



Republic of Mauritius

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

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

and

The Private Secondary Schools

Volume II

Part I

Civil Service

**Pay Research Bureau
May 2008**

THIS PART IS A CONTINUATION

OF

VOLUME I

TABLE OF CONTENTS

Chapter	Page
INTRODUCTION	1
1. OFFICE OF THE PRESIDENT.....	3
2. OFFICE OF THE VICE-PRESIDENT	10
3. THE JUDICIARY	12
4. NATIONAL ASSEMBLY	26
5. NATIONAL AUDIT OFFICE	32
6. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS	36
7. OMBUDSMAN'S OFFICE	40
8. ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION.....	42
9. ELECTORAL COMMISSIONER'S OFFICE.....	43
10. PERMANENT ARBITRATION TRIBUNAL	46
11. LOCAL GOVERNMENT SERVICE COMMISSION	49
12. CENTRAL PROCUREMENT BOARD	52
13. OMBUDSPERSON FOR CHILDREN'S OFFICE.....	55
14. PRIME MINISTER'S OFFICE.....	56
14.1 POLICE	86
14.2 PRINTING DEPARTMENT.....	102
14.3 METEOROLOGICAL SERVICES.....	110
14.4 MAURITIUS PRISONS SERVICE.....	116
15. MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS.....	136
16. MINISTRY OF RODRIGUES AND OUTER ISLANDS	154
17. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF PUBLIC INFRASTRUCTURE, LAND TRANSPORT AND SHIPPING	156
17.1 LAND TRANSPORT AND SHIPPING.....	170
17.2 NATIONAL TRANSPORT AUTHORITY	179

18.	DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM, LEISURE AND EXTERNAL COMMUNICATIONS	185
	18.1 EXTERNAL COMMUNICATIONS	188
	18.2 CIVIL AVIATION DEPARTMENT	189
19.	DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT	201
	19.1 REGISTRAR-GENERAL'S DEPARTMENT	226
	19.2 TREASURY	229
	19.3 CENTRAL STATISTICS OFFICE	233
	19.4 VALUATION DEPARTMENT	238
20.	MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL TRADE AND COOPERATION	243
21.	MINISTRY OF ENVIRONMENT AND NATIONAL DEVELOPMENT UNIT	252
22.	MINISTRY OF EDUCATION AND HUMAN RESOURCES	269
23.	MINISTRY OF PUBLIC UTILITIES	307
24.	MINISTRY OF LOCAL GOVERNMENT	318
	24.1 FIRE SERVICES	328
25.	MINISTRY OF AGRO INDUSTRY AND FISHERIES	335
	FISHERIES DIVISION	370
26.	MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND SENIOR CITIZENS WELFARE AND REFORM INSTITUTIONS	380
27.	MINISTRY OF WOMEN'S RIGHTS, CHILD DEVELOPMENT, FAMILY WELFARE and CONSUMER PROTECTION	396
28.	MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT	408
29.	ATTORNEY-GENERAL'S OFFICE, MINISTRY OF JUSTICE AND HUMAN RIGHTS	420
30.	MINISTRY OF HEALTH AND QUALITY OF LIFE	429
31.	MINISTRY OF INDUSTRY, SMALL AND MEDIUM ENTERPRISES, COMMERCE AND COOPERATIVES	538
	COMMERCE DIVISION	546
	COOPERATIVES DIVISION	552
32.	MINISTRY OF ARTS AND CULTURE	556
	32.1 NATIONAL ARCHIVES	569

33.	MINISTRY OF HOUSING AND LANDS	573
34.	MINISTRY OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS.....	584
35.	MINISTRY OF YOUTH AND SPORTS.....	592
36.	WORKMEN'S GROUP	603

MASTER CONVERSION TABLE.....	Annex I
-------------------------------------	----------------

CIVIL SERVICE

INTRODUCTION

1. This Volume, which is an integral part of the 2008 Overall Pay Review, deals with the organisation structures and pay structures of all the Ministries and Departments of the Civil Service. It should be read as a continuation of Volume I which covers the philosophy of the review, the Human Resource issues and strategies, Public Sector Management Reforms as well as Conditions of Employment.
2. The Civil Service is at the core of the public services as it constitutes the administrative arm of the Government. The main functions of the Civil Service are to assist government in formulating public policy and support Ministers in their mission; manage the machinery of government, ensure that policy is carried out economically, efficiently and effectively and more importantly provide quality service to the public.
3. It is a complex entity which comprises a diverse range of organisations (Ministries and Departments) with varying business objectives and operational requirements. Services are delivered in a variety of locations throughout the State through professional, technical and general service officers working either full-time or part-time or in temporary capacities. The Civil Service, as it stands today, comprises 20 Ministries and 50 Departments.
4. This Volume maps out a comprehensive framework for each and every institution forming the Civil Service, delineating, *inter alia*, on their respective vision, mission and objectives and their organisational, pay and grading structures and specific conditions for their varying needs and effective operations. It also defines and spells out future orientations of each ministry/department and emphasises on the link between their mandate 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.
5. The structure of this Volume has been designed on the same pattern adopted for the 2003 PRB Report i.e. Ministries and Departments have been classified in their respective order, budgetwise. Therefore, recommendations regarding organisation design and pay structures have been made under relevant Ministries/Departments. Grades have generally been classified hierarchywise in descending order of salaries. Common grades distributed throughout the service, but falling under the responsibility of one Ministry, have been treated within that Ministry.
6. On account of the large number of grades forming the Workmen's Group – General and the Workmen's Group - Tradesmen, the general literature review

concerning these grades is produced separately at *Chapter 36*. However, the pay recommendations have been replicated under each Ministry/Department.

7. We have adopted the same coding system as in the 2003 PRB Report i.e. a six-digit code to indicate the salary scale attached to each grade. The first two digits refer to the functional group to which the grade belongs; the second two digits indicate the initial salary; and the last two represent the top salary for the grade. For flat salaries, 00 is used in lieu of the second two digits.

1. OFFICE OF THE PRESIDENT

The President is the Head of State and Commander in Chief of the Republic of Mauritius. The Office of the President, established under the Constitution, supports the President in his constitutional functions to preserve, protect and defend the Constitution and to promote national unity.

The functions of the Office of the President are, *inter alia*, to issue writ of Elections; organise the protocol to put in place the Government of the day and the Leader of Opposition; organise the protocol for the opening of the National Assembly and the prorogation or dissolution thereof; deal with matters pertaining to the proper functioning of institutions such as the Public Service Commission, the Electoral Supervisory Commission, Electoral Boundaries Commission, as provided under the Constitution; organise functions to receive dignitaries of the level of Head of States; process petitions from prisoners for consideration by the Commission on the Prerogative of Mercy; and organise the upkeep and maintenance of the official residence of the President.

The overall management of the office rests with the Secretary to the President, who is assisted by the Administrator and staff of the General Service as well as a few specific grades. We are, in this Report, restyling the grade of Administrator and creating the grade of Assistant Maintenance Officer to meet the functional requirement of the office.

Secretary to the President

Administrator

The grades of Secretary to the President and that of Administrator exist on the establishment of the Office of the President. The post of Secretary to the President has not been filled since 2005 and the Administrator, besides his normal duties, also performs some of the duties which normally would have devolved upon the grade of Secretary to the President.

The Bureau considers that, in line with its policy for flatter structures and to enhance operational efficiency, there is need to have only one grade to combine both the duties of Secretary and Administrator and be known as Secretary to the President. The grade should, however, not be filled in a substantive capacity, to allow flexibility of choice from among various incumbents each time a new President assumes office. We are making appropriate recommendations to that effect.

Recommendation 1

We recommend that:

- (i) the grade of Secretary to the President be abolished;
- (ii) the grade of Administrator be restyled Secretary to the President; and
- (iii) the establishment size of the grade of Permanent Secretary be increased to enable the posting of an incumbent to perform the duties of Secretary to the President.

Incumbent would be required, *inter alia*, to advise the President in carrying out his constitutional/official obligations and to be responsible for the overall day-to-day administration of the Office of the President.

Transitional Provision

At present, a Principal Assistant Secretary has been assigned the duties of Administrator, restyled Secretary to the President. We are providing an allowance and other accruing benefits to the incumbent.

Recommendation 2

We recommend that:

- (i) the officer who has been assigned the duties of Secretary to the President be granted an allowance equivalent to the difference between his salary and that of the Secretary to the President, *formerly Administrator*;
- (ii) in the event the officer retires in the capacity of Secretary to the President, the pensionable emoluments shall be those of the Secretary to the President, *formerly Administrator*, provided that he has:
 - (a) successfully served for a period of not less than 12 months;
 - (b) not been reverted to his substantive post on grounds of inefficiency or inability to perform at the higher level or on grounds of misconduct or has not reverted at his own request; and
 - (c) at the time of his retirement/reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he has reached the age at which an officer may retire with the approval of the relevant Service Commission);

Or

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

Assistant Maintenance Officer (New Grade)

At present, a grade of Maintenance Officer exists on the establishment of the Office of the President. It has been represented that there is need for someone to assist the Maintenance Officer on account of the increasing workload, and to replace him as and when required. We are providing for a grade of Assistant Maintenance Officer.

Recommendation 3

We recommend the creation of a grade of Assistant Maintenance Officer. Recruitment thereto should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects and the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of the London Institute or the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of the London Institute or the “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Lycée Polytechnique Sir Guy Forget or any alternative equivalent qualification.

The Assistant Maintenance Officer would be required to assist the Maintenance Officer in his daily duties regarding, *inter alia*, maintenance and repairs of plant, furniture and equipment; upkeep of grounds, buildings and related infrastructure; keeping of progress book; preparation of requisitions; and supervision, guidance and control of the maintenance staff.

Multi-skilled Trades Worker (New Grade)

1.13 Management has recourse to Tradesmen in different fields from the Ministry of Public Infrastructure, Land Transport and Shipping to cater for various works/repairs to be carried out at the Office of the President. It has been reported that the Office encounters problems in obtaining the services of these Tradesmen and that it would be more practical to obtain these different services from a single polyvalent grade. In the context of this Report, the Bureau has created a grade of Multi-skilled Trades Worker on the establishment of the Ministry of Public Infrastructure, Land Transport and Shipping, to limit the proliferation of grades in specific trades and to enhance operational efficiency. We are making provision for the Office of the President to benefit from the services of a Multi-skilled Trades Worker.

Recommendation 4

- 1.14 We recommend that the Ministry of Public Infrastructure, Land Transport and Shipping makes the necessary arrangements for the posting of a Multi-skilled Trades Worker to the Office of the President to meet operational needs.

Personal Attendant

- 1.15 In the 2003 PRB Report, we recommended the creation of a grade of Personal Attendant. At present, an employee has been assigned the duties of the grade against payment of an allowance. Management considers this arrangement to be appropriate. We are maintaining the existing provision.

Recommendation 5

- 1.16 We recommend that the grade of Personal Attendant should not be filled in a substantive capacity. The duties of the Personal Attendant may be assigned to an employee against payment of an allowance representing the difference between the salary of the Personal Attendant and his salary.

Shift Work

- 1.17 Telephonists posted at the President's Office are required to work on shift. This element has been taken into account in arriving at the recommended salary.

Roster/Staggered Hours

- 1.18 Officers in the grades of Assistant Chef and Household Attendant are required to work on a roster basis whereas those in the grades of Housekeeper's Assistant, Housekeeper and Household Supervisor work at staggered hours. These have been taken into consideration in arriving at the recommended salaries for the relevant grades.

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

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Secretary to the President <i>formerly Administrator</i>

Salary Code	Salary Scale and Grade
08 51 61	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Personal Secretary
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Maintenance Officer
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Maintenance Officer (New Grade)
11 41 56	Rs 17200 x 600 – 23200 x 800 – 27200 Household Supervisor
24 35 56	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 Chef
24 24 51	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Assistant Chef (Roster)
11 27 44	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Housekeeper
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Gangman
24 21 40	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Chauffeur

Salary Code	Salary Scale and Grade
22 13 40	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Telephonist
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Butler
24 21 38	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Senior Household Attendant
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Household Attendant (Roster)
11 14 38	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000x 500 - 15500 Housekeeper's Assistant
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Gardener/Nurseryman Personal Attendant
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Senior Gardener/Nurseryman
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Salary Scale and Grade
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Caretaker Laundry Attendant Sanitary Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

2. OFFICE OF THE VICE-PRESIDENT

- 2.1 The Office of the Vice-President, established under the Constitution, came into operation in 1992. It is at present administratively managed by a Higher Executive Officer, who is supported by staff of the general services and those of the workmen's class.
- 2.2 The Higher Executive Officer is called upon to perform additional duties regarding visits, accommodation and transport as well as office functions such as stores and personnel, among others, over and above his normal duties against the payment of a monthly *ad hoc* allowance. We are maintaining the allowance and revising the quantum.

Recommendation 1

- 2.3 We recommend that the monthly *ad hoc* allowance payable to the Higher Executive Officer for performing additional duties be revised from Rs 1650 to Rs 2000 a month.

OFFICE OF THE VICE-PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 5161	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Personal Secretary
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Butler
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 Cook (Roster)
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Household Attendant (Roster)

Salary Code	Salary Scale and Grade
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

3. THE JUDICIARY

- 3.1 The Judiciary is responsible for the administration of Justice in Mauritius and has, as mission, to maintain an independent and competent judicial system which upholds the rule of law, safeguards the rights and freedom of the individual, and commands domestic and international confidence. The Courts exercising jurisdiction in the country are the Supreme Court, the Intermediate Court, the Industrial Court, the District Courts and a Bail and Remand Court.
- 3.2 The Supreme Court is at the apex of the hierarchy of Courts, exercising original as well as appellate jurisdiction. It 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 is a superior court of record and the principal court of original civil and criminal jurisdictions which exercises general powers of supervision over all District, Intermediate and Industrial Courts and other special courts. The Supreme Court is also a Court of Equity vested with powers, authority and jurisdiction to administer justice and to do all acts for the due execution of such equitable jurisdiction in all cases where no legal remedy is provided by any enactment. 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 and 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 is a division of the Supreme Court which 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 other Judges. The Judge in Bankruptcy and Master and Registrar is assisted by a Deputy Master and Registrar and Judge in Bankruptcy who has the powers of the Judge in Bankruptcy and Master and Registrar. The duties of the Judge in Bankruptcy and Master and Registrar consist in the taxing of costs, conducting and managing judicial sales, probate of wills and matters connected therewith, interdictions and local examinations and dealing with matters of audit, inquiry and accounts and generally all such matters as may be referred to him by the Chief Justice or the Judges.

- 3.5 The professional structure of the Magistracy at the Intermediate Court level consists of the President, the Vice-President and Magistrates and at the Industrial Court level of President and Vice-President. At the District Court level the structure consists of Senior District Magistrate and District Magistrate.
- 3.6 Officers in two distinct specialised cadres, namely the Court Officer Cadre and the Court Usher Cadre provide the necessary technical support and back up to the professionals of the Judiciary in the discharge of their professional functions. The Court Officer Cadre comprises the grades of Court Officer, Senior Court Officer, Principal Court Officer, Chief Court Officer/Court Manager, Senior Registrar, Regional Court Administrator, Chief Registrar and Secretary to the Chief Justice. The Court Usher Cadre consists of the grades of Court Usher, Senior Court Usher, Principal Court Usher and Chief Court Usher.

Reforms in the Judiciary

- 3.7 With the implementation of the recommendations of Lord Mackay for an expeditious administration of justice, fundamental reforms have been and are being undertaken at the level of the Supreme Court. In line with the spirit of the Mackay Report and the provisions of the Courts Act as amended in July 2007, the Family Division and the Criminal Division of the Supreme Court have become operational since last year and January of this year respectively.
- 3.8 In the 2003 PRB Report, we, *inter alia*, provided the mechanism for the grant of a negotiable point of entry within the salary scale to new entrants in the grade of District Magistrate to address the difficulties encountered by the Judiciary to attract and recruit officers of the right profile and calibre and to retain its experienced officers; and introduced 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.
- 3.9 At the supportive level, we created a grade of Regional Court Administrator to assume responsibility for internal control function at all the Courts on a regional basis, restyled the grade of Chief Court Officer to reflect the nature of duties and responsibilities befalling on the incumbents, reviewed the qualification requirements for admittance to the grade of Usher and restyled the whole cadre to reflect the specificity of its functions.
- 3.10 In this Report, we are, among others, revisiting the relativities in the Judiciary, re-examining the Special Judicial Service Allowance in the light of the extent of recruitment and retention problems faced by the Judiciary and maintaining the mechanism for a flexible remuneration system.

Setting up of the Mauritius Judicial Institute for Training

- 3.11 During consultation with parties, we have been given to understand that a draft Bill is under preparation and it will provide for the establishment of the Mauritius Judicial Institute as a body corporate for training purposes to enhance professional proficiency within the judiciary, in line with international trends, with the ultimate aim of further improving our judicial system. The object of the Institute shall be to provide for, and serve as, a forum for the continuing enhancement of professional proficiency through mutual exchange of ideas and resources among judicial officers and judicial institutions with a view to enhancing the quality of the judicial work in Mauritius.
- 3.12 Its functions shall be, *inter alia*, to identify areas of need and interest for specialised professional development within the judiciary; conduct or cause to be conducted such initiation, specialised or refresher courses, seminars, workshops or exposures as may be required for prospective as well as serving judicial officers; establish linkages with judicial training institutions of other jurisdictions; and run such courses for para-judicial staff as may be required.

Recruitment and Retention Problems in the Judiciary

- 3.13 The major difficulties encountered by the Judiciary over the years have been the recruitment of officers with the right profile and calibre and the retention of its experienced officers. To partly resolve these problems, the Judiciary continues to draw professionals from the pool available at the State Law Office to fill vacancies in the Magistracy, thus resulting in shortage of staff at the State Counsel and Senior State Counsel levels.
- 3.14 In the 2003 PRB Report, the problems of attracting and recruiting officers of the right profile and calibre and of retaining experienced officers in the Judiciary were highlighted. In order to cater for these problems, we recommended, *inter alia*, some flexibility in the remuneration system and provided the mechanism for its implementation.
- 3.15 To further alleviate the situation, in this Report, we have set the initial salary of the District Magistrate at Rs 30000 in the scale of Rs 30000 x 1250 – 45000. We are maintaining an element of flexibility in the remuneration system, while providing the mechanism for its implementation.

Recommendation 1

- 3.16 We recommend that Management should, as has been the case after each major review, re-advertise vacancies in the grade of District Magistrate on the basis of the new remuneration package inclusive of fringe benefits.**

- 3.17 **Should the result of competition for appointment on entry to the grade of District Magistrate 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 3.18 below.**
- 3.18 **We further recommend that the Ministry of Civil Service 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 Judicial Service Allowance

- 3.19 In the 2003 PRB Report, we introduced a monthly Special Judicial Service Allowance for members of the Judicial and Legal Service for five years taking into consideration, among others, the following: (i) the difficulty to attract appropriate officers of high calibre intellectual and legal technical qualities, doubtless moral integrity and the ability 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; and (iii) the availability of comparable jobs in other sectors with manifestly higher prospects of remuneration which was creating an exodus of experienced and capable officers, thus affecting the morale of officers who remained in the Judicial and Legal Service.
- 3.20 In this Report, we are maintaining the Special Judicial Service Allowance for the coming five years and increasing the quantum in terms of the originally set percentage notwithstanding the new pay levels to ensure retention in the new environment.

Recommendation 2

- 3.21 **We recommend the extension of the monthly Special Judicial Service Allowance for the coming five years to Judicial Officers as follows: 7% of monthly salary to District Magistrates reckoning at least ten years' service in the grade and to Senior District Magistrates, 10% to Magistrates, Intermediate Court up to the Deputy Master and Registrar and Judge in Bankruptcy, and 15% to officers above the Deputy Master and Registrar and Judge in Bankruptcy.**
- 3.22 **The above recommendation 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

3.23 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 24825 to Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy; and Rs 14900 to Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Recommendation 3

3.24 We recommend that the current yearly Judicial and Legal Allowance payable to the Judicial and Legal Officers be revised as follows: from Rs 24825 to Rs 33500 for Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar and Judge in Bankruptcy; and from Rs 14900 to Rs 20000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Chief Justice's Housing Allowance

3.25 It has been submitted that formerly the Chief Justice used to occupy an official residence in accordance with his status. This has, in the course of time, been replaced by a housing allowance as an assistance towards rent.

3.26 At present, the Chief Justice is entitled to a Housing Allowance of Rs 8500 monthly and the said allowance is wholly reckoned for pension purposes notwithstanding the provisions on "Pensionable Value of Rent Allowance" of the 2003 PRB Report.

3.27 It has been represented that, by present day standards, in view of the significant rise both in the price and maintenance of housing facilities, the housing allowance of Rs 8500 monthly is far from being a realistic figure. A case has been made for a significant revision of the figure which would represent a reasonable and realistic allowance for housing standards compatible with the status of the Chief Justice.

3.28 We are, therefore, making an appropriate recommendation which takes into account the need to provide for some sort of assistance including expenses for security coverage as well.

Recommendation 4

3.29 We recommend that the Housing Allowance payable to the Chief Justice to cover expenses for both housing facilities and security measures be set at Rs 20000 monthly and that it continues to be wholly reckoned for pension purposes notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance".

Judge's Housing Allowance

- 3.30 Given the status that befits the post of Judge in the Supreme Court and the powers conferred upon it by the Constitution, we are providing for the payment of a Housing Allowance to the Senior Puisne Judge and the Puisne Judges of the Supreme Court to enable them to meet the extra expenses to afford the right location, surrounding and standard of housing which are *sine qua non* conditions for them to be able to perform their judicial functions in all security.

Recommendation 5

- 3.31 **We recommend the payment of a Housing Allowance of Rs 10000 monthly to the Senior Puisne Judge and the Puisne Judges of the Supreme Court, to cover both the extra expenses for housing facilities and security measures. The said allowance should be wholly reckoned for pension purposes notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance."**

Official Receiver

- 3.32 According to the proposed scheme of service, which is yet to be finalised, the post of Official Receiver is to be filled by selection from among candidates possessing a Cambridge Higher School Certificate and a Degree in Law and having a thorough knowledge of the law governing the Companies Act, the Bankruptcy Act and the Insolvency Act and possessing sound administrative ability and good communication and interpersonal skills. During consultation with the Judiciary, it has been argued that the post is an isolated one with no avenue of promotion and that there is need to review the profile so that the incumbent fits into the structure of the Magistracy.
- 3.33 We are, therefore, reviewing the qualification requirements and regrading the post with promotion opportunities in the Magistracy, while at the same time maintaining the philosophy underlying the recommendation contained in the 1993 PRB Report which was endorsed by the Civil Service Arbitration Tribunal.

Recommendation 6

- 3.34 **We recommend that the scheme of service of the grade of Official Receiver be amended such that the post be filled by selection from among Barristers-at-Law reckoning two years' standing at the Bar or equivalent qualification acceptable to the Judicial and Legal Service Commission.**
- 3.35 **We further recommend that the Official Receiver be eligible for promotion within the Magistracy.**

Senior Registrar/Regional Court Administrator

- 3.36 The Master and Registrar has reported that the posts of Senior Registrar and Regional Court Administrator in the Court Officers Cadre carry the same salary scale and are promotional from officers in the grade of Chief Court Officer/Court Manager on the basis of experience and merit. Both the Regional Court Administrator and the Senior Registrar perform more or less similar duties including responsibility for internal control function at all the Courts. It is, therefore, felt that the above two posts could be merged. The merging of both these posts will not only allow for more flexibility in the posting of staff within the Department but will also address the delicate issue regarding promotion whereby officers of one particular grade (Chief Court Officer/Court Manager) are presently eligible for promotion to two higher grades on the basis of experience and merit. We are making appropriate recommendation to that effect.

Recommendation 7

- 3.37 We recommend that the grades of Senior Registrar and Regional Court Administrator be merged and restyled Senior Registrar/Regional Court Administrator.**

- 3.38 Incumbent would be required, *inter alia*, to perform the following duties: to carry out general inspections/internal audits of the Court operations; co-ordinate the allocation of resources among the various Court Offices and assist in the management of Court premises and buildings; process cases falling under the Bankruptcy Act and the Companies Act, as and when required; act as Commissioner of Oaths; and supervise and monitor the proper handling and safeguarding of evidence and file management.

Diploma in Legal Studies and Court Administration

- 3.39 Pursuant to a recommendation of the PRB in 1998, officers of the Court cadre are being sponsored on a seniority basis to follow a course leading to the Diploma in Legal Studies and Court Administration at the University of Mauritius. A first batch of 15 officers has already followed the course and a second batch of 15 is currently following the said course. We have been given to understand that in the coming years, all the officers of the cadre would have already followed the Diploma Course.
- 3.40 The Master and Registrar upholds the view that the Diploma in Legal Studies and Court Administration could be a requisite for promotion to the grade of Principal Court Officer. We are making appropriate recommendations to that effect while providing for a protection period to allow all the officers of the cadre to acquire the Diploma.

Recommendation 8

- 3.41 **We recommend that, with effect from 01 July 2013, promotion to the grade of Principal Court Officer should be made, on the basis of experience and merit of officers in the grade of Senior Court Officer who reckon at least three years' service in a substantive capacity in the grade and possess the Diploma in Legal Studies and Court Administration.**

Court Service Care Officer

- 3.42 At present, there are 17 posts of Court Service Care Officer on the establishment of the Judiciary and only four of them are filled. The grade of Court Service Care Officer was created in the wake of the Mackay Report to perform, *inter alia*, the following duties: to guide and assist court users in regard to their cases or requirements and ensure a positive relationship with the court system; assist the Court in the preparation of leaflets, pamphlets and other documents for the information of the general public and the dissemination thereof; and to perform simple clerical duties, simple computer/data processing work, keep records of documents, and provide information to court users. Appointment to the grade is made by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects and a Cambridge Higher School Certificate with passes at Principal level in at least two subjects.
- 3.43 As the qualifications are the same as those required for Trainee Court Officers, this result in a problem of retention. The Court Service Care Officers generally tend to quit at the earliest opportunity to join the main stream of the Court Officers Cadre where promotion opportunities are brighter. The Unions, on their part, have represented that the Court Service Care Officers do not possess the competency and maturity to perform the duties set out in their scheme of service and the best arrangement would be the inclusion of the duties in the scheme of service of Court Officer with a consequential increase in the establishment size of the grade. The Master and Registrar, who has been consulted, is agreeable to the proposal.

Recommendation 9

- 3.44 **We recommend that the grade of Court Service Care Officer on the establishment of the Judiciary be made evanescent. We have provided a personal salary scale for the incumbents in post.**
- 3.45 **We further recommend that the scheme of service for the grade of Court Officer be amended to include the duties of the grade of Court Service Care Officer.**

Black Jacket Allowance

- 3.46 Court Officers and Court Ushers are required by the rules of the Court to appear in black jacket with tie and they are paid an allowance of Rs 3250 yearly.

Recommendation 10

- 3.47 We recommend that this allowance be revised to Rs 4000 yearly.**

Witness Attendance Allowance

- 3.48 At present, public officers who attend Courts as witnesses on behalf of their Ministries/Departments are paid an attendance allowance of Rs 45 in accordance with the provision laid down in the 2003 PRB Report.
- 3.49 In the context of this review, representations have been received from different staff associations representing the professionals that, in accordance with "The Witnesses Attendance Allowance (Amendment of Schedule) Regulations 1990" as reflected in GN 221/90, professionals such as Architect, Attorney-at-Law, Engineer, Forensic Technologist, Land Surveyor, Medical Practitioner, Forensic Scientist, Veterinary Surgeon etc who attend Courts as expert witness are paid an attendance allowance of Rs 50. This figure was not revised in the 2003 PRB Report.

Recommendation 11

- 3.50 We recommend that the Attendance Allowance of Rs 45 currently payable to public officers who attend Courts as witnesses on behalf of their Ministries/Departments be revised to Rs 65.**
- 3.51 We also recommend that the High Powered Committee considers the advisability of reviewing the Attendance Allowance of Rs 50 currently payable to professionals listed in G.N 221/90 to Rs 150.**

SUPREME COURT LIBRARY

- 3.52 The Supreme Court Library houses a large collection of legal documents and books. It is accessible only to the members of the legal profession and on application, to law students. The Library is an important support of the Judiciary in the administration of justice through the collection, dissemination and preservation of knowledge in the legal field. It has a database for judgments of the Supreme Court of Mauritius and other Courts and these are available on its website.
- 3.53 The Library is manned by officers in the grades of Law Librarian/Senior Law Librarian, Senior Law Library Officer, Law Library Officer and Law Library Assistant.

Law Librarian/Senior Law Librarian

- 3.54 At present, appointment to the grade of Law Librarian/Senior Law Librarian is made from among Senior Law Library Officers who possess a post ‘A’ level degree in Library and Information Science or a post graduate diploma in Library and Information Science and reckon at least four years’ post qualification experience.
- 3.55 Submissions have been made by the Judiciary for waiving the post ‘A’ level in the qualification requirements of the grade of Law Librarian/Senior Law Librarian in order to allow the Senior Law Library Officers in post possessing a post SC degree in Library and Library Science and having experience in library duties for promotion. Considering the specificity of the services provided by the Supreme Court Library and the difficulty in recruiting experienced candidates, we are making an appropriate recommendation to amend the scheme of service of the Law Librarian/Senior Law Librarian.

Recommendation 12

- 3.56 **We recommend that the scheme of service of the Law Librarian/Senior Law Librarian be amended so that serving officers in the grade of Senior Law Library Officer possessing a post SC Degree in Library and Information Science and reckoning at least four years’ post qualification experience be also considered for appointment to the grade of Law Librarian/Senior Law Librarian.**

**THE JUDICIARY
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 00 00	Rs 150000 Chief Justice
12 00 98	Rs 130000 Senior Puisne Judge
12 00 97	Rs 120000 Puisne Judge
12 00 95	Rs 100000 Judge in Bankruptcy and Master and Registrar

Salary Code	Salary Scale and Grade
12 00 94	Rs 90000 Deputy Master and Registrar and Judge in Bankruptcy
12 00 93	Rs 87500 President, Industrial Court President, Intermediate Court
12 00 90	Rs 80000 Vice-President, Industrial Court Vice-President, Intermediate Court
12 00 84	Rs 66000 Director of Court Services
12 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000 Magistrate, Intermediate Court
12 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Senior District Magistrate
12 59 71	Rs 30000 x 1250 – 45000 District Magistrate
12 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Legal Research Assistant
12 72 81	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Secretary to the Chief Justice
12 65 75	Rs 37500 x 1250 – 50000 Chief Registrar

Salary Code	Salary Scale and Grade
12 59 71	Rs 30000 x 1250 – 45000 Official Receiver Senior Registrar/Regional Court Administrator <i>formerly Regional Court Administrator</i> <i>Senior Registrar</i>
12 53 65	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Chief Court Officer/Court Manager
12 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Court Officer
12 41 56	Rs 17200 x 600 – 23200 x 800 – 27200 Senior Court Officer
12 26 52	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Court Officer
12 18 20	Rs 9600 x 200 – 10000 Trainee Court Officer
12 24 48	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Court Service Care Officer (Personal to officers in post at 30.06.08)
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Digital Recorder/Senior Shorthand Writer
08 42 56	Rs 17800 x 600 – 23200 x 800 – 27200 Transcriber <i>formerly Digital Recorder/Shorthand Writer</i>

Salary Code	Salary Scale and Grade
08 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Audio Typist (Personal)
05 45 71	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Law Librarian/Senior Law Librarian (Future Holder)
05 59 71	Rs 30000 x 1250 – 45000 Law Librarian/Senior Law Librarian (Personal to officer in post as at 30.06.08)
05 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Law Library Officer
05 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Law Library Officer
05 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Law Library Assistant
12 53 65	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Chief Court Usher
12 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Court Usher
12 41 56	Rs 17200 x 600 – 23200 x 800 – 27200 Senior Court Usher
12 26 52	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Court Usher

Salary Code	Salary Scale and Grade
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Senior Maintenance Assistant
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Maintenance Assistant
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) <i>formerly Machine Minder (Bindery)</i>
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Liftman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

4. NATIONAL ASSEMBLY

- 4.1 The Constitution of Mauritius provides for the Parliament of Mauritius consisting of the President and the National Assembly. The functions of the National Assembly include the making of laws, controlling the finances of the State representing the citizens and scrutinising government actions.
- 4.2 The administrative structure of the National Assembly comprises the Office of the Speaker and the Office of the Clerk, which are both serviced by a common secretariat. The Clerk of the National Assembly is the head of the parliamentary service and is responsible for technical as well as administrative issues. He is assisted by a Deputy Clerk and a Clerk Assistant. The staffing structure includes officers of the Library and Reporters cadre as well as the General Service.
- 4.3 Management has submitted that there is urgency to strengthen the structure in line with best practice and to meet its operational requirements. We are consequently reviewing the present set up at the Library and the Reporting Sections. We are, in addition, making provisions for the posting of officers of the appropriate levels to reinforce administration and to cope with the workload and providing an incentive to Head Office Attendants and Office Attendants for specific duties performed during parliamentary sittings.

Administrative Duties

- 4.4 At present, the Clerk of the National Assembly is responsible for the day to day administration of the National Assembly. He is assisted by the Deputy Clerk and Clerk Assistant who perform duties relating to both administration and parliamentary business. Over the years, there has been a considerable increase in the overall activities of parliament as a result of an evolution in parliamentary affairs on the local and international fronts. As such, under the present arrangements, it has become difficult for these officers to cope effectively with administrative work. Management has, therefore, requested for the posting of specialised staff to deal with administrative matters.
- 4.5 The Bureau has examined the options of either increasing the establishment size of Clerk Assistant and providing incumbents with the necessary training in administration or posting officers of the Administrative and General Services grades to take over the functions related to administration. After consideration, Management has opted for the posting of specialised staff to perform the administrative duties. We are recommending accordingly.

Recommendation 1

- 4.6 **We recommend that the National Assembly makes the necessary arrangements with the Ministry of Civil Service and Administrative Reforms for the posting of an Assistant Secretary and an Office Management Executive at the National Assembly.**

Parliamentary Librarian and Information Officer (New Grade)

- 4.7 The Library is serviced by a Senior Librarian and a Library Officer. At present, the post of Senior Librarian is vacant following the transfer of the officer to another department.
- 4.8 Management has, therefore, represented that in view of the nature of parliamentary business, there is need for a departmental grade to head the Library so as to ensure continuity of the library service. The request is also in line with what obtains in foreign parliaments. The Bureau is agreeable to the request but considers that the grade should be created against the abolition of the post of Senior Librarian.

Recommendation 2

- 4.9 **We recommend the creation of a grade of Parliamentary Librarian and Information Officer against the abolition of the post of Senior Librarian. Appointment thereto should be made by selection from among serving officers who are registered with the Mauritius Council of Registered Librarians, possessing a Degree in Library and Information Science or an alternative equivalent qualification. Candidates should also have a knowledge of parliamentary practice and procedures and reckon at least five years of post qualification experience.**
- 4.10 Incumbent will be called upon, *inter alia*, to be responsible for the day to day administration and running of the Library, assist the Clerk in preparing working documents for circulation to Members of Parliament, provide information relating to parliamentary business and other parliamentary research work, update the laws passed by the National Assembly, control, coordinate and supervise the work of subordinates.

Hansard Unit

- 4.11 At present, the Reporting Section comprises the Reporters' cadre which consists of the grades of Chief Reporter and Editor, Senior Reporter and Editor, Reporter and Trainee Reporter. Management has apprised that it is currently implementing an audio-digital recording system and an E-Document Management System as part of the E-Parliament Project. The operation of these two systems requires new technologies and people of the right calibre possessing specific skills. We are renaming the Reporting Section, reinforcing the structure by the creation of the grades of Hansard Editor and

Assistant Hansard Reporter as well as restyling the Reporters' cadre to a more appropriate appellation in line with international practice. The position of Trainee Reporter is being abolished.

Recommendation 3

4.12 We recommend that the Reporting Section be restyled Hansard Unit and the grades of Chief Reporter and Editor, Senior Reporter and Editor and Reporter be restyled Chief Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor and Hansard Reporter respectively.

4.13 With the implementation of the new reporting systems, Management will provide for in-house training to incumbents in the respective grades.

Hansard Editor

4.14 A Hansard Editor is currently employed on a contractual basis to manage Hansard Resources and provide minutes of proceedings of parliamentary sittings. The services of the grade will be required on a permanent basis to head the Hansard Unit.

Recommendation 4

4.15 We recommend that the grade of Hansard Editor be created on the establishment of the National Assembly. Recruitment thereto should be made by selection from among candidates possessing a Higher School Certificate, with passes in English and French at principal level and a Degree in English or French.

4.16 Incumbent would, *inter alia*, undertake editorial duties, prepare and oversee the publishing of reports of parliamentary proceedings, manage Hansard's resources, develop, monitor and implement editing and publishing protocols and policies.

Assistant Hansard Reporter (New Grade)

4.17 At present, Trainee Reporters are recruited from among candidates possessing a School Certificate with credit in English Language and French, a certificate in English and French Shorthand as well as a certificate in Typewriting. Since the new Reporting System requires new skills and qualifications, we are creating a grade of Assistant Hansard Reporter against the abolition of the position of Trainee Reporter.

Recommendation 5

4.18 We recommend that the grade of Trainee Reporter be abolished.

- 4.19 We also recommend the creation of a grade of Assistant Hansard Reporter. Recruitment thereto should be made by selection from among candidates possessing a Higher School Certificate with passes in English and French at principal level and possessing IC3 (Internet and Computing Core Certification) as a minimum or an alternative equivalent IT related certification. Candidates should also demonstrate ability to use computer-assisted transcriptions and voice recognition technology.
- 4.20 Incumbent would, *inter alia*, be called upon to assist the Hansard Reporter *formerly Reporter* to report proceedings of parliament, proofread hansards, recommend corrections for publication on website, and assist in the preparation of indexes for bound volumes of Hansard.

Recommendation 6

- 4.21 We recommend that the grade of Hansard Reporter, *formerly Reporter*, be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Hansard Reporter reckoning at least two years' service in a substantive capacity in the grade.

Allowance to employees in the Office Care Attendant Cadre *formerly Office Attendant Cadre*

- 4.22 It has been represented that during parliamentary sittings, Head Office Attendants and Office Attendants are called upon, over and above their normal duties, to attend to various requests of the Honourable Members of Parliament. Apart from the Clerk and Deputy Clerk, only these employees are authorised to have access within the precinct of the Assembly. We are providing for an allowance to compensate them for attending to the requests of the Members of Parliament, during parliamentary sittings.

Recommendation 7

- 4.23 We recommend that Office Care Attendant *formerly Office Attendant* and Head Office Care Attendant *formerly Head Office Attendant*, who during parliamentary sittings perform work over and above their normal duties, should be paid an *ad hoc* allowance of Rs 50 per sitting.

Time Off/Overtime Allowance to Reporters' Cadre

- 4.24 Incumbents in the grades of Chief Hansard Reporter and Sub Editor, *formerly Chief Reporter and Editor*, Senior Hansard Reporter and Sub Editor, *formerly Senior Reporter and Editor* and Hansard Reporter, *formerly Reporter* are often called upon to work outside their normal working hours during parliamentary sittings so as to submit transcripts on time. Presently, they are granted time off or paid overtime for work performed over and above their normal working week. We consider that this arrangement should

continue and that same should be applicable to officers in the grade of Hansard Editor and Assistant Hansard Reporter.

Recommendation 8

- 4.25 We recommend that officers in the grades of the Hansard Unit should continue to be granted time off or paid overtime for work performed outside normal working hours.

Staggered Hours

- 4.26 Officers in the grades of Hansard Editor, Chief Hansard Reporter and Sub Editor *formerly Chief Reporter and Editor*, Senior Hansard Reporter and Sub Editor *formerly Senior Reporter and Editor* and Hansard Reporter *formerly Reporter* and Assistant Hansard Reporter are required to 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 93	Rs 87500 Clerk of the National Assembly
02 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Clerk
02 51 71	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Clerk Assistant
05 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Parliamentary Librarian and Information Officer (New Grade)
05 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Library Officer

Salary Code	Salary Scale and Grade
08 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Hansard Editor
08 54 63	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Chief Hansard Reporter and Sub Editor <i>formerly Chief Reporter and Editor</i>
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Hansard Reporter and Sub Editor <i>formerly Senior Reporter and Editor</i>
08 42 55	Rs 17800 x 600 – 23200 x 800 – 27200 Hansard Reporter <i>formerly Reporter</i>
08 18 48	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Hansard Reporter (New Grade)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Library Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

5. NATIONAL AUDIT OFFICE

- 5.1 The National Audit Office, *formerly Government Audit Office*, is established under Section 110 of the Constitution as an Independent Institution to scrutinise public expenditure on behalf of the National Assembly. Following a recommendation of the 2003 PRB Report and in pursuance of the Civil Establishment Act of July 2004, the Government Audit Office was renamed the National Audit Office.
- 5.2 The National Audit Office has the statutory responsibility to audit the accounts of all Ministries, Government Departments, Local Authorities as well as a wide range of Statutory and Non-Statutory Bodies and Special Funds.
- 5.3 Under the Finance and Audit Act, the Director of Audit has to issue a certificate on the financial statement prepared by the Accountant-General together with a report on his examination and audit of all government accounts within five months of the closure of the financial year.
- 5.4 The Office reports on the economy, efficiency and effectiveness with which these bodies have used public money. It also contains measures to improve financial management, human resource management, project and asset management and the provision of services. The Report is submitted to the Minister of Finance and Economic Development who lays it, as soon as possible, before the National Assembly.
- 5.5 The National Audit Office, besides carrying out the function of Financial Audit, has also been required to carry out Performance Audit, following an amendment to the Finance and Audit Act in July 2007. Furthermore, the Office proposes to perform Forensic Auditing in the near future.
- 5.6 The Director of Audit heads the National Audit Office and he is assisted by two Deputy Directors. The activities of the institution are organised in a number of Divisions each falling under the responsibility of an Assistant Director. The Head of Examiner of Accounts Cadre is responsible for the Division manned by officers of the Examiner of Accounts and Auditor Cadres.
- 5.7 In the 2003 PRB Report, the organisation structure of the National Audit Office was reviewed with the creation of an additional level of Deputy Head, Examiner of Accounts Cadre and provision was made to increase the establishment size of the grade of Assistant Director, against reduction in the number of posts of Principal Auditor, to allow better control and supervision of the audit activities of each Division and to enable it to meet its objectives more efficiently and effectively.
- 5.8 We are, in this Report, maintaining the present structure which meets the operational requirements of the Organisation.

Refund of mileage to Officers not entitled to travel grant

- 5.9 At present, officers in the grades of Senior Examiner of Accounts, Principal Examiner of Accounts and Auditor who are not entitled to a travel grant but are required to move regularly to different sites of work by car, are refunded mileage at the prescribed rates on a monthly basis, depending on the distance covered from home to Head Office and different sites of work, based upon certain specified provision.
- 5.10 As the present mode of refund has been effective, it is being maintained while the rates are being revised.

Recommendation 1

- 5.11 **We recommend that Senior Examiners of Accounts, Principal Examiners of Accounts and Auditors who are required to move regularly to different sites of work by car but who are not entitled to a travel grant, should be refunded mileage on a monthly basis as follows:**
- (i) **at the rate of Rs 8.60 per km for mileage in excess of the distance between home and office and at the rate of Rs 5.00 per km for distance between home and office on days the officer is required to attend sites of work, subject to provisions at paragraph 18.2.71 (No. 5);**
 - (ii) **where the total distance covered on days the officer has to attend sites of work other than Head Office is up to 400 km over a month, then the whole of the distance covered should be computed at Rs 8.60 per km; and**
 - (iii) **where the total distance covered to attend sites of work is 400 km or more but the official travelling is up to 400 km over a month, refund of mileage should be computed at the rate of Rs 8.60 for the first 400 km, whichever, is appropriate.**

NATIONAL AUDIT OFFICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 00 96	Rs 110000 Director of Audit

Salary Code	Salary Scale and Grade
01 00 90	Rs 80000 Deputy Director of Audit
01 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Assistant Director of Audit
01 65 75	Rs 37500 x 1250 – 50000 Principal Auditor
01 59 71	Rs 30000 x 1250 – 45000 Senior Auditor
01 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Auditor
01 71 81	Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Head, Examiner of Accounts Cadre
01 65 75	Rs 37500 x 1250 – 50000 Deputy Head, Examiner of Accounts Cadre
01 60 71	Rs 31250 x 1250 – 45000 Chief Examiner of Accounts
01 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Principal Examiner of Accounts
01 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Examiner of Accounts
01 29 55	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Examiner of Accounts

Salary Code	Salary Scale and Grade
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

6. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

- 6.1 The Public and the Disciplined Forces Service Commissions (PDFSC) are two separate entities established by the Constitution of Mauritius. The Public Service Commission (PSC) performs its functions in respect of Civil Servants while the Disciplined Forces Service Commission (DFSC) covers the Mauritius Police Force, the Fire Services and the Mauritius Prisons Department.
- 6.2 The PDFSC exercises its functions within the broad parameters set by the PSC regulations to ensure that the Republic of Mauritius has a professional and efficient civil service geared towards excellence. To this end, it takes into consideration the qualifications, experience and merit of candidates in determining their suitability. For posts reserved for serving officers, the seniority of these officers are also taken into account.
- 6.3 The Chairman, PDFSC heads both the Public Service & Disciplined Forces Service Commissions. The PSC has two Deputy Chairpersons and four Commissioners while the DFSC has four Commissioners to assist the Chairman. The Secretary, Public and Disciplined Forces Service Commissions is the accounting head of the organisation. He is assisted in his tasks by officers of the administrative cadre, the personnel cadre, the general services and departmental grades of Assistant Secretary and Registrar. All these staff serve both Commissions.
- 6.4 In line with reform initiatives in the Civil Service, the Commission is re-examining its processes and procedures. In this context, we are strengthening the present structure by reviewing the mode of appointment to the post of Secretary, PDFSC and creating a grade of Industrial/Occupational Psychologist to assist both Commissions.

Secretary, Public and Disciplined Forces Service Commissions

- 6.5 At present, the duties of the post of Secretary, PDFSC are assigned to an officer of the level of Principal Assistant Secretary (PAS) against payment of a responsibility allowance bringing his salary equal to that prescribed for the post. On his retirement the allowance becomes pensionable provided he has:
- (i) served in this office for a continuous period of two years;
 - (ii) not been reverted to his substantive post on grounds of inefficiency or inability to perform the duties assigned or on grounds of misconduct or has not reverted at his own request; and
 - (iii) reached the age of 50 at the time of reversion/retirement.

- 6.6 The duties of the Secretary PDSFC have grown in complexity. It has been represented that it often happens that the PAS serving as Secretary PDFSC on being appointed Permanent Secretary, has to take his new responsibility elsewhere. This sudden change in posting causes disruption in the work of the Commissions leading to significant delays in their activities. After careful examination of the submissions, we concur with the Commissions that it would be more appropriate for the duties of the Secretary PDFSC to be assigned to a Permanent Secretary for a defined period to ensure continuity of service and flexibility in posting.

Recommendation 1

- 6.7 **We recommend that:**

- (a) **in future, a Permanent Secretary be assigned the duties of Secretary, Public & Disciplined Forces Service Commissions;**
- (b) **the establishment size of the grade of Permanent Secretary be increased to enable the posting of an incumbent to perform the duties of Secretary, PDFSC.**

- 6.8 **We further recommend that on his retirement, the allowance becomes pensionable provided that he has:**

- (i) **successfully served for a period of not less than 12 months;**
- (ii) **not been reverted to his substantive post on grounds of inefficiency or inability to perform at the higher level or on grounds of misconduct or has not reverted at his own request; and**
- (iii) **at the time of his retirement/reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he has reached the age at which an officer may retire with the approval of the relevant Service Commission);**

Or

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

Industrial/Occupational Psychologist (New Grade)

- 6.9 Presently, for filling of vacancies, candidates are selected by the Commissions, on the basis of qualifications, experience, performance at written examinations, if any, interview and suitability. It has been represented that very often, although the candidates possess the necessary qualifications and experience, yet, they do not display subsequently the desired behaviour and attitude at work which may impede the organisation's performance. To palliate this problem, it is considered that an Industrial/

Occupational Psychologist on the establishment of the Commission may supplement the present selection process by evolving some form of personality/psychometric tests to select the most appropriate candidates, in line with right practice elsewhere. We are, therefore, providing for the grade to assist the Public and Disciplined Forces Service Commissions in the exercise of their functions.

Recommendation 2

6.10 We recommend the creation of a grade of Industrial/Occupational Psychologist. Recruitment which could be either on contractual terms or on the permanent establishment, should be made by selection from among candidates possessing a Degree in Psychology, together with a postgraduate qualification in Industrial/Occupational Psychology and reckoning one year supervised practice.

6.11 Incumbent would be required, among others, to assess the effects of change in workplaces, advise the Commissions on recruitment and selection methods, design tests to be administered to candidates for jobs in the civil service and the disciplined forces, assist the interview panels and write assessment reports.

PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Secretary, Public and Disciplined Forces Service Commissions
08 60 71	Rs 30000 x 1250 – 45000 Assistant Secretary, Public and Disciplined Forces Service Commissions
19 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Industrial/Occupational Psychologist (New Grade)
08 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Registrar, Public and Disciplined Forces Service Commissions

Salary Code	Salary Scale and Grade
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Senior Gardener/Nurseryman
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Gateman Sanitary Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

7. OMBUDSMAN'S OFFICE

- 7.1 The Constitution of Mauritius provides for the institution of the Ombudsman's Office. Its mission is to investigate into issues arising from maladministration in the public sector and to make appropriate recommendations. The primary role of the Ombudsman is, therefore, to protect the citizen against any abuse of power, unfairness, error, negligence, violation of right or other administrative disfunction in the public service
- 7.2 The Ombudsman may also initiate inquiries on his own. In cases where the Ombudsman has made a recommendation, he may even request an officer in charge of an organisation to inform him of action taken in pursuance of his recommendation. In such cases, he sends a copy of his report and recommendation to the Prime Minister and to the Minister concerned. In accordance with the Constitution, the Ombudsman is also required to make an annual report which he submits to the President of the Republic, a copy of which is also tabled in the National Assembly.
- 7.3 The Secretary, Ombudsman's Office is the Administrative Head of the organisation and he is assisted in his duties by officers of the general services. In this Report, we are restyling the grade in the light of the duties performed.

Senior Investigations Officer, Ombudsman's Office

- 7.4 Section 96(4) of the Constitution provides for the post of Senior Investigations Officer. This post has not been filled and its functions are being performed by the Secretary. The Ombudsman's Office considers the arrangement suitable. We are, therefore, in concurrence with the Ombudsman, restyling the grade of Secretary to a more appropriate appellation of Senior Investigations Officer to better reflect the nature of duties and responsibilities devolving upon the incumbent and to be in line with the Constitutional provisions.

Recommendation 1

- 7.5 **We recommend that the grade of Secretary, Ombudsman's Office be restyled Senior Investigations Officer, Ombudsman's Office.**
- 7.6 **We further recommend that, in future, the grade of Senior Investigations Officer, Ombudsman's Office be filled by selection from among serving officers drawing a basic salary of not less than Rs 26400 a month in their substantive post and possessing a Degree in Administration, Management, Law or Law and Management.**
- 7.7 Incumbent would be required, among others, to assume administrative and financial responsibilities under the instructions of the Ombudsman; ensure

proper control of expenditure; deal with general correspondence; perform investigation duties; prepare notes of evidence in connection with cases under investigation; and counsel and supply authorised information to complainants regarding their grievances.

OMBUDSMAN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 51 71	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000
	Senior Investigations Officer, Ombudsman's Office <i>formerly Secretary, Ombudsman's Office</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600
	Driver

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

8.1 The Electoral Supervisory Commission and the Electoral Boundaries Commission are set up under the Constitution with specific functions. The Electoral Supervisory Commission has the 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. The Electoral Boundaries Commission, on the other hand, is responsible for the reviewing of the boundaries of the 21 constituencies as per the established criteria.

8.2 Each of the Commissions consists of a Chairman and not less than two or 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 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

9. ELECTORAL COMMISSIONER'S OFFICE

- 9.1 The Electoral Commissioner's Office, by virtue of the Constitution of the Republic of Mauritius and the representation of the People Act organises and conducts election of members of the National Assembly, Rodrigues Regional Assembly and the Municipal and Village Councils. It also carries out annual house-to-house enquiries for registration of electors both in Mauritius and its dependencies, to compile and keep Registers of Electors up to date.
- 9.2 The Electoral Commissioner's Office is headed by the Electoral Commissioner whose office is a public one. The Commissioner, who is appointed by the Judicial and Legal Service Commission, is the accounting, administrative and technical head of the Office. In the discharge of the constitutional responsibilities relating to the electoral process, the Commissioner is assisted by officers of the Electoral Officer Cadre and staff of the general services. Public Officers are appointed, as and when required, to act as Returning Officers and Election Officers in time of elections and as Registration Officers for compiling the Electoral Register.
- 9.3 To bring the service nearer to the citizens, the Electoral Commissioner plans to set up regional offices in each constituency in line with one of the options suggested by the the Sachs Report on Electoral Reforms. We are, in this Report, maintaining the structure of the electoral cadre which is appropriate to meet the functional needs of the office. However, we are reviewing the qualification requirements at certain levels to facilitate recruitment of officers of the right profile and competency.

Electoral Officer

- 9.4 In the 2003 PRB Report, the Bureau recommended that 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 3 increments less than the top of the Higher Executive Officer's salary. As the Public Service Commission was not able to recruit suitable candidates, to ease the recruitment process, the scheme of service was subsequently amended with a proviso that in the absence of candidates possessing the Diploma in Legal Studies, enlistment could also be made from among serving officers possessing the Cambridge School Certificate with credit in at least five subjects provided they meet the specified salary criterion.
- 9.5 The Electoral Commissioner has, in the context of this review, submitted that there is need to build a strong capability base for the office considering the duties devolving upon the Electoral Commissioner's Office. We concur with his views that the diploma requirement should be maintained for entrance to

the cadre. We are, therefore, reviewing the requirements for the grade of Electoral Officer and enlarging the pool from which recruitment of suitable officers can be made.

Recommendation 1

- 9.6** We recommend that, in future, recruitment to the grade of Electoral Officer should be made by selection from among serving officers drawing at least a salary equivalent to the initial point of Executive Officer's salary and possessing the Higher School Certificate together with a Diploma in Legal Studies or Law and Management or equivalent acceptable qualification and reckoning at least five years' service in a substantive capacity. Incumbents should be IT literate; have a knowledge of the election system in Mauritius; have sound judgment and initiative as well as interpersonal and communication skills; be highly committed, prompt in problem solving, proactive and resourceful; and possess leadership qualities.
- 9.7** We have provided for a Qualification Bar in the salary scale of the grade. Electoral Officers who possess the Diploma in Legal Studies or an acceptable equivalent qualification would be allowed to proceed beyond the Qualification Bar provided in the salary scale.

Deputy Chief Electoral Officer

- 9.8** In the 2003 Report, the Bureau recommended that the grade of Deputy Chief Electoral Officer should be filled by promotion, on the basis of experience and merit, from among Principal Electoral Officers reckoning at least four years' experience in the grade.
- 9.9** Management and staff side have submitted that the requirement of four years' experience in the grade of Principal Electoral Officer is debarring officers for promotion to the grade of Deputy Chief Electoral Officer and this is impeding the proper dispatch of business. To address the problem, we are acceding to a request of Management to review the experience requirement.

Recommendation 2

- 9.10** We recommend that, in future, the grade of Deputy Chief Electoral Officer, should be filled by promotion, on the basis of experience and merit, from among Principal Electoral Officers reckoning at least seven years' experience in the cadre.

Electoral Commissioner

- 9.11** At present, the Electoral Commissioner is drawing a pensionable allowance. We are reviewing the quantum paid.

Recommendation 3

9.12 We recommend that the present Electoral Commissioner be paid a pensionable allowance of Rs 10000 monthly.

Staggered Hours

9.13 The Electoral Commissioner and officers in the grades of Chief Electoral Officer, Deputy Chief Electoral Officer, Principal Electoral Officer, Senior Electoral Officer and Electoral Officer are often called upon to work at staggered hours. This element has been taken into account in the determination of the salaries of the relevant grades.

ELECTORAL COMMISSIONER'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 96	Rs 110000 Electoral Commissioner (Personal)
18 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000 Chief Electoral Officer
18 69 76	Rs 42500 x 1250 – 50000 x 1500 – 51500 Deputy Chief Electoral Officer
18 62 73	Rs 33750 x 1250 – 47500 Principal Electoral Officer
18 55 66	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Senior Electoral Officer
18 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 QB 33750 Electoral Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

10. PERMANENT ARBITRATION TRIBUNAL

- 10.1 The Permanent Arbitration Tribunal (PAT) was set up in 1973, following the enactment of the Industrial Relations Act 1973. It is a quasi-judicial body which is responsible to inquire into industrial disputes and to make awards thereon.
- 10.2 The PAT consists of a President and a Vice-President whose offices are public offices. 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 and Administrative Reforms in respect of Civil Service cases.
- 10.3 The aims and objectives of the PAT are to settle industrial disputes in the Civil Service, the Private Sector, Parastatal Bodies and Local Government Services; hear appeals from the decision of either the Minister of Civil Service and Administrative Reforms or the Minister of Labour and Industrial Relations; reject the report of an industrial dispute; and promote harmonious industrial relations. Its mission is, as far as possible, to hear and deliver awards in respect of industrial disputes and other cases in the shortest possible delay.
- 10.4 In the exercise of its functions as per the Act, the Tribunal is required, *inter alia*, to have regard to the following: the principles and practices of good industrial relations; the need for Mauritius to maintain a favourable balance of trade and balance of payment; the need to preserve and promote the competitive position of local products in overseas markets; the need to relate increased remuneration to increased labour productivity and to prevent gains in wages of employees from being adversely affected by price increases; and the need to maintain a fair relation between the incomes of different sectors in the Community.

Registrar, Permanent Arbitration Tribunal (New Grade)

- 10.5 The support staff comprises officers in the grades of Senior Shorthand Writer, Shorthand Writer and other General Services grades. One Principal Court Officer from the Judicial Department is performing the duties of Secretary/Registrar at the Tribunal. However, the Master and Registrar of the Supreme Court has informed the Tribunal that, in future, it will not be possible to post an officer of the Supreme Court to the Tribunal due to shortage of staff.
- 10.6 While the structure of the Permanent Arbitration Tribunal has remained basically the same since its inception, the number of industrial disputes referred to the Tribunal as well as other issues that have to be dealt with

expeditiously have increased considerably at the level of both the Civil Service Arbitration Tribunal and the Permanent Arbitration Tribunal. In view of the increasing workload, there is an urgent need for a dedicated grade of Registrar to meet the operational requirements of the Tribunal to ensure the smooth despatch of business.

Recommendation 1

10.7 We recommend the creation of a grade of Registrar, Permanent Arbitration Tribunal on the establishment of the Tribunal. Appointment thereto should be made by selection from among candidates possessing either a Degree in Law or an equivalent alternative qualification acceptable to the Public Service Commission and from among serving officers not below the grade of Principal Court Officer possessing a Diploma in Legal Studies and reckoning at least five years' service in a substantive capacity in their respective grades. Consideration should also be given to Principal Court Officers who reckon at least two years' experience at the Permanent Arbitration Tribunal though incumbent does not possess the qualification specified above.

10.8 Incumbent would be required to perform the following duties: to be the Registrar/Secretary of the Permanent Arbitration Tribunal; receive and process disputes and appeals; prepare and issue Notice of Hearing, Summons Orders and similar processes; prepare minutes of Tribunal proceedings; take charge of court records and be the custodian of record files, Registrar Seals and Exhibits produced. Incumbent would also be required to tax witnesses' attendance documents; administer oath to witnesses and call cases before the Tribunal; despatch awards to parties; ensure the day-to-day running of the Tribunal; and perform such other duties as may be assigned by the President.

PERMANENT ARBITRATION TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 97	Rs 120000 President, Permanent Arbitration Tribunal
12 00 95	Rs 100000 Vice-President, Permanent Arbitration Tribunal

Salary Code	Salary Scale and Grade
12 46 68	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Registrar, Permanent Arbitration Tribunal (New Grade)
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Shorthand Writer
08 42 56	Rs 17800 x 600 – 23200 x 800 – 27200 Shorthand Writer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

11. LOCAL GOVERNMENT SERVICE COMMISSION

- 11.1 The Local Government Service Commission, which was established under the Local Government Act 1975, came into operation in 1983. It has the responsibility to appoint, exercise disciplinary control, remove from office or approve retirement and select candidates for the award of scholarship to local government officers.
- 11.2 The objectives of the Local Government Service Commission are, among others, to provide local authorities with adequate, qualified and suitable human resources; adopt fair, acceptable and modern recruitment techniques; change and renew regularly schemes of service to adapt to the ever changing competitive environment; and attract as well as retain suitable candidates in the Local Government Service.
- 11.3 The Secretary is the responsible and Accounting officer of the Commission. In his day-to-day administration, he is assisted by officers at professional and technical levels and supported by staff of the general services.
- 11.4 We are maintaining the present organisational structure which does not require any change. However, in line with what has been recommended for the Public Service Commission, we are making provision for the services of an Industrial/Occupational Psychologist, on the basis of needs.

Secretary, Local Government Service Commission

- 11.5 At present, the Secretary of the Local Government Service Commission is supported in his task by an Assistant Secretary who is in charge of the competition section and who is fully taken up with the processing of applications, arrangement for interviews and examinations held by the Commission.
- 11.6 With the implementation of the reform programmes in the Local Government, the Commission has been entrusted with additional responsibilities and the work has increased considerably in quantity and complexity at strategic management level. Management has, therefore, made representations for the posting of a Principal Assistant Secretary at the Commission who, apart from being the next Officer-in-Charge of the Commission, will be responsible to oversee the operations as well as spearheading the reform activities, thus relieving the Secretary to concentrate more on strategic issues. We concur with the arrangement and are making appropriate recommendations to address the issue.

Recommendation 1

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

Or

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

Industrial/Occupational Psychologist

- 11.9 A grade of Industrial/Occupational Psychologist has been recommended on the establishment of the Public and Disciplined Forces Service Commissions (PDFSC). Incumbent would be required to design personality/psychometric tests and other exercises for the selection of candidates with the right calibre. Should the LGSC deem it essential to solicit the services of the Industrial/Occupational Psychologist for its selection exercises, it may make the necessary arrangements with the PDFSC for the release of the latter for the specific exercise.

Recommendation 2

- 11.10 We recommend that the Secretary, Local Government Service Commission makes arrangements with the Public and Disciplined Forces Service Commissions to enlist the services of the Industrial/Occupational Psychologist as and when required.

LOCAL GOVERNMENT SERVICE COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 84	Rs 66000 Secretary, Local Government Service Commission
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Gateman

12. CENTRAL PROCUREMENT BOARD

- 12.1 The Central Procurement Board, *formerly Central Tender Board*, established by virtue of the Public Procurement Act 2008 along with the Procurement Policy Office and the Independent Review Panel, is responsible for the approval of the award of major contracts for the supply of goods, services, works and consultancy services for Ministries/Departments, Local Authorities, Rodrigues Regional Assembly and other Public Bodies including the Central Electricity Board, the Central Water Authority and the Irrigation Authority.
- 12.2 The main functions of the Board are to establish appropriate internal tender procedures for the procurement of goods, services and works for public bodies and ensure equality of opportunities and fairness of treatment to all stakeholders in terms of price, quality and delivery within the set specifications. It also vets the bidding documents and notices, receives and publicly opens bids and oversees their examination and evaluation. Furthermore, as and when necessary, it reviews the recommendations of a bid evaluation committee and approves the award of the contract or requires the evaluation committee to make a fresh or further evaluation on specified grounds.
- 12.3 The complexity of the bidding procedures demands greater transparency and has necessitated a major change in the framework of procurement which is now reflected under the new legislation. To meet the operational requirements of the Central Procurement Board, we are, in this Report, making provision for officers of the Procurement and Supply Cadre to be seconded for duty at different levels of the hierarchy. We are also bringing certain amendments to the scheme of service of the grade of Secretary, Central Procurement Board to satisfy the mandatory requirements and restyling the grades of the Procurement Cadre.
- 12.4 The Central Procurement Board comprises a Chairperson, two Vice-Chairpersons and three Members appointed by the President of the Republic of Mauritius and public officers as may be designated by the Head of the Civil Service including the Secretary, Central Procurement Board who attends the meetings of the Board and participates in its deliberations.
- 12.5 Besides the Secretary, Central Procurement Board and Deputy Secretary, Central Procurement Board, incumbents in the Central Procurement Cadre on the establishment of the organisation together with officers from the Finance, Procurement and Supply, and the General Services Cadres provide the necessary operational and support services.

Central Procurement Cadre

- 12.6 The Central Procurement Cadre *formerly Procurement Cadre* which deals with the operational requirements of the Board comprises the grades of Procurement Officer, Senior Procurement Officer and Principal Procurement Officer. We are restyling the grades to more appropriate appellations.

Recommendation 1

- 12.7 **We recommend that the grades of Procurement Officer, Senior Procurement Officer and Principal Procurement Officer be restyled Central Procurement Officer, Senior Central Procurement Officer and Assistant Manager, Central Procurement respectively.**
- 12.8 We are providing personal salary scales for officers in posts as at 30 June 2008 in the Central Procurement cadre.

Recommendation 2

- 12.9 **We also recommend that incumbents in the grades of Procurement Officer, Senior Procurement Officer and Principal Procurement Officer in post as at 30 June 2008 should be given opportunities to join at appropriate levels the Procurement and Supply cadre.**

Secretary, Central Tender Board

- 12.10 With the enactment of the Public Procurement Act 2008, the role and functions of the Secretary, Central Tender Board would have to be in tune with the relevant provisions made for the Central Procurement Board. Hence, there is a need for appropriate amendments in the scheme of service of the grade.

Recommendation 3

- 12.11 **We recommend the grade of Secretary, Central Tender Board be restyled Secretary, Central Procurement Board and its scheme of service amended to include the additional duties and responsibilities which are now mandatory. Appointment thereto should be made from the grade of Deputy Secretary, Central Procurement Board *formerly Deputy Secretary, Central Tender Board*.**
- 12.12 **We also recommend that the grade of Deputy Secretary, Central Tender Board be restyled Deputy Secretary, Central Procurement Board and appointment thereto should be made by selection from among officers in the grades of Assistant Manager, Central Procurement and Manager, Procurement and Supply.**
- 12.13 **We further recommend that on obtention of the degree qualification or equivalent qualification, incumbents in the grade of Assistant Manager,**

Central Procurement would be allowed to move incrementally beyond the top salary of the grade up to salary point of Rs 38750 in the master salary scale.

CENTRAL PROCUREMENT BOARD

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 88	Rs 80000 Secretary, Central Procurement Board <i>formerly Secretary, Central Tender Board</i>
01 65 75	Rs 37500 x 1250 – 50000 Deputy Secretary, Central Procurement Board <i>formerly Deputy Secretary, Central Tender Board</i>
01 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Manager, Central Procurement <i>formerly Principal Procurement Officer – Personal to incumbents in post as at 30.06.2008</i>
01 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Central Procurement Officer <i>formerly Senior Procurement Officer – Personal to incumbents in post as at 30.06.2008</i>
01 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Central Procurement Officer <i>formerly Procurement Officer – Personal to incumbents in post as at 30.06.2008</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

13. OMBUDSPERSON FOR CHILDREN'S OFFICE

- 13.1 The Ombudsperson for Children's Office (OCO) was set up under Act No. 21 of 2003. Its objectives are to promote the rights and interests of children and to ensure that their rights, needs and interests are given full consideration by public bodies, private authorities, individuals and associations of individuals.
- 13.2 The Secretary, Ombudsperson for Children's Office is the head of the office administration. At present, the post is vacant and an Assistant Secretary on secondment from the Ministry of Women's Rights, Child Development, Family Welfare and Consumer Protection is in charge of the operational units.
- 13.3 The office is also being serviced by a driver, as well as officers in the grade of Investigator, on temporary transfer from other Ministries and Departments.
- 13.4 The present organisation structure is appropriate and requires no change.

OMBUDSPERSON FOR CHILDREN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 51 68	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Secretary, Ombudsperson for Children's Office
08 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Investigator
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

14. PRIME MINISTER'S OFFICE

Introduction

- 14.1 The Prime Minister's Office (PMO) serves as the Secretariat for and provides administrative support to the Prime Minister in his role of constitutional Head of the Government and to, *inter alia*, ensure coordination among Ministries/Departments and other stakeholders for the efficient and effective implementation of Government's policies; preserve the internal and external security of the country; improve the quality of life of citizens; and safeguard the interests of the nation at large. The Office also assists in propelling and facilitating the sustainable development of the country.
- 14.2 The PMO is administratively headed by the Secretary to the Cabinet and Head of the Civil Service. In addition to the permanent administrative personnel, the PMO is also staffed by Special Advisers who brief the Prime Minister on a wide range of affairs, from policy making to international diplomacy.
- 14.3 The PMO comprises the Cabinet Office, the Defence and Home Affairs Division, and the Private Office. It has also under its portfolio the Ministry of Civil Service and Administrative Reforms, the Police Force, the Prisons Service, the Civil Aviation Department, the Meteorological Services and other governmental organisations like the Forensic Science Laboratory and the Civil Status Division.
- 14.4 The Cabinet Office, under the direct supervision of the Secretary to the Cabinet and Head of the Civil Service, provides timely and quality service to the Cabinet, which is the highest policy-making body, for facilitating the formulation of policies and decision taking.
- 14.5 The Defence and Home Affairs Division looks after all matters pertaining to national security and internal affairs of the country. It is headed by a Senior Chief Executive.
- 14.6 The Private Office coordinates the Prime Minister's agenda and travel and manages its communications including speeches and correspondences. It also organises official functions/ceremonials hosted by the Prime Minister including State Visits. The Private Office is under the responsibility of a Permanent Secretary.

Administrative Cadre

- 14.7 The Administrative Cadre falls under the responsibility of the Prime Minister's Office. It provides support to the machinery of government in designing, formulating and implementing government policies. The Secretary to the Cabinet and Head of the Civil Service is also the head of the Administrative cadre which comprises grades of Assistant Secretary, Senior Assistant

Secretary, Principal Assistant Secretary, Permanent Secretary and Senior Chief Executive.

Senior Assistant Secretary

Assistant Secretary

- 14.8 The Bureau has been apprised by both Management and the Staff Association that the duties performed and the responsibilities shouldered by incumbents in the grades of Senior Assistant Secretary and Assistant Secretary are, in practice, similar thus rendering the grade of Senior Assistant Secretary superfluous. Moreover, the Senior Assistant Secretary does not supervise the work of the Assistant Secretary.
- 14.9 In line with the Bureau's policy for flatter structures, we are making the grade of Senior Assistant Secretary evanescent and providing for the Assistant Secretary to proceed incrementally in the master salary scale subject to certain conditions. We are also reviewing the qualification requirements for the grade of Principal Assistant Secretary.

Recommendation 1

- 14.10 **We recommend that the grade of Senior Assistant Secretary be made evanescent. Personal salaries are being provided for incumbents.**
- 14.11 **We further recommend that Assistant Secretaries be allowed to proceed incrementally up to salary point Rs 43750 in the master salary scale through the grant of one increment every year provided they have:**
- (i) **drawn the top salary for a year, and**
 - (ii) **been consistently efficient and effective during the preceding period of two years and have not been adversely reported upon on grounds of either performance or misconduct.**

Principal Assistant Secretary

Recommendation 2

- 14.12 **We recommend that, in future, appointment to the grade of Principal Assistant Secretary should be made by selection from among officers in the grades of Assistant Secretary and Senior Assistant Secretary (Personal).**

Permanent Secretary

- 14.13 The Permanent Secretary is, according to the Constitution, the accounting and responsible head of the ministry where he is posted. He provides support and advice to the Minister, ensures the implementation of government's policies and protects the financial health of the ministry. He also ensures that

constitutional, legal and regulatory obligations are met, leads management and line staff and acts as model for high ethical standards.

- 14.14 According to paragraph 4 of section 89 of the Constitution of Mauritius no appointment to the office of Permanent Secretary shall be made without the concurrence of the Prime Minister. Since the creation of the ministerial system, Permanent Secretaries have been selected from among serving Civil Service officers mostly of the Administrative Cadre.
- 14.15 Recently, a new and innovative approach to administration and management of public affairs has started to take root in the form of a Public-Private synergy with emphasis on mobility of talents between the two sectors.
- 14.16 In the OECD countries, appointment for senior positions including the position of Permanent Secretary is made from both within the service and outside candidates. It allows selection from a wider base of qualified and competent people not only from the public and private sectors locally but also from abroad, having international experience. In Australia, since the eighties, this approach has provided more flexibility for the government in the appointment of people considered to be best to meet the responsibilities of chief executive positions in the Civil Service.
- 14.17 In the UK there exists a Fast Stream platform to attract capable and motivated professionals, and from where they can climb up to the highest level of responsibilities within the Civil Service. In the same vein, there is an In-Service Fast Stream to identify and develop the untapped talents from all strata within the Civil Service. It provides individuals the opportunities to realise their full potentials. However, to secure a place on the Fast Stream, they need to demonstrate a range of core competencies crucial to success in any one of the role they will be called upon to play as a fast streamer.
- 14.18 For quite some time, views have been expressed that the opening of chief executive positions in the Mauritian Public Service to a wider range of talents would inject new blood to improve the efficiency and productivity of the Public Service. The Bureau concurs with the views expressed, that the positions of Chief Executive or Deputy Chief Executive as well as that of Permanent Secretary should be filled by selection of candidates irrespective of the service to which they happen to belong and possessing not only suitable academic background, wide experience, the qualities of trust and integrity but also having an excellent leadership capability profile.
- 14.19 The Bureau has, at Chapter 13 of this Report, highlighted on the personal attributes of potential leaders, who through depth and breadth of pathways and experiences, are expected to develop and apply leadership qualities to focus on and deliver results for the country. The Bureau has also recommended that Service Commissions and recruiting agencies use the

Leadership Capability Framework model proposed in the same chapter for filling of positions at the level of Chief Executives and Deputy Chief Executives (where applicable).

- 14.20 Against this backdrop, we consider that selection for the post of Permanent Secretary should be made from a wider range of talents and competencies. However, appointment thereto should be in line with the provisions of paragraph 4 of section 89 of the Constitution of Mauritius i.e. with the concurrence of the Prime Minister.

Recommendation 3

- 14.21 **We recommend that, subject to the provisions of paragraph 4 of section 89 of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Principal Assistant Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having the attributes and competencies enunciated in the leadership capability profile.**

- 14.22 **We also recommend that Government considers the advisability, as recommended by the Sixth Pay Commission for the Indian Civil Service, to make the selection process more transparent, to call for applications requiring potential leaders to state the extent to which they possess the attributes and competencies to match the leadership capability profile prior to seeking the concurrence of the Prime Minister.**

Tenure of Office

- 14.23 In our 2003 PRB Report, we have recommended that appointment to or filling of the position of Permanent Secretary is to be on contractual terms for incumbents outside the establishment or on assignment basis for a period of two years for serving officers. The contract could be renewed or tenure of assignment extended subject to incumbent's performance and continued relevance of his competence.
- 14.24 Views have been expressed that the continued employment of Permanent Secretary on assignment acts as an impediment to the incumbents for shouldering accounting and responsible role. We are, therefore, reviewing the above provisions.

