical Staff of the Division, the need is felt for a high level position to co-ordinate these activities, provide guidance in the interpretation, implementation and authentication of legal documents and companies auditing. In this context, a new grade of Assistant Registrar of Companies is being created with a new set of duties and responsibilities.

Recommendation 3

31.1.13 We recommend the creation of a new grade of Assistant Registrar of Companies to be filled either

(i) by promotion, on the basis of merit and experience, from among officers in the grade of Chief Companies Officer, reckoning at least three years' experience in the grade and possessing the Diploma in Legal Studies;

or

(ii) by selection from among candidates possessing a Degree in Law, Management, Accountancy, Finance or Commerce or who are Members of the Chartered Institute of Secretaries.

31.1.14 Incumbent will, amongst others, be responsible for the organisation, planning, co-ordination and supervision of technical staff, implementation of rules and regulations pertaining to the Companies Division and auditing financial transactions of registered companies.

31.1.15 With the establishment of the Central Business Registration Database (CBRD) application, registration and validation of companies are carried out electronically and other related services are provided on line by the Division. In this context,

Officers of the Companies Division are required to provide information to facilitate transactions and address queries at local, regional and international levels after normal working hours on Saturdays, Sundays and Public Holidays and also during lunch time. Representations have been received that at times it is difficult to find volunteers to work after office hours. We are addressing the issue.

Recommendation 4

31.1.16 We recommend that officers in the grades of Companies Officer, Senior Companies Officer and Principal Companies Officer should be classified as workers on roster. This element has been taken into account in arriving at the salary recommended for the grades.

COMPANIES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 82	Rs 47500 Registrar of Companies
18 68 76	Rs 32000 x 1000 – 40000 Deputy Registrar of Companies <i>formerly Assistant Registrar of Companies</i>
18 56 64	Rs 21600 x 800 – 28000 Assistant Registrar of Companies (New Grade)
18 52 59	Rs 18800 x 600 - 20000 x 800 - 24000 Chief Companies Officer
18 47 55	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 20800 Principal Companies Officer (Roster)

Salary Code	Salary Scale and Grade
18 41 49	Rs 13400 x 400 - 15000 x 500 - 17000 Senior Companies Officer (Roster)
18 20 45	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 15000 Companies Officer (Roster)
18 13 15	Rs 6425 x 150 – 6725 Trainee Companies Officer (Personal)
08 11 37	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Photocopyist (New Grade)

31.2 CENTRAL STATISTICS OFFICE

- 31.2.1 The Central Statistics Office (CSO), which falls under the aegis of the Ministry of Economic Development, Financial Services and Corporate Affairs, is the official organisation responsible for collection, compilation, analysis and dissemination of all official statistical data relating to the economic and social activities of the country. It releases the following publications, among others, on a regular basis: Economic and Social Indicators, Digest of Statistics, and Census and Survey Reports.
- 31.2.2 The main objective of the CSO is to provide reliable and timely statistics to Government to assist in the formulation and monitoring of policies in the economic and social areas. The CSO also increasingly provides statistical data to the public, the private sector, international organisations and research bodies within and outside the country.
- 31.2.3 The Office has decentralised its activities through the creation of Statistical Units in several government ministries. The Units are staffed by officers on the establishment of the CSO but directly servicing their respective ministries in all statistical matters.
- 31.2.4 The technical staff of the CSO currently consists of the Director, Deputy Directors, Principal Statisticians, Senior Statisticians, Statisticians, Senior Statistical Officers and Statistical Officers. The office is currently organised according to subject matter with one Deputy in charge of Economic Statistics and the other in charge of Social Statistics.
- 31.2.5 Apart from its normal functions, the CSO is increasingly called upon to provide targeted support on key emerging social and economic policy issues, and to participate in national, regional and international Committees and Commissions set up to address these issues. The CSO therefore has to develop its core analytical function, and senior staff must become conversant, not only with developments in the field of statistics, but also in subject matter areas, to be able to put statistics into meaningful multi-dimensional economic and social contexts.

To satisfy cost-effectively the increasing demand for both contemporary and new products and services from increasingly more sophisticated and quality conscious users, the CSO needs to be restructured on a functional basis.

- 31.2.6 It is therefore proposed that, in addition to the Economic and Social divisions which is each headed by a Deputy Director, a new division of Logistics and Research be created under the responsibility of a third Deputy Director.

Recommendation 1

- 31.2.7 **We recommend that, a new division to be known as the Logistics and Research Division to be headed by a Deputy Director, be created at the Central Statistics Office.**

- 31.2.8 The new division would consist of four functional sections, viz Data Dissemination and Customer Support, Field Organisation (including administrative records), Statistical Infrastructure and Technical Infrastructure.

- 31.2.9 In this Report, we are also reviewing the qualification requirement for appointment to the grade of Statistical Officer and making provisions to ease the promotion of Senior Statistical Officers presently in post to the grade of Statistician.

Statistical Officer

- 31.2.10 At present, appointment to the grade of Statistical Officer is made from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission. The duties of the grade consist, *inter alia*, of the collection, compilation and presentation of statistical data; the demarcation of geographical areas in connection with censuses and surveys; and making use of software for computer processing.

31.2.11 It has been represented that, given the nature of the duties devolving on the incumbents in the grade of Statistical Officer and with the development taking place at the office, there is need to enhance the level of intake by restricting entry to the grade only to suitably qualified persons who already have an exposure of the public service.

Recommendation 2

31.2.12 We recommend that in future appointment to the grade of Statistical Officer should be made by selection from among serving Clerical Officers/Higher Clerical Officers possessing the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission.

Scheme of Service of Statistician

31.2.13 Senior Statistical Officers, to be eligible for selection to the grade of Statistician, need to possess the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics obtained on one certificate or an equivalent qualification and have passed the Final Examinations of the Institute of Statisticians or possess a degree in Statistics from a recognised Institution.

31.2.14 However, Senior Statistical Officers possessing the required qualifications except for the Cambridge Higher School Certificate must reckon at least six years' experience in the grade of Senior Statistical Officer to be eligible for appointment as Statistician. This situation has given rise to situations whereby Statistical Officers possessing the Higher School Certificate have superseded their senior colleagues.

31.2.15 In order not to penalise Senior Statistical Officers presently in post, we are therefore waiving the basic pre-professional qualification of Higher School Certificate as well as the requirement of six years' experience in the grade.

Recommendation 3

31.2.16 We recommend that Senior Statistical Officers, who as at 30 June 2003 have passed the Final Examinations of the Institute of Statisticians or possess a degree in Statistics or an equivalent qualification, should be eligible to compete for the grade of Statistician.

CENTRAL STATISTICS OFFICE***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
20 00 82	Rs 47500 Director of Statistics
20 68 75	Rs 32000 x 1000 – 39000 Deputy Director of Statistics
20 64 70	Rs 28000 x 1000 – 34000 Principal Statistician
20 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Senior Statistician
20 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Statistician
20 40 50	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 17600 Senior Statistical Officer
20 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Statistical Officer
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

32. MINISTRY OF COMMERCE AND CO-OPERATIVES

32.1 The Ministry of Commerce and Co-operatives delivers its mandate through the Commerce and Co-operatives Divisions respectively. The formulation and implementation of policies in regards to import and export of goods and services, weights and measures, price control and protection of consumers and the procurement of essential commodities rest with the Commerce Division. The latter comprises the Foreign Trade Division, the Import Division, the Consumer Protection Unit, the Bakery Unit and the Legal Metrology Division. On the other hand, the Co-operatives Division formulates and implements policies aimed at promoting and developing the co-operative movement. The Handicraft Section also operates under this Division.

Import Division

32.2 The Import Division is, *inter alia*, responsible for the control of imports, issue of licences to dealers of imported second-hand motor vehicles and control of their activities. It is under the responsibility of a Senior Commercial Officer who is assisted by Commercial Officers and Officers of the General Services. In the context of this review and on the basis of representations made, we are providing for a new grade of Assistant Commercial Officer to reinforce the present structure.

Assistant Commercial Officer (New Grade)

32.3 With the liberalisation of trade, the Division has to shoulder additional responsibilities particularly in relation to the monitoring of the activities of licenced dealers of second-hand motor vehicles. This entails the paying of regular visits to showrooms by officers of the Commercial Officer Cadre with a view to ascertaining compliance with prescribed legislations. Much of the office work like registration and processing of applications for import permits have been assigned to officers of the General Services. However, these officers are liable to be rotated within the service or are subject to be transferred following a promotion exercise. This disturbs the normal flow of work and such situation

should as far as possible be avoided. To overcome this difficulty, we are providing for a new departmental grade.

Recommendation 1

32.4 We recommend the creation of a new grade of Assistant Commercial Officer. Recruitment thereto should be made by selection from among Clerical Officer/Higher Clerical Officers possessing at least two passes at the General Certificate of Education 'A' level and reckoning at least four years' experience in the grade. For the first intake, priority of consideration should be given to officers having served in the Import Division for at least two years and possessing the prescribed qualifications.

Consumer Protection Unit

32.5 The Consumer Protection Unit aims at ensuring maximum consumer protection through the enforcement of legislations, education of consumers on their rights and responsibilities through intensive campaigns and education of traders on good trade practices.

32.6 The Unit is staffed by officers of the Consumer Protection Officer Cadre. The duties are growing in complexity with changes in the trade sector. This is further accentuated by the increasing exigencies of the consumer. To cope with the new situation, we are redefining the qualification requirements for these grades.

Consumer Protection Officer

32.7 At present, recruitment to the grade of Consumer Protection Officer is made by selection from among officers in the grade of Executive Officer who reckons at least four years' service in a substantive capacity in the grade. To meet the growing demands of consumers and to ensure efficient delivery of service, the necessity for higher academic qualification for entry to the grade is felt.

Recommendation 2

32.8 We recommend that in future, recruitment to the grade of Consumer Protection Officer should be made by selection from among serving officers not below the level of Executive Officer reckoning at least four years' experience in a substantive capacity in the grade and possessing a Diploma in Communication Studies or in a relevant field.

Principal Consumer Protection Officer

32.9 At present, the grade of Principal Consumer Protection officer is filled by promotion from among officers in the grade of Senior Consumer Protection Officer reckoning at least two years' service in a substantive capacity in the grade.

In view of the competencies required for the effective performance of duties devolving upon the grade, we are making recommendations to set the appropriate requirements for upward movement in the hierarchy while allowing time for officers in post to acquire the relevant qualifications.