Recommendation 4

- 14.25 **We recommend that:**
- (i) **appointment to or filling of the position of Permanent Secretary should continue to be on contractual terms or on assignment basis for a period of two years; and**

- (ii) after the expiry of the two-year period, incumbent on establishment would be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

Remuneration

Recommendation 5

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

Recommendation 6

- 14.27 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 he has:

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

OR

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

Senior Chief Executive

- 14.28 In the 2003 PRB Report, the Bureau recommended the creation of the position of Senior Chief Executive to take responsibility of certain large Ministries and Departments. The rationale for having a position of a level higher than that of a Permanent Secretary to head large and more complex Ministries or in charge of a critical function of national importance is still valid. We are, therefore, maintaining the position of Senior Chief Executive. However, in line

with our recommendation for the selection and appointment of Permanent Secretaries, we propose that the selection of the Senior Chief Executives should also be made from a wide range of talents and competencies.

Recommendation 7

- 14.29** We recommend that enlistment to the grade of Senior Chief Executive should be made by selection from among officers of the level of Permanent Secretary or Head of a Professional/Technical Cadre drawing a monthly salary of Rs 80000 and above and from among other Chief Executives of other services with proven leadership capability profile.
- 14.30** We further recommend that the filling of the position of Senior Chief Executive should continue to be on contractual terms or on an assignment basis for a period of two years. After the expiry of the two year period, the contract may be renewed, the tenure of assignment extended or in the case of a substantive officer, the incumbent be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

Remuneration of the Senior Chief Executive

Recommendation 8

- 14.31** The salary of the Senior Chief Executive on contractual terms shall be as determined for the substantive position. Incumbent on contract would also be eligible for a gratuity equivalent to two months salary on completion of every twelve months' satisfactory service. An officer entrusted the position of Senior Chief Executive on 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 officer. He would also be eligible to a gratuity equivalent to two months salary on completion of every twelve months' satisfactory service.

Recommendation 9

- 14.32** A public officer on permanent and pensionable establishment assigned the duties of the position of the Senior Chief Executive may, at the start of the assignment, opt not to take the gratuity and in return the period he would serve as Senior Chief Executive shall be deemed to be pensionable service provided he has:
- (i) successfully served for a period of not less than twelve months;
 - (ii) not been reverted to his substantive post on grounds of inefficiency or inability to perform at the higher level or on grounds of misconduct or has not reverted at his own request;
- and

- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);

OR

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

Secretary for Home Affairs

14.33 At present, a Senior Chief Executive heads the Defence and Home Affairs Division of the Prime Minister's Office. Representations have been made for the restoration of the post of Secretary for Home Affairs which existed on the establishment of the Prime Minister's Office prior to the 2003 PRB Report. **On account of the status and prestige that befit this important role, we are re-establishing the grade. However, the said post should continue to be filled on an assignment basis by an incumbent of the rank of Senior Chief Executive against payment of an allowance representing the difference between the pay of the Secretary for Home Affairs and the substantive salary of the incumbent. This allowance will be reckoned as pensionable emoluments only if the officer retires in the capacity of Secretary for Home Affairs and provided that he has:**

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

OR

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

Appointment of Chief Executives

Recommendation 10

14.34 We recommend that the provisions regarding mode of appointment, tenure of office and the appropriate leadership capability profile be also considered for Chief Executives of public departments, Parastatal Bodies and Local Authorities. However, where Deputies to Chief Executives have been appointed by selection, appointment to the

position of Chief Executives could continue to be by promotion, subject to the approval of the appropriate authorities according to the promotion framework at Chapter 9.

Conference and Social Functions Manager

14.35 The staffing complement of the Prime Minister's Office comprises also a Conference and Social Functions Manager, who has to plan and organise national and international conferences, social functions and other events falling under the responsibility of the PMO. The incumbent is also called upon to organise similar activities for other Ministries and Departments. He also acts as Liaison Officer for the National Organising Committee set up under the Chairmanship of the Secretary to Cabinet and Head of the Civil Service to organise high level international conferences. We are, therefore, recommending that the scheme of service be amended to reflect all the above duties.

Recommendation 11

14.36 We recommend that the scheme of service of the Conference and Social Functions Manager be enlarged to reflect the duties described above. These have been taken into consideration in arriving at the salary recommended for the grade.

National Aids Secretariat

14.37 The National Aids Secretariat (NAS), set up since 2006 at the Prime Minister's Office, is now fully operational. Its main objectives are, among others, to develop policies, strategies and plans for the prevention of HIV/AIDS and oversee program development and implementation in different sectors and divisions; mobilise financial and technical resources and assure equitable distribution of resources for HIV/AIDS work; provide strategic direction of mainstreaming HIV/AIDS into development work and monitor HIV/AIDS related activities rationally.

14.38 With a view to ensuring proper implementation and coordination of the different projects of the National HIV/AIDS Secretariat, submission has been received for the creation of two posts namely, Programme Officer and Communication Officer. We have studied this issue carefully and recommend accordingly.

Programme Officer, National Aids Secretariat (New Grade)

Recommendation 12

14.39 We recommend the creation of a grade of Programme Officer, National Aids Secretariat. Recruitment thereto should be made from among candidates possessing a post 'A' Level Degree in Health Sciences, Social Sciences, Health Education or Community Development or

equivalent qualification and reckoning experience in non government organisation and development aid.

- 14.40 Incumbent would be required, *inter alia*, to be responsible to the National HIV/AIDS Coordinator to assist in the preparation and coordination of activities for the effective implementation of the national program at national, and regional levels; compile for the National AIDS Secretariat (NAS) the annual project work plan and regular project progress reports for submission to the World Bank (WB) (and other financiers); identify the training needs of participating line Ministries/Non-Governmental Organisations and People Living with AIDS (PLWA) groups, assist in the selection of candidates for technical assistance and training and supervision of national program facilitators.

Communication Officer, National Aids Secretariat (New Grade)

Recommendation 13

- 14.41 **We recommend the creation of a grade of Communication Officer, National Aids Secretariat. Recruitment thereto should be made from among candidates possessing a post 'A' Level Diploma in Social Science or equivalent qualification and reckoning at least five years' working experience in the field of Health Communication/Behavioural Change/Health Promotion.**
- 14.42 Incumbent would be required, *inter alia*, to be responsible to the National HIV/AIDS Coordinator for ensuring proper networking with relevant partners; developing a National Plan of Communication based on the communication strategy of the National AIDS Secretariat (NAS); coordinating the implementation of the National Plan of Communication on HIV/AIDS and formulating policies, strategies and programmes on communication.

Personal Secretary

- 14.43 At present, an officer of the General Service Cadre has been assigned the duties of Personal Secretary against the payment of an allowance.
- 14.44 The officer has to ensure a comprehensive secretarial and confidential service to the Prime Minister across a wide range of his responsibilities. To compensate for these, we are maintaining the arrangement and providing for the allowance to be reckoned as pensionable emoluments.

Recommendation 14

- 14.45 **We recommend that, subject to the approval of the High Powered Committee, the allowance paid to the officer who has been assigned the duties of the Personal Secretary may be reckoned as pensionable emoluments provided that incumbent has performed in that position for**

a continuous period of three years and has not been the subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.

PRIME MINISTER'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 99	Rs 145000 Secretary to Cabinet and Head of the Civil Service
02 00 97	Rs 120000 Secretary for Home Affairs
02 00 96	Rs 110000 Senior Chief Executive
02 00 93	Rs 87500 Director-General, Counter-Terrorism Centre Permanent Secretary
02 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Principal Assistant Secretary
02 59 71	Rs 30000 x 1250 – 45000 Assessor, Data Protection Office Senior Assistant Secretary (Personal)
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Secretary Programme Officer, National Aids Secretariat (New Grade)
02 00 90	Rs 80000 Data Protection Commissioner National Security Adviser

Salary Code	Salary Scale and Grade
02 65 75	Rs 37500 x 1250 – 50000 Principal Co-ordinator, Security Matters
02 51 71	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Co-ordinator, Security Matters
09 00 85	Rs 68000 National HIV/AIDS Coordinator
04 47 67	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Investigator, Data Protection Office
02 65 75	Rs 37500 x 1250 – 50000 Conference and Social Functions Manager
19 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Monitoring and Evaluation Specialist
10 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Communication Officer, National Aids Secretariat (New Grade)
08 51 61	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Personal Secretary
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Receptionist/Guide (Personal)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Salary Scale and Grade
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Liftman Store Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

GOVERNMENT INFORMATION SERVICE

- 14.4.46 The Government Information Service (GIS) functions under the aegis of the Prime Minister's Office to disseminate to interested parties accurate information on Government policies, services, activities and achievements in a timely manner; provide information to Government to facilitate decision-making; act as an interface between Government and the local/international media; and keep the Government abreast of latest development on the economic, social and political front on the international arena, among others.
- 14.4.47 The GIS is also responsible for, *inter alia*, conducting publicity campaigns on issues of national importance by publishing booklets, magazines and newsletters; and organising press conferences and other events.
- 14.4.48 For its operational needs the GIS organises its activities in four sections, namely the Information Section; the Audio-Visual Section; the Overseas News Section; and Documentation and Press Section.
- 14.4.49 The present organisational structure enables the organisation to meet its mandate effectively. We are, therefore, not bringing in any major changes, except for the creation of an additional level in the Audio-Visual Section, reframing the scheme of service of the Senior Information Officer and restyling a few grades in the Documentation Section.

INFORMATION SECTION

- 14.4.50 The Information Section is responsible for, *inter alia*, processing cabinet decisions for dissemination; managing the government portal; covering the activities of Ministries/Departments; managing press centres; and monitoring ministerial information units. It is serviced by officers of the Information Officer cadre which comprises the Principal Information Officer, Senior Information Officer and Information Officer and officers of the Documentation and Press Section comprising the Publicity Officer and Assistant Publicity Officer.

Senior Information Officer

- 14.4.51 Presently, appointment to the grade of Senior Information Officer is made by promotion, on the basis of experience and merit, of officers in the grade of Information Officer reckoning at least five years' service in a substantive capacity in the grade.
- 14.4.52 The post of Senior Information Officer has remained vacant for some time due to the length of the years of service required, thus affecting the smooth running of the unit. Management has represented that the requirement of five years of service needs to be reduced to enable the filling of the post of

Senior Information Officer on vacancy arising. We concur with it and are making appropriate recommendation to this effect.

Recommendation 1

14.4.53 We recommend that the scheme of service for the grade of Senior Information Officer be amended so that, in future, promotion to the grade be made, on the basis of experience and merit, of officers in the grade of Information Officer reckoning at least four years' service in a substantive capacity in the grade.

AUDIO-VISUAL SECTION

Principal Audio Visual Production Officer (New Grade)

14.4.54 The Audio Visual Section is responsible, among others, for the provision of photographic coverage, public address, sound recording, projections of films and radio programme facilities. It is presently manned by officers in the grades of Head, Audio-Visual Production Officer, Senior Audio-Visual Production Officer and Audio-Visual Production Officer. Management has submitted that the load of work and activities devolving on the officers have increased considerably over time and for better supervision, organization, coordination and efficiency at work, there is need to have an additional level. We have studied this representation carefully and are making provision for a new level above the grade of Senior Audio-Visual Production Officer.

Recommendation 2

14.4.55 We recommend the creation of a grade of Principal Audio-Visual Production Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Audio-Visual Production Officer reckoning at least three years' service in a substantive capacity.

DOCUMENTATION AND PRESS SECTION

Senior Publicity/Documentation Officer

formerly Publicity Officer

Publicity/Documentation Officer

formerly Assistant Publicity Officer

14.4.56 A Documentation Section and a Press Section are serviced by both the Publicity Officer and Assistant Publicity Officer. When posted in the Press Section, the Publicity Officer is responsible for, *inter alia*, the despatch of all communiqués, press releases, feature articles and other publicity materials to the press, MBC/Radio, MBC/TV and private radio stations. He is assisted by the Assistant Publicity Officer in the carrying out of the above functions.

- 14.4.57 In the Documentation Section, the Publicity Officer assisted by an Assistant Publicity Officer is responsible for, *inter alia*, running a Press Cutting Service and for the despatch of news items of critical and informative nature; selecting and purchasing relevant books and periodicals; filing press releases; and running the newspaper archives.
- 14.4.58 To reflect the nature of work performed by the Publicity Officer and the Assistant Publicity Officer in both the Documentation and Press Sections, we are restyling the grades to more appropriate appellations.

Recommendation 3

- 14.4.59 We recommend that the grades of Publicity Officer and Assistant Publicity Officer be restyled Senior Publicity/Documentation Officer and Publicity/Documentation Officer respectively.**

GOVERNMENT INFORMATION SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 00 84	Rs 66000 Director, Information Services
10 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Assistant Director, Information Services
10 65 75	Rs 37500 x 1250 – 50000 Principal Information Officer
10 59 71	Rs 30000 x 1250 – 45000 Senior Information Officer
10 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Information Officer
10 34 51	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Senior Publicity/Documentation Officer <i>formerly Publicity Officer</i>

Salary Code	Salary Scale and Grade
10 19 46	<p>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</p> <p>Publicity/Documentation Officer <i>formerly Assistant Publicity Officer</i></p>
AUDIO VISUAL SECTION	
10 46 57	<p>Rs 20200 x 600 – 23200 x 800 – 28000</p> <p>Head, Audio-Visual Production Officer</p>
10 41 55	<p>Rs 17200 x 600 – 23200 x 800 – 26400</p> <p>Principal Audio-Visual Production Officer (New Grade)</p>
10 34 51	<p>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Senior Audio-Visual Production Officer</p>
10 20 48	<p>Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</p> <p>Audio-Visual Production Officer</p>
OVERSEAS NEWS SECTION	
10 47 57	<p>Rs 20800 x 600 – 23200 x 800 – 28000</p> <p>Head, News Officer Cadre</p>
10 39 53	<p>Rs 16000 x 600 – 23200 x 800 – 24800</p> <p>Senior News Officer</p>
10 21 50	<p>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600</p> <p>News Officer</p>

FORENSIC SCIENCE LABORATORY

- 14.4.60 The Forensic Science Laboratory (FSL) operates under the *aegis* of the Prime Minister's Office. It provides essential forensic science services at national level to the Police, the Judiciary and others, as required. The main objective of the FSL is to assist the Police, its primary customer, in the maintenance of law and order and the courts of law in the administration of justice. It envisions to be a leading organisation offering Forensic Science/Investigative Services in Mauritius and the Africa regions.
- 14.4.61 The mission of the FSL is to offer investigative services to the criminal justice community, to provide the best possible services to facilitate criminal justice process and other related cases and to discharge its functions in the interest of the nation with professional competency, impartiality, commitment and dedication.
- 14.4.62 Forensic science incorporates a wide range of specialised scientific/technical disciplines. It provides the necessary support and analytical services such as the analysis and identification of drugs of abuse and psychotropic substances, the chemical analytical toxicology for the detection and identification of substances in poisoning cases, monitoring of alcotest, ballistics, scene of crime investigation related to cases of murder, homicide and sexual offences, and very soon the introduction of DNA profiling as a major tool in crime investigation. The FSL has also embarked upon the accreditation of its laboratories with 17025 System.
- 14.4.63 Today, the FSL is headed by a Director, who is supported by a professional cadre comprising officers in the grades of Chief Forensic Scientist, Senior Forensic Scientist and Forensic Scientist and a Technical cadre consisting of Senior Forensic Technologist, Forensic Technologist and Forensic Technician. The FSL is expanding its mission beyond the traditional role of passive evidence verification into an active crime prevention organisation.
- 14.4.64 In this Report, we are reviewing the qualification requirements for the post of Director, Forensic Science Laboratory and further strengthening the structure of the FSL by creating a level of Deputy Director, Forensic Science Laboratory and a grade of Principal Forensic Technologist in the Technical cadre to enable the FSL to meet its objectives more efficiently and effectively.

Director, Forensic Science Laboratory

- 14.4.65 The Forensic Science Laboratory provides identification and comparisons of physical evidence for law enforcement agencies in Mauritius. In this context, the Director FSL has to ensure that Scientists, within various scientific disciplines, prepare written reports and provide expert testimony to the courts on the findings and interpretation of their examinations. Moreover, with the

forthcoming introduction of the DNA profiling which is a major tool in crime and investigation, the Director would be called upon to be the custodian of the National DNA Database (NDNAD) and to decide on matters of policy and strategic development to optimise the NDNAD's criminal justice value.

- 14.4.66 In view of the above and the impending enlargement of the activities of the Laboratory, there is need to have someone with extensive professional exposure and of high calibre, with proper technical and managerial/communication skills in order to spearhead changes. We are amending the scheme of service for the post of Director, Forensic Science Laboratory accordingly.

Recommendation 1

- 14.4.67 We recommend that the scheme of service for the post of Director, Forensic Science Laboratory be amended so that, in future, appointment thereto be made by selection from among candidates possessing a post "A" level degree in Biology or Chemistry from a recognised institution or an equivalent qualification together with at least ten years' experience in the management and administration of a Science Laboratory.**

Deputy Director, Forensic Science Laboratory (New Grade)

- 14.4.68 In view of the expanding role of the FSL and the increase in the workload and responsibilities devolving on the Director, Forensic Science Laboratory, there is need to create a responsible position to deputise for and understudy the Director, Forensic Science Laboratory and to assist the latter in the formulation of policies, plans and strategies in relation to forensic science matters.

Recommendation 2

- 14.4.69 We recommend the creation of a grade of Deputy Director, Forensic Science Laboratory on the establishment of the FSL. Appointment thereto should be made by selection from among officers in the grade of Chief Forensic Scientist reckoning at least three years' service in a substantive capacity in the grade.**

- 14.4.70 Incumbent would be required to, *inter alia*, assist the Director in the general administration and management of the Forensic Science Laboratory; in matters of human resources and capacity building, including appropriate training needs of the staff; in the appraisal, preparation and timely execution and supervision of case studies assigned to the Forensic Science Laboratory and reporting thereon; carry out site visits and attend to scene of crimes; support the Director in the continuous upgrading of the services provided by the Forensic Science Laboratory in line with international standards; and

attend to Boards, Meetings, as and when required, and Court, as and when summoned.

Principal Forensic Technologist (New Grade)

- 14.4.71 At present the Technical cadre comprises officers in the grades of Senior Forensic Technologist, Forensic Technologist and Forensic Technician.
- 14.4.72 In order to ensure an adequate level of supervision and to cope with the increase in workload at the supportive level as well, there is need for a supervisory position at the apex to look after the administrative issues of the Technical cadre, take charge of the ISO 17025 System, and plan training programmes for the technical staff as per ISO 17025 Training Needs.

Recommendation 3

- 14.4.73 We recommend the creation of a grade of Principal Forensic Technologist on the establishment of the Forensic Science Laboratory. Promotion thereto should be on the basis of experience and merit of officers in the grade of Senior Forensic Technologist reckoning at least two years' service in a substantive capacity in the grade.**

- 14.4.74 Incumbent would be required to, *inter alia*, be responsible for the day-to-day running of one or two sections of the FSL and the supervision of the Technical staff posted thereto; attend scenes of crime; prepare and submit reports in cases assigned and depone in Courts, as and when required; ensure proper calibration and maintenance of laboratory equipment; ensure implementation and maintenance of quality assurance and quality control; and plan and implement training programmes for junior staff.

On-Call and In-Attendance Allowances

- 14.4.75 At present, officers of the Forensic Science Laboratory are paid on-call allowances from 6.00 a.m. to 8.45 a.m and from 4.00 p.m to 6.00 p.m during weekdays and from 6.00 a.m to 6.00 p.m on Saturdays, Sundays and Public Holidays. In-attendance allowance, on an hourly basis, is also payable to these officers when attending work while on-call. We are revising the quantum of these allowances.

Recommendation 4

- 14.4.76 We recommend that the on-call allowances for officers of the Forensic Science Laboratory be revised as specified below:**

Grades	<u>Weekdays</u> <i>6.00 a.m - 8.45 a.m</i> Amount (Rs)	<u>Saturdays</u> <i>6.00 a.m - 6.00 p.m</i> Amount (Rs)	<u>Sundays and Public Holidays</u> <i>6.00 a.m - 6.00 p.m</i> Amount (Rs)
Director FSL	115	345	415
Deputy Director, FSL	105	315	375
Chief Forensic Scientist	95	280	340
Senior Forensic Scientist	80	250	300
Forensic Scientist	70	200	245
Principal Forensic Technologist	60	180	215
Senior Forensic Technologist	55	170	200
Forensic Technologist	50	150	180
Forensic Technician	40	120	145

14.4.77 When attending work while on-call, officers of the Forensic Science Laboratory should be paid allowances per hour, inclusive of travelling time, as follows:

Grade	Amount (Rs)
Director, FSL	275
Deputy Director, FSL	250
Chief Forensic Scientist	225
Senior Forensic Scientist	200
Forensic Scientist	165

Grade	Amount (Rs)
Principal Forensic Technologist	150
Senior Forensic Technologist	130
Forensic Technologist	120
Forensic Technician	95

**FORENSIC SCIENCE LABORATORY
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
19 00 84	Rs 66000 Director, Forensic Science Laboratory
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director, Forensic Science Laboratory (New Grade)
19 65 75	Rs 37500 x 1250 – 50000 Chief Forensic Scientist
19 59 71	Rs 30000 x 1250 – 45000 Senior Forensic Scientist
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Forensic Scientist
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Forensic Technologist (New Grade)
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Forensic Technologist

Salary Code	Salary Scale and Grade
19 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Forensic Technologist
19 27 52	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Forensic Technician
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24.14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

CIVIL STATUS DIVISION

- 14.4.78 The Civil Status Division operates under the aegis of the Prime Minister's Office. It is responsible for the enforcement of the Civil Status Act for the registration of births, deaths, marriages, issue of civil status certificates and for other matters relating to the civil status of persons in the territory of Mauritius.
- 14.4.79 The main office of the Civil Status Division is located at Port Louis and deals with the administration and control of all the other regional Civil Status offices and those in the islands of Rodrigues, Agalega and St. Brandon.
- 14.4.80 The Registrar of Civil Status is responsible to the Secretary for Home Affairs for the general administration and management of the Civil Status Division and to advise on policy and administrative matters relating to Civil Status and the Civil Status Population Database including the National Identity Card. He is supported in his duties by the Deputy Registrar of Civil Status, Principal Civil Status Officers, Senior Civil Status Officers and Civil Status Officers.
- 14.4.81 The Civil Status Division has undergone important changes through the use of Information Technology. It has computerised its main services, i.e registration of birth, death and marriages and allocation of a unique identification number on registration of a new born. Civil Status Certificates are now generated by the computer in both English and French languages. The computerised system also allows timely sorting of required data for Ministries/Departments (Social Security, Accountant-General, Passport and Immigration and Electoral Commissioner's Office etc). Most of the regional offices are linked to the server at the Head Office which is the central repository of information about the Mauritian population. It provides on-line services 24/7. This on-line linkage has allowed the registration processes to be carried out from any office at any time.
- 14.4.82 The present organisational set up of the Division and the arrangements to provide services within and after office hours are both appropriate. However, the Ministry has drawn attention to the paucity of management competencies at certain levels in the Department.
- 14.4.83 We are, in this Report, maintaining the present set up. We are, however, enlarging the qualification requirements for certain grades to allow enlistment from a larger pool of candidates including serving officers of the Department with the appropriate competencies. We are also revising the allowances for work after office hours.

Principal Civil Status Officer

- 14.4.84 In the 2003 PRB Report, the qualification requirements for the post of Principal Civil Status Officer was reviewed so that promotion to the grade be made from Senior Civil Status Officers possessing the Diploma in Management with specialization in Public Administration as from 01 July 2007.
- 14.4.85 Management of the Civil Status Division has submitted that Senior Civil Status Officers in post were offered to follow the Diploma in Public Administration and Management Course at the University of Technology, Mauritius for the Academic Year 2005. There was only one officer who agreed to follow the course but he has not completed it. At present, there is no Senior Civil Status Officer possessing the Diploma in Public Administration and Management or equivalent qualification. Management still supports the view that higher academic qualifications for promotion to the post of Principal Civil Status Officer would better equip officers to deliver effectively and efficiently.
- 14.4.86 We are maintaining the qualification requirements for the post of Principal Civil Status Officer and making transitional provision for an alternative mode of recruitment so as not to impede operations.

Recommendation 1

- 14.4.87 **We recommend that, in future, appointment to the grade of Principal Civil Status Officer should be made by selection from among:**
- (a) **Officers in the grade of Senior Civil Status Officer possessing either a Diploma in Management with specialisation in Public Administration or reckoning at least three years' service in a substantive capacity in the grade;**
- and**
- (b) **Civil Status Officers possessing either the Diploma in Management with specialisation in Public Administration or a Degree in Social Science or an equivalent acceptable qualification and reckoning at least seven years' service in the grade.**
- 14.4.88 **Candidates should also have a thorough knowledge of matters relating to Civil Status and possess administrative ability and organizing skills.**

Registrar of Civil Status

Deputy Registrar of Civil Status

- 14.4.89 At present, appointment to the grade of Deputy Registrar is made by selection from among Principal Civil Status Officers reckoning at least four years' service in a substantive capacity in the grade. On the other hand, the post of Registrar of Civil Status is promotional, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Registrar of Civil Status and who is conversant with all legislation relevant to the Civil Status, has good interpersonal and communication skills, and has management skills and leadership qualities.
- 14.4.90 Management has submitted that there is need to have an officer with a desired profile at the top level and who has a mix of academic achievement and work experience. We have considered the proposals of Management and are making appropriate recommendations.

Deputy Registrar of Civil Status

Recommendation 2

- 14.4.91 **We recommend that, in future, appointment to the grade of Deputy Registrar of Civil Status should be made by selection from among:**
- (a) **officers in the grade of Principal Civil Status Officer possessing either a Diploma in Management with specialisation in Public Administration or a Degree in Social Science or reckoning at least four years' service in a substantive capacity in the grade;**
 - and**
 - (b) **Senior Civil Status Officers possessing either the Diploma in Management with specialisation in Public Administration or a Degree in Social Science or an equivalent acceptable qualification and reckoning at least 5 years' service in the grade.**
- 14.4.92 **Candidates should also be conversant with all legislation relevant to the Division, have considerable organizing and administrative abilities and be capable to lead and motivate teams of officers.**

Registrar of Civil Status

Recommendation 3

- 14.4.93 **We recommend that, in future, appointment to the grade of Registrar of Civil Status should be made by selection from among;**
- (a) **officers who hold a substantive appointment in the grade of Deputy Registrar of Civil Status or Principal Civil Status Officers reckoning at least six years' service in the grade;**

and

- (b) **serving officers possessing a Degree in Public Administration or Management or Law or Social Science or an equivalent acceptable qualification, reckoning at least ten years' experience in a supervisory position.**

14.4.94 Candidates should also be conversant with all legislation relevant to the Division and demonstrate high ethical standards and shared values; have good interpersonal, communication and management skills and leadership qualities.

Entry Qualification for the grade of Civil Status Officer

14.4.95 At present, recruitment to the grade of Civil Status Officer is made by selection from candidates possessing the Cambridge School Certificate with credit in at least five subjects including English language and French together with passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".

14.4.96 The Civil Status Office uses a computerized system for its core activities and the current staff has been given in-service information technology (IT) training so as to enable them use the new office equipment. In view of the new competency and skills required for the effective performance of duties devolving upon the grade, candidates joining the cadre should possess basic IT qualifications to provide an effective service.

Recommendation 4

14.4.97 We recommend that, in future, recruitment to the grade of Civil Status Officer be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English language and French, passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" and the Internet and Computing Core Certification (IC3) or an equivalent acceptable qualification.

Allowance to open Civil Status Offices after official time

14.4.98 The Civil Status Division operates from 08.45 hours to 16.00 hours on weekdays and from 9.00 hours to 11.00 hours on Saturdays, Sundays and Public Holidays. It provides an emergency service from 12.00 hours to 17.00 hours on Saturdays, Sundays and Public Holidays to register death and issue burial permits. To compensate for services provided outside the normal hours of work, officers of the Civil Status cadre are paid an on-call allowance of Rs 150 per day; an allowance of Rs 100, or the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of

the collection from and the handing over of keys to the Police Station, and an allowance of Rs 175 for each registration of death including the issue of burial/cremation permit. The present arrangement to open Civil Status Offices after official time is appropriate and should continue. We are revising the allowances.

Recommendation 5

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

- (a) an On-Call Allowance of Rs 180 per day,**
- (b) a travelling allowance of Rs 120, or appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to the Police Station; and**
- (c) an allowance of Rs 210 for each registration of death including the issue of burial/cremation permit.**

Loan Facilities

14.4.100 Officers of the Civil Status cadre are 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 2003 PRB Report and are paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours. A few officers have benefitted from this facility, for effective service delivery.

Recommendation 6

14.4.101 We recommend that officers of the Civil Status Cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions laid down at paragraph 18.2.49(e) 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 1200 hours.

Allowance for Registration of Religious Marriage to give a civil effect

14.4.102 At present, Civil Status Officers are required to give marriages a civil effect when the priests officiating such marriages are not authorised to do so. These marriages are normally officiated after working hours and Civil Status

Officers are paid an allowance of Rs 325 for registration of each such marriage.

- 14.4.103 As marriages would continue to be officiated by unregistered priests and that all marriages should have a civil effect in accordance with existing legislation, we are maintaining the present arrangements and revising the quantum of the allowance paid to Civil Status Officers.

Recommendation 7

- 14.4.104 We recommend that the allowance paid to Civil Status Officers for each registration to give civil effect to a religious marriage be revised to Rs 400 provided that such registration is done outside normal working hours.**

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

- 14.4.105 Officers of the Civil Status cadre are called upon to register deaths for burial during cyclonic conditions Class III and IV. They make use of their own vehicles to move from their place of residence to office and back.
- 14.4.106 Management and staff side have both requested for the payment of an on-call allowance to these officers who are designated to register deaths which require early burial during cyclonic conditions (Class III & IV). They have also requested for the provision of transport facilities as the insurance policy does not cover their vehicles during cyclonic conditions.
- 14.4.107 We are providing for the payment of an on-call allowance to officers of the Civil Status cadre, who would be designated to register deaths requiring burial during cyclonic conditions class III and IV and proposing alternative arrangements for the conveyance of these officers from their place of residence to office and back.

Recommendation 8

- 14.4.108 We recommend that an officer of the Civil Status cadre should be on-call in each district to register deaths requiring burial during cyclonic conditions Class III and IV and be paid:**
- (a) an On-Call Allowance of Rs 180 per day,**
 - (b) an allowance of Rs 210 for each registration of death including the issue of burial permit.**
- 14.4.109 We further recommend that the Management Civil Status Division should make arrangements with the Police Department for the conveyance of officers on call to register deaths which require burial during cyclonic conditions Class III & IV from their place of residence to office and back.**

National Identity Card Unit

- 14.110 The National Identity Unit (NIC Unit), presently under the aegis of the Civil Status Division, is responsible for the issue of National Identity Cards to all Mauritians who have attained the age of 18. With the implementation of the Central Population Database/National Identity Card Project, the Unit will be called upon to renew some 900000 National Identity Cards (NIC) islandwide and concurrently to provide regular services.
- 14.111 The NIC Unit has its main office at Port Louis and four regional offices at Vacoas, Rose Hill, Plaine Magnien and Port Mathurin, Rodrigues. The main office is headed by an Officer-in-Charge formerly a Higher Executive Officer and is manned by officers of the general services. Officers of the Civil Status cadre are gradually taking over the activities of the NIC Unit. Management has represented that officers of the General Services Cadre attached to the NIC Unit are liable to transfer and this causes disruption in work and provision of effective service. It has, therefore, proposed that the functions related to the issue of National Identity Cards should become an integral part of the duties and responsibilities of the Civil Status Cadre. We are agreeable to the proposal.

Recommendation 9

- 14.112 **We recommend that:**
- (a) **the grade of Officer-in-Charge (NIC Unit) be abolished on vacancy;**
 - (b) **in future a Principal Civil Status Officer heads the NIC Unit;**
 - (c) **the establishment size of the grade of Principal Civil Status Officer be increased to enable the posting of an incumbent to take charge of the NIC Unit;**
 - (d) **there should be a mix of Civil Status Officers and general service staff in the offices of the NIC Unit; and**
 - (e) **the schemes of service of all grades in the Civil Status Officer Cadre be amended to include duties related to the issue of National Identity Card.**
- 14.113 **All the elements mentioned above have been taken into consideration in recommending the salaries of the grades in the cadre.**

CIVIL STATUS DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Registrar of Civil Status
18 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Deputy Registrar of Civil Status
18 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Principal Civil Status Officer
18 37 51	Rs 15000 x 500 – 16000 x 600 – 23200 Senior Civil Status Officer
18 18 46	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Civil Status Officer
08 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Officer-in-Charge (National Identity Card) (Personal)
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

14.1 POLICE

- 14.1.1 The Mauritius Police Force (MPF) is the main law enforcement agency of the country and is also responsible for state security. The duties of the MPF are prescribed under Section 9 of the Police Act and include, *inter alia*, preserving public peace, preventing and detecting offences, and apprehending persons who have committed or who are reasonably suspected of having committed offences in Mauritius, Rodrigues, the Outer Islands and within the maritime zones of Mauritius.
- 14.1.2 The mission of the MPF is to faithfully execute and perform all duties related to the preservation of peace and the prevention and detection of offences and other duties as required by law without any favour, affection or ill-will.
- 14.1.3 The MPF is committed to being compassionate, courteous and patient in the execution of its duties with due respect to the fundamental rights and freedom of the citizens of the State as enshrined in the Constitution of Mauritius.
- 14.1.4 The vision of the MPF is to make the organisation strong, credible and capable of delivering an efficient and effective policing service to the Community thereby meeting public needs and expectations.
- 14.1.5 With the fast changing behaviour of people, the complicated nature of crimes and drugs proliferation, the MPF is gearing towards community-friendly police to achieve its mission. In this context, it has embarked on a vast computerisation programme involving deployment of network of computers in all the police stations and enquiry units establishing digital communication and Work Flow Automation, Automated Fingerprint Identification Systems (AFIS) and Computerised Immigration System. This would streamline the workflow and provide faster and more efficient service to citizens. Furthermore, in response to the changing needs of the environment and to address emerging crimes, dedicated specialised units, namely: *Police du Tourisme, Brigade pour la protection des mineurs, Police de L'environnement and Police du Transport* have been created.
- 14.1.6 The MPF is under the direct command of the Commissioner of Police who is assisted by Deputy Commissioners, Assistant Commissioners and Superintendents. There are also other functional units at the MPF, namely: Police Band, Special Mobile Force, National Coast Guard and Helicopter Unit which are, in their turn, manned and headed by incumbents in grades belonging to specific cadres under the overall responsibility of the Commissioner of Police. The structure of the MPF has undergone some changes with the creation of additional levels of Assistant Commissioner of

Police (Engineer Squadron), Assistant Superintendent of Police Band, Band Sub-Inspector and Band Corporal.

- 14.1.7 The Commissioner of Police has submitted that the present organisation structure meets the needs of the MPF and that the organisation would carry out a proper assessment of the impact of the grades of Police Corporal and Sub-Inspector of Police towards organisational effectiveness at a later stage for future decisions. We are, in this Report, reviewing certain conditions of employment to further motivate the officers to provide more efficient and effective service to the citizens.

Risk Allowance

- 14.1.8 The policy regarding Risk Allowance to employees in the public service has been explained at Chapter 18.15 in Volume I of our Report.
- 14.1.9 At present, a Risk Allowance of Rs 840 a month is paid to Police Officers of the Anti-Drug and Smuggling Unit, 'Groupe d'Intervention de la Police Mauricienne', Air Pilots and Aircrew Winchmen/Life Savers of the Police Helicopter Squadron because they are exposed to greater risks by virtue of their posting.
- 14.1.10 The Management of the MPF has submitted that Police Officers of the Special Mobile Force posted to the Explosives Handling Unit are also exposed to greater risks by virtue of their posting. We are, therefore, extending the payment of Risk Allowance to these officers.
- 14.1.11 Additionally, given that Police Officers effectively working on shift and posted at the Central Investigation Division (CID), Emergency Response Service (ERS), Police Stations, and others on the frontline are also exposed to higher than normal risks associated with the nature of their work, we are providing for the payment of an allowance to them as well.

Recommendation 1

- 14.1.12 **We recommend the payment of an allowance of Rs 1000 monthly to Police Officers posted in the Anti-Drug and Smuggling Unit, 'Groupe d'Intervention de la Police Mauricienne', Air Pilots, Aircrew Winchman/Life Savers of the Police Helicopter Squadron and Police Officers of the SMF posted at the Explosives Handling Unit.**
- 14.1.13 **We also recommend the payment of a monthly allowance equivalent to one increment at the initial of the relevant salary scale, subject to a maximum of Rs 600, to Police Officers posted at the CID, ERS, Police Stations and others on the frontline working on shift.**

Night Duty Allowance

14.1.14 A Night Duty Allowance was introduced in the 2003 PRB Report to additionally compensate those who actually perform night duty. Presently, Police Officers who are posted in Police Stations and are on duty on the third shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period. This incentive has helped the MPF to reduce absenteeism of Police Officers scheduled to work on the third shift. We are, therefore, maintaining this recommendation whilst reviewing the rate.

Recommendation 2

14.1.15 We recommend that Police Officers who are posted in Police Stations and are on duty on the third shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.

Rent Allowance

14.1.16 Police Officers who are married (both male and female) and have at least three years' service and those who are unmarried (both male and female) and have ten years' service are eligible for government quarters. When sufficient quarters are not available, the eligible Police Officers are paid a monthly Rent Allowance which varies according to their positions in the hierarchy. We are maintaining the Rent Allowance whilst revising the quantum in respect of each grade.

Recommendation 3

14.1.17 We recommend that the monthly rates of Rent Allowance payable to eligible Police Officers, in the following grades and similar levels, not occupying government quarters be revised as hereunder:

Grade	Amount Rs
Police Constable	925
Police Corporal	965
Police Sergeant	1000
Sub-Inspector of Police	1040
Inspector of Police	1075
Chief Inspector Police	1185
Deputy Assistant Superintendent of Police	1185

Grade	Amount Rs
Assistant Superintendent of Police	1435
Superintendent of Police	1790
Assistant Commissioner of Police	2150
Deputy Commissioner of Police	2510
Commanding Officer, SMF (Personal)	2705
Commissioner of Police	2865

Work Related and Other Monthly Allowances

14.1.18 A series of work related and other monthly allowances are paid to Police Officers depending on the posting, nature of work and/or possession of additional training/qualifications. We are maintaining the allowances whilst reviewing the quantum.

Recommendation 4

14.1.19 We recommend that the work related and other monthly allowances be reviewed as follows:

Allowance	Payable to	Amount (Rs)
Duty Allowance	Police Officers of the Special Mobile Force for shouldering higher responsibilities	200
Trade Pay	Eligible Police Officers posted in Specialised Units	300
Examiners' Allowance	Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents	310
Commuted Travelling Allowance	Police Officers who use their auto/motor cycles on official duties	360
Detective Allowance	Police Officers performing detective duties	360
Technician Pay	Eligible Police Officers posted in Specialised Units	600
Clothing Allowance	Police Officers whose duties and functions require them not to wear uniforms	400

Allowance	Payable to	Amount (Rs)
Special Duty Allowance	Police Officers posted in the Special Mobile Force, Special Security Unit, National Coast Guard and Helicopter Squadron	800
Prosecutor's Allowance	Police Officers who are required to work as Prosecutors	975
Specialised Unit (Professionals)	Police Officers called upon to work in the IT Unit and possessing (i) a degree in IT (ii) a diploma in IT Police Officers posted in the Legal Unit and possessing a degree or a professional qualification in Law	2000 1200 2000
Bodyguard Allowance	Police Officers posted to the VIP Security Unit	3000
Commuted Overtime Allowance	Police Officers who are performing duties of Driver to Parliamentary Private Secretaries	3000
Sergeant-at-Arms Allowance	Sergeant-at-Arms of the National Assembly	3250
Aide-de-Camp Allowance	Aide-de-Camp attached to (i) President (ii) Vice President (iii) Prime Minister	3900 3000 3000
Disturbance Allowance	Mauritian Police Officers posted in Rodrigues and Rodriguan Police Officers posted in Mauritius	25% of salary

14.1.20 At the request of the Commissioner of Police and the Mauritius Police Federation, we are extending the Commuted Overtime Allowance to Police Officers serving as Driver/Security Officer of the Commissioner for Drugs Assets Forfeiture, the Members of the Legislative Assembly and in other similar postings. We are also extending the Specialised Unit (Professionals) Allowance to Police Officers who are holders of Diploma/Degree qualifications and who work in Specialised Units (e.g Engineering or others) where they regularly and effectively use their knowledge and skills for the benefit of the MPF.

Recommendation 5

14.1.21 We recommend that the Commuted Overtime Allowance and the Specialised Unit (Professionals) Allowance be extended to Police Officers in the following cases:-

Allowance	Payable to	Amount (Rs)
Commuted Overtime Allowance	Police Officers who are performing duties of Driver/Security Officer of the Commissioner for Drugs Assets Forfeiture, the Members of the Legislative Assembly and in other similar postings.	3000
Specialised Unit (Professionals)	Police Officers called upon to work in Specialised Units (Engineering or others) of the MPF where they regularly and effectively use their knowledge and skills and possessing	
	(i) a degree/professional qualification	2000
	(ii) a diploma or equivalent qualification	1200

Special Allowance to Police Officers performing driving duties

14.1.22 About 700 Police Officers, holding the service licence and working on shift, are entrusted with driving duties for policing and other interventions of members of the MPF in government vehicles. Management has submitted that these Police Officers need to be compensated for performing the aforementioned duties. We are making an appropriate recommendation to that effect.

Recommendation 6

14.1.23 We recommend that Police Officers, holding the service licence and working on shift, and entrusted with driving duties for policing and other interventions of members of the MPF in government vehicles, be paid a monthly allowance equivalent to one increment at the initial of their relevant salary scales.

Ad hoc Allowances

14.1.24 Some *ad hoc* allowances, namely Sea-Going Allowance, Diving Allowance, Transfer Allowance and Ration Allowance are paid to Police Officers by virtue of their posting, nature of duties performed or inconveniences and disturbances caused. We are revising these allowances.

Recommendation 7

14.1.25 We recommend that the *ad hoc* allowances be reviewed as follows:

Allowance	Payable to	Amount Rs
Ration Allowance	All eligible personnel of the National Coast Guard and the Helicopter Squadron who must be available for work at any time of the day	Rs 100 a day for actual days of attendance
	Police Officers posted to Agalega on a tour of service	Rs 110 a day
Sea-Going Allowance	Crew members of the National Coast Guard vessels	Rs 150 on week days and Rs 220 on Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea
Diving Allowance	All qualified divers of the Police Department who are called upon to perform scuba diving in connection with various official underwater activities	Rs 540 per dive, subject to a maximum of Rs 8100 a month
Transfer Allowance	Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters	Rs 700

Passages to Rodriguan Police Officers posted in Mauritius

14.1.26 It is a normal feature that Police Officers domiciled in Rodrigues are posted in Mauritius. Representations have been made that Mauritian Police Officers posted to Rodrigues are granted free return tickets for themselves and their families while Rodriguan Police Officers posted in Mauritius are not entitled to same. The Management of the Police Department has made a request that similar treatment be meted out to Rodriguan Police Officers on a tour of service in Mauritius. We are making an appropriate recommendation to that effect.

Recommendation 8

14.1.27 We recommend that a Police Officer who is domiciled in Rodrigues and is posted in Mauritius for a minimum tour of service of 12 months should be eligible for free passages to and from Mauritius for himself, his spouse and up to three children under the age of 21.

Attending duty during emergencies

14.1.28 Officers of the Mauritius Police Force, though not scheduled to work, have to report for duty as soon as a cyclone warning class II is in force or during other emergencies. Representations have been made that these officers should be compensated by way of allowance. As an incentive, we are making a recommendation for these officers.

Recommendation 9

14.1.29 We recommend that Police Officers who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies be paid by way of allowance at the normal rate for such period of duty if they cannot be granted time off within a period of six months.

Retirement

14.1.30 In the Mauritius Police Force, there is an early retirement scheme whereby a Police Officer may retire on a proportionate pension after 25 years service and is eligible to earn pension at the enhanced rate of $\frac{1}{360}$ th of pensionable emoluments for each additional month of service to enable him to qualify for full pension after 30 years of service. We are maintaining the scheme but have to review the qualifying period in view of the extension of the retirement age from 60 to 65.

Recommendation 10

14.1.31 We recommend that new recruits in the Police Officer Cadre should:

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

14.1.32 We also recommend that members of the Police Officer Cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme in force prior to the effective date of this Report.

- 14.1.33 We further recommend that a member of the Police Officer Cadre who, on attaining the age of 60, opts to work beyond that age should be required to undergo a yearly medical examination to certify his fitness for continued employment.

Shift

- 14.1.34 Police Officers of the MPF from the grade of Police Constable to Inspector of Police are required to work on shift according to the Standing Orders. The Officers from the grade of Chief Inspector to Deputy Commissioner are on call and if their attendance is required, irrespective of the length of time, they must be available on the spot. **This element has been taken into consideration in arriving at the salaries recommended.**

Police Medical and Scientific Unit

- 14.1.35 The Police Medical and Scientific Unit is headed by the Chief Police Medical officer who is assisted by two Principal Police Medical officers, six Police Medical Officer/Senior Police Medical Officers and one Police Dental Surgeon/Senior Police Dental Surgeon. The Unit provides a decentralised medico-legal service in two zones, each under the responsibility of a Principal Police Medical Officer. It also caters 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 MPF.
- 14.1.36 We are maintaining the present structure as it is adequate to enable the Unit to carry out its mandate efficiently and effectively.

On-call and In-Attendance Allowances

- 14.1.37 Presently, the Trainee Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer are paid allowances for being on-call and in-attendance.
- 14.1.38 We are revising the quantum of these allowances.

Recommendation 11

14.1.39 We recommend that the on-call allowance and the in-attendance allowance be revised as specified below:

On Call Allowance	Trainee Police Medical Officer (Rupees)	Police Medical Officer/Senior Police Medical Officer (Rupees)	Principal Police Medical Officer (Rupees)	Chief Police Medical Officer (Rupees)
(i) Weekday between 1600 hours and 0900 hours the following day	390	760	850	870
(ii) Saturday 1200 hours to Sunday 0900 hours Public Holidays 0900 hours to 0900 hours the following day	585	1130	1275	1310

14.1.40 We further recommend that when required to perform medico-legal examination while on-call, the in-attendance allowance payable to Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer be revised to Rs 220, Rs 470, Rs 535 and Rs 545 respectively per hour inclusive of travelling time.

Special Medical Service Allowance

Recommendation 12

14.1.41 We recommend that the provisions of Recommendation 24 made at paragraph 30.89 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance be extended to members of the medical and dental professions in the Police Department.

Rent free Telephone and Free Calls

Recommendation 13

14.1.42 We recommend that the provisions of Recommendation 27 made at paragraph 30.97 under the Ministry of Health and Quality of Life should equally apply to members of the medical and dental professions in the Police Department.

Catering Services

Senior Catering Officer (New Grade)

- 14.1.43 The Police Department operates a Catering Unit to provide meals at different Police Branches around the island. The Unit is, presently, headed by a Chief Catering Administrator who is assisted at the lower levels by officers in the grades of Catering Officer, Assistant Catering Officer, Catering Supervisor, Head Cook, Senior Cook and Cook.
- 14.1.44 It has been represented that over the years the number of meals that need to be prepared have increased considerably and with a view to fostering better work coordination and efficiency, there is need for an additional level of Senior Catering Officer. We are recommending accordingly.

Recommendation 14

- 14.1.45 **We recommend the creation of a grade of Senior Catering Officer to be filled by promotion, on the basis of experience and merit, of Catering Officers who reckon at least three years' service in a substantive capacity in the grade.**
- 14.1.46 Incumbent would be required, *inter alia*, to organise, plan and monitor the work of subordinate staff; ensure quality and safety of food production; supervise kitchen works; prepare specifications for the purchase of equipment; preside committees related to menu planning; and ensure training of personnel at different levels.

POLICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
14 00 96	Rs 110000 Commissioner of Police
14 00 93	Rs 87500 Commanding Officer (Personal)
14 00 90	Rs 80000 Commanding Officer Director General, NSS Deputy Commissioner of Police Woman Deputy Commissioner of Police

Salary Code	Salary Scale and Grade
14 69 81	<p>Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000</p> <p>Assistant Commissioner of Police Assistant Commissioner of Police (Engineer Squadron) Deputy Director General, NSS Woman Assistant Commissioner of Police</p>
14 64 75	<p>Rs 36250 x 1250 – 50000</p> <p>Bandmaster Superintendent of Police Superintendent of Police (Engineer Squadron) Woman Police Superintendent</p>
14 55 66	<p>Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 38750</p> <p>Assistant Superintendent of Police Assistant Superintendent of Police Band Deputy Bandmaster Woman Police Assistant Superintendent</p>
14 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Deputy Assistant Superintendent of Police Woman Police Deputy Assistant Superintendent</p>
14 50 61	<p>Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</p> <p>Chief Inspector of Police Chief Inspector of Police Band Woman Police Chief Inspector</p>
14 46 57	<p>Rs 20200 x 600 – 23200 x 800 – 28000</p> <p>Band Inspector Inspector of Police Woman Police Inspector</p>
14 42 56	<p>Rs 17800 x 600 – 23200 x 800 – 27200</p> <p>Band Sub-Inspector Sub-Inspector of Police Woman Police Sub-Inspector</p>

Salary Code	Salary Scale and Grade
14 39 54	<p>Rs 16000 x 600 – 23200 x 800 – 25600</p> <p>Band Sergeant Police Sergeant Woman Police Sergeant</p>
14 36 52	<p>Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</p> <p>Band Corporal Police Corporal Woman Police Corporal</p>
14 22 50	<p>Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600</p> <p>Band Constable <i>formerly Bandsman</i> Police Constable Woman Police Constable</p>
14 40 43	<p>Rs 16600 x 600 – 18400</p> <p>Cadet Officer (Communication Engineer) Cadet Officer (Electrical and Mechanical Engineer) Cadet Officer (Graduate)</p>
14 37 42	<p>Rs 15000 x 500 – 16000 x 600 – 17800</p> <p>Cadet Officer (Others)</p>
14 13 41	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Police Constable (Security/Driver)</p>
14 14 16	<p>Rs 8800 x 200 – 9200</p> <p>Trainee Band Constable <i>formerly Trainee Bandsman</i> Trainee Police Constable</p>
09 00 90	<p>Rs 80000</p> <p>Chief Police Medical Officer</p>

Salary Code	Salary Scale and Grade
09 00 88	Rs 75000 Principal Police Medical Officer
09 67 83	Rs 40000 x 1250 – 50000 x 1500 – 56000 x 2000 –64000 Police Medical Officer/Senior Police Medical Officer
09 59 75	Rs 30000 x 1250 – 50000 Trainee Police Medical Officer
09 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Police Dental Surgeon/Senior Police Dental Surgeon
11 56 67	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Chief Catering Administrator
11 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Senior Catering Officer (New Grade)
11 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Catering Officer
11 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Assistant Catering Officer
11 21 46	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Catering Supervisor
04 14 42	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Plan Printing Operator
25 40 49	Rs 16600 x 600 – 22000 Master Tailor

Salary Code	Salary Scale and Grade
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Assistant Master Tailor Chief Tradesman
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Automobile Electrician Carpenter Coach Painter Fitter Gun Fitter Leather Worker Motor Diesel Mechanic Motor Mechanic Panel Beater Tailor Upholsterer Welder
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman Assistant
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 28 39	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 Head Cook
24 21 37	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Senior Cook
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 Cook (Roster)
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Police Attendant
24 19 33	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500 Senior Police Attendant

Salary Code	Salary Scale and Grade
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Range Warden Senior Gardener/Nurseryman
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman Police Attendant Wardress (Roster) <i>formerly Wardress/Attendant (Roster)</i>
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Vulcaniser
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Assistant Vulcaniser
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Swimming Pool Attendant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader Sanitary Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

14.2 PRINTING DEPARTMENT

- 14.2.1 The Printing Department operates under the aegis of the Prime Minister's Office with the mission to advise its customers on their printing needs and to conceive, print and bind all types of jobs and deliver them according to customers' requirements and satisfaction. It thus aims at offering efficient printing services in terms of quality, variety and specificity to its clients comprising mainly Ministries, Departments and Parastatal Organisations. While products may range from small business cards to huge registers, services provided also include printing, binding and graphic design.
- 14.2.2 The Department is headed by the Government Printer who is assisted by a Deputy Government Printer and an Assistant Government Printer. There are also about 19 grades involved on the production side of the Department together with a complement of supporting staff.
- 14.2.3 In the 2003 PRB Report, recommendations were made to strengthen the structure of the Department. These included, among others, the creation of grades, the modification of certain job profiles, the provision of incentives to minor grades and easing the process of crossing qualification bars.
- 14.2.4 Following representations made by the staff side after the publication of the 2003 PRB Report, an *ad hoc* Committee was set up under the chairmanship of the Management Audit Bureau to carry out a study of the schemes of service of the different grades in the Department. The Committee submitted its report in 2004 with recommendations regarding qualification requirements, mode of appointment and the duties of the grades.
- 14.2.5 Despite the recommendations of the *ad hoc* Committee, the staff side was still not satisfied regarding certain schemes of service and took the issue to Court thereby preventing the filling of posts.
- 14.2.6 In the context of the present Report, both Management and the staff side made a strong plea to address the issue for the smooth functioning of the Department. This entails, among others, re-examining certain schemes of service; upgrading, merging and restyling of grades; and enlarging field of studies to facilitate recruitment.

Trainee Graphic Artist

- 14.2.7 Upon enlistment, Trainee Graphic Artists are required to follow successfully a course leading to a Diploma in Fine Arts and to undergo on-the-job training for at least two years to become eligible for appointment as Graphic Artist. The staff side has, on the one hand, represented that the Diploma is hardly of relevance to the job of a Graphic Artist. Management, on the other hand, is of the opposite view. After a careful examination of the issue and obtention

of views from the relevant authorities, the Bureau considers that the course should not be limited to Fine Arts only.

Recommendation 1

14.2.8 We recommend that, in future, Trainee Graphic Artists should, after enlistment, be required to follow a course leading to a Diploma in Graphic Design or in Fine Arts or Visual Arts or in a relevant field.

Machine Minder

Senior Machine Minder

14.2.9 Representations have been received from both Management and the staff side for a major upgrading of the salary of Machine Minder (Bindery) and Machine Minder (Pressroom) on account of the complexity of their work and comparability with other grades within the Department. Parity was thus sought in terms of pay with grades of Cameraman/Photo-Engraver, Phototype Setting Operator, Printing Maker-Up and Reprographic Machine Operator.

14.2.10 The arguments put forward for the upgrading were examined in detail. In the light of the job evaluation results, it was found that they would be tenable to some extent but subject to a restructuring of the Machine Minder cadre.

Recommendation 2

14.2.11 We recommend that:

- (i) the grades of Machine Minder and Senior Machine Minder be merged and restyled Machine Minder/Senior Machine Minder. Recruitment thereto should be made by selection from among Printing Assistants who possess a Cambridge School Certificate and the National Trade Certificate (level 3) in Printing or equivalent. In the absence of qualified Printing Assistants, the post should be filled by selection from among candidates possessing the foregoing qualifications;**
- (ii) incumbents of the post of Senior Machine Minder as at 30 June 2008 be granted a personal salary;**
- (iii) in future, appointment to the grade of Assistant Production Supervisor should in the first instance be by promotion, on the basis of experience and merit, of Senior Machine Minders carrying personal salaries. When the grade of Senior Machine Minder has been phased out, the post of Assistant Production Supervisor should be filled by promotion, on the basis of experience and merit, from Machine Minder/Senior Machine Minders.**

Phototype Setting Operator (Roster)

- 14.2.12 Management has submitted that the Printing Department is currently facing a turnover of officers in the grade of Phototype Setting Operator especially among those recruited from outside. To circumvent the problem, it is proposing that recruitment to the grade be made from among serving officers of the Department possessing the prescribed qualifications instead of from external candidates, as is the present practice.
- 14.2.13 The Bureau is agreeable to the proposed course of action.

Recommendation 3

14.2.14 We recommend that:

- (i) **the mode of recruitment to the grade of Phototype Setting Operator (Roster) should be amended so that, in future, the post be filled by selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and possessing a Cambridge School Certificate, the National Trade Certificate (level 3) in Printing or equivalent and Certificates in any two softwares relating to printing;**
- (ii) **the grade of Phototype Setting Operator (Roster) be restyled Assistant Production Supervisor (Phototype Setting) (Roster).**

Cameraman/Photo-Engraver (Roster)

Printing Maker Up (Roster)

Production Supervisor (Photomechanical Laboratory)

- 14.2.15 At present, the platemaking tasks are performed by incumbents in the grades of Cameraman/Photo-Engraver and Printing Maker Up. To keep pace with emerging technologies, the Printing Department intends to automate the platemaking process using a Computer to plate equipment. Therefore, for the optimal use of human resource and clearer accountability, Management has submitted that there is need to have a single grade to perform the platemaking functions.
- 14.2.16 The Bureau is agreeable to this submission.

Recommendation 4

- 14.2.17 **We recommend that the grades of Cameraman/Photo-Engraver and Printing Maker Up be combined into a single grade under the appellation of Plate Making/Finishing Operator. Appointment to the grade should, in future, be made by selection from among serving officers who reckon at least five years' service in a substantive capacity in the Department and possess a Cambridge School Certificate and the NTC(3) in Printing or equivalent.**

- 14.2.18 The Plate Making/Finishing Operator would, *inter alia*, be required to perform all the tasks involved in paper, film and metal plates planning for use in printing by photogravure process and develop film and retouch negatives, wherever necessary.
- 14.2.19 **We further recommend that the grade of Production Supervisor (Photomechanical Laboratory) be restyled Production Supervisor (Plate Making/Finishing Section). The grade should henceforth be filled by promotion from officers holding a substantive appointment in the grade of Plate Making/Finishing Operator who are qualified to cross the Qualification Bar, reckon at least two years' experience in plate making/finishing duties, and who have good communication and supervisory skills.**
- 14.2.20 Incumbent would, among others, be responsible for the proper running of the section including monitoring of discipline among the staff.

Printing Officer

- 14.2.21 A Qualification Bar (QB) exists in the salary scale of the grade of Printing Officer. To proceed beyond the QB, officers need to possess a Diploma in Printing Technology or Printing Administration. As these courses are not readily available locally, we are providing for alternatives.

Recommendation 5

- 14.2.22 **We recommend that Printing Officers should possess the Diploma in Printing Technology or Printing Administration or Management or Administration to proceed beyond the QB inserted in their salary scale.**

Allowance to Printing Officers

- 14.2.23 Printing Officers are, at present, paid a monthly allowance equivalent to two increments at the point reached in the salary scale for the work they regularly perform over and above their normal working hours. We are maintaining the allowance.

Recommendation 6

- 14.2.24 **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 they regularly perform over and above their normal working hours.**

Assistant Government Printer

- 14.2.25 As per the existing scheme of service, recruitment to the grade of Assistant Government Printer is made by selection from among officers holding a substantive appointment in the grades of Senior Graphic Artist and Printing

Officer who possess a Diploma in Printing Technology or Printing Administration or in a relevant field together with strong interpersonal and leadership skills and good communication skills.

- 14.2.26 Management has represented that the Diploma courses prescribed in the scheme of service of the grade are not obtainable locally. As making arrangements for sending officers abroad would be costly and time consuming and in view of the dire need to fill the position, it has been proposed that the field of studies be enlarged.

Recommendation 7

14.2.27 We recommend that:

- (i) **the scheme of service of the grade of Assistant Government Printer be amended so that, in future, appointment thereto be made by selection from among officers in the grades of Senior Graphic Artist and Printing Officer possessing a Diploma in Printing Technology or Printing Administration or a Diploma in Management or Administration or in a relevant field.**
- (ii) **the Government Printing Department should make the necessary arrangements to facilitate officers concerned to acquire the qualifications recommended for appointment to the grade of Assistant Government Printer.**

Specific Conditions of Service

Health Surveillance

- 14.2.28 The Occupational Safety and Health Act No. 28 of 2005 makes provision for the health surveillance of an employee who is exposed, or liable to be exposed, to a substance hazardous to health. Accordingly, the Printing Department has submitted a list of grades that need such surveillance.

Recommendation 8

- 14.2.29 We recommend that the Government Printing Department should arrange for medical surveillance, free of charge, at intervals as may be advised by the Health Authorities for the grades of Machine Minder/Senior Machine Minder (Pressroom) and Plate Making/Finishing Operator.**

Roster System

- 14.2.30 Officers in the following grades are required to work on a roster system: Production Supervisor, Assistant Production Supervisor, Assistant Production Supervisor (Phototype setting), Senior Printer's Mechanic, Plate Making/Finishing Operator, Reprographic Machine Operator (personal),

Senior Machine Minder (personal), Machine Minder/Senior Machine Minder (Bindery), Machine Minder/Senior Machine Minder (Pressroom), Printer's Mechanic, Head Printing Assistant and Printing Assistant. This element has been taken into account in arriving at the salaries recommended.

**PRINTING DEPARTMENT
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
16 00 85	Rs 68000 Government Printer
16 65 75	Rs 37500 x 1250 – 50000 Deputy Government Printer
16 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Assistant Government Printer
16 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 QB 33750 x 1250 - 35000 Printing Officer
16 29 31	Rs 12300 x 300 – 12900 Trainee Printing Officer
16 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Senior Graphic Artist
16 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 29000 Graphic Artist
16 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Assistant Graphic Artist (Personal)

Salary Code	Salary Scale and Grade
16 18 20	Rs 9600 x 200 – 10000 Trainee Graphic Artist
16 42 55	Rs 17800 x 600 – 23200 QB 24000 x 800 – 26400 Production Supervisor (Roster)
16 34 51	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 QB 21400 x 600- 23200 Assistant Production Supervisor(Roster) Assistant Production Supervisor(Phototype Setting) (Roster) <i>formerly Phototype Setting Operator (Roster)</i>
16 34 51	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Senior Printer's Mechanic (Roster) <i>formerly Printer's Mechanic (Roster)</i>
16 34 50	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 QB 21400 x 600 - 22600 Plate Making/Finishing Operator (Roster) <i>formerly Cameraman/Photo-Engraver (Roster)</i> <i>formerly Printing Maker-Up (Roster)</i> Reprographic Machine Operator (Roster) (Personal)
16 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Machine Minder (Roster) (Personal)
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) (Roster) <i>formerly Machine Minder (Bindery) (Roster)</i> Machine Minder/ Senior Machine Minder (Pressroom) (Roster) <i>formerly Machine Minder (Pressroom) (Roster)</i>
16 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Printer's Mechanic (Roster) <i>formerly Assistant Printer's Mechanic (Roster)</i>

Salary Code	Salary Scale and Grade
16 21 37	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Head Printing Assistant (Roster)
16 10 31	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12900 Printing Assistant (Roster)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

14.3 METEOROLOGICAL SERVICES

- 14.3.1 The Mauritius Meteorological Services (MMS) which works closely with the World Meteorological Organisation (WMO) is the specialised agency on matters relating to the atmosphere, weather and climate. Its mission is to provide accurate and timely weather information and meteorological products for the general welfare of the citizens of the Republic.
- 14.3.2 The main objectives of the MMS are to assess weather and the state of the climate and provide accurate and timely predictions to, *inter alia*, ensure safety of life and property on all the territories of Mauritius; assist individuals, agencies and authorities engaged in planning, primary production, industry, trade and commerce; ensure safety of air and maritime navigation; provide inputs for sustainable economic growth and protection of environment; and fulfill the regional and international obligations of Mauritius in the fields of meteorology.
- 14.3.3 The functions of the Meteorological Services have increased significantly after the December 2004 tsunami when the MMS was entrusted with the added responsibility of constant monitoring and issue of warning bulletins on earthquake and tsunami. Hence, new types of warnings have to be issued, including those of landslide and storm surge, on top of cyclone and torrential rain warnings.
- 14.3.4 A Director heads the department and is assisted by two Deputy Directors, one for Operational Meteorology and one for Applied Meteorology. The establishment of the Department includes a team of professionals comprising Meteorologists and Divisional Meteorologists and one of Technicians operating in two distinct cadres, the Meteorological Technician cadre and the Electronic Technician cadre.
- 14.3.5 The headquarters of the Mauritius Meteorological Services is situated at Vacoas. Meteorological Stations are scattered islandwide as well as in Rodrigues, Agalega and St. Brandon.
- 14.3.6 In the 2003 PRB Report, we upgraded the academic qualification requirements for entry as Trainee Meteorological Technician, restyled the grades in the Technician (Meteorological Services) cadre to include the term 'Electronic' in order to reflect the nature of duties and responsibilities devolving on the cadre, created a grade of Meteorological Observer for Agalega and provided different allowances to officers of the MMS.
- 14.3.7 In this Report, we are maintaining the organisation structure which is 'fit for purpose' and reviewing the different allowances paid to the professional and technical staff.

Electronic Technician Cadre

- 14.3.8 The Electronic Technicians are responsible for the installation and operation of all electronic equipment in use in the Meteorological Services. They perform routine maintenance and minor repairs of all meteorological equipment and ensure that all equipment required for observations and dissemination of meteorological data are in optimal and perfect working order.
- 14.3.9 The Electronic Technician cadre is headed by the Chief Electronic Technician who is assisted by officers in the following grades: Electronic Technician, Senior Electronic Technician and Principal Electronic Technician.
- 14.3.10 Prior to 2007, officers in the Electronic Technician cadre were required to work on a 24-hour shift system. It has been reported by Management that officers in the Electronic Technician Cadre no longer work on shift during normal working days. However, these officers are required to keep watch round the clock for the proper functioning of all equipment during adverse weather conditions and natural calamities. Subsequently, the schemes of service for the grades in the whole cadre have been amended such that henceforth, these officers be required to provide a 24-hour coverage during cyclonic periods and other natural calamities only.
- 14.3.11 This element has been taken into consideration in determining the salary scales recommended for future holders in the respective grades. We have, however, maintained the salary structure inclusive of shift to cater for all the officers in post as well as for their promotion within the cadre prior to the amendments brought to the schemes of service.**

Allowances

Height Allowances

- 14.3.12 At present, officers posted in the instrument section as well as the Electronic Technicians of the Meteorological services, who are required to climb above 20 feet for the maintenance, servicing and repair of the anemometers, are paid a non-pensionable height allowance at the rate of 75% of the normal hourly rate.

Recommendation 1

- 14.3.13 We recommend the continued payment of a non-pensionable height allowance to the officers of the Meteorological Services mentioned above whenever they are required to climb over 20 feet. The computation of the allowance for the number of hours performed at above mentioned height should henceforth be at 80% of the normal hourly rate.**

Training Allowance

14.3.14 At present, Divisional Meteorologists, Meteorologists, Chief Meteorological Technician and Principal Meteorological Technicians, who are required to give formal training, including classroom training, to new recruits of the Department, are paid fees per session of 1¼ to 1½ hours as appropriate. We are revising the quantum of these fees.

Recommendation 2

14.3.15 We recommend that the fees of Rs 350 and Rs 225 per session of 1¼ to 1½ hours payable respectively to officers of the Meteorological Services who are required to give training be revised as follows:

Grades	Amount (Rs)
Divisional Meteorologists and Meteorologists	440
Chief Meteorological Technician and Principal Meteorological Technician	280

Allowance to Meteorologist

14.3.16 Meteorologists work on a roster system covering the hours of 4.00 a.m. to 10.00 p.m. everyday including Saturdays, Sundays and Public Holidays and a Meteorologist is required to be on-call from 10.00 p.m. to 4.00 a.m. the following day against the payment of an on-call allowance of Rs 130 daily and an in-attendance allowance of Rs 130 per hour when required to attend duty while on-call inclusive of travelling time. The quantum of these allowances is being revised.

Recommendation 3

14.3.17 We recommend that the on-call allowance for the Meteorologist be revised to Rs 165 daily.

14.3.18 We further recommend that the Meteorologist be paid an allowance of Rs 165 per hour when required to attend duty while on-call inclusive of travelling time.

Shift, Roster and Night Allowance

14.3.19 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.

14.3.20 At present, Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who are effectively performing night duty are paid a Night Duty Allowance equivalent to 15% of the normal hourly rate per hour for the hours worked between 2300 hours and 0500 hours including a maximum of two hours lying-in period. We are maintaining the allowance, but revising the rate.

Recommendation 4

14.3.21 We recommend that Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

METEOROLOGICAL SERVICES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 00 90	Rs 80000 Director
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Director
19 65 75	Rs 37500 x 1250 – 50000 Divisional Meteorologist
19 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 –30000 x 1250 – 42500 PB 43750 x 1250 - 45000 Meteorologist
19 43 45	Rs 18400 x 600 – 19600 Trainee Meteorologist
22 54 63	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Chief Electronic Technician (Meteorological Services)

Salary Code	Salary Scale and Grade
22 53 62	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Chief Electronic Technician (Meteorological Services) (Future Holder)
22 50 60	Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Electronic Technician (Meteorological Services)
22 48 58	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Principal Electronic Technician (Meteorological Services) (Future Holder)
22 41 58	Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Electronic Technician (Meteorological Services)
22 38 55	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400 Senior Electronic Technician (Meteorological Services) (Future Holder)
22 26 51	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Electronic Technician (Meteorological Services)
22 23 48	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Electronic Technician (Meteorological Services) (Future Holder)
22 14 16	Rs 8800 x 200 – 9200 Trainee Electronic Technician (Meteorological Services)
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Chief Meteorological Technician
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Meteorological Technician

Salary Code	Salary Scale and Grade
19 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Meteorological Technician
19 26 52	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Meteorological Technician
19 18 20	Rs 9600 x 200 – 10000 Trainee Meteorological Technician
19 22 50	Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600 Meteorological Observer (Agalega)
19 14 16	Rs 8800 x 200 – 9200 Trainee Meteorological Observer (Agalega)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

14.4 MAURITIUS PRISONS SERVICE

- 14.4.1 The Mauritius Prisons Service (MPS) operates under the aegis of the Prime Minister's Office. It is responsible to keep prisoners in custody; maintain order, discipline and safe environment; and provide decent conditions for prisoners and meet their needs including medical care, advice on and help with personal problems. It is also responsible to provide positive regimes which help prisoners to address their offending behaviour and prepare them to live a full and responsible life; and help towards rehabilitation of detainees.
- 14.4.2 The vision of the MPS is to maintain a good standard of discipline and security to enable rehabilitation of detainees and eventually bring safety of mind to the Government, the public at large, the staff and the detainees.
- 14.4.3 The MPS has under its responsibility eight penal establishments, namely: Central Prison, Richelieu Open Prison, Grand River North West Prison, Petit Verger Prison, Phoenix Prison, Women Prison, Correctional Youth Centre and the New Wing. The Central Prison is the main detention unit and it accommodates the largest number of male detainees while the Women Prison accommodates the female ones and the Correctional Youth Centre keeps in safe custody young male offenders aged 16 to 21.
- 14.4.4 The MPS works in close collaboration with other Ministries and Non-Government Organisations. In its endeavour to reduce the risk of reoffending, the MPS is laying emphasis on the empowerment of detainees through education, vocational training and rehabilitation programmes.
- 14.4.5 The existing staffing structure of the MPS comprises 10 levels with the Commissioner of Prisons at the top of the hierarchy. There are also other functional units at the MPS, namely: Works Section, Industries Section, Welfare Section, Stores Section and Hospital Section which are manned by grades belonging to their specific cadres under the overall responsibility of the Commissioner of Prisons.
- 14.4.6 In this Report, we are recommending the delayering of the organisation structure from 10 to seven levels, in line with the present trend of modern and dynamic organisations. We are also merging, wherever possible, the functional units of the Department and reviewing certain conditions of employment to position the Prisons Department such that it can face today's challenges which consist of providing decent conditions to detainees, preparing their reintegration in the community and providing for staff development.

Prisons Officer/Senior Prisons Officer

Female Prisons Officer/Female Senior Prisons Officer

- 14.4.7 The lowest rung in the Prisons Officer Cadre comprises the grades of Prisons Officer Grade II and Prisons Officer Grade I. Both grades perform guarding duties except that sometimes a Prisons Officer Grade I is in charge of a guard. In view of the overlapping and similarity of duties of these two grades, the Prisons Management has submitted that they be merged into a single grade to facilitate the operational needs of the MPS. The Staff Associations, though consenting to the submission of Management, have shown concerns regarding the ranks and badges they wear on their shoulders as signs of authority.
- 14.4.8 The Bureau has examined the issue and, after being assured that the Commissioner of Prisons will look at the ranks and badges which officers wear on their shoulders by an alteration of uniform, is agreeable to the merger in respect of male as well as female officers.

Recommendation 1

- 14.4.9 **We recommend that the grades of Prisons Officer Grade II and Prisons Officer Grade I be merged and styled Prisons Officer/Senior Prisons Officer.**
- 14.4.10 **Similarly, for the female staff, we recommend that the grades of Female Prisons Officer Grade II and Female Prisons Officer Grade I be merged and styled Female Prisons Officer/Female Senior Prisons Officer.**
- 14.4.11 In future, the grades of Principal Prisons Officer and Principal Female Prisons Officer would be filled by promotion, on the basis of experience and merit, of officers in the grades of Prisons Officer/Senior Prisons Officer and Female Prisons Officer/Female Senior Prisons Officer respectively reckoning at least two years' service in a substantive capacity in their respective grades and of Prisons Officer Grade I (Personal) and Female Prisons Officer Grade I (Personal) possessing good organising and supervisory skills.

Recommendation 2

- 14.4.12 **We recommend that the grades of Principal Prisons Officer and Principal Female Prisons Officer should, in the first instance, be filled by promotion, on the basis of experience and merit, of officers in the grades of Prisons Officer Grade I (Personal) and Female Prisons Officer Grade I (Personal) respectively.**

Assistant Superintendent of Prisons

Female Assistant Superintendent of Prisons

14.4.13 In the existing structure, both the Chief Prisons Officer and the Assistant Superintendent of Prisons perform supervisory duties. As both grades are performing similar duties, the need for a single grade is warranted.

Recommendation 3

14.4.14 **We recommend that the grades of Chief Prisons Officer and Assistant Superintendent of Prisons be merged and styled Assistant Superintendent of Prisons.**

14.4.15 **Similarly, for the female staff, we recommend that the grades of Chief Female Prisons Officer and Female Assistant Superintendent of Prisons be merged and styled Female Assistant Superintendent of Prisons.**

14.4.16 In future, the grades of Assistant Superintendent of Prisons and Female Assistant Superintendent of Prisons would be filled **Either** by appointment of Senior Officer Cadets (Male) and Senior Officer Cadets (Female) respectively **Or** by promotion, on the basis of experience and merit, of officers in the grades of Principal Prisons Officer and Principal Female Prisons Officer respectively reckoning at least two years' service in a substantive capacity and who have passed the written qualifying examination conducted by the Disciplined Forces Service Commission.

Superintendent of Prisons/Senior Superintendent of Prisons

Female Superintendent of Prisons/ Female Senior Superintendent of Prisons

14.4.17 Superintendent of Prisons (Male and Female) and Senior Superintendent of Prisons normally supervise the work of junior officers and some of them are in charge of prison institutions. Management is of the view that the range of duties at that level do not require two operational positions. Hence, these two levels could be merged.