Recommendation 3

32.10 We recommend that:

- (i) **Appointment to the grade of Principal Consumer Protection Officer should be made by selection from among officers in the grade of Senior Consumer Protection Officer possessing the Diploma in Communication Studies or in a relevant field. The qualification requirement should take effect as from 1 July 2007 to allow officers in the grade to acquire the necessary qualification.**
- (ii) **The Ministry of Commerce and Co-operatives should in consultation with the University of Technology, Mauritius, or any recognised institution arrange for the mounting of the Diploma Course in Communication Studies.**

Legal Metrology Division

- 32.11 The Legal Metrology Division administers the provisions of the Legal Metrology Act which comprises, *inter alia*, the assizing of all traders' instruments at the Legal Metrology Division and their verification both at the Division and at their place of use; regular inspections of trade premises and verification of pre-packed commodities at packers premises and retail outlets. The objective of the Act is the control of weighing and measuring instruments in trade and the protection of the consumer in all transactions using weight and measure.
- 32.12 The Legal Metrology Division also provides calibration services to industries for the purpose of registration for ISO 9000 and on request, at regular intervals, for such tasks as the calibration of concrete batching plants and scale; gauging of large capacity storage tanks of distilleries and brewing companies and calibration of automatic filling machines, beltweighers, checkweighers and water meters among others.
- 32.13 The Controller of Weight and Measures is responsible to the Permanent Secretary of the Ministry of Commerce and Cooperatives for the administration of the Division. The present structure provides for two technical wings, one responsible for indoor verification, calibration work and enforcement of the Act in one zone of the island and the other wing responsible for similar activities in another zone of the island. Each wing is under the responsibility of one legal Metrologist assisted by a technical cadre comprising Senior Technical Officers and Technical Officers.
- 32.14 With subsequent amendments in the Act and Regulations, the work of the Division has increased both in volume and complexity. The present structure which dates back to 1993 can no longer cope with the present day-to-day activities of the Division.
- 32.15 We are, therefore, recommending some structural changes at the managerial level which are deemed necessary to enable the Legal Metrology Division to attain its mandate.

Director formerly Controller of Weights and Measures

32.16 We are restyling the grade of Controller of Weights and Measures into a more appropriate job appellation to reflect the nature of duties and responsibilities.

Recommendation 4

32.17 We recommend the restyling of the grade of Controller of Weights and Measures into Director, Legal Metrology Services.

Deputy Director (New Grade)

32.18 There is need to create a new grade of Deputy Director to assist the Director in the control and management of the day-to-day business of the Division and in the formulation of strategies and action plans.

Recommendation 5

32.19 We recommend the creation of a new grade of Deputy Director. Appointment thereto should be made by selection, from among officers in the grade of Legal Metrologist reckoning at least five years' service in a substantive capacity in the grade and having managerial and leadership qualities.

MINISTRY OF COMMERCE AND CO-OPERATIVES***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
02 00 78	Rs 42500 Secretary for Trade Development
02 68 75	Rs 32000 x 1000 - 39000 Chief Trade Analyst

Salary Code	Salary Scale and Grade
02 64 74	Rs 28000 x 1000 - 34000 Principal Trade Analyst
02 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Trade Analyst
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Trade Analyst
08 40 50	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 17600 Senior Trade Information Officer
08 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Trade Information Officer
19 68 75	Rs 32000 x 1000 - 39000 Director, Legal Metrology Services <i>formerly Controller of Weights and Measures</i>
19 64 70	Rs 28000 x 1000 - 34000 Deputy Director, Legal Metrology Services (New Grade)
19 48 66	Rs 16500 x 500 – 17000 x 600 – 20000 x 800 – 28000 x 1000 - 30000 Legal Metrologist
19 50 58	Rs 17600 x 600 – 20000 x 800 – 23200 Senior Technical Officer (Legal Metrology)
19 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 – 19400 Technical Officer (Legal Metrology)
18 49 56	Rs 17000 x 600 – 20000 x 800 - 21600 Senior Commercial Officer

Salary Code	Salary Scale and Grade
18 41 50	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 – 17600 Commercial Officer
18 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Assistant Commercial Officer (New Grade)
18 60 67	Rs 24800 x 800 – 28000 x 1000 - 31000 Head, Consumer Protection Unit
18 52 60	Rs 18800 x 600 – 20000 x 800 – 24800 Principal Consumer Protection Officer
18 46 55	Rs 15500 x 500 - 17000 x 600 – 20000 x 800 – 20800 Senior Consumer Protection Officer
18 40 50	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 17600 Consumer Protection Officer
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 12 37	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Laboratory Attendant
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

32.1 CO-OPERATIVES DIVISION

- 32.1.1 The Co-operatives Division of the Ministry acts as a facilitator and assists in the consolidation, promotion and development of Co-operatives and the Co-operative Movement.
- 32.1.2 The main functions of the Co-operatives Division include registration, auditing, supervision, inspection and monitoring of co-operative societies; co-ordinating co-operative activities with other institutions; preparation of programmes and policies for the Co-operative Sector; conception, implementation and monitoring of national co-operative development projects; co-ordination of foreign projects, data collection and publication of reports on Co-operatives and Co-operative Movement; assisting co-operative societies in professionalising their activities to attain financial and functional autonomy; promoting new management concepts and developing the Co-operative Movement.
- 32.1.3 The Division has two units namely the Co-operative Development Unit and the Cooperative Societies Unit. The Co-operative Development Unit is under the responsibility of the Secretary for Co-operative Development and staffed by officers in the grade of Co-operative Development Officer. The Co-operative Societies Unit is headed by the Registrar Co-operative Societies and is staffed by officers of the Co-operative Officer Cadre. The present organisation structure is appropriate and needs no change.

Compensation for regular extra hours

- 32.1.4 Co-operative Societies usually operate in the afternoon. Officers of the Co-operative Officer Cadre are, therefore, regularly called upon to attend meetings and to conduct general meetings and election of office bearers in these societies. These officers put in additional hours of work every month without any extra remuneration. We are making appropriate provisions to address the issue.

Recommendation

32.1.5 We recommend that officers of the Co-operative Cadre, who are required to put in additional hours of work on a regular basis, be given equivalent time-off for extra hours put in. However, where it has not been possible for management to grant time-off to the officers within a period of six consecutive months, a request should be made to the Ministry of Civil Service Affairs and Administrative Reforms through the Parent Ministry for the payment of an appropriate allowance as compensation for the extra hours put in.

CO-OPERATIVES DIVISION***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
18 66 70	Rs 30000 x 1000 - 34000 Registrar, Co-operative Societies
18 60 67	Rs 24800 x 800 – 28000 x 1000 - 31000 Deputy Registrar, Co-operative Societies
18 55 61	Rs 20800 x 800 – 25600 Divisional Co-operative Officer
18 47 56	Rs 16000 x 500 – 17000 x 600 - 20000 x 800 - 21600 Principal Co-operative Officer
18 41 50	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 17600 Senior Co-operative Officer

Salary Code	Salary Scale and Grade
18 23 46	Rs 8025 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 – 15500 Co-operative Officer
18 11 40	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13000 Co-operative Assistant/Senior Co-operative Assistant
18 47 63	Rs 16000 x 500 – 17000 x 600 - 20000 x 800 - 27200 Controller of Co-operatives
18 66 70	Rs 30000 x 1000 - 34000 Secretary for Co-operative Development
18 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Co-operative Development Officer
18 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Co-operative Development Officer
10 20 44	Rs 7500 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600 Projectionist
08 11 37	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Clerk Assistant
24 17 32	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Leading Hand
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 - 8400 Office Assistant

Salary Code	Salary Scale and Grade
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
HANDICRAFT SECTION	
06 47 57	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 22400 Supervisor, Handicraft Training Branch
06 19 49	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 – 17000 Teacher/Senior Teacher, Handicraft Industrial Branch
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

33. MINISTRY OF HOUSING AND LANDS

- 33.1 The Ministry of Housing and Lands is responsible for providing a solid basis for the long term physical development of the nation; supporting and encouraging private sector development activities; providing the context for a co-ordinated approach to physical infrastructure planning and programming; integrating land use planning with the forthcoming new transport choice; reinforcing and modernising the legal and institutional structure for physical development planning, control and enforcement; satisfying the housing and land needs of the people; achieving more effective management and use of State Lands; and devising plans, policies and programmes which are robust, flexible and balanced.
- 33.2 The day-to-day administration of the Ministry rests with the Permanent Secretary who is assisted by officers in the grades of Principal Assistant Secretary and Assistant Secretary. The technical side of the Ministry consists of two executive arms namely the Town Planning Division and the Survey Division. The Town Planning Division is headed by the Chief Town and Country Planning Officer and the Survey Division by the Chief Surveyor, both heads reporting directly to the Chief Technical Officer.
- 33.3 Apart from the Chief Town and Country Planning Officer, the structure of the Planning Division comprises officers in the grades of Deputy Chief Town and Country Planning Officer, Principal Town and Country Planning Officer, Senior Town and Country Planning Officer and Town and Country Planning Officer who are supported by the Draughtsman Cadre and the Development Control Cadre. A new grade of Development Control Officer has recently been created to provide support to the professional planners. With the creation of this new grade, the existing grades of Senior Planning Assistant and Planning Assistant would become evanescent.
- 33.4 The Surveyor Cadre, besides the Chief Surveyor, is comprised of Deputy Chief Surveyors, Principal Surveyors and Surveyors/Senior Surveyors. Technical support is provided by officers in the Cartographer Cadre and the Surveying and Mapping Assistant Cadre.

- 33.5 The Ministry has reported recruitment and retention problems in the grades of Town and Country Planning Officer and Surveyor/Senior Surveyor due to the shortage of qualified candidates on the market. At present, the vacancy rate stands at 40% in the grade of Town and Country Planning Officer, four out of the ten posts on the establishment being vacant. For this reason there is a scheme at the Ministry whereby Cadet Planners are recruited and are sponsored for professional training. Now, with the BSc Town and Country Planning available on a part time basis at the University of Mauritius, it is expected that qualified candidates would be available after 2004.
- 33.6 With regard to the grade of Surveyor/Senior Surveyor, to address the problem of recruitment, the Ministry normally recruits and sponsors Trainees for four years full time training to be eligible for appointment as Surveyor/Senior Surveyor.

Survey Division - Surveyor Cadre

- 33.7 The Survey Division of the Ministry plays a crucial role in all land development, management and information in Mauritius. Demands for land for various uses are constantly on the increase. In order to address efficiently the variety of requests, the Survey Division has been organised into specialised units namely Land Survey, Land Management, Land Acquisition, Land Information Systems, CHA Housing Estates etc.
- 33.8 For a proper staffing of the different cells of the Survey Division, an increase in the number of qualified Surveyors would be required. On the other hand, the Ministry is faced with an acute problem of retention of qualified Surveyors.
- 33.9 Against such a background, the structure of the Survey Division should be reviewed to enable the Ministry to attract and retain the necessary qualified personnel for the achievement of its objectives.

Recommendation 1

33.10 We recommend that the grade of Surveyor/Senior Surveyor be restyled Surveyor and that a new promotional grade of Senior Surveyor be created.

33.11 We are also strengthening the Technical Division of the Ministry, as appropriate, to enable it to better fulfill its mission. In that context, we are recommending the creation of a new grade of Chief Town and Country Planning Draughtsman and that of Senior Development Control Officer. We are equally recommending that grades which are no longer required, following reorganisation and redistribution of responsibilities, be abolished on vacancy.

Chief Town and Country Planning Draughtsman (New Grade)

33.12 The Town and Country Planning Draughtsman Cadre of the Planning Division is presently manned by a Principal Town and Country Planning Draughtsman who is assisted by three Senior Town and Country Planning Draughtsmen and twelve Town and Country Planning Draughtsmen.

33.13 The Technical Section of the Division has undergone drastic changes over the past years in every aspect. New working techniques have been introduced through sophisticated equipment such as Plotters, Digitisers, Scanners and Printers. These entail the application of specialised knowledge involving training abilities and supervisory skills to ensure maximum accuracy and output.

Recommendation 2

33.14 We recommend the creation of a grade of Chief Town and Country Planning Draughtsman. Appointment thereto should be made by promotion, on the basis of merit and experience, of an officer from the grade of Principal Town and Country Planning Draughtsman.

Senior Development Control Officer (New Grade)**Recommendation 3**

33.15 We recommend the creation of a grade of Senior Development Control Officer to be filled by promotion, on the basis of merit and experience, of

officers in the grade of Development Control Officer reckoning at least six years' experience in a substantive capacity in any one of the following grades: Planning Assistant, Town and Country Planning Draughtsman or Development Control Officer.

33.16 Incumbent would be required to plan, organise and coordinate the work of Development Control Officers, supervise the work of staff under his control and assist Town and Country Planning Officers.

Recommendation 4

33.17 **We recommend that the following grades: Sociologist/Planner, Senior Planning Assistant and Planning Assistant should become evanescent and be abolished on vacancy. We are providing personal salaries for officers in post.**

Training Scheme in Land Surveying

33.18 Graduates in Land Surveying are required to undergo practical training under the direct supervision of a Land Surveyor for a period of not less than two years for obtention of the Land Surveyor's Commission. A training scheme was introduced to enable those who have completed their university studies to obtain such a training at the Ministry of Housing and Lands. During the training period they are paid a monthly fee.

Recommendation 5

33.19 **We recommend that the fee payable to graduates undergoing training in Land Surveying be revised to Rs 10000 monthly.**

MINISTRY OF HOUSING AND LANDS
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
26 68 75	Rs 32000 x 1000 – 39000 Chief Housing Development Officer
26 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Housing Development Officer
26 42 44	Rs 13800 x 400 – 14600 Housing Development Cadet
08 47 57	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 – 22400 Housing Officer
08 24 50	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 17600 Assistant Housing Officer
08 28 45	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 Executive Assistant (Housing) <i>formerly Senior Housing Clerk</i>
08 15 41	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13400 Housing Clerk
24 08 25	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Housing Attendant
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

Salary Code	Salary Scale and Grade
LANDS DIVISION	
12 00 89	Rs 60000 Chairman, Planning Appeal Tribunal
26 00 82	Rs 47500 Chief Technical Officer
26 00 78	Rs 42500 Chief Town and Country Planning Officer
26 68 75	Rs 32000 x 1000 – 39000 Deputy Chief Town and Country Planning Officer
26 64 70	Rs 28000 x 1000 – 34000 Principal Town and Country Planning Officer
26 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Senior Town and Country Planning Officer
26 48 63	Rs 16500 x 500 - 17000 x 600 – 20000 x 800 - 27200 Town and Country Planning Officer
26 57 66	Rs 22400 x 800 - 28000 x 1000 – 30000 Sociologist/Planner (Personal)
26 42 44	Rs 13800 x 400 – 14600 Cadet Planner
26 56 65	Rs 21600 x 800 – 28000 x 1000 – 29000 Chief Town and Country Planning Draughtsman (New Grade)
26 50 59	Rs 17600 x 600 – 20000 x 800 – 24000 Principal Town and Country Planning Draughtsman

Salary Code	Salary Scale and Grade
26 43 53	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 19400 Senior Town and Country Planning Draughtsman
26 28 48	Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16500 Town and Country Planning Draughtsman
26 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Town and Country Planning Draughtsman
26 50 58	Rs 17600 x 600 - 20000 x 800 - 23200 Senior Development Control Officer (New Grade)
26 34 53	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Development Control Officer
26 18 21	Rs 7175 x 150 - 7325 x 175 - 7675 Trainee Development Control Officer
26 41 50	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 17600 Senior Planning Assistant (Personal)
26 20 44	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Planning Assistant (Personal)
26 00 78	Rs 42500 Chief Surveyor
26 68 75	Rs 32000 x 1000 - 39000 Deputy Chief Surveyor

Salary Code	Salary Scale and Grade
26 64 70	Rs 28000 x 1000 - 34000 Principal Surveyor
26 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Surveyor (New Grade)
26 43 63	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Surveyor <i>formerly Surveyor/Senior Surveyor</i>
26 41 50	Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 17600 Senior Surveying and Mapping Assistant
26 20 44	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Surveying and Mapping Assistant
26 18 22	Rs 7175 x 150 - 7325 x 175 - 7850 Trainee Surveyor
26 58 66	Rs 23200 x 800 - 28000 x 1000 - 30000 Chief Cartographer
26 52 60	Rs 18800 x 600 - 20000 x 800 - 24800 Principal Cartographer
26 44 55	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 20800 Senior Cartographer
26 30 50	Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Cartographer
26 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Cartographer

Salary Code	Salary Scale and Grade
26 11 41	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 – 13400 Plans and Records Officer (Personal)
08 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Secretary, Morcellement Board
24 27 39	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Head Poler
16 14 39	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 11000 QB 11400 x 400 – 12600 Machine Minder (Bindery)
04 15 37	Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Plan Printing Operator
24 12 32	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver Poler
24 05 23	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Chainman Stores Attendant <i>formerly Storeman</i>
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

34. MINISTRY OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

- 34.1 The Government has the vision of transforming Mauritius into a Cyber Island "par excellence" and a regional Information Technology hub, with a strategic role in the Indian Ocean. In this context it is creating through the Ministry of Information Technology and Telecommunications (Ministry ITT), the necessary conditions for planned and sustained development of the Information and Communication Technologies (ICT) and Telecommunication Sectors.
- 34.2 The Ministry ITT has the overall responsibility for the formulation and implementation of Government policies in the ICT and Telecommunication Sectors. Its role is to provide the legal framework for the development of ICT and its optimal use across all sectors, to facilitate through the implementation of an E-Government programme, the provision of Government services electronically for the greater convenience of the public; to promote the development of the ICT industry, E-Business and the Postal Services and to create the right environment for the harnessing of Information Technologies to generate employment, increase national wealth, improve quality of life and new opportunities for sustainable socio-economic development.
- 34.3 The Permanent Secretary is the Accounting Head and Supervising Officer of the Ministry and is responsible for the development, setting out and execution of Government policy through the Central Informatics Bureau (CIB) and the Central Information Systems Division (CISD). The CIB has a Director at its helm and a professional cadre to assist him whilst the CISD is headed by a Manager and has both professional and technical cadres as supporting staff. There has been accelerated computerisation of back office and other essential operations in Ministries and Departments to increase productivity. In view of the political will to develop the ICT Sector into the fifth pillar of the economy, the changing nature and widening scope of IT projects, the growing demands for IT services in the Public Sector and the rapid pace at which these Ministries/Departments are integrating ICT, this Ministry and its partners are facing increasing pressure for both quality and rapid service. Against this backdrop, we are reinforcing the

organisational structure, restyling some grades and reviewing the qualification requirements for others to better equip the Ministry to deliver its mandate.

The Central Informatics Bureau

34.4 Since its inception in 1987, the Central Informatics Bureau (CIB) is responsible for computerisation project management, procurement of computer systems activities and for providing consultancy services to Ministries/Departments. With development in the sector, there has been an increase in responsibilities at the CIB which is also involved in formulating and reviewing issues dealing, *inter alia*, with the adoption and replication of security standards across the public service, formulation of policies for project implementation, definition of project management standards, preparation of software development standards, design of package of incentives for attracting foreign investment, appraisal of investment proposals, preparation of concept papers and drafting of instructions for new legislations.

Senior Project Manager (New Grade)

34.5 At present, the Central Informatics Bureau is manned by a Director, a Deputy Director and Project Managers. Given the pace at which Information and Communication Technologies are being implemented in the Civil Service, a new level is warranted for exercising in-depth technical supervision, adequate coordination and providing guidance to Project Managers.

Recommendation 1

34.6 **We recommend the creation of a grade of Senior Project Manager. Recruitment thereto should be made from among Project Managers reckoning at least four years' experience in the grade.**

34.7 Incumbents would be required, among others, to coordinate projects, ensure that quality and standard are enforced for all projects, identify possibilities of sharing of applications, plan, organise and supervise the work of Project Managers.

The Central Information Systems Division

34.8 The Central Information Systems Division (CISD) which assists in the implementation of the Civil Service Computerisation Programme is mainly involved in the operation and maintenance of already implemented systems. Besides being responsible for processing payroll for the whole Civil Service, it conducts data capture in Ministries and Departments as well. At present, the CISD is maintaining around 30 major departmental systems in the Civil Service.

34.9 The CISD is manned by officers of different Cadres, namely Systems Analyst Cadre, Computer Operations Cadre, Computer Support Cadre and Data Entry Cadre with the support of officers from the general services.

Computer Support Officer

34.10 The grade of Computer Support Officer is recruited from among candidates possessing a Cambridge Higher School Certificate with Mathematics at Principal Level and proven practical experience on computer operations is an advantage. In view of the duties devolving upon the grade, there is need for officers to possess specialised knowledge and skills in addition to their academic qualification.

Recommendation 2

34.11 We recommend that, in future, recruitment to the grade of Computer Support Officer should be made from among holders of a Cambridge Higher School Certificate with Mathematics at Principal Level together with a recognised Certificate in Information Technology/Computer Studies.

Computerisation Projects

34.12 In several Ministries/Departments the computerisation project has progressed quite satisfactorily. But in others, this project is below the targeted level. In many instances, it is reported that, since the officers entrusted with the responsibility of implementing the computerisation projects at the users' end are from the general services grades, these officers are subject to transfer and this mobility impedes the implementation of the IT projects.

34.13 It is, therefore, essential that the Officer assigned to lead the computerisation projects in a Ministry/Department should, as far as possible, belong to a grade specific to the organisation not below the level of Principal Professional.

Recommendation 3

34.14 We recommend that, as far as possible, an officer from a cadre specific to the organisation, not below the level of Principal Professional should be assigned the responsibility of heading the computerisation project in Ministries/Departments.

34.15 Incumbent would be designated as the Data Base Administrator and would assist in the implementation of computerisation projects.

Senior Receptionist/Telephone Operator (New Grade)

34.16 There exists a pool of Receptionist/Telephone Operators in the Ministry of Information Technology and Telecommunications and they are posted in different Ministries and Departments. In buildings where several Ministries and Departments are housed and where there is more than one switchboard, there are a few Receptionist/Telephone Operators on duty. At present, their work is organised and supervised by officers of the General Services. For improved efficiency and effectiveness, we are providing for a new level to organise and supervise the work of Receptionist/Telephone Operators.

Recommendation 4

34.17 We recommend the creation of a grade of Senior Receptionist/Telephone Operator to be recruited from among Receptionist/Telephone Operators reckoning at least five years' service in the grade.