Recommendation 4

14.4.18 **We recommend that the grades of Superintendent of Prisons and Senior Superintendent of Prisons be merged and styled Superintendent of Prisons/Senior Superintendent of Prisons.**

14.4.19 **We also recommend that the Female Superintendent of Prisons be absorbed in the grade styled Female Superintendent of Prisons/Senior Female Superintendent of Prisons.**

14.4.20 In future, appointment to the grades of Superintendent of Prisons/Senior Superintendent of Prisons and Female Superintendent of Prisons/ Senior Female Superintendent of Prisons would be made by selection from among officers in the grades of Assistant Superintendent of Prisons, Female Assistant Superintendent of Prisons, Assistant Superintendent of Prisons (Trades), Assistant Superintendent of Prisons (Personal), Female Assistant Superintendent of Prisons (Personal), Supervisor of Works (Personal) and Supervisor of Industries (Personal) reckoning at least two years' service in their respective grades.

Recommendation 5

14.4.21 **We recommend that the merged grades of Superintendent of Prisons/Senior Superintendent of Prisons and Female Superintendent of Prisons/Female Senior Superintendent of Prisons should, in the first instance be filled by selection from among officers in the grades of Supervisor of Works (Personal), Supervisor of Industries (Personal), Assistant Superintendent of Prisons (Personal) and Female Assistant Superintendent of Prisons (Personal).**

14.4.22 The Superintendent of Prisons/Senior Superintendent of Prisons and Female Superintendent of Prisons/Female Senior Superintendent of Prisons would, *inter alia*, be responsible for the administration and day-to-day running of any prison/correctional institution/trade section; ensure that the duties relating to security, safe custody, discipline and cleanliness are strictly observed; implement and monitor rehabilitation programmes; and assist the Assistant Commissioner of Prisons in the performance of his duties.

Assistant Commissioner of Prisons

14.4.23 At present, the grade of Assistant Commissioner of Prisons is filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Superintendent of Prisons reckoning at least two years' service in a substantive capacity in the grade. In view of the increase in the number of female detainees, Management has submitted that there is need for a female officer at the level of Assistant Commissioner of Prisons to head the Woman Prison. The Bureau is agreeable to the proposal and recommends accordingly.

Recommendation 6

14.4.24 **We recommend that the scheme of service of the Assistant Commissioner of Prisons be amended so that, in future, appointment to the grade be made by selection from among officers in the grades of Superintendent of Prisons/Senior Superintendent of Prisons, Female Superintendent of Prisons/Senior Female Superintendent of Prisons**

and Senior Superintendent of Prisons (Personal) reckoning at least two years' service in a substantive capacity in their respective grades.

- 14.4.25 We also recommend that the grade of Assistant Commissioner of Prisons should, in the first instance, be filled by selection from among officers in the grade of Senior Superintendent of Prisons (Personal).**

Trades Section

- 14.4.26 The Works, Industries and Stores Sections are three other functional units of the Prisons Department. These three sections are headed by the Superintendent of Works, Superintendent of Industries and Superintendent of Stores (Prisons) respectively. They have under their responsibility officers in the grades of Supervisor of Works, Chief Works Officer, and Principal Works Officer in the Works Section; Supervisor of Industries, Chief Industries Officer, and Principal Industries Officer in the Industries Section and the Chief Stores Officer and Principal Stores Officer in the Stores Section.

- 14.4.27 Management has submitted that these three sections be combined into a new section to be known as the Trades Section which will be staffed by only two levels. The Bureau concurs with the proposal and is recommending accordingly.

Principal Prisons Officer (Trades)

Recommendation 7

- 14.4.28 We recommend that the grades of Principal Works Officer, Principal Industries Officer and Principal Stores Officer (Prisons) be restyled Principal Prisons Officer (Trades).**

- 14.4.29 In future, the grade of Principal Prisons Officer (Trades) would be filled by promotion, on the basis of experience and merit, of officers in the grade of Prisons Officer/Senior Prisons Officer and Prisons Officer Grade I (Personal) reckoning at least three years' experience in the relevant trade at the MPS and possessing the required qualification in that trade.

Recommendation 8

- 14.4.30 We recommend that the restyled grade of Principal Prisons Officer (Trades) should, in the first instance, be filled by promotion, on the basis of experience and merit, of officers in the grade of Prisons Officer Grade I (Personal).**

- 14.4.31 The Principal Prisons Officer (Trades) would, *inter alia*, be responsible to assist in the control and supervision of the works in the respective trade sections, keep and ensure maintenance of tools and equipment, and train detainees in the trades.

Assistant Superintendent of Prisons (Trades)

14.4.32 The Chief Industries Officer and the Supervisor of Industries in the Industries Section and the Chief Works Officer and the Supervisor of Works in the Works Section perform supervision duties and deputise the Superintendents in their respective functional units. We are merging these two levels in both units and restyling the Chief Stores Officer (Prisons) in line with what is being done in the main structure of the MPS.

Recommendation 9

14.4.33 We recommend that the grades of Chief Industries Officer and Supervisor of Industries be merged and styled Assistant Superintendent of Prisons (Trades).

14.4.34 We also recommend that the grades of Chief Works Officer and Supervisor of Works be merged and styled Assistant Superintendent of Prisons (Trades).

14.4.35 We further recommend that the grade of Chief Stores Officer (Prisons) be absorbed in the grade styled Assistant Superintendent of Prisons (Trades).

14.4.36 In future, appointment to the grade of Assistant Superintendent of Prisons (Trades) would be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Prisons Officer (Trades) reckoning at least two years' service in a substantive capacity in the grade and who have passed the written qualifying examination conducted by the Disciplined Forces Service Commission.

14.4.37 The Assistant Superintendent of Prisons (Trades) would, *inter alia*, assist in the organisation, supervision and control of the Trades Sections and the upkeep and maintenance of all plants, tools, equipment and buildings of the Trades Sections; co-ordinate the distribution of officers, civilian workers and detainees to the different Trades Sections; and be responsible for security and discipline on all sites of work.

14.4.38 The grades of Superintendent of Works, Superintendent of Industries and Superintendent of Stores (Prisons), as their counterpart in the main structure, normally supervise the work of junior officers and could, therefore, be absorbed in the merged grade styled Superintendent of Prisons/Senior Superintendent of Prisons.

Recommendation 10

- 14.4.39 We recommend that the Superintendent of Works, Superintendent of Industries and Superintendent of Stores (Prisons) be absorbed in the merged grade styled Superintendent of Prisons/Senior Superintendent of Prisons.**

Welfare Cadre

- 14.4.40 The Welfare Cadre in the MPS comprises the grades of Prisons Welfare Officer, Senior Prisons Welfare Officer, Principal Prisons Welfare Officer and Chief Prisons Welfare Officer. Officers in this cadre deal with the legal, social and family problems of detainees and liaise with their families. As much emphasis is being placed on rehabilitation of detainees and officers of the Welfare Cadre are involved in projects for the welfare and rehabilitation of detainees, there is need to include the duties related to social work in the scheme of service of the grades of the cadre.

Recommendation 11

- 14.4.41 We recommend that the scheme of service of the Prisons Welfare Officer, Senior Prisons Welfare Officer, Principal Prisons Welfare Officer and Chief Prisons Welfare Officer be amended to include duties related to social work.**
- 14.4.42 This element has been taken into consideration in arriving at the salaries recommended for the grades in the Welfare Cadre.

Psychologist (New Grade)

- 14.4.43 Management of the MPS has made a request for the creation of a grade of Psychologist to cater for the needs of both the inmates and the staff. The Bureau is agreeable to this request.

Recommendation 12

- 14.4.44 We recommend the creation of a grade of Psychologist. Appointment thereto should be made by selection from among candidates possessing a post 'A' level degree in Psychology or an equivalent qualification together with a post graduate qualification in Clinical Psychology or Counselling Psychology.**
- 14.4.45 The Psychologist would be required to, *inter alia*, provide psychological assessment and treatment services for detainees/inmates, assess their therapeutic needs and provide psychotherapy and counseling to them; devise, implement and monitor educational programmes relating to suicide prevention; and provide counselling services to the staff of penal institutions as and when required.

Risk Allowance

- 14.4.46 The policy regarding Risk Allowance to employees in the public service has been explained at Chapter 18.15 in Volume I of this Report.
- 14.4.47 At present, the members of the Hospital Staff are exceptionally paid a Risk Allowance equivalent to one increment at the initial of their relevant salary scales. In their representations, both Management and Staff have stressed on the extension of this allowance to all Prisons Officers.
- 14.4.48 Given that the personnel involved in operations duties are also in close contact with detainees in prison “association yards” and workshops, we have considered extending the allowance to these officers also.

Recommendation 13

- 14.4.49 We recommend that the payment of an allowance equivalent to one increment at the initial of the relevant salary scale of the Hospital Staff be maintained.**
- 14.4.50 We also recommend that this allowance, subject to a maximum of Rs 600, be extended to the staff of the Mauritius Prisons Service performing operations duties, up to Senior Superintendent of Prisons.**

Medical Coverage Allowance

- 14.4.51 At present, the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Prisons Department is paid a monthly allowance of Rs 2650 for coverage of hospitals after normal hours of duty on weekdays, on Saturday afternoon, Sundays and Public Holidays.
- 14.4.52 We are reviewing the quantum of the allowance.

Recommendation 14

- 14.4.53 We recommend that the medical coverage allowance payable to the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Prisons Department be revised to Rs 3450 a month.**

Trade Allowance

- 14.4.54 Prisons Officers Grade II and Grade I now Prisons Officer/Senior Prisons Officers posted in the Works and Industries Sections are currently paid a Trade Allowance of Rs 205 monthly for dispensing training recognised by the IVTB on a regular basis to detainees. We are maintaining the allowance while revising the quantum and extending it to those officers giving vocational training and doing rehabilitative work for the empowerment of detainees.

Recommendation 15

- 14.4.55 We recommend that the Trade Allowance payable to Prisons Officers Grade II and Grade I now Prisons Officer/Senior Prisons Officers posted in the Works and Industries Sections be revised to Rs 300 monthly and be extended to officers who are effectively giving vocational training and doing rehabilitative work.**

Bank of Prisons Officers

- 14.4.56 In our 2003 PRB Report, we recommended that a Bank of Prisons Officers comprising Prisons Officers who are off duty, on leave or retired, be created to perform Prisons Officers' duties in cases of crisis and emergency. We also recommended that an allowance of Rs 300 should be paid to these officers, for every three hours, when called upon to attend duty. The Bank of Prisons Officers has been of great help whenever a shortage of personnel was felt. We are, therefore, maintaining the recommendation whilst increasing the quantum and redefining the payment of the allowance.

Recommendation 16

- 14.4.57 We recommend that the Bank of Prisons Officers comprising Prisons Officers who are off duty, on leave, or retired to perform Prisons Officers' duties in cases of crisis and emergency be maintained.**
- 14.4.58 We also recommend that the allowance paid to each officer, when called upon to attend duty, be revised to Rs 360 for up to three hours work and on a pro-rata basis for all additional hours of work put in.**

Night Duty Allowance

- 14.4.59 A Night Duty Allowance was introduced in our 2003 Report as an incentive to additionally compensate those who actually perform night duty. Presently, officers of the Prisons Cadre who effectively work on night shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period. With such an incentive, the Department has been facing lesser problems of absenteeism on night shifts. We are, therefore, maintaining the allowance whilst reviewing the rate.

Recommendation 17

- 14.4.60 We recommend that incumbents of the Prisons Officers Cadre who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.**

Attending duty during emergencies

14.4.61 In our 2003 PRB Report we recommended that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, be paid, by way of allowance, at the normal rate for such period of duty if they cannot be granted time off within a period of six months. This recommendation has given satisfaction to all the parties concerned and we are maintaining it.

Recommendation 18

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

Senior Staff

14.4.63 Senior staff at the level of Assistant Superintendent of Prisons and above, very often, have to attend duty during emergencies and other crisis. We have considered these elements in determining the salaries of these grades.

Special Allowance to Prisons Security Squad

14.4.64 Officers of the Prisons Security Squad are, presently, paid an all-inclusive monthly allowance of Rs 960 as they have to deal with high security risk detainees and to perform such other duties as armed sentries, dog handling and escorting violent detainees. We are revising the Allowance.

Recommendation 19

14.4.65 We recommend that the monthly Special Allowance paid to officers in the Prisons Security Squad be revised to Rs 1150.

Rent Allowance

14.4.66 The officers performing operations duties of the Mauritius Prisons Service are eligible for quarters as from their dates of appointment. When sufficient quarters are not available, these officers are paid a monthly Rent Allowance which varies according to their positions in the hierarchy. We are maintaining the Rent Allowance whilst revising the quantum in respect of each grade. Those living in quarters should not pay any rent for the accommodation nor should they be eligible for Rent Allowance.

Recommendation 20

14.4.67 We recommend that the monthly Rent Allowance payable to eligible officers performing operations duties of the Mauritius Prisons Service not occupying government quarters be revised as follows:

Grade	Amount (Rs)
Female Prisons Officer/Senior Female Prisons Officer <i>formerly Female Prisons Officer Grade II</i>	765
Prisons Officer/Senior Prisons Officer <i>formerly Prisons Officer Grade II</i>	765
Female Prisons Officer Grade I(Personal)	765
Prisons Officer Grade I(Personal)	765
Principal Female Prisons Officer	960
Principal Prisons Officer	960
Principal Prisons Officer (Trades) <i>formerly Principal Works Officer formerly Principal Industries Officer formerly Principal Stores Officer (Prisons)</i>	960
Hospital Officer (Male & Female)	960
Female Assistant Superintendent of Prisons <i>formerly Chief Female Prisons Officer</i>	1130
Assistant Superintendent of Prisons (Trades) <i>formerly Chief Industries Officer formerly Chief Stores Officer (Prisons) formerly Chief Works Officer</i>	1130
Assistant Superintendent of Prisons <i>formerly Chief Prisons Officer</i>	1130
Prisons Welfare Officer	1130
Senior Hospital Officer (Male & Female)	1130
Assistant Superintendent of Prisons(Personal)	1130
Female Assistant Superintendent of Prisons (Personal)	1130
Catering Officer	1130
Senior Prisons Welfare Officer	1130
Supervisor of Industries(Personal)	1130

Grade	Amount (Rs)
Supervisor of Works(Personal)	1130
Principal Prisons Welfare Officer	1500
Female Superintendent of Prisons/Senior Female Superintendent of Prisons <i>formerly Female Superintendent of Prisons</i>	1500
Superintendent of Prisons/Senior Superintendent of Prisons <i>formerly Superintendent of Prisons</i> <i>formerly Superintendent of Industries</i> <i>formerly Superintendent of Works</i> <i>formerly Superintendent of Stores (Prisons)</i>	1500
Principal Hospital Officer	1500
Senior Superintendent of Prisons(Personal)	1500
Chief Hospital Officer	1500
Chief Prisons Welfare Officer	1500
Assistant Commissioner of Prisons	1880
Deputy Commissioner of Prisons	2250
Commissioner of Prisons	2625

Injury Leave

- 14.4.68 The policy regarding Injury Leave to employees in the public service has been explained at Chapter 18.4 in Volume I of our Report.
- 14.4.69 The Staff Associations have submitted that in view of the number of cases of blows, aggressions or assaults that have been reported by Prisons Officers, mostly before or after work, consideration needs to be given for Injury Leave two hours before arrival and two hours after leaving site of work.
- 14.4.70 The Bureau has examined sympathetically the list of cases submitted and considers that there is merit in this request.

Recommendation 21

- 14.4.71 We recommend that an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty and when returning home after leaving his site of work, should also be considered for Injury Leave as per provisions laid down at Chapter 18 in Volume I of our Report, provided the incident takes place within two hours from the time duty starts or duty finishes.

Medical Examination

14.4.72 The nature of work of Prisons Officers requires them to have a good physique and to be mentally fit. In some cases, they get affected by age and the working environment. A request has, therefore, been made by the Staff Associations for the provision of regular medical check up. Given the existence of non-communicable diseases among the population in all age groups and the need to have physically fit people on the job, we are agreeable to the request of providing health screening to all officers in the cadre.

Recommendation 22

14.4.73 We recommend that all Prisons Officers should undergo a complete medical check up, once every two years, and management should make the necessary arrangements to this effect.

Retirement

14.4.74 An early retirement scheme for Prisons Officers of the MPS exists today. This provision was made mainly to enable officers, who are not physically and mentally fit to discharge their duties efficiently, to go on early retirement. We are maintaining the scheme while reviewing the qualifying period in view of the extension of the retirement age of public officers from 60 to 65 years.

Recommendation 23

14.4.75 We recommend that new recruits in the cadre of Prisons Officer of the Mauritius Prisons Service should:

- (a) be allowed to retire on a proportionate pension after 28³/₄ years service; and**
- (b) be eligible to earn pension at an enhanced rate of ¹/_{414th} of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 34¹/₂ years of service**

14.4.76 We also recommend that members of the Prisons Officer Cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme in force prior to the effective date of this Report.

14.4.77 We further recommend that a member of the Prisons Officer Cadre who, on attaining the age of 60, opts to work beyond that age should be required to undergo a yearly medical examination to certify his fitness for continued employment.

Hospital Staff

- 14.4.78 The Hospital Staff consist of fully qualified Nursing Officers from the Ministry of Health and Quality of Life who joined the Mauritius Prisons Service initially as Hospital Officers. Their hierarchy comprises four levels, namely Hospital Officer, Senior Hospital Officer, Principal Hospital Officer and Chief Hospital Officer. As their duties in Prison require special skills and experience, they have been provided with certain financial incentives. The Hospital Staff is, at present, being paid a Risk Allowance on joining the Department and a Rent Allowance on their being appointed substantively to the post of Hospital Officer.
- 14.4.79 To address problems of recruitment, motivation and retention of the Hospital Staff, the recommendations contained in the Report of the High Powered Committee on problems affecting officers in the Nursing Group of 22 July 2005 were extended to them. As incentives, Hospital Staff was granted enhanced and additional benefits in respect of Vacation Leave, Night Duty Allowance, Night Attendance Bonus and Retention Allowance.
- 14.4.80 The issues of recruitment, motivation and retention of Hospital Staff are still among the areas of concern at the MPS. We are, therefore, maintaining/ revising the incentives granted, so far, to the Hospital Staff.

Recommendation 24

- 14.4.81 We recommend that all the incentives granted to address problems of recruitment, motivation and retention of Hospital Staff be maintained/revised as follows:**
- (i) They should be allowed to accumulate their Vacation Leave over and above their authorised ceiling as well as their Casual Leave not taken, for the period 01 July 2008 to 30 June 2013. If the officer chooses to work during the period of the excess accumulated leave, he would be refunded the accumulated Vacation and Casual Leaves at the rate of $\frac{1}{30}$ of the last monthly salary per day at the time of retirement**
 - (ii) The Night Duty Allowance payable to the Hospital Staff should be computed at the rate of 17.5% and on the basis of 8 hours in respect of the present night shift of 13½ hours.**
 - (iii) Payment of a monthly Night Attendance Bonus, up to 30 June 2013, in addition to the Night Duty Allowance to the officers who attend duty on all scheduled nights during the month should be:-**

Grades	Amount (Rs)
<i>Hospital Officer reckoning</i>	
Up to 10 years' service	480
Over 10 years' service	600
<i>Senior Hospital Officer reckoning</i>	
Up to 10 years' service	600
Over 10 years' service	720

- (iv) They should continue, up to 30 June 2013, to draw a Retention Allowance equivalent to two increments at the point they have reached in their salary scales irrespective of whether they have reached the top of their salary scales or not. An officer who leaves the service prior to compulsory retiring age would be required to refund the totality of the Retention Allowance. However, an officer who retires from the service on reaching the age of 55 or thereafter would be required to refund only that part of the Retention Allowance which he has earned under this scheme after reaching the age of 55.

- 14.4.82 The Commissioner of Prisons has reported that inspite of all incentives granted to the Hospital and other para-medical staff, the problems of recruitment and retention are still of concern. The MPS has resorted to training Prisons Officers to work as Dispenser and recruiting retired officers on contract, but even then 50% of the posts on the establishment are still vacant. It has, therefore, become extremely difficult for the MPS to run the health services division.
- 14.4.83 In view of the situation prevailing at the MPS, the Commissioner of Prisons has proposed that all officers of health including medical officers and para-medical staff be brought under the Ministry of Health and Quality of Life and seconded to the MPS. At present, one Pharmacist from the Ministry of Health and Quality of Life is already posted at the MPS.
- 14.4.84 The Bureau has examined the issue and discussed the matter with the Management of the Ministry of Health and Quality of Life. As they may face the same problems, they are not agreeable to the proposal of the Commissioner. **We are, therefore, providing a more attractive compensation package, for the para-medical staff, to address the problems of recruitment, motivation and retention of officers of the health services. Further, should difficulties be still encountered to fill vacancies in the cadre, a negotiable point of entry in the salary scale may be granted.**

Attendance Bonus Scheme for Prisons Staff

- 14.4.85 To diminish absenteeism and enhance motivation of the staff in the penal institutions, the High Powered Committee examined and approved an Attendance Bonus Scheme for certain grades of the MPS. At present and up to the 30 June 2008, a monthly Night Attendance Bonus, in addition to the Night Duty Allowance, is being paid to the Prisons Staff who attend duty on all scheduled nights during the month.
- 14.4.86 This provision has considerably helped the Mauritius Prisons Service to curb the problem of absenteeism and is, therefore, being maintained.

Recommendation 25

- 14.4.87 We recommend that the Attendance Bonus Scheme for Prisons Staff be maintained and the quantum be revised as follows:-

Grades	Amount (Rs)
Principal Prisons Officer reckoning Up to 10 years' service	600
Over 10 years' service	720
Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer formerly Prisons Officer Grade II reckoning (i) An aggregate of up to 10 years' service as Prisons Officer Grade I (P) and Prisons Officer/Senior Prisons Officer	480
(ii) An aggregate of over 10 years' service as Prisons Officer Grade I (P) and Prisons Officer/Senior Prisons Officer	600

MAURITIUS PRISONS SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
17 00 93	Rs 87500 Commissioner of Prisons
17 00 84	Rs 66000 Deputy Commissioner of Prisons

Salary Code	Salary Scale and Grade
17 69 81	<p>Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Assistant Commissioner of Prisons</p>
17 60 71	<p>Rs 31250 x 1250 – 45000 Chief Prisons Welfare Officer</p>
17 57 67	<p>Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Prisons Welfare Officer Senior Superintendent of Prisons (<i>Personal</i>)</p>
17 55 67	<p>Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Female Superintendent of Prisons/Senior Female Superintendent of Prisons <i>formerly Female Superintendent of Prisons</i> Superintendent of Prisons/Senior Superintendent of Prisons <i>formerly Superintendent of Industries</i> <i>formerly Superintendent of Prisons</i> <i>formerly Superintendent of Stores (Prisons)</i> <i>formerly Superintendent of Works</i></p>
17 53 63	<p>Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Senior Prisons Welfare Officer</p>
17 50 60	<p>Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Assistant Superintendent of Prisons (<i>Personal</i>) Female Assistant Superintendent of Prisons(<i>Personal</i>) Supervisor of Industries(<i>Personal</i>) Supervisor of Works (<i>Personal</i>)</p>
17 48 60	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Assistant Superintendent of Prisons <i>formerly Chief Prisons Officer</i> Assistant Superintendent of Prisons (Trades) <i>formerly Chief Industries Officer</i> <i>formerly Chief Stores Officer (Prisons)</i> <i>formerly Chief Works Officer</i> Female Assistant Superintendent of Prisons <i>formerly Chief Female Prisons Officer</i> Prisons Welfare Officer</p>

Salary Code	Salary Scale and Grade
17 42 54	<p>Rs 17800 x 600 – 23200 x 800 – 25600</p> <p>Principal Female Prisons Officer Principal Prisons Officer Principal Prisons Officer (Trades) <i>formerly Principal Industries Officer</i> <i>formerly Principal Works Officer</i> <i>formerly Principal Stores Officer (Prisons)</i></p>
17 37 51	<p>Rs 15000 x 500 – 16000 x 600 – 23200</p> <p>Female Prisons Officer Grade I (<i>Personal</i>) Prisons Officer Grade I (<i>Personal</i>)</p>
17 22 51	<p>Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Female Prisons Officer/Female Senior Prisons Officer <i>formerly Female Prisons Officer Grade II</i> Prisons Officer/Senior Prisons Officer <i>formerly Prisons Officer Grade II</i></p>
17 37 42	<p>Rs 15000 x 500 – 16000 x 600 – 17800</p> <p>Senior Officer Cadet (Male) (Others) Senior Officer Cadet (Female) (Others)</p>
17 40 43	<p>Rs 16600 x 600 – 18400</p> <p>Senior Officer Cadet (Male) (Graduate) Senior Officer Cadet (Female) (Graduate)</p>
17 62 73	<p>Rs 33750 x 1250 – 47500</p> <p>Chief Hospital Officer</p>
17 56 67	<p>Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Principal Hospital Officer</p>
17 46 62	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Senior Hospital Officer (Male) Senior Hospital Officer (Female)</p>

Salary Code	Salary Scale and Grade
17 36 58	<p>Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Hospital Officer (Male) Hospital Officer (Female)</p>
17 51 71	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000</p> <p>Prisons Pharmacist Psychologist (New Grade)</p>
17 19 48	<p>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</p> <p>Prisons Dental Assistant</p>
11 46 58	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Catering Officer</p>
25 14 37	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</p> <p>Automobile Electrician Blacksmith Carpenter Mason Motor Diesel Mechanic Panel Beater Plumber and Pipe Fitter Tinsmith</p>
25 07 27	<p>Rs 7400 x 200 – 10200 x 250 – 11700</p> <p>Stores Attendant Tradesman's Assistant</p>
24 15 34	<p>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800</p> <p>Cook (Roster)</p>
24 13 36	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Driver</p>

Salary Code	Salary Scale and Grade
24 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Shift)
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman

15. MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

- 15.1 The Ministry of Civil Service Affairs and Employment was created in 1988 to replace the former Establishment Division of the PMO, and was given the responsibility for all aspects of the Public Service which did not fall within the purview of the Service Commissions and which related to the size of establishment, salaries and wages, conditions of service and staff relations.
- 15.2 In 2005, the Ministry was re-named Ministry of Civil Service and Administrative Reforms (MCSAR) under the portfolio of the Prime Minister. Since then the Ministry has continued to play an important role in spearheading several reform initiatives towards improving the quality of service offered by Ministries and Departments.
- 15.3 In the context of Government's renewed vision for a modernised, efficient and effective Civil Service to respond to the numerous global and national challenges, the MCSAR has a central role in providing the necessary support for the implementation of major Public Sector Management reforms. The Ministry has, therefore, set its mission to be the driver, catalyst and facilitator for the effective development of human resources in the civil service and to spearhead projects relating to administrative reforms.
- 15.4 The main activities of the Ministry are organised under three divisions, namely the Administrative Reforms Division, the Human Resource Management and Administrative Division and the Human Resource Development Division. The Ministry remains the focal point for training and human resource development. The setting up of a Computerised Registry System (CRS) and the implementation of the Central Personnel System (CPS) for a better management of human resources in the civil service have already started.
- 15.5 The MCSAR runs also the Civil Service Library for the benefit of all public officers and carries out welfare programmes for civil servants through the Public Officers Welfare Council, a parastatal body which operates under its aegis.
- 15.6 Normally, a Senior Chief Executive is the responsible and accounting officer of the MCSAR. He is assisted in his tasks by a Permanent Secretary and other officers of the Administrative, Personnel and supporting services cadres.

General Services Grades

- 15.7 Under the establishment of the MCSAR, there are several general service grades. Officers of these grades are posted across the whole Civil Service to perform Executive, Clerical, Secretarial and Messengersial duties. This

arrangement has been in existence for several decades. Although there have been minor structural changes to suit certain circumstances, the original set-up has broadly remained the same.

- 15.8 However, during recent years, the introduction of modern management techniques and the advent of Information and Communication Technologies have impacted largely on the work processes and methods in the public service and in particular those of the General Service Cadres.
- 15.9 With changes in office environment and the use of information technologies in many organisations, the Word Processing Operators are assigned more and more clerical functions to make effective use of their office time, while Clerical Officer/Higher Clerical Officers and Executive Officers are called upon to perform computer related duties, whenever required. Moreover, many officers, including those of professional cadres, on account of their IT competency, are not wholly dependent on secretarial supporting staff for the production of their own work documents/reports.
- 15.10 Against this backdrop, the need to review the organisational set up has become evident. The moreso as nowadays incumbents joining the service, in addition to possessing higher academic qualifications, are also fully computer literate. We are, therefore, in this Report reviewing the structures of the General Service Cadres for an optimum utilisation of available talents and competencies to bring a new working customer-oriented culture.
- 15.11 We are, thus, recommending on the proposal of the MCSAR, the creation of a new three-level structure of polyvalent grades to cater for a variety of tasks encompassing clerical, executive, finance, stores, word processing, and supervisory duties.

Officer (New Grade)

Recommendation 1

- 15.12 **We recommend the creation of a grade of Officer to be recruited by selection from among candidates possessing:**
- (i) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an alternative qualification;**
 - (ii) the Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level' or an alternative acceptable qualification; and**

- (iii) **Internet and Computing Core Certification (IC3) as a minimum or alternate equivalent IT related certification.**

Candidates should also possess good communication skills, be customer oriented and have ability to work in teams.

- 15.13 Incumbents would, *inter alia*, be required to perform duties presently pertaining to both the clerical and word processing cadres including the preparation, scrutiny and processing of documents and records; work related to registry, finance, including pay and cashier duties, drafting of replies to correspondence, data entry and updating of information in computer systems, operation of modern office equipment such as telefax machine, electronic photocopying machine and using Information and Communication Technologies (ICT) in the performance of the duties. Incumbents would also be required to type and collate official documents, perform word processing and computer/data processing work, operate e-mail services, replace Confidential Secretaries, as and when required. Additionally, they would be called upon to perform duties related to human resource, and procurement and supply.

Recommendation 2

- 15.14 **We further recommend that:**

- (a) **Clerical Officer/Higher Clerical Officers and Special Clerical Officers possessing the qualifications prescribed for the new grade of Officer be given the option to join the grade as from 1 September 2008, if they so wish, and on joining be granted one additional increment in all;**
- (b) **Clerical Officer/Higher Clerical Officers and Special Clerical Officers possessing the Cambridge School Certificate with credit in at least five subjects and reckoning 15 years' service be given the option to join the grade as from 1 November 2008, if they so wish, and on joining be granted a maximum of one additional increment in all;**
- (c) **Word Processing Operators and Senior Word Processing Operators possessing the qualifications prescribed for the new grade of Officer be given the option to join the grade as from 1 December 2008, if they so wish, and on joining be granted one additional increment in all.**

Senior Officer (New Grade)

Recommendation 3

- 15.15 **We recommend the creation of a grade of Senior Officer. Appointment thereto should be made by selection from among incumbents in the grade of Officer reckoning at least four years' service and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.**
- 15.16 In addition to the duties presently devolving on Executive Officers, incumbents would be required to, *inter alia*, organise, implement and direct office operations; give administrative support in general administration, human resource management, finance and stores; prioritise tasks; and meet deadlines.
- 15.17 **We further recommend that Executive Officers be given the option to join the new grade of Senior Officer as from 1 October 2008 and be granted one increment in all on joining the grade.**
- 15.18 **We also recommend that, in future, the grade of Senior Officer should be the source grade for appointment to the grade of Finance Officer, Procurement and Supply Officer and Human Resource Officer, subject to relevant provisions specified in the sections dealing with these cadres.**

Office Management Executive (New Grade)

Recommendation 4

- 15.19 **We recommend the creation of a grade of Office Management Executive. Appointment thereto should be made by selection from among Higher Executive Officers, Executive Officers and Senior Officers reckoning at least 15 years' service in a substantive capacity in the Executive Cadre and who have sound judgement and initiative in problem solving, knowledge of work procedures in the public service and good interpersonal and communication skills, among others.**
- 15.20 Incumbents would be required, in addition to the duties, devolving on Senior Officers, Higher Executive Officers and Office Superintendents to, *inter alia*, manage office operations; monitor works undertaken by Contractors; ensure maintenance and repairs of IT equipment and the provision of IT facilities; and keep up-to-date inventory control and regularly update the assets register of the Ministry/Department.

Recommendation 5

- 15.21 We further recommend that incumbents in the grade of Office Superintendent be given the option to join the new grade of Office Management Executive as from 1 October 2008 and be granted one increment in all on joining the grade.
- 15.22 We have provided personal salaries for officers in the grade of Office Superintendent who opt to stay in their grade.

Additional Provisions

- 15.23 The existing structures regarding Clerical Officer/Higher Clerical Officer Cadre, Executive Cadre, and Word Processing Operator Cadre will continue to exist side by side with the new three-level structure for a few years to cater for:
- (a) eligible incumbents in the existing cadres who opt not to join the new structure;
 - (b) incumbents who are not eligible to join the new structure; and
 - (c) future candidates, if any, that may be required on grounds of operational needs. Such officers would be required to perform the present duties.
- 15.24 To ensure continuity of business during the transition period, we are making a few additional provisions.
- 15.25 **The Ministry of Civil Service and Administrative Reforms should mount and run training programmes for incumbents in the grade of Officer (*vide paragraph 15.31 as regards Senior Officer*) to render them multi-skilled and polyvalent. Further, it should ensure that incumbents are made to follow the training programmes within six months of joining the grades so as to ensure the multi-skilling of these employees.**
- 15.26 **During the transitional period, Officers, who have opted to join the respective grades in the new structure, may still have to continue to perform the same duties until such time they are given appropriate training to be polyvalent.**
- 15.27 **Moreover, certain Ministries/Departments will still require the services of Word Processing Operators on a full-time basis, for some time, on account of their specific needs. These organisations should continue to apply for such services to the MCSAR.**

Office Management course

- 15.28 At present, Executive Officers follow a work related course in Office Management which incorporates aspects of work procedures in the public service, finance and assets management, registry procedures and supervision. On successful completion of the course, they were allowed to proceed incrementally up to salary point Rs 15500 in the master salary scale.
- 15.29 In view of the structural changes brought into the General Service Cadres and the need for incumbents in the Officer Cadre to perform a variety of tasks including clerical, executive, finance, procurement, word processing and supervisory duties, it is essential to revamp the course content of the training programme and extend the course to incumbents of the Officer Cadre so as to better equip them to deliver.

Recommendation 6

- 15.30 **We recommend that the Ministry of Civil Service and Administrative Reforms should make arrangements to revamp the Office Management Course originally designed for Executive Officer to render it suitable for potential incumbents in the grade of Senior Officer.**
- 15.31 **We also recommend that on successful completion of the course, the officers should be allowed to move incrementally in the master salary scale for up to a maximum of two increments provided they have:**
- (a) drawn the top salary for a year;**
 - (b) been consistently efficient and effective during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.**

Human Resource Management Cadre

- 15.32 Today, the Human Resource Management functions in the Civil Service are executed by incumbents from the following grades: Establishment Officer, Personnel Officer, Senior Personnel Officer, Chief Personnel Officer, Human Resource Management Officer, Deputy Director, Human Resource Management and Director, Human Resource Management. Officers in the Personnel Cadre are posted in various Ministries/Departments.
- 15.33 Human Resource Management is a critical function in modern organisations for the achievement of their goals and objectives. Evidently, this applies also to Public Service institutions. The MCSAR has submitted for a re-engineering of the personnel function by streamlining the organisational set-up and setting new qualification requirements and the new roles and responsibilities that devolve on the cadre in the context of the implementation of the PMS and the Central Personnel System.

15.34 In the light of the Ministry's proposals and after a proper analysis of this crucial function, the Bureau has brought appropriate changes to the existing structure with new appellations. The Bureau is, therefore, making provision for the creation of a structure comprising the following levels:

Human Resource Officer
Senior Human Resource Officer
Assistant Manager, Human Resources
Manager, Human Resources
Deputy Director, Human Resource Management
Director, Human Resource Management

15.35 We are also proposing new qualification requirements for progression in the hierarchy. We are, nevertheless, safeguarding the interests of officers in post and making provision for others to acquire the relevant qualifications.

Recommendation 7

15.36 **We recommend that:**

- (i) **the grade of Establishment Officer be restyled Human Resource Officer. In future, appointment thereto should be made by selection from among Senior Officers, Executive Officers and Higher Executive Officers possessing a Diploma in Human Resource Management (HRM) or an alternative equivalent qualification, and also from Public Officers who possess a Diploma in HRM and reckon at least four years' service in a substantive capacity;**
- (ii) **incumbents in the grades of Office Superintendent and Office Management Executive would be eligible for appointment to the grade of Human Resource Officer. However, such appointment would not, for all intent and purposes, constitute a promotion;**
- (iii) **officers in the grade of Human Resource Officer *formerly Establishment Officer* who do not possess the Diploma in Human Resource Management should be sponsored to follow the course in accordance with the existing provision;**
- (iv) **the grade of Personnel Officer be restyled Senior Human Resource Officer. In future, the grade should be filled by promotion, on the basis of experience and merit, of Human Resource Officers possessing the Diploma in Personnel Management/Human Resource Management or having successfully followed an approved course with Personnel Management/Human Resource**

- Management as a major component or possessing an equivalent qualification;
- (v) the grade of Senior Personnel Officer be restyled Assistant Manager, Human Resources. Appointment thereto should be made on the basis of experience and merit, of Senior Human Resource Officers reckoning at least four years' service in a substantive capacity in the grade;
 - (vi) as from 1 July 2013, appointment to the grade of Assistant Manager, Human Resources should be made, on the basis of experience and merit, of Senior Human Resource Officers possessing a Degree in Human Resource Management and reckoning at least four years' service in a substantive capacity in the grade and possessing analytical skills, a high degree of discretion, initiative and judgment;
 - (vii) the grade of Chief Personnel Officer be restyled Manager, Human Resources. In future, the grade should be filled by selection from among Assistant Managers, Human Resources and Human Resource Management Officers reckoning at least three years' experience in a substantive capacity in the grade; and are conversant with human resource policies, practices and related legislations for the public sector, have the ability to work in a multi-disciplinary team and possess excellent leadership, communication and negotiation skills;
 - (viii) the grade of Deputy Director, Human Resource Management be filled by selection from among Officers in the grade of Manager, Human Resources and reckoning at least three years' service in a substantive capacity in the grade and possessing analytical skills, a high degree of discretion, initiative and judgment;
 - (ix) the grade of Director, Human Resource Management be filled by promotion, on the basis of experience and merit, of the Deputy Director, Human Resource Management who has demonstrated effective leadership skills, and the ability to lead the implementation of organisational change and development.

Advanced Course in Effective Office Management and Supervision

15.37 Higher Executive Officers, in line with the recommendations made in the 2003 PRB Report, are required to follow the above course organised by the MCSAR in collaboration with the University of Technology. On successful completion of the course, they are allowed, on reaching their top salary to proceed incrementally up to salary point Rs 18800 in the master salary scale. We are maintaining this provision.

Recommendation 8

- 15.38 (i) **We recommend that the Ministry of Civil Service and Administrative Reforms should, in collaboration with the University of Technology, continue to run the advanced course in Effective Office Management and Supervision for Higher Executive Officers;**
- (ii) **We further recommend that Higher Executive Officers who have successfully completed the course be allowed, on reaching the top of their scale, to move incrementally up to salary point Rs 29000 in the master salary scale provided that they have:**
- (a) drawn the top salary for a year;**
 - (b) being consistently efficient and effective during the preceding two years and have not been adversely reported upon on grounds of either performance or conduct.**

Confidential Secretary

15.39 Presently, the grade of Confidential Secretary is filled by selection from among officers in the grades of Senior Word Processing Operator and Word Processing Operator reckoning at least 20 years' service in a substantive capacity and who possess a certificate in Word Processing from a recognised institution. With the changes brought to the General Services Cadre and the creation of the Officer Cadre, there is need to review the mode of recruitment of the grade.

Recommendation 9

15.40 **We recommend that, in future, the grade of Confidential Secretary should be filled by selection from among incumbents in the grades of Word Processing Operator Cadre and Officer Cadre and who possess a certificate in Word Processing from a recognised institution or the Internet and Computing Course Certification (IC3) or an alternative equivalent IT certification and reckon at least 15 years' experience in the service.**

Advanced Secretarial Course

15.41 Likewise, Confidential Secretaries are required to follow the above course organised by the MCSAR in collaboration with the University of Technology. On successful completion of the course, they are allowed, on reaching their top salary, to proceed incrementally up to salary point Rs 18,200 in the master salary scale. We are maintaining this provision also.

Recommendation 10

15.42 We recommend that:

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the University of Technology, to run the Advanced Secretarial Course for Confidential Secretaries; and
- (ii) Confidential Secretaries who have successfully completed the course be allowed, on reaching the top of the salary scale, to proceed one incremental point in the master salary scale provided that they have proved to be efficient and effective and have not been adversely reported upon.

Ad hoc Allowances to Confidential Secretary

15.43 Presently, Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, Officers of the level of Permanent Secretary and above and at the Cabinet's Office are paid an *ad hoc* allowance, subject to approval, for working regularly over and above normal working hours.

Recommendation 11

15.44 We recommend that the present arrangements for the payment of an *ad hoc* allowance, subject to approval of the Ministry of Civil Service and Administrative Reforms, to Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, at the Cabinet's Office and Supervising Officers of the level of Permanent Secretaries and above who regularly work over and above normal working hours be maintained.

15.45 Moreover, certain Confidential Secretaries by virtue of their posting with Ministers, Parliamentary Private Secretaries, Supervising Officers of the level of Senior Chief Executive and above are required, in addition to their normal duties, to perform general administrative work and manage the office where they are posted and work in strenuous and stressful conditions. They are also eligible for the above allowance. While the payment of the *ad hoc* allowance should be maintained, we consider that an additional provision must be made for the additional hours of work to compensate incumbents in these grades for the enhanced responsibilities.

15.46 We further recommend that the High Powered Committee considers the advisability of the payment of a responsibility allowance to incumbents performing the duties of Confidential Secretaries and posted with Ministers, Parliamentary Private Secretaries, Senior Chief Executives and above. The allowance may be reckoned as pensionable

emoluments, subject to the approval of the High Powered Committee provided that:

- (i) incumbents have performed in that position for a continuous period of five years;**
- (ii) have not been the subject of disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**
- (iii) they have reached the age of 55 at the time of retirement/change in posting**

Posting of Confidential Secretaries

15.47 Officers operating at the level of Principal Assistant Secretary (PAS) and above are entitled to the services of a Confidential Secretary to, *inter alia*, attend to their correspondence and phone calls, arrange appointments, deal with enquiries and receive visitors or callers. Originally, only the Head of Department or Ministry was provided with the services of a Confidential Secretary.

15.48 It has been reported that in a majority of instances, the services of a Confidential Secretary are not required at all times by an officer at PAS level to whom incumbent is attached, and is therefore under-utilised. As such, it has been argued that for better utilisation of human resources, the Confidential Secretary could be allocated on a need basis or alternatively attached to a pool of officers. The Bureau has thoroughly analysed the representations made and is making an appropriate recommendation.

Recommendation 12

15.49 We recommend that:

- (a) Principal Assistant Secretaries and officers in grades above should continue by virtue of their duties to be provided with the services of a Confidential Secretary;**
- (b) Officers of the level of PAS should be provided with the services of a Confidential Secretary on a need basis or one Confidential Secretary attached to a pool of such officers as may be decided by the Supervising Officer, with the approval of the Ministry of Civil Service and Administrative Reforms.**

15.50 Officers, other than Shorthand Writers, servicing Commission of Enquiry and for other similar tasks are paid an allowance of Rs 3.25 per folio of 90 words for taking notes of proceedings in shorthand and Rs 1.90 per folio of 90 words for transcribing the shorthand notes in longhand. We are maintaining these provisions but revising the quanta.

Recommendation 13

- 15.51 **We recommend that the allowance payable to officers, other than Shorthand Writers, servicing Commission of Enquiry and for other similar tasks be revised to Rs 3.90 per folio of 90 words for taking notes of proceedings in shorthand and Rs 2.30 per folio of 90 words for transcribing the shorthand notes in longhand.**
- 15.52 Higher Executive Officers working in Departments where neither an Assistant Secretary nor an Office Superintendent is posted, are presently paid an allowance of Rs 1000 to, *inter alia*, 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 safety and health norms are observed. As this arrangement is functioning well, we are maintaining it and revising the quantum of the allowance.

Recommendation 14

- 15.53 **We recommend that in Departments where neither an Assistant Secretary nor an Office Superintendent/Office Management Executive is posted, the monthly allowance payable to Higher Executive Officers 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 safety and health norms are observed, be revised to Rs 1200.**

Cashier Duties

- 15.54 Clerical Officers/Higher Clerical Officers posted at the Accountant General's Division are paid a daily allowance of Rs 25 to provide assistance to the Cashier at District Cash Office and the Chief Cashier's Office. Those replacing full-time District Cashier and Treasury Receiving Cashier are paid an allowance of Rs 75 respectively daily subject to a maximum of Rs 1600 a month.
- 15.55 The payment of the allowance of Rs 75 (subject to a maximum of Rs 1600 a month) has been extended to Clerical Officer/Higher Clerical Officers of other Ministries and Departments who are required to perform Cashier duties.

Recommendation 15

- 15.56 We recommend that the allowance payable to Clerical Officer/Higher Clerical Officers posted at the Accountant-General's Division be as follows:**
- (i) Rs 30 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office;**
 - (ii) Rs 90 per day subject to a maximum of Rs 2000 a month for replacing full time District Cashier and Treasury Receiving Cashier.**
- 15.57 We further recommend that the provisions at paragraph 15.55 be extended to employees in the grade of Clerical Officer/Higher Clerical Officer of other Ministries and Departments who are required to perform cashier duties.**

Occupational Safety and Health Unit

- 15.58** The Occupational Safety and Health Unit (OSHU) ensures that the State, as an employer, complies with the provisions of the Occupational Safety, Health and Welfare Act.
- 15.59** The objectives of the OSHU are to advise Ministries/Departments and public officers on safety and health matters; carry out inspections/visits in Ministries/Departments; attend to complaints registered by public officers/unions and propose remedial actions; investigate on occupational accident/injury; and issue guidelines on occupational safety and health matters.
- 15.60** To create an awareness on Occupational Safety, Health and Welfare and to improve working environment, the OSHU carries out sensitisation programmes and refresher training courses for public officers. It also advises on use of personal protective equipment and provides on line advisory service on safety and health issues.
- 15.61** The Officer-in-Charge, Safety and Health Unit is assisted in the performance of his duties by officers in the grade of Safety and Health Officer/Senior Safety and Health Officer and those of the general service.
- 15.62** The Occupational Safety and Health Act, promulgated in September 2007, binds the state and imposes additional responsibilities on the latter as employer. This has greatly changed the operations of the Unit. It is assisting Ministries and Departments, through the formulation of policies and programmes to protect employees and other individuals against hazards arising from the operations of the organisations. In view of this change, the establishment size has been increased. We are, therefore, reinforcing the

structure and reviewing the duties and responsibilities of the grades concerned.

Principal Safety and Health Officer (New Grade)

Recommendation 16

15.63 We recommend the creation of a grade of Principal Safety and Health Officer. Appointment thereto should be made by selection from among officers in the grade of Safety and Health Officer/Senior Safety and Health Officer, reckoning at least four years' service in the grade.

15.64 Incumbent would be required, *inter alia*, to supervise, direct, plan and coordinate safety and health activities; carry out regular and systematic inspection of work places to ensure compliance with the provisions of the Act; conduct training programmes; represent the Ministry in court cases pertaining to occupational accidents; carry out research and/or survey on occupational Safety and Health; and participate in Safety and Health Committees and meetings

Recommendation 17

15.65 We further recommend that the grade of Officer-in-Charge, Safety and Health Unit be restyled Head, Safety and Health Unit.

15.66 Incumbent would, among others, be responsible for managing the Safety and Health Unit, implementing the Occupational Safety and Health Management System and ensuring standard of compliance of the Statutory provisions in the Civil Service; promoting a positive safety culture through training and sensitisation campaign in the Civil Service; developing and reviewing the Safety and Health Action Plan and policy; and providing advice on all matters relating to Safety, Health and Welfare in the Civil Service.

Recommendation 18

15.67 We also recommend that, in future, promotion to the grade of Head, Safety and Health Unit should be on the basis of experience and merit of officers in the grade of Principal Safety and Health Officer reckoning at least four years' service in a substantive capacity in the grade.

15.68 Incumbent should possess strong leadership, training, communication and interpersonal skills and have a strong sense of responsibility.

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 110000 Senior Chief Executive
02 00 93	Rs 87500 Permanent Secretary
08 72 81	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Director, Human Resource Management
08 65 75	Rs 37500 x 1250 – 50000 Deputy Director, Human Resource Management
08 60 71	Rs 31250 x 1250 – 45000 Manager, Human Resources <i>formerly Chief Personnel Officer</i>
08 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Manager, Human Resources <i>formerly Senior Personnel Officer</i>
08 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Human Resource Officer <i>formerly Personnel Officer</i>
08 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Human Resource Officer <i>formerly Establishment Officer</i>
08 46 68	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Human Resource Management Officer (Personal)

Salary Code	Salary Scale and Grade
18 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Head, Safety and Health Unit <i>formerly Officer-in-Charge Safety & Health Unit</i>
18 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Safety and Health Officer (New Grade)
18 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Safety and Health Officer/Senior Safety and Health Officer
08 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Office Management Executive (New Grade)
08 47 61	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Office Superintendent (Personal)
08 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Higher Executive Officer
08 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Senior Officer (New Grade)
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Executive Officer
08 37 51	Rs 15000 x 500 – 16000 x 600 – 23200 Office Supervisor
08 29 48	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Special Clerical Officer

Salary Code	Salary Scale and Grade
08 18 48	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Officer (New Grade)
08 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Clerical Officer/Higher Clerical Officer
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Clerical Assistant/Senior Clerical Assistant (Personal)
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Shorthand Writer
08 42 56	Rs 17800 x 600 – 23200 x 800 – 27200 Shorthand Writer
08 34 55	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Confidential Secretary
08 27 48	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Senior Word Processing Operator
08 17 44	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Word Processing Operator
05 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Library and Documentation Officer
05 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Library and Documentation Officer

Salary Code	Salary Scale and Grade
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Office Care Attendant <i>formerly Head Office Attendant</i>
24 19 33	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500 Senior Office Care Attendant <i>formerly Senior Office Attendant</i>
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Office Care Attendant <i>formerly Office Attendant</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

16. MINISTRY OF RODRIGUES AND OUTER ISLANDS

- 16.1 The portfolio of the Ministry of Rodrigues and Outer Islands rests with the Prime Minister and covers Rodrigues, Agalega, St Brandon and the Lesser Dependencies. It has also under its *aegis*, the Outer Island Development Corporation, a parastatal body. The latter is responsible for the management and development of the Outer Islands, namely Agalega and the Cargado Carajos Group (St Brandon).
- 16.2 The Ministry envisions to provide an enabling environment for the Rodrigues Regional Assembly and the Outer Islands Development Corporation (OIDC) to operate within the general framework set by Government. It has the mission of ensuring coordination between the Prime Minister's Office, other Ministries/Departments, the Rodrigues Regional Assembly and the OIDC. It also aims at promoting the interests of Rodriguans and Agaleans on the socio-economic front. The Ministry plays an important role in facilitating the implementation of Government policies both in Rodrigues and the Outer Islands.
- 16.3 The Ministry is headed by a Permanent Secretary who is assisted by a Principal Assistant Secretary. The Supporting Staff includes a Public Relations and Welfare Officer and officers from the General Services, the Finance and the Procurement and Supply cadres. We are maintaining the structure which is adequate and effective while reviewing the qualification requirements of the grade of Public Relations and Welfare Officer.

Public Relations and Welfare Officer

- 16.4 At present, the grade of Public Relations and Welfare Officer is filled by selection from among serving officers performing at the level of a Higher Executive Officer and who have served either in Rodrigues or Agalega or St Brandon for a period of at least six months. As public relations and communication are essential prerequisites to operate successfully in that position, we are reviewing the qualification requirements as well as the duties of the grade.

Recommendation 1

- 16.5 **We recommend that, in future, appointment to the grade of Public Relations and Welfare Officer should be made by selection from among serving officers at the level of Higher Executive Officer, who are familiar with conditions in Rodrigues and/or the Outer Islands and who possess a Diploma in Public Relations or Social Work or Communication Studies.**

- 16.6 The Public Relations and Welfare Officer will be required, *inter-alia*, to assist the inhabitants of Rodrigues and the Outer Islands with proper guidance and information whenever they come to the Republic of Mauritius or leave for Rodrigues and the Outer Islands on duty or mission; and to be responsible for accommodation of official delegations and public officers sponsored by the Rodrigues Regional Assembly.

MINISTRY OF RODRIGUES AND OUTER ISLANDS
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
23 41 60	Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Public Relations and Welfare Officer
22 12 39	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Receptionist/Telephone Operator
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Resident Caretaker
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

17. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF PUBLIC INFRASTRUCTURE, LAND TRANSPORT AND SHIPPING

PUBLIC INFRASTRUCTURE DIVISION

- 17.1 The Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division) is responsible for the implementation of infrastructural projects concerning roads, bridges and government buildings. In that regard, the objectives of the Division are, *inter alia*, to provide professional advice to the client in the design, maintenance, contracting, monitoring and supervision of projects; advise government on all matters pertaining to infrastructural works and the management of contracts; provide an efficient and effective asset management service for all government buildings; and develop a system of road network that is safe and reliable.
- 17.2 The day-to-day administration of the Public Infrastructure Division of the Ministry of Public Infrastructure, Land Transport and Shipping rests with the Senior Chief Executive who is assisted on the administrative side by officers in the grades of Permanent Secretary, Principal Assistant Secretary and Assistant Secretary, and on the technical side by the technical heads of sections. The technical wing of the Ministry consists of three executive arms, namely Engineering, Architecture and Quantity Surveying which are under the responsibility of the Chief Engineer, Chief Architect and Chief Quantity Surveyor respectively. The Plaine Lauzun Mechanical Workshop, which falls under the *aegis* of the Ministry, is under the responsibility of the Chief Mechanical Engineer. The Materials Testing Laboratory which operates under the Engineering Section, is headed by a Materials Testing Officer and manned by officers of the Technical Officer cadre and Laboratory Attendants.
- 17.3 In the 2003 PRB Report, we, among other recommendations, harmonised the structures of the Mechanical Engineer cadre and the Quantity Surveyor cadre with those of the other professional cadres, improved the structure of the inspectorate cadre, and made specific recommendations to tackle the problem of scarcity in the domains of architecture and quantity surveying.
- 17.4 In this Report, in line with the general philosophy favouring delayering and flatter structures, we are re-engineering the professional cadres, namely the Engineer cadre, the Architect cadre and the Quantity Surveyor cadre and restyling the grades to more appropriate appellations. We have also re-examined the problems of recruitment and retention in the professional cadres faced by the Ministry and provided the necessary mechanism to address the said problems.

Professional Cadres

17.5 As indicated earlier, there are on the establishment of the Public Infrastructure Division three professional cadres, namely Engineer (Civil), Architect and Quantity Surveyor. All the three cadres have a similar hierarchical structure consisting of the following five levels: the entry professional, senior professional, principal professional, deputy chief professional and chief professional. Both the Ministry and the staff associations have agreed that for greater efficiency in work organisation, accountability and reporting, there is need to restructure each of the three cadres into a standard four-level hierarchy and to restyle the grades in the new structure more appropriately while maintaining the respective professions in their own rights. This is in-keeping with the general trend towards delayering and flatter structures, which focuses on increased efficiency and customer responsiveness, and strengthens the emphasis on performance and results.

Recommendation 1

17.6 **We recommend that the grades of Engineer (Civil), Architect and Quantity Surveyor and those of Senior Engineer (Civil), Senior Architect and Senior Quantity Surveyor be merged and restyled respectively Project Manager (Civil Engineering), Project Manager (Architecture) and Project Manager (Quantity Surveying) with a Proficiency Bar (PB) in the salary scales (vide Chapter 10 of Volume I of this Report).**

17.7 **We further recommend that the grades of**

- (i) **Principal Engineer, Principal Architect and Principal Quantity Surveyor be restyled respectively Project Coordinator (Civil Engineering), Project Coordinator (Architecture) and Project Coordinator (Quantity Surveying).**
- (ii) **Deputy Chief Engineer, Deputy Chief Architect and Deputy Chief Quantity Surveyor be restyled respectively Deputy Director (Civil Engineering), Deputy Director (Architecture) and Deputy Director (Quantity Surveying).**
- (iii) **Chief Engineer, Chief Architect and Chief Quantity Surveyor be restyled respectively Director (Civil Engineering), Director (Architecture) and Director (Quantity Surveying).**

17.8 **We additionally recommend that, in future, the Ministry may wish to consider the advisability of recruiting in a polyvalent grade of Project Manager, candidates of all relevant disciplines, after a proper scheme of service has been finalised.**

Recruitment and Retention Problems in the field of Architecture and Quantity Surveying

Architect

17.9 The grade of Architect has registered a vacancy rate well above 20% during the last four financial years - 30% in 2003–2004 and 2004–2005 before reaching 50% in 2005–2006 and peaking at 60% as at 30 June 2007. Of the eight officers in post as at 30 June 2007, out of an establishment of 20, one officer resigned representing a turnover rate of 12.5%. The recruitment exercise carried out in March 2006 to fill 12 vacancies resulted in the appointment of only two Architects. To palliate the shortage, today five Architects are employed on a contract basis including two expatriates.

Quantity Surveyor

17.10 No marked improvement has been noted with regard to the recruitment and retention of Quantity Surveyors. The vacancy rate has continued its upward movement from 25% since the last report to reach 80% in June 2007. Out of 10 posts on the establishment only two posts were filled. It has not been possible to fill all the vacancies advertised as there were no sufficient qualified candidates responding to the advertisements. Furthermore, one Quantity Surveyor resigned in 2006 - 2007. In spite of the measures introduced in the 2003 PRB Report for a flexible remuneration system and reduction in the years of experience required for promotion within the cadre, the situation has not improved.

17.11 To remedy the situation, we are, in addition to the restructuring of the above cadres, maintaining an element of flexibility in the remuneration system, while providing the mechanism for its implementation.

Recommendation 2

17.12 **We recommend that Management should, as has been the case after each major review, re-advertise vacancies in the grades of Project Manager (Architecture) and Project Manager (Quantity Surveying) on the basis of the new remuneration package inclusive of fringe benefits.**

17.13 **Should the result of competition for appointment on entry to the grades of Project Manager (Architecture) and Project Manager (Quantity Surveying) still show that the initial salary is insufficient, we recommend that Project Managers (Architecture) and Project Managers (Quantity Surveying) 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 provisions of paragraph 17.14 below.**

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

Technician (Quantity Surveying)

- 17.15 At present, appointment to the grade of Technician (Quantity Surveying) is made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics and the Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics and Physics. The possession of Level 1 of the Diploma in Quantity Surveying of the College of Estate Management (UK) is desirable.
- 17.16 With the evolution taking place in the domain of quantity surveying, both the Ministry and the Union have proposed that the qualification requirements be amended such that possession of Level 1 of the Diploma in Quantity Surveying be an essential pre-requisite for appointment.

Recommendation 3

- 17.17 We recommend that, in future, appointment to the grade of Technician (Quantity Surveying) should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics, the Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics and passes in all subjects at Level 1 of the Diploma in Quantity Surveying of the College of Estate Management (UK) or an equivalent qualification acceptable to the Public Service Commission.**

Trainee in Engineering, Architecture and Quantity Surveying

- 17.18 Graduates in Engineering, Architecture and Quantity Surveying are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice. In that connection, Training Schemes were introduced in various Ministries to allow these graduates to obtain such training. During the training period, they are paid a fee of Rs 13800 monthly. We are revising the quantum.

Recommendation 4

- 17.19 We recommend that the fee payable be revised to Rs 18400 monthly.**

- 17.20 We also recommend that trainees in engineering, architecture and 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 5.00 per km or should be refunded bus fares.**

Duty Allowance to Technical and Mechanical Officers and Senior Technical and Mechanical Officers – Plaine Lauzun Mechanical Workshop

- 17.21 The Technical and Mechanical Officers and Senior Technical and Mechanical Officers – Plaine Lauzun Mechanical Workshop are required to examine, assess, evaluate and report on damages sustained by Government vehicles involved in accidents. At present, they are entitled to a Duty Allowance of Rs 500 monthly. We are revising this allowance.

Recommendation 5

- 17.22 We recommend that the quantum of the Duty Allowance payable to the Technical and Mechanical Officers and Senior Technical and Mechanical Officers be revised to Rs 625 monthly.**

Survey Fees to Mechanical Engineers

- 17.23 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 accidents and declared total loss by the insurance companies. These officers are in receipt of a survey fee of Rs 500 per examination. We are revising the fee.

Recommendation 6

- 17.24 We recommend that the survey fee payable to the Mechanical Engineers be revised to Rs 625 per examination.**

Examination Fees to Mechanical Engineers

- 17.25 The Mechanical Engineers of the Ministry are also 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. They are paid a fee of Rs 500 per examination. We are revising the quantum of the examination fees.

Recommendation 7

- 17.26 We recommend that the fee payable to the Mechanical Engineers be revised to Rs 625 per examination.**

DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF PUBLIC
INFRASTRUCTURE, LAND TRANSPORT AND SHIPPING
PUBLIC INFRASTRUCTURE DIVISION
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 110000 Senior Chief Executive
02 00 93	Rs 87500 Permanent Secretary
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
<i>ENGINEERING DIVISION</i>	
26 00 84	Rs 66000 Director (Civil Engineering) <i>formerly Chief Engineer</i>
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director (Civil Engineering) <i>formerly Deputy Chief Engineer</i>

Salary Code	Salary Scale and Grade
26 65 75	Rs 37500 x 1250 – 50000 Project Coordinator (Civil Engineering) <i>formerly Principal Engineer</i>
26 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 - 45000 Project Manager (Civil Engineering) <i>formerly Engineer (Civil)</i> <i>Senior Engineer (Civil)</i>
26 00 84	Rs 66000 Director (Mechanical Engineering) <i>formerly Chief Mechanical Engineer</i>
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Director (Mechanical Engineering) <i>formerly Deputy Chief Mechanical Engineer</i>
26 65 75	Rs 37500 x 1250 – 50000 Principal Mechanical Engineer
26 59 71	Rs 30000 x 1250 – 45000 Senior Mechanical Engineer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Mechanical Engineer
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical and Mechanical Officer
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical and Mechanical Officer

Salary Code	Salary Scale and Grade
22 21 48	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Automobile Electronics Technician
26 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Technical Officer (Civil Engineering) Principal Technical and Mechanical Officer
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Civil Engineering)
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer
<i>QUANTITY SURVEYING DIVISION</i>	
26 00 84	Rs 66000 Director (Quantity Surveying) <i>formerly Chief Quantity Surveyor</i>
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director (Quantity Surveying) <i>formerly Deputy Chief Quantity Surveyor</i>
26 65 75	Rs 37500 x 1250 – 50000 Project Coordinator (Quantity Surveying) <i>formerly Principal Quantity Surveyor</i>
26 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 - 45000 Project Manager (Quantity Surveying) <i>formerly Quantity Surveyor</i> <i>Senior Quantity Surveyor</i>

Salary Code	Salary Scale and Grade
26 49 67	<p>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Assistant Quantity Surveyor (Personal to officers in post as at 30.06.1998)</p>
26 45 67	<p>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Assistant Quantity Surveyor</p>
26 57 67	<p>Rs 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Chief Technician (Quantity Surveying)</p>
26 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Principal Technician (Quantity Surveying)</p>
26 46 58	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Senior Technician (Quantity Surveying)</p>
26 29 52	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</p> <p>Technician (Quantity Surveying)</p>
26 57 67	<p>Rs 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Superintendent of Works</p>
26 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Chief Inspector of Works</p>
26 46 58	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Senior Inspector of Works</p>
26 39 53	<p>Rs 16000 x 600 – 23200 x 800 – 24800</p> <p>Inspector of Works</p>

Salary Code	Salary Scale and Grade
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector of Works
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Materials Testing Officer
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Materials Testing Laboratory)
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Materials Testing Laboratory)
25 40 49	Rs 16600 x 600 – 22000 Workshop Supervisor
04 14 42	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Plan Printing Operator
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 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 27 41	<p>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Senior Gangman</p>
24 21 39	<p>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</p> <p>Driver (Heavy vehicles above 5 tons) Driver (Mechanical Unit)</p>
25 14 37	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</p> <p>Automobile Electrician Blacksmith Blinds Maker and Tarpaulin Mender Cabinet Maker Carpenter Carpenter (Works) Coach Painter Diesel Test Bench Operator Fitter Locksmith Mason Mason (Works) Mechanic (Works) Motor/Diesel Mechanic Painter Panel Beater Panel Beater (Works) Plumber and Pipe Fitter Rattaner Sheet Metal Worker Tinsmith Turner and Machinist Typewriter Mechanic Welder Welder (Works) Wood Machinist</p>
24 18 36	<p>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Gangman</p>
26 51 63	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000</p> <p>Principal Draughtsman</p>

Salary Code	Salary Scale and Grade
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Draughtsman
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman
26 18 20	Rs 9600 x 200 – 10000 Trainee Draughtsman
24 28 43	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Head Survey Field Worker <i>formerly Head Poler</i>
24 09 36	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Survey Field Worker/Senior Survey Field Worker <i>formerly Chainman Poler</i>
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Vulcaniser
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Plant Equipment Operator Toolskeeper (Plaine Lauzun – Workshop)

Salary Code	Salary Scale and Grade
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Herbicide Sprayerman Toolskeeper
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman (Works)
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman's Assistant
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Sprayerman
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Gateman Vehicle Cleaner
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker (Works)
<i>ARCHITECT'S DIVISION</i>	
26 00 84	Rs 66000 Director (Architecture) <i>formerly Chief Architect</i>
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director (Architecture) <i>formerly Deputy Chief Architect</i>
26 65 75	Rs 37500 x 1250 – 50000 Project Coordinator (Architecture) <i>formerly Principal Architect</i>

Salary Code	Salary Scale and Grade
26 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 - 45000 Project Manager (Architecture) <i>formerly Architect</i> <i>Senior Architect</i>
26 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Landscape Architect
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Civil Engineering)
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer
26 57 69	Rs 28000 x 1000 – 30000 x 1250 – 42500 Chief Draughtsman
26 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Principal Draughtsman
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Draughtsman
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman

17.1 LAND TRANSPORT AND SHIPPING

LAND TRANSPORT DIVISION

- 17.1.1 The mission of the Land Transport Division is to formulate and implement policies for safe, efficient and environmentally sustainable services in the land transport sector. It envisions to provide a land transport system responsive to the needs of the people, and which contributes to the development of the country. It also aims at providing the highest standards in the land transport sector and ensuring the provision of quality land transport services.
- 17.1.2 The Division comprises the Traffic Management and Road Safety Unit (TMRSU). This Unit was set up in 2001 and consists of two branches, namely the Road Safety Branch which deals mainly with road safety matters nationwide and the Traffic Management Branch which caters for all traffic issues.
- 17.1.3 The day-to-day administration of the Land Transport Division rests with the Permanent Secretary who is assisted by officers in the grades of Principal Assistant Secretary and Assistant Secretary and on the professional and technical sides by officers of the Engineer cadre, Inspectorate cadre and Draughtsman cadre.
- 17.1.4 We are maintaining the present structure as it is adequate to enable the Division to carry out its mandate efficiently and effectively.

LAND TRANSPORT AND SHIPPING DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Salary Scale and Grade
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant <i>TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT</i>
26 00 84	Rs 66000 Director (Civil Engineering) <i>formerly Chief Engineer</i>
26 65 75	Rs 37500 x 1250 – 50000 Project Coordinator (Civil Engineering) <i>formerly Principal Engineer</i>
26 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 - 45000 Project Manager (Civil Engineering) <i>formerly Engineer (Civil)</i> <i>Senior Engineer (Civil)</i>
26 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Technical Officer (Civil Engineering)
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Civil Engineering)
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Civil Engineering)
22 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Electrical & Electronics)
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Inspector of Works

Salary Code	Salary Scale and Grade
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector of Works
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector of Works
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Draughtsman
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman
26 18 20	Rs 9600 x 200 – 10000 Trainee Draughtsman
10 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Communication Officer (General) Communication Officer (Oriental)
20 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Senior Traffic Census Officer
20 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Traffic Census Officer
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Painter

Salary Code	Salary Scale and Grade
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Mason Painter
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Plant and Equipment Operator
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman's Assistant (Painter) Tradesman's Assistant (Mason)
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

SHIPPING DIVISION

- 17.1.5 The Shipping Division caters for all matters related to shipping including responsibility for ensuring the safety and security of ships; the protection of life and property at sea; and the marine environment. Its mission is to foster a safe, secure and environmentally sound maritime transportation system based on internationally agreed standards. Its vision is to be a reliable and reputable ship registry having at heart the safety of life and property, enhancement of maritime security and preservation of the marine environment.
- 17.1.6 The Division also acts as the Maritime Administration responsible for Flag State, Port State and Coastal State functions as well as the development of maritime activities, namely registration of ships; implementation of provisions of the Merchant Shipping Act; survey and certification of ships; enforcement of International Conventions; investigation of casualties affecting ships; training; certification and assessment of seafarers; and engagement of crew, among others.

TRAINING SECTION

- 17.1.7 Headed by the Director of Shipping, the Division comprises four sections, namely Shipping Development, Ship Registration/Legal and Crew Matters, Technical and Training.
- 17.1.8 As from the year 2007, the Mauritius Maritime Training Academy has taken over from the Sea Training School the functions relating to training of officers of all categories of ratings in the maritime sector and the delivery of courses which are in conformity with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers. The mission of the Academy is to operate as a regional training centre in the Indian Ocean for the development of quality seafarers.
- 17.1.9 The activities of the Academy are organized under the Navigational Studies Department; Marine Studies Department; and Administration Department. At present, the core academic staff comprises the personnel of the former Sea Training Schools i.e., the Principal, Sea Training School; Head, Engineering Department; and Head, Deck Department.
- 17.1.10 A study is presently being carried out for the design of a new organisation structure of the Academy. Pending the outcome thereof, we are maintaining the existing structure.

TECHNICAL SECTION

- 17.1.11 The Technical Section is responsible for the enforcement and implementation of the Maritime Regulations and for all technical engineering and safety

issues with regard to ships and the shipping industry. It carries out operational surveys and inspections to ensure that vessels are seaworthy.

- 17.1.12 This Section is manned by officers in the grades of Deputy Director of Shipping, Marine Engineering Surveyor Cadre and the Nautical Surveyor Cadre.

Nautical Inspector (New Grade)

Marine Engineering Inspector (New Grade)

- 17.1.13 With the present staffing complement, the frequency of inspections to determine seaworthiness is inadequate and not in line with the requirements of international standards. To attend to this shortcoming as well as to provide technical assistance to the existing staff, we are reinforcing the structure with the creation of two new levels.

Recommendation 1

17.1.14 We recommend the creation of the grades of:

- (i) **Nautical Inspector to be recruited from among candidates possessing a Certificate of Competency as Officer of the Watch (OOW) issued under the Standards for Training, Certification and Watchkeeping for Seafarers (STCW) 87 (as amended in 95) Convention or a Certificate of Competency as Skipper of a deep sea Fishing Vessel of 24 metres and above, and possessing a sound knowledge of shipping regulations and International Standards; and**
 - (ii) **Marine Engineering Inspector to be recruited from among candidates possessing a Certificate of Competency as Officer of the Watch (OOW) (Engineer) issued under the STCW 78 (as amended in 95) Convention or Certificate of Competency as Chief Engineer of a deep sea Fishing Vessel of 24 metres and above and possessing a sound knowledge of shipping regulations and International Standards.**
- 17.1.15 The Nautical Inspector would be required to, among other activities, carry out surveys and inspections of fishing vessels and non-convention sized vessels; collect evidence for enquiries/investigations into shipping casualties; conduct Port State Control inspections on fishing vessels and non-convention sized vessels; deal with matters pertaining to prevention/control/conduct of marine pollution; assist Nautical Surveyors in the implementation of the Merchant Shipping Act and Regulations as well as in matters pertaining to Search and Rescue.

17.1.16 The Marine Engineering Inspector would be required to, among other activities, carry out surveys and inspection of fishing vessels and non-convention sized vessels; collect evidence for enquiries/investigations into shipping casualties; undertake preliminary tasks prior to Port State Control; deal with matters pertaining to security of ships; maintain technical records of national ships and assist Marine Engineering Surveyors in the implementation of the Merchant Shipping Act and Regulations.

Extra Allowance to Superintendent of Shipping

17.1.17 A monthly extra duty allowance at appropriate rate is paid to the Superintendent of Shipping for his frequent attendance at the Capitainery Building after normal working hours (often at night and early morning) for duties in relation to port clearance. We are maintaining the allowance.

Recommendation 2

17.1.18 We recommend that an extra duty allowance at the revised appropriate rate should continue to be paid to the Superintendent of Shipping for frequent attendance at the Capitainery Building, for duties in relation to port clearance after normal working hours, at night and early morning.

SHIPPING DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
13 00 90	Rs 80000 Director of Shipping
13 00 88	Rs 75000 Secretary for Shipping Development
13 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000 Deputy Director of Shipping

Salary Code	Salary Scale and Grade
13 69 78	<p>Rs 42500 x 1250 – 50000 x 1500 – 54500</p> <p>Principal Marine Engineering Surveyor <i>formerly Senior Marine Engineering Surveyor</i> Principal Nautical Surveyor <i>formerly Senior Nautical Surveyor</i></p>
13 65 75	<p>Rs 37500 x 1250 – 50000</p> <p>Marine Engineering Surveyor Nautical Surveyor Principal Maritime Officer</p>
13 59 71	<p>Rs 30000 x 1250 – 45000</p> <p>Superintendent of Shipping Senior Maritime Officer</p>
13 45 67	<p>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Assistant Superintendent of Shipping</p>
13 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Maritime Officer</p>
13 35 57	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000</p> <p>Nautical Inspector (New Grade) Marine Engineering Inspector (New Grade)</p>
24 13 36	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Driver</p> <p style="text-align: center;"><i>MAURITIUS MARITIME TRAINING ACADEMY</i></p>
06 65 75	<p>Rs 37500 x 1250 – 50000</p> <p>Principal, Sea Training School</p>

Salary Code	Salary Scale and Grade
06 51 71	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Head, Deck Department Head, Engineering Department
06 35 60	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Marine Training Officer
06 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Instructor, Mechanical Workshop
13 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Petty Officer
13 26 40	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Boatswain
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 School Caretaker
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

17.2 NATIONAL TRANSPORT AUTHORITY

- 17.2.1 The National Transport Authority (NTA), established under the Road Traffic Act in November 1980, operates under the Deputy Prime Minister's Office, Ministry of Public Infrastructure, Land Transport and Shipping.
- 17.2.2 It is responsible, among other functions, to provide the strategic framework for the delivery of road transport services; regulate and control the transport of goods and passengers; review relevant legislations and procedures; and plan for future needs of the country. It envisions to establish itself as a forward looking regulator, engineering the provision of sustainable road transport services to meet public needs.
- 17.2.3 The objectives of the NTA are to regularly review the legal framework relating to vehicles registration and licensing; maintain strict enforcement of legislations for better compliance with transport services and safety requirements; and modernize examination centres for improving vehicles examination and ensuring that smoke and noise emission standards are met. The NTA also exercises effective and strict control on street-parking; plans transport services to respond better to changes in demand patterns; and implements the free travel scheme for senior citizens and students.
- 17.2.4 To provide a customer centric service, the NTA has decentralized its operations for the payment of motor vehicle licences at selected post offices across the whole island. It has further published its customer charter, setting out its commitment towards its customers and underlining the broad guidelines as to the conduct and attitude it expects from its staff in service delivery. To improve the interface between front line officers and the public, the NTA has prepared a comprehensive document on its procedures and services based on frequently asked questions (FAQ's) to enable the staff to provide timely and accurate information to members of the public.
- 17.2.5 The activities of the NTA are grouped into four main sections: Enforcement, Licensing, Vehicles Examination and Planning. The responsibility for the administration of the NTA rests with the Road Transport Commissioner who is assisted by a Deputy Road Transport Commissioner, officers of the different technical cadres and the general support staff.
- 17.2.6 As the organizational set up is appropriate, we are maintaining the structure while reviewing the qualification requirements for certain grades in the Licensing/Registration Unit. The hours of work of the Road Transport Inspectorate cadre is equally being reviewed to cater for the operational needs of the Authority.