Incumbent would be required, amongst others, to supervise Receptionist/Telephone Operators and assist in organising their work as well as liaise with the appropriate bodies for repairs of equipment in addition to performing the duties of Receptionist/Telephone Operator. He would also assist in training new recruits.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52,000 Permanent Secretary
04 61 70	Rs 25600 x 800 - 28000 x 1000 - 34000 Project Manager, I.T Security
22 26 38	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 12200 Senior Receptionist/Telephone Operator (New Grade)
22 10 35	Rs 5975 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 11000 Receptionist/Telephone Operator
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
CENTRAL INFORMATICS BUREAU	
04 00 82	Rs 47500 Director, CIB
04 00 78	Rs 42500 Deputy Director, CIB
04 68 75	Rs 32000 x 1000 - 39000 Senior Project Manager, CIB (New Grade)
04 61 70	Rs 25600 x 800 - 28000 x 1000 – 34000 Project Manager, CIB
05 34 49	Rs 10600 x 400 – 15000 x 500 – 17000 Documentalist

Salary Code	Salary Scale and Grade
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver CENTRAL INFORMATION SYSTEMS DIVISION
04 00 80	Rs 45000 Manager
04 68 75	Rs 32000 x 1000 – 39000 Deputy Manager
04 64 70	Rs 28000 x 1000 – 34000 Technical Manager
04 57 66	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Systems Analyst <i>formerly Senior Computer Analyst</i>
04 48 63	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Systems Analyst <i>formerly Computer Analyst</i>
04 37 60	Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24800 Assistant Systems Analyst <i>formerly Assistant Computer Analyst</i>
04 55 60	Rs 20800 x 800 – 24800 Operations Manager
04 48 57	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 22400 Assistant Operations Manager
04 43 52	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 18800 Data Entry Controller Computer Operations Controller

Salary Code	Salary Scale and Grade
04 34 49	Rs 10600 x 400 - 15000 x 500 - 17000 Senior Computer Support Officer
04 20 44	Rs 7500 x 175 - 8200 x 200 – 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Computer Support Officer
04 34 49	Rs 10600 x 400 - 15000 x 500 - 17000 Data Entry Supervisor
04 28 44	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Data Entry Officer <i>formerly Senior Data Entry Operator</i>
04 18 41	Rs 7175 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Data Entry Officer <i>formerly Data Entry Operator</i>
24 11 32	Rs 6125 x 150 - 7325 x 175 – 8200 x 200 - 9000 x 250 - 10000 Driver
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Office/Premises Worker</i>
ICT APPEAL TRIBUNAL	
12 00 89	Rs 60000 Chairperson, ICT Appeal Tribunal
12 00 85	Rs 52000 Deputy Chairperson, ICT Appeal Tribunal

34.1 POSTAL SERVICES

- 34.1.1 The Postal Services has been mainly responsible for running the internal and external postal services, transmitting incoming and outgoing overseas and inland telegrams and radio telegrams, for the operation of inland and overseas money order and postal order services, acting as collecting and paying agent for Ministries and Departments and for a few Parastatal Organisations as well, and for operating the Post Office Savings Bank. The Postal Services also runs an expedited mail service. The objective of the organisation has been to provide quality cost effective and efficient customer service through an efficient network with a wide range of products/services, while achieving a reasonable rate of return.
- 34.1.2 As part of Government's Programme to reform the public enterprise sector, Legislation has been passed to incorporate the post office. The Post Office (Transfer of Undertaking) Act No 31 of 2002 provides for the transfer of certain assets, rights, interests and liabilities of the Post Office Department to the Mauritius Post Ltd, incorporated under the Companies Act.
- 34.1.3 As the process of transfer is still ongoing, we have provided personal salaries for incumbents.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
15 00 78	Rs 42500 Postmaster-General
15 64 70	Rs 28000 x 1000 – 34000 Deputy Postmaster-General
15 55 63	Rs 20800 x 800 – 27200 Assistant Postmaster-General
15 49 57	Rs 17000 x 600 – 20000 x 800 - 22400 Principal Postal Executive

Salary Code	Salary Scale and Grade
15 43 53	Rs14200 x 400 – 15000 x 500 - 17000 x 600 - 19400 Senior Postal Executive
15 30 47	Rs 9500 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Postal Executive
15 17 41	Rs 7025 x 150 – 7325 x 175 -8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Postal Officer
15 34 45	Rs 10600 x 400 – 15000 Principal Postman
15 28 37	Rs 9000 x 250 – 10000 x 300 - 10600 x 400 - 11800 Senior Postman
15 11 31	Rs 6125 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 – 9750 Postman
15 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 – 10300 Postman Driver
15 06 25	Rs 5425 x 125 – 5675 x 150 - 7325 x 175 - 8200 x 200 – 8400 Assistant Postman
25 31 41	Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 13400 Senior Maintenance Assistant
25 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Maintenance Assistant
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

35. ATTORNEY-GENERAL'S OFFICE AND MINISTRY OF JUSTICE & HUMAN RIGHTS

- 35.1 The Attorney-General's Office has the mission of providing independent professional legal advice and legal representation to Government to ensure that its decisions, actions and generally, the implementation of its policies are in accordance with the law and do not result in any undue liability or prejudice (financial or otherwise) to government.
- 35.2 It fulfills its mission, as the main legal adviser to Government, by providing legal services generally to Ministries and Departments and handling all civil litigation in which Government is a party either as Plaintiff or Defendant. The Attorney General is, by the Constitution, the Principal Legal Adviser to Government and the Solicitor General is the Responsible Officer of the Attorney-General's Office.
- 35.3 The Office is also responsible for the drafting of legislation, and vets all contracts or agreements of which the Government is a party, including international agreements, treaties or conventions.
- 35.4 The overall structure of the Attorney-General's Office also encompasses the Tax Appeal Tribunal, the Environment Appeal Tribunal, and the Office of the Director of Public Prosecutions which is ultimately responsible for instituting, continuing or discontinuing all criminal proceedings in Mauritius.

Structure of the Attorney-General's Office

- 35.5 The Attorney-General's Office comprises two main categories of staff, namely the professional staff and the technical staff. The professional staff, besides the Solicitor-General and the Director of Public Prosecutions, comprises officers in the grades of Parliamentary Counsel, Deputy Parliamentary Counsel, Assistant Solicitor-General, Assistant Parliamentary Counsel, Legal Secretary, Principal State Counsel, Principal State Attorney, Senior State Counsel, Senior State Attorney, Assistant Legal Secretary, State Counsel, State Attorney and Curator of Vacant Estates; and the technical cadre comprises officers in the following grades: Chief Legal Assistant, Principal Legal Assistant, Senior Legal Assistant and Legal Assistant. Fairly recently, a new grade of Legal Research Officer has been created, *inter alia*, to carry out research work related to Court cases, legislative drafting and legal advisory work generally.

Staffing Problems in the Judiciary and the State Law Office

- 35.6 In the context of the 2002-2003 Budget, the structures of both the Judiciary and the Attorney General's Office were revisited and the pay at certain levels reviewed to some extent to address certain staffing problems.
- 35.7 Today, the Attorney General's Office is still encountering difficulties to attract and recruit officers of the right profile and calibre and to retain its experienced officers. Two officers acting as Solicitor General and two at the level of Principal State Counsel left the office to take up employment elsewhere. For the last two years, Officers at the lower level have been absorbed into the Magistracy, resulting in an acute shortage of staff at the State Counsel and Senior State Counsel levels.
- 35.8 To date more than 50% of the posts are still vacant. It has been submitted that the new conditions of work and the pay and grading structures should be such as to attract newcomers to the State Law Office, and retain those at the higher levels by providing an alternate career path to the Judiciary, and, also that senior posts at the State Law Office should no longer be considered as only a stepping stone for promotion in the Judiciary, but should provide sufficient incentives for experienced officers to remain at the State Law Office. This would provide continuity and stability, as well as much needed building up capacity both in human and intellectual resources.
- 35.9 In this Report, we have, therefore, to the extent that is possible, revisited the organisation structures of the Attorney-General's Office with a view to strengthening the higher echelon of the professional hierarchies. We have, in particular, reinforced the professional cadres, reviewed the existing allowances and set appropriate qualification requirements wherever applicable.

Recommendation 1

- 35.10 We recommend the creation of the following new grades on the establishment of the Attorney-General's Office: Chief State Attorney, Chief Legal Secretary, and Deputy Solicitor-General.**

Recruitment and Retention Problems in the Grades of State Counsel/State Attorney

- 35.11 To remedy the recruitment and retention problems, the management of the Attorney-General's Office has requested: (a) the Judicial and Legal Service Commission to fill vacancies at the State Law Office and to refrain from transferring State Counsels to the Magistracy; and (b) Ministries and Departments to appoint in-house legal advisers on contract to ease pressure on the State Law Office. Moreover, the authorities have recently agreed to allow the Attorney-General's Office to recruit State Counsels and State Attorneys on a negotiable point of entry.
- 35.12 To attend to the situation in this Report, we have set the initial salary of the State Counsel and the State Attorney at Rs 20000 and Rs 20800 respectively in the scales of Rs 20000 x 800 – 28000 x 1000 – 30000 and Rs 20800 x 800 – 28000 x 1000 – 30000, and maintained an element of flexibility in the remuneration system while providing the mechanism for its implementation.

Recommendation 2

- 35.13 **We recommend that Management should, in the first instance, re-advertise vacancies in the grades of State Counsel and State Attorney on the basis of the new remuneration package inclusive of fringe benefits.**
- 35.14 **Should the results of competition for appointment on entry to the grades of State Counsel and State Attorney still show that the initial salary is insufficient, we recommend that State Counsels and State Attorneys may be recruited on a point of entry higher than the initial provided for in the recommended salary scale in the coming five years, in accordance with the provision of paragraph 35.15 below.**
- 35.15 **We further recommend that the Ministry of Civil Service Affairs and Administrative Reforms may, subject to the assent of the High Powered Committee, approve the higher salary point, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.**

Special Legal Service Allowance

- 35.16 A request has been made on behalf of all members of the Judicial and Legal Service for the payment of a Judicial and Legal Service Allowance, considering, among others, the following:
- (iii) the difficulty to attract appropriate officers bearing in mind that officers in the Judicial and Legal Service should be able to combine high calibre intellectual and legal technical qualities, doubtless moral integrity and the ability to work constantly under pressure;
 - (iv) the difficulty to retain Judicial and Legal Officers having reached an appreciable degree of maturity after accumulating several years of valuable experience in various fields of law;
 - (v) the availability of comparable jobs in other sectors with manifestly higher prospects of remuneration which is creating an exodus of experienced and capable officers thus affecting the morale of officers who remain in the Judicial and Legal Service; and
 - (vi) the concern of officers by the prospect of an accelerated brain drain from the Judicial and Legal Service due to recent offers to comparatively junior officers of far more attractive positions remunerated directly or indirectly out of public funds.
- 35.17 In the process of examining the claim for a Judicial and Legal Service Allowance, it is necessary to go into the comparability and relativity of the pay and grading structures of the Judicial and Legal Service with those of other categories of professionals in the public sector. We have done so, taking into account relevant criteria such as degree of scarcity, length of study, cost of acquisition of skills, possibility of earnings in private practice, comparative promotion opportunities and/or promotion warranting additional skill/qualification, distinct nature of work, workload, responsibilities, and level of accountability.
- 35.18 We hold the view that the revised packages recommended in our report together with the measures mentioned above should go a long way towards solving the problems of recruitment and retention.

35.19 We consider, however, that there is a case for a special Legal Service Allowance for some time in the Attorney-General's Office.

Recommendation 3

35.20 We, therefore, recommend that the High Powered Committee considers the advisability of introducing for the coming five years a monthly Special Legal Service Allowance for Legal Officers as follows: 6.2% of monthly salary to officers of the level of State Counsel reckoning at least 10 years' service in the grade and officers of the level of Senior State Counsel, 8.3% to officers of the level of Principal State Counsel up to Deputy Parliamentary Counsel, and 12.5% to officers above the Deputy Parliamentary Counsel.

35.21 The High Powered Committee should also consider the advisability of phasing the implementation of the recommendation and ensuring that it is made on the understanding that no additional remuneration, over and above the recommended packages, will be considered until the next PRB Review.

Recommendation 4

35.22 We also recommend that the High Powered Committee considers the advisability of granting a monthly pensionable allowance of Rs 6500 and the extension of the retirement benefits accruing to Judges, to the present Solicitor-General on a personal basis.

Judicial and Legal Allowance

35.23 At present, Judicial and Legal Officers are entitled to an all-inclusive yearly Judicial and Legal Allowance to cover certain items of expenditure related to the exercise of the profession as follows: Rs 18750 to Judges, Judge in Bankruptcy and Master and Registrar and Deputy Master and Registrar and Judge in Bankruptcy; Rs 11250 to Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Recommendation 5

35.24 We recommend that the current yearly Judicial and Legal Allowance payable to Judicial and Legal Officers be revised as follows: from Rs 18750

to Rs 24825 for Judges, Judge in Bankruptcy and Master and Registrar and Deputy Master and Registrar and Judge in Bankruptcy; and from Rs 11250 to Rs 14900 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Legal Assistant Cadre

Scheme of Service of Principal Legal Assistant

- 35.25 The Legal Assistant Cadre at the Attorney-General's Office consists of the following grades: Legal Assistant, Senior Legal Assistant, Principal Legal Assistant and Chief Legal Assistant.
- 35.26 There are, presently, two posts of Principal Legal Assistant. The scheme of service specifies that promotion to the grade of Principal Legal Assistant should be made from among officers in the grade of Senior Legal Assistant reckoning at least three years' service in a substantive capacity in the grade.
- 35.27 However, the vacancies cannot be filled as the two seniormost Senior Legal Assistants have less than two years' experience and the scheme of service for the grade of Senior Legal Assistant requires four years' service in a substantive capacity in the grade of Legal Assistant.
- 35.28 The Ministry of Civil Service Affairs and Administrative Reforms has proposed the amendment of the core qualifications to require the Senior Legal Assistants to reckon at least six years' experience in the Legal Assistant Cadre.
- 35.29 We concur with the stand of the Ministry of Civil Service Affairs and Administrative Reforms.

Recommendation 6

- 35.30 We recommend that the core qualification requirements for the grade of Principal Legal Assistant be amended to read "by promotion, on the basis of merit and experience, of officers in the grade of Senior Legal Assistant reckoning an aggregate of at least six years' experience in the Legal Assistant Cadre."**

Registrar (New Grade)

- 35.31 The officers in the specialised Legal Assistant cadre are the only ones who provide the necessary technical support and backup to the professionals of the Attorney General's office in the discharge of their professional functions. Moreover, the nature of work at the office is becoming complex and is requiring officers with a high degree of responsibility.
- 35.32 At present, the Chief Legal Assistant is posted in the Law Drafting Unit of the Attorney-General's Office and is fully involved in the close and detailed verification of bills which is a very time consuming activity requiring high precision to guard against ambiguity. In addition, the Chief Legal Assistant is required to be the supervisor of the cadre and as such, is entrusted with the responsibility of all new recruits.
- 35.33 Since Law drafting is of utmost priority, the other administrative duties very often remain unattended. We are, therefore, making provision for the creation of a new grade to head the cadre and to assume responsibility for the administrative duties as well as for the training of new recruits.

Recommendation 7

- 35.34 We recommend the creation of a new grade of Registrar on the establishment of the Attorney-General's Office. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Chief Legal Assistant.**

Black Jacket Allowance

- 35.35 Legal Assistants are required by the rules of the Court to appear in black jacket with tie and they are paid an allowance of Rs 2500 yearly.

Recommendation 8

- 35.36 We recommend that this allowance be revised to Rs 3250 yearly.**

**ATTORNEY-GENERAL'S OFFICE AND MINISTRY OF JUSTICE
& HUMAN RIGHTS**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 92	Rs 70000 Director of Public Prosecutions Solicitor-General
12 00 89	Rs 60000 Deputy Solicitor-General (New Grade) Parliamentary Counsel
12 00 86	Rs 54000 Deputy Parliamentary Counsel
12 00 85	Rs 52000 Assistant Solicitor-General
12 00 82	Rs 47500 Assistant Parliamentary Counsel
12 71 76	Rs 35000 x 1000 - 40000 Principal State Counsel
12 54 66	Rs 20000 x 800 - 28000 x 1000 - 30000 Legal Research Officer
12 00 76	Rs 40000 Legal Secretary
12 63 72	Rs 27200 x 800 - 28000 x 1000 - 36000 Assistant Legal Secretary Senior State Counsel
12 54 66	Rs 20000 x 800 - 28000 x 1000 - 30000 State Counsel

Salary Code	Salary Scale and Grade
12 00 85	Rs 52000 Chief Legal Secretary (New Grade) Chief State Attorney (New Grade)
12 71 76	Rs 35000 x 1000 – 40000 Principal State Attorney
12 63 72	Rs 27200 x 800 – 28000 x 1000 - 36000 Senior State Attorney
12 55 66	Rs 20800 x 800 – 28000 x 1000 – 30000 State Attorney
12 55 67	Rs 20800 x 800 – 28000 x 1000 – 31000 Curator of Vacant Estates
12 57 66	Rs 22400 x 800 – 28000 x 1000 – 30000 Registrar (Legal Assistant Cadre) (New Grade)
12 52 60	Rs 18800 x 600 – 20000 x 800 – 24800 Chief Legal Assistant
12 47 56	Rs 16000 x 500 – 17000 x 600 – 20000 x 800 - 21600 Principal Legal Assistant
12 40 52	Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 18800 Senior Legal Assistant
12 25 47	Rs 8400 x 200 - 9000 x 250 – 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Legal Assistant
12 18 20	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Legal Assistant

Salary Code	Salary Scale and Grade
05 34 53	Rs 10600 x 400 – 15000 x 500 – 17000 x 600 - 19400 Law Library Officer
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

35.1 TAX APPEAL TRIBUNAL

- 35.1.1 The Tax Appeal Tribunal has been set up by Section 3(1) of the Tax Appeal Tribunal Act 1984. Any person aggrieved by any decision of a Revenue Commissioner under the Revenue Acts may within 28 days, appeal to the Tribunal. The Revenue Acts referred to are the Customs Act, Customs Tariff Act, Excise Act, Export Services Zones Act, Foreign Travel Tax Act, Gaming Act, Hotels & Restaurant Tax Act, Income Tax Act, Industrial Expansion Act, Land (Duties & Taxes), and Value Added Tax Act.
- 35.1.2 The Tax Appeal Tribunal is composed of a Chairman and two Vice-Chairmen who are assisted by a Secretary. The Secretary is the registrar and custodian of the Tax Appeal Tribunal. He also performs general supervision of the office and ensures the day-to-day running of the Tribunal. The support staff of the Tribunal comprises officers in the grade of Shorthand Writer and other general services grades.

TAX APPEAL TRIBUNAL SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 89	Rs 60000 Chairman, Tax Appeal Tribunal
12 00 85	Rs 52000 Vice-Chairman, Tax Appeal Tribunal
08 45 64	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 - 28000 Secretary, Tax Appeal Tribunal
08 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 - 18200 Shorthand Writer
24 11 32	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

35.2 ENVIRONMENT APPEAL TRIBUNAL

- 35.2.1 The Environment Appeal Tribunal was established under the Environment Protection Act 1991 and became functional in 1994. The Act has been amended under Act No. 19 of 2002 which has been proclaimed on 5 September 2002.
- 35.2.2 At present, apart from the Chairman, the establishment of the institution includes a Secretary who is the registrar and custodian of the Environment Appeal Tribunal. He also performs general supervision of the office and ensures the day-to-day running of the Tribunal. The support staff of the Tribunal comprises officers in the grade of Shorthand Writer and other general services grades.
- 35.2.3 The Chairman of the Environment Appeal Tribunal is normally a serving Magistrate. As there is a limited number of cases, no full time Chairman has been appointed to the Tribunal so far. However, the salary provided below is meant for a Chairman appointed on a full time basis.

ENVIRONMENT APPEAL TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 89	Rs 60000 Chairman, Environment Appeal Tribunal
08 45 64	Rs 15000 x 500 – 17000 x 600 – 20000 x 800 x 28000 Secretary, Environment Appeal Tribunal
08 41 51	Rs 13400 x 400 – 15000 x 500 – 17000 x 600 - 18200 Shorthand Writer

**THE MINISTRY OF TRAINING, SKILLS DEVELOPMENT,
EMPLOYMENT AND PRODUCTIVITY**

- 36.1 The Ministry of Training, Skills Development, Employment and Productivity aims at creating an intelligent, flexible, creative and empowered work force for the economy. The Ministry's mission is to drive the development of forward looking Human Resource Development policies and quality learning networks in order to create the desired balance of soft and hard skills for increased productivity, marketability and employability of the Mauritian workforce.
- 36.2 The Permanent Secretary is the Responsible Officer of the Ministry and is assisted by officers of Human Resource Analyst Cadre, headed by the Director, Human Resource Development and by officers of the Employment Officer Cadre, headed by the Controller, Employment Service.

Human Resource Development Unit

- 36.3 At present, the Human Resources Development Unit comprises three levels namely: the Director, Human Resource Development, Senior Human Resource Analyst and Human Resource Analyst. In the light of recent changes in the Human Resource Development Sector, it is proposed to create two cells: one to be responsible for Human Resource Development Policy, Planning and Research and the other for Training and Development and Evaluation of the Human Resource Development Projects.

Principal Human Resource Analyst (New Grade)

Recommendation

- 36.4 **We recommend the creation of a grade of Principal Human Resource Analyst. Appointment to the grade should be by selection from officers in the grade of Senior Human Resource Analyst reckoning three years' service.**

- 36.5 Incumbent shall, among others, oversee and coordinate the two cells, provide expert guidance and act as interface between the Director and the Senior Human Resource Analyst.