Road Transport Inspectorate

Hours of work

- 17.2.7 According to the existing provisions, officers of the Road Transport Inspectorate cadre are called upon, as and when required, to work outside normal office hours and during weekends and public holidays.
- 17.2.8 At present, these officers are working on a five-day week basis and on special occasions during any day where large crowds are expected.
- 17.2.9 Management has submitted that the present arrangement does not provide for the required flexibility to organize work outside normal working hours and during weekends and public holidays and that a roster system of work would be more appropriate.

Recommendation 1

- 17.2.10 We recommend that officers in the grades of Road Transport Inspector and Senior Road Transport Inspector should work on roster on a six-day week basis, based on the operational needs of the Authority. This element has been taken into account in working out the salaries of the grades.**

Licensing/Registration Officer

- 17.2.11 Recruitment to the grade of Licensing/Registration Officer is made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts and passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level". The scheme of service also provides that for the first intake consideration be given to officers in the grade of Clerical Officer/Higher Clerical Officer having at least two years' proven experience in Licensing and/or Registration duties at the National Transport Authority although they do not possess two subjects on one certificate at the General Certificate of Education "Advanced Level".
- 17.2.12 The post of Licensing/Registration Officer being vacant, arrangements have been made for Clerical Officer/Higher Clerical Officers posted in the office to be assigned the duties of the former post against payment of an allowance of Rs1500 a month.
- 17.2.13 Management has confirmed that the above incumbents have been performing various duties and are conversant with the current regulations relating to registration and transcription of deeds and inscription of mortgages, Priviledges and Charges (Rodrigues) Act, the Sale by Auction Act and the Road Traffic Act. Management has submitted that it would be in

the interest of both the organisation as well as the Clerical Officer/Higher Clerical Officers who have gained experience at the Authority to be considered in the first instance for appointment as Licensing/Registration Officer. We concur with the proposal.

Recommendation 2

17.2.14 We recommend that recruitment to the grade of Licensing/Registration Officer should be made by selection from among Clerical Officer/Higher Clerical Officers having at least two years' experience in Licensing or Registration work.

17.2.15 We further recommend that, in the absence of candidates with experience in Licensing or Registration, recruitment should be made from Clerical Officer/Higher Clerical Officers reckoning at least four years' experience.

NATIONAL TRANSPORT AUTHORITY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 00 88	Rs 75000 Road Transport Commissioner
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Road Transport Commissioner
26 65 75	Rs 37500 x 1250 – 50000 Transport Controller Transport Planner
26 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Transport Planner
26 42 55	Rs 17800 x 600 – 23200 x 800 – 26400 Senior Planning Assistant

Salary Code	Salary Scale and Grade
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Planning Assistant
02 47 67	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Administrative Manager, National Transport Authority
08 55 68	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Secretary, NTA Board
18 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Chief Road Transport Inspector
18 48 62	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Road Transport Inspector
18 42 58	Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Road Transport Inspector (Roster)
18 34 55	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Road Transport Inspector (Roster)
26 62 73	Rs 33750 x 1250 – 47500 Chief Vehicle Examiner
26 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Vehicle Examiner
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Vehicle Examiner

Salary Code	Salary Scale and Grade
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Vehicle Examiner
18 31 52	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Senior Traffic Warden
18 18 47	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Traffic Warden
18 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Principal Licensing/Registration Officer
18 41 53	Rs 17200 x 600 – 23200 x 800 – 24800 Senior Licensing/Registration Officer
18 21 49	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Licensing/Registration Officer
26 19 46	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Station Master
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman

Salary Code	Salary Scale and Grade
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

18. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM, LEISURE AND EXTERNAL COMMUNICATIONS

- 18.1 The Ministry of Tourism, Leisure and External Communications is responsible for the formulation and implementation of strategies and policies for harmonious and sustainable tourism development and the promotion of leisure and recreational activities for the benefit of citizens and tourists.
- 18.2 The Ministry also has under its *aegis* the External Communications Division as well as the Civil Aviation Department which are dealt with in the ensuing sections of this chapter.
- 18.3 It has set its target to attract two million tourists by the year 2015 and envisions to be a leading economic development agency in sustainable tourism with a view to enhancing economic growth as well as improving the standard of living of the whole population. It also aims to be a leading government agency in providing and promoting leisure, entertainment and recreational activities with a view to creating an harmonious and stress-free society and promoting unity in diversity.
- 18.4 With this in view, its main strategies are, among others, to revisit its air access policy to stimulate demand from markets with high potential; carry out a destination branding exercise; address the problem of seasonality to promote Mauritius as an all-year-round destination; improve the service delivery; beef up safety and security measures; and promote an environmentally sustainable tourism development.
- 18.5 To this end, a number of projects are being implemented such as the comprehensive tourist signage programme, designation of potential tourist sites, eco-tourism, cultural tourism, cruise tourism, healthcare and medical tourism, leisure and recreational activities.
- 18.6 With a view to meeting its target, the Ministry has empowered semi-autonomous public bodies falling under its aegis such as the Mauritius Tourism Promotion Authority, Tourism Authority, Tourism Fund and Tourism Employees Welfare Fund to carry out specific functions to promote Mauritius abroad as a tourist destination; formulate standards, guidelines and codes of practice for tourist enterprises, pleasurecraft activities and shippers; implement infrastructural works in connection with tourism related projects and set up schemes and projects; and carry out activities with a view to promoting the welfare of the employees of tourist enterprises and their families.
- 18.7 Besides the general administration, the activities of the Ministry are organised under the Technical Unit and the Leisure Unit.

- 18.8 The Technical Unit is responsible, *inter alia*, for the formulation and implementation of strategies and policies for a harmonious and sustainable tourism development. It has a post of Secretary for Tourism Development at its apex. Officers of the Tourism Planner cadre service the Unit at the professional level and are supported by Tourism Enforcement Officers at the lower level.
- 18.9 The Leisure Unit caters, among others, for the promotion of leisure and recreational activities for the citizens and tourists. This Unit is headed by the Leisure Organiser who is supported by officers in the Leisure Officer cadre.
- 18.10 Whilst major changes are being brought in the organisational structures of certain autonomous public bodies falling under its *aegis*, the present organisational structure at the Ministry is adequate and allows it to meet its mandate effectively. We are not, therefore, bringing any major structural change, save for a fresh look at the pay relativities and levels.

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

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
02 00 84	Rs 66000 Secretary for Tourism Development
10 65 75	Rs 37500 x 1250 – 50000 Principal Tourism Planner
10 59 71	Rs 30000 x 1250 – 45000 Senior Tourism Planner
10 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Tourism Planner

Salary Code	Salary Scale and Grade
18 35 56	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 Tourism Enforcement Officer
23 59 71	Rs 30000 x 1250 – 45000 Leisure Organiser
23 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Senior Leisure Officer
23 23 53	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Leisure Officer
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Executive Assistant
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

18.1 EXTERNAL COMMUNICATIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

18.2 CIVIL AVIATION DEPARTMENT

- 18.2.1 The Civil Aviation Department operates under the aegis of the Ministry of Tourism, Leisure and External Communications. Its main objectives are, *inter alia*, to set civil aviation standards for Mauritius which meet the requirements of the International Civil Aviation Organisation (ICAO); ensure the certification and continued airworthiness aspects of aircrafts and engines; ascertain that the flight crew, aircraft maintenance engineers and air traffic services staff are fit and qualified for their tasks; and that the International Airport and any other aerodrome under its jurisprudence meet the requirements of the aerodrome license and are safe for use.
- 18.2.2 The mission of the Department is to encourage the development of a safe, secure and efficient aviation industry; regulate and promote civil aviation activities in Mauritius; and provide safe and efficient air traffic control services in the Mauritian Flight Information Region. The Department envisions to be recognised internationally as an effective regulator of civil aviation and air traffic control service provider in Mauritius.
- 18.2.3 The Department achieves its objectives mainly through partnerships with aviation stakeholders, services of trained and competent staff, compliance with international Civil Aviation industry standards and practices, and through the provision of high level Customer Services to the public in general.
- 18.2.4 In the 2003 PRB Report, we streamlined certain schemes of service to facilitate the implementation of a new organisation structure which is now fully operational. Additionally, a Civil Aviation Security Unit (CASU) has been created under the direct control of the Director, Civil Aviation to address the major trends in the civil aviation security and regulatory fields and Air Transport Facilitation issues. This unit has the responsibility of managing and implementing aviation security in the State.
- 18.2.5 By virtue of its activities, the responsibilities of the Department span over international frontiers. Moreover, the standards for aircraft operations in Mauritius should be of the highest level as elsewhere particularly as in developed countries.
- 18.2.6 On the national front, the Department is a stakeholder for the socio-economic development of the country specially in meeting the challenging vision of the Government to attract about two million tourists to the island by the year 2015. The Department is making great efforts to safeguard safety and security in air traffic operations, ensure that air links with other countries are well established and avoid disturbance in air transport service in general.
- 18.2.7 With the concurrence of parties concerned, we are, in this review exercise, reinforcing the organisation structure with the provision of two new grades

namely Aeronautical Information Services Supervisor and Senior Flight Data Officer, and improving certain conditions of service to enable the Department to better meet the challenges of a modern and innovative aviation industry.

Aeronautical Information Services

18.2.8 The Aeronautical Information Services (AIS) Division is manned by two officers operating at the levels of Aeronautical Information Officer and Senior Aeronautical Information Officer respectively. The duties and responsibilities attached to the grades in this Division are becoming increasingly important and the Department cannot afford to lose its trained resources, who tend to move to other jobs, due to lack of promotion prospects. Moreover, there is also need for another level to organise, supervise and be accountable for the activities of the Division. We are, therefore, providing for an additional level to head the AIS Division.

Aeronautical Information Supervisor (New Grade)

Recommendation 1

18.2.9 We recommend the creation of a grade of Aeronautical Information Supervisor to be filled by selection from among officers in the grade of Senior Aeronautical Information Officer.

18.2.10 The Aeronautical Information Supervisor would, *inter alia*, be required to organise and supervise the Aeronautical Information Services Division and the Flight Clearance Office, assist in the construction of visual and instrument flight procedures, and be responsible for the collection and processing of aeronautical data for the development of the Air Traffic Services.

Flight Data Officer *formerly Air Traffic Control Assistant*

18.2.11 The appellation Air Traffic Control Assistant (ATCA) does not appropriately reflect the functions of the job discharged by the officers in this grade. After the coming into operation of the new area control centre in 2003, the nature of the job of the ATCA has changed considerably with the responsibility of managing the Aeronautical Fixed Telecommunication Network (AFTN) message handling system, communicating with aircraft on High Frequency (HF) radio and ensuring that all messages addressed to EUROCAT system are effectively acquired by the system. Further, Air Traffic Control Assistants are also required to maintain an up-to-date record of all air traffic movements and to prepare claims for Air Navigation charges. We are, therefore, restyling the grade to a more appropriate appellation.

Recommendation 2

18.2.12 We recommend that the grade of Air Traffic Control Assistant be restyled Flight Data Officer.

Senior Flight Data Officer (New Grade)

18.2.13 The Flight Data Officer *formerly Air Traffic Control Assistant* works on shift. To ensure the proper assignment of tasks to the Flight Data Officers, including those posted in Rodrigues and the outer islands, and for better supervision of activities of the Section, Management has requested for a supervisory level working on shift. The Bureau has positively considered the request.

Recommendation 3

18.2.14 We recommend the creation of a grade of Senior Flight Data Officer to be filled by selection from among officers in the grade of Flight Data Officer *formerly Air Traffic Control Assistant*.

18.2.15 The Senior Flight Data Officer would, *inter alia*, be responsible for the day-to-day supervision of the activities of the Flight Data Office, ensure that operational data pertaining to aircraft operations are received in a timely manner and distributed promptly, and liaise with appropriate units and organisations concerning emergency messages.

Air Traffic Control Officer

18.2.16 The grade of Air Traffic Control Officer (ATCO) is filled by appointment of Trainee Air Traffic Control Officers who have successfully completed their training. During their training period that lasts between 12 to 24 months, the Trainee Air Traffic Control Officers are required to follow a basic air traffic control course together with **either** an aerodrome control course **or** an approach control course **or** an area control course in accordance with ICAO standards and then undergo an additional on-the-job training for a period of at least three months. On appointment, the Air Traffic Control Officers are then required to complete the remaining two control courses they did not follow during traineeship.

18.2.17 The job of the Aerodrome Controller is to control the movement of aircrafts arriving at and departing from the airport, as well as aircrafts on the ground and those circulating over the airport or in its vicinity awaiting clearance to join the circuit for landing. The Approach Controller controls all aircrafts, arriving and departing, who wish to fly within controlled airspace. The Area Controller is responsible for the safety of aircrafts *en route* from one airport to another.

18.2.18 Both Management and the staff have made representations that as no incentive is provided to complete the remaining two control courses, most of the Air Traffic Control Officers are unwilling to acquire the required training to work in other operational positions until they are on the eve of being promoted Air Traffic Control Supervisor, where it is a requirement for promotion. We are addressing the issue to encourage Air Traffic Control Officers to be trained in all the three operational positions so that they become polyvalent and capable to operate in any of the three operational positions whenever required.

Recommendation 4

18.2.19 We recommend that Air Traffic Control Officers who have been drawing their top salary for a year and completed all the three courses, namely aerodrome control, approach control and area control, in accordance with ICAO standards, should proceed in the master salary scale up to salary point Rs 31250.

Training Scheme for Engineering

18.2.20 There is, at present, a training scheme to enable graduates in Engineering to acquire the two years' experience required for registration with the Council of Professional Engineers of Mauritius so as to facilitate their employment in both the public and the private sectors. These graduates are paid a monthly allowance of Rs 13800. We are reviewing the quantum.

Recommendation 5

18.2.21 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 18400 monthly.

Travelling Allowance for Graduates in Engineering

18.2.22 Graduates in Engineering, under the training scheme, who use their cars in the discharge of their duties are refunded mileage run for official travelling at the rate of Rs 4.40 per km. Those officers who perform official travelling by bus are refunded the bus fares in toto.

Recommendation 6

18.2.23 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 5.00 per km. Those officers who perform official travelling by bus should continue to be refunded the bus fares in toto.

Allowance to Trainee Technicians who are working on shift

18.2.24 At present, Trainee Technicians who are required to work on a shift basis for part of the year are paid a monthly allowance of Rs 450. We are revising the quantum.

Recommendation 7

18.2.25 We recommend that the monthly allowance payable to Trainee Technicians who are required to work on a shift basis be revised to Rs 540 a month.

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

18.2.26 At present, the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Civil Aviation Department is paid a monthly allowance of Rs 2650 for shouldering certain additional administrative responsibilities. We are revising the quantum.

Recommendation 8

18.2.27 We recommend that the monthly allowance payable to the Medical and Health Officer/Senior Medical and Health Officer on secondment to the Civil Aviation Department be revised to Rs 3450 monthly.

Rent Allowance

18.2.28 Eligible officers in the grades of Patrolman, Aviation Patrolman and Senior Aviation Patrolman draw a monthly Rent Allowance of Rs 635. We are maintaining the allowance and revising the quantum.

Recommendation 9

18.2.29 We recommend that the Rent Allowance payable to eligible officers in the grades of Patrolman, Aviation Patrolman and Senior Aviation Patrolman be revised to Rs 685 monthly.

Height Allowance

18.2.30 The present provision regarding payment of a non-pensionable height allowance to Electricians and Riggers of the Civil Aviation Department are as follows:

- (i) when required to climb above 20 feet and up to 150 feet, the hourly rate for the computation of the height allowance for the number of hours of work performed at that height is 1½ times the normal hourly rate.
- (ii) when required to climb above 150 feet, the hourly rate for the computation of the height allowance for the number of hours of work performed at that height is twice the normal hourly rate.

18.2.31 We consider that the above hourly rates are adequate and we are maintaining same.

Recommendation 10

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

Night Duty Allowance

18.2.33 A Night Duty Allowance was introduced in our 2003 PRB Report as an incentive to additionally compensate those who actually perform night duty. Presently, Officers of the Civil Aviation Department who effectively work on night shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. As this incentive has helped the Department to reduce considerably the rate of absenteeism at night, we are maintaining the allowance whilst reviewing the rate.

Recommendation 11

18.2.34 We recommend that officers of the Civil Aviation Department who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Shift Work

18.2.35 The grades listed below are required to work on shift and this element has been taken into consideration in arriving at the recommended salaries.

Grades working on shift

Air Traffic Control Supervisor
Air Traffic Control Officer
Aeronautical Information Officer (*Personal and Future Holder*)
Aeronautical Information Supervisor (*New Grade*)
Aviation Patrolman
Driver
Electrician
Fitter
Flight Data Officer
formerly Air Traffic Control Assistant
Gatekeeper
General Worker
Maintenance Officer (Communication, Navigation and Surveillance)
Principal Technician (Electrical)

Patrolman (*Personal*)
 Plant Room Operator
 Senior Aeronautical Information Officer
 Senior Aviation Patrolman
 Senior Flight Data Officer (*New Grade*)
 Senior Maintenance Officer
 Senior Technician (Electrical)
 Senior Technician (Mechanical)
 Sanitary Attendant
 Technician (Electrical)
 Technician (Communication, Navigation and Surveillance)
 Telephonist
 Workshop Assistant

CIVIL AVIATION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
03 00 90	Rs 80000 Director of Civil Aviation
03 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000 Deputy Director of Civil Aviation
03 65 75	Rs 37500 x 1250 – 50000 Divisional Head Flight Operations Inspector
03 59 71	Rs 30000 x 1250 – 45000 Aerodrome Licensing Officer Air Traffic Services Standards Officer Personnel Licensing Officer Chief Officer (Aviation Security/Facilitation)
03 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Air Traffic Control Supervisor Aviation Security/Facilitation Inspector

Salary Code	Salary Scale and Grade
03 38 63	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Air Traffic Control Officer (Personal)
03 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Aeronautical Information Supervisor (New Grade)
03 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Air Traffic Control Officer
03 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Senior Aeronautical Information Officer
03 35 57	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 Senior Flight Data Officer (New Grade)
03 38 55	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400 Aeronautical Information Officer (Personal)
03 21 55	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Flight Data Officer <i>formerly Air Traffic Control Assistant</i> Aeronautical Information Officer (<i>Future Holder</i>)
03 24 49	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Aviation Security/Facilitation Officer
03 23 48	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Aviation Clerk

Salary Code	Salary Scale and Grade
03 32 47	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Aviation Patrolman
03 16 44	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Aviation Patrolman Patrolman (Personal)
03 21 25	Rs 10200 x 250 – 11200 Trainee Air Traffic Control Officer
03 18 20	Rs 9600 x 200 – 10000 Trainee Aviation Security/Facilitation Officer
22 59 71	Rs 30000 x 1250 – 45000 Airworthiness Surveyor Chief Officer
22 60 67	Rs 31250 x 1250 – 40000 Maintenance Superintendent
22 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Airworthiness Inspector Communication, Navigation and Surveillance Officer
22 57 65	Rs 28000 x 1000 – 30000 x 1250 – 37500 Station Officer
22 54 63	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Maintenance Supervisor (Communication, Navigation and Surveillance)

Salary Code	Salary Scale and Grade
22 50 60	<p>Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</p> <p>Principal Technician (Electrical) Senior Maintenance Officer (Communication, Navigation and Surveillance)</p>
22 41 58	<p>Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Maintenance Officer (Communication, Navigation and Surveillance) Senior Technician (Electrical) Senior Technician (Mechanical)</p>
22 26 51	<p>Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Technician (Communication, Navigation and Surveillance) Technician (Electrical)</p>
22 43 45	<p>Rs 18400 x 600 – 19600</p> <p>Trainee Airworthiness Inspector (Airframe and Power Plant) Trainee Airworthiness Inspector (Avionics) Trainee Communication, Navigation and Surveillance Officer</p>
22 31 44	<p>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</p> <p>Telephone Supervisor</p>
22 15 41	<p>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Telephonist</p>
22 14 16	<p>Rs 8800 x 200 – 9200</p> <p>Trainee Technician</p>
08 13 40	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600</p> <p>Gatekeeper (Shift)</p>

Salary Code	Salary Scale and Grade
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Tradesman Foreman
25 17 40	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Electrician (Shift) Fitter (Shift) Plant Room Operator (Shift)
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Cabinet Maker Carpenter General Assistant Mason Painter Panel Beater Plumber and Pipe Fitter Rigger
24 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Shift)
24 19 37	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Gangman (Roster)
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Workshop Assistant (Shift)
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Toolskeeper
24 09 27	Rs 7800 x 200 – 10200 x 250 – 11700 Sanitary Attendant (Shift)

Salary Code	Salary Scale and Grade
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 General Worker (Shift)
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

19. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

- 19.1 The Ministry of Finance and the Ministry of Economic Planning and Development were merged in December 2003 to constitute the Ministry of Finance and Economic Development (MOFED). The merged entity is responsible for the financial soundness of Government's economic policy and for the proper control of revenue and expenditure.
- 19.2 The objectives of the Ministry are, among others, to facilitate, lead and implement Government's vision for long term economic development, optimise the utilisation and effectiveness of the nation's overall resources and provide professional advice and technical support to Government and the general public in economic and social development policies. Besides economic management to attain faster and sustainable economic development, its other objects are to ensure sound fiscal management; achieve economic prosperity and equitable opportunities, manage and control public finance in a prudent and sustainable manner, ensure efficiency and effectiveness of all public spending; and ensure accountability, transparency and good governance.
- 19.3 The Financial Secretary is the technical and administrative head of the Ministry of Finance and Economic Development and he is assisted by officers from the various cadres and classes namely: Economist, Economic Analyst, Financial and Management Analyst, Finance, Purchasing and Supply, Internal Control and Administrative as well as officers belonging to the general service grades. He is also responsible for the overall administration and general supervision of the departments falling under the aegis of the Ministry namely: Management Audit Bureau, Assessment Review Committee, Companies Division, Registrar General's Department, Treasury, Central Statistics Office, Valuation Department and Procurement Policy Office.
- 19.4 In July 2006, a task based 'functional merger' was put in place to create multidisciplinary work teams around a certain number of clusters to meet the operational needs with a mix of skills including economic planning and financial and management analysis. The merger was mainly guided by the objective of aligning the Ministry's human resources to its strategic plan in the context of the implementation of the Programme Based Budgeting Framework and in line with the requirements of the Performance Management System which is being implemented in the public service.
- 19.5 The other objectives of the merger were to achieve greater effectiveness through improvement of public service delivery to meet the aspirations of the population, empowering Ministries to respond in a quick and flexible manner

to changes in national and international environment, timely delivery of Government Programmes with greater flexibility and accountability for outputs and outcomes.

- 19.6 The new organisation structure of the Ministry comprises six divisions namely, the Budget Strategy and Management Division, Development Cooperation Division, Knowledge and Human Capital Development Division, and Policy Development and Implementation Division. The other two divisions are the Management Audit Bureau and Administration.
- 19.7 In the context of this Review, the Bureau has been called upon to examine the 'functional merger' and to make appropriate recommendations. Consequently the Bureau held extensive discussions with all unions concerned as well as with the official side.
- 19.8 The Secretary to Cabinet and Head of the Civil Service also chaired a few meetings to facilitate the process.
- 19.9 Officers of the Economic Analyst Cadre of the former Ministry of Finance and Economist Cadre of the former Ministry of Economic Planning and Development have submitted that they would have no objection to the merger, provided that some compensation were given to certain senior officers of the former Ministry of Economic Planning and Development who alleged having suffered some prejudice. They also made a strong case that planning, as an essential function, should be maintained in the post merger arrangements. We consider that this is an issue to be dealt with Management. On the other hand, both the staff and the official sides of the Management Audit Bureau have expressed their wish to maintain their organisation as an entity within the Ministry of Finance and Economic Development.

Analyst Cadre (New Structure)

- 19.10 After having thoroughly examined the Ministry's submissions and the views expressed by all other parties, we are making provision for a new structure to be known as the Analyst Cadre to accommodate the competencies of the different existing cadres. We are equally providing personal salary scale to incumbents in the grades of Senior Analyst, Senior Economist and Senior Economic Analyst. The merger is expected to assist the organisation to sustain the reforms initiatives and to facilitate the Programme Based Budget process.
- 19.11 Staff belonging to the Economist Cadre and Economic Analyst Cadre serving at the Ministry of Finance and Economic Development would be absorbed in the new structure at appropriate levels. However, consideration would also be given to officers of the Financial and Management Analyst Cadre who wish to join the new Analyst Cadre, provided they possess the required

qualification, skills and competencies. We are making provision to this effect for a smooth transition.

Recommendation 1

19.12 We recommend the creation of an Analyst Cadre comprising grades of Analyst, Senior Analyst, Lead Analyst as well as grades of Director (Economic and Finance) and Deputy Financial Secretary.

19.13 We also recommend that:

- (i) the grades of Economist and Economic Analyst be merged and restyled Analyst;
- (ii) the grades of Senior Economist and Senior Economic Analyst be restyled Senior Analyst and be listed for abolition on vacancy arising. We are making provisions for incumbents;
- (iii) (a) the grades of Principal Economist and Principal Economic Analyst be merged and restyled Lead Analyst;
(b) the grades of Assistant Director, Corporate Affairs; Assistant Director, Debt Management Unit; Assistant Director, Economic Affairs; Assistant Director, Financial Services; and Assistant Director of the *former Ministry of Economic Planning and Development* be restyled Lead Analyst; and
- (iv) the grades of Deputy Director-General of the *former Ministry of Economic Planning and Development*, Director, Corporate Affairs, Director, Debt Management Unit, Director, Economic Affairs, Director, Financial Policy Analysis, Director, Financial Services, Director, Fiscal Policies, Director, Public Finance be restyled Director (Economic and Finance). There should be one single scheme of service for the post of Director (Economic and Finance) specifying the duties and responsibilities on incumbents required to work in each of the four Technical Divisions.
- (v) Senior Analyst (Personal) would be allowed to move incrementally in the master salary scale up to salary point Rs 47500 provided that they:
 - (a) have drawn the top salary for a year;
 - (b) have been consistently efficient and effective in the performance during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.

19.14 We additionally recommend that incumbents in the grades of Financial and Management Analyst, Senior Financial and Management Analyst and Principal Financial and Management Analyst may be allowed to join the grades of Analyst, Senior Analyst and Lead Analyst respectively.

19.15 We further recommend that:

- (i) the grade of Analyst should, in future, be filled by open competition from among candidates possessing a Degree in one of the following subjects: Finance, Economics, Business, Social Sciences, Accountancy, Mathematics, Science from a recognised institution or a pass at the final examination required for admission to membership of a recognised professional accounting body or any other professional qualification;
- (ii) appointment to the grade of Lead Analyst should, in the first exercise, be made by selection from among officers in the grade of Senior Analyst (Personal). Thereafter, the grade should be filled also from among incumbents in the grade of Analyst;
- (iii) appointment to the grade of Director (Economic and Finance) should, subject to the provisions at sub paragraph (v), be made by open competition from among candidates possessing a postgraduate degree in one of the following subject: Finance, Economics, Business, Social Sciences, Accountancy, Mathematics, Science from a recognised institution or equivalent qualification and having Leadership and Managerial skills along with at least 10 years' post degree experience in the relevant field and reckoning at least three years' experience in a senior position. However, the establishment size of the grade of Director (Economic and Finance) should, in the first instance, be limited to five and thereafter, on vacancy arising, to four;
- (iv) appointment to the grade of Deputy Financial Secretary should be made by open competition from among candidates possessing a postgraduate degree in one of the following subjects: Finance, Economics, Business, Social Sciences, Accountancy, Mathematics, Science from a recognised institution or equivalent qualification and having Leadership and Managerial skills together with at least 15 years' post degree experience in the relevant field and also reckoning at least seven years' experience in a senior position. However, the establishment size of this grade should be limited to two only; and
- (v) serving officers possessing the appropriate degree qualification together with Leadership and Managerial skills and reckoning the relevant number of years of experience would be considered

for appointment to the grade of Director (Economic and Finance) and Deputy Financial Secretary, up to June 2018, though they do not possess the postgraduate degree.

Recommendation 2

19.16 We further recommend that Economist restyled Analyst as well as Economic Analyst also restyled Analyst should on reaching the top salary point Rs 40000 in their respective grades, be allowed to move incrementally in the master salary scale up to salary point of Rs 43750 provided that they:

- (a) have drawn their top salary for a year,
- (b) have been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.

The grant of any increment under this provision shall take effect as from 1 July 2009. As from this date, concerned officers drawing salary Rs 41250 and above by virtue of any provision shall be eligible to all benefits linked to that salary point, subject to provisions at paragraph 18.2.26(iii) (Volume I) of this Report, concerning renewal of car.

Appointment/Assignment of duties for Senior Officers

19.17 We have made provisions for flexibility in the mode of appointment, tenure of office and remuneration systems for grades of Permanent Secretary and above at the Prime Minister's Office as well as for grades of Deputy Chief Executive and Chief Executive across the public sector.

Recommendation 3

19.18 We recommend that the provisions at above should be equally applicable to the grades of Director (Economic and Finance), Deputy Financial Secretary and Financial Secretary, wherever relevant.

DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 97	Rs 120000 Financial Secretary

Salary Code	Salary Scale and Grade
01 00 95	<p>Rs 100000 Deputy Financial Secretary (New Grade)</p>
01 00 93	<p>Rs 87500 Director (Economic and Finance) (New Grade) <i>formerly Deputy Director-General, former Ministry of Economic Planning and Development</i></p> <p><i>Director, Corporate Affairs</i> <i>Director, Debt Management Unit</i> <i>Director, Economic Affairs</i> <i>Director, Financial Policy Analysis</i> <i>Director, Financial Services,</i> <i>Director, Fiscal Policies</i> <i>Director, Public Finance</i></p>
01 69 81	<p>Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Lead Analyst <i>formerly Assistant Director, Corporate Affairs</i> <i>Assistant Director, Debt Management Unit</i> <i>Assistant Director, Economic Affairs</i> <i>Assistant Director, Financial Services</i> <i>Assistant Director, former Ministry of Economic Planning and Development</i></p> <p><i>Principal Economist</i> <i>Principal Economic Analyst</i></p>
01 65 75	<p>Rs 37500 x 1250 – 50000 Clerk, Assessment Review Committee (New Grade)</p>
01 59 71	<p>Rs 30000 x 1250 – 45000 Senior Analyst (Personal) <i>formerly Senior Economist (Personal)</i> <i>Senior Economic Analyst (Personal)</i></p>
01 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Analyst <i>formerly Economist</i> <i>Economic Analyst</i></p>

Salary Code	Salary Scale and Grade
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Executive Assistant (Finance)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

FINANCIAL OPERATIONS CADRE

- 19.19 The Finance Cadre now restyled Financial Operations Cadre is responsible to advise the Accounting Officers of Ministries/Departments on matters related to financial operations, financial transactions and formulating of budgets in order to achieve the mission of the Ministry of Finance and Economic Development. It also assists and advises the Accounting Officers in the wide range of financial matters on which they are answerable to the Public Accounts Committee.
- 19.20 The main objectives of the cadre are, among others, to ensure that Ministries and Departments perform financial operations functions efficiently, effectively and economically in accordance with established procedures and Government objectives are attained through efficient use of allocated funds.
- 19.21 At present, the Finance Cadre comprises officers in the grades of Head, Finance Cadre, Deputy Head, Finance Cadre, Chief Finance Officer, Principal Finance Officer, Senior Finance Officer, Finance Officer and Assistant Finance Officer.
- 19.22 With a view to meet the emerging challenges and the changing work environment, it is imperative for the staff of the Finance Cadre to be equipped with the necessary skills and expertise in their fields so as to be able to deliver effectively and sustain the implementation of the Programme Based Budgeting in Ministries and Departments. In this context, we are making provision for the restyling of the grades in the Finance Cadre and bringing the necessary changes in the mode of appointment to the different levels in the hierarchy.

Recommendation 1

- 19.23 **We recommend that the following grades of the Finance Cadre be restyled as hereunder:-**

Grades as at 30.06.2008	Corresponding Restyled Grades
Assistant Finance Officer	Assistant Financial Operations Officer
Finance Officer	Financial Operations Officer
Senior Finance Officer	Senior Financial Operations Officer
Principal Finance Officer	Assistant Manager, Financial Operations
Chief Finance Officer	Manager, Financial Operations
Deputy Head, Finance Cadre	Deputy Director, Financial Operations
Head, Finance Cadre	Director, Financial Operations

- 19.24 We also recommend that the mode of recruitment to the grade of Finance Officer now restyled Financial Operations Officer should be changed such that, in the first instance, the post be filled by promotion, on the basis of experience and merit, from among Assistant Finance Officers in post as at 30 June 2008 now restyled to Assistant Financial Operations Officer.
- 19.25 On complete phasing out of the Assistant Finance Officer, appointment to the grade of Financial Operations Officer should be made by selection from among incumbents in the grade of Senior Officer reckoning at least two year's experience in financial duties. Possession of one of the following qualifications would be desirable:
- (i) the Diploma in Public Financial Management and Accounting from the University of Mauritius;
 - (ii) a Diploma in Accountancy from a recognised institution;
 - (iii) a pass in all papers of the Fundamentals (Knowledge) *formerly Part I of the ACCA Examinations*;
 - (iv) a pass at Stages I and II (complete) of the CIMA Examinations;
 - (v) a credit pass at Final Level of the Association of Accounting Technicians (AAT) Examinations;
 - (vi) a pass in Accounting at "Principal Level" at the Cambridge Higher School Certificate;
 - (vii) the certificate of the London Chamber of Commerce and Industry in Book Keeping (Level 2) formerly Intermediate Stage; or
 - (viii) the certificate of the Pitman Examinations Institute in Accounting (Level 3); or equivalent qualifications.
- 19.26 We further recommend that the grade of:
- (i) Senior Financial Operations Officer *formerly Senior Finance Officer* should be filled by promotion, on the basis of experience and merit, from among officers in the grade of Financial Operations Officer possessing anyone of the above qualifications or Diploma in Public Sector Financial Management or equivalent qualification;
 - (ii) Assistant Manager, Financial Operations *formerly Principal Finance Officer* should be filled, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer. However, as from 1 July 2013, appointment to the grade of Assistant Manager, Financial Operations should be made from among Senior Financial Operations Officers possessing a

Degree in Public Sector Financial Management or a pass at the final examination required for admission to membership of a recognised professional accounting body and be registered with the Mauritius Institute of Professional Accountants (MIPA);

- (iii) Manager, Financial Operations *formerly Chief Finance Officer* should be filled by promotion, on the basis of experience and merit, from among officers in the grade of Assistant Manager, Financial Operations;
- (iv) Deputy Director, Financial Operations *formerly Deputy Head, Finance Cadre* should be made by selection from among officers in the grade of Manager, Financial Operations; and
- (v) Director, Financial Operations *formerly Head, Finance Cadre* should be filled by promotion, on the basis of experience and merit, from among officers in the grade of Deputy Director, Financial Operations.

19.27 We additionally recommend that on obtention of the degree qualification or equivalent qualification, incumbents in the grade of Assistant Manager, Financial Operations would be allowed to move incrementally beyond the top salary of the grade up to salary point of Rs 38750 in the master salary scale.

FINANCIAL OPERATIONS CADRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 71 81	Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Director, Financial Operations <i>formerly Head, Finance Cadre</i>
01 65 75	Rs 37500 x 1250 – 50000 Deputy Director, Financial Operations <i>formerly Deputy Head, Finance Cadre</i>
01 60 71	Rs 31250 x 1250 – 45000 Manager, Financial Operations <i>formerly Chief Finance Officer</i>

Salary Code	Salary Scale and Grade
01 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Manager, Financial Operations <i>formerly Principal Finance Officer</i>
01 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Financial Operations Officer <i>formerly Senior Finance Officer</i>
01 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Financial Operations Officer <i>formerly Finance Officer</i>
01 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Assistant Financial Operations Officer <i>formerly Assistant Finance Officer</i>

PROCUREMENT AND SUPPLY CADRE

- 19.28 The Purchasing and Supply functions are carried out in nearly all organisations in the Civil Service. Though the functions may vary in scope from one organisation to another, they are of prime importance and many organisations recognize their impact on their overall effectiveness.
- 19.29 By adhering to established norms and prescribed procedures, officers of the Purchasing and Supply Cadre ensure the timely procurement and supply of goods, works and services. At present, there are some 400 officers who are posted in different Ministries and Departments.
- 19.30 In the 2003 PRB Report, recommendations were made to boost the Purchasing and Supply profession through education in order to enable officers to cope with an increasingly dynamic work environment and to improve service delivery. Subsequently, courses leading to a Diploma in Purchasing and Supply Management were mounted for officers of the Cadre. While enrolment on these courses are still being done, many officers at different levels of the cadre have already successfully completed the Diploma course.
- 19.31 Following the proclamation of the Procurement Act 2006 which brings harmonization of procurement activities with international norms and standards, additional responsibilities have been conferred upon the staff of the Purchasing and Supply Cadre for a more cost effective use of public funds. As a result, both Management and the staff side have impressed upon the Bureau the need for further enhancing the recruitment qualifications of the entry grade as well as upgrading the various posts in the cadre.
- 19.32 The proposals made were thoroughly examined by the Bureau. Particular attention was paid to the horizontal relativity that exists among the Purchasing and Supply, Finance and Human Resource Cadres. As a sequel to changes brought in the structures of the Finance and Human Resource Cadres, the Purchasing and Supply Cadre is being re-organised to bring conformity with the comparable cadres while making it more amenable to the efficient and effective delivery of procurement and supply services. This rationalization would entail a leaner structure for the cadre with enhanced qualifications requirement, new appellations and revised mode of appointment to certain grades.

Recommendation 1

19.33 We recommend a restructuring of the Purchasing and Supply Cadre to a six level structure with new appellations and revised qualification requirements as hereunder:

- (i) The grade of Purchasing and Supply Officer should be restyled Assistant Procurement and Supply Officer and be gradually phased out.**
- (ii) The grade of Higher Purchasing and Supply Officer should be restyled Procurement and Supply Officer and its mode of recruitment be changed such that in the first instance, the post be filled by promotion, on the basis of experience and merit, from Assistant Procurement and Supply Officers reckoning at least two years' experience in a substantive capacity. On complete phasing out of the grade of Assistant Procurement and Supply Officer, appointment to the grade of Procurement and Supply Officer should be made by selection from among incumbents in the grade of Senior Officer (New Grade) reckoning at least two years' experience in Procurement and Supply duties.**
- (iii) The grade of Senior Purchasing and Supply Officer should be restyled Senior Procurement and Supply Officer. The post should in future be filled, on the basis of experience and merit, from Procurement and Supply Officers reckoning at least two years' service in a substantive capacity and possessing a Diploma in Purchasing and Supply Management or an equivalent qualification.**
- (iv) The grade of Principal Purchasing and Supply Officer should be restyled Assistant Manager (Procurement and Supply) and should, up till 30 June 2013, be filled on the basis of experience and merit from Senior Procurement and Supply Officers reckoning at least three years' service in a substantive capacity. However, as from 01 July 2013, appointment thereto should be by selection from among Senior Procurement and Supply Officers possessing a Degree in Purchasing and Supply Management or an equivalent qualification.**
- (v) The grade of Chief Purchasing and Supply Officer should be restyled Manager (Procurement and Supply) and be filled by promotion, on the basis of experience and merit, from Assistant Managers (Procurement and Supply) reckoning at least three years' experience in a substantive capacity.**

- (vi) The grade of Deputy Head, Purchasing and Supply Cadre should be restyled Deputy Director (Procurement and Supply). Appointment, thereto, should be made by selection from among Managers (Procurement and Supply) reckoning at least three years' service in a substantive capacity.
- (vii) The grade of Head, Purchasing and Supply Cadre should be restyled Director (Procurement and Supply). The post should be filled by promotion, on the basis of experience and merit, from officers in the grade of Deputy Director (Procurement and Supply).

19.34 We also recommend that on obtention of the degree qualification or equivalent qualification, incumbents in the grade of Assistant Manager, Procurement and Supply would be allowed to move incrementally beyond the top salary of the grade up to salary point of Rs 38750 in the master salary scale.

PROCUREMENT AND SUPPLY CADRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
21 72 81	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Director (Procurement and Supply) <i>formerly Head, Purchasing and Supply Cadre</i>
21 65 75	Rs 37500 x 1250 – 50000 Deputy Director (Procurement and Supply) <i>formerly Deputy Head, Purchasing and Supply Cadre</i>
21 60 71	Rs 31250 x 1250 – 45000 Manager (Procurement and Supply) <i>formerly Chief Purchasing and Supply Officer</i>
21 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Manager (Procurement and Supply) <i>formerly Principal Purchasing and Supply Officer</i>

Salary Code	Salary Scale and Grade
21 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Procurement and Supply Officer <i>formerly Senior Purchasing and Supply Officer</i>
21 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Procurement and Supply Officer <i>formerly Higher Purchasing and Supply Officer</i>
21 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Assistant Procurement and Supply Officer <i>formerly Purchasing and Supply Officer</i>

INTERNAL CONTROL CADRE

- 19.35 The Internal Controller Cadre now restyled the *Internal Control Cadre* operates under the *aegis* of the Ministry of Finance and Economic Development and is responsible for conducting the internal audit of all Ministries/Departments. It also provides assurance to Accounting Officers on risk management, controls and good governance processes and is, therefore, an essential support to management.
- 19.36 The main objectives of the Internal Controller Cadre are, among others, to objectively examine and evaluate the whole system of controls prevailing in Ministries/Departments as established by management so as to ensure adherence to management policies, safeguard the assets and ensure the completeness and accuracy of the records and report on the adequacy of internal control as regards the proper economic, efficient and effective use of resources.
- 19.37 The Head, Internal Control Cadre is the responsible officer of the cadre and he is assisted by the Deputy Head, Internal Control Cadre and Chief Internal Controllers who constitute the management team posted at the Headquarters. The operational level consists of the grades of Principal Internal Controller, Senior Internal Controller and Internal Controller. With increased globalisation, competition and use of information technology, the role and responsibilities of Internal Controllers have changed significantly and are required to add value and contribute positively towards improving organisations' accountability, transparency and corporate governance. In this Report, we are making provision for the restyling of the grades of Internal Controller Cadre and bringing changes in the mode of appointment at different levels in the hierarchy.

Recommendation 1

- 19.38 We recommend that the following grades of the Internal Control Cadre be restyled as hereunder:-

Grades as at 30.06.2008	Corresponding Restyled Grades
Internal Controller	Internal Control Officer
Senior Internal Controller	Senior Internal Control Officer
Principal Internal Controller	Assistant Manager, Internal Control
Chief Internal Controller	Manager, Internal Control
Deputy Head, Internal Control cadre	Deputy Director, Internal Control
Head, Internal Control cadre	Director, Internal Control

19.39 We also recommend that:

- (i) appointment to the grade of Internal Control Officer *formerly Internal Controller* should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and Paper F4 of Fundamentals (Skills) (*formerly Part II of the ACCA*) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or equivalent qualification;
- (ii) the grade of Senior Internal Control Officer *formerly Senior Internal Controller* should be filled by promotion, on the basis of experience and merit, from among officers in the grade of Internal Control Officer who reckon at least two years' service in a substantive capacity and who have successfully completed all Papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and obtained passes in Papers F4, F5 and F6 of Fundamentals (Skills) (*formerly Part II of the ACCA*) or possess the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or equivalent qualification;
- (iii) the grade of Assistant Manager, Internal Control *formerly Principal Internal Controller* should be filled by selection from among Senior Internal Control Officers *formerly Senior Internal Controller*. However, as from 01 July 2013, appointment to the grade of Assistant Manager, Internal Control should be made from among Senior Internal Control Officers possessing a Degree in Public Sector Financial Management or a pass at the final examination required for admission to membership of a recognised professional accounting body and be registered with the Mauritius Institute of Professional Accountants (MIPA) or equivalent qualification;
- (iv) the grade of Manager, Internal Control *formerly Chief Internal Controller* should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Internal Control;
- (v) the grade of Deputy Director, Internal Control *formerly Deputy Head, Internal Control Cadre* should be made by selection from among officers in the grade of Manager, Internal Control *formerly Chief Internal Controller*; and

(vi) the grade of Director, Internal Control *formerly Head, Internal Control Cadre* should be made by promotion, on the basis of experience and merit, from among officers in the grade of Deputy Director, Internal Control.

19.40 We further recommend that, on obtention of the degree qualification or equivalent qualification, incumbents in the grade of Assistant Manager, Internal Control would be allowed to move incrementally beyond the top salary of the grade up to salary point of Rs 38750 in the master salary scale.

INTERNAL CONTROL CADRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 71 81	Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Director, Internal Control <i>formerly Head, Internal Control Cadre</i>
01 65 75	Rs 37500 x 1250 – 50000 Deputy Director, Internal Control <i>formerly Deputy Head, Internal Control Cadre</i>
01 60 71	Rs 31250 x 1250 – 45000 Manager, Internal Control <i>formerly Chief Internal Controller</i>
01 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Manager, Internal Control <i>formerly Principal Internal Controller</i>
01 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Internal Control Officer <i>formerly Senior Internal Controller</i>
01 29 55	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Internal Control Officer <i>formerly Internal Controller</i>

MANAGEMENT AUDIT BUREAU

- 19.41 The Management Audit Bureau (MAB) operates under the *aegis* of the Ministry of Finance and Economic Development to support the socio-economic development of the country through the delivery of consultancy and financial services to public sector organisations.
- 19.42 The objectives of the Bureau are, among others, to investigate into administrative systems and procedures prevailing in Government Departments and Parastatal Bodies with a view to identifying inefficient and outdated bureaucratic procedures, constantly monitor the performance of Departments and Parastatal Bodies to detect cases of waste and mismanagement of public funds, introduce new management concepts and techniques in the public administration and design proper management information systems to improve the decision-making process in the Public Sector.
- 19.43 The Director is the accounting/responsible officer of the Bureau and he is assisted by two Deputy Directors and two Assistant Directors. The Department is staffed by officers belonging to the Financial and Management Analyst and the Accounting Technician Cadres as well as staff of the general service grades.
- 19.44 In the 2003 PRB Report, the organisation structure of the Management Audit Bureau was reinforced with the creation of an additional level of Assistant Director to enable it to discharge its functions more efficiently and effectively.
- 19.45 In the context of this Review, discussions were held with the Staff and Management of the Management Audit Bureau in respect of the merger of the Economist, Economic Analyst and Financial and Management Analyst Cadres as proposed by the Ministry of Finance and Economic Development. However, both the Staff and Management of the MAB have expressed their wish to maintain their organisation as an entity within the Ministry as the new structure, they argue, would not be appropriate for its operational needs.
- 19.46 In this Report, whilst we are maintaining the existing structure, we are equally making provision to allow officers of the Financial and Management Analyst Cadre who would wish to join the new Analyst Cadre.

MANAGEMENT AUDIT BUREAU
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 93	Rs 87500 Director, Management Audit Bureau
01 00 84	Rs 66000 Deputy Director, Management Audit Bureau
01 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Assistant Director, Management Audit Bureau
01 65 75	Rs 37500 x 1250 – 50000 Principal Financial and Management Analyst
01 59 71	Rs 30000 x 1250 – 45000 Senior Financial and Management Analyst
01 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Financial and Management Analyst
01 54 64	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Senior Accounting Technician
01 40 60	Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250 Accounting Technician
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

PROCUREMENT POLICY OFFICE

- 19.47 The Procurement Policy Office is set up under the Public Procurement Act 2008 in the Ministry of Finance and Economic Development with the responsibility to serve as an independent procurement policy making and monitoring body.
- 19.48 The functions of the Procurement Policy Office are, among others: to formulate policies relating to procurement; issue bidding and pre-qualification documents; recommend and facilitate the implementation of measures to improve the functioning of the procurement system; issue instructions to public bodies concerning the coordination of their actions; and prepare and conduct training programmes concerning procurement.
- 19.49 The Procurement Policy Office is headed by the Director, Procurement Policy Office who is assisted by two Members and all of them are appointed by the President of the Republic of Mauritius. Public officers, designated by the Head of the Civil Service, provide support services.
- 19.50 To effectively implement the Public Procurement Act 2008, we are making provisions for a two level structure comprising the Manager, Procurement Policy Office and the Assistant Manager, Procurement Policy Office respectively.

Manager, Procurement Policy Office (New Grade)

Recommendation 1

- 19.51 **We recommend the creation of a grade of Manager, Procurement Policy Office. Appointment thereto should be made by selection from among candidates possessing a Degree in Purchasing and Supply Management and reckoning at least five years' experience at management level.**
- 19.52 Incumbent would be required, among others, to review and propose improvement to legislative and regulatory texts applicable to public procurement; review national laws, regulations and government policy documents to identify those affecting public procurement operations; provide legal opinion to the office and to public bodies as to the application of legal texts related to public procurement; develop and review standard bidding documents; review record of procurement proceedings to identify problems in implementation of the procurement laws and regulations; conduct assessment of public procurement activities; and sensitise all persons involved in the procurement process, including suppliers on the new legal procurement framework.

Assistant Manager, Procurement Policy Office (New Grade)

Recommendation 2

19.53 We also recommend the creation of a grade of Assistant Manager, Procurement Policy Office. Appointment thereto should be made by selection from among candidates possessing a Diploma in Purchasing and Supply Management and reckoning at least five years' experience at mid management level.

19.54 The Assistant Manager, Procurement Policy Office would be responsible to the Manager, Procurement Policy Office for the day-to-day administration of the Office. Incumbent would be required to assist, among others, in reviewing and proposing improvement to legislative and regulatory texts applicable to public procurement; reviewing national laws, regulations and government policy documents to identify those affecting public procurement operations; providing legal opinion to the office and to public bodies as to the application of legal texts related to public procurement; developing and reviewing standard bidding documents; reviewing record of procurement proceedings to identify problems in implementation of procurement laws and regulations; conducting assessment of public procurement activities; and sensitising all persons involved in the procurement process, including suppliers on the new legal procurement framework.

PROCUREMENT POLICY OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 96	Rs 110000 Director, Procurement Policy Office
01 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Manager, Procurement Policy Office (New Grade)
01 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Manager, Procurement Policy Office (New Grade)

COMPANIES DIVISION

- 19.55 The Companies Division enforces the Companies Act 2001 and the Business Facilitation Act 2002. Its main functions are to incorporate, register and strike-off companies; register documents that must be filed under the Companies Act 2001; provide company information to the public; and enforce compliance with legal requirements of the Act.
- 19.56 The Division aims at providing a modern and efficient framework for companies to carry out their business activities. It also ensures that the legislative framework governing the corporate sector is efficient, effective, responsive as well as user and investor friendly. The Division also acts as a facilitator for the creation and monitoring of a modern corporate environment for domestic and international investors to invest in and from Mauritius with confidence.
- 19.57 The Companies Division envisions to create a modern and efficient registry of companies in order to make the corporate sector one of the major players of the Mauritian economy and provide the country with the necessary instruments to compete globally.
- 19.58 The Registrar of Companies is the Chief Executive of the Division and is supported by the Deputy Registrar of Companies, Assistant Registrar of Companies and other technical and supporting staff.
- 19.59 We are, in this Report, streamlining the present structure to enhance the existing working arrangements and restyling certain grades to more appropriate appellations.

Companies Officer

Senior Companies Officer

Principal Companies Officer

- 19.60 With the increasing volume of work and the expansion of the activities of the Companies Division and Business Registration, Management has submitted that, for a greater flexibility in work arrangement, there is need for a homogeneous structure to empower officers at the operational level to enhance delivery of services and to provide support services to officers at the functional and corporate levels.
- 19.61 We are, therefore, rationalising the structure of the Companies Division and at the same time, restyling certain grades to more appropriate job appellation.

Recommendation 1

19.62 We recommend that:

- (a) the grades of Companies Officer, Principal Companies Officer and Chief Companies Officer be restyled Compliance Officer, Principal Compliance Officer and Chief Compliance Officer respectively.**
- (b) The grade of Principal Compliance Officer should, subject to the provisions of paragraph 19.64, be filled, on the basis of experience and merit from among officers in the grades of Senior Companies Officer (Personal) and Compliance Officer, *formerly Companies Officer* reckoning at least six years' service in a substantive capacity in the cadre.**
- (c) Promotion to the grade of Chief Compliance Officers, *formerly Chief Companies Officer*, should be made, on the basis of experience and merit, of officers in the grade of Principal Compliance Officer reckoning at least two years' service in a substantive capacity in the grade.**

Recommendation 2

19.63 We are providing a personal salary scale for officers in post in the grade of Senior Companies Officer (Roster).

Recommendation 3

19.64 We recommend that Principal Compliance Officer should in the first instance be filled by appointment from among Senior Companies Officer (Roster) (Personal).

Registrar of Companies

19.65 At present the Registrar of Companies is drawing a monthly allowance of Rs 5000. This allowance has been integrated in the recommended salary for the grade.

Hours of Work

19.66 Officers in the grades of Chief Compliance Officer, Principal Compliance Officer, Senior Companies Officer (Personal) and Compliance Officer are 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 95	Rs 100000 Registrar of Companies (Personal)
18 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000 Deputy Registrar of Companies
18 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Assistant Registrar of Companies
18 55 65	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Chief Compliance Officer (Roster) <i>formerly Chief Companies Officer (Roster)</i>
18 49 61	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Principal Compliance Officer(Roster) <i>formerly Principal Companies Officer (Roster)</i>
18 42 54	Rs 17800 x 600 – 23200 x 800 – 25600 Senior Companies Officer (Roster) (Personal)
18 22 51	Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Compliance Officer(Roster) <i>formerly Companies Officer (Roster)</i>
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Photocopyist

19.1 REGISTRAR-GENERAL'S DEPARTMENT

- 19.1.1 The Registrar-General's Department operates under the *aegis* of the Ministry of Finance and Economic Development. Its activities are organised under three main sections, namely Registration, Mortgage (Land Registry) and Valuation. The functions of the Registration Section are to tax documents, collect revenue and register documents. The Mortgage (Land Registry) is responsible to record land transactions, preserve mortgages and give publicity to land transactions while the Valuation Section collects additional revenue on reassessment of immovable properties and deals with representations and appeals to Assessment Review Committee.
- 19.1.2 The mission of the Registrar General's Department is to provide quality service to its stakeholders in the administration of the various legislation dealing with movable and immovable properties; provide an efficient registration and information search system for property titles and a legal framework for the ownership and management of land developments.
- 19.1.3 The Registrar-General, who is also, the Conservator of Mortgages, is responsible for the day-to-day administration of the Department. He is assisted in his duties by the Deputy Registrar General and officers in the grade of Assistant Registrar-General and Registration cadre and those of the general services.
- 19.1.4 The present organisation structure of the Registrar General's Department is suitable and is being maintained. However, with the utilisation of Information Technology (IT), the pattern of work at the Department is undergoing changes through the computerisation of the office processes. As such, all officers including those of technical grades are required to use IT for timely and effective delivery of services. These changes in the work pattern have a bearing on the functions of certain specialised grades, which in the long run would become redundant. We are making appropriate recommendations to address the issue.

Copyist and Check Clerk

- 19.1.5 The Copyist and Check Clerk provides support service to the department and is required to type and collate mortgage certificates, prepare and deliver photocopied extracts from transcription and inscription registers, copy extracts from mortgage registers, help collating deeds deposited for transcription, and handle electronic equipment, as and when required while the Inscription and Check Clerk records mortgage inscriptions, supervises the preparation of transcription register, prepares and processes data to be fed in the computer system and retrieves them, whenever required.

19.1.6 Management has submitted that with the computerisation of the office processes at the Registrar General's Department, much of the activities devolving upon these grades would be carried out electronically and there would not be any need for these specialised grades in future, as these duties can be safely allocated to Clerical Officer/Higher Clerical Officers.

Recommendation 1

19.1.7 We recommend that the grade of Copyist and Check Clerk be made evanescent. We have provided a personal salary for officers in post.

19.1.8 We further recommend that, on vacancy arising in the post of Copyist and Check Clerk, the organisation may consider the advisability of posting Officers of the General Services to carry out the functions.

REGISTRAR-GENERAL'S DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 90	Rs 80000 Registrar-General (with Legal Qualifications)
18 00 88	Rs 75000 Registrar-General
18 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Registrar-General
18 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Assistant Registrar-General
18 53 64	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Chief Registration Officer
18 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Principal Registration Officer

Salary Code	Salary Scale and Grade
18 41 53	Rs 17200 x 600 – 23200 x 800 – 24800 Senior Registration Officer
18 21 49	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Registration Officer
18 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Inscription and Check Clerk
18 16 44	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Copyist and Check Clerk (Personal)
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) <i>formerly Machine Minder (Bindery)</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

19.2 TREASURY

- 19.2.1 The Accountant-General's Department operates under the *aegis* of the Ministry of Finance and Economic Development. It is responsible, *inter alia*, for the preparation of Government Accounts and the maintenance of a proper accounting system as regards the collection, safekeeping and disbursement of public funds, management of the government cash flows and overseeing the computerisation of all financial and stores accounting systems. It is also responsible for managing the dispensing of certain public service benefits including pensions, passages and motor car/cycle loans.
- 19.2.2 The Accountant-General is the Accounting/Responsible Officer and he is assisted by the Deputy Accountant-General and two Assistant Accountant-Generals. The organisation is manned by officers belonging to the professional and technical cadres as well as by officers of the general service grades.
- 19.2.3 In view of the increase in the level of activities and to ensure the smooth running of the various sections, we are, in this Report, reinforcing the present structure with the creation of additional levels to enable the Department to discharge its functions more efficiently and effectively.

Senior Accountant (New Grade)

- 19.2.4 With the new development at the Ministry of Finance and Economic Development as regards the change in the preparation and presentation of Annual Estimates from 'Line Budgeting' to 'Programme Based Budgeting' and the Financial Statements from 'Cash Basis' to 'Accrual Accounting Basis', there is need for an additional professional level to support the Management to carry out the accounting functions in an orderly and efficient manner, ensure adherence to policies, safeguard assets and secure the completeness and accuracy of records.

Recommendation 1

- 19.2.5 **We recommend the creation of a grade of Senior Accountant to be filled by promotion, on the basis of experience and merit, of officers in the grade of Accountant reckoning at least four years' service in a substantive capacity.**
- 19.2.6 The Senior Accountant would be required, among others, to assist the Accountant-General, Deputy Accountant-General and Assistant Accountant-General in the performance of their duties, carry out investigations and submit comprehensive reports and recommendations, ensure the correct application of the pension and passage laws, rules and regulations, and monitor the cash flows to ensure that adequate funds are available to meet all payments.

PASSAGES SECTION

Assistant Officer-in-Charge (Passages) (New Grade)

19.2.7 The Passages Section is responsible for the computation and payment of passage benefit to eligible Government employees, including the confirmation of passage arrangements for public officers proceeding on overseas leave and for delegates on official missions abroad. At present, the Passages Section is headed by the Officer-in-Charge (Passages) and manned by officers of the Financial Operations Cadre *formerly Finance Cadre* and general service grades. In view of the increasing workload at the Passages Section and demand for quick service delivery, we are reinforcing the section with the creation of an additional level to support the Officer-in-Charge (Passages).

Recommendation 2

19.2.8 **We recommend the creation of a grade of Assistant Officer-in-Charge (Passages). Appointment thereto should be made by selection from among serving officers in the General Services Cadre and Financial Operations Cadre *formerly Finance Cadre*, drawing a minimum salary of Rs 20200 monthly.**

19.2.9 Incumbent would be required, *inter alia*, to assist the Officer-in-Charge (Passages) in coordinating and monitoring the work of the Passages Section, provide advice in accordance with Standing Rules and Regulations, advise and assist officers in the computation of passage benefit and on all matters relating to overseas travel and compilation of statistics in the passages section.

PENSIONS SECTION

Assistant Officer-in-Charge (Pensions) (New Grade)

19.2.10 The Pensions Section is responsible for the computation and payment of pensions and gratuities to retired Government employees. At present, the Pensions Section is headed by the Officer-in-Charge (Pensions) and he is assisted by officers of the Financial Operations Cadre *formerly Finance Cadre* and by staff of the general service grades. In order to enhance effective processing and monitoring of pensions, there is need for a level to support the Officer-in-Charge (Pensions) for proper and efficient computation and payment of pensions and gratuities. We are providing for an appropriate grade to shoulder these responsibilities.

Recommendation 3

19.2.11 We recommend the creation of a grade of Assistant Officer-in-Charge (Pensions). Recruitment thereto should be made by selection from among serving officers in the General Services Cadre and Financial Operations Cadre formerly Finance Cadre, drawing a minimum salary of Rs 20200 monthly.

19.2.12 The Assistant Officer-in-Charge (Pensions) would be required, among others, to assist the Officer-in-Charge (Pensions) in maintaining an up-to-date register of pensioners and liaise with the appropriate authority for obtaining list of deceased pensioners; attend to court cases relating to pension matters on behalf of the Accountant-General and reply to queries from the Ombudsman's Office and pensioners and ensure prompt remedial action.

TREASURY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 93	Rs 87500 Accountant-General
01 00 84	Rs 66000 Deputy Accountant-General
01 65 75	Rs 37500 x 1250 – 50000 Assistant Accountant-General
01 59 71	Rs 30000 x 1250 – 45000 Senior Accountant (New Grade)
01 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Accountant
01 53 63	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Officer-in-Charge (Passages) Officer-in-Charge (Pensions)

Salary Code	Salary Scale and Grade
01 41 55	<p>Rs 17200 x 600 – 23200 x 800 – 26400</p> <p>Assistant Officer-in-Charge (Passages) (New Grade) Assistant Officer-in-Charge (Pensions) (New Grade)</p>
04 43 55	<p>Rs 18400 x 600 – 23200 x 800 – 26400</p> <p>Treasury Computer Room Supervisor</p>
04 29 49	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</p> <p>Treasury Computer Operator (Personal to Officer in post as at 30.6.1993)</p>
16 16 47	<p>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800</p> <p>Machine Minder/Senior Machine Minder (Bindery) <i>formerly Machine Minder (Bindery)</i></p>
24 13 36	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Driver Treasury Voucher Room Assistant</p>
24 07 27	<p>Rs 7400 x 200 – 10200 x 250 – 11700</p> <p>Stores Attendant</p>
24 02 21	<p>Rs 6425 x 175 – 6600 x 200 – 10200</p> <p>General Worker</p>

19.3 CENTRAL STATISTICS OFFICE

- 19.3.1 The Central Statistics Office (CSO), which operates under the *aegis* of the Ministry of Finance and Economic Development, is a government organisation responsible for the collection, compilation, analysis, publication and dissemination of all official statistics relating to all aspects of the economic and social activities of the country. By virtue of the Statistics Act 2000, the CSO is the central depository for all statistics produced in Mauritius. Article 5 paragraph (c) of the Act stipulates that the Director shall coordinate and monitor statistical activities in all Ministries and Government Departments, local authorities and other statutory bodies with a view to ensuring, among other things, that approved statistical standards and procedures are applied.
- 19.3.2 The mission of the CSO is to provide timely, relevant and reliable statistics, consistent with international principles and standards, for effective decision-making and monitoring.
- 19.3.3 Pursuant to a recommendation of the 2003 PRB Report, the Logistics and Research Division was created with four functional sections, namely Data Dissemination and Customer Support, Field Organisations, Statistical Infrastructure, and Technical Infrastructure. The number of staff in managerial and analytical functions was increased while the number at operational level was reduced.
- 19.3.4 The office is headed by the Director of Statistics and comprises three divisions, namely the Economic Division, the Social Division, and the Logistics and Research Division. Each division is headed by a Deputy Director.
- 19.3.5 The CSO has already embarked on the National Statistical Systems (NSS) through the design of National Strategies for the Development of Statistics (NSDS). Furthermore, Government is moving to programme-based budgeting in 2008-2009. This new budgetary system together with the NSDS and other emerging challenges facing the CSO call for the strengthening of its organisational structure. The new structure, while meeting the additional demands of the NSDS and providing for the flexibility required, is expected to deliver on the following five programmes: production of basic economic and financial statistics; production of basic socio-demographic statistics; analysis and integration of economic and social statistics; statistical support and technical services; and corporate services. The new arrangement would necessitate, *inter alia*, enhanced job competencies and new job profiles that can better contribute to the achievement of the organisational objectives.

19.3.6 We are, among others, restyling certain grades to more appropriate appellations which reflect more precisely the duties and responsibilities devolving on the incumbents, reviewing the mode of recruitment and enhancing the qualification requirements of a few other grades wherever deemed expedient, and strengthening the structure of the Statistical Officer Cadre in order to gainfully utilise the services of the more experienced officers.

Recommendation 1

19.3.7 **We recommend that, apart from the grades of Statistician and Senior Statistician which have appropriate appellations, the following grades on the establishment of the Central Statistics Office be restyled as below:**

<i>Grade</i>	<i>Restyled to</i>
Director of Statistics	Statistician-General
Deputy Director of Statistics	Assistant Statistician-General
Principal Statistician	Lead Statistician

Statistician

19.3.8 At present, the academic qualifications required of incumbents for the grade of Statistician are (a) the Cambridge Higher School Certificate with passes in at least two subjects at principal level including Mathematics or the General Certificate of Education “Advanced Level” with passes in at least two subjects including Mathematics; (b) the Graduate Diploma of the Royal Statistical Society, UK or a post ‘A’ level degree with Statistics as one of the major subjects or an alternative qualification acceptable to the Public Service Commission.

19.3.9 It has been argued that, for other professions requiring registration with a Society or Council, the basic pre-professional qualifications are not specified in the schemes of service and hence are not a prerequisite. However, for holders of a normal degree in the field, possession of the Higher School Certificate or an equivalent qualification is essential and should remain a precondition for eligibility. It has also been represented that the salary level of a Statistician holding the Graduate Diploma of the Royal Statistical Society, UK is not on a par with that of other professionals in entry grades of similar status. We are making appropriate recommendations to address the foregoing issues.

Recommendation 2

- 19.3.10 **We recommend that the scheme of service of the grade of Statistician be redrafted such that, in future, the qualification requirements be (i) the Graduate Diploma of the Royal Statistical Society, UK or (ii) a post 'A' level degree with Statistics as one of the major subjects.**
- 19.3.11 **We further recommend that Statisticians possessing the Graduate Diploma of the Royal Statistical Society, UK should join the recommended salary scale at salary point Rs 19600.**

Statistical Officer

- 19.3.12 At present, appointment to the grade of Statistical Officer is made by selection from among serving Clerical Officer/Higher Clerical Officers possessing the Higher School Certificate with passes in two subjects at principal level including Mathematics obtained on one certificate or equivalent qualification. The scheme of service of the grade of Statistical Officer includes a 'Note' stating that the successful completion of, or exemption from, the Ordinary Certificate in Statistics of the Royal Statistical Society (UK) or possession of an equivalent qualification is a condition for appointment in a substantive capacity.
- 19.3.13 However, the Management of the CSO has submitted that the exemption from the Ordinary Certificate in Statistics of the Royal Statistical Society (UK) should no longer be accepted as a satisfying condition for appointment in a substantive capacity in the grade of Statistical Officer and possession of the Certificate or an equivalent one should be an essential prerequisite.

Recommendation 3

- 19.3.14 **We recommend that the scheme of service of the grade of Statistical Officer be amended such that, in future, Statistical Officers should possess the Ordinary Certificate in Statistics of the Royal Statistical Society (UK) or an equivalent qualification as a satisfying condition for appointment in a substantive capacity in the grade of Statistical Officer.**

Principal Statistical Officer (New Grade)

- 19.3.15 At present, the Statistical Officer Cadre is made up of the grades of Statistical Officer and Senior Statistical Officer. Following an assessment of the workload in the various subject-matter units and also of the human resources required at various levels, it has been observed that many Senior Statistical Officers have the experience, knowledge, skills and abilities to operate at a higher level than they are currently doing.
- 19.3.16 Both the management and the staff side have proposed for the creation of a grade of Principal Statistical Officer, intermediate between the Statistician

and the Senior Statistical Officer, to take charge of those subject-matter units engaged primarily in data collection and processing, and/or to assist their professional colleagues in carrying out analysis and research.

Recommendation 4

19.3.17 We recommend the creation of a grade of Principal Statistical Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Statistical Officer reckoning at least two years' service in a substantive capacity in the grade.

19.3.18 Incumbent would be required to, among other activities, organise the collection, compilation, presentation and publication of data; develop indicators to measure performance; perform complex calculations and computations; make use of software for computer processing; monitor the work of a group of Senior Statistical Officers and Statistical Officers; and assist the Statisticians.

19.3.19 The foregoing recommendations would necessitate consequential amendments to the schemes of service of grades in the professional and technical cadres to reflect the enhanced job competencies and the new job profiles needed for the achievement of the organisational objectives.

CENTRAL STATISTICS OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
20 00 93	Rs 87500 Statistician-General <i>formerly Director of Statistics</i>
20 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Assistant Statistician-General <i>formerly Deputy Director of Statistics</i>
20 65 75	Rs 37500 x 1250 – 50000 Lead Statistician <i>formerly Principal Statistician</i>

Salary Code	Salary Scale and Grade
20 59 71	Rs 30000 x 1250 – 45000 Senior Statistician
20 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Statistician
20 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Principal Statistical Officer (New Grade)
20 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Senior Statistical Officer
20 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Statistical Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

19.4 VALUATION DEPARTMENT

- 19.4.1 The Valuation Department, which operates under the *aegis* of the Ministry of Finance and Economic Development, provides professional valuation advice to Government and Local Government Agencies in matters pertaining to property taxation; compensation payable on compulsory acquisition by Government; rent payable and receivable by Government; and valuation of property for any other purposes.
- 19.4.2 The Valuation Department is also responsible for the maintenance of the valuation roll for the five Municipal Councils. With the introduction of the Land Administration Valuation Information Management System (LAVIMS), the department would be fully involved in the cadastral survey for the whole island. It would be responsible for the establishment and maintenance of the valuation roll at national level in connection with the National Residential Property Taxation (NRPT). In this respect, more than 350,000 properties would have to be evaluated, implying larger responsibilities both in volume and complexity. The activities of the Department would, therefore, take a new and wider dimension with the new developments, particularly with the challenges of the setting up of a modern and effective LAVIMS with a national database on the market value of immovable properties.
- 19.4.3 The Valuation Department envisions to be a leading organisation in the provision of valuation, appraisal and consultancy services relating to real estate at the national level, including the outer islands.
- 19.4.4 The functional organisation structure of the Valuation Department consists of the professional and the technical cadres. It is headed by a Chief Government Valuer.
- 19.4.5 At the professional level, the Chief Government Valuer is assisted by officers in the grades of Deputy Chief Government Valuer, Principal Government Valuer, Senior Government Valuer and Government Valuer; and at the technical level, by officers in the grades of Chief Valuation Technician, Principal Valuation Technician, Senior Valuation Technician and Valuation Technician.

Recruitment and Retention Problems

- 19.4.6 The management of the Valuation Department has reported that the Public Service Commission, in its report for period July 2005 to December 2006, has classified the post of Government Valuer as scarce, i.e no qualified candidates or a limited number were available. Over the past years, it has been difficult to recruit the right number. In 2003, out of 11 vacancies reported, only seven of them were filled and in 2006, out of nine vacancies reported, only four. The Public Service Commission had informed that there

were no suitable candidates available for recruitment. Moreover, two Government Valuers have recently left the service for the private sector.

- 19.4.7 The survey on recruitment and retention problems in the public sector carried out by the Bureau has confirmed the foregoing details. In fact, the grade of Government Valuer, which was not reported upon as scarce in the 2003 PRB Report, has registered a vacancy rate of 31.6% as at 30 June 2007, six posts being vacant out of an establishment of 19.
- 19.4.8 The Australian Landgate Consultants have recommended in their report that “there is urgent need to at least grow the number of Valuers and fill its establishment. The Valuation Department should also expect to replace at least two Valuers per annum due to natural attrition.”
- 19.4.9 To curb the problem of scarcity and retention, the Valuation Department is proposing that a sponsorship scheme be introduced to sponsor officers in the technical cadre, who have already gone some way, in obtaining a professional qualification. We understand that such a scheme, which was in operation and which yielded results, has ceased.
- 19.4.10 In this Report, while providing the mechanism to address problems of recruitment and retention in the professional cadre of Government Valuer, which is dealt with in-depth in Volume I we are, among others, restyling the grades in the cadre as well as those in the technical cadre more appropriately, in consonance with job appellations obtaining in overseas jurisdictions, to reflect the nature of the duties and responsibilities devolving on the incumbents. Additionally, we are restructuring the technical cadre and reviewing the qualification requirements for entry to the grade of Valuation Technician which is being restyled Property Referencer.

Government Valuer Cadre

- 19.4.11 The present structure of the Government Valuer cadre consists of the following grades: Government Valuer, Senior Government Valuer, Principal Government Valuer, Deputy Chief Government Valuer and Chief Government Valuer.
- 19.4.12 We are restyling the grades in the cadre to reflect the nature of the duties and responsibilities devolving on incumbents in line with appellations in foreign jurisdictions.

Recommendation 1

19.4.13 We recommend that, apart from the grades of Government Valuer and Senior Government Valuer which are appropriately styled, the following grades on the establishment of the Valuation Department be restyled as hereunder:

<i>Grade</i>	<i>Restyled to</i>
Principal Government Valuer	Lead Government Valuer
Deputy Chief Government Valuer	Deputy Director, Valuation and Real Estate Consultancy Services
Chief Government Valuer	Director, Valuation and Real Estate Consultancy Services

Technical Cadre

19.4.14 At present, the technical cadre of the Valuation Department has a four-level structure comprising the grades of Valuation Technician, Senior Valuation Technician, Principal Valuation Technician and Chief Valuation Technician.

19.4.15 It has been proposed that, for greater efficiency in the work organisation and clearer accountability and reporting line, there is need to restructure the technical cadre into a three-level hierarchy with more appropriate appellations. The staff side which has been consulted on this matter is agreeable to the restructuring, which is in line with the general trend towards delayering and flatter structures while the restyling is in consonance with job appellations based on foreign experience. We therefore recommend accordingly.

Recommendation 2

19.4.16 We recommend that the following grades on the establishment of the Valuation Department be restyled as hereunder:

<i>Grade</i>	<i>Restyled to</i>
Valuation Technician	Property Referencer
Senior Valuation Technician	Senior Property Referencer
Principal Valuation Technician	Lead Property Referencer

19.4.17 In the new set-up, the Lead Property Referencer would be responsible for the area under him and the grade of Chief Valuation Technician would no longer be required. We are, therefore, making appropriate recommendation so that it be gradually phased out.

Recommendation 3

19.4.18 We recommend that the grade of Chief Valuation Technician be abolished on vacancy. We have provided a personal salary scale for the incumbent.

Property Referencer *formerly Valuation Technician*

19.4.19 At present, appointment to the grade of Property Referencer *formerly Valuation Technician* is 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. Incumbents are appointed on probation and are required to follow an in-house training prior to appointment in a substantive capacity.

19.4.20 It has been reported that it is becoming increasingly difficult to retain serving officers in the Valuation Department because of the nature of the work. Serving officers appointed Property Referencer *formerly Valuation Technician* generally tend to quit their posts before being substantively appointed to revert to their substantive posts and vacancies in the grade keep on recurring. Training undergone at public expense is, therefore, wasted as the Department keeps on providing training to new recruits. We are reviewing the mode of entry to the grade of Property Referencer.

Recommendation 4

19.4.21 We recommend that, in future, appointment to the grade of Property Referencer should be made by selection from among candidates possessing a Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics or an equivalent qualification. Property Referencers would be appointed on probation and would be required to undergo an in-house training prior to appointment in a substantive capacity.

VALUATION DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 00 88	Rs 75000 Director, Valuation and Real Estate Consultancy Services <i>formerly Chief Government Valuer</i>

Salary Code	Salary Scale and Grade
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director, Valuation and Real Estate Consultancy Services <i>formerly Deputy Chief Government Valuer</i>
26 65 75	Rs 37500 x 1250 – 50000 Lead Government Valuer <i>formerly Principal Government Valuer</i>
26 59 71	Rs 30000 x 1250 – 45000 Senior Government Valuer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Government Valuer
26 53 63	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Chief Valuation Technician (Personal)
26 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Lead Property Referencer <i>formerly Principal Valuation Technician</i>
26 42 54	Rs 17800 x 600 – 23200 x 800 – 25600 Senior Property Referencer <i>formerly Senior Valuation Technician</i>
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Property Referencer <i>formerly Valuation Technician</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

20. MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL TRADE AND COOPERATION

- 20.1 The Ministry of Foreign Affairs, International Trade and Cooperation implements foreign and trade policies as laid down by government with the objectives to, *inter alia*, assert the sovereignty of Mauritius and its territorial integrity as defined by our Constitution; accelerate the process of economic integration at the regional and continental level; strengthen our competitiveness and trading capacity; enhance our ability to attract Foreign Direct Investment and promote Mauritius as a safe and attractive destination and enhance the negotiating position of Mauritius at the bilateral, regional and multilateral levels.
- 20.2 The Ministry carries out its mandate through its three constituent Divisions viz. Foreign Affairs, International Trade and Cooperation. The Foreign Affairs Division develops and implements foreign policy that safeguards and promotes the national interests of Mauritius and which contributes towards the building of a secure, equitable, democratic and peaceful international community. The International Trade Division copes with the challenges of globalisation for a smooth integration of Mauritius in the global economy whereas the Cooperation Division charts out appropriate strategies to facilitate the processes of regional cooperation and integration and to promote economic and social initiatives for sustainable development.
- 20.3 On the basis of submissions received in the context of the present Report, we are making provision for officers of the Protocol Directorate to recoup their excess hours forgone, restyling a few grades and restructuring certain cadres by creating additional levels for better operational effectiveness.

Foreign Affairs Division

- 20.4 The Foreign Affairs Division is headed by the Secretary for Foreign Affairs who is supported by a Permanent Secretary and officers of the Diplomatic cadre.
- 20.5 The activities of the Division are organised into five Directorates, namely Bilateral Directorate I, Bilateral Directorate II, Multilateral Political Directorate, Multilateral Economic Directorate and Protocol Directorate; an Administrative Unit; and 21 Diplomatic Missions including two Consulates.
- 20.6 The current structure of the Division is adequate and effective and, therefore, needs no change. However, further to representations made, we are recommending appropriate measures to enable officers of the Protocol Directorate to recoup their accumulated excess hours forgone.

Accumulated excess hours of work

- 20.7 Officers posted in the Protocol Directorate are regularly called upon to work beyond their normal working hours as well as on public holidays and week-ends. These officers accumulate excess hours which are in principle granted to them as time off within the same year.
- 20.8 However, management has represented that it is becoming increasingly difficult to offset the excess hours thus accumulated by officers against time off in view of the exigencies of the service and the ongoing nature of the activities of the Directorate. As a result, these officers have to forgo the extra hours of work without any compensation in spite of the present arrangement to accumulate the excess hours put in.
- 20.9 To ease this situation, we are making recommendation to grant responsible officers some flexibility in allowing officers concerned to carry forward the excess hours forgone.

Recommendation 1

- 20.10 **We recommend that officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours against time off in the year it fell due, may be allowed by the Responsible Officer to carry over the excess hours of work accumulated into the following year provided that a written application to offset the extra hours of work accumulated against time off has been made by the officer concerned in the year it was due and such time off has not been approved due to the exigencies of the service.**
- 20.11 **We further recommend that the excess hours accumulated that have been carried forward should lapse if not taken as time off in the year they have been carried over.**

Entertainment Allowance

- 20.12 At present, the Secretary for Foreign Affairs and Ambassadors are paid a monthly entertainment allowance of Rs 5000 and Rs 3600 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations received when posted at the Head Office.

Recommendation 2

- 20.13 **We recommend that the monthly entertainment allowance payable to the Secretary for Foreign Affairs and Ambassadors should be revised to Rs 6250 and Rs 4500 respectively.**

Foreign Service Allowance and Other Related Allowances

- 20.14 Foreign Service Allowance and Other Related Allowances are payable to officers of the Diplomatic cadre to ensure that they have a standard of living commensurate with the diplomatic function they occupy in the country of posting. Appropriate recommendations in respect of these allowances have been made at Chapter 18.18 of Volume I of this Report.

INTERNATIONAL TRADE DIVISION

- 20.15 The International Trade Division (ITD) was created in the context of the changing landscape of international trade to cope with the challenges of globalisation and to ensure the smooth integration of Mauritius into a globalised and liberalised world economy.
- 20.16 The objectives of the Division are, *inter alia*, to elaborate the negotiating position of Mauritius *vis-à-vis* the World Trade Organisation (WTO) and various regional blocs/agreements; defend the interests of Mauritius in situations causing market disturbances and in trade disputes; ensure that the trade obligations undertaken by Mauritius *vis-à-vis* the World Trade Organisation are taken into account in the formulation of laws, regulations and administrative procedures; prepare for the periodic WTO Trade Policy Review; and continuously monitor development taking place at the multilateral and regional levels.
- 20.17 The Division comprises the Trade Policy Unit, the Industrial Property Office and the Industrial Property Tribunal, all supported by an administrative section. In view of the growing complexity and level of responsibilities caused by the paradigm shift in trade relations, we are reviewing the structure with the provision of a new level, amending the qualification requirements of a few grades and restyling others.

Principal Trade Policy Analyst (New Grade)

- 20.18 At present, the Trade Policy Analyst Cadre comprises the Director, Trade Policy; Deputy Director, Trade Policy; Senior Trade Policy Analyst and Trade Policy Analyst. There is need for an intermediate level between the Deputy Director and Senior Trade Analyst to supervise, coordinate and monitor the work of subordinates; conduct relevant research/studies; and assist in the development of trade policies.

Recommendation 3

- 20.19 We recommend the creation of a grade of Principal Trade Policy Analyst. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Trade Policy**

Analyst reckoning at least four years' experience in the grade in a substantive capacity.

Director, Trade Policy

Deputy Director, Trade Policy

20.20 At present, the Director, Trade Policy and the Deputy Director, Trade Policy are drawing a monthly allowance of Rs 3500 and Rs 3000 respectively for shouldering higher and additional responsibilities. This element has been taken into consideration in arriving at the recommended salaries of both grades. **The allowances should, therefore, lapse with the coming into effect of this Report.**

INDUSTRIAL PROPERTY OFFICE

20.21 The Industrial Property Office enforces the Patents Industrial Design and Trade Marks Act 2002 and the Protection against Unfair Practices (Industrial Property Right) Act 2002. The mission of the Office is to ascertain 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.

20.22 The objectives of the Office are to give effect to the obligations undertaken by the country in the context of various Conventions and Agreements relating to the Protection of Industrial Property Rights; encourage and ensure the setting up of an effective enforcement mechanism for industrial property rights with stringent penal provisions against infringements, piracy and counterfeiting; constantly update and administer relevant legislation to keep pace with international development; provide for a special industrial property service to right holders and enforcement agencies; and regularly publish and communicate industrial property rights to the public.

20.23 The Office is headed by the Controller, Industrial Property Office who is responsible for the efficient and effective operation and management of the Industrial Property Office. In the performance of his duties, the Controller, Industrial Property Office is assisted by the Principal Patents and Trade Marks Officer, Senior Patents and Trade Marks Officer, Patents and Trade Marks Officer and employees of the General Services.

20.24 The survey on recruitment and retention in the public sector has revealed that the only post of Controller, Industrial Property Office has remained vacant during the last four financial years. Attempts made to fill the vacancy have not been successful and the Public Service Commission has informed the Ministry that no qualified candidates have applied for the post in response to the advertisement issued.

- 20.25 The grade of Controller, Industrial Property Office is recruited from among candidates possessing a Cambridge Higher School Certificate together with a Degree in either Law, Economics, Business Studies and either a postgraduate Diploma in Intellectual Property with at least 10 years' post qualification experience at managerial level or at least 15 years' post qualification experience at managerial level. The requirements laid down in the existing scheme of service are being reviewed to reduce the post qualification experience to 10 years in the case of a holder of a relevant degree and five years for a holder of a post qualification diploma.
- 20.26 **Should there be any further difficulty to recruit a suitable candidate, the provision at Chapter 4 of Volume I of this Report, regarding negotiable remuneration package may be resorted to.**
- 20.27 While we are maintaining the organisational structure which is appropriate, we are restyling several grades to reflect the changes in the relevant legislation.

COOPERATION DIVISION

- 20.28 The Cooperation Division at the Ministry of Foreign Affairs, International Trade and Cooperation previously known as Regional Cooperation Division, is responsible to promote socio-economic and political development of Mauritius at regional and international levels. In that respect, the Division formulates and implements appropriate policies. It also coordinates and monitors the participation of Mauritius in various regional and international fora.

Restyling of grades of the Regional Cooperation Analyst Cadre

- 20.29 With the change in the mandate of the Division to encompass both regional and international Cooperation, we are restyling the grades of Regional Cooperation Analyst Cadre to more appropriate appellations.

Recommendation 4

- 20.30 **We recommend that grades of the Regional Cooperation Analyst Cadre be restyled as follows:**

Grade	Restyle to
Director, Regional Cooperation	Director, Cooperation
Assistant Director, Regional Cooperation	Deputy Director, Cooperation
Principal Regional Cooperation Analyst	Principal Cooperation Analyst

Grade	Restyle to
Senior Regional Cooperation Analyst	Senior Cooperation Analyst
Regional Cooperation Analyst	Cooperation Analyst

Appointment/Assignment of duties for Senior Officers

20.31 We have made provisions for flexibility in the mode of appointment, tenure of office and remuneration systems for grades of Permanent Secretary and above at the Prime Minister's Office as well as for grades of Deputy Chief Executive and Chief Executive across the public sector.

Recommendation 5

20.32 We recommend that the provisions at above should be equally applicable to the grades of Secretary for Foreign Affairs and Senior Officers of the Ministry, wherever relevant.

MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL TRADE AND COOPERATION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 97	Rs 120000 Secretary for Foreign Affairs
02 00 93	Rs 87500 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 00 90	Rs 80000 Minister Counsellor/Deputy High Commissioner
02 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 First Secretary

Salary Code	Salary Scale and Grade
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Second Secretary
08 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Attaché (Administration)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
INTERNATIONAL TRADE DIVISION	
02 00 90	Rs 80000 Director, Trade Policy
02 00 84	Rs 66000 Deputy Director, Trade Policy
02 65 75	Rs 37500 x 1250 – 50000 Principal Trade Policy Analyst (New Grade)
02 59 71	Rs 30000 x 1250 – 45000 Senior Trade Policy Analyst
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Trade Policy Analyst
18 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Controller, Industrial Property Office

Salary Code	Salary Scale and Grade
18 55 65	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Principal Industrial Property Officer <i>formerly Principal Patents and Trade Mark Officer</i>
18 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Industrial Property Officer <i>formerly Senior Patents and Trade Mark Officer</i>
18 41 53	Rs 17200 x 600 – 23200 x 800 – 24800 Industrial Property Officer <i>formerly Patents and Trade Mark Officer</i>
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Trade Information Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
INTERNATIONAL COOPERATION	
02 00 90	Rs 80000 Director, Cooperation <i>formerly Director, Regional Cooperation</i>
02 00 84	Rs 66000 Deputy Director, Cooperation <i>formerly Assistant Director, Regional Cooperation</i>
02 65 75	Rs 37500 x 1250 – 50000 Principal Cooperation Analyst <i>formerly Principal Regional Cooperation Analyst</i>
02 59 71	Rs 30000 x 1250 – 45000 Senior Cooperation Analyst <i>formerly Senior Regional Cooperation Analyst</i>

Salary Code	Salary Scale and Grade
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Cooperation Analyst <i>formerly Regional Cooperation Analyst</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

21. MINISTRY OF ENVIRONMENT AND NATIONAL DEVELOPMENT UNIT

The Ministry of Environment and National Development Unit is responsible to provide the legal framework and mechanism to protect the natural environment; plan for environmental management and coordinate the inter-relations of environmental issues; ensure the proper implementation of Government policies and enforcement provisions necessary for the protection of the environment and of human health; and ensure that Mauritius co-operates regionally and internationally for the protection of global commons.

The mission of the Ministry is to enable the Republic of Mauritius to attain the highest level of environmental quality as a means to enhance the quality of life of the citizens, preserve the natural environment and advance the Ministry's competitiveness through continued innovation and vibrant partnerships with all stakeholders.

In this Report, we are, among others, restyling the grades at the Directorate level of the Department of Environment to more appropriate appellations, creating a grade of Manager for the National Environmental Laboratory, reviewing the structures of the Environment Officer and Scientific Officer Cadres in line with the general philosophy favouring delayering and flatter structures, and addressing the problem of recruitment to the Inspectorate Cadre.

DEPARTMENT OF ENVIRONMENT

The Department of Environment was established under Section 8 of the Environment Protection Act 2002. It is responsible for the administration of the environmental protection legislation; the design and development of environmental guidelines and standards; acting as a national focal point for information and research on all environmental matters; and assisting other Ministries and Government Agencies in their task of protecting and enhancing the quality of the environment.

The Department of Environment, which is managed by a Director supported by two Deputy Directors, comprises seven divisions, namely Information and Education; Pollution Prevention Control; Integrated Coastal Zone Management (ICZM); Policy and Planning; Environmental Law; Environmental Assessment; Co-ordination and Project Implementation; and the National Environmental Laboratory.

The seven Divisions are under the control of Divisional Environment Officers supported by Senior Environment Officers, Environment Officers and Technical Officer/Senior Technical Officers. The National Environmental

Laboratory (NEL) is headed by a Divisional Scientific Officer who is assisted by a Senior Scientific Officer and 13 Scientific Officers. The Pollution Prevention and Control Division is manned by a Flying Squad comprising Police Officers on secondment.

A Project Manager heads the Living Environment Unit of the Ministry which is serviced by officers of the Inspectorate Cadre, assisted by Tradesmen and manual grades.

In the 2003 PRB Report, new grades of Senior Environment Officer, Senior Scientific Officer (Environment), Deputy Project Manager and Landscape Architect were created to meet the new challenges arising out of the rapid economic development of the country.

The activities of the Department of Environment have increased considerably over the years to respond to the changing requirements of the country for its socio-economic development and also to new environmental challenges at the national and global levels.

Director

Deputy Director

The Director of the Department of Environment has a coordinating role over enforcing agencies under the Environment Protection Act and is responsible for dealing with all environmental issues and emergencies. To reflect this role as well as the nature of duties and responsibilities devolving upon the incumbents, both the Union and Management have submitted that the grades at the directorate level be restyled more appropriately.

Recommendation 1

We recommend that the grades of Director and Deputy Director of the Department of Environment be restyled Director of Environment and Deputy Director of Environment respectively.

Manager, National Environmental Laboratory (New Grade)

The National Environmental Laboratory (NEL) is entrusted with the responsibility to provide a better environment and quality of life for the present and future generations through its involvement in research and the development of new techniques as regards the monitoring of the quality of water and air. The demand on the laboratory has become more pertinent as over time environmental problems have become the greatest challenges facing society. In fact, problems like the spread of infectious diseases, loss of biodiversity, deterioration of air and water quality and loss of fertility are complex and pervasive issues which require multi-disciplinary and integrated study.

Furthermore, the emergence of the Sea Food Hub Sector has put more pressure on the NEL as the European Union has chosen the Laboratory to perform tests on food items for export consignments. There is, therefore, need for a responsible and dedicated position to be in charge of the Laboratory.

Recommendation 2

We recommend the creation of a grade of Manager, National Environmental Laboratory on the establishment of the Ministry of Environment and National Development Unit. Appointment thereto should be made by selection from among candidates possessing a post HSC Degree and a Master's Degree in the relevant field together with a postgraduate Diploma in the field of Management and reckoning at least five years' post qualification experience in laboratory management.

Incumbent would be responsible to, *inter alia*, monitor environmental quality for longer term environmental sustainability; manage and supervise the technical services of the laboratory; and formulate, implement and monitor laboratory processes and procedures to ensure accurate and efficient laboratory testing and analysis.

With the creation of the new grade of Manager, NEL, there is need to amend the scheme of service of the grade of Director of Environment.

Recommendation 3

We recommend that the scheme of service of the grade of Director of Environment be amended such that, in future, appointment thereto be made by selection from among officers in the grades of Deputy Director of Environment and Manager, National Environmental Laboratory reckoning at least two years' service in a substantive capacity in their respective grades.

Environment Officer

Senior Environment Officer

At present there are on the establishment of the Department of Environment 46 posts of Environment Officer, three posts of Senior Environment Officer and seven posts of Divisional Environment Officer. The Ministry has submitted that the organisation structure, as it is today, appears to be awkward where the grade of Senior Environment Officer is superfluous and the incumbents do not assume that team-leadership role given that there are seven Divisional Environment Officers. This is in keeping with the general philosophy favouring delayering.

Recommendation 4

We recommend that the grade of Senior Environment Officer be made evanescent. We have provided personal salaries for the incumbents.

Scientific Officer

Senior Scientific Officer

There are on the establishment of the Department of Environment 13 posts of Scientific Officer, one post of Senior Scientific Officer and one post of Divisional Scientific Officer.

The Ministry has made a proposal that the recommendations made for the Environment Officer cadre be applied to the Scientific Officer Cadre as well, the moreso a new grade of Manager, NEL has been created at the apex of the laboratory services.

Recommendation 5

We recommend that the grade of Senior Scientific Officer be made evanescent. We have provided personal salaries for the incumbents.

Scheme of Service of Environment Officer

At present, appointment to the grade of Environment Officer is made by selection from among serving officers in the grade of Technical Officer/Senior Technical Officer possessing a degree in the related field.

Both the staff side and the Ministry have submitted that practically, all the Environment Enforcement Officers *formerly Environment Enforcement Assistants* possess the prescribed qualifications for the grade of Environment Officer. It has been argued that these officers have acquired grassroot experience and the competencies necessary to produce improved and effective deliverables at the professional level.

Recommendation 6

We recommend that the scheme of service of the grade of Environment Officer be amended such that, in future, appointment thereto be made by selection from among serving Technical Officer/Senior Technical Officers and Environment Enforcement Officers *formerly Environment Enforcement Assistants* possessing the prescribed qualifications. In the absence of suitably qualified serving officers, selection should be made by open competition.

On-Call Allowance

Presently, a monthly commuted allowance and an in-attendance allowance are paid to the professional and technical staff for being on-call as well as for attending work while on-call. We are updating the list of eligible grades and revising the quantum.

Recommendation 7

We recommend that the monthly commuted allowance payable to the professional and technical staff for being on-call be revised as follows:

Grades	Amount (Rs)
Environment Enforcement Officer <i>formerly Environment Enforcement Assistant</i>	450
Technical Officer/Senior Technical Officer (Personal)	660
Environment Officer Scientific Officer (Environment)	815
Senior Environment Officer (Personal) Senior Scientific Officer (Environment) (Personal)	1000
Divisional Environment Officer and Divisional Scientific Officer (Environment)	1125

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

Grades	Amount (Rs)
Environment Enforcement Officer <i>formerly Environment Enforcement Assistant</i>	90
Technical Officer/Senior Technical Officer (Personal)	130
Environment Officer Scientific Officer (Environment)	165
Senior Environment Officer (Personal) Senior Scientific Officer (Environment) (Personal)	200
Divisional Enforcement Officer Divisional Scientific Officer	225

Living Environment Unit

The Living Environment Unit (LEU) of the Ministry is responsible for the upgrading, landscaping, upliftment and embellishment of the country. Its functions are in line with the Government's policy to improve the immediate environment as well as to enhance the quality of life of the citizen.

At present, the LEU is headed by a Project Manager who is supported by a Deputy Project Manager. The workforce of the LEU comprises officers in the grade of the Inspectorate cadre and the manual staff posted on different sites regionwise.

Project Manager

At present, the Project Manager is appointed from among registered Professional Engineers (Civil), reckoning at least six years' post-registration experience in the formulation and implementation of public sector projects. The post of Deputy Project Manager, which was created in the 2003 PRB Report, is filled by selection from among Registered Civil Engineers with three years' post-registration experience in the formulation and implementation of public sector projects.

In this Report, we are reviewing the scheme of service of the grade of Project Manager to make it promotional for the Deputy Project Manager.

Recommendation 8

We recommend that, in future, promotion to the grade of Project Manager should be made on the basis of experience and merit of officers in the grade of Deputy Project Manager reckoning at least two years' service in a substantive capacity in the grade.

Inspectorate Cadre

The Inspectorate cadre is a four-level structure comprising the grades of Assistant Inspector, Inspector, Senior Inspector and Chief Inspector. At present, appointment to the grade of Assistant Inspector is made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and either the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of the London Institute or the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of the London Institute or the "Brevet de Technicien" in Civil Engineering or in Building Construction awarded by the Lycée Polytechnique Sir Guy Forget.

The Ministry has reported serious recruitment problems at the entry level whereby several vacancies in the grade of Assistant Inspector have so far remained unfilled. It has been argued that the salary is not attractive enough in relation to the qualifications required and holders of such qualifications are more

inclined to join the private sector. Moreover, the LEU would gradually be facing serious problem of depletion in the Inspectorate cadre as Chief Inspectors and Senior Inspectors would soon be reaching retirement age. In the light of the above and with the increasing number of environmental projects, there is need to review the structure of the Inspectorate cadre to ease the problem of recruitment.

Recommendation 9

We recommend that the grade of Assistant Inspector be made evanescent. We have provided personal salaries for the officers in post.

We recommend that the Inspectorate Cadre of the Living Environment Unit (LEU) should consist of the following three levels, namely Inspector, Senior Inspector and Chief Inspector. Appointment to the grade of Inspector should, in future, be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one science or technical subject and either the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of the London Institute or the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of the London Institute or the “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Lycée Polytechnique Sir Guy Forget and having an overall knowledge and working experience of civil and building engineering works or any acceptable equivalent qualification.

Incumbent would be responsible for, *inter alia*, execution and supervision of civil engineering works; control and general supervision of subordinate staff and workers on sites of work; control of attendance register, time and progress books; preparation of estimates, bills, paysheets and monthly returns; routine maintenance of transport plant and equipment; and assisting Senior Inspectors in the discharge of their duties.

MINISTRY OF ENVIRONMENT AND NATIONAL DEVELOPMENT UNIT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
26 65 75	Rs 37500 x 1250 – 50000

Salary Code	Salary Scale and Grade
26 59 71	Project Manager Rs 30000 x 1250 – 45000 Deputy Project Manager (Ministry of Environment)
26 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Landscape Architect
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Chief Inspector
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Inspector
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector (Personal)
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Leading Hand
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver, Mechanical Unit

Salary Code	Salary Scale and Grade
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Cabinet Maker Carpenter Mason Painter Welder General Assistant
24 08 28	Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000 Handy Worker (Special Class)
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman Assistant
DEPARTMENT OF ENVIRONMENT	
19 00 90	Rs 80000 Director of Environment <i>formerly Director</i>

Salary Code	Salary Scale and Grade
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Director of Environment <i>formerly Deputy Director</i> Manager, National Environmental Laboratory (New Grade)
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Project Co-ordinator
19 65 75	Rs 37500 x 1250 – 50000 Divisional Environment Officer Divisional Scientific Officer
19 59 71	Rs 30000 x 1250 – 45000 Senior Environment Officer (Personal) Senior Scientific Officer (Environment) (Personal)
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Environment Officer Scientific Officer
19 37 62	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Technical Officer/Senior Technical Officer (Environment) (Personal)
19 24 51	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Environment Enforcement Officer <i>formerly Environment Enforcement Assistant</i>
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Maintenance Assistant

Salary Code	Salary Scale and Grade
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Resource Centre Attendant
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

NATIONAL DEVELOPMENT UNIT

The National Development Unit (NDU) operates under the aegis of the Ministry of Environment and NDU. The Unit is responsible to identify and implement projects with the aim of improving basic amenities; provide recreational activities especially in deprived areas; and coordinate development projects at national level. Its mission relates to the conception and implementation of projects, as well as to the provision of advisory, support and counselling services. The Unit envisions to bring development at the doorstep of people and to provide excellent services of high standard.

The activities of the NDU are organised under the Regional Development Section, Technical Section and a network of 35 Citizens Advice Bureau (CAB) covering the island.

The current structures meet the functional requirements of the NDU. We are, therefore, not making any major change, except for the review of the qualification requirements and for the redefinition of the duties of a few grades, where necessary.

Regional Development Section

The Regional Development Section is involved in various projects relating to, *inter alia*, construction/renovation/upgrading of roads, improvement in connection with community centres/multipurpose facilities, market fairs, football grounds/youth centres/sports complexes, leisure parks, pre-primary schools, embellishment work, buspark, handicraft centres, drain network schemes and healthy living natural trail schemes.

The Section is headed by a Chief Regional Development Officer who is assisted by officers in the grades of Principal Regional Development Officer, Senior Regional Development Officer, Regional Development Officer and Assistant Regional Development Officer.

Assistant Regional Development Officer

There is only one officer in the grade of Assistant Regional Development Officer who has been assigned the duties of Regional Development Officer. Management has submitted that, in future, the position of the Assistant Regional Development Officer would not be required in the organisational set up.

Recommendation 10

We recommend that the grade of Assistant Regional Development Officer be made evanescent. A personal salary has been granted to the officer in post.

Regional Development Officer

The qualification requirements for the grade of Regional Development Officer are a degree in Sociology or Economics or Psychology or Administration or Public Relations or Engineering plus experience in Community and Social Work. Given the different competencies required by Regional Development Officers in the performance of their duties, we are amending the scheme of service to facilitate the recruitment of candidates possessing the knowledge and expertise in additional fields such as Agricultural Engineering and Computer Studies.

Recommendation 11

We recommend that the scheme of service of the grade of Regional Development Officer be amended so that, in future, recruitment to the grade be made by selection from among candidates possessing a post 'A' Level Degree in Sociology or Economics or Psychology or Administration or Public Relations or Engineering or Agricultural Engineering or Computer Studies or an alternative acceptable qualification. Candidates should additionally reckon experience in Community and Social Work.

Technical Section

The Technical Section is responsible for the implementation of the projects under the different programmes. It is headed by the Project Coordinator. Professional and technical support are provided by officers in the grades of Project Manager, Project Officer and Project Assistant.

Project Officer

Project Assistant

Management has represented that very often, the services of an Architect, Quantity Surveyor, Land Surveyor and Draughtsman are required in the course of the design and implementation of various projects/programmes. These

professional services are obtained through consultancy firms or through contract employment against the disbursement of substantial amounts of financial resources. At present, only Registered Professional Engineers are recruited in the grade of Project Officer whereas Project Assistants are recruited from among candidates possessing a Higher School Certificate and a Diploma in Building and Civil Engineering or Quantity Surveying. From a cost-effectiveness perspective and for a proper and effective functioning of the Section, Management has requested for the creation of these grades on its establishment.

We are, therefore, making provision to facilitate the enlistment of candidates with the required competencies in the specific fields through appropriate amendments to the schemes of service of Project Officer and Project Assistant.

Recommendation 12

We recommend that the scheme of service of the grade of Project Officer be amended so that recruitment be made by selection from among registered professionals in the fields of either Engineering, Architecture, Quantity Surveying or Land Surveying.

We further recommend that the scheme of service of the grade of Project Assistant be reviewed so that, in future, recruitment is made by selection from among candidates holding a Higher School Certificate and a Diploma in Building and Civil Engineering or Quantity Surveying or Draughtsmanship.

Citizens Advice Bureau

The Citizens Advice Bureau (CAB) set up basically to serve the Mauritian Community through the provision of advice and information, has had over the years, to adjust its role to be more responsive to the new needs of citizens. Consequently, besides its traditional function, the CAB is also called upon to provide an array of services comprising, among others, the registration of needs of localities in terms of infrastructure and social amenities; conceiving social development projects; carrying out sensitisation programmes on pertinent issues/policies of government and marketing of government services.

The staffing structure of the CAB comprises the grades of CAB Organiser, Assistant CAB Coordinator and CAB Coordinator. The grade of CAB Organiser is filled by selection from among serving officers drawing a minimum salary of Rs 9000 monthly and who possess the Cambridge School Certificate and reckon at least 10 years' service. Possession of a Diploma in Social Work is an advantage. The Assistant CAB Coordinator is promotional for the CAB Organiser reckoning at least five years' experience in a substantive capacity in the grade, on the basis of experience and merit, whereas the CAB

Coordinator is filled by selection from among Assistant CAB Coordinators reckoning at least three years' service in a substantive capacity in the grade.

It has been represented that in view of the complex nature of duties and high level of responsibilities devolving upon incumbents, the qualifications at the three levels should be reviewed and upgraded. We are making appropriate recommendations to this effect.

Recommendation 13

We recommend that, in future:

- (i) **Recruitment to the grade of CAB Organiser should be made by selection from among serving officers drawing a minimum salary of Rs 12300 monthly and possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts, a Diploma in Social Work and reckoning at least 10 years' service;**
- (ii) **The grade of Assistant CAB Coordinator be filled by selection from among CAB Organisers possessing the Diploma in Social Work and reckoning at least four years' experience in a substantive capacity in the grade;**
- (iii) **The grade of CAB Coordinator be filled by selection from among Assistant CAB Coordinators possessing a Degree in Social Work and reckoning at least four years' experience in a substantive capacity in the grade.**

The above changes have been taken into account in arriving at the recommended salary for the grades.

NATIONAL DEVELOPMENT UNIT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
02 00 84	Rs 66000 Chief Regional Development Officer
02 65 75	Rs 37500 x 1250 – 50000

Salary Code	Salary Scale and Grade
02 59 71	Principal Regional Development Officer Rs 30000 x 1250 – 45000
	Senior Regional Development Officer
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000
	Regional Development Officer
08 29 58	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750
	Assistant Regional Development Officer (<i>Personal</i>)
02 00 84	Rs 66000
	Project Coordinator
02 65 75	Rs 37500 x 1250 – 50000
	Project Manager
02 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000
	Project Officer
08 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000
	Citizen's Advice Bureau Co-ordinator
08 48 62	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750
	Assistant Citizen's Advice Bureau Coordinator

Salary Code	Salary Scale and Grade
08 41 58	Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Citizen's Advice Bureau Organiser
02 38 62	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Project Assistant
22 12 39	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Receptionist/Telephone Operator
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

21.1 ENVIRONMENT APPEAL TRIBUNAL

- 21.1.1 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.
- 21.1.2 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.
- 21.1.3 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 95	Rs 100000 Chairman, Environment Appeal Tribunal
08 46 68	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Secretary, Environment Appeal Tribunal
08 42 56	Rs 17800 x 600 – 23200 x 800 – 27200 Shorthand Writer

22. MINISTRY OF EDUCATION AND HUMAN RESOURCES

- 22.1 Education became one of the main priorities of the Mauritian Government in the post independence era. Considerable investment of resources - human, financial and material - has been made in the Education Sector, and impressive progress has been achieved in terms of free, compulsory primary education, free secondary education and a wide range of tertiary education courses at the University of Mauritius, University of Technology and other tertiary institutions. Free text books are also provided to the primary school pupils and to secondary schools students for the economically weaker groups. The Government has made strenuous efforts to provide adequate funding for education, despite budgetary constraints, and is even subsidising to a great extent the expenditure in the Private and Confessional Schools.
- 22.2 Education up to the age of 16 has now become compulsory following an amendment to the Education Act.
- 22.3 The Ministry of Education and Human Resources today envisions to promote a World Class Quality Education accessible to all and ensure employability. The Ministry focuses on driving the whole education system to be geared towards life-long learning and developing: the ability to understand complex issues; the competence to think proactively and critically; and the aptitude for problem-solving and adapting to new technologies to create a knowledge-based society capable of facing the challenges of the emerging economy, among others.
- 22.4 The Ministry also aims at concentrating on learners in the classroom, making maximum use of the contact hours between teacher and pupils, eliminating disruption of operations during school term time, improving the school environment as well as involving technical and administrative staff in uplifting the quality of education.
- 22.5 For the Ministry to achieve its mission, major reform initiatives have to be undertaken, including the re-engineering of its existing organisational set up for capacity building, to implement its strategic plan for a World Class Education.
- 22.6 Against this backdrop, a strategic re-engineering of the structures and reorientation of the Human Resource policies and practices have become a prerequisite for promoting efficiency and effectiveness. However, the transition needs be done in a smooth manner to maintain a harmonious industrial school environment.
- 22.7 The Ministry, apart from its core functions, also operates a Career Guidance Unit and a Library Service. Moreover, no less than 12 parastatal bodies involved in educational activities operate under its *aegis*.

- 22.8 The Education Services are organised under four main sections: Pre-primary, Primary, Secondary and Tertiary.
- 22.9 We have thoroughly analysed the submissions of the Ministry and the representations made by the various staff associations. We are of the view that there is need to re-engineer the structures both of the primary and secondary sectors. We are, therefore, making appropriate recommendations to enable the Ministry to achieve its mandate.

PRIMARY SCHOOL SECTOR

- 22.10 There are at present 211 Primary Schools in Mauritius, Rodrigues and Agalega dispensing primary education to children aged between five and 12. The examinable subjects taught in primary schools are English, French, Mathematics, Environmental Studies and a number of oriental languages including Hindi, Urdu, Tamil, Telegu, Marathi, Mandarin and Arabic. The terminal examination after primary schooling is the Certificate of Primary Education (CPE), which is not only important for students to get access to secondary schools/colleges but also an essential qualification requirement for appointment to certain jobs as well as to be enlisted for certain basic training courses.
- 22.11 The primary school is administered by a Head Teacher/Senior Head Teacher. The latter is assisted by one or more Deputy Head Teachers (both from the General Purpose and Oriental Languages streams), Mentors and School Clerks. The teaching staff comprises Teacher/Senior Teachers (General Purpose) and Teacher/Senior Teachers (Oriental Languages). The staffing complement also comprises a number of minor grade employees required for the maintenance and cleanliness of the school premises.
- 22.12 There also exists a grade of Health and Physical Education Instructor who oversees the running of PE classes in a cluster of primary schools.
- 22.13 The Primary School Inspectorate Cadre (General Purpose) is responsible for, *inter alia*, monitoring the Curriculum Development Programme; advising and training the teaching staff; appraising and evaluating the functioning of primary schools. It comprises a three-level structure namely Primary School Inspector, Senior Primary School Inspector and Principal Primary School Inspector.
- 22.14 With regard to Oriental Languages, the Inspectorate Cadre consists of the Assistant Supervisor (Oriental Languages), Supervisor (Oriental Languages) and Senior Supervisor (Oriental Languages).

Present Mode of Appointment

22.15 The present mode of appointment/enlistment at the different levels in the hierarchy of the primary education sector is as hereunder:

- (i) Teacher/Senior Teacher is appointed from Trainee Teachers recruited from candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics and the Cambridge Higher School Certificate, who have successfully completed a two-year training course run by the MIE leading to the Teachers' Diploma (Primary).
- (ii) Teacher/Senior Teacher (Oriental Languages) is appointed from Trainee Teachers (Oriental Languages) recruited from candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and the appropriate Oriental Language together with the Cambridge Higher School Certificate or the Cambridge School Certificate with credit in at least five subjects and the Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including the appropriate Oriental Language and who have successfully completed a two-year training course run by the MIE leading to the Teachers' Diploma (Primary).
- (iii) Promotion in the General Purpose stream to the grade of Deputy Head Teacher and Head Teacher/Senior Head Teacher is made on the basis of experience and merit from Teacher/Senior Teachers and Deputy Head Teachers respectively.
- (iv) Promotion in the Oriental Language stream to the grade of Deputy Head Teacher is made on the basis of experience and merit from Teacher/Senior Teachers (Oriental Languages).
- (v) Mentors are appointed by selection from among Teacher/Senior Teachers from both streams reckoning at least 10 years' service in the grade and possessing the Advanced Certificate in Education. The Health and Physical Education Instructors are recruited by selection from among Teacher/Senior Teachers possessing an Advanced Certificate in Physical Education.
- (vi) Appointment to the grade of Primary School Inspector (General Purpose) is by selection from among Head Teacher/Senior Head Teachers reckoning at least three years' service and from among Mentors reckoning eight years' service in the grade. The grade of Senior Primary School Inspector is promotional for Primary School Inspectors reckoning three years' service and possessing the Diploma in Educational and Supervisory Inspection. On the other hand, the Principal Primary School Inspector is appointed by promotion of

Senior Primary Schools Inspectors on the basis of experience and merit.

- (vii) With regard to the Oriental Languages Supervisory Cadre, appointment to the grade of Assistant Supervisor is made from Deputy Head Teachers (Oriental Languages) on the basis of experience and merit. The Supervisor and Senior Supervisor are appointed on the basis of experience and merit from the grades of Assistant Supervisor and Supervisor respectively.

Management Submission

22.16 The Ministry has submitted that:

- (i) the present system of dispensing courses in the primary schools by teaching personnel recruited under two distinct streams is fraught with weaknesses viz. uneven workload between the two teaching categories and the limited flexibility for better utilisation of resources. The system, which breeds inequity, needs to be reviewed. A single establishment combining both the grade of General Purpose Teachers and that of Oriental Language Teachers (with a new appellation) would allow for an even distribution of workload and responsibility which would enhance operational efficiency.
- (ii) the promotion by seniority to the grade of Deputy Head Teacher and Head Teacher/Senior Head Teacher does not guarantee the appointment of the most suitable candidates in as much as competencies required at these important positions in the management of schools are fundamentally different from those of the teaching function. Moreover, incumbents are generally promoted towards the end of their career just before retirement so that for most of them, the drive and impetus to shoulder new responsibilities effectively are not present. As it is essential to have competent and motivated staff at the helm of Primary Schools, appointment to these levels should be by selection instead of by seniority.

22.17 Management has also proposed that:

- (a) there be a single grade of Teacher/Senior Teacher to be known as Educator (Primary) and appointment to be made from both Trainee (General Purpose) and Trainee (Oriental Languages);
- (b) Teacher/Senior Teacher in post in both streams be made to join the new grade of Educator (Primary);
- (c) the grades of Head Teacher/Senior Head Teacher and Deputy Head Teacher be restyled Head Master and Deputy Head Master respectively and appointment to both positions should be by selection.

- (d) Physical Education should continue to form part of the duties of Teacher/Senior Teacher and the new grade of Educator (Primary). Health and Physical Education Instructors in post as at 30 June 2008 would, *inter alia*, be responsible for the implementation of the approved curriculum regarding health and physical education in a cluster of schools in the zone, provide exposure on Health and Physical Education as well as assist in the organisation of extra curricular activities.

Unions' Views

- 22.18 The representatives of the different staff unions of the primary school sector were convened and apprised of the Ministry's proposals, and were invited to express their views thereon.
- 22.19 All the Staff unions were agreeable with the proposal for a single establishment for both General Purpose Teachers and Oriental Languages Teachers. As regards the proposal for the new appellation of Educator, all of them were in favour except one.
- 22.20 However, the Unions had divergent views on the mode of appointment to the grade of Deputy Head Teacher and Head Teacher/Senior Head Teacher. At least two of them (not necessarily representing a majority of the profession) were in favour of changing the present system altogether, in line with both the Ministry's proposals and best practice elsewhere. Though the most representative unions agree that competencies required of the Head Teacher/Senior Head Teacher are different from those of Teachers and the mode of appointment be reviewed, they laid stress on the fact that the selection process has not given the desired result in the past. Their objection to the change is more pronounced with regard to promotion from Teacher/Senior Teacher to Deputy Head Teacher on the ground that the Teacher/Senior Teachers should be guaranteed at least one promotion in their career. Evidently, the Union of Deputy Head Teachers was strongly against any change in the mode of promotion to the grade of Head Teacher/Senior Head Teacher.
- 22.21 After analysing the submissions of the Ministry and the arguments put forward by the Unions, the Bureau holds the view that:
- (i) the quality of leadership is critical for the good running of a school and the system of promotion by seniority does not necessarily favour the selection of the most suitable candidate in terms of leadership and management skills and the energy and drive required of the Head Teacher/Senior Head Teacher;
 - (ii) there is need to constantly upgrade the standard of education and for more equity, efficiency and optimum utilisation of resources, it is

advisable to bring about the necessary polyvalence among primary school teachers;

- (iii) the administration of the Primary Schools should be under the responsibility of people having the right competencies and skills; and
- (iv) there is need to maintain harmonious industrial relations.

22.22 On the basis of the foregoing, the Bureau has worked out a set of recommendations which would enable management to deploy its strategies while at the same time comfort Unions that their views were considered and which is also in the best interest of the pupils and the country at large.

Recommendation 1

22.23 **We recommend that:**

- (i) **Trainee Teacher and Trainee Teacher (Oriental Languages) be restyled Trainee Educator (Primary) and Trainee Educator (Primary) (Oriental Languages) respectively;**
- (ii) **a grade of Educator (Primary) be created. Appointment thereto be made from among Trainee Teachers *now restyled Trainee Educator (Primary)* and Trainee Teachers (Oriental Languages) *now restyled Trainee Educators (Primary)* (Oriental Languages) who have successfully completed the Training Course leading to a Teacher's Diploma (Primary);**
- (iii) **Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) in post as at 30 June 2008 would be made to join the new grade of Educator (Primary). In this context, a committee under the Chairmanship of the Supervising Officer of the Ministry for Civil Service and Administrative Reforms, the Responsible Officer of the Ministry of Education and Human Resources and the Secretary of the Public and Disciplined Forces Service Commissions should hold discussions with parties to facilitate the integration of Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) in the new grade of Educator (Primary);**
- (iv) **the grade of Deputy Head Teacher be restyled Deputy Head Master and promotion thereto, should continue to be on the basis of experience and merit of Teacher/Senior Teachers;**
- (v) **the grade of Deputy Head Teacher (Oriental Languages) should be maintained and promotion thereto should continue to be on the basis of experience and merit of Teacher/Senior Teachers (Oriental Languages) pending the full integration of Deputy Head Teachers (Oriental Languages) in the grade of Deputy Head Master;**

- (vi) **the grade of Head Teacher/Senior Head Teacher should be restyled Head Master and appointment thereto should, in future, be made by selection from among Deputy Head Teachers *now restyled Deputy Head Master*, Mentors and Health and Physical Education Instructors possessing a Diploma in Educational Management as well as Educators (Primary) and Teacher/Senior Teachers possessing the Diploma and reckoning at least 18 years' teaching experience or possessing a Degree and reckoning at least 12 years' teaching experience;**
 - (vii) **the grade of Health and Physical Education Instructor should be abolished on vacancy. We are providing a personal salary to officers in post as at 30 June 2008;**
 - (viii) **the Oriental Languages Supervisory Cadre comprising the grades of Assistant Supervisor, Supervisor and Senior Supervisor be maintained pending the full integration of the grade of Teacher/Senior Teacher (both General Purpose and Oriental Languages). The mode of appointment to these grades should continue to be as the one prevailing as at 30 June 2008.**
- 22.24 Educators (Primary) and Teacher/Senior Teachers would be required to, *inter alia*, teach subjects forming part of the primary school curriculum including physical education; assist in the admission of children in school and supervise the orderly dismissal of pupils, assess the progress of pupils; conduct evaluation tests and end-of-year examinations; invigilate and conduct marking of scripts as well as participate in extra curricular activities.
- 22.25 The scheme of service of Health and Physical Education Instructor should be reviewed to include, *inter alia*, the responsibilities for the implementation of curriculum on health and physical education in a cluster of schools in a zone; provide exposure on Health and Physical Education as well as assist in the organisation of extra curricular activities.
- 22.26 Deputy Head Teacher *now restyled Deputy Head Master* would be required to, *inter alia*, perform a specific set of duties related to teaching/pedagogy; administration, discipline and welfare; assist the Head Master in the administrative duties; take charge of the school in the absence of the Head Master; assist in supervising the staff; assist in dealing with parents and other members of the public; ensure the welfare of the pupils; be in charge of First Aid and look after pupils in case of injuries and accidents.
- 22.27 All the above duties and responsibilities described at paragraphs 22.24 up to 22.26 have been taken into consideration in arriving at the salary recommended for the respective grades.

National Literacy and Numeracy Programme

- 22.28 Teaching personnel of primary schools involved in the National Literacy and Numeracy Programme is, at present, required to work for an additional 25 minutes daily against payment of an incentive allowance.
- 22.29 It has been submitted that Literacy and Numeracy should be integral parts of the Primary School Curriculum. The Ministry as well as several staff associations in the sector subscribe to this view and has proposed that the normal teaching hours of those involved be increased to cater for the National Literacy and Numeracy Programme and the allowance payable be integrated in their salary. The Bureau is agreeable to this proposal.

Recommendation 2

22.30 We recommend that:

- (i) Literacy and Numeracy should form part of the school curricula for all standards and the duration of the normal school day should be increased by 25 minutes as from 1 July 2008 to include the teaching time for the National Literacy and Numeracy Programme. This element has been taken into consideration in arriving at the salary recommended for the relevant grades.**
- (ii) the teaching personnel of the Primary Schools, who were involved in the National Literacy and Numeracy Programme and who would continue to be required to put in 25 more minutes of teaching time as normal hours of work daily should be granted one additional increment over and above their respective normal conversion together with an allowance equivalent to the difference between the Literacy and Numeracy allowance and the quantum representing the increment at the point reached on 1 July 2008. This allowance should lapse on 1 July 2009 with the grant of the next increment.**

Additional qualification

- 22.31 Provision exists in the 2003 PRB Report for distinct salary scales to incumbents in the grades of Head Teacher/Senior Head Teacher, Teacher/Senior Teacher; and Deputy Head Teacher of both the General Purpose stream and the Oriental Languages stream possessing additional qualifications, such as Advanced Certificate in Education (ACE), Certificate in Educational Management (CEM) and Advanced Certificate in Educational Management (ACEM). Provision also exists for Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) possessing the Advanced Certificate in Education to move incrementally in the master salary scale on obtention of the Teacher's Diploma (Primary).

22.32 We are maintaining these arrangements and revising the respective salaries and ceilings.

Recommendation 3

22.33 We recommend that the salary scales as hereunder would be applicable to officers at the different levels possessing the relevant additional qualifications.

Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000

Teacher/Senior Teacher possessing ACE

Teacher/Senior Teacher (Oriental Languages) possessing ACE

Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000

Deputy Head Teacher possessing CEM *now restyled Deputy Head*

Master possessing CEM

Deputy Head Teacher (Oriental Languages) possessing CEM

Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750

Head Teacher/Senior Head Teacher possessing ACEM, *now restyled*

Head Master possessing ACEM or Diploma in Educational Management

Recommendation 4

22.34 We also recommend that:

- (i) Educators (Primary) as well as Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) 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 26400 in the master salary scale; and
- (ii) Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) who have obtained the Teacher's Diploma (Primary) prior to 1 July 2008 and have never benefited from any incremental credit, should be granted one additional increment on conversion of their salary on 1 July 2008.

Bibliobus Project

22.35 The Bibliobus Project was started in 1992 to make library services accessible to pupils of schools in regions with no library facilities. Teacher/Senior Teachers working under this project and performing duties of Animateur in the bibliobus are, at present, paid a monthly allowance of Rs 810. We are revising the quantum of the allowance.

Recommendation 5

- 22.36 We recommend that the monthly allowance payable to Teacher/Senior Teacher, performing duties of Animateur in the Bibliobus be revised to Rs 1000.**

SPECIAL EDUCATION NEEDS SECTOR

- 22.37 The Special Education Needs (SEN) sector caters for children with learning difficulties and disabilities. There are, at present, integrated units in four mainstream schools at primary level and three separate specialised government schools responding to the needs of the Blind, the Deaf and the Subnormal Children. The overall responsibility of the three specialised schools falls under a Superintendent, Specialised School. Each school is under the responsibility of a Head, who is assisted by Instructors/Instructresses whilst Deputy Head Teachers and Teacher/Senior Teachers from the primary school sector are seconded for duty to these schools.
- 22.38 Recently, there has been a proliferation of private specialised schools run by Non-Governmental Organisations (NGOs). Today, there are some 35 such institutions providing special education to children with visual or hearing impairment or mental disability. The Ministry supports these institutions by the provision of services of teaching staff. However, not all institutions benefit from such services as the Ministry is unable to meet their requests due to a dearth of school teachers with the relevant competencies and skills. It is, therefore, crucial that appropriate courses be mounted for those already teaching in the Specialised Schools/Integrated Units in order to upgrade their pedagogical skills and relevant competencies.
- 22.39 In the context of on-going reforms, the Ministry proposes to re-engineer the SEN sector to make it more responsive to the present needs of both the children and the teaching personnel. Specialised schools would have to be better equipped to enable the children to reach their full potential in school and eventually make a successful transition to adulthood and the world of further and higher education, training or work. Such schools, including those operated by the NGOs, should also be in a position to meet the varied needs of the children. We are making appropriate provision to this effect.

**Trainee Educator (Special Education Needs)
Educator (Special Education Needs)**

Recommendation 6

- 22.40 We recommend the creation of a grade of Trainee Educator (Special Education Needs). Enlistment thereto should be made from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a General Certificate of Education with passes in**

at least two subjects at Advanced Level or equivalent qualification. On successful completion of the training course run by the MIE in the teaching of children who have special needs, trainees would be appointed Educator (SEN) on vacancy arising.

- 22.41 We also recommend that Educator (SEN) possessing a Teachers' Diploma (SEN) should proceed incrementally in the salary scale up to salary point Rs 26400 in the master scale.
- 22.42 We further recommend that Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) who have successfully completed the appropriate training courses and are presently seconded for duty to serve in the Special Schools should be considered for appointment to the grade of Educator (SEN). The allowance payable to Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages), on secondment at the Specialised Schools, should be integrated into the new salary on conversion following the appointment of incumbents to the grade of Educator (SEN) and the allowance should lapse.
- 22.43 Incumbents would be required to, *inter alia*, assume the role of Special Education Needs Coordinator (SENCO) as per international practice and norms; work closely with the class teacher and the special needs pupils as well as liaise with all stakeholders with a view to helping needy students overcome their difficulties, improve their self esteem and academic achievement; and work closely with specialised institutions, main stream class, low ability group or a special integrated class on the school premises.

Deputy Head, Specialised Schools

Recommendation 7

- 22.44 We recommend that the grades of Instructor/Instructress School for the Blind, Instructor/Instructress School for the Deaf and Instructor/Instructress School for the Subnormal Children be restyled Deputy Head, Specialised Schools. Promotion thereto should, in future, be made on the basis of experience and merit of Educators (SEN) reckoning at least two years' experience in a substantive capacity.
- 22.45 Incumbents would be required, among others, to assist the Head, Specialised Schools in the running of the School; teach English, French, Mathematics and other subjects, as directed, through appropriate media; help in the planning and implementation of Individualised Educational/Vocational Programme; assist the Head, Specialised Schools in carrying out examinations and tests; and participate in the morning assembly.

Head, Specialised Schools

Recommendation 8

- 22.46 **We recommend that the grades of Head, School for the Blind; Head, School for the Deaf; and Head, School for the Subnormal Children be restyled Head, Specialised Schools. Appointment thereto should, in future, be made by selection from among Deputy Heads, Specialised Schools reckoning at least two years' experience in a substantive capacity.**
- 22.47 Incumbents would be required, *inter alia*, to help in the management and running of a specialised school; be responsible for the admission and training of children, implementation of the programme of studies, preparation and conducting of examination and assessment; assisting the Government Specialist Doctor in the medical examination of children and ensuring follow up action; training of teachers and voluntary workers; inspection of the schemes of work and daily notes of teachers and exercising control on the planning and carrying out of the individualised Educational/Vocational Programme.

Inspector, Specialised Schools/Day Care Centres

Recommendation 9

- 22.48 **We recommend that the grade of Superintendent, Specialised Schools be restyled Inspector, Specialised Schools/Day Care Centres. Appointment thereto, in future, should be made by selection from among Heads, Specialised Schools *formerly Head, School for the Blind; Head, School for the Deaf; and Head, School for the Subnormal Children.***
- 22.49 Incumbents would be required to, *inter alia*, advise all Specialised Schools/Day Care Centres on all innovative programmes/policies to be implemented; supervise, inspect and report on the work of teachers and the government staff posted to the Specialised Schools/Day Care Centres and the utilisation of resources in schools; be responsible for Staff Development Programmes, manpower assessment, technical assistance and training needs for the efficient discharge of Specialised Schools and Integrated Units; and ensure the implementation of all education programmes and projects aimed at enhancing the quality of education.

Additional Qualification

- 22.50 In the 2003 Report, we made provision for specific salaries for those officers serving the Specialised Schools and possessing the following additional qualification:
- (i) Advanced Certificate in Education (ACE)

- (ii) Certificate in Educational Management (CEM)
- (iii) Advanced Certificate in Educational Management (ACEM)

We are maintaining this arrangement and revising the respective salaries.

Recommendation 10

22.51 We recommend that the salary scales as hereunder would be applicable to officers at the different levels holding the relevant additional qualifications.

Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000

Educator (SEN) possessing ACE

Rs 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000

Deputy Head, Specialised Schools possessing CEM

formerly Instructor/Instructress, School for the Blind possessing CEM

Instructor/Instructress, School for the Deaf possessing CEM

Instructor/Instructress, School for the Subnormal Children possessing CEM

Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000

Deputy Head, Specialised Schools possessing CEM

Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750

Head, Specialised Schools possessing ACEM or Diploma in Educational Management

formerly Head, School for the Blind possessing ACEM

Head, School for the Deaf possessing ACEM

Head, School for the Subnormal Children possessing ACEM

Allowance Special Education Needs

22.52 At present, Teacher/Senior Teachers and Deputy Head Teachers from primary schools are seconded for duty to the specialised schools against payment of a monthly allowance of Rs 660 to teach all subjects as in the mainstream through appropriate media – sign language (Deaf), Braille (Blind); teach living skills and be involved in parent counselling programmes, among others. These teachers are provided with special training courses for specific disability.

- 22.53 We are maintaining this arrangement and reviewing the quantum of allowance paid to these officers on secondment from the mainstream primary schools.

Recommendation 11

- 22.54 **We recommend that Teacher/Senior Teachers, Teacher/Senior Teachers (Oriental Languages), Deputy Head Teachers *now restyled Deputy Head Master* and Deputy Head Teachers (Oriental Languages) on secondment to serve at the Specialised Schools should continue to draw the monthly allowance, now revised to Rs 825.**

ICT Support Officer (New Grade)

- 22.55 Since 2002, ICT has been taught in schools by ICT Teachers employed on contractual basis. With the phasing out of ICT as a subject, the Ministry has submitted that the services of the ICT Teachers could be used to provide support services to teachers in the utilisation of ICT resources. We are providing for permanent posts on the establishment of the Ministry.

Recommendation 12

- 22.56 **We recommend the creation of a grade of ICT Support Officer. Appointment thereto should be made by selection from among holders of a Cambridge School Certificate with credit in at least five subjects, a Cambridge Higher School Certificate and a Certificate of Proficiency in ICT. ICT Teachers presently serving the Ministry on contract employment and possessing the Certificate of Proficiency in ICT awarded by the Mauritius Institute of Education, may in the first instance be considered for appointment to the grade of ICT Support Officer.**

- 22.57 Incumbent would be required, among others, to provide support to teachers in the utilisation of ICT resources in a cluster of schools and in the use of subject specific packages; help teachers in the preparation and delivery of lesson plans using ICT; manage ICT equipment; set up and operate hard ware and soft ware; offer technical support to administration and staff; and help in setting up and maintaining data bases relevant to school administration.

SECONDARY SCHOOL SECTOR

- 22.58 The Secondary School Sector caters for the education of students (aged between 11 and 20) having completed primary schooling and obtained the Certificate of Primary Education. Secondary education courses are dispensed in 63 state secondary schools and some 92 private secondary schools inclusive of Confessional aided secondary schools. The sector also caters for Pre-vocational Education.

- 22.59 The technical activities of the sector are carried out by incumbents in two distinct cadres: academic and administration. The academic cadre comprises the Education Officer, Dean, Deputy Rector and Rector, while on the administrative side, the cadre consists of Senior Education Officer (Personal), Administrator, Assistant Director, Director and Chief Technical Officer.
- 22.60 The overall management of a state secondary school rests with the Rector who is assisted by the Deputy Rector and supported by Usher/Senior Ushers, School Clerks and Senior School Clerks whereas teaching is carried out by Education Officers. The position of Dean created in the 2003 PRB Report is still vacant.
- 22.61 Appointment to the grade of Education Officer is made by selection from among holders of **either**:
- (i) a post 'A' level degree in relevant subjects;
 - (ii) a post "O" level degree and a Postgraduate Certificate in Education or a Master's Degree;
 - (iii) a post "O" level degree; **or**
 - (iv) a post "A" Level Diploma.
- However, officers holding the qualifications specified at (iii) or (iv) join the salary scale at a lower point than those holding the qualifications at (i) and (ii).
- 22.62 The Deputy Rector is appointed by selection from among Education Officers possessing a Postgraduate Certificate in Education and reckoning at least five years' teaching experience OR Education Officers reckoning eight years' teaching experience.
- 22.63 Appointment to the grade of Administrator (Education) is made by selection from among officers in the grades of Deputy Rector, Dean and Senior Education Officer (Personal).
- 22.64 Appointment to the grade of Rector is made by selection from among Administrators (Education), and Deputy Rectors possessing a PGCE or a Diploma in Education.

Management Submissions

- 22.65 In line with its mission to foster a World Class Quality Education and the need for an overall upgrading of teaching standards, the Ministry has submitted that:

- (i) the structure and qualification requirements of the technical grades in the secondary education sector have major weaknesses and need to be reviewed;
- (ii) the present mode of recruitment of Education Officers subjectwise has a drawback as the incumbents are generally required to teach only the subject they have been recruited for, whereas they have the potential to teach also other subjects;
- (iii) Education Officers tend to devote minimal time for extra curricula activities and in many instances they do not show much interest in attending to problems of indiscipline and students absenteeism;
- (iv) the post of Dean should be abolished as it is not administratively convenient to fill the post as per the 2003 PRB recommendations. The duties prescribed for the post should be taken over by a new grade; and
- (v) given that management of a secondary school is becoming very complex, the profile of the Rector needs to be redesigned to include administrative competencies and leadership skills.

22.66 We held discussions with the staff association of the secondary schools and sounded them on the submissions of the Ministry along with the necessity to devote some time, over and above teaching hours, to attend to extra curricula activities and welfare of students in general.

22.67 In the light of the submissions made by Management and the views expressed by the staff associations thereon, we are making the following recommendations.

Recommendation 13

22.68 We recommend that:

- (i) **the grade of Education Officer be restyled Educator (Secondary) and as from 1 July 2010, the possession of an Educator's Licence, awarded by the Mauritius Institute of Education, shall also be a requirement for appointment to the grade. As from a date after 2010 to be decided by the Ministry of Education and Human Resources, the Postgraduate Certificate in Education or equivalent shall be a requirement for the grade;**
- (ii) **Educators (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications and work up to 1500 hours. This provision has been taken into consideration in arriving at the remuneration package and would take effect as from 1 August 2008;**

- (iii) the post of Dean should be restyled Senior Educator (Secondary). Appointment thereto should be made by selection from among Education Officers *now restyled Educator (Secondary)* possessing the qualification required to cross the QB in the salary of the grade and reckoning at least 15 years' experience in the grade;
- (iv) appointment to the grade of Deputy Rector should be made by selection from among Education Officers *now restyled Educator (Secondary)* possessing a Postgraduate Certificate in Education and reckoning at least five years' teaching experience OR Education Officers *now restyled Educator (Secondary)* reckoning eight years' teaching experience. Senior Educators (Secondary) may also be allowed to compete for appointment to the grade of Deputy Rector;
- (v) appointment to the grade of Rector should, in future, be made by selection from among Deputy Rectors and Administrators(Education) possessing a postgraduate Certificate in Education and reckoning at least five years' experience in a substantive capacity AND from among candidates holding a post 'A' Level Degree in Management or Education along with a Master's Degree in Educational Leadership and Management or an equivalent acceptable qualification with 10 years' proven experience at Senior Technical/Management Level. As from 1 July 2013, the Diploma in Management or Education Management shall be a requirement for Deputy Rectors and Administrators (Secondary) for appointment to the grade of Rector.

22.69 Incumbents in the grade of Educator (Secondary) would also be required, to prepare scheme and weekly plan of work in respect of subjects taught; conduct examination and mark scripts; attend training courses during school vacation; carry out continuous assessment, conduct extension classes, take charge of laboratories, workshops or specialised rooms; organise and participate in extra curricular activities; assist the school administration in attending to problems of discipline (including students' absenteeism), parents' queries and qualms; ensure the overall development of students – intellectual, emotional and moral; and maintain discipline inside the classroom and within school premises.

22.70 Incumbents in the grade of Senior Educator (Secondary) would be required, among others, to look at pedagogy and discipline in secondary schools, be responsible for the introduction of pedagogical programmes and advise Educators (Secondary) on the improvement of teaching methods for

enhancement in teachers' performance and teach subjects of specialisation for a minimum of 400 minutes weekly.

Recommendation 14

22.71 We also recommend that Education Officers now *restyled Educator (Secondary)* performing the duties of Head of Department should (a) be paid an allowance, now revised to Rs 1200 monthly and (b) continue to teach subjects of specialisation for a maximum of 25 periods weekly.

Educator (Secondary) and Educator (Secondary) (Pre-Vocational)

22.72 In the 2003 PRB Report, we recommended that Education Officers and Education Officers (Pre-Vocational) possessing a Post "A" level degree, would join the salary point of Rs 14200 in the prescribed salary scale. We are maintaining this provision.

Recommendation 15

22.73 We recommend that candidates possessing a post 'A' level degree and appointed Education Officer, now *restyled Educator (Secondary)* and Education Officer (Pre-Vocational) now *restyled Educator (Secondary) (Pre-Vocational)* should join the recommended salary scale at salary point Rs 19000. Incumbents possessing a Diploma or a post Cambridge School Certificate Degree, and drawing less than Rs 19000 should on obtention of qualification required to cross the Qualification Bar (QB) be allowed to join the recommended salary scale at salary point Rs 19000.

22.74 We also recommend that incumbents in the grades mentioned above satisfying the requirements to cross the QB would, on reaching the top salary point Rs 40000, be allowed to move incrementally in the master salary scale up to salary point of Rs 43750 provided that (a) they have drawn their top salary for a year and (b) have been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct. The grant of any increment under this provision shall take effect as from 1 July 2009. As from that date, officers concerned drawing salary Rs 41250 and above, by virtue of any provision, shall be eligible to all the benefits linked to that salary point, subject to provision at paragraph 18.2.26(iii) of Volume I of this Report concerning renewal of car.

Recommendation 16

22.75 We recommend that the monthly allowance of Rs 1200 payable to Education Officers now *restyled Educator (Secondary)* not possessing the qualification 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 1800 monthly. On obtaining the qualification required to cross the QB, Educators (Secondary) would be eligible to salary point arrived at after adding the allowance to the basic salary or to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 19000 whichever is the higher.

Technical Division

22.76 The functions and responsibilities of the Technical Division of the Ministry are, among others, strategic thinking, policy formulation, planning, international relations as well as school management, curriculum, tertiary education and day-to-day administrative matters. The Division is headed by a Chief Technical Officer supported by Directors, Assistant Directors (posted both at the Headquarters and in the four education zones), and Administrators (Education).

22.77 The Ministry has submitted that:

- (i) the Technical Division is responsible to effectively contribute in strategic thinking and policy formulation; and to influence decision taking. The present mode of recruitment exclusively from the Education Cadre does not guarantee the enlistment of the right candidates with the required competencies to deal with the foregoing challenges. To address this weakness the schemes of service should be reviewed to allow recruitment from a larger pool of expertise.
- (ii) the grade of the Chief Technical Officer should be restyled and the mode of recruitment at various levels of the Technical cadre should be reviewed to ensure a smooth transition while at the same time maintaining the scope for promotion of incumbents.

22.78 We have scrutinised the submissions of the Ministry and examined the views expressed by the Staff Associations. We are making appropriate provision to enable the Technical Division to carry out its mission effectively.

Recommendation 17

22.79 We recommend that, in future, appointment to the grade of:

- (i) Chief Technical Officer should be made by selection from among serving officers of the Ministry occupying the position of Director AND by local and international competition among

- holders of a post 'A' level degree together with a Master's Degree in Education or equivalent qualifications with 15 years of proven experience at Senior Technical/Management level;
- (ii) Director should be made by selection from among serving officers of the Ministry in the grades of Assistant Director and Assistant Director (Primary) (Personal) possessing a post 'A' level degree together with a Master's Degree in the specialised field applied for AND by local or international competition from among candidates possessing a post "A" level degree together with a Master's Degree in the relevant field and reckoning at least 10 years' proven experience at Senior Technical/Management level in a major division of a large institution/department, preferably related to the education sector.
- (iii) Assistant Director should be made by selection from among incumbents in the grades of Administrator (Education) and/or Rector reckoning at least three years' experience in a substantive capacity as well as Principal School Inspector *formerly Principal Primary School Inspector* reckoning at least two years' service in a substantive capacity AND holders of a post 'A' level degree together with a Master's degree in the specialised field applied for and reckoning at least eight years' proven experience at Senior Technical/Management level in a major division of a large institution/department, preferably related to the education sector.
- (iv) Administrator (Education) should be made by selection from among incumbents in the grades of Rector and/or Deputy Rector AND holders of a post 'A' level degree together with a Master's degree and reckoning at least three years' proven experience at Technical/Management level in a major division of a large institution/department, preferably related to the education sector.

QUALITY ASSURANCE AND INSPECTION DIVISION

- 22.80 In the context of on-going reforms, the Ministry has made submissions for the setting up of a Quality Assurance and Inspection Division which would be responsible for ensuring, among others, quality audit of the human resources, curriculum, infrastructure and equipment.
- 22.81 We have examined the submissions and are making provision for a new structure comprising a Director, Quality Assurance, Senior Quality Assurance Officer and Quality Assurance Officer.

Director, Quality Assurance (New Grade)

Senior Quality Assurance Officer (New Grade)

Quality Assurance Officer (New Grade)

Recommendation 18

22.82 We recommend the creation of a grade of Director, Quality Assurance. Appointment thereto, should be made by selection from among Senior Quality Assurance Officers AND among holders of a post 'A' level degree together with a Master's degree and reckoning at least 10 years' proven experience at Senior Management level in a major division of a large institution/department, preferably related to the education sector.

22.83 Incumbent would be responsible for the administration and management of the Quality Assurance Division and would be required to, among others, control and supervise the work of professional and non professional staff; establish plans for quality assurance at all levels of the education system; ensure the monitoring and evaluation of programmes and projects related to teaching and learning and advise on curriculum development and evaluation.

Recommendation 19

22.84 We also recommend the creation of a grade of Senior Quality Assurance Officer. Appointment thereto, should be made by selection from among Quality Assurance Officers AND among holders of a post 'A' level degree together with a Master's degree and reckoning at least eight years' proven experience at Senior Management level in a major division of a large institution/department, preferably related to the education sector.

22.85 Incumbent would be required, among others, to assist the Director, Quality Assurance, supervise the work of Quality Assurance Officers and provide advice on matters of education principles and practice and national policies in education; organise and conduct courses for the benefit of school staff; consolidate school reports, assess educational developments and provide remedial steps.

Recommendation 20

22.86 We further recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among holders of a post 'A' level degree together with a Master's Degree and reckoning at least 10 years' proven experience in Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department, preferably related to the education sector.

22.87 Incumbent would be required to, among others, carry out system evaluation and submit reports; assist on curriculum panels and evaluate curricular materials; ensure maximum utilisation of resources in schools; tender pedagogical advice to teachers; assist in staff development programmes and report on status of teaching and learning on different disciplines in schools.

NATIONAL EDUCATION COUNSELLING SERVICE

22.88 There is at present a Psychology Service which is responsible for providing educational psychology service to students during school hours. The Service is headed by a Senior Educational Psychologist who is assisted by Educational Psychologists. Support services are provided by Social Workers (Education). The number of cases handled by the Unit is ever increasing and the service delivery which is limited to school hours do not allow a proper follow up of critical cases.

22.89 Today, with the fast changes in our society, the need is felt for a holistic coordinated approach to service both private and public teaching institutions to cater for social and psychological welfare of pupils/students as well as the teaching personnel.

22.90 It has been submitted that the service should be revamped to enable it to establish appropriate linkages, to operate on a 24 hour/7 day week basis and ensure a proper customer service. The National Educational Counselling Service would be called upon to establish linkages with the Ministry of Health and Quality of Life, the Ministry of Women's Rights, Child Development, Family Welfare and Consumer Protection, the Commissioner of Police and the Ombudsperson for Children and would provide services to enable appropriate follow-up of cases.

22.91 We have examined the submissions and are making appropriate changes to address the diverse needs of the schools. We are providing for a post of Head, National Education Counselling Service, reviewing the mode of recruitment to the grade of Educational Psychologist and restyling the post of Social Worker (Education) to a more appropriate appellation.

Head, National Education Counselling Service (New Grade)

Recommendation 21

22.92 We recommend the creation of a grade of Head, National Education Counselling Service. Appointment thereto should be made by selection from among candidates possessing a Degree in Psychology and a Postgraduate Qualification in Management/Educational Management together with at least ten years' proven experience in either counselling or management.

- 22.93 Incumbent would be responsible for the day-to-day administration of the School National Counselling Service and be required to, among others, advise on policy matters relating to the improvement of special educational needs of children and families and to ensure implementation of approved policies; coordinate the implementation of projects and programmes as regards children with special educational needs; assist in formulating continuous school improvement plans for the psychological and social well-being of school children and families; and recommend appropriate strategies in handling and managing children with special needs to Head of schools and families.

Educational Psychologist

- 22.94 Today, appointment to the grade of Educational Psychologist is made from among holders of a post “A” Level Degree in Psychology. We are reviewing the present mode of recruitment.

Recommendation 22

- 22.95 We recommend that appointment to the grade of Educational Psychologist should in future be made by selection from among candidates possessing a post “A” Level Degree in Psychology and reckoning at least one year supervised practice.**

Social Worker (Educational)

- 22.96 With the forthcoming changes in the functioning of the National Education Counselling Service, the roles and responsibilities of the Social Worker (Educational) need to be redefined. In this context, we are restyling the grade of Social Worker (Educational) to reflect its new role and responsibilities.

Recommendation 23

- 22.97 We recommend that the grade of Social Worker (Educational) be restyled Educational Social Worker.**

ADMINISTRATIVE SUPPORT UNIT

- 22.98 The Administrative functions in teaching institutions at Secondary and Primary levels rest with the Rectors and Head Teacher/Senior Head Teachers now Head Masters, respectively. In the discharge of their duties, the Rectors are supported by Senior School Clerks and Usher/Senior Ushers whilst the Head Masters are supported by School Clerks and Senior School Clerks.
- 22.99 In the context of reforms in the education sector, the Head of Schools (Head Master, Rector) is called upon to play a prominent role on the education front to enable the Ministry to fulfil its mandate effectively and efficiently. To this

effect, there is need to restructure the administrative support services with the setting up of an Administrative Support Unit to be headed by a School Superintendent who would take over the functions devolving on the Usher/Senior Usher. The restructuring would also involve incumbents in the grades of Senior School Clerk and School Clerk. We are making appropriate recommendations in this context.

Recommendation 24

22.100 We recommend that:

- (i) the grade of Senior School Clerk be restyled Assistant School Superintendent;**
- (ii) the grade of Assistant School Superintendent should, initially be filled by selection from among School Clerks in post as at 30 June 2008;**
- (iii) subsequently, appointment to the grade of Assistant School Superintendent should be made by selection from among School Clerks in post as at 30 June 2008 and 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; the Cambridge Higher School Certificate; and a certificate in IT together with a good knowledge of First Aid;**
- (iv) a grade of School Superintendent be created. Appointment thereto should be made by selection from among Liaison Officers, Usher/Senior Ushers, Higher Executive Officers who have successfully completed the Award Course for Higher Executive Officers, incumbents in the new grade of Senior Officer reckoning at least two years' experience in the cadre and from among Assistant School Superintendents reckoning at least two years' experience in a substantive capacity. Candidates should be computer literate and conversant with the use of office package.**

22.101 Incumbent in the grade of School Superintendent should, in addition to duties devolving on the grade of Usher/Senior Usher, be required to supervise the work of supporting staff in the school; assist the Head of School in matters pertaining to human resource, finance, procurement and supply; and the general administration of the school.

Recommendation 25

22.102 We also recommend that the Ministry of Education and Human Resources, in collaboration with the Mauritius Institute of Education, mounts a work related certificate course in School Management for School Superintendents. Upon successful completion of the course, the School Superintendents should be allowed to move beyond the Qualification Bar in their salary scale.

Recommendation 26

22.103 We further recommend that officers in the grade of Assistant School Superintendent be posted in primary schools and state secondary schools while officers in the grade of School Superintendent be posted in state secondary schools.

National Education Service Commission

22.104 Currently, all recruitments are made by the Public Service Commission. As recruitment in the education sector has its own specificities namely the need for timely filling of vacancies, the Ministry has submitted for the creation of a National Education Service Commission. We consider that this is a matter for the Ministry to take up with Government.

SPECIFIC CONDITIONS

Vacation leave

22.105 Specific recommendations were made for provision of vacation leave to teaching staff of the primary and secondary sectors in our 2003 PRB Report to ensure minimum disruption of operations, particularly, teaching during term time.

22.106 At present, the vacation leave earning rate and ceiling for teachers are as follows:

Length of Service (Years)	Leave Earning Rate per annum (day)	Maximum Leave Accumulated (day)
Up to 5	25	90
5+ to 10	30	120
10+ to 15	35	150
Over 15	35	180

22.107 Furthermore, the following provisions govern the grant of vacation leave for teachers:

- (i) subject to the exigencies of the service, a maximum of up to 50% of the annual vacation leave entitlement is granted during term time;
- (ii) officers who do not take advantage of the annual vacation leave entitlement during term time in a calendar year are allowed to cumulate up to 50% of the annual vacation leave entitlement over and above the leave ceilings annually. Such leave may be taken as leave prior to retirement. If the services of the officers are required during the leave prior to retirement, they are refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement; and
- (iii) notwithstanding the provision at sub paragraph (i) above, vacation leave in excess of the normal 50% of the annual entitlement during term time is granted, subject to the exigencies of the service, to officers:
 - (a) proceeding on pre-retirement leave;
 - (b) for medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment is not available locally;
 - (c) to attend to an immediate member of the family staying abroad and undergoing medical treatment and;
 - (d) for any other case, once in the officers' career.