**MINISTRY OF TRAINING, SKILLS DEVELOPMENT,
EMPLOYMENT AND PRODUCTIVITY**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
02 00 78	Rs 42500 Director, Human Resource Development
02 64 70	Rs 28000 x 1000 - 34000 Principal Human Resource Analyst (New Grade)
02 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Human Resource Analyst
02 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Human Resource Analyst
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 01 17	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

36.1 EMPLOYMENT DIVISION

- 36.1.1 The Employment Division of the Ministry of Training, Skills Development, Employment and Productivity has under its responsibility the Work Permit Unit and the Employment Service. The main object of the Work Permit Unit is to grant work permits to foreign employees in a timely manner while at the same time protect job opportunities for local workers whereas the main functions of the Employment Service comprise the registration and placement of job seekers, employment counselling, collection, publication and dissemination of labour market data, provision of technical advice on employment and training matters, work permit inspections, and management of the Labour Market Information System.
- 36.1.2 The rapid trend of development in the country has resulted in the importation of specialised labour to meet the local demand and the Work Permit Unit has a prominent role in the grant of work permit, and in the enforcement of regulations. The Employment Service has also known drastic changes in its structure and functions. The former Employment Exchanges were converted into Employment Offices which were ultimately upgraded and renamed Employment Information Centres. With the launching of the Employment Service Website, a wide array of information pertaining to the world of work is available on line through the Labour Market Information System. The main components of this system are the Labour Market Information Surveys, Job Bank, Job Seekers' Bank, Professional Register for graduates, Occupational Profile, Sectoral Profile and job futures.
- 36.1.3 At present the Employment Division is headed by the Controller, Employment Service who is assisted by a Deputy Controller and by officers in the grades of Employment Officer Cadre and those of the General Services.
- 36.1.4 We are maintaining the organisational set up which is appropriate, restyling the grades of Controller, Employment Service and Deputy Controller, Employment Service and reviewing the entry qualification requirement of the grade of Employment Officer.

Recommendation 1

36.1.5 We recommend that the grades of Controller, Employment Service and Deputy Controller, Employment Service be restyled Director, Employment Service and Deputy Director, Employment Service respectively.

Employment Officer

36.1.6 At present, appointment to the grade of Employment Officer is made from Trainee Employment Officers who have undergone on-the-job training at the Division for a period of one year in all aspects of works of the Employment Officer. Enlistment to the grade of Trainee Employment Officer is made from among candidates possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts. Priority of consideration is given to serving Clerical Officer/Higher Clerical Officers.

36.1.7 Representations have been made that in view of the expansion of the activities at the Employment Division and the centralisation of the sub offices, work devolving on officers of the Employment Officer Cadre has evolved in complexity and technicality. Officers should have a certain level of maturity to deal with employers for job placement and advise job seekers. To enable recruitment of candidates of the right calibre, we are reviewing the mode of entry to the grade of Employment Officer.

Recommendation 2

36.1.8 We recommend that, in future, recruitment to the grade of Employment Officer should be made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer possessing at least two subjects at the General Certificate of Education ‘A’ Level.

36.1.9 We further recommend that the grade of Trainee Employment Officer be abolished on vacancy.

EMPLOYMENT DIVISION***SALARY SCHEDULE***

Salary Code	Salary Scale and Grade
18 68 73	Rs 32000 x 1000 - 37000 Director, Employment Service <i>formerly Controller, Employment Service</i>
18 54 64	Rs 20000 x 800 - 28000 Deputy Director, Employment Service <i>formerly Deputy Controller Employment Service</i>
18 47 54	Rs 16000 x 500 - 17000 x 600 - 20000 Chief Employment Officer
18 40 50	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Senior Employment Officer
18 20 45	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Employment Officer
18 13 15	Rs 6425 x 150 – 6725 Trainee Employment Officer (Personal)
18 11 40	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000 Employment Assistant/Senior Employment Assistant
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

37. MINISTRY OF YOUTH AND SPORTS

37.1 The Ministry of Youth and Sports is responsible for the promotion of youth and sports activities throughout the country. Its mission is to respond to the aspirations and needs of youth, to empower them for a better future and to foster a culture of sports among citizens. The Ministry provides facilities to create a conducive environment and acts as a catalyst and facilitator for the promotion and development of youth and sports at international, national and regional levels. It has two important technical sections: the Youth Section and the Sports Section.

SPORTS SECTION

37.2 The Sports Section ensures a balanced development of sports throughout the country, develops sports locally through organisation of major sports events, construction of modern sports infrastructure, extension of opportunities to a maximum of people to practise sports for both leisure and competitions, provision of support and technical assistance to sports federations and incentives to high level athletes to achieve excellence in their performance at international levels. It is also responsible for the overall implementation of sports projects, monitoring of all sports activities as well as the maintenance of all sports infrastructure under its jurisdiction.

37.3 The Section is headed by a Director of Sports who is supported by officers at the level of Senior Sports Officer, Sports Officer, Senior Sports Coach, Sports Coach, Senior Swimming Coach and Swimming Coach. As the present structure is meeting the objectives of the organisation, it requires no change.

YOUTH SECTION

37.4 The Youth Section of the Ministry is responsible for catering for the welfare, recreation and leisure of youth, for providing them with structured organisations to practise healthy and enjoyable activities, and for empowering them to face emerging challenges. It is also responsible for equipping young people with the

necessary knowledge, skills and attitude to play their role as responsible citizens, for their mental, physical and moral development and for promoting group and inter group interactions through activities aiming at fostering understanding and mutual comprehension.

- 37.5 The Director of Youth Affairs is the Head of the Youth Section and is assisted in his duties by a Deputy and officers of the Youth Officer Cadre. This structure is appropriate and needs no change. However, in view of the inherent responsibility of the jobs in the cadre, we are reviewing the entry qualification.

Youth Officer

- 37.6 At present, appointment to the grade of Youth Officer is made from Trainee Youth Officer who has successfully undergone training for a period of at least two years. The Trainee Youth Officers are required to follow the course leading to the Diploma in Social Work. With a view to revalorising the cadre, it is proposed that recruitment to the grade be made direct from holders of the Diploma.

Recommendation 1

- 37.7 **We recommend that, in future, recruitment to the grade of Youth Officer be made from among candidates possessing the Diploma in Social Work. In the absence of suitably qualified candidates, recruitment, thereto, should be made by selection from among holders of the Cambridge School Certificate together with passes in at least two subjects at the General Certificate of Education 'A' Level. These officers should be required to follow the Diploma course in Social Work.**

Compensation for Regular Extra Hours

- 37.8 Officers in the Youth Officer Cadre put in extra hours of work regularly and are neither granted time off nor paid overtime allowance. After careful study of submissions made, the Bureau considers that the officers should be duly compensated.

Recommendation 2

37.9 We recommend that officers in the Youth Officer Cadre should be given equivalent time off for the extra hours put in. Where it has not been possible for management to grant time off to these officers within a period of six consecutive months, a request should be made to the Ministry of Civil Service Affairs and Administrative Reforms for the payment of an appropriate allowance as compensation for the extra hours put in.

Nursing Officer (Sports Medical Unit)

37.10 The Sports Medical Unit is staffed with two Sports Medical Officers and two Nursing Officers. The Nursing Officers are responsible to the Sports Medical Officers for dispensing drugs, carrying out specific tests on athletes, helping in doping control, providing assistance for medical coverage of all national and international sports and events. To reflect the nature of duties devolving on job incumbents and to be in line with international appellation, we are restyling the grade of Nursing Officer (Sports Medical Unit).

Recommendation 3

37.11 We recommend that the grade of Nursing Officer (Sports Medical Unit) be restyled Sports Nursing Officer.

Commuted Allowance to Sports Nursing Officers

37.12 The Sports Nursing Officers are called upon to work on a regular basis beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays. They are involved in the medical coverage of sports activities. These officers are neither granted time off nor paid overtime for the extra hours put in. We consider that they should be duly compensated for providing services beyond the normal working hours.

Recommendation 4

37.13 We recommend that, as far as possible, equivalent time off should be granted to Sports Nursing Officers for the extra hours put in. Should it not be possible to grant the time off, we recommend the payment of a monthly

commuted allowance of Rs 1200 to Sports Nursing Officers who put in a minimum of 20 hours over and above their normal working hours in the month.

Hours of work

Staggered hours

37.14 Technicians (Youth & Sports), Sports Nursing Officer formerly Nursing Officer (Sports Medical Unit), Sports Medical Officer and all officers of the Youth and Sports Cadre are called upon to work at staggered hours. This element has been taken into account in arriving at the salaries recommended for the grades concerned.

Shift/Roster

37.15 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 for officers in those grades who are not required to work either on shift or on a roster basis.

<u>Shift</u>	<u>Roster</u>
Boiler Operator (Personal)	Boiler Operator (New Grade)
Driver (Shift)	Caretaker (Roster)
	Driver
	Swimming Pool Attendant

MINISTRY OF YOUTH AND SPORTS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 85	Rs 52000 Permanent Secretary
SPORTS DIVISION	
06 64 70	Rs 28000 x 1000 - 34000 Director of Sports

Salary Code	Salary Scale and Grade
06 57 66	Rs 22400 x 800 – 28000 x 1000 - 30000 Senior Sports Officer
06 43 63	Rs 14200 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 27200 Sports Officer
06 42 55	Rs 13800 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 – 20800 Senior Coach <i>formerly Senior Sports Coach</i> Senior Coach (Swimming) <i>formerly Senior Swimming Coach</i>
06 24 47	Rs 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 – 16000 Coach <i>formerly Sports Coach</i> Coach (Swimming) <i>formerly Swimming Coach</i>
09 62 74	Rs 26400 x 800 – 28000 x 1000 - 38000 Sports Medical Officer
09 35 50	Rs 11000 x 400 – 15000 x 500 – 17000 x 600 – 17600 Sports Nursing Officer <i>formerly Nursing Officer (Sports Medical Unit)</i>
22 22 46	Rs 7850 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 - 15500 Technician (Youth & Sports)
25 16 37	Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Boiler Operator (Personal)
25 14 35	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Boiler Operator (on roster) (New Grade)

Salary Code	Salary Scale and Grade
25 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300 Boiler Operator Electrician Maintenance Assistant Painter
24 26 37	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11800 Senior Gangman
24 14 35	Rs 6575 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 11000 Driver (on shift)
24 13 34	Rs 6425 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 Driver (on roster – day & night) (New Grade)
24 12 33	Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10300 Driver (on roster) Swimming Pool Attendant (on roster)
24 17 32	Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Gangman Leading Hand
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver
24 09 27	Rs 5825 x 150 – 7325 x 175 – 8200 x 200 – 8800 Caretaker (on roster)
24 08 25	Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400 Gardener/Nurseryman

Salary Code	Salary Scale and Grade
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 05 23	Rs 5300 x 125 – 5675 x 150 – 7325 x 175 – 8025 Handy Worker (Special Class) <i>formerly Handyman (Special Class)</i> Stores Attendant <i>formerly Storeman</i>
24 03 20	Rs 5050 x 125 – 5675 x 150 – 7325 x 175 – 7500 Lorry Loader
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
YOUTH DIVISION	
23 60 67	Rs 24800 x 800 – 28000 x 1000 – 31000 Director of Youth Affairs
23 54 63	Rs 20000 x 800 – 27200 Assistant Director of Youth Affairs
23 46 55	Rs 15500 x 500 – 17000 x 600 – 20000 x 800 – 20800 Principal Youth Officer
23 42 52	Rs 13800 x 400 – 15000 x 500 – 17000 x 600 – 18800 Senior Youth Officer
23 25 48	Rs 8400 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 - 16500 Youth Officer
23 13 15	Rs 6425 x 150 – 6725 Trainee Youth Officer