22.108 Representations have been made for some more flexibility concerning the quantum and the grant of vacation leave that can be taken yearly during term time. We continue to hold the view that it is right practice that teaching staff should effectively be available in schools during term time. We are, however, bringing a few modifications for some more flexibility after consultation with parties.

Recommendation 27

- 22.109
- (a) **We recommend that the present leave earning rate and ceiling for teaching staff (primary and secondary) should be in accordance with the provisions at Chapter 18.4.26 of Volume I.**
 - (b) **We also recommend that officers in post as at 30 June 2008**
 - (i) **may be allowed to take up to a maximum of 19 days vacation leave, during term time subject to the exigencies of the service;**
 - (ii) **who have not taken the annual vacation leave during term time in a calendar year may be allowed to accumulate 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 their leave prior to retirement they will be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.

(c) We further recommend that notwithstanding the provision of subparagraph (b) (i) above application for vacation leave in excess of the normal 19 days entitlement during term time, may, subject to the exigencies of the service, be considered favourably in the following circumstances:

- (i) for medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;
- (ii) for convalescence purposes following depletion of officer's sick leave accumulated in "bank";
- (iii) immediately after maternity leave entitlement;
- (iv) attending to the graduation ceremony of an immediate member of the family abroad;
- (v) for the wedding of the officer or the officer's children;
- (vi) proceeding on pre-retirement leave;
- (vii) for any other case, once in the officer's career.

(d) We also recommend that:

- (i) vacation leave should not be granted during the third term; and
- (ii) employees joining the teaching profession as from 1 July 2008 would be eligible to vacation leave during term time only in the circumstances described under subparagraph (c) (i) – (vii) above. This condition of service has been taken into account in working out the revised initial salary of the grade.

22.110 The term "immediate member of the family", for the purpose of sub paragraphs 22.209 (c) (i) and (c) (iv) is deemed to mean the officer's father, mother, spouse and children.

- 22.111 We also recommend that members of the teaching personnel should compulsorily attend to training course/seminars, talks, workshops organised during school vacation.**

Casual Leave

- 22.112 Under the present provision, officers are eligible for 11 working days of casual leave in a year. Such leave when not utilised, are neither refunded nor carried forward. Representations have been made for the refund of the unutilised casual leave in line with the philosophy that teachers should be available at schools during term time.
- 22.113 In view of the specificities in the education sector and for the least disturbance in the proper running of the institutions during term time, we are providing incentives to induce the teaching personnel to contain their casual leave usage.

Recommendation 28

- 22.114 We recommend that members of the teaching profession should be refunded annually their unutilised casual leave up to a maximum of 10 days, at the rate of 1/88 of their last monthly salary per day in the corresponding year. This recommendation should take effect as from 1 January 2010.**

Scarcity Areas

- 22.115 Normally, appointment to the grade of Education Officer now Educator is made from holders of a post "A" Level Degree. However, for certain specific subjects, the candidates having a recognised degree but possessing neither the School Certificate nor the GCE "A" Level, are considered for appointment in scarcity areas. This provision should be maintained to cater for recruitment in scarcity areas.

Recommendation 29

- 22.116 We recommend that holders of a recognised degree who do not possess the School Certificate qualification or part of it should also be considered for appointment to the grade of Educator (Secondary) in fields where the Authorities are facing difficulty of recruitment.**

Discipline

- 22.117 Discipline within the school compound should be the concern of all the staff including the academics. Every member should participate actively to continuously maintain the highest level of discipline at school. In situations of unruliness and disorderliness, they should act proactively and collectively to restore discipline immediately.

Hours of Attendance

22.118 The hours of attendance for the teaching profession should continue to be determined by the Responsible Officer of the Ministry.

**MINISTRY OF EDUCATION AND HUMAN RESOURCES
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 96	Rs 110000 Senior Chief Executive
02 00 93	Rs 87500 Permanent Secretary
06 00 90	Rs 80000 Chief Technical Officer (Education)
06 00 88	Rs 75000 Director (<i>Personal to holder in post as at 30.06.08</i>)
06 00 84	Rs 66000 Director Director, Quality Assurance (New Grade)
06 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Assistant Director Assistant Director (Primary) (<i>Personal to holder in post as at 30.06.08</i>) Principal Physical Education Organiser Senior Quality Assurance Officer (New Grade)
06 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Rector
06 65 75	Rs 37500 x 1250 – 50000 Administrator (Education) Head, National Education Counselling Service (New Grade) Principal School Inspector <i>formerly Principal Primary School Inspector</i> Senior Physical Education Organiser Senior Secondary School Inspector

Salary Code	Salary Scale and Grade
06 58 75	<p>Rs 29000 x 1000 – 30000 x 1250 – 50000 Secretary, National Accreditation and Equivalence Council</p>
06 58 73	<p>Rs 29000 x 1000 – 30000 x 1250 – 47500 Deputy Rector Quality Assurance Officer (New Grade)</p>
06 59 71	<p>Rs 30000 x 1250 – 45000 Inspector (Pre-Vocational) (<i>Personal to holder in post as at 30.06.08</i>) Pedagogical Inspector (<i>Personal to holder in post as at 30.06.03</i>) Physical Education Organiser Secondary School Inspector Senior Educational Psychologist Senior Educator (Secondary) <i>formerly Dean</i></p>
06 58 68	<p>Rs 29000 x 1000 – 30000 x 1250 – 41250 Senior School Inspector <i>formerly Senior Primary School Inspector</i> Senior Supervisor Oriental Languages</p>
06 48 67	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Music Organiser</p>
06 45 67	<p>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Educational Psychologist</p>
06 35 67	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 QB 32500 x 1250 -40000 Educator (Secondary) <i>formerly Education Officer (Personal to holder in post as at 30.06.03)</i> Educator (Secondary) (Physical Education) <i>formerly Education Officer (Physical Education) (Personal to holder in post as at 30.06.03)</i></p>

Salary Code	Salary Scale and Grade
06 35 67	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 QB 28000 x 1000 – 30000 x 1250 - 40000</p> <p>Educator (Secondary) (Pre Voc) <i>formerly Education Officer (Pre. Voc.)</i> Educator (Secondary) <i>formerly Education Officer</i> <i>Education Officer (Physical Education)</i></p>
06 54 64	<p>Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250</p> <p>Inspector Specialised Schools/Day Care Centres <i>formerly Superintendent Specialised Schools</i> School Inspector <i>formerly Primary School Inspector</i> Supervisor Oriental Languages Supervisor (The Arts)</p>
06 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Coordinator, Health and Anti Drug Senior Liaison Officer (P)</p>
06 49 64	<p>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) <i>formerly Head Teacher/Senior Head Teacher (possessing Advanced Certificate in Educational Management)</i> Head, Specialised Schools possessing Advanced Certificate in Educational Management or Diploma in Educational Management) <i>formerly Head, School for the Blind (possessing Advanced Certificate in Educational Management)</i> <i>Head, School for the Deaf (possessing Advanced Certificate in Educational Management)</i> <i>Head, School for the Subnormal Children (possessing Advanced Certificate in Educational Management)</i></p>
06 47 60	<p>Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</p> <p>Assistant Supervisor Oriental Languages Head Master <i>formerly Head Teacher/Senior Head Teacher</i> Head, Specialised Schools <i>formerly Head, School for the Blind</i> <i>Head, School for the Deaf</i> <i>Head, School for Subnormal Children</i></p>

Salary Code	Salary Scale and Grade
06 42 59	<p>Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Assistant Supervisor (The Arts)</p>
06 44 58	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Deputy Head Master (possessing Certificate in Educational Management) <i>formerly Deputy Head Teacher (possessing Certificate in Educational Management)</i> Deputy Head Teacher (Oriental Languages) (possessing Certificate in Educational Management)</p>
06 39 58	<p>Rs 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Deputy Head, Specialised Schools (possessing Certificate in Educational Management) <i>formerly Instructor/Instructress, School for the Blind (possessing Certificate in Educational Management)</i> <i>Instructor/Instructress, School for the Deaf (possessing Certificate in Educational Management)</i> <i>Instructor/Instructress, School for the Subnormal Children (possessing Certificate in Educational Management)</i></p>
06 35 58	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Liaison Officer (<i>Personal to holder in post as at 30.06.08</i>) Mentor</p>
06 43 56	<p>Rs 18400 x 600 – 23200 x 800 – 27200 Deputy Head Master <i>formerly Deputy Head Teacher</i> Deputy Head Teacher (Oriental Languages) Health and Physical Education Instructor (<i>Personal to holder in post as at 30.06.08</i>)</p>
06 37 56	<p>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 Deputy Head, Specialised Schools <i>formerly Instructor/Instructress, School for the Blind</i> <i>Instructor/Instructress, School for the Deaf</i> <i>Instructor/Instructress, School for the Subnormal Children</i></p>

Salary Code	Salary Scale and Grade
06 29 52	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</p> <p>Educator (Primary) (possessing Advanced Certificate in Education) Educator (SEN) (possessing Advanced Certificate in Education) Teacher/Senior Teacher (possessing Advanced Certificate in Education) Teacher/Senior Teacher (Oriental Languages) (possessing Advanced Certificate in Education)</p>
06 25 52	<p>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</p> <p>Educational Social Worker <i>formerly Social Worker (Education)</i></p>
06 25 51	<p>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Educator (Primary) (New Grade) Educator (SEN) (New Grade) Teacher/Senior Teacher Teacher/Senior Teacher (Oriental Languages)</p>
06 23 50	<p>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600</p> <p>Teacher (Secondary – Prevocational)</p>
06 18 21	<p>Rs 9600 x 200 – 10200</p> <p>Trainee Educator (Secondary) <i>formerly Trainee Teacher Secondary</i></p>
06 18 20	<p>Rs 9600 x 200 – 10000</p> <p>Trainee Educator (Primary) <i>formerly (Trainee Teacher)</i> Trainee Educator (Primary) (Oriental Languages) <i>formerly Trainee Teacher (Oriental Languages)</i> Trainee Educator (SEN)</p>
02 00 84	<p>Rs 66000</p> <p>Director, Human Resource Development</p>

Salary Code	Salary Scale and Grade
02 65 75	Rs 37500 x 1250 – 50000 Principal Human Resource Analyst
02 59 71	Rs 30000 x 1250 – 45000 Senior Human Resource Analyst
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Human Resource Analyst
04 65 75	Rs 37500 x 1250 – 50000 Manager (ICT)
04 59 71	Rs 30000 x 1250 – 45000 Assistant Manager (ICT)
04 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Computer Technician (NCITRC)
04 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 ICT Support Officer (New Grade)
04 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Printing Machine Operator
05 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Head Library Cadre
05 59 71	Rs 30000 x 1250 – 45000 Senior Librarian

Salary Code	Salary Scale and Grade
05 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Librarian
05 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Library Officer
05 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Library Officer
05 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Senior Library Clerk
05 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Library Clerk
05 14 16	Rs 8800 x 200 – 9200 Trainee Library Clerk
18 65 75	Rs 37500 x 1250 – 50000 Principal Careers Officer
18 59 71	Rs 30000 x 1250 – 45000 Senior Careers Officer
18 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Careers Officer
08 46 62	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 QB 31250 x 1250 – 32500 School Superintendent (New Grade)

Salary Code	Salary Scale and Grade
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Assistant School Superintendent <i>formerly Senior School Clerk</i>
08 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 School Clerk
08 17 44	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Word Processing Operator (Oriental Language)
11 33 55	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Usher/Senior Usher (Education) (Female) Usher/Senior Usher (Education) (Male)
10 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Communication Officer
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector of Works
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector of Works Draughtman's Assistant
16 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Graphic Artist
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) (Roster) <i>formerly Machine Minder (Bindery) (Roster)</i>

Salary Code	Salary Scale and Grade
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant Computer Laboratory Attendant
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Bibliobuses) Driver (Heavy vehicles above 5 tons)
24 18 37	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Senior/Head School Caretaker Senior/Head Workshop Assistant
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Driver (Roster)
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Foreman
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver Swimming Pool Attendant
24 19 33	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500 Senior Library Attendant Senior Workshop Assistant
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman Library Attendant Seamstress School Caretaker Workshop Assistant

Salary Code	Salary Scale and Grade
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Cloakroom Attendant Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Blacksmith Cabinet Maker Carpenter General Assistant Maintenance Assistant Mason Painter Plumber and Pipe Fitter Rattaner Tinsmith
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Maintenance Handy Worker Tradesman's Assistant

23. MINISTRY OF PUBLIC UTILITIES

- 23.1 The Ministry of Public Utilities has under its responsibility the Energy Services Division (ESD), the Water Resources Unit (WRU), the Radiation Protection Authority (RPA) and three parastatal bodies, namely the Central Electricity Board (CEB), the Central Water Authority (CWA) and the Wastewater Management Authority (WMA). It is responsible for the formulation of policies in the energy, water and wastewater sectors and for the establishment of a responsive legal framework to govern the development of these sectors. It also ensures that services offered by the various organisations under its purview are delivered efficiently, effectively and qualitatively in the best interest of the public.
- 23.2 The objectives of the Ministry are, *inter alia*, to provide a 24-hour water supply to the whole population; ensure a reliable supply of electricity to all sectors of the economy; extend progressively the wastewater network island-wide; maximise the use and benefits of renewable local sources of energy; and maintain a dynamic and progressive Ministry.
- 23.3 The mission of the Ministry is to fulfil its commitment to the nation and the environment by ensuring the provision of high quality, safe and adequate electricity, water and wastewater services to the public for sustainable development. It envisions to achieve excellence in the delivery of utility services and in radiation safety.
- 23.4 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 on the administrative side and by the Director, Technical Services and the professional team on the technical side.

TECHNICAL UNIT OF THE MINISTRY

- 23.5 The Technical Unit of the Ministry is headed by the Director, Technical Services who is assisted by a Deputy Director, a Principal Planner, Planner/Senior Planner (Energy) and Planner/Senior Planner (Water).

Planner/Senior Planner

- 23.6 At present only the post of Planner/Senior Planner (Energy) on the establishment of the Ministry is filled. The Ministry has proposed that there should be a single grade of Planner/Senior Planner and the scheme of service be amended to facilitate the recruitment of candidates having the desired profile to match the specificities of the job requirements. This is in line with the general philosophy tending towards a reduction in the multiplicity of grades in the public service.

Recommendation 1

- 23.7 We recommend that the grades of Planner/Senior Planner (Energy) and Planner/Senior Planner (Water) be restyled Planner/Senior Planner. The scheme of service of the grade of Planner/Senior Planner should be framed to encapsulate the qualification requirements and the duties pertaining to both the Water Sector and the Energy Sector.**

Principal Planner

- 23.8 Pursuant to the foregoing, there is need to bring consequential amendments to the scheme of service of the grade of Principal Planner. We are making appropriate recommendation to that effect.

Recommendation 2

- 23.9 We recommend that the scheme of service of the grade of Principal Planner be amended such that, in future, appointment thereto be made by selection from among officers in the grade of Planner/Senior Planner possessing a postgraduate qualification in Engineering or Economics or Business Administration or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the grade together with organisational and leadership skills.**

ENERGY SERVICES DIVISION

- 23.10 The main function of the Energy Services Division is to provide free consultancy services to Ministries and Departments in all aspects of electrical works including electrical installations, air conditioning and refrigeration, lifts, standby generators, uninterruptible power supplies, water pumps, incinerators and alarm systems. The Division also provides electrical consultancy services for public lighting projects and maintains electrical installations on government premises. It aims at providing timely, cost effective and top quality services to Ministries and Departments along with the promotion of energy efficient state of art technology.
- 23.11 The Division is headed by a Chief Engineer who is assisted by officers in the grades of Deputy Chief Engineer, Principal Engineer, Senior Electrical Engineer and Electrical Engineer. The other support staff comprises officers of the Inspectorate and Technician Cadres and employees of the Workmen's Group.
- 23.12 In this Report, in line with the Bureau's general philosophy for flatter structures for the professional cadres, we are restructuring the Electrical Engineer Cadre and restyling the grades to more appropriate appellations.

Electrical Engineer Cadre

23.13 As indicated earlier, the Electrical Engineer Cadre of the Division has a hierarchical structure consisting of the following five levels: Electrical Engineer, Senior Electrical Engineer, Principal Engineer, Deputy Chief Engineer and Chief Engineer. Both the Ministry and the staff associations have agreed that, for greater efficiency in work organisation, accountability and reporting, there is need to restructure the cadre into a four-level hierarchy and to restyle the grades in the structure appropriately to reflect the true nature of duties devolving upon incumbents. This is in-keeping with the general trend towards delayering and flatter structures, which focuses on increased efficiency and customer responsiveness and strengthens the emphasis on performance and results.

Recommendation 3

23.14 We recommend that the grades of Electrical Engineer and Senior Electrical Engineer be merged and restyled Technical Manager, Energy Services Division with a Proficiency Bar (PB) in the salary scale (vide Chapter 10 of Volume I of this Report.)

23.15 We further recommend that the grades of Principal Engineer, Deputy Chief Engineer and Chief Engineer be restyled Area Manager, Energy Services Division; Deputy Director, Energy Services Division; and Director, Energy Services Division respectively.

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

23.16 Engineers and officers of the Inspectorate/Technician cadres of the Energy Services Division are presently being paid a survey fee of Rs 500 and Rs 330 per survey respectively for survey of site of fire/electrocution.

Recommendation 4

23.17 We recommend that the survey fee presently payable to Engineers and officers of the Inspectorate/Technician cadres be revised to Rs 650 and Rs 430 per survey respectively.

Training Scheme for Graduates in Engineering

23.18 There is, at present, a training scheme to enable graduates in Engineering to acquire the two years' experience required for registration with the Council of Professional Engineers of Mauritius so as to facilitate their employment in both the private and public sectors. These graduates are paid a monthly allowance of Rs 13,800. We are revising the quantum.

Recommendation 5

23.19 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 18400 monthly.

Travelling Allowance for Graduates in Engineering

- 23.20 Graduates in Engineering, under the training scheme, who use their cars in the discharge of their duties are refunded mileage run for official travelling at the rate of Rs 4.40 per km. Those officers who perform official travelling by bus are refunded the bus fares *in toto*.

Recommendation 6

- 23.21 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 5.00 per km. Those officers who perform official travelling by bus should continue to be refunded the bus fares *in toto*.**

WATER RESOURCES UNIT

- 23.22 The Water Resources Unit (WRU), established in 1993, 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.
- 23.23 The objectives of the WRU are, *inter alia*, to study and formulate policy in relation to the control and use of water resources; investigate water resources and collect, correlate and interpret any data with regard to those resources; prepare schemes for the development of river basins and trans-river basins; conduct and co-ordinate research and investigation on the economic use of water; ensure that water supply conforms with such standards as are laid down by law; and supervise the enforcement of any water legislation.
- 23.24 A Director heads the WRU and is supported by a Deputy Director and by officers of the Engineer Cadre. The Hydrology Section also falls under the technical and administrative jurisdiction of the Director of the WRU.
- 23.25 In this Report, we are maintaining the organisation structure which is 'fit for purpose'.

RADIATION PROTECTION AUTHORITY

- 23.26 The Radiation Protection Act of 2006 provides for the setting up of a Radiation Protection Authority with regulatory functions. The object of the Act is to make better provisions for the protection against the risks associated with exposure to ionizing radiation and for the safety of radiation sources that may deliver such exposure.

- 23.27 The main objectives of the Authority are to regulate, control and supervise radiological work and every activity relating to the acquisition, importation, use, transportation and disposal of radioactive materials, radioactive substances, radioactive waste, x-ray equipment and other sources, capable of emitting ionizing radiation; provide radiation protection services; and promote and encourage research and development in radiation protection.
- 23.28 The functions of the Authority are to, *inter alia*, formulate policies, codes and standards in relation to radiation protection; promote measures for the prevention of radiological emergencies; establish a system for coordinating public and private activities with a view to ensuring radiation safety; and cooperate with local, foreign and international organisations having similar objectives.
- 23.29 The Chief Radiation Protection Officer is the chief executive officer of the Authority and is responsible for the execution of the policy of the Authority and for the control and management of its day-to-day business. He is assisted by Radiation Protection Officers and Radiation Protection Assistants.

Radiation Protection Officer

- 23.30 At present, the post of Radiation Protection Officer is filled by selection from among candidates possessing a post 'A' level Degree in Physics and reckoning one year's experience in the field of radiation.
- 23.31 The organisation is encountering difficulty to fill the post of Radiation Protection Officer and has requested that the requirement of one year's experience in the field of radiation be waived.
- 23.32 We are making provisions to that end to ease the problem of recruitment.

Recommendation 7

- 23.33 We recommend that the scheme of service of the grade of Radiation Protection Officer be amended such that the one year's experience in the field of radiation be no longer an essential prerequisite.**

MINISTRY OF PUBLIC UTILITIES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
26 00 90	Rs 80000 Director, Technical Services (Public Utilities)
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director, Technical Services (Public Utilities)
26 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Principal Planner
26 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Planner/Senior Planner <i>formerly Planner/Senior Planner (Energy)</i> <i>Planner/Senior Planner (Water)</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
	<i>ENERGY SERVICES DIVISION</i>
22 00 84	Rs 66000 Director, Energy Services Division <i>formerly Chief Engineer</i>
22 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director, Energy Services Division <i>formerly Deputy Chief Engineer</i>
22 65 75	Rs 37500 x 1250 – 50000 Area Manager. Energy Services Division <i>formerly Principal Engineer</i>

Salary Code	Salary Scale and Grade
22 49 71	<p>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 - 45000</p> <p>Technical Manager, Energy Services Division <i>formerly Electrical Engineer</i> <i>Senior Electrical Engineer</i></p>
22 43 45	<p>Rs 18400 x 600 – 19600</p> <p>Trainee Engineer (Electrical)</p>
22 53 62	<p>Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Chief Technician</p>
22 48 58	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Principal Technician</p>
22 38 55	<p>Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400</p> <p>Senior Technician</p>
22 23 48	<p>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</p> <p>Technician</p>
22 14 16	<p>Rs 8800 x 200 – 9200</p> <p>Trainee Technician</p>
22 53 62	<p>Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Chief Inspector</p>
22 48 58	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Principal Inspector</p>
22 38 55	<p>Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400</p> <p>Senior Inspector</p>

Salary Code	Salary Scale and Grade
22 23 48	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Inspector
22 14 16	Rs 8800 x 200 – 9200 Trainee Inspector
08 23 44	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Time Keeper
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Electrician Chief Plant Mechanic
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Electrician Plant Mechanic Plumber and Pipe Fitter
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman's Assistant
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

Salary Code	Salary Scale and Grade
25 00 09	Rs 5550 x 175 – 6600 x 200 – 7800 Apprentice
<i>WATER RESOURCES UNIT</i>	
26 00 84	Rs 66000 Director
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director
26 65 75	Rs 37500 x 1250 – 50000 Principal Engineer Principal Hydrological Officer
26 59 71	Rs 30000 x 1250 – 45000 Senior Engineer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Engineer (Planning and Maintenance)
26 43 45	Rs 18400 x 600 – 19600 Trainee Engineer
26 59 71	Rs 30000 x 1250 – 45000 Senior Hydrological Officer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Hydrological Officer
26 44 56	Rs 19000 x 600 – 23200 x 800 – 27200 Senior Hydrological Technician

Salary Code	Salary Scale and Grade
26 24 51	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Hydrological Technician
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Inspector
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Drilling Operator
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 Gauge Reader (Personal to officers appointed prior to 01.07.87)

Salary Code	Salary Scale and Grade
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Assistant Driller Gauge Reader
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
<i>RADIATION PROTECTION AUTHORITY</i>	
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Chief Radiation Protection Officer
19 46 67	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Radiation Protection Officer
19 24 51	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Radiation Protection Assistant
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

24. MINISTRY OF LOCAL GOVERNMENT

- 24.1 The mission of the Ministry of Local Government is to ensure that Local Authorities adhere to the principles of good governance; empower and provide appropriate support to Local Authorities to enable them to manage the affairs of the local communities efficiently and effectively; engage all stakeholders in local community affairs; and protect the environment and human health through effective and sustainable management of solid waste.
- 24.2 The Ministry of Local Government comprises two main Divisions, namely the Local Government Division and the Solid Waste Management Division. The Government Fire Services, the Beach Authority and the nine Local Authorities operate under the *aegis* of the Ministry. There are five Municipal Councils, four District Councils and 124 Village Councils in the country. The functioning of these Councils is governed by the Local Government Act 1989 and the Local Government Act 2003 which has been partly proclaimed.
- 24.3 The Permanent Secretary who is the administrative head of the Ministry is also the responsible officer of the nine Chief Executives posted in the different Local Authorities and has to ensure their participation and support for the efficient and effective management of the Local Authorities.
- 24.4 Strategic actions currently taken by the Ministry include the reviewing of the legal framework of the Local Government Sector; assisting in the setting up of a more business-friendly environment by streamlining procedures in the field of permit delivery by Local Authorities; capacity building of staff of both the Ministry and the Local Authorities through the organisation of various training programmes; implementation of an E-Business Plan for Local Authorities to use ICT as a leverage for enhancing service delivery; and providing appropriate support to Local Authorities in the development of infrastructural facilities.
- 24.5 In this Report, we are reviewing the mode of entry to the Inspectorate Cadre pursuant to an observation made by the Public Service Commission and restructuring the professional cadre of the Solid Waste Management Division.

Inspectorate Cadre

- 24.6 The Inspectorate Cadre of the Ministry of Local Government comprises one Chief Inspector, one Senior Inspector, two Inspectors and 40 Assistant Inspectors of Works.
- 24.7 The Public Service Commission has observed that in spite of the fact that the grade of Assistant Inspector of Works in all Ministries/Departments carries the same salary scale, there is a wide disparity in the qualification requirements of the grade at the Ministry of Local Government as compared

to those in other Ministries/Departments. The Commission has, therefore, requested that the qualification requirements of the grade be reconsidered.

- 24.8 We have examined the case and consider that the qualification requirements of the grade of Assistant Inspector of Works on the establishment of the Ministry of Local Government may be harmonised with those of other Ministries/Departments.

Recommendation 1

- 24.9 **We recommend that, in future, appointment to the grade of Assistant Inspector of Works should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one Science or Technical subject and the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of the London Institute or the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of the London Institute or the “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Lycee Polytechnique Sir Guy Forget.**

Solid Waste Management Division

- 24.10 The Solid Waste Management Division is responsible to develop/review solid waste management programmes and policies; identify new disposal sites; manage and control existing dumping sites; co-ordinate waste collection operations; carry out licensing of waste carrier vehicles; and enforce the Local Government Dumping and Waste Carriers Regulations. The Division is also responsible for the implementation of the various provisions of the Basel and Bamako Conventions on the control of transboundary movements and management of hazardous waste.
- 24.11 The Solid Waste Management Division, headed by a Director who is assisted by a Deputy Director, is staffed with Project Officers, Technical Managers and Technical Officers as well as other inspectorate and enforcement personnel.
- 24.12 The Field Services Unit, under the responsibility of the Solid Waste Management Division, undertakes a wide range of activities which include cleaning and clearing works, landscaping and embellishment, lighting works, construction works such as toilet blocks on public beaches, kiosks, carpentry works and upgrading or construction of recreational sports activities.
- 24.13 Following representations, we are reviewing the structure of the professional cadre and the entry qualification requirements to widen the field of recruitment while at the same time providing for a proper career path.

Project Officer, Solid Waste Management Division

24.14 The Project Officer is recruited exclusively from among Registered Professional Engineers in the field of Civil Engineering or Environmental Engineering. The post of Project Officer is at present vacant.

Recommendation 2

24.15 **We recommend that, in future, appointment to the grade of Project Officer, Solid Waste Management Division should be made by selection from among candidates possessing a post 'A' level degree in Civil Engineering or Chemical Engineering or Chemical and Environmental Engineering or Environmental Engineering or Chemistry or Environmental Science or Solid Waste Management and should have good communication, interpersonal, leadership and supervisory skills; and sound administrative and organising ability.**

Senior Project Officer *formerly Technical Manager*

24.16 At present, appointment to the grade of Technical Manager is made by selection from among candidates possessing a degree in Science (Chemistry, Physics, Biology, Bio-Chemistry or Environmental Science) or a degree in Engineering (Civil or Chemical or Industrial) and reckoning four years' proven post-qualification experience in an environmental/industrial sector or in engineering.

24.17 With the amendments in the scheme of service of the grade of Project Officer, we are reviewing the qualification requirements of the grade of Technical Manager to provide an avenue of promotion for the Project Officers and restyling it more appropriately.

Recommendation 3

24.18 **We recommend that the grade of Technical Manager be restyled Senior Project Officer.**

24.19 **We further recommend that, in future, promotion to the grade of Senior Project Officer should be made on the basis of experience and merit of officers in the grade of Project Officer reckoning at least four years' service in a substantive capacity.**

Enforcement Unit of the Solid Waste Management Division

24.20 The Enforcement Unit of the Solid Waste Management Division is responsible for the enforcement of the Public Beaches Regulations, the Dumping and Waste Carrier's Regulations and the relevant provisions of the Trade and Industrial Classification Act. It assists in the implementation of

projects and programmes of solid waste management and beach management.

- 24.21 The Unit is currently staffed by officers of the Local Government Enforcement Cadre which is a three-level structure. The Principal Local Government Enforcement Officer is responsible for the overall management of the Enforcement Unit including planning, organisation, monitoring and supervision of work. On the other hand, the Local Government Enforcement Officers and the Senior Local Government Enforcement Officers have, among others, to monitor scavenging works contracted out; ensure registration of work carrier vehicles and supervise disposal of waste at dumping sites; enforce regulations related to public beaches and to trade; and execute all enforcement duties and assist management in implementing its enforcement policy.
- 24.22 The Enforcement Unit is now called upon to enforce the Dumping and Waste Regulations; Hazardous Waste Regulations; Used Oil Regulations and any such regulation made under the existing Local Government Act. In consideration of the new functions devolving upon the unit and to cater for the exigencies of the stakeholders, management is of the view that the unit should be staffed by people of the right calibre and competency to reinforce its capability base.
- 24.23 To this end, we concur with the request of management for the creation of a grade of Technical Enforcement Officer.

Technical Enforcement Officer (New Grade)

Recommendation 4

- 24.24 **We recommend the creation of a grade of Technical Enforcement Officer. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics, Chemistry and Physics together with a post 'A' level diploma in Sanitary Science/Solid Waste Management or an acceptable qualification from a recognised institution and reckoning at least five years' experience in solid waste management.**
- 24.25 Incumbent would be required, among others, to monitor scavenging services provided by contractors and Local Authorities; manage and control the transfer stations and disposal facilities; examine and register waste carrier vehicles; and ensure the enforcement of the Dumping Waste Carrier's Regulations and Hazardous Waste Regulations. Incumbents would additionally have to assist in the implementation of projects and programmes on Solid Waste Management; collect, compile and analyse data on solid waste; represent the Ministry on official committees in matters relating to

cleaning/scavenging work and disposal of waste; and supervise the disposal of condemned goods and hazardous waste.

- 24.26 Technical Enforcement Officers would be called upon to work on a roster (day) basis. **This element has been taken into consideration in determining the salary of the grade.**

Hours of Work

- 24.27 In the performance of their duties, officers of the Local Government Enforcement Cadre are called upon to work outside normal working hours including Saturdays, Sundays and Public Holidays. **This element has been taken into account in the determination of the salaries of the grades.**

MINISTRY OF LOCAL GOVERNMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Chief Inspector
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Inspector
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector of Works
08 49 55	Rs 22000 x 600 – 23200 x 800 – 26400 Clerk Valuation Tribunal

Salary Code	Salary Scale and Grade
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Local Government Executive Assistant
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Local Government Clerk
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Foreman
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Leading Hand
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Refuse Collector
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

Salary Code	Salary Scale and Grade
<i>LOCAL AUTHORITIES</i>	
26 16 45	<p>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</p> <p>Local Government Cadastral Assistant (Personal)</p>
08 17 45	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</p> <p>Local Government Clerk</p>
08 17 44	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</p> <p>Local Government Word Processing Operator</p>
25 14 37	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</p> <p>Local Government Mason Local Government Painter Local Government Welder</p>
22 09 36	<p>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Local Government Telephone Operator</p>
24 10 30	<p>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</p> <p>Local Government Chemical Sprayerman Local Government Gardener/Nurseryman</p>
24 07 27	<p>Rs 7400 x 200 – 10200 x 250 – 11700</p> <p>Local Government Groundsman Local Government Road Mender</p>
25 07 27	<p>Rs 7400 x 200 – 10200 x 250 – 11700</p> <p>Local Government Binder's Assistant Local Government Tradesman's Assistant</p>
24 06 24	<p>Rs 7200 x 200 – 10200 x 250 – 10950</p> <p>Local Government Drainman Local Government Lorry Loader</p>

Salary Code	Salary Scale and Grade
	<i>SOLID WASTE MANAGEMENT AND FIELD SERVICES UNIT</i>
26 00 84	Rs 66000 Director, Solid Waste Management Division
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Director, Solid Waste Management Division
26 59 71	Rs 30000 x 1250 – 45000 Senior Project Officer <i>formerly Technical Manager</i>
26 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Project Officer, Solid Waste Management Division
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer
18 53 64	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Principal Local Government Enforcement Officer
18 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Local Government Enforcement Officer
18 27 55	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Technical Enforcement Officer (Roster) (New Grade)
18 25 50	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600 Local Government Enforcement Officer (Personal)

Salary Code	Salary Scale and Grade
26 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Inspector
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Assistant Inspector of Works
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Foreman
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Mechanical Unit)
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Cabinet Maker Carpenter Electrician General Assistant Mason Painter Plumber and Pipe Fitter Welder
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Plant and Equipment Operator
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman

Salary Code	Salary Scale and Grade
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman`s Assistant
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

24.1 FIRE SERVICES

- 24.1.1 The Fire Services is a Department which operates under the *aegis* of the Ministry of Local Government. Its mission is to protect life and property against destruction by fire, render humanitarian services, give advice on Fire Prevention and Protection measures, and provide support in rescue operations during natural calamities and major accidents both in Mauritius and Rodrigues. It also aims at detecting and reducing/eliminating fire hazards in industrial plants or other establishments; protecting and salvaging goods during and after fires; and rescuing people in fires, cyclones and floods.
- 24.1.2 To achieve its mission, the Fire Services has nine Fire Stations located island wide which operate round the clock.
- 24.1.3 The Fire Services comprises a Water Section, a Training Unit, a mobilizing Control Room, a Workshop and a Fire Prevention Section. The Fire Prevention Section promotes fire safety awareness through talks, lectures, demonstrations and broadcast to the population; carries out fire safety inspections; and provides services like the issue of fire certificate and fire clearances, certificate of registration for storage and handling of flammable substances, and approval of building plans.
- 24.1.4 The Department has a long-standing seven-level hierarchical structure comprising the grades of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Divisional Officer, Station Officer, Sub-Officer, and Fireman. The conditions of service particularly the hours of work, medical examination and early retirement of its staff introduced in our 2003 PRB Report helped the Department to make optimum use of its resources and perform effectively.
- 24.1.5 We are, in this Report, providing for a more appropriate structure with an additional level of Senior Station Officer, in line with right practice elsewhere, and improving the existing conditions of service to better meet the operational requirements of the organisation.

Senior Station Officer (New Grade)

- 24.1.6 At present, the nine Fire Stations operate on a four-watch system. Each watch is under the responsibility of a Station Officer, and a Divisional Officer supervises the work of Station Officers in more than one Fire Station. The present arrangement has certain weaknesses that affect the work of the different watches. There is no proper coordination among the staff of different watches due to ineffective communication and poor information flow. There is, therefore, need and this in line with best practice elsewhere, for a new grade to control, coordinate and supervise the work of Station Officers of

the four watches in a Fire Station and at the same time help in the Fire Prevention Section.

Recommendation 1

24.1.7 We recommend the creation of a grade of Senior Station Officer, to be filled by promotion, on the basis of experience and merit of officers in the grade of Station Officer.

24.1.8 Incumbent would, *inter alia*, be responsible for the organisation of fire prevention, training and mass education programmes; and for ensuring efficient organisation and management of a Fire Station.

Firefighter formerly Fireman

24.1.9 We have received representations from both the staff side and Management that the appellation Fireman relates to male staff only and, in future, even female staff may be recruited in the organisation. To be in line with international appellations and to reflect the true nature of duties performed, we are restyling the grade.

Recommendation 2

24.1.10 We recommend that the grade of Fireman be restyled Firefighter.

24.1.11 We also recommend that the Fire Services considers the advisability of recruiting female Firefighters to be gender neutral.

Physical Training Instructors' Allowance

24.1.12 Officers of the Fire Services are required to maintain a minimum level of physical fitness to be able to cope effectively with their job. To that effect, a pool of officers was sponsored by the Department to follow a Certificate Course at the Mauritius Institute of Education (MIE) and they have acquired special skills to act as Physical Training Instructor for the conduct of physical training sessions and delivery of courses at stations and the Training Unit. As physical training is an important component of preparedness for firefighting, we are providing for an allowance to these officers who assume additional responsibilities.

Recommendation 3

24.1.13 We recommend that officers of the Fire Services, who have followed the Physical Training Instructor's Certificate Course of the MIE and who act as Physical Training Instructor, be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.

Night Duty Allowance

24.1.14 A Night Duty Allowance was introduced in our 2003 PRB Report as an incentive to additionally compensate those who actually perform night duty. Presently, officers in the Firefighter cadre *formerly Fireman* who effectively work on night shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period. As this incentive has helped the Department to reduce considerably the rate of absenteeism at night, we are maintaining the allowance whilst reviewing the rate.

Recommendation 4

24.1.15 We recommend that officers of the Firefighter cadre who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.

Maintenance and Repair

24.1.16 The Fire Services operates a radio workshop which has the responsibility to ensure that good communication is maintained throughout the services at all times. It is manned by one Station Officer and two officers in the grade of Firefighter *formerly Fireman*. A monthly allowance of Rs 180 is paid to these officers for the maintenance and repair of radio telephone equipment and breathing apparatus. This allowance is being maintained and the quantum revised.

Recommendation 5

24.1.17 We recommend the payment of a monthly allowance of Rs 300 to officers performing duties of maintenance and repair of radio telephone equipment and breathing apparatus.

Medical Examination

24.1.18 Consequent to our recommendations in the 2003 PRB Report, Management of the Fire Services made arrangements with the Ministry of Health and Quality of Life to enable officers of the Fireman Cadre, who are over forty-five years old, to undergo a medical check-up and ensure their fitness for the job. Given the existence of non-communicable diseases among the population in all age groups and the need to have physically fit people on the job, we consider it appropriate to extend the health screening to all officers in the cadre irrespective of age.

Recommendation 6

24.1.19 We recommend that all officers of the Firefighter *formerly Fireman* cadre should undergo a medical check-up, once every two years, and Management should make the necessary arrangement to this effect.

Rent Allowance

24.1.20 Presently, officers of the Department who do not occupy government quarters are paid a monthly Rent Allowance according to their grade in the hierarchy provided they live in the district in which they work. This allowance is being maintained and the quantum revised.

Recommendation 7

24.1.21 We recommend that the monthly Rent Allowance payable to eligible officers of the Fire Services not occupying government quarters be revised as follows:

Grade	Amount (Rs)
Firefighter <i>formerly Fireman</i>	685
Sub-Officer	740
Station Officer	765
Senior Station Officer	865
Divisional Officer	960
Head Officer (Rodrigues)	960
Assistant Chief Fire Officer	1130
Deputy Chief Fire Officer	1130
Chief Fire Officer	1880

Bank of Firefighters

24.1.22 In our 2003 PRB Report, we recommended that a Bank of Firemen, now Firefighters, comprising Firemen who are off duty, on leave and retired be created to perform duties as and when required by private organisations. We also recommended that an allowance of Rs 300 should be paid to these officers for every three hours when called to attend duty on private premises and that payment of any part of the three hours should be computed on a pro-rata basis. Management has reported that retired officers have not been included in the Bank as they are not authorised to take charge of equipment. Sometimes, officers are also reluctant to go on duty for less than three hours as in such cases the allowance hardly exceeds their travelling expenses. Given the technical impediments to enlist retirees in the Bank, we are

reviewing the composition of the Bank of Firefighters and also redefining the payment of the allowance.

Recommendation 8

24.1.23 We recommend that the Bank of Firemen, now Firefighters, created to perform duties in connection with Fire Prevention as and when required by private organisations should comprise Firefighters, Sub-Officers and Station Officers who are off duty or on leave.

24.1.24 We also recommend that a uniform allowance of Rs 360 be paid for the first three hours or part thereof to these officers when called to attend duty on private premises. Payment for extra hours put in beyond three hours should be computed on a pro-rata basis.

Retirement

24.1.25 We introduced an early retirement scheme for officers of the Fire Services in our 2003 PRB Report. Many officers have taken advantage of the scheme and Management, too, is satisfied with it because it has enabled officers who are not physically and mentally fit to discharge their duties efficiently to take an early retirement. We are maintaining the scheme but reviewing the qualifying period in view of the extension of the retirement age from 60 to 65 years.

Recommendation 9

24.1.26 We recommend that new recruits in the Firefighter Cadre of the Fire Services should:

- (a) be allowed to retire on a proportionate pension after 28³/₄ years of service; and
- (b) be eligible to earn pension at an enhanced rate of 1/414th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 34¹/₂ years of service.

24.1.27 We also recommend that members of the Firefighter *formerly Fireman* cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme in force prior to the effective date of this Report.

24.1.28 We further recommend that a member of the Firefighter *formerly Fireman* cadre who, on attaining the age of 60, opts to work beyond that age should be required to undergo a yearly medical examination to certify his fitness for continued employment.

FIRE SERVICES
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
07 00 88	Rs 75000 Chief Fire Officer
07 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Chief Fire Officer
07 56 67	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Chief Fire Officer
07 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Divisional Officer
07 44 57	Rs 19000 x 600 – 23200 x 800 – 28000 Senior Station Officer (New Grade)
07 39 54	Rs 16000 x 600 – 23200 x 800 – 25600 Station Officer
07 37 51	Rs 15000 x 500 – 16000 x 600 – 23200 Sub-Officer
07 22 48	Rs 10450 x 250 – 11700 x 300 – 12600 QB 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Firefighter <i>formerly Fireman</i>
25 40 49	Rs 16600 x 600 – 22000 Workshop Supervisor
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Foreman

Salary Code	Salary Scale and Grade
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Automobile Electrician Cabinet Maker General Assistant Mason Motor Mechanic Panel Beater Plumber and Pipe Fitter Welder
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

25. MINISTRY OF AGRO INDUSTRY AND FISHERIES

- 25.1 The Ministry of Agro Industry and Fisheries acts as a facilitator and a catalyst for promoting agricultural production such as milk, meat, fish, sugar, tea and horticulture products; encourages disease control to enable the production of healthy agricultural and aquatic products; and provides legal back-up and institutional support to enable realisation of Government Programmes.
- 25.2 It is responsible for improving agricultural productivity through the optimum use of resources; for contributing to the growth of the national economy while catering for improvement in agriculture, forestry and fisheries practices.
- 25.3 The mission of the Ministry of Agro Industry and Fisheries is to give a new boost to the Agricultural Sector through the development of new business avenues and to provide new opportunities to the planting community. The Ministry aims at adopting modern techniques and innovative technologies in an organised framework to face the challenges, *inter alia*, of pressures on land resources; climatic uncertainties; rising costs of imported inputs; and exposure to pests, rigorous sanitary and phytosanitary norms.
- 25.4 The Ministry of Agro Industry and Fisheries has under its *aegis* a number of parastatal bodies, each under a Chief Executive Officer, the main ones reported upon by the Bureau are the Farmers Service Corporation (FSC) and the Sugar Planters' Mechanical Pool Corporation (SPMPC) in the Sugar Sector; the Food and Agricultural Research Council (FARC), the Agricultural Research and Extension Unit (AREU), the Agricultural Marketing Board (AMB), and Sir Seewoosagur Ramgoolam Botanic Garden Trust in the Non-Sugar Sector; the Mauritius Meat Authority in the Livestock Sector; and the Fishermen Investment Trust in the Fisheries Sector.
- 25.5 The Ministry of Agro Industry and Fisheries, which is headed by a Senior Chief Executive, operates with two main and distinct divisions, namely the Agro Industry Division and the Fisheries Division.

AGRO INDUSTRY DIVISION

- 25.6 The Agro Industry Division is under the overall responsibility of the Senior Chief Executive, assisted on the administrative side by the Permanent Secretary, Principal Assistant Secretaries, Assistant Secretaries and officers of the Agricultural Planning Officer cadre and on the technical side by the Heads of four main divisions, namely Agricultural Services, Cane Planters and Millers Arbitration and Control Board, Forestry Services, and National Parks and Conservation Services.

Agricultural Services

- 25.7 Presently, the Agricultural Services encompass such divisions as Agricultural Chemistry, Dairy Chemistry, Agricultural Development, Agricultural Information, Plant Pathology, Entomology, Agronomy, Animal Husbandry, Horticulture and Land Use. The services also include the Veterinary Services, the Agricultural Engineering Section and the Livestock Feed Factory. The Chief Agricultural Officer, supported by a Deputy Chief Agricultural Officer, three Principal Agricultural Officers, a Principal Agricultural Officer (Engineering) and a Principal Agricultural Officer (Veterinary Services), heads the Agricultural Services. The professional structure under the Principal Agricultural Officer generally comprises the grades of Principal Research and Development Officer, Senior Research and Development Officer, and Research and Development Officer and these officers are assisted by the technical cadres, the General Services grades as well as the workmen's grades, many of whom are redeployed employees from different organisations such as the TDA, the TEAFAC and the CHA.
- 25.8 With reforms in the sugar sector, the drop in sugar prices and the liberalization of land for non-sugar sector, the role of the Agricultural Services of the Ministry is being reviewed to adapt to the ongoing changes. It is expected that the Agricultural Services would become more regulatory, supervisory and service-oriented. Further, with the closure of several agricultural stations, such as Bois Marchand, Arsenal Agricultural Centre, Richelieu Livestock Production Unit and the Livestock Station at Palmar and the reduced activities of some divisions, the professional structure needs to be reviewed and redefined.
- 25.9 In line with the foregoing, the Ministry of Agro Industry and Fisheries has submitted that the merging of divisions with new appellations as well as a streamlining of the professional structure has become imperative to enable the Agricultural Services to fulfill its mandate more efficiently and effectively.

Recommendation 1

- 25.10 **We recommend that the following divisions of the Agricultural Services be merged and restyled as specified below:**

Existing Divisions	New Appellation
Plant Pathology Division and Entomology Division	National Plant Protection Office
Dairy Chemistry Division and Agricultural Chemistry Division	Food Sciences Division

Existing Divisions	New Appellation
Agricultural Information Division and Agricultural Development Division	Database Management Division
Agronomy Division and Horticulture Division	Agriculture Division
Land Use Division and Engineering Section and Support Services	Development Division

25.11 We further recommend that the Animal Husbandry Division be renamed Animal Husbandry Unit and that it be transferred from the Agricultural Services to the Veterinary Services.

25.12 We recommend the creation of a standard cadre consisting of the new grades of Divisional Scientific Officer, Senior Scientific Officer *formerly Senior Research and Development Officer* and Scientific Officer *formerly Research and Development Officer* to man the five divisions. Appointment to the new grade of Divisional Scientific Officer should be made by selection from among officers in the grades of Senior Scientific Officer and Senior Agricultural Engineer reckoning at least four years' service in a substantive capacity in their respective grades. Consideration would be given to the Principal Research and Development Officers in post for appointment to the new grade of Divisional Scientific Officer.

25.13 The restructuring of the Agricultural Services, the re-engineering of the 10 divisions into five, and the streamlining of the professional structure would obviously entail quite a few consequential recommendations affecting the Agricultural Services, the Engineering Section and the Veterinary Services.

Recommendation 2

25.14 We recommend that the grade of Principal Research and Development Officer should be made evanescent. We have provided personal salaries for incumbents.

25.15 We also recommend that the scheme of service of Principal Agricultural Officer should be amended so that, in future, the post be filled by promotion, on the basis of experience and merit, of officers in the grade of Divisional Scientific Officer reckoning at least two years' service in a substantive capacity in the grade.

- 25.16 We further recommend that, with the integration of the Engineering Section in the Development Division,
- (i) the grade of Principal Agricultural Officer (Engineering) be restyled Principal Agricultural Officer; and
 - (ii) the grade of Principal Agricultural Engineer should be abolished on vacancy. We have provided personal salaries for the incumbents.

Technical Cadre

- 25.17 The Technical cadre of the Agricultural Services comprises the grades of Technical Officer, Senior Technical Officer, Agricultural Superintendent and Senior Agricultural Superintendent. Entry to the cadre is, at present, made by selection from among candidates possessing a post HSC Diploma in Agriculture. The Union has represented that the University of Mauritius no longer runs the Diploma Course in Agriculture. This has resulted in a situation whereby all the Technical Officers recruited are holders of a Degree in Agriculture.
- 25.18 With the re-organisation of the Agricultural Services, the Ministry no longer intends to recruit officers in the grade of Technical Officer as it is being envisaged to start recruitment at the level of Scientific Officer *formerly Research and Development Officer*. The 2003 PRB Report already made provision for priority of consideration to be given to Technical Officers and Senior Technical Officers of the Ministry possessing the prescribed qualifications for appointment to the grade of Scientific Officer *formerly Research and Development Officer*. It is understood that the Ministry would carry out a proper manpower assessment to determine the right establishment size for the grade of Scientific Officer.

Recommendation 3

- 25.19 We recommend that the grade of Technical Officer be made evanescent.
- 25.20 We further recommend that Technical Officers, who have drawn their top salary for a year, should proceed incrementally in the scale of Senior Technical Officer, provided they have been efficient and effective and have not been adversely reported upon.
- 25.21 We also recommend that the grades of Senior Technical Officer, Agricultural Superintendent and Senior Agricultural Superintendent be maintained for officers currently in post in the cadre and should in the course of time be gradually phased out.
- 25.22 We also recommend that the foregoing recommendations should equally apply to the grades of Technical Officer, Senior Technical

Officer, Area Superintendent and Senior Area Superintendent appearing on the establishment of the Cane Planters and Millers Arbitration and Control Board.

Audio Visual Production Officer *formerly Audio Visual Assistant*

25.23 The Ministry has submitted that there exists on its establishment an isolated post of Audio Visual Assistant and only incumbent does not have any career prospect. It has been proposed to integrate the only post with that of Audio Visual Production cadre in the Prime Minister's Office.

Recommendation 4

25.24 **We recommend that the grade of Audio Visual Assistant be restyled Audio Visual Production Officer.**

25.25 **We further recommend that the Ministry of Agro Industry and Fisheries should initiate action with the Prime Minister's Office to consider the advisability of integrating the grade of Audio Visual Production Officer on its establishment in the mainstream of the Audio Visual Production cadre in the Prime Minister's Office.**

Senior Sales Officer (Agricultural Extension Shop) (New Grade)

25.26 There are thirty-three officers in the grade of Sales Officer, Agricultural Extension Shop, posted in the different sales centres scattered around the island. There is need for a responsible position to organize and supervise the work and duties of these officers.

Recommendation 5

25.27 **We recommend the creation of a grade of Senior Sales Officer, Agricultural Extension Shop on the establishment of the Ministry of Agro Industry and Fisheries. Appointment thereto should be made on the basis of experience and merit of officers in the grade of Sales Officer who possess supervisory skills.**

25.28 Incumbent would be required, *inter alia*, to supervise and coordinate the work of Sales Officers; and be responsible to the Senior Technical Assistant for the sale of animal feed to the public.

Apicultural Officer

25.29 At present, appointment to the grade of Apicultural Officer is made by selection from among officers in the grades of Field Assistant and Senior Field Assistant reckoning at least four years' service. However, since both the grades of Field Assistant and Senior Field Assistant are evanescent, there is need to amend the scheme of service of the grade of Apicultural Officer to widen the scope of recruitment.

Recommendation 6

25.30 We recommend that the scheme of service of the grade of Apicultural Officer be amended so that, in future, appointment thereto be made by selection from among officers in the evanescent grades of Field Assistant and Senior Field Assistant and in the grades of Technical Assistant and Senior Technical Assistant of the Ministry reckoning at least four years' service in a substantive capacity in their respective grades.

Field Assistant/Senior Field Assistant

25.31 Field Assistants who have drawn their top salary for a year are allowed to proceed in the scale of Senior Field Assistant (Personal), provided they have been efficient and effective and have not been adversely reported upon. We are maintaining this provision.

Recommendation 7

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

Redeployment of Staff

25.33 For officers of parastatal bodies or government-owned companies/institutions who have been re-deployed in the Civil Service, by virtue of a decision of government, and are required to perform similar duties under the same or different grade appellation, the aggregate number of years of service should be taken into consideration for implementing the recommendations at paragraphs 23.5 (vii) to (ix) of Volume I of this Report.

Allowances

25.34 At present, (i) Technical Officers and Senior Technical Officers posted at the Plant Pathology section of the new National Plant Protection Office and who are required to cover arrival and departure of ships and planes and for work connected with White Grub Protocol, and (ii) Agricultural Assistants, Technical Assistants and Senior Technical Assistants residing on stations and shouldering higher responsibilities outside normal working hours and working on roster are paid appropriate allowances.

25.35 We are revising the quantum of these allowances.

Recommendation 8

25.36 The allowances presently paid are being revised as specified below:

(a)	<p>Technical Officers and Senior Technical Officers posted at the Plant Pathology Section of the National Plant Protection Office</p> <p>(i) for covering arrival and departure of ships and planes</p> <p>(ii) for work connected with White Grub Protocol</p>	<p>Rs 970 monthly</p> <p>Rs 195 per day</p>
(b)	<p>Agricultural Assistants, Technical Assistants and Senior Technical Assistants residing on station for shouldering higher responsibilities outside normal working hours</p> <p>Officers working on a roster basis at outstations as follows:</p> <p>Agricultural Assistant</p> <p>Technical Assistant</p> <p>Senior Technical Assistant</p>	<p>Rs 195 monthly</p> <p>Rs 195 monthly</p> <p>Rs 245 monthly</p> <p>Rs 390 monthly</p>

Trainee in Engineering

25.37 Graduates in engineering 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. Training schemes exist to allow these professionals to obtain such training.

25.38 Presently, Trainees in Engineering are paid a fee of Rs 13,800 monthly during the training period. We are revising the quantum of the fee.

Recommendation 9

25.39 We recommend that the fee payable to Trainees in Engineering be revised to Rs 18400 monthly.

Veterinary Services

25.40 The Division of Veterinary Services is headed by the Principal Agricultural Officer (Veterinary Services) who is assisted by officers in the grades of Divisional Veterinary Officer, Senior Veterinary Officer and Veterinary Officer.

The Principal Agricultural Officer (Veterinary Services) is accountable to the Chief Agricultural Officer through the Deputy Chief Agricultural Officer.

- 25.41 With the transfer of the Animal Husbandry Division, renamed Animal Husbandry Unit, from the Agricultural Services to the Veterinary Services, the Divisional Veterinary Officer would have the additional responsibility to supervise the work of the Unit over and above that of the Veterinary Services.

Veterinary Officer

- 25.42 Due to a shortage of Veterinary Officers in the country, the Ministry has been experiencing difficulties to recruit the right number of Veterinary Officers. To overcome the difficulties, recruitment of foreign Veterinary Officers, on contract basis, has been resorted to. On an establishment of 29 posts of Veterinary Officer, only 20 posts are filled, five being expatriates on contract. Attempts made to fill the remaining vacancies have, so far, been unsuccessful.
- 25.43 On account of the continued scarcity in the field, we are maintaining the mechanism for some flexibility in the remuneration system for this category of scarce professionals.

Recommendation 10

- 25.44 **We recommend that Management should, as has been the case after each major review, re-advertise vacancies in the grade of Veterinary Officer on the basis of the new remuneration package inclusive of fringe benefits.**
- 25.45 **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 25.46.**
- 25.46 **We further recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the assent of the High Powered Committee, continue to 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.**
- 25.47 **We also recommend that Veterinary Officers having reached the top of their scale should continue to be allowed to move in the salary scale of the grade of Senior Veterinary Officer.**

Night Service Allowance

25.48 Presently, Veterinary Officers are paid on-call and in-attendance allowances to be on-call after working hours in relation with the 24-hour service provided to the breeding community. We are revising the quantum of these allowances as specified below.

Recommendation 11

25.49 We recommend that the following allowances be paid to Veterinary Officers who are required to be on-call after working hours in relation with the 24-hour service provided to the breeding community:

<u>Weekdays</u> 3.30 p.m to 09.00 a.m the next day	Rs 340
<u>Saturdays</u> Noon to 06.00 p.m 6.00 p.m to 09.00 a.m the following day	Rs 160 Rs 270
<u>Sundays and Public Holidays</u> 09.00 a.m to 05.00 p.m 05.00 p.m to 09.00 a.m the following day	Rs 220 Rs 300

25.50 We further recommend that Veterinary Officers be paid an allowance of Rs 165 per hour when attending work while on call, subject to the following maxima:

Weekdays	Rs 845
Saturdays	Rs 1015
Sundays and Public Holidays	Rs 1350

CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD

25.51 The Cane Planters and Millers Arbitration and Control Board, a department of the Ministry of Agro Industry and Fisheries, commonly known as 'The Control Board', was created in 1939 following disputes between planters and millers. The various activities of the Board aim at creating a climate of trust among the partners of the sugar industry.

25.52 The mission of the Control Board is to control milling activities, arbitrate disputes and determine the quantum of sugar and its by-products accruing to planters. Its vision is to provide effective service to planters, millers and other institutions of the Sugar Industry.

- 25.53 The Board is headed by a General Manager, supported by a Deputy General Manager and three Sugar Technologists. There exists also a grade of Statistician/Systems Coordinator on the establishment of the Board. The technical arm of the Board comprises officers in the grades of Senior Area Superintendent, Area Superintendent, Senior Technical Officer and Technical Officer who are supported by officers of the Test Chemist cadre. Samplers are also employed by the Board to work during crop season on sugar estates.
- 25.54 Following the drastic drop in the price of sugar coupled with Government's policy to bring down the utilisation of cess money in the coming years, there is need for the re-organisation of the Control Board to provide the latter with a simple, economic, functional and efficient structure to enable it to adapt to on-going reforms in the Sugar Industry.
- 25.55 In keeping with the trend towards delayering and flatter structures, we are maintaining the professional structure of the Control Board while providing for a new entry grade at the sub-professional level to take charge of the laboratories during crop season.

Technical Officer (Sugar) (New Grade)

- 25.56 As indicated earlier, we are making provision for a new entry position at the sub-professional level to take charge of the laboratories which would operate on a 2-shift system (i.e. from 6.00 a.m. to 2.00 p.m. and from 2.00 p.m. to 10.00 p.m.).

Recommendation 12

- 25.57 We recommend the creation of a grade of Technical Officer (Sugar) on the establishment of the Cane Planters and Millers Arbitration and Control Board. Appointment thereto should be made by selection from among candidates possessing a post HSC Diploma in Sugar Engineering or Chemical Engineering or an equivalent qualification acceptable to the Public Service Commission.**

Allowances

- 25.58 At present, officers of the Control Board are paid a monthly commuted allowance for being on-call as well as in-attendance allowance while being on-call during crop season. We are revising the quantum of these allowances.

Recommendation 13

25.59 We recommend that the monthly commuted allowances paid to the following officers for being on-call as well as in-attendance while being on-call during crop season be revised as specified below:

Grade	Amount (Rs)
Area Superintendent	790
Senior Area Superintendent	1080
Sugar Technologist	790
Deputy General Manager	1200
General Manager	1440

25.60 Test Chemists, Senior Tests Chemists, Principal Test Chemists, Technical Officers and Senior Technical Officers of the Control Board are presently being 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 14

25.61 We recommend that Test Chemists, Senior Test Chemists, Principal Test Chemists, Technical Officers and Senior Technical Officers should continue to be paid a monthly allowance equivalent to one increment at the initial of their salary scales for working on a roster basis during crop season.

Senior Test Chemist *formerly Assistant Mechanical Officer (Personal)*

25.62 In the 2003 PRB Report, we recommended that the only officer in the evanescent grade of Assistant Mechanical Officer of the Control Board should be required to carry out the duties of a Senior Test Chemist. In the context of this review, the Ministry has submitted that the post of Assistant Mechanical Officer be restyled Senior Test Chemist so as to enable the incumbent to integrate the Test Chemist cadre.

Recommendation 15

25.63 We recommend that the grade of Assistant Mechanical Officer of the Cane Planters and Millers Arbitration and Control Board be restyled Senior Test Chemist.

Refund of Mileage

25.64 To respond to the operational needs of the Cane Planters and Millers Arbitration and Control Board, officers in the grades of Test Chemist, Senior Test Chemist and Principal Test Chemist are required, during crop season, to attend duty at laboratories located in the premises of sugar factories quite early in the morning to carry out analytical work pertaining to sugar analysis. These officers are refunded mileage at appropriate rates during this season. We are maintaining the present scheme of refund of mileage whilst reviewing same.

Recommendation 16

25.65 **We recommend that officers in the grades of Test Chemist, Senior Test Chemist and Principal Test Chemist who are required to attend duty by car at different sites of work, during crop season only, but who are not entitled to a travel grant, should continue to be refunded mileage on a monthly basis as follows:**

- (i) **at the rate of Rs 8.60 per km for mileage in excess of the distance between home and office and at the rate of Rs 5.00 per km for distance between home and office on days the officer is required to attend sites of work, subject to provision at Section (5) of para 18.2.69 of Volume I of this Report.**
- (ii) **where the total distance covered on days the officer has to attend sites of work other than Head Office is up to 400 km over a month, then the whole of distance covered should be computed at Rs 8.60 per km; and**
- (iii) **where the total distance covered to attend sites of work is 400 km or more but the official travelling is up to 400 km over a month, refund of mileage should be computed at the rate of Rs 8.60 for the first 400 km,**

whichever is appropriate.

FORESTRY SERVICES

25.66 The Forestry Services Department is responsible for the proper administration and management of all forest lands, "pas geometriques", mountain and river reserves, road reserves and offshore islets. The Department envisions to ensure a healthy forest environment that will satisfy the needs and aspirations of present and future generations in a sustainable manner.

25.67 The Conservator of Forests, who heads the Forestry Services, is accountable to the Permanent Secretary of the Ministry of Agro Industry and Fisheries and is supported by a Deputy Conservator of Forests and two Assistant Conservators of Forests in his technical and administrative functions. Officers in the grades of Divisional Forest Assistant, Forest Ranger, Deputy Forest Ranger, Forester and Forest Guard constitute the enforcement arm of the Forestry Services.

25.68 In this Report, we are maintaining the existing structures which are considered appropriate but revising the different allowances payable to eligible officers of the department.

Allowances

25.69 Presently, eligible officers of the Forests Department not occupying government quarters are paid rent allowances. We are revising the quantum of these allowances.

Recommendation 17

25.70 We recommend that eligible officers of the Forests Department not occupying government quarters be paid the following rent allowances:

Grades	Amount (Rs)
Forest Guard	630
Forester	680
Deputy Forest Ranger	875
Forest Ranger	960
Divisional Forest Assistant	1040

Walking Allowance

25.71 Presently, officers in the grades of Forest Guards and Foresters are paid a walking allowance of Rs 110 monthly. We are revising the quantum.

Recommendation 18

25.72 We recommend that Walking Allowance paid to Forest Guards and Foresters be revised to Rs 135 monthly.

Staggered Hours

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

NATIONAL PARKS AND CONSERVATION SERVICE (NPCS)

- 25.74 The National Parks and Conservation Service has been set up in 1994 under Section 8 of the Wild Life and National Parks Act 1993.
- 25.75 Its role is to ensure the sustainable management and restoration of the natural resources of the park with special regard to the highly endangered native plants and animals and the promotion of public awareness through education and ecotourism activities.
- 25.76 The National Parks and Conservation Service is headed by a Director who advises the Permanent Secretary on all matters related to the conservation of terrestrial flora and fauna. He is supported by a Deputy Director and assisted by officers in the professional grades of Senior Research and Development Officer and Research and Development Officer as well as officers of the technical cadre. Enforcement duties are carried out by officers in the Forest Guard and Park Ranger cadres.
- 25.77 In the 2003 PRB Report, we strengthened the structures of the National Parks and Conservation Service with the creation of grades at managerial, technical and enforcement levels. We are, in this Report, reviewing the allowances payable to officers of the National Parks and Conservation Service and introducing a walking allowance.

Allowances

- 25.78 Presently, an all-inclusive daily allowance, in lieu of overtime, is payable to officers of the National Parks and Conservation Service for participating in expeditions to islets. We are revising the quantum of the allowance.

Recommendation 19

- 25.79 **We recommend that the daily all-inclusive allowance, in lieu of overtime, payable to officers of the National Parks and Conservation Service for participating in expeditions to islets be revised as specified below:**

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Senior Research and Development Officer (Wild Life)	3000
Research and Development Officer (Wild Life)	2400
Technical Officer/Senior Technical Officer (Wild Life)	1920

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Technical Officer	1800
Senior Park Ranger	1800
Park Ranger	1560
Assistant Park Ranger	1200
Forester	1200
Forest Guard	1080
Gardener/Nurseryman	840
Mason	840
Tradesman's Assistant	720
General Worker	660

Walking Allowance

25.80 Officers in the Park Ranger's cadre are required to carry out field duties in many areas in the parks which cannot be acceded to, except on foot. We are, therefore, providing for the payment of a walking allowance to these officers.

Recommendation 20

25.81 We recommend the payment of a Walking Allowance of Rs 135 monthly to Assistant Park Rangers, Park Rangers and Senior Park Rangers of the National Parks and Conservation Service.

Rent Allowance

25.82 Since the establishment of the NPCCS in 1993, Forest Guards and Foresters from the Forestry Services were posted there to carry out the objectives as laid down in the Wild Life and National Parks Act. During their posting to the NPCCS, these officers continued to be paid rent allowances as they were eligible for such.

25.83 In the 2003 PRB Report, grades of Assistant Park Ranger, Park Ranger and Senior Park Ranger were created. Nine Forest Guards and three Foresters have been appointed Assistant Park Rangers and Park Rangers at NPCCS. These being new grades, there is presently no provision for the payment of rent allowances to officers in the Park Ranger cadre. Both the Ministry and the staff side have reported that officers who reside in the vicinity of their sites of work are readily available to attend to emergencies like rescue calls from visitors, assistance to police, forest fires and illegal activities such as

poaching, drug dealers and that the continuous payment of the rent allowance is fully warranted.

Recommendation 21

25.84 We recommend that officers of the Park Ranger cadre currently in post and not occupying government quarters be exceptionally paid the following rent allowances on a personal basis as specified below:

Grade	Amount (Rs)
Assistant Park Ranger	680
Park Ranger	875
Senior Park Ranger	960

**MINISTRY OF AGRO INDUSTRY AND FISHERIES
(AGRO INDUSTRY DIVISION)**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 110000 Senior Chief Executive
02 00 93	Rs 87500 Permanent Secretary
02 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Chief Agricultural Planning Officer
02 59 71	Rs 30000 x 1250 – 45000 Senior Agricultural Planning Officer <i>formerly Principal Agricultural Officer</i>
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Agricultural Planning Officer
01 59 71	Rs 30000 x 1250 – 45000 Senior Agricultural Analyst

Salary Code	Salary Scale and Grade
08 48 60	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE10</i></p>
08 46 58	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i></p>
08 37 55	<p>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i></p>
08 29 49	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 10</i></p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i></p>
08 17 45	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 9</i></p>
08 17 41	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i></p>
08 13 41	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i></p>
24 13 36	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Driver (Ordinary vehicles up to 5 tons)</p>

Salary Code	Salary Scale and Grade
AGRICULTURAL SERVICES	
19 00 90	Rs 80000 Chief Agricultural Officer
19 00 84	Rs 66000 Deputy Chief Agricultural Officer
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Principal Agricultural Officer Principal Agricultural Officer (Veterinary Services)
19 65 75	Rs 37500 x 1250 – 50000 Divisional Veterinary Officer
19 59 71	Rs 30000 x 1250 – 45000 Senior Veterinary Officer
19 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Veterinary Officer
19 65 75	Rs 37500 x 1250 – 50000 Divisional Scientific Officer (New Grade) Principal Research and Development Officer (Personal)
19 59 71	Rs 30000 x 1250 – 45000 Senior Scientific Officer <i>formerly Senior Research and Development Officer</i>
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Scientific Officer <i>formerly Research and Development Officer</i>

Salary Code	Salary Scale and Grade
19 68 74	<p>Rs 41250 x 1250 – 48750 Agricultural Technician (Personal) <i>formerly Administrative and Personnel Manager (Teafac)</i></p>
19 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 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></p>
19 37 62	<p>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Agricultural Technician (Personal) <i>formerly Tea Officer</i></p>
19 62 73	<p>Rs 33750 x 1250 – 47500 Senior Agricultural Superintendent</p>
19 57 67	<p>Rs 28000 x 1000 – 30000 x 1250 – 40000 Agricultural Superintendent Senior Laboratory Technologist (Personal)</p>
19 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Laboratory Technologist (Personal) Senior Laboratory Technologist (Future Holder) Senior Technical Officer</p>
19 35 58	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Apicultural Officer Laboratory Technologist (Future Holder) Technical Officer</p>
19 70 81	<p>Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Principal Agricultural Officer <i>formerly Principal Agricultural Officer (Engineering)</i></p>

Salary Code	Salary Scale and Grade
26 65 75	Rs 37500 x 1250 – 50000 Principal Agricultural Engineer (Personal)
26 59 71	Rs 30000 x 1250 – 45000 Senior Agricultural Engineer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Agricultural Engineer
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Draughtsman
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman
26 18 20	Rs 9600 x 200 – 10000 Trainee Draughtsman
19 37 51	Rs 15000 x 500 – 16000 x 600 – 23200 Senior Field Assistant (Personal)
19 19 43	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Field Assistant (Personal)
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Senior Technical Assistant
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Technical Assistant

Salary Code	Salary Scale and Grade
19 14 42	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Agricultural Assistant (Personal)
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Agricultural Supervisor
26 37 62	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Transport Officer
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i>
08 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 41 58	Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Agricultural Executive Assistant (Personal) <i>formerly Technical Officer (Tea Board)</i>
08 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Agricultural Executive Assistant (Personal) <i>formerly Accounts Officer, Tea Board</i> <i>Public Relations/Welfare Officer, Tea Board</i>
08 37 55	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 34 55	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Agricultural Confidential Secretary (Personal) <i>formerly in GSS 3</i>

Salary Code	Salary Scale and Grade
08 41 51	Rs 17200 x 600 – 23200 Agricultural Executive Assistant (Personal) <i>formerly in GSE 3</i>
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 16 44	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 7A</i>
08 17 41	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i> Clerk Assistant
25 40 49	Rs 16600 x 600 – 22000 Workshop Supervisor
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Supervisor of Works

Salary Code	Salary Scale and Grade
10 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Audio Visual Production Officer <i>formerly Audio Visual Assistant</i> Visual Artist (Graphics)
10 14 43	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Publicity Assistant
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) <i>formerly Machine Minder (Bindery)</i>
04 14 42	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Plan Printing Operator
24 09 36	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Survey Field Worker/Senior Survey Field Worker <i>formerly Chainman</i> <i>Poler</i>
04 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Printing Machine Operator
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant

Salary Code	Salary Scale and Grade
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Blacksmith Chief Cabinet Maker Chief Carpenter Chief Mason Chief Motor Mechanic Chief Panel Beater Chief Welder Foreman
24 28 43	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Head Survey Field Worker <i>formerly Head Poler</i>
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Gangman
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)
24 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Agricultural Implement Operator Driver (Shift)
24 15 38	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Forklift Driver
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Incinerator Operator
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Gardener/Nurseryman

Salary Code	Salary Scale and Grade
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 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 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Vulcaniser
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman Hatchery Operator (Personal to officers in post at 30.06.2003) Leading Hand Senior Stockman
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver (Ordinary vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) or Driver (TDA)</i>
24 10 36	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 General Development Worker (Personal) <i>formerly Telephone Operator (TDA)</i> <i>Telephone Operator (Tea Board)</i>
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 General Development Worker (Personal) <i>formerly Leaf Weigher (TDA)</i>

Salary Code	Salary Scale and Grade
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Plant and Equipment Operator Senior Gardener/Nurseryman
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Barnman Irrigation Operator
25 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Maintenance Handy Worker (Personal)
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant (TDA/TEAFAC)</i> <i>Office Attendant, Tea Board</i> Hatchery Operator Household Attendant Insecticide Sprayerman Office Assistant Operator Pumping Station Stockman Toolskeeper
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stonebreaker Stores Attendant
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Maintenance Handy Worker Tradesman's Assistant
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman

Salary Code	Salary Scale and Grade
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 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
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker
LIVESTOCK FEED FACTORY	
11 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Factory Supervisor
21 26 46	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Senior Sales Officer, Agricultural Extension Shop (New Grade)
21 13 43	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Sales Officer, Agricultural Extension Shop
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 Factory Operative (Roster) (Personal)
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Factory Operative
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Factory Operative Assistant (Roster) (Personal)

Salary Code	Salary Scale and Grade
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Factory Operative Assistant
CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD	
19 00 84	Rs 66000 General Manager
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy General Manager, Cane Planters & Millers Arbitration and Control Board
19 45 71	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Sugar Technologist
19 62 73	Rs 33750 x 1250 – 47500 Senior Area Superintendent
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Area Superintendent
20 49 73	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 47500 Statistician/Systems Coordinator (Personal)
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Sugar) (New Grade) Technical Officer

Salary Code	Salary Scale and Grade
19 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Principal Test Chemist
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Senior Test Chemist Senior Test Chemist <i>formerly Assistant Mechanical Officer (Personal)</i>
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Test Chemist
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 17 41	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Sampler
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Sampler

Salary Code	Salary Scale and Grade
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Mechanical Unit)
FORESTRY SERVICES	
19 00 88	Rs 75000 Conservator of Forests
19 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Deputy Conservator of Forests
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Conservator of Forests
19 56 66	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Divisional Forest Assistant
19 47 59	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Forest Ranger
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Deputy Forest Ranger
19 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Forester
19 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Forest Guard
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Draughtsman

Salary Code	Salary Scale and Grade
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Mason
24 27 41	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Senior Gangman
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Gardener/Nurseryman
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Senior Gardener/Nurseryman
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Blacksmith Carpenter Mason Motor Mechanic Painter

Salary Code	Salary Scale and Grade
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver (Ordinary Vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 09 36	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Survey Field Worker/Senior Survey Field Worker <i>formerly Chainman</i> <i>Poler</i>
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant(TDA/Teafac)</i> Woodcutter
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman's Assistant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Sanitary Attendant

Salary Code	Salary Scale and Grade
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker
NATIONAL PARKS AND CONSERVATION SERVICE	
19 00 84	Rs 66000 Director
19 65 75	Rs 37500 x 1250 – 50000 Deputy Director
19 59 71	Rs 30000 x 1250 – 45000 Senior Research and Development Officer (Wildlife)
19 46 67	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Research and Development Officer (Wildlife)
19 37 62	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Technical Officer/Senior Technical Officer (Wildlife)
19 47 59	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Park Ranger
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Park Ranger
19 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Assistant Park Ranger Forester

Salary Code	Salary Scale and Grade
19 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Forest Guard
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Technical Assistant
19 19 43	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Field Assistant (Personal)
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 17 41	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Carpenter Mason
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>

Salary Code	Salary Scale and Grade
24 15 34	<p>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i></p>
24 10 30	<p>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant (TDA/Teafac)</i></p>
24 09 29	<p>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman</p>
25 07 27	<p>Rs 7400 x 200 – 10200 x 250 – 11700 Tradesman's Assistant</p>
24 06 24	<p>Rs 7200 x 200 – 10200 x 250 – 10950 General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac).</i></p>
24 02 21	<p>Rs 6425 x 175 – 6600 x 200 – 10200 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker</p>

FISHERIES DIVISION

- 25.85 The Fisheries Division which operates as a separate entity under the Ministry of Agro Industry and Fisheries, envisions to be the driving force for the sustainable development and management of living aquatic resources in the waters of and of interest to Mauritius. Its mission is to ensure the sustainable development and management of fisheries resources, conservation and protection of living aquatic resources and the marine environment, and continued socio-economic benefits to stakeholders.
- 25.86 The objectives of the Fisheries Division are to, *inter alia*, provide the legal framework and mechanisms for the management and protection of marine living resources; promote responsible fisheries and the welfare of fishers; ensure the contribution of fisheries to national socio-economic development and an adequate supply of fish to the population; and support and strengthen national research capacity for fisheries development and conservation of marine biodiversity.
- 25.87 The overall responsibility of the Fisheries Division of the Ministry rests with the Senior Chief Executive who is supported by the Permanent Secretary, the Principal Assistant Secretary and Assistant Secretaries in his administrative functions. The technical arm of the Fisheries Division is headed by the Chief Fisheries Officer, who is responsible for sectoral planning, administrative and finance matters and more importantly, coordination between management and research. The fisheries research service, which deals primarily with adaptive research, is manned by officers in the grades of Principal Fisheries Officer, Divisional Scientific Officer, Senior Scientific Officer and Scientific Officer as well as officers in the technical cadre. The Fisheries Protection Service (FPS), which is the enforcement arm, is headed by the Controller, Fisheries Protection Service supported by two Deputy Controllers, Assistant Controllers, Principal Fisheries Protection Officers, Senior Fisheries Protection Officers and Fisheries Protection Officers.
- 25.88 The Albion Fisheries Research Centre (AFRC) carries out the research, development and management functions of the Fisheries Division. It coordinates and supervises the activities of the biological, chemical, bacteriological and marine ecological laboratories as well as the hatcheries falling in its jurisdiction. The main activities of the AFRC are, *inter alia*, the monitoring of existing fishing activities and fish stock assessment in order to evolve measures for their sustainable development; conduct of surveys and charting for new or untapped resources or fishing grounds; development of appropriate fishing techniques; training of fishermen to enable them to acquire knowledge in fishing techniques, boat handling, engine maintenance, radio communication, survival and safety at sea; development and

improvement of aquaculture production techniques; and the undertaking of ecological surveys to monitor and collect baseline data on coral reefs and water quality with a view to conservation of aquatic biodiversity and the marine environment.

- 25.89 In view of the importance of the Fisheries Sector in the Mauritian economy and its increased responsibilities and with the establishment of the Aquatic Business and the Land-Based Oceanic Industry, the management structure of the technical services is being reviewed to increase organisational effectiveness and efficiency. Additionally, we are creating a grade of Marine Mechanic-Diesel; introducing an in-attendance allowance for Scientific Officers and Technical Officers; and revising the existing allowances.

Director of Fisheries *formerly Chief Fisheries Officer*

- 25.90 The Chief Fisheries Officer is responsible for all matters related to fisheries research, development and management and marine conservation. He is also in charge of the fisheries administration, policy, planning, legislation, bilateral, regional and international cooperation as well as the administration of the Sea Food Hub One Stop Shop. Furthermore, he is actively involved in giving the necessary support to the development of the land-based oceanic industry.
- 25.91 In the light of the foregoing, we are restyling the grade of Chief Fisheries Officer to a more appropriate appellation to reflect the status of the incumbent as the Chief Technical Officer of the Fisheries Division of the Ministry.

Recommendation 1

- 25.92 We recommend that the grade of Chief Fisheries Officer be restyled Director of Fisheries.**

Marine Mechanic-Diesel (Fisheries) (New Grade)

- 25.93 The posts of Officer-in-Charge, Engine Room and Marine Engineering Assistant at the Fisheries Training and Extension Centre (FITEC) have been abolished. The Ministry has submitted that with the abolition of these grades, the need for a qualified personnel is acutely felt as there are now additional outer-reef going vessels in the fleet of the Fisheries Division and these vessels need regular maintenance to be sea-worthy.

Recommendation 2

- 25.94 **We recommend the creation of a grade of Marine Mechanic-Diesel (Fisheries). Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate and a National Trade Certificate Level 3 (NTC 3) in Automative Mechanics, Tractor, and Heavy Vehicle Mechanics.**
- 25.95 Incumbent would be required to, *inter alia*, work under the supervision of the Officer-in-Charge for the maintenance and repairs of inboard and outboard motors up to 500 Hp, generators and other mechanical installations on board of fishing boats and at the ground station; take part in the preparation of fishing operations; and assist in the preparation and setting of fish aggregating devices.

Sea-Going Allowance

- 25.96 At present, officers who work as observers on board vessels operating in our Economic Exclusive Zone, and who are not entitled for overtime, are paid an allowance of Rs 660 a day for working for a period of five days at a stretch.
- 25.97 The Ministry has submitted that officers are also required to work as observers to participate in Surveillance Missions even outside our Economic Exclusive Zone.

Recommendation 3

- 25.98 **We recommend that officers who work as observers on board vessels operating in our Economic Exclusive Zone (EEZ), and officers participating in Surveillance Missions outside our EEZ, and who are not entitled for overtime, be paid an allowance of Rs 800 a day for working for a period of five days at a stretch.**
- 25.99 **We further recommend that those officers working for a lesser period should be governed by the rates and conditions provided at paragraph 25.101 (a), (b) and (c).**
- 25.100 Currently, a sea-going allowance is payable to the Scientific/Technical staff who are required to go out at sea for the placing and maintenance of Fish Aggregating Devices, for research work and training of those fishermen working in the Aquaculture Division, the Marine Conservation Centre, the Import/Export Quarantine Clearance Unit and the Licensing Unit. We are maintaining this provision.

Recommendation 4

- 25.101 **We again 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 four to twelve hours on Public Holidays and Sundays.

In-Attendance Allowance

25.102 Scientific Officers and Technical Officers are often required to work outside normal working hours during weekdays, weekends and public holidays in cases of fish mortality, stranded mammals and sea pollution.

Recommendation 5

25.103 We recommend that Scientific Officers and Technical Officers, who effectively work outside the normal working hours in emergency cases, should be paid an in-attendance allowance of Rs 100 per hour.

Rent Allowance

25.104 Officers of the Fisheries Protection Service not occupying government quarters are entitled to rent allowance. We are revising the quantum.

Recommendation 6

25.105 We recommend that eligible officers of the Fisheries Protection Service not occupying government quarters be paid rent allowances as follows:

Grades	Amount (Rs)
Fisheries Protection Officer	630
Senior Fisheries Protection Officer	685
Principal Fisheries Protection Officer	875
Assistant Controller, Fisheries Protection Service	960
Deputy Controller, Fisheries Protection Service	985
Controller, Fisheries Protection Service	1040

Diving Allowance

25.106 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 450 per dive, subject to a maximum of Rs 6750 a month. We are revising both quanta.

Recommendation 7

25.107 We recommend that the diving allowance paid to the officers of the Fisheries Division be revised to Rs 540 per dive, subject to a maximum of Rs 8100 a month.

Allowance for officers posted in Flying Squads

25.108 Presently, a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scales is paid to officers of the Fisheries Protection Service posted in the Flying Squads. We are revising the allowance.

Recommendation 8

25.109 We recommend payment of a monthly Special Duty Allowance equivalent to one and a half increments at the initial of the salary scales to officers posted in the Flying Squads.

Shift, Roster and Night Allowance

25.110 Fisheries Protection Officers and Senior Fisheries Protection Officers 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. This element has been taken into account in arriving at the recommended salaries of the respective grades.

25.111 At present, Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who are effectively performing night duty are paid a Night Duty Allowance equivalent to 15% of the normal hourly rate per hour for the hours worked between 2300 hours and 0500 hours including a maximum of two hours lying-in period. We are maintaining the allowance.

Recommendation 9

25.112 We recommend that Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between

2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Shares of Fines

25.113 In the 2003 PRB Report, we recommended 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 actually perform enforcement duties. **We understand that the Ministry is in the process of amending the Fisheries Act to implement the said recommendation.**

**MINISTRY OF AGRO INDUSTRY AND FISHERIES
(FISHERIES DIVISION)**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
19 00 90	Rs 80000 Director of Fisheries <i>formerly Chief Fisheries Officer</i>
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Principal Fisheries Officer
19 65 75	Rs 37500 x 1250 – 50000 Divisional Scientific Officer (Fisheries)
19 59 71	Rs 30000 x 1250 – 45000 Senior Scientific Officer (Fisheries)
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Scientific Officer (Fisheries)

Salary Code	Salary Scale and Grade
19 56 66	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Controller, Fisheries Protection Service
19 54 62	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Deputy Controller, Fisheries Protection Service
19 47 59	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Assistant Controller, Fisheries Protection Service
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Principal Fisheries Protection Officer
19 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Senior Fisheries Protection Officer
19 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Fisheries Protection Officer
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Technical Officer (Fisheries)
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Fisheries)
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Fisheries)
13 26 40	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Artificer Coxswain

Salary Code	Salary Scale and Grade
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Clerk Assistant
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Agricultural Clerk (Personal) (<i>formerly GSC 10</i>)
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Agricultural Clerk (Personal) (<i>formerly GSC 9</i>)
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman
24 23 41	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Driver (Heavy Vehicles above 5 tons) (Roster-day and night)
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Driver (Roster)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman

Salary Code	Salary Scale and Grade
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Carpenter Marine Mechanic – Diesel (New Grade) Mason Painter Plant Mechanic
24 27 37	Rs 11700 x 300 – 13800 x 400 – 15000 Head Nurseryman
24 28 39	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 Head Nurseryman (Fisheries) (Roster)
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Senior Nurseryman (Fisheries) (Roster)
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Nurseryman (Fisheries) (Roster)
13 33 52	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Boatswain (Sea-going Vessel)
13 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Deckhand/Fisherman
13 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Boatman

Salary Code	Salary Scale and Grade
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Trademan's Assistant

26. MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND SENIOR CITIZENS WELFARE AND REFORM INSTITUTIONS

- 26.1 The Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions envisions to support national and social development and to enhance social welfare and national solidarity in the country. It aims to protect and promote social welfare and national solidarity, rehabilitate and integrate young offenders and empower disabled persons and elderly.
- 26.2 The Ministry is responsible, *inter alia*, for the provision of a vast and diversified range of social services including the National Pensions and Social Aid, Welfare of the Elderly and of the Disabled, Empowerment of the Community, Welfare of inmates of Charitable Institutions, Rehabilitation of juvenile delinquents, Suicide Prevention; Probation and After Care, Treatment and Rehabilitation of Substance Abusers, and National Solidarity and Welfare of the Ilois.
- 26.3 The services of the Ministry comprise the 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 Ministry is supported in the delivery of its services by several Boards and Trust Funds, namely the National Pensions Board, Mauritius Council of Social Services and National Solidarity Fund.
- 26.4 The main operational units of the Ministry are Social Aid and National Pensions, Social Welfare and Reform Institutions which have been ascribed specific functions, namely payment of Social Aid and Benefits; implementation of social/community development policies for various stakeholders; rehabilitation of young offenders in the community through the Rehabilitation Youth Centres, towards a normal social life.
- 26.5 The activities of the Elderly Sector are organised by different departments and specialised organisations, namely the Medical Unit, the Recreation Centre for Senior Citizens, the Welfare and Elderly Persons' Protection Unit and the Senior Citizens Council.
- 26.6 To achieve its mandate, the Ministry is also supported by several parastatal bodies, namely the Training and Employment of Disabled Persons Board, Sugar Industry Labour Welfare Fund and National Agency for the Treatment and Rehabilitation of Substance Abusers. It is headed by the Permanent Secretary who is the Responsible and Accounting Officer whilst the Operational Units fall under the responsibility of the Commissioners or Heads of Unit.

- 26.7 The present organisational structure enables the Ministry and its different Units to meet their objectives effectively and efficiently and, therefore, we are not bringing any major structural changes except for the creation of additional levels in the Disability Unit and the Medical Unit for better work coordination and efficiency.

Disability Unit

Senior Disability Officer (New Grade)

- 26.8 The Disability Unit of the Ministry looks after issues relating to disability, advocacy, education, training, employment, accessibility, sports and leisure, and is responsible, among others, for the social and economic rehabilitation of disabled through integration programmes. It liaises with various governmental and non-governmental organisations for the provision of a wide range of services to children and adults with disabilities in Mauritius and Rodrigues and makes recommendations for the grant of supporting devices like prostheses and crutches. It is presently manned by the Head, Disability Unit and five Disability Officers.
- 26.9 Over time, the activities for the social integration of the disabled have increased considerably. Management considers it essential that an additional intermediary level be created to support the Head in the coordination and supervision of the activities for better efficiency.
- 26.10 The Bureau is agreeable with Management's proposal and recommends accordingly.

Recommendation 1

- 26.11 **We recommend the creation of a grade of Senior Disability Officer. Appointment thereto should be made by selection from among Disability Officers possessing a degree in Social Work or equivalent and reckoning at least five years' experience in the grade.**
- 26.12 Incumbent would be required, *inter alia*, to assist the Head, Disability Unit as well as Non-Government Organisations (NGOs) and Disabled Persons Organisations (DPOs) in project write-up. He has also to ensure the training of Disability Officers.

SOCIAL WELFARE DIVISION

POINTE AUX SABLES RECREATION CENTRE

“On-Call” and “In-Attendance” Allowances

- 26.13 The Social Welfare Division of the Ministry operates a Recreational Centre at Pointe Aux Sables mainly for the senior citizens and disabled persons. Besides this core activity, the centre regularly hosts cultural and official functions, seminars and social activities. It is presently manned by officers in

the grades of Manager, Senior Organising Officer and Organising Officer. They are supported by officers of the Social Welfare Cadre who are required to work round the clock. For work during nights, weekends and public holidays, they are paid an “In-Attendance” allowance. We are maintaining the present arrangement and reviewing the allowances.

Recommendation 2

26.14 We recommend that the “In-Attendance” allowance payable to the Social Welfare Officers and Senior Social Welfare Officers who are required to work beyond normal working hours at the Pointe-aux-Sables Recreation Centre to provide a 24-hour coverage during nights, weekends and public holidays be revised as hereunder:

<u>Periods</u>	<u>“In-Attendance” Allowance</u> <u>Rs</u>
<u>Weekdays</u>	
1600 – 2200 hours	255
2200 – 0800 hours next day	420
<u>Saturdays</u>	
0800 – 2200 hours	590
2200 – 0900 hours next day	465
<u>Sundays and Public Holidays</u>	
0900 – 1600 hours	300
1600 – 2200 hours	255
2200 – 0900 hours next day	465

Manager, Recreation Centre

Senior Organising Officer, Recreation Centre

26.15 The Manager and the Senior Organising Officer look after the day to day administration of the Recreation Centre whilst the activities at the operational level are carried out by the Social Welfare Officers and Senior Social Welfare Officers who are supported by lay services employees.

26.16 The Social Welfare Officers and Senior Social Welfare Officers are in attendance beyond normal working hours and are paid an “In Attendance” allowance. Normally the Manager and the Senior Organising Officer are not required to be in attendance after office hours. However, the Senior Social Welfare Officers and the Social Welfare Officers have to seek the advice of the Manager and the Senior Organising Officer in emergency cases occurring during nights, weekends and public holidays through phone calls.

- 26.17 This element has been taken into consideration in the salary recommended for the grades of Manager and the Senior Organising Officer at the Recreation Centre.

Medical Unit

- 26.18 The main functions of the Medical Unit are the scheduling of Medical Boards for medical examinations and assessment of disability in respect to Basic Invalidity Pension (BIP), Carer's Allowances, Basic Retirement Pension for the Severely Handicapped (BRPSH), Social Aid and Disablement Benefit (DISBEN).
- 26.19 At present, the Medical Unit is headed by a Director who is assisted by general practitioners employed on sessional basis and Specialists in different fields employed on part-time basis. The Director, Medical Unit is responsible for the control and supervision of medical assessments for pension purposes on a national basis.
- 26.20 Since 2002, the Medical Unit is providing a series of additional medico-social services such as the supervision of some 50 health clubs, anti-influenza vaccination, mental rehabilitation for the elderly, domiciliary visit to severely disabled and bedridden persons aged 75 and above, nursing care on a regular basis to inmates of charitable institutions and the training of staff in the sector of disability. The Unit is divided into four sections, namely Medical Board, Medical Tribunal, Appeal Tribunal, and Eldercare.

Assistant Director, Medical Unit (New Grade)

- 26.21 In view of the volume and complexity of work devolving upon the Director of the Medical Unit, there is need to create a new position to assist the Director and to coordinate the activities of the various sections. We are, therefore, making appropriate recommendation to that end.

Recommendation 3

- 26.22 We recommend the creation of a grade of Assistant Director, Medical Unit. Appointment thereto should be made by selection from among officers in the grade of Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life reckoning at least four years' service in the grade in a substantive capacity and having managerial and supervisory skills.**

Recommendation 4

- 26.23 We further recommend that, to facilitate recruitment, appointment may be made on an assignment basis.**

26.24 Incumbent would be required, *inter alia*, to provide assistance to the Director in the management of the Medical Unit and the implementation of government policies.

Special Medical Service Allowance

Recommendation 5

26.25 We recommend that the provisions of Recommendation 24 made at paragraph 30.89 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance be extended to the Assistant Director and the Director, Medical Unit.

Rent Free Telephone and Free Calls

Recommendation 6

26.26 We recommend that the provisions of Recommendation 27 made at paragraph 30.97 under the Ministry of Health and Quality of Life should equally apply to the Assistant Director and the Director, Medical Unit.

Allowance for the Medical Profession

Recommendation 7

26.27 We recommend that the provisions of Recommendation 23 made at paragraph 30.86 under the Ministry of Health and Quality of Life in respect of the Allowance for the Medical Profession should equally apply to the Assistant Director and the Director, Medical Unit.

Allowances to Doctors employed on a sessional basis

26.28 Doctors employed on a sessional basis at the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions are presently being paid allowances to service Medical Boards and the Medical Tribunal.

26.29 The Ministry has reported that there is a high turnover among the medical practitioners employed on a sessional basis at the Medical Unit. They quite often leave to join the Bank of Doctors at the Ministry of Health and Quality of Life where they are better remunerated. It has also been represented that the quantum of the allowance payable to Specialists servicing the Medical Tribunal is nowadays not attracting specialist doctors with the result that the pool of specialists is not being renewed. The Ministry has, therefore, recommended that the fees payable to medical practitioners for attending Medical Board sessions be brought at par with those of medical officers in the Bank of Doctors. With regard to the specialists servicing the Medical Tribunal, a parallel is drawn with earnings in the private practice where a visit costs around Rs 600.

26.30 We have examined in depth the whole issue and are of the view that there is a case for bridging the gap to some extent. However, the plea for complete parity with the Bank of Doctors or earnings in the private practice is not justified as the nature of the duties performed at Medical Boards and the Medical Tribunal is different.

Recommendation 8

26.31 We recommend that the allowances paid to doctors employed on a sessional basis to service Medical Boards should be revised as hereunder:

S.N.	Grades	Allowance per session of 3 hours
(i)	Specialist servicing Medical Board	Rs 900
(ii)	General Practitioners servicing Medical Board	Rs 730

26.32 We recommend that the allowance of Rs 730 paid to Specialists employed on a sessional basis to service the Medical Tribunal should be revised to Rs 1055 per session, provided some five to seven cases are dealt with per session.

Domiciliary Visits

26.33 At present doctors employed on sessional basis doing domiciliary visit are paid an allowance of Rs 340 per claimant visited. Management has submitted that, with a view to curtail administrative cost of verification prior to the refund of mileage cost and to expedite the refund, travelling expenses be included in the allowance paid to doctors employed on sessional basis doing domiciliary visit. We are making appropriate recommendation to that end.

Recommendation 9

26.34 We recommend that an allowance of Rs 500 inclusive of travelling expenses, per claimant visited, be paid to doctors employed on sessional basis for domiciliary visit.

26.1 REFORM INSTITUTIONS

Probation and After Care Service

- 26.1.1 The Probation and After-Care Service deals with the provision of services related to probation, parole and after-care and institutional care. It is headed by the Commissioner, Probation and After-Care who is assisted by the Deputy Commissioner, Probation and After-Care and Assistant Commissioners, Probation and After-Care with the support of officers of the Probation Cadre.
- 26.1.2 Incumbents in the Probation Cadre work in collaboration with the Courts in planning sentences for offenders and rehabilitating them in the community; working towards the reduction of crime and protection of the public, assisting families in conflict and safeguarding the welfare of children. They also provide for an independent inquiry service in civil and criminal matters and for the supervision of offenders in the community.

Black Jacket Allowance

- 26.1.3 Representations have been made for the payment of a black jacket allowance to officers of the Probation Cadre who, by the nature of their duties, have to work in a Court environment where the wearing of a black jacket and a tie is a necessity. We are, in this Report, making appropriate recommendation to this effect.

Recommendation 1

- 26.1.4 We recommend the payment of a Black Jacket Allowance of Rs 2500 yearly to officers of the Probation Cadre who are required, by the nature of their duties, to appear in Court in a black jacket with tie.**

Rehabilitation Youth Centre

- 26.1.5 The Rehabilitation Youth Centre (RYC) is a state-owned institution established under the Reforms Institutions Act of 1988 with the main objective of rehabilitating juvenile offenders. There are in fact two separate Rehabilitation Youth Centres in Mauritius, one for boys and the other for girls. These centres, situated at Barkly in two different premises, accommodate boys and girls, below the age of 16 and 18 years respectively, who are found guilty of criminal tendencies and association with anti-social elements or indulging in deviant behaviours. Besides, children who no longer submit to parental authority are sent there on the advice of the Probation Service.
- 26.1.6 During their detention at the rehabilitation centres, the interns receive vocational training and are also required to indulge in such activities that may help them to acquire a sense of responsibility and self-discipline.

- 26.1.7 The mission of the RYC is to transform juvenile offenders into citizens empowered by social upbringing and self-esteem. The institution caters for the young being sent on custodial to undergo socialization in order to face social life challenges on release.
- 26.1.8 The Probation Service provides supervision over these juvenile delinquents, after their release, in order to facilitate their integration in society.
- 26.1.9 The staffing structure of the RYC comprises six levels with the Superintendent, Rehabilitation Youth Centre at the top of the hierarchy. The number of grades at the RYC is adequate and meets the needs of the organisation. We are, in this Report, improving the qualification requirements of the Senior Officer, RYC and reviewing the conditions of employment of the officers to motivate them further in exercising their duty of care.

Senior Officer, RYC

- 26.1.10 At present, the grade of Senior Officer, Rehabilitation Youth Centre is filled by promotion, on the basis of experience and merit, of officers in the grade of Officer, Rehabilitation Youth Centre. Management has submitted that the officers in the grade of Officer, Rehabilitation Youth Centre before being appointed to the higher level, should follow an in-service training course organised by the Ministry so that they can perform better. The Bureau is agreeable to the proposal and recommends accordingly.

Recommendation 2

- 26.1.11 **We recommend that the scheme of service of Senior Officer, Rehabilitation Youth Centre should be amended so that henceforth the grade be filled by promotion, on the basis of experience and merit, of officers in the grade of Officer, Rehabilitation Youth Centre, who have successfully followed an in-service training course organised by the Ministry.**
- 26.1.12 **This element has been taken into consideration in arriving at the salary recommended for the grade.**

Clothing Allowance

- 26.1.13 According to international norms, officers of the RYC are not required to wear uniforms because they have to deal with juveniles. Both Management and the Staff Association have submitted that since the officers of the RYC are no longer provided with uniforms and have to work in workshops, there is need to compensate them by paying a Clothing Allowance. The Bureau has positively considered this request.

Recommendation 3

26.1.14 We recommend the payment of a Clothing Allowance of Rs 200 monthly to officers of the RYC whose duties and functions require them not to wear uniforms.

Night Duty Allowance

26.1.15 A Night Duty Allowance was introduced in our 2003 PRB Report as an incentive to additionally compensate those officers who actually perform night duty. Presently, officers of the RYC who effectively work on night shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period. With such an incentive, the RYC has been facing lesser problems of absenteeism on night shifts. We are, therefore, maintaining the allowance whilst reviewing the rate.

Recommendation 4

26.1.16 We recommend that officers of the RYC who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.

Attendance Bonus Scheme for RYC Staff

26.1.17 Representations have been made by the Staff Association to grant the officers of the RYC a Night Attendance Bonus similar to what obtains for the Prisons Staff at the Mauritius Prisons Service. As the Ministry supports this request and there is need to provide uninterrupted services at the Centre, we are extending the provision to its staff.

Recommendation 5

26.1.18 We recommend the payment of a monthly Night Attendance Bonus, in addition to the Night Duty Allowance to the staff of the RYC who attend duty on all scheduled nights during the month as follows:-

Principal Officer and Principal Female Officer, RYC reckoning Up to 10 years' service: Over 10 years' service:	Rs 600 Rs 720
Senior Officer, Senior Female Officer, Officer and Female Officer, RYC reckoning Up to 10 years' service: Over 10 years' service:	Rs 480 Rs 600

Attending Duty during Emergencies

26.1.19 In our 2003 PRB Report we recommended 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, by way of allowance, at the normal hourly rate if they cannot be granted time off within a period of six months. As this recommendation has given satisfaction to all parties concerned, we are maintaining it.

Recommendation 6

26.1.20 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, should continue to be paid, by way of allowance, at the normal hourly rate for such period of duty if they cannot be granted time off within a period of six months.

Retirement

26.1.21 We introduced an early retirement scheme for officers of the RYC in our 2003 PRB Report. This recommendation was made mainly to enable officers who are not physically and mentally fit to discharge their duties efficiently to take an early retirement. We are maintaining the scheme while reviewing the qualifying period in view of the extension of the retirement age from 60 to 65 years.

Recommendation 7

26.1.22 We recommend that new recruits in the cadre of Officer, Rehabilitation Youth Centre should:

- (a) be allowed to retire on a proportionate pension after 28³/₄ years service; and**
- (b) be eligible to earn pension at an enhanced rate of ¹/₄₁₄th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 34¹/₂ years service.**

26.1.23 We also recommend that members of the Officer, RYC Cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme in force prior to the effective date of this Report.

26.1.24 We further recommend that a member of the Officer, RYC Cadre who, on attaining the age of 60, opts to work beyond that age should be required to undergo a yearly medical examination to certify his fitness for continued employment.

Rent Allowance

26.1.25 The personnel of the RYC who perform operations duties are eligible for quarters as from their dates of appointment. Whenever sufficient quarters are not available, these officers are paid a monthly Rent Allowance which varies according to their positions in the hierarchy. We are maintaining the Rent Allowance whilst revising the quantum in respect of each grade. Those living in quarters should not pay any rent for the accommodation nor should they be eligible for Rent Allowance.

Recommendation 8

26.1.26 We recommend the following monthly rates for Rent Allowance to eligible personnel of the RYC who perform operations duties and do not occupy government quarters:-

Grade	Amount (Rs)
Officer, Rehabilitation Youth Centre	685
Female Officer, Rehabilitation Youth Centre	685
Senior Officer, Rehabilitation Youth Centre	960
Female Senior Officer, Rehabilitation Youth Centre	960
Principal Officer, Rehabilitation Youth Centre	960
Principal Female Officer, Rehabilitation Youth Centre	960
Chief Officer, Rehabilitation Youth Centre	1040
Chief Female Officer, Rehabilitation Youth Centre	1040
Welfare Officer, Rehabilitation Youth Centre	1130
Assistant Superintendent, Rehabilitation Youth Centre	1130
Female Assistant Superintendent, Rehabilitation Youth Centre	1130
Superintendent, Rehabilitation Youth Centre	1330

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

SALARY SCHEDULE

Salary Code	Grades and Salary Codes
02 00 93	Rs 87500 Permanent Secretary
09 71 85	Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 – 68000 Director, Medical Unit
09 63 79	Rs 35000 x 1250 – 50000 x 1500 – 56000 Assistant Director, Medical Unit (New Grade)
23 00 84	Rs 66000 Commissioner, Social Security
23 65 75	Rs 37500 x 1250 – 50000 Deputy Commissioner, Social Security
23 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Manager, National Pensions
23 53 68	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Assistant Commissioner, Social Security
23 49 60	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Social Security Officer
23 42 55	Rs 17800 x 600 – 23200 x 800 – 26400 Senior Social Security Officer
23 35 52	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Higher Social Security Officer

Salary Code	Grades and Salary Codes
23 21 49	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Social Security Officer
23 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Head, Disability Unit
23 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Senior Disability Officer (New Grade)
23 42 55	Rs 17800 x 600 – 23200 x 800 – 26400 Disability Officer
23 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Social Welfare Commissioner
23 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Deputy Social Welfare Commissioner
23 49 60	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Social Welfare Officer
23 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Senior Social Welfare Officer
23 21 52	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Social Welfare Officer
23 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Manager, Recreation Centre

Salary Code	Salary Scale and Grade
23 47 61	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Senior Organising Officer, Recreation Centre
23 26 53	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Organising Officer, Recreation Centre
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Clerk Assistant
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Cutter Driver (Roster)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Social Security Attendant Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
REFORM INSTITUTIONS	
23 80 82	Rs 58000 x 2000 – 62000 Commissioner of Probation and After Care
23 65 75	Rs 37500 x 1250 – 50000 Deputy Commissioner of Probation and After Care

Salary Code	Salary Scale and Grade
23 59 71	Rs 30000 x 1250 – 45000 Assistant Commissioner of Probation and After Care
19 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Psychologist (Clinical and Social)
23 47 60	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Probation Officer
23 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Senior Probation Officer
23 26 54	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 25600 Probation Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

REHABILITATION YOUTH CENTRE

SALARY SCHEDULE

Salary Code	Grades and Salary Codes
17 55 66	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Superintendent, Rehabilitation Youth Centre
17 50 60	Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Assistant Superintendent, Rehabilitation Youth Centre Female Assistant Superintendent, Rehabilitation Youth Centre Welfare Officer, Rehabilitation Youth Officer (Personal)

Salary Code	Grades and Salary Codes
17 46 57	<p>Rs 20200 x 600 – 23200 x 800 – 28000 Chief Female Officer, Rehabilitation Youth Centre Chief Officer, Rehabilitation Youth Centre</p>
17 42 54	<p>Rs 17800 x 600 – 23200 x 800 – 25600 Principal Female Officer, Rehabilitation Youth Centre Principal Officer, Rehabilitation Youth Centre</p>
17 37 51	<p>Rs 15000 x 500 – 16000 x 600 – 23200 Senior Female Officer, Rehabilitation Youth Centre Senior Officer, Rehabilitation Youth Centre</p>
17 22 48	<p>Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Female Officer, Rehabilitation Youth Centre Officer, Rehabilitation Youth Centre</p>
17 14 16	<p>Rs 8800 x 200 – 9200 Trainee Officer, Rehabilitation Youth Centre Trainee Female Officer, Rehabilitation Youth Centre</p>
23 21 47	<p>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Matron</p>
24 09 29	<p>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman</p>

27. MINISTRY OF WOMEN'S RIGHTS, CHILD DEVELOPMENT, FAMILY WELFARE AND CONSUMER PROTECTION

- 27.1 The Ministry of Women's Rights, Child Development, Family Welfare and Consumer Protection caters for the rights and welfare of women, children, families and customers. It has the responsibility of formulating and implementing policies and programmes to promote the empowerment of women, the protection and development of children, family welfare as well as to protect the rights of consumers.
- 27.2 Its main objectives are, *inter alia*, to promote and defend women's rights; work for the elimination of all forms of discrimination against women; ensure that legal measures are taken to promote equality between men and women; implement gender-sensitive macro-economic policies and strategies, including those related to poverty alleviation; promote the development and welfare of children from the very tender age in accordance with the Convention on the Rights of the Child (CRC); and promote family welfare.
- 27.3 The Ministry is entrusted with the responsibility for the formulation and implementation of policies and programmes towards the promotion of gender equity and equality; empowerment of women; protection of the rights of women and children as well as welfare of families for taking measures to combat domestic violence and all forms of child abuse, neglect, exploitation; and discrimination of women and children.
- 27.4 To further these objectives, the following organisations: the National Women's Council, the National Children's Council, and the National Women Entrepreneur Council have been ascribed specific functions which are closely monitored by the Ministry.
- 27.5 The main operational units of the Ministry comprises the Women's Unit, the Child Development Unit, the Planning and Research Unit, the Family Welfare and Protection Unit, and the Consumer Protection Unit. They are serviced by specialised grades and other supporting staff including those on secondment from the Police Department, Reform Institutions, and the Ministry of Health and Quality of Life to provide support services for dealing with issues related to sexual offences, child abuse and domestic violence.
- 27.6 The present structure allows the Ministry to meet its mandate efficiently and effectively and, therefore, we are not bringing any major change to it except that, on submission of the Ministry, we are changing the appellation of the Women's Unit to "Gender Unit" to reflect its activities more appropriately and creating a grade of Gender and Development Officer to service the Unit.

WOMEN'S UNIT

27.7 The Ministry has adopted a shift from the "Women in Development" approach to that of "Gender and Development". In this context, the role of the Women's Unit of this Ministry is geared towards the enhancement of the status of women at the national level and the follow up on Mauritius' regional and international commitments towards the promotion of women's rights; whilst additionally overseeing, implementing and following-up on gender related issues.

27.8 Management has submitted that the connotation "Women's Unit" is, therefore, no longer deemed appropriate in this modern age given the increased role of this Unit in the promotion of gender equality. We are, therefore, changing the appellation of "Women's Unit" to a more appropriate one.

Recommendation 1

27.9 We recommend that the appellation of "Women's Unit" of the Ministry be changed to "Gender Unit".

Gender and Development Officer (New Grade)

27.10 Management has submitted that gender issues have always been implemented through short term projects. However, due to the high mobility of Consultants, the implementation of these projects have not been sustained. To this end, it is proposed that, for higher professional guidance and efficient flow and coordination of work, a grade of Gender and Development Officer be created in the Women's Unit now restyled Gender Unit. We are agreeable with this proposal and recommend accordingly.

Recommendation 2

27.11 We recommend the creation of a grade of Gender and Development Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Master's Degree in any Social Science subject or equivalent and reckoning at least three years' relevant post qualification experience.

27.12 Incumbent would be required, *inter alia*, to oversee and implement gender mainstreaming strategies; advise on gender related issues; build capacity of stakeholders of the National Government Machinery (NGM); and act as a focal person to coordinate with different units of the Ministry and all stakeholders to ensure that the NGM becomes a full-fledged analysis and policymaking body.

FAMILY WELFARE AND PROTECTION UNIT AND CHILD DEVELOPMENT UNIT

- 27.13 A Family Counselling Service was introduced in the Ministry to provide individual and mass counselling to men, women, children and the public at large on issues and problems related to family matters. With the setting up of the Domestic Violence Unit in 1999, Liaison Officers from the National Women's Council worked in close collaboration with this Unit to provide first hand counselling to victims of domestic violence. In November 2002, these officers were seconded to the Ministry to give assistance to the Family Welfare and Protection Unit.
- 27.14 In the 2003 PRB Report, the grade of Family Counselling Officer was created on the establishment of the Ministry and opportunity was given to the Liaison Officers on secondment to postulate for same. They joined the grade at the initial point of their new salary scale although they were drawing a higher salary in their previous post. Following a case made by the Ministry, the shortfall in their respective salary has been compensated by way of a topping-up allowance.
- 27.15 In view of their experience and skills in handling issues related to family counselling and related matters, Management has represented that these officers be exceptionally allowed to retain their salaries which they were drawing as Liaison Officer.
- 27.16 We have examined this representation carefully and found justification to accede to same on exceptional grounds.

Recommendation 3

- 27.17 We recommend that the topping-up allowance payable as at 30 June 2008 to the Family Counselling Officers (ex-Liaison Officers) be considered for determining the conversion point in the salary recommended for the grade.**

Psychologist (Allowance for Clinical Duties)

- 27.18 Presently, Psychologists of the Ministry are recruited from candidates possessing a post 'A' Level Degree in Psychology together with a postgraduate qualification in Clinical Psychology or Counselling Psychology. They are required, *inter alia*, to provide psychological assessment and treatment services for children and their families which include assessment of therapeutic needs and provision of psychotherapy and counselling.
- 27.19 Management has expressed the view that at times the services of Psychologists with clinical experience are required, *inter alia*, to participate in the provision of clinical services, including psychometric assessments, and related to personal and emotional problems; social disabilities; family, marital and sexual problems; and health damaging use of alcohol, drugs and habits.

27.20 To this end, Management has represented that an allowance be paid to Psychologists of the Ministry possessing the required skills and competencies to dispense such services. We have studied this representation carefully and are making appropriate recommendation to that effect.

Recommendation 4

27.21 We recommend that Psychologists of the Ministry possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology, who are required to provide clinical services to children and their families, over and above their prescribed duties, be paid an allowance equivalent to two increments at the point reached in their salary scale subject to the approval of the Supervising Officer.

“On-Call” and “In-Attendance” Allowances

27.22 Presently, “On-Call” and “In-Attendance” allowances are paid to officers in several grades to provide an emergency service on a rotational basis after office hours and to attend to people in distress at nights, during weekends and on Public Holidays.

27.23 However, Psychologists of the Ministry have been attending to cases of child abuse/abandonment and domestic violence requiring immediate psychological assistance outside working hours on a purely voluntary basis. Further, Senior Family Welfare and Protection Officers, and Coordinators are also required to tender advice on cases attended by the Family Welfare and Protection Officers after normal working hours and follow up through phone calls. It has, therefore, been represented that an “On-Call” allowance and “In-Attendance” allowance be also extended to Psychologists. In this regard, submission has been made for an “On-Call” allowance to be paid to the Senior Family Welfare and Protection Officers, and Coordinators as well.

27.24 While we are maintaining the present arrangement for the payment of “On-Call” and “In-Attendance” allowances to presently eligible officers, we are extending same to the Psychologists and making provision for the payment of an “On-Call” allowance to the Senior Family Welfare and Protection Officers, and Coordinators.

27.25 Further, the Drivers of the Ministry who are required to work after normal working hours are paid overtime at rates currently in force besides the “On-Call” allowance. This arrangement is also maintained.

Recommendation 5

27.26 We recommend that officers of the Family Welfare and Protection Unit who are 'On-Call' and required to attend to emergencies during "On-Call" be paid allowances as follows:

Grade	Period	"On-Call" Allowance Rs	"In-Attendance" during On Call Rs/hour
Inspector of Police Police Sergeant Police Constable Child Welfare Officer(Personal) Nursing Officer Probation Officer Family Welfare and Protection Officer Family Protection Officer (Personal)	Weekdays 1600 hours to 0900 hours the following day	Rs 120 daily	Rs 60 per hour of attendance up to a maximum of Rs 300 per day/night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 180 daily	Rs 60 per hour of attendance up to a maximum of Rs 480 per day/night period.
Psychologist	Weekdays 1600 hours to 0900 hours the following day	Rs 240 daily	Rs 120 per hour of attendance up to a maximum of Rs 480 per day/night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 360 daily	Rs 120 per hour of attendance up to a maximum of Rs 720 per day/night period.
Coordinator	Weekdays 1600 hours to 0900 hours the following day	Rs 200 daily	***

Grade	Period	“On-Call” Allowance Rs	“In-Attendance” during On Call Rs/hour
Coordinator (Contd.)	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 300 daily	***
Senior Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 120 daily	
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 180 daily	***
Driver	Weekdays 1645 hours to 0745 hours the following day	Rs 80 daily	***
	Saturdays, Sundays and Public Holidays 0745 hours to 0745 hours the following day	Rs 120 daily	
	*** Overtime at the rates in force for attendance outside normal working hours.		

Allowance (Hot Line Service)

27.27 The Ministry of Women's Rights, Child Development and Family Welfare and Consumer Protection operates a 24-hour Hot Line Service to provide first hand counselling and advice to the public on any family related issue/problem and in particular to desperate persons who are in urgent need

of help and support. Presently, only Family Counselling Officers (ex- Liaison Officers) who attend to the Hot Line for advising on family problems and sexual assaults are paid an allowance. It has been submitted that, in practice, the Senior Child Welfare Officers, Senior Family Welfare and Protection Officers, Family Welfare and Protection Officers of the Child Development Unit attend to the Hot Line service as well. It has, therefore, been proposed that the allowance for attending to calls on the hot lines of the Ministry be extended to the officers in the other grades. We are making appropriate recommendations to that effect.

Recommendation 6

27.28 We recommend that officers who are required to answer phone calls received through the Hot Lines of the Ministry for the purpose of first hand counselling, advice or intervention into cases, as appropriate, should be paid an all-inclusive allowance as follows:

Period	All-inclusive Allowance
Weekdays From 1600 hours to 0900 hours the following day	Rs 260 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day	Rs 360 per day/night period

Risk Allowance

27.29 It has been represented that officers working in the Child Development Unit and Family Welfare and Protection Unit are, by the nature of their work, exposed to very risky situations and environment. They are in direct contact with people and handle persons who, at times, suffer from contagious diseases. In addition, these officers have to effect visits in very remote and insecure areas where the rate of crimes and violence is high. We are making appropriate recommendations to that effect.

Recommendation 7

27.30 We recommend that officers working in the Child Development Unit and Family Welfare and Protection Unit who, by the nature of their work, are exposed to very risky situations and environment be paid a risk allowance equivalent to one and a half increments at the initial of their

respective salary scales, subject to the approval of the Supervising Officer of the Ministry.

CONSUMER PROTECTION UNIT

- 27.31 The Consumer Protection Unit, created in 1996, protects consumers through enforcement of laws and regulations and empowers them to better defend their rights. It is also responsible, *inter alia*, for educating consumers of their rights and responsibilities, creating consumer awareness for better self protection, and investigating into complaints of consumers.
- 27.32 The Unit is manned by the Head, Consumer Protection Unit who is supported by Principal Consumer Protection Officers, Senior Consumer Protection Officers and Consumer Protection Officers.
- 27.33 With the coming into force of new regulations and emerging challenges in the world of trade, coupled with more demanding customers for an efficient service, the Consumer Protection Unit is called upon to revisit its mode of operation. In that regard, we are, on the basis of submissions made, enlarging the fields from which recruitment can be made to ensure the enlistment of suitable candidates with the appropriate competencies.

Consumer Protection Officer

- 27.34 Presently, Consumer Protection Officers are selected from among serving officers not below the level of Executive Officer reckoning four years' experience in a substantive capacity in their respective grades and possessing a Diploma in Communication Studies or in a relevant field. Management has submitted that the qualification requirements of the grade be enlarged to enable recruitment of candidates from other related fields. We are making appropriate recommendations to that effect.

Recommendation 8

- 27.35 **We recommend that, in future, appointment to the grade of Consumer Protection Officer be made by selection from among serving officers not below the level of Executive Officer reckoning at least four years' experience in their grades and possessing a Diploma in Communication Studies or Legal Studies or Public Administration and Management or Management or Commerce or Social Work.**
- 27.36 **We also recommend that, in future, 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 a Diploma in Communication Studies or Legal Studies or Public Administration and Management or Management or Commerce or Social Work.**

Allowance to Consumer Protection Officers

27.37 It has been represented that Consumer Protection Officers who possess specific competencies are regularly conducting and coordinating consumer education programmes and that they need to be compensated. We have studied the request and are making an appropriate recommendation.

Recommendation 9

27.38 **We recommend that Consumer Protection Officers possessing specific communication skills, who are called upon to conduct and coordinate consumer education programmes/campaigns as well as delivering talks through the media, be paid an allowance of Rs 200 per session.**

**MINISTRY OF WOMEN'S RIGHTS, CHILD DEVELOPMENT,
FAMILY WELFARE AND CONSUMER PROTECTION**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
23 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Co-ordinator
19 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Psychologist
GENDER UNIT <i>formerly Women's Unit</i>	
23 65 75	Rs 37500 x 1250 – 50000 Head, Gender Unit <i>formerly Head, Women's Unit</i>
23 59 71	Rs 30000 x 1250 – 45000 Gender and Development Officer (New Grade)

Salary Code	Salary Scale and Grade
23 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Home Economics Organiser/Senior Home Economics Organiser
23 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Home Economics Officer
23 29 55	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Home Economics Officer
23 42 59	Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Organising Officer, Women's Centre (Personal)
23 25 52	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Family Protection Officer (Personal) Organising Officer, Women's Centre (Personal)
06 17 44	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Instructor (Personal)
CHILD DEVELOPMENT UNIT	
23 65 75	Rs 37500 x 1250 – 50000 Head, Child Development Unit
23 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Senior Child Welfare Officer (Personal)
23 21 49	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Child Welfare Officer (Personal)

Salary Code	Salary Scale and Grade
23 14 43	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</p> <p>Care Worker</p>
PLANNING AND RESEARCH UNIT	
23 65 75	<p>Rs 37500 x 1250 – 50000</p> <p>Head, Planning and Research Unit</p>
23 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Research Officer</p>
FAMILY WELFARE AND PROTECTION UNIT	
23 65 75	<p>Rs 37500 x 1250 – 50000</p> <p>Head, Family Welfare and Protection Unit</p>
23 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Family Counselling Officer</p>
23 47 61	<p>Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</p> <p>Principal Family Welfare and Protection Officer</p>
23 43 57	<p>Rs 18400 x 600 – 23200 x 800 – 28000</p> <p>Senior Family Welfare and Protection Officer</p>
23 29 55	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</p> <p>Family Welfare and Protection Officer</p>
24 21 39	<p>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</p> <p>Driver (Bibliobus) (Personal)</p>

Salary Code	Salary Scale and Grade
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Gardener/Nurseryman
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman (Personal)
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
CONSUMER PROTECTION UNIT	
18 62 73	Rs 33750 x 1250 – 47500 Head, Consumer Protection Unit
18 53 64	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Principal Consumer Protection Officer
18 48 59	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Consumer Protection Officer
18 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Consumer Protection Officer

28. MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT

- 28.1 The Ministry of Labour, Industrial Relations and Employment has as mission to promote industrial peace and harmony; protect the fundamental rights and dignity of workers; enhance productivity and the general well-being of the workforce through improvement in standard of safety and health and prevention of occupational diseases and injuries at the workplace. It also regulates the functioning of associations/staff associations and facilitates the employment of job seekers with regard to the latter function. The Ministry is presently finalising the Employment Rights Bill and the Employment Relations Bill
- 28.2 To achieve its mission, the Ministry formulates national labour policies and enforces related legislation including the Industrial Relations Act, the Occupational Safety and Health Act, the Registration of Associations Act, the Sports Act, the Employee Superannuation Fund Act and that governing the Employment Service.
- 28.3 The Ministry acts as the nodal agency for activities relating to the International Labour Organisation.
- 28.4 The activities of the Ministry are organised under five main divisions namely, the Labour Administration and Industrial Relations; Occupational Safety and Health Inspectorate; Registry of Associations; the National Remuneration Board; and Employment Service, each with responsibility for the provision of services in respect of a specific policy area.
- 28.5 In light of representations received both from Management and Staff Associations, we are, in this Report, where necessary, reviewing the organisational structure, amending schemes of service to facilitate the recruitment process and making provision for supporting staff.

LABOUR ADMINISTRATION AND INDUSTRIAL RELATIONS DIVISION

- 28.6 The objectives and responsibilities of the Labour Administration and Industrial Relations Division are to inspect workplaces; ensure compliance with labour legislation both in respect of Mauritians and migrant workers; attend to complaints registered by workers; enquire into complaints on industrial relations and advise trade unions and employers on industrial relations' best practice; institute civil or criminal proceeding and conduct such proceeding in the Industrial Court for or in the name of workers; and provide conciliation services to promote the settlement of industrial disputes.

- 28.7 The Labour Administration and Industrial Relations Division also carries out educational activities on labour and work related issues for workers and disseminates information on industrial relations matters. It equally assists in the formulation of Labour Legislation and prepares report on conventions not ratified by Mauritius and on the future adoption of international labour standard for submission to the International Labour Office.
- 28.8 The Director, Labour and Industrial Relations is responsible for the overall administration and supervision of the technical services provided by the Labour Administration and Industrial Relations. He is assisted in his duties by officers in the grades of Assistant Director, Labour and Industrial Relations, Principal Labour and Industrial Relations Officer, Senior Labour and Industrial Relations Officer, and Labour and Industrial Relations Officer.

Labour and Industrial Relations Officer

- 28.9 In the 2003 PRB Report, the Bureau made provision for the 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 university. The Bureau also provided for the grade of Trainee Labour and Industrial Relations Officer to allow the Ministry to fill in vacant posts of Labour and Industrial Relations Officer in case there is a dearth of qualified candidates on the labour market. In addition, it was recommended that 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.
- 28.10 In this Report, we are maintaining the present arrangement.

Recommendation 1

- 28.11 We recommend that Labour and Industrial Relations Officers who possess a post 'A' Level Diploma in Industrial Relations or equivalent qualification should, on reaching the top salary, be allowed to proceed incrementally up to salary point of Rs 26400 in the master salary scale.**

OCCUPATIONAL SAFETY AND HEALTH INSPECTORATE

- 28.12 The Occupational Safety and Health Inspectorate (OSHI) enforces the Occupational Safety, Health and Welfare Act 1988 and the Occupational Safety and Health Act 2005. It assists in the formulation of legislation on occupational safety and health and provides practical guidance, in respect of security, safety, health and welfare at the work place.

- 28.13 To deliver its services in a more efficient and coordinated manner, the activities of the OSHI are divided into the Enforcement Unit; the Occupational Safety and Health Information and Training Centre; the Accident Investigation and Prosecution Unit; and the Specialist Support Services Unit.
- The *Enforcement Unit* is responsible to register all factories yearly and issue certificates of registration after payment of the prescribed fees; carry out inspection at places of work; enquire into complaints made by employees, employers, trade unions and the public; and make appropriate recommendations for remedial measures
 - The *Occupational Safety and Health Information and Training Centre* plans, organises and implements occupational safety and health training programmes to create awareness through sensitisation campaigns among the working community and the population
 - The *Accident Investigation and Prosecution Unit* enquires into all accidents and dangerous occurrences; and makes appropriate recommendations to prevent recurrence and prosecutes employers, whenever justified, for breach of the provisions of occupational safety and health legislations
 - The *Specialist Support Services Unit* carries out specialised inspections related to chemical, electrical, construction and machinery safety; conducts surveys; tenders remedial advice; and provides specialised training programmes
- 28.14 The OSHI also provides information on occupational safety and health issues and operates a “Centre d’information sur la santé et la sécurité au travail” for that purpose.
- 28.15 The Director, Occupational Safety and Health is responsible for the overall administration of the Occupational Safety and Health Inspectorate and the Specialist Support Services. He is supported in his duties by officers of the OSHI cadre and those of the Specialist Support Services and the general supporting staff.
- 28.16 The Ministry has reported recruitment and retention problems in the grade of Occupational Safety and Health Inspector as there is a dearth of suitably qualified candidates on the local labour market. The survey on Recruitment and Retention in the Public Sector has confirmed that as at June 2007, the vacancy rate was of the order of 27% with 27 officers in post on an establishment of 37. However, out of the 27 officers in post, five have left for the private sector. To deal with this shortage, the Ministry has resorted to recruitment of 10 Inspectors on contract basis. We deal in depth with the issue of recruitment and retention at chapter 4 of Volume I of this Report.

28.17 We have set the salary level of the grade considering the rates prevailing on the market and internal relativities in the department. We, however, consider that retention allowance needs to be provided to deal with the problem of recruitment and retention in this sector for some time.

Recommendation 2

28.18 We recommend that, exceptionally for the coming five years, officers of the Occupational Safety and Health Inspectorate cadre be eligible to a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales irrespective of whether they have reached the top of their salary scales or not up to June 2013, subject to satisfactory performance and recommendation of the Responsible/Supervising Officer.

28.19 We further recommend that those officers who leave the service prior to the age of 55 should be required to refund the totality of the Retention Allowance paid to them. Those officers who retire from the service on reaching the age of 55 or thereafter should be required to refund only that part of the Retention Allowance which they would have earned under this scheme after reaching the age of 55.

28.20 We are also restyling the grades in the Occupational Safety and Health Inspectorate cadre more appropriately.

Recommendation 3

28.21 We recommend that the grades in the Occupational Safety and Health Inspectorate cadre be restyled from:

Grade	Restyled to
Occupational Safety and Health Inspector	Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
Senior Occupational Safety and Health Inspector	Principal Occupational Safety and Health Officer
Principal Occupational Safety and Health Inspector	Divisional Occupational Safety and Health Officer
Chief Occupational Safety and Health Inspector	Chief Occupational Safety and Health Officer

28.22 Pursuant to the following restyling, consequential amendments would have to be brought to the schemes of service of grades in the cadre.

Recommendation 4

28.23 **We further recommend that in future:**

- (i) **recruitment to the grade of Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer should be made by selection from among candidates possessing the Cambridge School Certificate with credit in English Language, French, Mathematics and any two science subjects, preferably Physics, Chemistry, Biology, Health Science, or Engineering; the Cambridge Higher School Certificate with passes in at least two subjects obtained on one certificate and a Diploma in Occupational Health and Safety or an equivalent acceptable qualification.**
- (ii) **promotion to the grade of Principal Occupational Safety and Health Officer should be made, on the basis of experience and merit, of officers in the grade of Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer reckoning at least five years' service in the cadre.**
- (iii) **promotion to the grade of Divisional Occupational Safety and Health Officer should be made, on the basis of experience and merit, of officers in the grade of Principal Occupational Safety and Health Officer.**
- (iv) **promotion to the grade of Chief Occupational Safety and Health Officer should be made, on the basis of experience and merit, of officers in the grade of Divisional Occupational Safety and Health Officer.**

Director, Occupational Safety and Health

28.24 In the 2003 PRB Report, the Bureau recommended that appointment to the grade of Director, Occupational Safety and Health should be made by selection from among officers in the grade of Chief Occupational Safety and Health Inspector reckoning at least 15 years' service in the Occupational Safety and Health Inspectorate cadre, and from the Head, Specialist Support Services reckoning at least five years' service in a substantive capacity in the grade.

28.25 It has been represented that, as the post of Head, Specialist Support services has not been filled, the recommendation requiring five years' service in the grade of Head, Specialist Support Services is in the first instance debarring the professional engineers from selection to the post of Director,

Occupational Safety and Health as opposed to the Chief Occupational Safety and Health Inspectors now restyled Chief Occupational Safety and Health Officer who already reckoned 15 years' service in the Occupational Safety and Health Inspectorate cadre.

- 28.26 We have analysed the merits of this issue and are making appropriate recommendation.

Recommendation 5

- 28.27 We recommend that, in future, appointment to the grade of Director, Occupational Safety and Health should be made by selection from among officers in the grade of Chief Occupational Safety and Health Officer formerly Chief Occupational Safety and Health Inspector reckoning at least 15 years' service in the Occupational Safety and Health Officer cadre and from Head, Specialist Support Services reckoning an aggregate of at least 12 years' service in the Specialist Support Services Cadre with two years as Head, Specialist Support Services.**

REGISTRY OF ASSOCIATIONS

- 28.28 The Registry of Associations enforces the Registration of Associations Act 1978, relevant provisions of the Sports Act 2002, Industrial Relations Act and Employees Superannuation Fund Act 1954. It is responsible for the registration of associations, trade unions and superannuation funds.
- 28.29 The Registrar of Associations is responsible for the day-to-day management of the Registry of Associations including the implementation of approved programmes. He is assisted in his duties by the Deputy Registrar of Associations and the technical staff of the Inspector of Associations cadre.

Inspector of Associations

- 28.30 At present, Inspectors of Associations are appointed either from Trainee Inspector of Associations enlisted before 1st July 2003 and who have successfully followed an appropriate training course and undergone on-the-job training for a period of at least one year in all aspects of the work of an Inspector of Associations or by selection from among officers holding a substantive appointment in the grade of Clerical officer/Higher Clerical Officer and possessing the Certificate of the London Chamber of Commerce and Industry in Accounting (Level 3), (formerly higher stage) or an equivalent acceptable qualification.
- 28.31 As most of the organisations and trade unions are having their returns prepared by qualified resource persons, there is need for candidates to have the ability to inspect, audit and report on the accounts of trade

unions/associations. We are enlarging the qualification requirements for the grade of Inspector of Associations to enable enlistment from a broader pool of qualified officers.

Recommendation 6

28.32 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 ACCA Level I or an equivalent acceptable qualification. This element has been taken into account in the recommended salary.

Posting of Clerical Officer/Higher Clerical officer

28.33 Over and above their normal schedule of duties, Inspectors of Associations are required to perform duties of clerical nature which take much of their time at the expense of their technical responsibilities.

28.34 Representations have been received to provide the basic support services so that officers of the Inspectorate Cadre devote their time solely to perform their technical tasks.

Recommendation 7

28.35 We recommend that the organisation may consider the advisability of posting Clerical Officers/Higher Clerical Officers in the appropriate sections where the services of supporting staff are required.

EMPLOYMENT DIVISION

28.36 The Employment Division is responsible for reinforcement of the provisions of the legislation governing the Employment Service which includes the Employment and Training (Amendment) Act, 1963 (as amended); the Employment (Non-Citizens) Restriction Act, 1970 (as amended); and the Recruitment of Workers Act, 1993.

28.37 The main functions of the Employment Division are the registration of jobseekers in a nationwide network of Employment Information Centres; providing counselling to jobseekers; collecting and publishing statistics on employment and unemployment; advising Government on matters related to the issue of work permits to foreign nationals; providing advice to non-Government, parastatal, private and selected overseas organisations on employment and unemployment matters; helping in the placement of jobseekers according to established procedures; carrying out industrial inspections/visits and also participating in relevant committees, boards, councils and other organisations on employment and training matters.

- 28.38 In line with Government policy of making Mauritius a Cyber Island, the Employment Division is working to create the cyber employment service through which on line registration on Labour Exchange and placement can be effected.
- 28.39 To better deliver on its mandate, the Employment Division has moved for ISO Certification. In this context, it has re-engineered its processes and set up the following new units: Registration and Placement; Information, Communication and Counselling; Labour Market Information; Enforcement, Licensing and Monitoring; and a Redeployment Unit to facilitate the redeployment of laid-off workers.
- 28.40 The Employment Division is headed by a Director, who is assisted in his duties by a Deputy Director, Employment Service and officers of the Employment Officer cadre and those of the General Services.
- 28.41 We are maintaining the present organisational structure which we consider appropriate.

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary LABOUR ADMINISTRATION AND INDUSTRIAL RELATIONS
18 70 79	Rs 43750 x 1250 – 50000 x 1500 – 56000 Director, Labour and Industrial Relations
18 62 73	Rs 33750 x 1250 – 47500 Assistant Director, Labour and Industrial Relations
18 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Industrial Relations Coordinator

Salary Code	Salary Scale and Grade
18 56 66	<p>Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Principal Labour and Industrial Relations Officer</p>
18 46 61	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Senior Labour and Industrial Relations Officer</p>
18 25 52	<p>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Labour and Industrial Relations Officer</p>
18 18 20	<p>Rs 9600 x 200 – 10000 Trainee Labour and Industrial Relations Officer</p>
OCCUPATIONAL SAFETY AND HEALTH INSPECTORATE	
18 70 79	<p>Rs 43750 x 1250 – 50000 x 1500 – 56000 Director, Occupational Safety and Health</p>
18 62 73	<p>Rs 33750 x 1250 – 47500 Chief Occupational Safety and Health Officer <i>formerly Chief Occupational Safety and Health Inspector</i></p>
18 56 66	<p>Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Divisional Occupational Safety and Health Officer <i>formerly Principal Occupational Safety and Health Inspector</i></p>
18 46 62	<p>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Occupational Safety and Health Officer <i>formerly Senior Occupational Safety and Health Inspector</i></p>
18 35 57	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer <i>formerly Occupational Safety and Health Inspector</i></p>

Salary Code	Salary Scale and Grade
18 18 20	Rs 9600 x 200 – 10000 Trainee Occupational Safety and Health Officer <i>formerly Trainee Occupational Safety and Health Officer</i>
26 65 75	Rs 37500 x 1250 – 50000 Head, Specialist Support Services
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Occupational Safety and Health Engineer
02 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Head Remuneration Analyst
02 59 71	Rs 30000 x 1250 – 45000 Senior Remuneration Analyst
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Remuneration Analyst
REGISTRY OF ASSOCIATIONS	
18 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000 Registrar of Associations (with Legal Qualifications)
18 70 79	Rs 43750 x 1250 – 50000 x 1500 – 56000 Registrar of Associations
18 62 73	Rs 33750 x 1250 – 47500 Deputy Registrar of Associations
18 52 68	Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Principal Inspector of Associations (Personal)

Salary Code	Salary Scale and Grade
18 52 65	Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Principal Inspector of Associations
18 44 58	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Inspector of Associations
18 25 52	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Inspector of Associations
EMPLOYMENT DIVISION	
18 70 79	Rs 43750 x 1250 – 50000 x 1500 – 56000 Director, Employment Service
18 58 68	Rs 29000 x 1000 – 30000 x 1250 – 41250 Deputy Director, Employment Service
18 49 61	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Chief Employment Officer
18 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Senior Employment Officer
18 21 50	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600 Employment Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman

Salary Code	Salary Scale and Grade
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handyworker
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

29. ATTORNEY-GENERAL'S OFFICE, MINISTRY OF JUSTICE AND HUMAN RIGHTS

29.1 The Attorney-General is the principal legal adviser to the Government of Mauritius and is also the Minister of Justice and Human Rights.

29.2 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. The Office is also responsible for the drafting of legislation and vetting of all contracts or agreements of which the Government is a party, including international agreements, treaties or conventions.

Structures of the Attorney-General's Office

29.3 The activities of the Attorney-General's Office are organised under the following broad areas: Office of the Solicitor-General to deal with legal advice to Government in civil matters; Office of the Director of Public Prosecutions to deal with criminal matters; and Office of the Parliamentary Counsel to deal with drafting of legislation. The Office comprises two main categories of staff, namely the professional cadres and the technical cadres.

Solicitor-General

29.4 The Solicitor-General is the highest public officer and the administrative head of the Attorney-General's Office. He advises the State and the various departments, and handles major litigation in which the State, its agencies, or officers, is a party.

Director of Public Prosecutions (DPP)

29.5 The Office of Director of Public Prosecutions is ultimately responsible for instituting, continuing or discontinuing all criminal proceedings in Mauritius and tendering advice on criminal investigations carried out by the police and other investigating bodies. The DPP also advises on major criminal cases and represents the State in major criminal matters before the Courts. The officer exercises his functions in full independence and is not subject to the direction or control of any other person or authority.

Parliamentary Counsel

29.6 The Parliamentary Counsel is mainly responsible for law drafting, preparation of Bills and review of existing legislation. All Government Bills and Regulations are vetted by the Parliamentary Counsel. The Parliamentary Counsel advises the National Assembly on law-making procedures and attends every sitting of the Parliament when the Bill is being debated to

ensure that all the procedures are complied with and to deal with any legal issue that may arise either in relation to the substance of the Bill or to the passing of it. The Parliamentary Counsel also assesses the legal implications of the ratification of Treaties and advises the Government on the international legal obligations that bind the state.

- 29.7 In the 2003 PRB Report, we revisited the organisation structures of the Attorney-General's Office in order to strengthen the higher echelon of the professional hierarchies, reinforced the professional cadres, introduced a Special Legal Service Allowance, provided the mechanism for the implementation of an element of flexibility in the remuneration system and reviewed the different allowances.
- 29.8 In this Report, we are, among others, strengthening the structure of the office of the Director of Public Prosecutions, revisiting the relativities in the department, re-examining the Special Legal Service Allowance in the light of the extent of recruitment and retention problems faced by the Attorney-General's Office and maintaining the mechanism for a flexible remuneration system.

Deputy Director of Public Prosecutions (New Grade)

Recommendation 1

- 29.9 We recommend the creation of a grade of Deputy Director of Public Prosecutions on the establishment of the Attorney-General's Office.**

Recruitment and Retention Problems in the State Law Office

- 29.10 The major difficulties encountered by the Attorney-General's Office over the years have been the recruitment of officers with the right profile and calibre and the retention of its experienced officers. Furthermore, the Judiciary continues to draw professionals from the pool available at the State Law Office to fill vacancies in the Magistracy, thus resulting in shortage of staff at the State Counsel and Senior State Counsel levels.
- 29.11 In the 2003 PRB Report, the problems of attracting and recruiting officers of the right profile and calibre and of retaining experienced officers at the Attorney-General's Office were highlighted. In order to cater for these problems, we recommended, *inter alia*, some flexibility in the remuneration system and provided the mechanism for its implementation.

State Counsel

- 29.12 Since the publication of the 2003 PRB Report, the post of State Counsel was advertised on three occasions and 20 appointments have been made so far. The majority of the new recruits at the time of appointment reckoned about

one year standing at the Bar. Today, all the 36 posts on the establishment are filled and this has been the trend during the past four financial years.

29.13 However, it has been reported that the problem of retention of experienced State Counsels at the Attorney-General's Office is still very much alive. Since the last report, there has been a turn over of talent – two Senior State Counsels have resigned : one has taken employment abroad and the other in the wider public sector where the prospects of remuneration are manifestly higher; two State Counsels who were next in line to be promoted have also resigned to take up employment elsewhere – one in the private sector and the other in the wider public sector; four State Counsels who have spent at least three years at the Attorney-General's Office have resigned to take up employment in the wider public sector and abroad; and six State Counsels have joined the Magistracy. For the year 2007 alone, the Attorney-General's Office has registered a loss of five experienced officers, and this in spite of the retention mechanism put in place.

29.14 It has been reported that State Counsels with some years of service at the Attorney-General's Office become very marketable outside in view of the wealth of experience acquired. It is apprehended that the proposed amendments to the Law Practitioners Act which would allow foreign law firms to be set up in Mauritius may become potentially another source of brain drain to the detriment of the Attorney-General's Office bearing in mind the interests shown by employers for trained State Law Officers.

State Attorney

29.15 Overall, during the last four financial years, the grade of State Attorney has registered a vacancy rate of 40%, i.e only four posts filled on an establishment of seven. One State Attorney left the State Law Office in 2003/2004 for emigration and two left in 2004/2005 – one emigrated and the other joined the private sector. It has not been possible to fill all the vacancies on account of the poor response received to public advertisements. In May 2005 and April 2007 three Attorneys were required but only one was recruited each time.

29.16 To remedy the situation, in this Report, we have set the initial salary of the State Counsel and the State Attorney at Rs 26400 and Rs 27200 respectively in the scale of Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 and Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000. We are maintaining an element of flexibility in the remuneration system, while providing the mechanism for its implementation.

Recommendation 2

- 29.17 We recommend that Management should, as has been the case after each major review, re-advertise vacancies in the grades of State Counsel and State Attorney on the basis of the new remuneration package inclusive of fringe benefits.
- 29.18 Should the result 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 29.19 below.
- 29.19 We further recommend that the Ministry of Civil Service 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

- 29.20 In the 2003 PRB Report, we introduced a Special Legal Service Allowance for Legal Officers for five years taking into consideration, among others, the following : (i) the difficulty to attract appropriate officers having high calibre intellectual and legal technical qualities, doubtless moral integrity and the ability to work constantly under pressure; (ii) the difficulty to retain Legal Officers having reached an appreciable degree of maturity after accumulating several years of valuable experience in various fields of law; and (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.
- 29.21 We are maintaining the Special Legal Service Allowance for the coming five years and increasing the quantum in terms of the originally set percentage notwithstanding the new pay levels to ensure retention in the new environment.

Recommendation 3

- 29.22 We recommend the extension of the monthly Special Legal Service Allowance for the coming five years to Legal Officers as follows: 7% 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, 10% to officers of the level of Principal State Counsel up to Assistant Solicitor- General, and 15% to officers above the Assistant Solicitor-General.

- 29.23 The above recommendation is made on the understanding that no additional remuneration, over and above the recommended packages, will be considered until the next PRB Review.**

Solicitor-General

- 29.24 Pursuant to a recommendation contained in the 2003 PRB Report, the present Solicitor-General is entitled to a monthly pensionable allowance of Rs 6500 and the retirement benefits accruing to Judges.

Recommendation 4

- 29.25 We recommend that the present Solicitor-General be paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Senior Puisne Judge and that he continues to be eligible to the retirement benefits accruing to Judges.**

Parliamentary Counsel

- 29.26 The Lord Mackay Report considers “that the Office of Parliamentary Counsel and those who support the Parliamentary Counsel in the advisory and drafting work should be assigned exclusively to that work for a considerable period. Some may wish to devote their working lives to it and it is important that the remuneration of the Parliamentary Counsel should be determined on the basis that reaching that position is a fitting conclusion to a successful legal career in the public service.”

Recommendation 5

- 29.27 We recommend that the present Parliamentary Counsel be paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Puisne Judge and that he be eligible to the retirement benefits accruing to Judges.**

Senior Officers of the State Law Office

- 29.28 Section 77(4) of the Constitution provides that no person shall be qualified for appointment as a Judge of the Supreme Court unless he is, and has been for at least five years, a barrister entitled to practise before the Supreme Court. However, we have been given to understand that, in practice, appointment of Judges has, so far, been made exclusively from among Judicial and Legal Officers.
- 29.29 We also understand that very senior Legal Officers with professional expertise and valuable experience cannot be released on being offered appointment as Puisne Judge, or as has been said in various reports, those senior officers should be provided with incentives for them to continue serving the State and conclude their career while at the same time be useful resources to the State Law Office.

Recommendation 6

29.30 We recommend that the High Powered Committee may consider the advisability of extending to a barrister of the State Law Office, who on being offered appointment as a Puisne Judge cannot be released or who opts to continue to serve the State Law Office with the approval of the authorities, the retirement benefits accruing to a member of the Judiciary.

Judicial and Legal Allowance

29.31 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 24825 to Judges, Judge in Bankruptcy and Master and Registrar and Deputy Master and Registrar and Judge in Bankruptcy; Rs 14900 to Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Recommendation 7

29.32 We recommend that the current yearly Judicial and Legal Allowance payable to Judicial and Legal Officers be revised as follows: from Rs 24825 to Rs 33500 for Judges, Judge in Bankruptcy and Master and Registrar and Deputy Master and Registrar and Judge in Bankruptcy; and from Rs 14900 to Rs 20000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Black Jacket Allowance

29.33 Legal Assistants are required by the rules of the Court to appear in black jacket with tie and they are paid an allowance of Rs3250 yearly.

Recommendation 8

29.34 We recommend that this allowance be revised to Rs 4000 yearly.

Other Allowances

29.35 Paragraph 24.13 of Volume I shall not apply to any allowance payable to a law officer on account of special assignments or on account of special considerations not covered by this Report.

ATTORNEY-GENERAL'S OFFICE, MINISTRY OF JUSTICE
AND HUMAN RIGHTS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 97	Rs 120000 Director of Public Prosecutions Solicitor-General
12 00 95	Rs 100000 Deputy Director of Public Prosecutions (New Grade) Deputy Solicitor-General Parliamentary Counsel
12 00 93	Rs 87500 Assistant Solicitor-General
12 00 90	Rs 80000 Assistant Parliamentary Counsel
12 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000 Principal State Counsel
12 55 71	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Legal Research Officer
12 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000 Legal Secretary
12 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Assistant Legal Secretary Senior State Counsel
12 55 71	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 State Counsel

Salary Code	Salary Scale and Grade
12 00 93	Rs 87500 Chief Legal Secretary Chief State Attorney
12 72 82	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000 Principal State Attorney
12 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Senior State Attorney
12 56 71	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Curator of Vacant Estates State Attorney
12 59 71	Rs 30000 x 1250 – 45000 Registrar (Legal Assistant Cadre)
12 53 65	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Chief Legal Assistant
12 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Legal Assistant
12 41 56	Rs 17200 x 600 – 23200 x 800 – 27200 Senior Legal Assistant
12 26 52	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Legal Assistant
12 18 20	Rs 9600 x 200 – 10000 Trainee Legal Assistant
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Salary Scale and Grade
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker

30. MINISTRY OF HEALTH AND QUALITY OF LIFE

- 30.1 The Ministry of Health and Quality of Life is responsible, *inter alia*, for developing a comprehensive health service; instituting and maintaining measures for the prevention of diseases in order to meet the health need of the population; providing facilities for the treatment of diseases; making provision for the rehabilitation of the disabled; advising local government authorities regarding the health services and implementing a Family Planning, Maternal and Child Health Programme. It is also responsible for providing facilities for the training of Nursing Officers, Midwives, auxiliary staff, Laboratory Technicians, Radiographers and Health Inspectors.
- 30.2 The mission of the Ministry of Health and Quality of Life is to enhance the health status of the population, improve the quality of health care delivery with a view to increasing patients' satisfaction and enhance social equity through the provision of a wider range of health services including specialised health care to the whole population. It also ensures that the health sector is consolidated and that the health services remain accessible to every citizen.
- 30.3 The overall management of the Ministry rests with the Senior Chief Executive who is assisted by officers in the grades of the Administrative Cadre, the Medical Cadre and other Technical Cadres comprising the Director Pharmaceutical Services, the Chief Hospital Administrator and the Chief Nursing Officer.
- 30.4 The activities of the Ministry are organised under two arms: the Administrative arm is responsible for the formulation of policy, dealing with establishment, personnel and executive matters and controlling public expenditure whilst the Technical arm, headed by the Chief Medical Officer, advises the Minister and top management on the formulation of health policies and programmes in the curative, preventive and promotive fields. The technical arm also offers health services through the main and regional Hospitals, Area Health Centres, Community Health Centres and Medi-clinics.
- 30.5 We are, in this Report, reviewing and strengthening, where necessary, the structure of a few cadres through the creation of grades and the restyling of some grades to more appropriate job appellations. We are also amending the schemes of service of certain grades to reflect new activities and facilitate career progression and reviewing existing allowances as well as recommending new ones, wherever required, to ensure the effective delivery of health services.