Salary Code	Salary Scale and Grade
24 12 33	Rs 6275 x 150 – 7325 x 175 - 8200 x 200 - 9000 x 250 – 10000 x 300 - 10300 Driver (on roster)
24 11 32	Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 Driver Gangman
24 09 27	Rs 5825 x 150 – 7325 x 175 – 8200 x 200 – 8800 Caretaker (on roster)
24 06 24	Rs 5425 x 125 – 5675 x 150 – 7325 x 175 – 8200 Watchman
24 01 17	Rs 4800 x 125 – 5675 x 150 – 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>

38. WORKMEN'S GROUP

- 38.1 The Workmen's Group, alone, concerns no less than 150 grades, which cut across invariably all Ministries and Departments in the Civil Service. Certain grades are departmental ones and are thus specific to their respective organisations while others are general service grades which form part of a pool under the administrative control of the Ministry of Civil Service Affairs and Administrative Reforms.
- 38.2 On account of the specific arrangement described above, the multiplicity of grades involved and the bearing of our recommendations on various organisations, it has not been possible to deal with the literature on all these grades under their respective Ministries/Departments in a piecemeal manner, without the risk of omission or repetition. Consequently, for the purpose of this exercise, we have dealt with the literature concerning this category of employees in this chapter and have used the term "Workmen's Group".
- 38.3 Prior to 1998, unskilled and semi-skilled workers and their supervisors were grouped under the occupational classification - Minor Grades, General Class. Following representations received from staff associations to the effect that the title of the occupational group was considered degrading and in line with the Bureau's objective of ensuring, as far as possible, that the public sector is manned with motivated employees at all levels, we, therefore, in the 1998 PRB Report restyled the title " Minor Grades - General Class" into that of Workmen's Class - General Grades.
- 38.4 In the context of the 1998 PRB Report, the Bureau undertook an in depth study, aimed at a re-engineering of the unskilled and semi-skilled grades in the public sector to ensure greater flexibility in the posting of workers, to facilitate a more judicious and effective use of manpower, to bring about job enlargement and satisfaction, and to reduce the multiplicity of grades. In keeping with the foregoing objectives, grades of fairly same level were grouped under common appellations to ensure polyvalence and consequently, the new grades of

Handyman and Handyman (Special Class) were created against abolition on vacancy of a number of grades.

38.5 At present, the unskilled and the semi-skilled workers and their supervisors in the public sector represent a sizeable proportion of the total labour force. This group of workers perform all the elementary duties and support all the skilled workers and technicians to ensure organisational objectives. The general criteria for grades in this group are that the educational requirement is normally up to the school certificate level and the career opportunities are limited within the group. Thus, the incumbents in the group are not required to have the basic qualifications to join the technical or clerical streams.

38.6 In this Report, we have revisited the structures of certain hierarchies through the creation of new grades, reviewed the qualification requirements of a few grades and restyled others to more appropriate job appellations to reflect the nature of the duties and responsibilities being shouldered. In the process, in order to avoid the use of masculine and feminine genders, we have, as far as possible, used neutral terms.

38.7 We elaborate hereunder on our main recommendations which are presented by Ministry/Department. We deal in the first instance with recommendations which concern specific organisations and thereafter with those which have bearings on several organisations.

MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS

Office Attendant Cadre

38.8 Prior to the 1998 PRB Report, there were three levels in the Office Attendant's hierarchy. Following a survey carried out by the Bureau to gather relevant information about the various grades in the Public Sector, it was found that there was no need for two supervisory levels in this hierarchy.

- 38.9 In the 1998 PRB Report, it was therefore recommended that the grades of Senior Office Attendant and Head Office Attendant be merged into the single new grade of Senior/Head Office Attendant.
- 38.10 However, this arrangement has in the course of time proved to be neither administratively convenient nor practical in the Civil Service. We are therefore recommending a reversion to the previous structure of a three-level hierarchy, which will facilitate the organisation of work of this category of employees for an optimum utilisation of resources while at the same time providing better promotion opportunities to the post holders in the cadre. We are also reviewing the qualification requirements for appointment to the grade of Office Attendant.

Recommendation 1

- 38.11 We recommend that the Office Attendant Cadre should consist of the following three grades: Office Attendant, Senior Office Attendant and Head Office Attendant. We also recommend that in future appointment to the grade of Office Attendant should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission.**

Recommendation 2

- 38.12 We further recommend that, with the establishment of the new structure, appointment to the grades of Senior Office Attendant and Head Office Attendant should be by promotion, on the basis of merit and experience, of officers from the grades of Office Attendant and Senior Office Attendant respectively.**
- 38.13 The Senior Office Attendant would, *inter alia*, assist the Head Office Attendant in supervising and controlling the work of Office Attendants or supervise and control the work of Office Attendants in Ministries/Departments where no Head Office Attendant is posted.

Allowance to the Office Attendant Cadre

38.14 Representations have also been received to the effect that in quite a number of cases, Office Attendants have to walk or travel by bicycle on relatively long distances to collect keys in the morning from the Police Station and to deposit same in the afternoon. It has been submitted that in several cases, the distance covered daily is in the range of two to three kilometres.

Recommendation 3

38.15 We recommend that Office Attendants who are required to walk or travel by bicycle an aggregate of two kilometres or more daily to collect and deposit keys over and above the home to office journey and back should be paid an allowance of Rs 220 a month.

Pool of Drivers in the General Services

38.16 The High Powered Committee has re-examined the policy regarding the employment of drivers by officers eligible for chauffeur driven car and has noted that:

- (i) the drivers so employed had to be absorbed eventually on the establishment of the Ministry/Department concerned although they were attached personally to the officer;
- (ii) such drivers were underutilised after the retirement of the officer; and
- (iii) the drivers could not easily be redeployed as they belong to a departmental grade.

38.17 The Bureau has made appropriate recommendations in Volume I of the Report on the whole issue.

Recommendation 4

38.18 We recommend that all drivers presently 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 Affairs and Administrative Reforms and classified in the General Services.

POLICE DEPARTMENT**Police Attendant Cadre**

- 38.19 Appointment to the grade of Police Attendant is made by selection from among serving officers on the permanent and pensionable establishment of the Police Department possessing the Certificate of Primary Education. The duties of the grade are, *inter alia*, to attend to the general maintenance and cleanliness of police compounds, gardens and offices and to maintain the physical environment at a good standard; to help in the removal of corpses from the mortuary or other places; to wash and clean vehicles of the Police Force; to place and remove metal barriers; and to operate simple office equipment such as duplicating and photocopying machines.
- 38.20 Prior to the 1998 Report, there was no promotional route for officers in the grade of Police Attendant. In 1998, a new grade of Senior/Head Police Attendant, promotional for Police Attendants, was created as there was need for a supervisory level to organise the work of Police Attendants and to provide necessary supervision and control, particularly in areas where they are posted in large numbers. The recommendation for a merged grade of Senior/Head Police Attendant was guided by what was recommended for the grades of Senior Office Attendant and Head Office Attendant in the General Services.
- 38.21 However, this arrangement has in the course of time proved to be neither administratively convenient nor practical. We are therefore recommending a three-level hierarchy, which will facilitate the organisation of work of this category of employees for an optimum utilisation of resources while at the same time providing better promotion opportunities to the post holders in the cadre. We are also reviewing the qualification requirements for appointment to the grade of Police Attendant.

Recommendation 5

38.22 We recommend that the Police Attendant Cadre should consist of the following three grades: Police Attendant, Senior Police Attendant and Head Police Attendant. We also recommend that in future appointment to the grade of Police Attendant should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission.

Recommendation 6

38.23 We further recommend that with the establishment of the new structure, appointment to the grades of Senior Police Attendant and Head Police Attendant should be by promotion, on the basis of merit and experience, of officers from the grades of Police Attendant and Senior Police Attendant respectively.

38.24 The Senior Police Attendant would, *inter alia*, assist the Head Police Attendant in supervising and controlling the work of Police Attendants or supervise and control the work of Police Attendants in Divisions/Sections where no Head Police Attendant is posted.

MINISTRY OF HEALTH AND QUALITY OF LIFE**Senior Cook (New Grade)**

38.25 Cooks are working under the supervision of a Catering Supervisor in hospitals. The Catering Supervisor works from 7.30 a.m. to 3.00 p.m. whereas the Cooks work on a roster system to cover the period 5.00 a.m. to 7.00 p.m.

38.26 As the Catering Supervisor has to deal with a variety of functions, there is need for an immediate supervisory level at the workplace to organise and supervise the work of Cooks in the kitchen.

Recommendation 7

38.27 We recommend the creation of a new grade of Senior Cook in the Ministry of Health and Quality of Life. The grade should be filled by promotion, on the basis of merit and experience, of officers from the grade of Cook.

38.28 The Senior Cook would be responsible for the performance of all the range of duties of Cooks and, in addition, to assume such responsibilities for the proper discharge of the activities in the kitchen, as directed by the immediate Supervisor.

Mortuary Attendant

38.29 Mortuary Attendants are paid allowances for each post-mortem case where their services are required, for being on call and for actual attendance in connection with post-mortem examinations. We are maintaining the allowances and revising the quantum.

Recommendation 8

38.30 We recommend that the non-pensionable allowances paid to Mortuary Attendants be revised as follows:

from Rs 135 to Rs 200 for each case where their services are required whether during normal working hours or while in attendance during “on-call” period;

from Rs 25 to Rs 35 for being on-call from 6 p.m. to 10 p.m.; and

from Rs 40 to Rs 60 per hour for actual attendance during “on-call” period.

Rodent Control Attendant

38.31 Rodent Control Attendants are recruited from General Field and Office/Premises Workers holding the Certificate of Primary Education. According to the scheme of service of the grade, the duties consist of placing traps in public and private buildings, baiting of traps and bringing rats caught to the Entomological Laboratory.

38.32 Representations have been received that they have to manipulate rat poison and fumigate ships, aircrafts and containers (especially containers of pulses coming from Asian countries) and these duties do not form part of their scheme of service.

Recommendation 9

38.33 We recommend that the scheme of service for the grade of Rodent Control Attendant be amended to include such additional duties as preparation of poison baits and fumigation of ships, aircrafts and containers. These have been taken into account in arriving at the salary scale recommended.

Risk Allowance

38.34 At present, a non-pensionable allowance equivalent to one increment at the initial of the salary scale is exceptionally paid to 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.

Recommendation 10

38.35 We recommend that the payment of a non-pensionable allowance equivalent to one increment at the initial of the salary scale exceptionally to 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 be maintained.

MINISTRY OF EDUCATION AND SCIENTIFIC RESEARCH

Cloak Room Attendant formerly Female Cloak Room Attendant

38.36 Female Cloak Room Attendants are recruited from among holders of the Certificate of Primary Education and their duties consist of cleaning and keeping tidy cloakrooms and toilets; and keeping watch over cloakrooms during school hours.

38.37 At present, Female Cloak Room Attendants are posted exclusively in State Secondary Schools for girls. Representations have been received for the posting of Female Cloak Room Attendants in primary schools as well. We are making appropriate recommendation to that effect as well as restyling the grade to avoid the use of masculine and feminine genders.

Recommendation 11

38.38 We recommend that the grade of Female Cloak Room Attendant be restyled Cloak Room Attendant and that its establishment size be increased, as appropriate, for posting in Primary Schools.

Library Attendant

Senior Library Attendant (New Grade)

38.39 Library Attendants are recruited from holders of the Certificate of Primary Education. They perform all the duties of an Office Attendant in addition to their responsibilities in the Library which consist of assisting in sorting library materials for shelving, helping the Librarian in stock-taking and write-off whenever required as well as preparing library stationery, book jackets and processing library materials including minor book repairs. At present, Library Attendants also supervise the use of computer in the library besides their normal duties. We are therefore reviewing the qualification requirements for appointment to the grade of Library Attendant and making provision for an avenue of promotion for this category of employees.

Recommendation 12

38.40 We recommend that, in future, appointment to the grade of Library Attendant should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or equivalent qualification. This recommendation should equally apply to the grade of Library Attendant on the establishment of all other Ministries/ Departments/Organisations concerned.

38.41 We recommend that a new grade of Senior Library Attendant be created. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Library Attendant. This recommendation may be extended to other Ministries/Departments/Organisations where the establishment size of the grade of Library Attendant is three or more.

Workshop Assistant

Senior Workshop Assistant (New Grade)

38.42 Workshop Assistants are recruited from holders of the Certificate of Primary Education who are all round handymen, aware of the rudimentary safety precautions needed in workshops and capable of using the common hand tools found in the workshop. At present, they are posted in State Secondary Schools to work in workshops (metal and wood). Their duties are to prepare, clean and keep in readiness all the equipment of a workshop and to be responsible for all tools and stores in use in the workshop. We are therefore reviewing the qualification requirements for appointment to the grade of Workshop Assistant and making provision for an avenue of promotion for this category of employees.

Recommendation 13

38.43 We recommend that, in future, appointment to the grade of Workshop Assistant should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or equivalent qualification. This recommendation should equally apply to the grade of Workshop Assistant on the establishment of all other Ministries/Departments/Organisations concerned.

38.44 We recommend that a new grade of Senior Workshop Assistant be created. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Workshop Assistant. This recommendation may be extended to other Ministries/Departments/Organisations where the establishment size of the grade of Workshop Assistant is three or more.

**MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND SENIOR
CITIZEN'S WELFARE AND REFORM INSTITUTIONS**

Social Security Attendant

- 38.45 Appointment to the grade of Social Security Attendant is made by selection from candidates possessing the Certificate of Primary Education or an alternative qualification acceptable to the Public Service Commission. The duties of the grade consists of opening and closing of offices; cleaning premises; watching premises during business hours; running errands; answering calls or bells and receiving visitors and directing them to the appropriate offices/officers.
- 38.46 The Social Security Attendants are generally posted in the regional Social Security offices across the island and only one Social Security Attendant is posted in a regional office.
- 38.47 In line with what obtain for more or less similar grades in the public sector, we are reviewing the qualification requirement of the grade of Social Security Attendant.

Recommendation 14

- 38.48 We recommend that in future appointment to the grade of Social Security Attendant should be made by selection from among serving employees on the permanent and pensionable establishment possessing the Certificate of Primary Education.**

MINISTRY OF YOUTH AND SPORTS

Driver (Ordinary Vehicles Up to 5 tons) (on roster - day & night) (New Grade)

- 38.49 The staffing position in the grade of Driver in the Ministry of Youth and Sports is as follows:

Post	On Establishment	In Post	Vacancies
Driver	18	16	2
Driver (on shift)	11	8	3
Driver (on roster)	29	Nil	29

- 38.50 The activities of the Ministry of Youth and Sports are most of the time organised after office hours and last till late in the night where public transport is not available. However, the nature of the services does not warrant a transport service on a 24-hour round the clock basis.
- 38.51 The Ministry has proposed that the existing posts of Driver and Driver (on shift) be abolished and the job holders be given employment as Driver (on roster). A new scheme of roster for Drivers (on roster) would be worked out to suit the Ministry 's requirements.
- 38.52 The above course of action aims at curbing the significant overtime costs and thus be in line with the recommendation of the Director of Audit who has been very critical over the whole issue of overtime.
- 38.53 According to definition, "Roster (Day)" is meant for workers operating on roster basis whose turn of duty either starts at or after 4.00 a.m. or goes up to 8.00 p.m. "Roster (Day & Night)" is meant for workers whose turn of duty may either start before 4.00 a.m. or extend beyond 8.00 p.m.
- 38.54 In order to suit the operational requirements and exigencies of the Ministry as elaborated upon above, we are therefore making appropriate provision for the creation of a new grade of Driver (on roster - day & night).

Recommendation 15

- 38.55 We recommend the creation of a new grade of Driver (on roster - day & night) on the establishment of the Ministry of Youth and Sports. With the creation of this new grade, the existing grades of Driver, Driver (on shift) and Driver (on roster) should become evanescent and be abolished on vacancy.**

**MINISTRY OF AGRICULTURE, FOOD TECHNOLOGY AND
NATURAL RESOURCES**

Cane Planters and Millers Arbitration & Control Board

Sampler

38.56 During inter crop season, Samplers are posted in the various sections of the Ministry of Agriculture, Food Technology and Natural Resources where they perform sub-clerical duties and during crop season they are required to work on a roster basis. They are paid a non-pensionable monthly allowance of Rs 200 as compensation for the two elements.

Recommendation 16

38.57 We recommend that the non-pensionable monthly allowance payable to Samplers both for performing sub-clerical duties during intercrop season and for working on roster during crop season be revised to Rs 260.

OTHER RECOMMENDATIONS

Storeman

38.58 Storeman is recruited by selection from among officers in the grade of General Field and Offices/Premises Worker possessing the Certificate of Primary Education with a good knowledge of stores duties and familiarity with common items of stores in use. According to the scheme of service of the grade, the duties consist of opening and closing of stores, cleaning the store premises, collecting, loading, unloading and conveying stores items, opening packages, crates, and cases, removing all packing materials, packing stores items, placing and arranging items of stores on shelves and despatching stores correspondences.

38.59 Given the nature of the duties and the variety of functions devolving on incumbents in the grade of Storeman, we are restyling the grade to a more appropriate appellation.

Recommendation 17

38.60 We recommend that the grade of Storeman be restyled Stores Attendant.

Office Assistant

- 38.61 The Ad-hoc Committee set up to look into alleged anomalies arising out of the 1998 PRB Report has recommended the creation of a new grade of Clerk Assistant to be filled from among Office Assistants who can show proof of having sat for the School Certificate.
- 38.62 Action has already been initiated to implement the recommendation of the Ad-hoc Committee referred to above. However, in the context of this review, representations have been received from certain Office Assistants to the effect that they have not been absorbed in the grade of Clerk Assistant as they do not satisfy the criteria laid down by the Committee. On the other hand, they are still performing the same clerical duties as their colleagues who have been appointed Clerk Assistants and they continue to draw the monthly non-pensionable allowance of Rs 270, as recommended in the 1998 PRB Report. The officers concerned are generally on the establishment of the Ministry of Agriculture, Food Technology and Natural Resources, the Ministry of Commerce and Cooperatives (Cooperatives Division) and the Ministry of Fisheries.
- 38.63 We have carefully analysed their claim for absorption in the grade of Clerk Assistant and are of the view that, on account of their long years of service as Office Assistant, the staff may have gained in experience what they lack in academic qualifications.

Recommendation 18

- 38.64 We therefore recommend that a work oriented selection exercise be carried out in respect of the remaining Office Assistants for their absorption in the grade of Clerk Assistant.**
- 38.65 Office Assistants who are also performing sub-clerical duties in Ministries/Departments where they are posted are at present paid a monthly allowance of Rs 270. We are revising this allowance payable to this category of officers.

Recommendation 19

38.66 We recommend that the non-pensionable monthly allowance payable to Office Assistants who perform sub-clerical duties in Ministries/Departments where they are posted be revised to Rs 350.

Cleaning of Lavatories

38.67 General Workers formerly General Field and Office/Premises Workers are at present paid a monthly allowance of Rs 80 for the cleaning of lavatories. Where the lavatories are used by members of the public and provided such cleaning is done twice daily, the allowance is Rs 200 monthly. We are maintaining this allowance and revising the quantum.

Recommendation 20

38.68 We recommend that the monthly non-pensionable allowance for the cleaning of lavatories be revised from Rs 80 to Rs 105. Where the lavatories are used by members of the public and the cleaning is done twice daily, the allowance is revised from Rs 200 to Rs 260 monthly.

Watchman

38.69 Watchmen are required to work 60 hours per week whilst the normal working week of the other grades in the Workmen's Group is of 40 hours. At present, Watchmen are entitled to two days leave with full pay each month over and above casual or vacation leave. This arrangement should continue.

Recommendation 21

38.70 We recommend that Watchmen should, as at present, be entitled to two additional days leave with full pay each month.

Driver

38.71 Drivers are classified into two broad categories: those driving vehicles of up to five tons and those driving heavy vehicles above five tons. At present, a monthly allowance of Rs 200 is paid to compensate those drivers who drive on a regular basis vehicles of more than 3.5 tons but less than five tons. This refers to the

weight the vehicle can carry (i.e. load only) as authorised by the National Transport Authority and is not inclusive of tare. We are maintaining this allowance and revising the quantum.

Recommendation 22

38.72 We recommend that the non-pensionable monthly allowance to Drivers who are required to drive on a regular basis vehicles of more than 3.5 tons but less than 5 tons be revised to Rs 260.

Shift Work and Night Allowance

38.73 Officers in certain grades in the Workmen's Group have, by the nature of their duties, to work on shift in relays on a 24-hour basis. The shift element has been taken into consideration in determining the salaries of the grades. However, as an incentive to those who actually perform night duty, we are introducing a night allowance.

Recommendation 23

38.74 We recommend that, for the period July 2003 to June 2004, officers who effectively work on night shift should be paid a night allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 5.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1 July 2004.

Shift/Roster

38.75 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 for officers in those grades who are not required to work either on shift or on a roster basis.

Shift	Roster
Ambulance Attendant	Assistant Chef
Ambulance Driver	Caretaker Youth & Sports
Attendant (Haemodialysis)	Burial Ground Attendant <i>formerly Cemetery Labourer (Rodrigues)</i>
Barnman	Cook
General Worker <i>formerly General Office/Premises Worker</i>	Driver (Ordinary Vehicles up to 5 tons) (Rodrigues)
Driver	Factory Operative
Hospital Attendant	Factory Operative Assistant
Hospital Servant	Gangman
Operator (Waste Water Pumping Stn)	Household Attendant
Senior Stockman (Rodrigues)	Irrigation Operator
Stockman (Rodrigues)	Laundry Attendant <i>formerly Washerwoman</i>
Theatre Attendant	Mortuary Attendant
Workshop Assistant	Nurseryman (Fisheries)
X-Ray Attendant	Senior Nurseryman (Fisheries)
	Operator Pumping Station (Rodrigues)
	Head Nurseryman (Fisheries)
	Stockman
	Swimming Pool Attendant
	Valve Operator (Rodrigues)
	Waste Water Pipe Cleaner
	Youth Centre Attendant (Rodrigues)
	Driver (Heavy Vehicles above 5 tons)