MEDICAL GROUP

- 30.6 Doctors are a key group of health professionals constituting the professional stratum in the chain of the Mauritian public health service. Doctors are generally categorised into general practitioners and specialists. There are, at present, some 1400 doctors in active service in the country.
- 30.7 The Medical Group encompasses the following grades: Dental Surgeon/Senior Dental Surgeon, Specialist (Dental Services), Superintending Dental Surgeon, Consultant (Oral Surgery), Consultant (Orthodontics), Principal Dental Surgeon, Ayurvedic Medical Officer, Medical and Health Officer/Senior Medical and Health Officer, Aids Physician, Community Physician, Emergency Physician, Senior Occupational Health Physician, Occupational Health Physician, Specialist/Senior Specialist, Medical Superintendent, Consultant, Director, Emergency Services, Head, Occupational Health Unit, Regional Public Health Superintendent, Regional Health Director, Principal Medical Officer and Chief Medical Officer.
- 30.8 The survey on Recruitment and Retention in the Public Sector carried out by the Bureau has revealed that the Ministry has been encountering difficulties to recruit suitable candidates for the grade of Specialist/Senior Specialist. Overall, the grade has registered a vacancy rate of around 50%, 123 posts being vacant out of an establishment of 247 as at 30 June 2007. Today, the situation is still the same. Difficulties have been encountered to fill vacancies in the grade of Specialist/Senior Specialist in practically all the disciplines, namely General Medicine, General Surgery, Obstetrics and Gynaecology, Paediatrics, Orthopaedics, Anaesthesia, Radiology, Pathology, Radiotherapy, Psychiatry, Ophthalmology, ENT, Dermatology, T.B. and Chest Diseases, Cardiology, Plastic and Reconstructive Surgery, Physical Medicine, Neurosurgery and Endocrinology. The vacancy rate ranges from 27.2% to 100%. One Specialist/Senior Specialist (Paediatrics) out of 13 officers in post, one Specialist/Senior Specialist (Radiology) out of 10 officers in post and the only Specialist/Senior Specialist (Physical Medicine) in post resigned from the service during the financial year 2006-2007.
- 30.9 To palliate the shortage, the Ministry is having recourse to the employment on contractual basis/sessional basis of retired specialists as well as foreigners. Further, to improve the numbers in the short and immediate terms, the Ministry has sponsored medical officers to follow specialist courses with the collaboration of the Mauritius Institute of Health and the University of Bordeaux and a few medical officers have also been granted scholarship to follow courses in India and China.
- 30.10 In the 2003 PRB Report, we strengthened the medical structure through the creation of a few grades and made 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.

- 30.11 In this Report, we are making special provisions for medical and dental specialists in terms of career earnings and aligning their status with what obtains internationally; further strengthening the medical structure through the creation of the following grades: Head, AIDS Unit, Senior Community Physician, Senior Emergency Physician, Deputy Director, Non-Communicable Diseases and Health Promotion, Officer-in-Charge, Harm Reduction Section and NCD Coordinator; restoring the grades of Clinical Director and Director, Non-Communicable Diseases under new appellations; and restyling the grades of Chief Medical Officer, Principal Medical Officer and Principal Dental Surgeon. We are also amending the schemes of service of a few grades, where deemed necessary, to facilitate recruitment and provide avenues of promotion; and revising the different allowances presently payable to medical officers.

Director-General, Health Services *formerly Chief Medical Officer*

Director, Health Services *formerly Principal Medical Officer*

Director, Dental Services *formerly Principal Dental Surgeon*

- 30.12 At present, the Chief Medical Officer, assisted by Principal Medical Officers, heads the professional and technical side of the Ministry and is responsible for all the professional and technical grades. Under the current arrangement, it implies that the Chief Medical Officer is responsible for doctors only whereas, in fact, he has the overall responsibility of all the professional and the technical cadres of the Ministry.
- 30.13 In line with the Government Programme and international practice, the Ministry has proposed that a fully equipped Directorate of Medical Services be set up for the global management of Health Services. Pursuant to this proposal, we are restyling the grades of Chief Medical Officer, Principal Medical Officer and Principal Dental Surgeon more appropriately.

Recommendation 1

- 30.14 We recommend that the grades of Chief Medical Officer, Principal Medical Officer and Principal Dental Surgeon be restyled Director-General, Health Services; Director, Health Services and Director, Dental Services respectively.**

Medical and Dental Specialists

- 30.15 The Medical Specialists provide specialist services in disciplines such as General Medicine, General Surgery, Obstetrics and Gynaecology, Paediatrics, Orthopaedics, Anaesthesia, Radiology, Pathology, Radiotherapy, Psychiatry, Ophthalmology, ENT, Dermatology and operate in

a two-level structure comprising the grades of Specialist/Senior Specialist and Consultant. The Specialist is recruited, obviously, from holders of specialist qualifications. Promotion to the grade of Consultant is made from officers in the grade of Specialist/Senior Specialist reckoning at least seven years' service in a substantive capacity in the grade and in the speciality. The Dental Specialists also operate in a similar structure and the mode of entry and the criteria for promotion within the structure are basically the same.

- 30.16 Both the Ministry and the Staff Association have argued that:
- (i) though appointment to the grade of Consultant is made by promotion from Specialist/Senior Specialists reckoning seven years' service, yet a qualified specialist can be promoted Consultant only on vacancy arising and this in the specific discipline;
 - (ii) since there exists a limited number of posts of Consultant, a few Specialists may end up their career without any further promotion;
 - (iii) under such a system, it may also happen that a junior specialist in one domain, after seven years' service, gets promoted to the grade of Consultant whereas a senior most specialist in another domain stagnates at the top of the scale for several years because of lack of vacancy; and
 - (iv) in foreign jurisdictions a Specialist automatically becomes a Consultant after a specified number of years of service.
- 30.17 We are, therefore, making special provisions for Medical and Dental Specialists in terms of career earnings and aligning their status with what obtains internationally.

Recommendation 2

- 30.18 **We recommend that there should be a combined establishment of the grades of Specialist/Senior Specialist and Consultant and a combined one of the grades of Specialist (Dental Services) and Consultant (Oral Surgery)/ Consultant (Orthodontics).**
- 30.19 **We also recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be known as Consultant on reaching salary point Rs 66000.**

Consultant-in-Charge *formerly Consultant*

- 30.20 The Consultant generally performs clinical work in his speciality and advises on matters pertaining to his speciality; coordinates the activities of his speciality and ensures proper training of medical and dental staff; ensures a

24-hour coverage by specialist and medical staff; and is responsible for conducting research projects.

- 30.21 Pursuant to the foregoing recommendation making special provisions for Specialist/Senior Specialists and Specialists (Dental Services), we are restyling the grade of Consultant more appropriately.

Recommendation 3

- 30.22 **We recommend that the grades of Consultant, Consultant (Oral Surgery) and Consultant (Orthodontics) on the establishment of the Ministry of Health and Quality of Life be restyled Consultant-in-Charge.**

- 30.23 Strong views have been expressed by one Staff Association that, in foreign jurisdictions, the grade of Consultant-in-charge does not exist as a separate grade. A specialist automatically becomes a consultant after a specified number of years of service. A consultant assumes the roles and functions of officer in charge of a particular discipline on a rotational basis as is the practice for Deans at the University. While we have made provision for a substantive grade of Consultant-in-Charge to be in charge of his unit for incumbents, we are leaving the decision as regards the manner in which it should be filled, whether substantively or on a rotational basis, at the discretion of the Ministry. **We, therefore, recommend accordingly.**

Head, Clinical Services

- 30.24 Six new posts of Clinical Director were created in Estimates 1999/2000. The new posts were intended for specialists of high calibre in clinical medicine, whether from within or outside the service, who would assume that team leadership role and would coordinate the activities on a national basis in each of the following fields: General Medicine, Anaesthesia, Paediatrics, Obstetrics and Gynaecology, General Surgery and Orthopaedic Surgery. However, the Ministry abolished the posts of Clinical Director in the Estimates 2005/2006 on the grounds of shortage of high calibre clinical expertise required of potential candidates.
- 30.25 Management has reported that, at present, there is no uniformity of service provided by consultants and specialists in the hospitals throughout the island and it is encountering difficulties to devise appropriate health protocols for implementation; hence the imperative need for the restoration of the grade of Clinical Director.

Recommendation 4

- 30.26 **We recommend that the grade of Clinical Director be restored under the new appellation of Head, Clinical Services on the establishment of the Ministry and the previous scheme of service revived. Appointment thereto should be made by selection from among officers in the grade**

of Consultant-in-Charge formerly Consultant reckoning at least ten years' service in the Ministry of Health and Quality of Life and possessing strong leadership, managerial and communication skills.

- 30.27 Incumbent would be required, *inter alia*, to devise and implement health protocols and policies in his particular discipline; upgrade and maintain clinical standards; train staff; and standardise the use of equipment and disposables.

Head, AIDS Unit (New Grade)

- 30.28 Following the creation of the grade of National HIV/AIDS Coordinator for the National HIV/AIDS Committee Secretariat on the establishment of the Prime Minister's Office, the grade of National AIDS Coordinator in the Ministry of Health and Quality of Life was abolished. The National HIV/AIDS Committee Secretariat is responsible for the development of policies and to oversee the execution of these policies and to evaluate them. However, the AIDS Unit at the Ministry of Health and Quality of Life has continued to be the main executive agency for HIV/AIDS in Mauritius. It is responsible for the implementation of policies through the provision of care and support to people with HIV/AIDS, including anti-retroviral treatment and counselling. At present, a Community Physician is entrusted with the duties of head of the unit against payment of an *ad hoc* allowance.
- 30.29 In the light of the foregoing, we concur with management that there is need for a dedicated person to coordinate and organise the activities of the AIDS Unit of the Ministry.

Recommendation 5

- 30.30 **We recommend the creation of a grade of Head, AIDS Unit. Appointment thereto should be made by selection from among Community Physicians and Aids Physicians reckoning at least four years' experience in the treatment of HIV/AIDS/STI and/or related fields.**
- 30.31 Incumbent would be required, *inter alia*, to enforce all regulations according to HIV and AIDS Act; represent the Ministry at inter-sectoral, national and regional levels; conduct or supervise surveys and research works; organise training programmes and seminars/workshops at community level; and keep all relevant statistics to facilitate decision taking.

Officer-in-Charge, Harm Reduction Section (New Grade)

- 30.32 The Ministry of Health and Quality of Life is establishing a new section of harm reduction under the AIDS Unit, which would be responsible for the implementation and coordination of the Methadone Substitution Therapy Programme and the Needle Exchange Programme. There is, therefore,

need for the creation of a position to be in charge of the Harm Reduction Section.

Recommendation 6

30.33 We recommend the creation of a grade of Officer-in-Charge, Harm Reduction Section. Appointment thereto should be made by selection from among registered medical practitioners possessing the postgraduate Diploma in HIV and AIDS.

30.34 Incumbent would be required, *inter alia*, to supervise and coordinate the Methadone Substitution Therapy Programme and the Needle Exchange Programme; manage the National Methadone Substitution Therapy Centre (Male and Female); train and supervise Medical and Health Officer/Senior Medical and Health Officers; advise on matters related to Methadone Substitution Therapy and Needle Exchange; maintain a National database on the Needle Exchange Programme; and train paramedical staff, Government and NGOs' personnel.

Senior Community Physician (New Grade)

30.35 The Community Physician Cadre is made up of the grades of Community Physician and Regional Public Health Superintendent. Community Physicians are posted at hospital level and are responsible to the Regional Public Health Superintendent for primary health care activities. Both management and the staff side have submitted that there is need for a dedicated grade to organise and coordinate the activities of the Community Physicians. We are making appropriate recommendation to that end.

Recommendation 7

30.36 We recommend the creation of a grade of Senior Community Physician. Promotion thereto should be on the basis of experience and merit of officers in the grade of Community Physician reckoning at least four years' service in a substantive capacity in the grade.

30.37 Incumbent would be required, among others, to assist the Regional Public Health Superintendent in the day-to-day running of the Unit; prepare work programmes and supervise the work of Community Physicians; carry out clinical duties; organise training programmes and seminars/workshops at community level; represent the Ministry on intersectoral/regional/area committees; coordinate the primary health care activities of the various divisions of the Ministry; and enforce all sanitary regulations according to the Public Health Regulations.

Senior Emergency Physician (New Grade)

- 30.38 The SAMU services are headed by the Director, Emergency Services and comprise 35 Emergency Physicians. These physicians are attached to the regional hospitals. For the proper functioning of the SAMU services, there is need for a new position to coordinate the activities at the hospital level.

Recommendation 8

- 30.39 We recommend the creation of a grade of Senior Emergency Physician. Promotion thereto should be on the basis of experience and merit of officers in the grade of Emergency Physician reckoning at least four years' service in a substantive capacity in the grade.**

- 30.40 Incumbent would be required, *inter alia*, to assist the Director, Emergency Services in the day-to-day running of the Unit; assist and advise the Regional Health Director in the proper running of the Unit and in major catastrophes; carry out clinical duties; prepare work programmes and duties; supervise and maintain discipline among SAMU staff; prepare, compile and compute relevant data; and mount and organise regular training programmes for junior staff and pre-registration doctors.

Amendments of Schemes of Service

- 30.41 At present, appointment to the grade of Regional Public Health Superintendent is made by selection from among officers in the grade of Community Physician reckoning at least seven years' experience in the Ministry of Health and Quality of Life after obtaining the Diploma in Public Health or equivalent qualification. The grade of Head, Occupational Health Unit is promotional for Senior Occupational Health Physicians reckoning at least three years' service in the grade or at least seven years' experience in the Occupational Health Cadre of the Ministry of Health and Quality of Life. The post of Director, Emergency Services is filled by selection from among officers in the grade of Specialist/Senior Specialist in the field of Anaesthesia reckoning at least seven years' service in a substantive capacity and possessing practical experience in emergency medicine.
- 30.42 With the creation of the grades of Senior Community Physician and Senior Emergency Physician, there is need to bring consequential amendments to the schemes of service of the grades of Regional Public Health Superintendent and Director, Emergency Services. In the process, there is also need to revisit the scheme of service of the grade of Head, Occupational Health Unit for the sake of harmonisation.

Recommendation 9

30.43 We recommend that the scheme of service of the grade of:

- (i) Regional Public Health Superintendent be amended such that, in future, appointment thereto should be made by selection from among officers in the grade of Senior Community Physician reckoning at least three years' service in a substantive capacity in the grade or at least seven years' service in the Community Physician Cadre in the Ministry of Health and Quality of Life;**
- (ii) Director, Emergency Services be amended such that, in future, appointment thereto should be made by selection from among (i) officers in the grade of Senior Emergency Physician reckoning at least three years' service in a substantive capacity in the grade or at least seven years' service in the Emergency Physician Cadre in the Ministry of Health and Quality of Life and (ii) Specialist/Senior Specialists in the field of Anaesthesia reckoning at least seven years' service in a substantive capacity and possessing practical experience in emergency medicine; and**
- (iii) Head, Occupational Health Unit be amended such that, in future, appointment thereto should be made by selection from among officers in the grade of Senior Occupational Health Physician reckoning at least three years' service in the grade or at least seven years' service in the Occupational Health cadre in the Ministry of Health and Quality of Life.**

Director, Non-Communicable Diseases and Health Promotion

**Deputy Director, Non-Communicable Diseases and Health Promotion
(New Grade)**

30.44 The post of Director, Non-Communicable Diseases (NCD) which existed on the establishment of the Ministry was subsequently abolished in the Estimates 2003-2004. With the high incidence of diabetes on the Mauritian population and a rising number of other non-communicable diseases such as hypertension, kidney failure and heart disease, the Ministry has requested that the post of Principal Medical Officer for NCDs and primary health care be restyled Director, Non-Communicable Diseases and Health Promotion and a grade of Deputy Director, Non-Communicable Diseases and Health Promotion be created to formulate strategies and policies for the provision of an improved service to the entire population. We are making appropriate recommendations.

Recommendation 10

- 30.45 **We recommend that the grade of Director, Non-Communicable Diseases be restored under the new appellation of Director, Non-Communicable Diseases and Health Promotion against the abolition of the post of Principal Medical Officer for NCD's and primary health care and the previous scheme of service be revived. Appointment thereto should be made by selection from among medical doctors with postgraduate qualification or equivalent and reckoning at least 10 years' clinical experience at specialist level or higher in internal medicine and at least two years' clinical experience in non-communicable diseases.**
- 30.46 Incumbent would be responsible for the NCD programme nationally and would, *inter alia*, be required to formulate policies with regard to non-communicable diseases; implement, monitor and evaluate NCD programmes; organise training in collaboration with stakeholders or staff involved in NCD work; organise surveillance of the non-communicable diseases; perform clinical duties; and organise and supervise research in the non-communicable diseases.
- 30.47 **We also recommend the creation of a grade of Deputy Director, Non-Communicable Diseases and Health Promotion on the establishment of the Ministry. Appointment thereto should be made by selection from among qualified medical doctors with postgraduate qualification or equivalent and reckoning at least seven years' clinical experience at Specialist level.**
- 30.48 Incumbent would be required, *inter alia*, to support the Director, Non-Communicable Diseases in the implementation of the NCD programme with emphasis on the implementation of the National Service Framework for Diabetes; set up diabetic clinics; establish a network of diabetes care centres across the country; provide strategic development, technical inputs and technical assistance on clinical and community care at all levels, including the monitoring and evaluation of such activities; provide overall technical leadership in clinical and community care in coordination with relevant officers in regional offices; and look into preventive strategies for diabetes.

NCD Coordinator (New Grade)

- 30.49 With a view to supporting the decentralised process in connection with non-communicable diseases and health promotion campaigns, it has become essential to have a proper structure for coordinating and monitoring the implementation of projects, programmes and activities. There is, therefore, need to create a level in the structure of the NCD and Health Promotion Unit.

Recommendation 11

30.50 We recommend the creation of a grade of NCD Coordinator on the establishment of the Ministry. Appointment thereto should be made by selection from among officers in the grade of Community Physician reckoning at least four years' experience in the Ministry.

30.51 Incumbent would be responsible to, *inter alia*, conduct diabetic clinics at primary health care level; implement and supervise NCD programmes; coordinate all health promotion activities in the region; promote community participation in NCD/Diabetes programmes; and participate in research activities in the field of NCDs.

Allowance for Extra Work in Community Health Centre/Area Health Centre

30.52 In certain Community Health Centres and Area Health Centres, provision is being made for extended hours of service on weekdays, Sundays and Public Holidays to meet the increasing needs of the population. Medical and Health Officer/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.

30.53 At present, for work between 1600 hours and 1800 hours on weekdays and between 0900 hours and 1100 hours on Sundays and Public Holidays, Medical and Health Officer/Senior Medical and Health Officers are paid allowances inclusive of travelling time at the rate of Rs 185 per hour on weekdays and Rs 220 per hour on Sundays and Public Holidays. For similar hours of work, Community Physicians are paid allowances inclusive of travelling time at the rate of Rs 200 per hour on weekdays and Rs 240 per hour on Sundays and Public Holidays. We are revising the allowances.

Recommendation 12

30.54 We recommend that for work between 1600 hours and 1800 hours on weekdays and between 0900 hours and 1100 hours on Sundays/Public Holidays, Medical and Health Officer/Senior Medical and Health Officers be paid allowances inclusive of travelling time at the rate of Rs 240 per hour on weekdays and Rs 285 per hour on Sundays and other Public Holidays. For similar hours of work, Community Physicians should be paid allowances inclusive of travelling time at the rate of Rs 260 per hour on weekdays and Rs 310 per hour on Sundays and other Public Holidays.

Allowance for Extra Work at S. Bharati Eye Hospital

30.55 Medical and Health Officer/Senior Medical and Health Officers posted at S. Bharati Eye Hospital are paid allowances for extra work put in on

Saturdays from 1200 hours to 1600 hours and on Sundays/Public Holidays from 0900 hours to 1600 hours. We are revising the allowances.

Recommendation 13

30.56 We recommend that the allowances payable to Medical and Health Officer/Senior Medical and Health Officers posted at S. Bharati Eye Hospital be revised as follows:

Extra Hours of Work	Allowance (Rupees)
Saturday 1200 hours to 1600 hours	530
Sunday/Public holiday 0900 hours to 1600 hours (excluding one hour for lunch)	790

Allowance for Coverage of Night, Sunday and Public Holiday

30.57 At present, Medical and Health Officer/Senior Medical and Health Officers are paid allowances for work performed over and above their normal working week in order to provide a 24-hour coverage.

Recommendation 14

30.58 We recommend that the allowances payable to Medical and Health Officer/Senior Medical and Health Officers for work performed at night, on Saturday afternoon, Sunday and Public Holiday be revised as follows:

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 1600 hours and 0900 hours the following day	2245
Saturday 1200 hours to Sunday 0900 hours	2770
Sunday 0900 hours to Monday 0900 hours Public Holiday 0900 hours to 0900 hours the following day	3165

Allowance to Medical and Health Officer/Senior Medical and Health Officer entrusted with responsibility as Duty Manager in Hospitals after normal working hours

30.58A The Ministry has submitted that in many cases timely treatment cannot be provided to patient in emergency cases as the Specialist/Senior Specialists who are on call are not available on time. Furthermore, in the physical absence of the Regional Health Director and the Medical Superintendent,

difficulties are often encountered for a proper coordination between the various units.

- 30.58B To remedy the situation, the Ministry has proposed that after normal working hours there is need for proper arrangement to be made to ensure adequate coordination of all the managerial and clinical activities in the Hospitals. It is suggested that a pool of seniormost Medical and Health Officer/Senior Medical and Health Officers be set up in each of the five main hospitals for coverage at night, Saturday afternoon, Sunday and Public Holiday whereby one doctor be designated on a roster basis to assume the functions of Duty Manager.
- 39.58C The Duty Manager would be responsible, *inter alia*, for overseeing the smooth managerial and clinical activities within hospitals, particularly the following units, namely Accident and Emergency, Obstetrics and Gyneacology, Paediatrics and General Medicine; and for requesting Specialist/Senior Specialists and Consultants concerned to personally attend to emergency cases. In such situations, it would be mandatory for Specialist/Senior Specialists and Consultants to personally attend to emergency cases without fail.

Recommendation 14A

- 30.58D We recommend that seniormost Medical and Health Officer/Senior Medical and Health Officers who assume the function of Duty Manager during a particular coverage after normal working hours should be paid the allowance prescribed at the rate of one time and a half.**
- 30.59 Community Physicians and Emergency Physicians are also paid allowances for work performed over and above their normal working week in order to provide a 24-hour coverage. We are revising the allowances.

Recommendation 15

- 30.60 We recommend that the allowances payable to Community Physicians and Emergency Physicians for work performed at night, on Saturday afternoon, Sunday and Public Holiday be revised as follows:**

Extra Hours of Work/Coverage	Allowance (Rupees)
Weekday between 1600 hours and 0900 hours the following day	2465
Saturday 1200 hours to Sunday 0900 hours	3040
Sunday 0900 hours to Monday 0900 hours Public Holiday 0900 hours to 0900 hours the following day	3480

Extended Hours of Work of Doctors

- 30.61 Medical and Health Officer/Senior Medical and Health Officers are classified as shift workers. However, given the staffing situation prevailing, the introduction of a shift system has been deferred for long. In order to provide a 24-hour medical coverage, until the shift system can be introduced, Medical and Health Officer/Senior Medical and Health Officers are paid additionally for work performed over and above their normal working week.
- 30.62 Representations have been made regarding the excessive number of hours of work of doctors which extend on Sundays and Public Holidays from 0900 hours to 0900 hours the following day i.e. 24 hours followed by a normal day duty, representing a total of 31 hours at a stretch. It has been averred that the effective number of hours worked is manifestly excessive, given that with the present roster of extra duties, doctors work for 13 working days in a single stretch without a single day off.
- 30.63 Both Management and the Staff Association have expatiated on this issue and concur that the conditions currently prevailing need to be remedied. **We are of the view that, with the gradual increase in the number of doctors on the market, the Ministry should contemplate the introduction of a shift system in order to provide a 24-hour medical coverage as soon as is practicable. To do so, the Ministry should, in the first instance, re-assess its manpower needs.**

On-Call and In-Attendance Allowances

- 30.64 At present, Specialist/Senior Specialists, Specialists (Dental Services), Consultants, Consultants (Oral Surgery) and Director, Emergency Services are paid allowances when on-call. When actually in attendance, an additional allowance, inclusive of travelling time of Rs 400 per hour is paid to Specialist/Senior Specialists and Rs 445 per hour to Consultants and Director, Emergency Services. We are revising the allowances.

Recommendation 16

- 30.65 **We recommend that the On-Call allowances payable to Specialist/Senior Specialists, Specialists (Dental Services), Consultants-in-Charge *formerly Consultants, Consultants (Oral Surgery)* and Director, Emergency Services be revised as follows:**

On-Call	Specialist/Senior Specialist and Specialist (Dental Services) (Rupees)	Consultant-in-Charge formerly Consultant, Consultant (Oral Surgery) and Director, Emergency Services (Rupees)
Weekday between 1600 hours and 0900 hours the following day	760	850
Saturday 1200 hours to Sunday 0900 hours Sunday 0900 hours to Monday 0900 hours Public Holiday 0900 hours to 0900 hours the following day	1130	1275

30.66 When attending hospitals, Specialist/Senior Specialists and Specialists (Dental Services) should be paid Rs 540 per hour and Consultants-in-Charge formerly Consultants, Consultants (Oral Surgery) and Director, Emergency Services Rs 600 per hour respectively, inclusive of travelling time.

Allowance to Regional Public Health Superintendent for coverage

30.67 Regional Public Health Superintendents have to provide coverage at port and airport to ensure that ships and aircrafts entering the port and airport comply with Public Health Regulations in force. 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 presently being paid an allowance of Rs 1790 a month. We are revising the quantum.

Recommendation 17

30.68 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 2350 a month.

Consultants Responsible for Specialised Hospitals and the Central Health Laboratory

30.69 Consultants in charge of the specialised hospitals, namely the Subramaniam Bharati Eye Hospital at Moka; the Ear, Nose and Throat Hospital at Vacoas and the Poudre d'Or Hospital and consultant in charge of the Central Health Laboratory are presently paid an allowance of Rs 1790 monthly for performing administrative duties in addition to their normal clinical duties.

Recommendation 18

30.70 We recommend that the allowance payable to Consultants-in-Charge formerly Consultants responsible for specialised hospitals and to the Consultant-in-Charge formerly Consultant responsible for the Central Health Laboratory be revised to Rs 2350 monthly. We further recommend that when the post of Director, Laboratory Services is filled, the allowance paid to the Consultant-in-Charge formerly Consultant responsible for the Central Health Laboratory should lapse.

Bank of Doctors

30.71 At present, 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 under a scheme set up by the Ministry of Health and Quality of Life to palliate the shortage of doctors and to cope with the increasing demand of the public.

30.72 Doctors operating under the scheme at Medical and Health Officer/Senior Medical and Health Officer level are being paid an all-inclusive allowance of Rs 750 per session of three hours during week days and an all-inclusive allowance of Rs 900 per session of three hours on Sundays and public holidays.

30.73 When they are required to provide coverage at night, during weekends and public holidays, they are being paid the same rates as recommended for the grade of Medical and Health Officer/Senior Medical and Health Officer.

Recommendation 19

30.74 We recommend that the all-inclusive allowance paid to doctors operating at Medical and Health Officer/Senior Medical and Health Officer level be revised to Rs 975 per session of three hours during weekdays and to Rs 1170 per session of three hours on Sundays and public holidays.

30.75 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 30.58.

- 30.76 Doctors operating at Specialist/Senior Specialist level are paid an all-inclusive allowance of Rs 900 per session of three hours during week days and Rs 1125 per session of three hours on Sundays and public holidays.
- 30.77 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 20

- 30.78 **The all-inclusive allowance paid to doctors operating at Specialist/Senior Specialist level is being revised to Rs 1200 per session of three hours for week days and Rs 1460 per session of three hours on Sundays and public holidays.**
- 30.79 **The “on-call” and “in-attendance” allowances should be same as recommended for the grade of Specialist/Senior Specialist at paragraphs 30.65 and 30.66.**
- 30.80 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 21

- 30.81 **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.**
- 30.82 **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

- 30.83 Newly qualified doctors undergoing pre-registration practical training in hospitals are paid an all inclusive allowance of Rs 17000 monthly.

Recommendation 22

- 30.84 **We recommend that the all inclusive allowance paid to doctors during their pre-registration training be revised to Rs 24000 monthly.**

Allowance for the Medical Profession

- 30.85 At present, members of the medical profession are paid an allowance of Rs 10000 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 23

30.86 The allowance paid to members of the medical profession appointed in a substantive capacity for the purchase of medical books is being revised to Rs 12000 annually.

Continuing Professional Development (CPD)

30.86A Training and Development both as a means of career development and productivity improvement is becoming more and more essential to enable the public service to meet current and future challenges in this complex and rapidly changing global environment. Continuing Professional Development helps doctors to improve their professional effectiveness and work satisfaction, resulting in improved output in terms of patient health care and a healthier society.

Recommendation 23A

30.86B We recommend that all members of the medical profession on the permanent and pensionable establishment of the Ministry of Health and Quality of Life should be:

- (i) paid an allowance up to Rs 10000 annually to meet expenses towards their professional development on presentation of documentary evidence; and**
- (ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of the service, to enable them to take advantage of Professional Development Programmes locally or abroad.**

Special Medical Service Allowance

30.87 In the 2003 PRB Report, we recommended that the High Powered Committee considers the payment of a monthly Special Medical Service Allowance for members of the medical and dental professions 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.

30.88 In this Report, we are maintaining the Special Medical Service Allowance for the coming five years and increasing the quantum in terms of the originally

set percentage notwithstanding the new pay levels to ensure retention in the new environment.

Recommendation 24

30.89 We recommend the extension of the monthly Special Medical Service Allowance for the coming five years for members of the medical and dental profession who are not enjoying the privilege of private practice as follows: 7% of monthly salary to officers of the medical group drawing salary in a scale the maximum of which is Rs 50000 and reckoning at least 10 years' service in the grade and officers drawing salary in a scale the maximum of which is Rs 56000; 10% to officers drawing salary in a scale the maximum of which is between Rs 64000 and Rs 68000; and 15% to officers drawing salary more than Rs 68000.

Allowance for Retaining Medical and Dental Staff

30.90 At present members of the medical and dental professions who have already qualified for full pension are eligible for an allowance equivalent to 25% of their salary.

Recommendation 25

30.91 We recommend that members of the medical and dental professions who have already qualified for full pension should be eligible for an allowance equivalent to two months' salary on completion of twelve months' satisfactory service.

All-inclusive Allowance in lieu of Meal

30.92 Doctors who work from 9.00 a.m. up to 4.00 p.m. the following day i.e. 31 hours continuously are presently provided with meals. At the Dr Yves Cantin Community Hospital where such catering facilities are not available, doctors providing similar hours of work on the same pattern are being paid an all-inclusive allowance of Rs 270 for that number of hours.

30.93 In respect of their services at the specified day and time below, the all-inclusive allowance in lieu of meal is 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; and
- (iii) from 9.00 a.m. to 9.00 a.m. the following day when the following day happens to be a public holiday.

Recommendation 26

- 30.94** 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 300 for that number of hours.
- 30.95** In respect of their services at the specified day and time below, the all-inclusive allowance in lieu of meal is revised to Rs 200:
- (iv) from Friday 9.00 a.m. up to noon on Saturday;
 - (v) from Saturday 9.00 a.m. up to 9.00 a.m. on Sunday; and
 - (vi) from 9.00 a.m. to 9.00 a.m. the following day when the following day happens to be a public holiday.

Rent Free Telephone and Free Calls

- 30.96** In view of the specific nature of their duties and for easy accessibility, officers in the Medical and Dental Cadres are presently granted rent free telephone and free calls.

Recommendation 27

- 30.97** We recommend that officers in the Medical and Dental cadres should continue to be granted rent free telephone and free calls.

Long Service Increments

Recommendation 28

- 30.98** The recommendations made at paragraphs 23.7(vii), 23.7(viii), 23.7(x) and 23.7(xi) of Volume I of the Report would be applicable to members of the medical and dental professions who reckon 20 years' service in a single grade instead of 21 years.

Hours of Work

- 30.99** The normal hours of work of officers in the Medical and Dental Cadres are from 0900 hours to 1600 hours on weekdays with one hour for lunch and from 0900 hours to noon on Saturdays. However, these officers are required to work beyond the normal hours against payment of appropriate allowances.

Recommendation 29

- 30.100** We recommend that the present hours of work of officers in the Medical and Dental cadres be maintained. However, this does not preclude Management from modifying the hours of work to meet operational requirements.

MINISTRY OF HEALTH AND QUALITY OF LIFE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 110000 Senior Chief Executive
09 00 95	Rs 100000 Director-General, Health Services <i>formerly Chief Medical Officer</i>
02 00 93	Rs 87500 Permanent Secretary
09 00 91	Rs 82500 Director, Health Services <i>formerly Principal Medical Officer</i> Director, Non-Communicable Diseases and Health Promotion
09 00 90	Rs 80000 Director, Dental Services <i>formerly Principal Dental Surgeon</i> Director, Laboratory Services (New Grade) Head, Clinical Services <i>formerly Clinical Director</i> Regional Health Director
09 00 88	Rs 75000 Consultant-in-Charge <i>formerly Consultant</i> <i>Consultant (Oral Surgery)</i> <i>Consultant (Orthodontics)</i> Deputy Director, Non-Communicable Diseases and Health Promotion (New Grade) Director, Emergency Services Head, Occupational Health Unit Regional Public Health Superintendent

Salary Code	Salary Scale and Grade
09 71 85	Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 –68000 Medical Superintendent Specialist/Senior Specialist Specialist (Dental Services)
09 70 83	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –64000 Head, AIDS Unit (New Grade) NCD Coordinator (New Grade) Senior Community Physician (New Grade) Senior Emergency Physician (New Grade) Senior Occupational Health Physician
09 67 83	Rs 40000 x 1250 – 50000 x 1500 – 56000 x 2000 –64000 Superintending Dental Surgeon
09 63 79	Rs 35000 x 1250 – 50000 x 1500 – 56000 Aids Physician Community Physician Emergency Physician Occupational Health Physician Officer-in-Charge, Harm Reduction Section (New Grade)
09 59 75	Rs 30000 x 1250 – 50000 Medical and Health Officer/Senior Medical and Health Officer
09 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Ayurvedic Medical Officer Dental Surgeon/Senior Dental Surgeon

PHARMACY DIVISION

30.101 The Pharmacy Division of the Ministry of Health and Quality of Life which is headed by a Director, Pharmaceutical Services is entrusted with the responsibility of controlling the practice of pharmacy and ensuring compliance with the provisions of the Pharmacy Act both in the public and the private sectors. Officers in the Pharmacy Division fall in two distinct cadres, namely the Pharmacist Cadre and the Pharmacy Dispenser cadre.

- 30.102 The Pharmacy Dispenser Cadre consists of the grades of Pharmacy Dispenser, Senior Pharmacy Dispenser, Pharmacy Stores Manager, Principal Pharmacy Dispenser and Chief Pharmacy Dispenser. These grades are responsible for manning the Pharmacy and dispensing and compounding drugs. In the 2003 PRB Report, the organisational structure of the Pharmacy Dispenser Cadre was revisited – a new level of Pharmacy Stores Manager was provided and the grades in the Dispenser cadre were restyled. The present arrangements in this cadre are appropriate and they are therefore, being maintained.
- 30.103 The Pharmacist Cadre is the professional arm and encompasses besides the Director, Pharmaceutical Services, incumbents in the grades of Pharmacist, Senior Pharmacist and Principal Pharmacist. It is responsible, *inter alia*, for policy matters related to medicines and pharmacy, pharmaceutical work, administration of hospital pharmacies and ensuring that private pharmacies comply with legislation in force. For greater accountability and better work coordination, we are, in this report, reviewing the structure of the Pharmacist Cadre with the creation of a new level below the Director, Pharmaceutical Services and the merger of the first two levels.

Deputy Director, Pharmaceutical Services (New Grade)

- 30.104 For better coordination and supervision of the entire activities of the Pharmacy Division, we are strengthening the existing structure at the Directorate level.

Recommendation 30

- 30.105 We recommend the creation of a grade of Deputy Director, Pharmaceutical Services. Appointment thereto should be made by selection from among officers in the grades of Principal Pharmacist as well as Senior Pharmacist restyled Pharmacist/Senior Pharmacist and Pharmacist restyled Pharmacist/Senior Pharmacist reckoning an aggregate of seven years' service in the cadre.**
- 30.106 Incumbent would, *inter alia*, assist the Director, Pharmaceutical Services in the daily administration of the Pharmacy Sector, be responsible for advising the Central Procurement Office and Committees on tender procedures for pharmaceuticals; control local manufacture and ensure quality of pharmaceuticals (both locally and imported) and advise in the drafting of legislation.

Director, Pharmaceutical Services

- 30.107 With the creation of the grade of Deputy Director, Pharmaceutical Services, the mode of appointment to the grade of Director, Pharmaceutical Services has to be reviewed.

Recommendation 31

- 30.108 We recommend that the mode of appointment to the grade of Director, Pharmaceutical Services be amended such that, in future, appointment to the post be filled in by promotion of the Deputy Director, Pharmaceutical Services.

Pharmacist/Senior Pharmacist

Recommendation 32

- 30.109 We recommend that the grades of Pharmacist and Senior Pharmacist be merged and restyled Pharmacist/Senior Pharmacist with a Proficiency Bar (PB) in the salary scale (*vide chapter 10 of Volume I of this Report*).
- 30.110 Besides the duties prescribed in the scheme of service, Government Pharmacists are required to verify all consignments of Dangerous Drugs, upon their arrival, at Seaport and Airport. They have also the responsibility to accompany the consignment from Airport and Seaport to Medical Stores, in the presence of other officers (Clearing Division) and ensure its safe delivery to Stores. Furthermore, they are often called upon to assist the Police or Customs Department, as and when required. Given that the above duties are carried out during normal working hours, we are, therefore, amending the scheme of service of Pharmacist/Senior Pharmacist to include these duties.

Recommendation 33

- 30.111 We recommend that the scheme of service of the grade of Pharmacist/Senior Pharmacist *formerly Pharmacist and Senior Pharmacist* be enlarged to include the above duties which have been taken into consideration in arriving at the recommendation made for the grade.

Inspection of Private Pharmacies and clearance of parcels at Parcel Post Office

- 30.112 Officers of the Pharmacist Cadre visit and inspect private pharmacies in order to ensure compliance with the Pharmacy Act. In the course of their visits, which are mostly after office hours, they examine documents and even institute proceedings in respect of any offence under the Pharmacy and Related Acts.
- 30.113 At present, these officers are in receipt of an allowance of Rs 285 for each inspection carried out in private pharmacies outside office hours and which may involve submission of a report and/or legal proceedings. We are maintaining the allowance but revising the quantum.

- 30.114 Incumbents in the grade of Pharmacist/Senior Pharmacist *formerly Pharmacist* have to attend the Parcel Post Office daily between noon and 1300 hours on weekdays and 10.00 a.m to 11.00 a.m on Saturdays to inspect and authorise the clearance of parcels to ensure compliance with relevant provisions of the Pharmacy Act and the Dangerous Drugs Act governing import, supply and possession of pharmaceuticals and related products.
- 30.115 Furthermore, inspections carried out at the Parcel Post Office are complex in that the items examined are very often not documented and some are labelled in languages not taught in Mauritius. In some cases, follow-up includes giving statements to the Police and appearing as witness in Court. In view of the extraneous duties being performed, we are making provision for an allowance.

Recommendation 34

- 30.116 We recommend the payment of an allowance of Rs 355 to officers of the Pharmacist Cadre for each inspection carried out in private pharmacies, outside office hours and which may involve submission of a report and/or legal proceedings or for each visit carried out at the Parcel Post Office.**

Student Pharmacy Dispenser

- 30.117 Presently, Student Pharmacy Dispensers are recruited from among candidates possessing the Cambridge School Certificate with credit in five subjects and are required to follow a two year training at the Mauritius Institute of Health. Upon successful completion of the training, they are awarded a certificate and are appointed to the grade of Pharmacy Dispenser. Following submission from the Union, we are agreeable that the Ministry of Health introduces a training course leading to a Diploma in Pharmacy Technician.
- 30.118 Pharmacy Dispensers, *inter alia*, compound drugs and medicine and prepare sterile pharmaceutical products and dispense drugs and medicines at any health institution and give direction for the use thereof. Considering the nature of duties performed, there is need to recruit Student Pharmacy Dispensers with higher skills. In this context, we are making provisions for the upgrading of the prescribed qualification required for appointment.

Recommendation 35

- 30.119 We recommend that the Ministry of Health and Quality of Life considers the advisability of introducing a training course leading to a Diploma in Pharmacy Technician to be run by the Mauritius Institute of Health for Student Pharmacy Dispensers.**

Pre-Registration Allowance

30.120 Only Pharmacists registered with the Pharmacy Board have the right to practice. In order to be registered as Pharmacist with the Pharmacy Board, degree holders in pharmacy have to undergo one year internship in a hospital or retail pharmacy. Pharmacy graduates undergoing such training in public hospital are, at present, paid an all-inclusive allowance of Rs 13800 monthly. We are revising this allowance.

Recommendation 36

30.121 We recommend that the monthly all-inclusive allowance payable to graduates in Pharmacy undergoing internship in Public Hospital Pharmacies be revised to Rs 18400.

Night Duty and In-Attendance Allowance to Pharmacy Dispensers and Senior Pharmacy Dispensers

30.122 The Pharmacy Service is provided round the clock in the five regional as well as in the two specialised hospitals (Moka and ENT). Pharmacy Dispensers and Senior Pharmacy Dispensers are required to work on a shift system to provide 24-hour coverage. However, due to shortage of staff, these officers are called upon to put in extra hours of work against payment of overtime allowance.

30.123 The Ministry of Health and Quality of Life has made submissions that Pharmacy Dispensers and Senior Pharmacy Dispensers be paid In-Attendance Allowance along the same line as Medical Laboratory Technicians and Radiographers. Our attention has also been drawn to the implications of the different remuneration systems for extra hours in the sector. We are, therefore, pending the implementation of a shift system, providing for an In-Attendance Allowance to Pharmacy Dispensers and Senior Pharmacy Dispensers working over and above their normal working week to provide coverage during nights, weekends and public holidays.

30.124 In the Area Health Centres (AHC) and Community Health Centres (CHC) where the pharmacy does not operate on a 24-hour basis, we are providing an In-Attendance Allowance for extended hours of work during Weekdays from 1600 hours to 1800 hours and Sundays and Public Holidays from 0900 hours to 1100 hours.

Recommendation 37

30.125 (a) We recommend that, pending the implementation of a shift system, Pharmacy Dispensers and Senior Pharmacy Dispensers who are required to work beyond their normal working week in order to provide 24-hour coverage during nights, weekends and public holidays be paid "In-Attendance" allowances as follows:

“In-Attendance” Allowances		
	Pharmacy Dispenser	Senior Pharmacy Dispenser
Weekdays: 1600 hours to 2200 hours	345	450
	2200 hours to 0900 hours the following day	840
Saturdays: 1200 hours to 2200 hours	580	760
	2200 hours to 0900 hours the following day	840
Sundays and Public Holidays: 0900 hours to 1600 hours	345	450
	1600 hours to 2200 hours	450
	2200 hours to 0900 hours the following day	840

- (b) We further recommend that Pharmacy Dispensers and Senior Pharmacy Dispensers who are required to work beyond normal working hours at the Area Health Centres and Community Health Centres be paid “In-Attendance” allowances as follows:

“In-Attendance” Allowances		
	Pharmacy Dispenser	Senior Pharmacy Dispenser
Weekdays: 1600 hours to 1800 hours	115	155
Sundays and Public Holidays: 0900 hours to 1100 hours	175	225

Bank Pharmacy Dispensers

30.126 The establishment size of the Pharmacy Dispensers does not allow full implementation of a shift system. To ease the situation, the Ministry of Health and Quality of Life is contemplating the setting up of a scheme whereby retired officers of the Pharmacy Dispenser cadre would be considered for employment on a sessional basis of four hours on Weekdays, Sundays and Public Holidays. They would be involved mainly with the Methadone Substitution Therapy. In this regard, we are providing appropriate remuneration for such system of work.

Recommendation 38

30.127 We recommend that an allowance of Rs 570 be paid to retired officers of the Pharmacy Dispenser Cadre who are allowed to work on a sessional basis of four hours under the “Bank Pharmacy Dispenser Scheme” in Government Health Institutions on Weekdays, Sundays and Public Holidays. They would, among others, be involved with the Methadone Substitution Therapy.

Night Duty Allowance

30.128 Officers of the Pharmacy Dispenser Cadre who effectively work on night shift are paid a Night Duty Allowance. We are maintaining the night duty allowance but reviewing the rate.

Recommendation 39

30.129 We recommend that officers in the Pharmacy Dispenser Cadre who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Shift Work

30.130 Pharmacy Dispensers and Senior Pharmacy Dispensers are required to work on shift and this element has been taken into account in determining the recommended salaries.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
PHARMACY GROUP	
09 00 84	Rs 66000 Director, Pharmaceutical Services
09 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Deputy Director, Pharmaceutical Services (New Grade)
09 65 75	Rs 37500 x 1250 – 50000 Principal Pharmacist
09 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 PB 41250 x 1250 – 45000 Pharmacist/Senior Pharmacist <i>formerly Pharmacist</i> <i>Senior Pharmacist</i>
09 59 71	Rs 30000 x 1250 – 45000 Quality Control Pharmacist/Chemist
09 60 71	Rs 31250 x 1250 – 45000 Chief Pharmacy Dispenser
09 55 64	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Principal Pharmacy Dispenser
09 50 61	Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Pharmacy Stores Manager
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Senior Pharmacy Dispenser

Salary Code	Salary Scale and Grade
09 27 53	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Pharmacy Dispenser
09 16 18	Rs 9200 x 200 – 9600 Student Pharmacy Dispenser

NURSING GROUP

30.131 The Nursing Group comprises grades which form the major component of the healthcare workforce and incumbents therein are the front-liners of the healthcare delivery. This group includes occupations concerned with giving nursing care to the sick, injured and infirm; tendering nursing advice; and performing other nursing tasks in Hospitals, Area Health Centres, Vaccination Centres and in Units such as Aids, Emergency Medical Services (SAMU) and Non-Communicable Diseases (NCD). The grades forming the Nursing Group are principally from cadres of Nursing Officer, Midwife, Community Health Nursing Officer and Nurse Educator. There are also a few other grades belonging to the group which provide assistance and auxiliary services.

Nurses

30.132 In the context of this review, various representations have been made on behalf of incumbents in the nursing group by different Staff Associations. While we consider below those representations that fall within our remit, we have referred to the Ministry of Health and Quality of Life those representations that fall to be considered by Management.

30.133 Nursing Officer, the largest establishment in the nursing service, constitutes the only grade which is present in all the health care settings. As front-liners in the health care delivery whether curative or preventive, their roles are crucial. Appropriate manning levels at all times are, therefore, critical for service delivery.

30.134 It is in this context that the Bureau, after a thorough study of the representations made, came up with a series of recommendations in its 2003 PRB Report to ease the retention problems. In the same context, Government set up two task forces to look into the matter and came up with

measures to reduce attrition of the nursing personnel. The task forces made several recommendations which were approved by Government.

- 30.135 We have, in this Report reassessed the situation and consider that the measures taken to ease the retention problems should be maintained for some time and reviewed for effective healthcare delivery.

Retention Allowance

- 30.136 At present, Nursing Officers who have completed their bonded period and incumbents in the other grades of the cadre up to the level of Regional Nursing Administrator as well as incumbents in the Community Health Nursing Cadre are eligible to a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales irrespective of whether they are at the top of their salary scales or not. We are maintaining the payment of this allowance for the coming five years.

Recommendation 40

- 30.137 We recommend that Nursing Officers who have successfully completed the bonded period as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Regional Nursing Administrators, Community Health Nursing Officers, Senior Community Health Nursing Officers and Principal Community Health Nursing Officers should continue up to 30 June 2013 to be eligible to two additional increments at the point they have reached in their salary scales irrespective of whether they are at the top of their salary scales or not, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.**
- 30.138 We further recommend that those officers who leave the service prior to the age of 55 should be required to refund the totality of the Retention Allowance paid to them. Those officers who retire from the service on reaching the age of 55 or thereafter should be required to refund only that part of the retention allowance which they would have earned under this scheme after reaching the age of 55.
- 30.139 We additionally recommend that the authorities should consider the advisability of training the maximum number of persons that the establishment can allow for the Nursing profession in the coming years, given the demands for the profession both at home and abroad.

Shift Work and Night Duty Allowance

- 30.140 Nursing Staff in hospitals provide a round-the-clock service. Presently, they work on two shifts namely the day shift from 7.30 a.m to 6.00 p.m and night shift from 6.00 p.m to 7.30 a.m the next day.

30.141 With a view to curbing absenteeism and having an adequate nursing staff during the night shift, the payment of a night duty allowance was introduced in the 2003 PRB Report. At present, officers in the Nursing Group except those in the Nursing Officer Cadre and officers in the grades of Health Care Assistant (General), Midwife and Student Midwife who effectively work on night shift, are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. Officers in the Nursing Cadre as well as officers in the grades of Health Care Assistant (General), Midwife and Student Midwife are, however, exceptionally paid 15% of the normal rate for eight hours in respect of the present night shift of 13½ hours. It is reported that this incentive has a positive effect and we are, therefore, maintaining same, but reviewing the rate.

Recommendation 41

30.142 We recommend that officers in the Nursing group who effectively work on night shift be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

30.143 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 17.5% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre and officers in the grades of Health Care Assistant (General), Senior Midwife *formerly Community Midwife*, Midwife and Student Midwife.

Night Attendance Bonus

30.144 To address the acute problem of absenteeism during the night, as reported by the Ministry of Health and Quality of Life and to further motivate employees who work on night shifts, the High Powered Committee recommended the payment of a monthly night attendance bonus in addition to the Night Duty Allowance to Nursing Students, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives and Health Care Assistants (General) provided that they attend duty on all scheduled night shifts during the month. We are maintaining the night attendance bonus but with a revised quantum.

Recommendation 42

30.145 We recommend the payment of a monthly Night Attendance Bonus up to 30 June 2013, in addition to the Night Duty Allowance, to officers in the grades as listed below provided they attend duty on all scheduled night shifts during the month.

<u>Grade</u>	<u>Quantum of Allowances</u>
Nursing Student	Rs 240
Nursing Officer:	
Up to 10 yrs' service	Rs 480
Over 10 yrs' service	Rs 600
Charge Nurse:	
Up to 10 yrs' service	Rs 600
Over 10 yrs' service	Rs 720
Nursing Supervisor:	
Up to 10 yrs' service	Rs 720
Over 10 yrs' service	Rs 900
Midwife:	
Up to 10 yrs' service	Rs 300
Over 10 yrs' service	Rs 420
Senior Midwife:	
Up to 10 yrs' service	Rs 420
Over 10 yrs' service	Rs 600
Health Care Assistant (General):	
Up to 10 yrs' service	Rs 270
Over 10 yrs' service	Rs 390

Bank Nurses

- 30.146 To palliate the shortage of Nursing Staff, a Bank Nurse Scheme (in service) and an external Bank Nurse Scheme were introduced. Under the Bank Nurse Scheme (in service), serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors, Nursing Administrators and Haemodialysis Officers are employed on sessional basis in Government Health Institutions whereas under the external Bank Nurse Scheme, Registered Nurses and qualified Midwives not in the Government Service are employed. They all operate at the level of Nursing Officer against payment of a uniform allowance of Rs 475 per session of four hours on Weekdays, Sundays and Public Holidays.
- 30.147 Given the present situation, we consider that both the 'in service' and 'external' schemes should continue. We are, therefore, revising the allowance.

Recommendation 43

- 30.148 We recommend that the allowance payable to serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors, Nursing Administrators and Haemodialysis Officers who work on sessional basis under the Bank Nurse Scheme (in service) and Registered Nurses and qualified Midwives from outside the Government Health Service but employed on a temporary basis to work on sessions in Government Health Institutions, be revised to Rs 570 per session of four hours on Weekdays, Sundays and Public Holidays.**

Allowances to Nursing Officers posted in the Emergency Medical Services Units

- 30.149 Nursing Officers posted in the Emergency Medical Services Units (SAMU) are granted a monthly allowance of Rs 530 in view of the extraneous duties that they have to perform. Over and above this allowance, the seniormost Nursing Officer is also paid an additional allowance of Rs 265 for organising work and preparing appropriate roster, taking charge of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instrument. We are maintaining the allowance but revising the quantum.**

Recommendation 44

- 30.150 We recommend that the monthly allowance payable to Nursing Officers posted in the SAMU for performing extraneous duties, be revised to Rs 635 and the allowance payable to the seniormost Nursing Officer for organising work and preparing roster, taking charge of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instrument be revised to Rs 320.**

Allowance to Charge Nurses and Nursing Officers posted at the Accident and Emergency Department for performing duties of ECG Technician at night

- 30.151 ECG Technicians provide electrocardiogram services to patients during normal working hours. Emergency cases outside normal working hours at the Accident and Emergency Department are dealt with by Charge Nurses and Nursing Officers against payment of an allowance of Rs 100 per night. We are maintaining the allowance but revising the quantum.**

Recommendation 45

- 30.152 We recommend that Charge Nurses and Nursing Officers posted at the Accident and Emergency Department and who are called upon to perform the duties of ECG Technician in the Accident and Emergency Department at night should be paid an allowance of Rs 120 per night.**

Allowance to Nursing Officers posted at the Hyperbaric Medicine Unit

- 30.153 The Hyperbaric Medicine Unit has been operational since March 2004 at the Victoria Hospital. Its primary aim is to treat diving accident patients (decompression sickness). The Unit also attends to non-diving accident patients (emergency cases) like near hanging, sudden deafness and carbon monoxide poisoning cases coming for treatment. Consequently, Nursing Officers posted at this Unit have to attend to these cases. Generally, the duration of the session varies from one to eight hours.
- 30.154 It is submitted that during the treatment in a Hyperbaric chamber, the officer accompanying the patient inside the chamber has to bear the prevailing conditions though he is not sick. During the process, there can be outburst of fire and possibility of bleeding and joints pain may occur.
- 30.155 The Nursing Officers posted at the Hyperbaric Medicine Unit normally work from 7.30 a.m to 6.00 p.m on weekdays and from 7.30 a.m to noon on Saturdays, but they are required to be on call to attend to emergencies. When they are required to work over and above their normal working hours, they are paid an overtime allowance.
- 30.156 We are, in this Report, reviewing the present arrangements and providing henceforth, for the payment of an all-inclusive monthly allowance to cater for attending patients both during and beyond normal working hours.

Recommendation 46

- 30.157 We recommend the payment of an all-inclusive monthly allowance of Rs 1500 to Nursing Officers posted at the Hyperbaric Medicine Unit for the treatment of diving accident patients and other relevant emergencies both within and beyond normal working hours.**

Allowance for Answering Calls on the Hotline at the Aids Unit

- 30.158 An all-inclusive allowance of Rs 420 per week is paid to Nursing Officers posted at the Aids Unit and who are required to answer calls and provide information on the hotline from 1600 hours to 2200 hours during weekdays, from 1200 hours to 2200 hours on Saturdays and from 0900 hours to 2200 hours on Sundays and Public Holidays. As this arrangement will continue to exist, we are maintaining the allowance and revising the quantum.

Recommendation 47

- 30.159 We recommend that the all-inclusive weekly allowance payable to Nursing Officers posted at the Aids Unit for answering calls and providing information on the hotline from 1600 hours to 2200 hours during weekdays, from 1200 hours to 2200 hours on Saturdays and**

from 0900 hours to 2200 hours on Sundays and Public Holidays be revised to Rs 505.

Student Nurse

30.160 Student Nurses are required to follow a three year course at the School of Nursing. Upon successful completion of their training, they are awarded a General Certificate in Nursing.

Recommendation 48

30.161 We recommend that the Ministry of Health and Quality of Life considers the advisability of running and awarding a Diploma in Nursing instead of a General Certificate in Nursing to Student Nurses on successful completion of their three year training. It is understood that the syllabus would have to be revamped in consonance with the Diploma.

Allowance to Student Nurses who are working on shift

30.162 A monthly allowance of Rs 450 is paid to Student Nurses scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays. They are also drawing a night shift allowance as recommended at paragraph 30.141.

Recommendation 49

30.163 We recommend that the monthly allowance payable to Student Nurses scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays be revised to Rs 600. They should also continue to be paid the night shift allowance as recommended at paragraph 30.143.

Allowance to Nursing Officers posted at Dr Yves Cantin Community Hospital

30.164 It is reported that the catering facility at the Dr Yves Cantin Community Hospital is still not available. Nursing Officers who are posted at this hospital and are required to perform night shift and continue to work the following day from 9.00 a.m to 4.00 p.m (i.e. three continuous shifts - a day shift, a night shift and a day shift) are, at present, paid an all-inclusive allowance of Rs 160. This allowance is also paid to Nursing Officers posted at the neighbouring Community Health Centres who are called upon to perform night duty at the Dr Yves Cantin Community Hospital provided the night duty is preceded and followed by day duty. This present arrangement is suitable and we are, therefore, revising the allowance.

Recommendation 50

- 30.165 We recommend that the all-inclusive allowance payable 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 185 provided that they continuously work for three shifts i.e. a day shift, a night shift and a day shift.

Allowance for Performing Administrative Duties in respect of Dead Body Received/Delivered at the Mortuary

- 30.166 In the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services), the administrative duties in respect of dead body received/delivered at the Mortuary (before 0900 hours and after 1600 hours) are undertaken by members of the Nursing Staff. They are paid an allowance of Rs 50 for the administrative duties in connection with each dead body received/delivered at the Mortuary.
- 30.167 Given that the present arrangement is convenient, we are maintaining the allowance but revising the quantum.

Recommendation 51

- 30.168 We recommend that the allowance payable to the Nursing Staff for performing administrative duties in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services) should be Rs 60.

Allowance to Nursing/Midwifery Staff Posted in Agalega Islands

- 30.169 Nurses qualified in Midwifery are unwilling to serve on a tour of service in Agalega Islands on the ground that such posting disrupts their family life. The Ministry has lately encountered much difficulty for the replacement of these officers on completion of their tour of service in Agalega Islands. Community Health Nursing Officers who are qualified in Midwifery have expressed the wish to proceed on a tour of service in Agalega Islands. To address this issue, we are making appropriate recommendations below, in addition to the general recommendations on the whole issue of posting in the outer islands at Chapter 22 of Volume I of this Report.

Recommendation 52

- 30.170 We recommend that consideration be also given to officers of the Nursing Group who are qualified in Midwifery to serve on a tour of service in Agalega Islands.

30.171 A monthly allowance of Rs 3240 is paid to Male Nursing Officers as well as to Nursing Officers qualified in Midwifery, Female Charge Nurses and Community Midwives posted in Agalega Islands for providing round-the-clock coverage and for performing work over and above their normal working hours. We are maintaining the payment of this allowance while revising the quantum. We are also extending this allowance to all officers who are qualified in Midwifery within the Nursing Group when posted in Agalega Islands.

Recommendation 53

30.172 We recommend that a monthly allowance of Rs 4050 be paid to Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives formerly Community Midwives and officers who are qualified in Midwifery in other grades within the Nursing Group posted in Agalega Islands for providing a 24-hour coverage and effectively performing work over and above their normal working hours.

In-Attendance Allowance to Nursing Officers and Charge Nurses at Renal Dialysis Unit

30.173 The Renal Dialysis Unit functions from 7.00 a.m to 9.00 p.m on weekdays and public holidays, but the normal hours of work of staff posted at the Renal Dialysis Unit is 7.00 a.m to 5.00 p.m. However, Nursing Officers and Charge Nurses are being called upon to put in extra hours of work against payment of overtime allowance. Renal dialysis is carried out to deal with emergency cases for saving life and to prevent further complications to patients up till 9.00 p.m or even later. We are making provision for an In-Attendance Allowance for the Nursing Officers and Charge Nurses who are required to work beyond 5.00 p.m.

Recommendation 54

30.174 We recommend that Nursing Officers and Charge Nurses who are required to work beyond their normal working hours and up to 9.00 p.m at the Renal Dialysis Unit should be paid an In-Attendance Allowance of Rs 250 and Rs 380 respectively.

Scheme of Service of Nursing Officer

30.175 Nursing Officers posted at the Community Health Centres (CHC) have to advise and educate the Community on various health issues such as diets, habits, proper sanitation, sexually transmitted diseases and prevention of non-communicable diseases. Additionally, they perform dispensing duties and maintain records of patients. The non nursing duties carried out by the Nursing Officers posted at the CHC are of regular occurrence and therefore,

are considered as part and parcel of their role. We are, in this regard, amending the scheme of service to include these duties.

Recommendation 55

- 30.176 We recommend that the scheme of service of the grade of Nursing Officer should be amended to include non nursing duties performed at Community Health Centres. This element has been taken into consideration in arriving at the salary scale recommended for the grade.**

Head, School of Nursing (New Grade)

- 30.177 The Schools of Nursing provide the necessary courses to allow the Nursing staff to meet the growing challenges in the Health Sector. The two Schools of Nursing located at the Victoria Hospital and SSR National Hospital provide, *inter alia*, courses in Mental Health, Nursing, Midwifery, General Nursing, Clinical Nursing Management and Ward Administration, Hospital Nursing Administration/Management, First Aid, Community Health Nursing, Anatomy, Physiology and Psychology.
- 30.178 At present, the management of the two schools rests with the Principal Nurse Educator who is assisted by the Senior Nurse Educators, Senior Midwife Educators, Nurse Educators and Midwife Educators. It has been represented that, for better coordination and supervision of the entire activities of the schools, it is necessary to have a proper structure with responsible officer at the apex.

Recommendation 56

- 30.179 We recommend the creation of a grade of Head, School of Nursing. Appointment thereto should be made by selection from among officers not below the grade of Senior Nurse Educator holding a substantive appointment and reckoning at least eight years' of teaching experience at the School and possessing a Degree in Nursing together with a postgraduate qualification.**
- 30.180 Incumbent would be responsible for the day-to-day running of the schools and would be required; *inter alia*, to enhance Nursing Education at all levels; ascertain that examinations are properly and effectively conducted; assess the quality of teaching by attending to lectures given by the tutorial staff and offer appropriate critiques with a view to enhancing Nursing Education.

Health Care Assistant (General)

- 30.181 Officers in the grade of Health Care Assistant (General) provide assistance to nursing personnel in attending to the basic needs of patients and support

Psychiatric Nurses. They also help other health care professionals in the implementation of the Non-Communicable Diseases programme.

- 30.182 With the extension of the Ayurvedic Services and due to a shortage of dispensing staff, Health Care Assistants (General) have been nominated to follow an in-service training course in Ayurvedic medicine. Some Health Care Assistants (General) have also been following training in Nutrition and Diet Therapy to enable them to assist the Nutritionist and to perform duties relating to Nutrition Counselling and Diet Therapy. Health Care Assistants (General) are also assisting blood bank staff in mobile blood collection organised by the Blood Transfusion Service. We are, therefore, amending the scheme of service of Health Care Assistant (General) to include the foregoing tasks which, the Ministry submits, are operationally and in practice related to their roles depending upon their postings.

Recommendation 57

- 30.183 We recommend that the scheme of service of the grade of Health Care Assistant (General) should be amended to include checking of blood pressure; reading of glucometer; participating in health education/counselling on physical exercises, HIV/AIDS, Diet and Nutrition; assisting Blood Bank Officers in mobile blood collection and assisting Dispensers in the dispensing of Ayurvedic medicine. These elements have been taken into account in arriving at the salary scale recommended for the grade.**

AIDS Unit

- 30.184 The Acquired Immune Deficiency Syndrome (AIDS) Unit at the Ministry of Health and Quality of Life is the main technical unit for Human Immunodeficiency Virus (HIV) and AIDS in Mauritius. It provides care and support to people with HIV/AIDS, including anti-retroviral treatment and counselling. It is also responsible for the coordination of the implementation of projects, programmes and activities related to HIV/AIDS.
- 30.185 With the rising rate of HIV/AIDS cases, the activities related to prevention and care are also increasing. In this regard, the Ministry of Health and Quality of Life has made submissions for the setting up of a Harm Reduction Section. This section will be responsible for the Needle Exchange Programme and Methadone Substitution Therapy.
- 30.186 At present, the AIDS Unit is serviced by officers in the grades of AIDS Coordinator, AIDS Physician and AIDS Education Nurse. To cope with the increasing volume, complexity and diversity of work at the Unit, we are strengthening the structure at the support level as well. We are also restyling the grade of AIDS Education Nurse to reflect the nature of duties being performed.

Recommendation 58

- 30.187 We recommend that the grade of AIDS Education Nurse be restyled Specialised AIDS Nurse.

Senior Specialised AIDS Nurse (New Grade)

Recommendation 59

- 30.188 We recommend the creation of a grade of Senior Specialised AIDS Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Specialised AIDS Nurse *formerly AIDS Education Nurse* reckoning at least five years' service in a substantive capacity.

- 30.189 Senior Specialised AIDS Nurse would, *inter alia*, be responsible to train officers of different Ministries and members of NGOs in counselling and prevention of HIV/AIDS; supervise infection control in all public health institutions; supervise and monitor the Needle Exchange Programme and submit reports as and when required by the Head AIDS Unit.

Specialised AIDS Assistant (New Grade)

Recommendation 60

- 30.190 We recommend the creation of a grade of Specialised AIDS Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity.

- 30.191 Job incumbent would be required, among others, to schedule appointment of patients at respective centres; assist in counselling of patients on HIV and AIDS; participate in awareness and sensitisation campaign and prepare and distribute Harm Reduction equipment (Needles and Syringes).

Harm Reduction Section

- 30.192 With a view to improving the services provided by the AIDS Unit, the Harm Reduction Section is being set up and we are providing for a three level structure to service the unit.

Harm Reduction Nurse (New Grade)

Recommendation 61

- 30.193 We recommend the creation of a grade of Harm Reduction Nurse. Appointment thereto should be made by selection from among Registered Nurses reckoning at least 10 years' experience in a substantive capacity.

- 30.194 Appointee would, among others, be required to conduct group psychotherapy and counsel patients; indent and administer dangerous drugs including Methadone; ensure the proper dispatch of Methadone prescription forms to all hospitals and methadone dispensing units; organise and assist Dietician, Psychologist, Social Workers and AIDS Unit Staff during their visit to patients.

Senior Harm Reduction Nurse (New Grade)

Recommendation 62

- 30.195 We recommend the creation of a grade of Senior Harm Reduction Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Harm Reduction Nurse reckoning at least five years' service in a substantive capacity.**

- 30.196 The Senior Harm Reduction Nurse would be required, *inter alia*, to ensure that Methadone and other drugs are properly administered to patients; manage assessment of patients; organise regular visits of Dietician, Psychologist, Social Workers and AIDS Unit staff and ensure proper dispatch of Methadone prescription forms to all hospitals and methadone dispensing units.

Harm Reduction Assistant (New Grade)

Recommendation 63

- 30.197 We recommend the creation of a grade of Harm Reduction Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity.**

- 30.198 The Harm Reduction Assistant would be required, *inter alia*, to prepare patients' folders for admission and OPD; assist patients in occupational therapy and in screening programmes; and prepare and distribute Harm Reduction equipment (Needles and Syringes).

NON COMMUNICABLE DISEASES AND HEALTH PROMOTION UNIT

- 30.199 Health promotion is of utmost importance in the community as it helps to prevent secondary and tertiary complications in non-communicable diseases, improve health eating habit and inculcate the importance of exercise.
- 30.200 In view of the Ministry's commitment for a healthy population and to reduce the budget for the curative services, the Non-Communicable Diseases (NCD) and Health Promotion Unit is being restructured and would be headed by a Director assisted by a Deputy Director, both Medical Officers. At present, the

Unit is serviced by officers in the Community Health Development Motivator Cadre, Community Health Rehabilitation Officer Cadre, Community Health Care Officer Cadre, Nutritionist Cadre and officers in the grade of Podiatrist.

- 30.201 Activities in the Health Promotion Section are being carried out by the Health Promotion Coordinator, who is assisted by Community Health Development Motivators and Community Health Development Organiser which post is currently vacant. To strengthen the structure, we are making provision for a new grade of Health Promotion Officer/Senior Health Promotion Officer.

Health Promotion Officer/Senior Health Promotion Officer (New Grade)

Recommendation 64

- 30.202 **We recommend the creation of a grade of Health Promotion Officer/Senior Health Promotion Officer. Appointment thereto should be made by selection from among officers in the grade of Nursing Officer reckoning at least 10 years' service in a substantive capacity and having followed a relevant Diploma Course after obtaining the General Certificate in Nursing.**

- 30.203 Incumbent would, among others, assist the Health Promotion Coordinator in the organisation of NCD Screening, School Health Screening, Physical activity and other health promotion activities; supervise the work of officers involved in health promotion activities; monitor health promotion activities, collect data and submit reports and liaise with NGOs for the organisation of health promotion activities.

- 30.204 With the on-going reforms in the Health Sector and in order to further support the decentralisation of NCD and Health Promotion Service, there is need for a proper structure for coordinating and monitoring the implementation of projects, programmes and activities. In this context, we are making provision for a three level structure.

Health Promotion Nurse (New Grade)

Recommendation 65

- 30.205 **We recommend the creation of a grade of Health Promotion Nurse. Appointment thereto should be made by selection from among officers in the grade of Nursing Officers reckoning at least 10 years' experience in a substantive capacity and having experience in NCD and Health Promotion activities.**

- 30.206 Incumbent would, *inter alia*, carry out clinical activities pertaining to NCD Screening Programme at workplace, school and in the community; assist in the practical training of subordinate staff and carry out inspection of foot in diabetic patients and provide nursing care as appropriate.

Senior Health Promotion Nurse (New Grade)

Recommendation 66

- 30.207 **We recommend the creation of a grade of Senior Health Promotion Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Health Promotion Nurse reckoning at least five years' service in a substantive capacity.**
- 30.208 Senior Health Promotion Nurse would be required, among others, to supervise the Health Promotion Nurse and Health Promotion Assistant; be responsible for the inventory of equipment and consumables for screening activities; supervise and perform technical nursing procedure and liaise with NCD Coordinators for follow up of patients referred for treatment and further management.

Health Promotion Assistant (New Grade)

Recommendation 67

- 30.209 **We recommend the creation of a grade of Health Promotion Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity and having experience in NCD and Health promotion activities.**
- 30.210 Incumbent in the grade would be required, among others, to assist in clinical activities pertaining to NCD Screening Programme at workplace, school and in the community; liaise with patients referred from screening sites for treatment and further management and assist in activities pertaining to Health Promotion Programme at workplace, school and in the community.

Community Midwife Cadre

- 30.211 Midwifery is practised in hospitals and the community. It is a distinct profession with its unique skill and body of knowledge. Midwives give care, supervision and advice to women and their families throughout pregnancy and early motherhood. However, over the years, there has been an evolution in Gynaecology issues as:
- (i) the number of women attending Area Health Centres/Community Health Centres for Midwifery services has decreased whereas the number of attendances for Antenatal and Gynae Clinics in hospitals has been increasing;
 - (ii) pregnant women attending Area Health Centres/Community Health Centres are being examined and followed by a doctor, and as a result, the role of the Midwife is reduced considerably; and

- (iii) some activities are being undertaken by other grades resulting in duplication of work.

30.212 In view of the decreased role and activities of officers in the Community Midwife Cadre, the need is felt to review its structure such that the services of qualified officers in Midwifery be used effectively and efficiently both in the community and in health delivery services in hospitals. We are, therefore, restyling the grades in the Community Midwife Cadre.

Recommendation 68

30.213 We recommend that:

- (a) the Community Midwife Cadre be restructured and the grades be restyled as follows:

Community Midwife to Senior Midwife

Senior Community Midwife to Principal Midwife

Principal Community Midwife to Chief Midwife

- (b) the Senior Midwife *formerly Community Midwife* be posted in hospitals and be required to work on shift to provide round-the-clock service. This element has been taken into consideration in arriving at the salary recommended for the grade. However, we are making provisions for personal salary scale to holders in post as at 30 June 2008 who do not wish to work on shift.
- (c) the Senior Midwife *formerly Community Midwife* should on implementation of the shift system be granted three additional increments on conversion.
- (d) Senior Midwife *formerly Community Midwife* should be eligible to the Night Duty Allowance and Night Attendance Bonus as recommended at paragraphs 30.143 and 30.145 respectively.
- (e) The Principal Midwife *formerly Senior Community Midwife* and the Chief Midwife *formerly Principal Community Midwife* should work both in hospitals and the community to meet the operational needs of the Midwifery Unit. This element has been taken into account in arriving at the salary scales recommended.

Student Midwife

30.214 At present, Student Midwives are enlisted from among candidates possessing the Cambridge School Certificate or GCE 'O' Level with passes in five subjects including English Language and are required to follow two-years' training. Upon successful completion of the training, they are

awarded a Certificate and are appointed to the grade of Midwife as and when vacancies occur. In view of the reorganisation of the Community Midwife Cadre, we are reviewing the entry qualification requirements for enlistment as Student Midwife.

- 30.215 Union members have made representations that the duration of the training course for student midwife should be three years instead of two. The Ministry of Health and Quality of Life is agreeable to this proposal. We are, therefore, making appropriate provision in this regard.

Recommendation 69

- 30.216 (a) We recommend that, in future, Student Midwife should be enlisted from among candidates possessing the Cambridge School Certificate with credit in five subjects including at least a pass in either Human Biology or Human and Social Biology or Chemistry or Physics.**
- (b) We further recommend that the Ministry of Health and Quality of Life considers the advisability of introducing a three-year training course for Student Midwife.**

Allowance to Student Midwife who are working on shift

- 30.217 Student Midwife scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays is paid a monthly allowance of Rs 450. We are revising the allowance.

Recommendation 70

- 30.218 We recommend that the monthly allowance paid to Student Midwife scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays be revised to Rs 600.**

Risk Allowance

- 30.219 Officers in certain grades in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts are paid a risk allowance equivalent to one increment at the initial of the salary scale. We are maintaining the present arrangement and revising the quantum of the allowance.
- 30.220 Occupational Therapy Assistants, *inter alia*, help in conducting activities for patients in Psychiatric Hospital and also assist in the rehabilitative treatment of patients in Regional and Psychiatric Hospitals. The Occupational Therapy Assistants are required to be in constant contact with patients in the Psychiatric Hospital. In view of the above, we are providing for the payment of a Risk Allowance to this grade as well.

Recommendation 71

30.221 We recommend the payment of a risk allowance equivalent to one and a half (1½) increments at the initial of the salary scale to officers in the grades of Nursing Officer, Nursing Officer (Psychiatric), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric), Ward Manager (Male), Ward Manager (Female), Occupational Therapy Assistant working in Psychiatric Hospital and Health Care Assistant (General) posted at the Brown Sequard Mental Health Care Centre and Poudre D’Or Hospital working in constant contact with mental patients, TB patients and drug addicts.

Shift/Roster/Staggered

30.222 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
Haemodialysis Officer	Blood Bank Assistant
Health Care Assistant (Haemodialysis)	Blood Bank Officer
Health Care Assistant (General)	Senior Blood Bank Officer
Midwife	Specialised Aids Nurse <i>formerly Aids Education Nurse</i>
Senior Midwife <i>formerly Community Midwife</i>	Senior Specialised Aids Nurse (<i>New Grade</i>)
Nursing Officer	
Nursing Officer (Psychiatric)	
Charge Nurse (Male)	
Charge Nurse (Female)	
Charge Nurse (Psychiatric) (Male)	
Charge Nurse (Psychiatric) (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	
Permanencier/Senior Permanencier <i>formerly Permanencier</i>	

Refund of Vacation and Casual Leave

30.223 Up to 30 June 2008, officers of the Nursing Officer cadre were allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. Such leave may be taken as leave prior to retirement. If these officers choose to work during the excess accumulated leave, they are refunded the accumulated vacation leave and casual leave at the rate of 1/30 of their last monthly salary per day at the time of retirement. We are maintaining this provision.

Recommendation 72

30.224 **We recommend that 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, for the period 01 July 2008 to 30 June 2013. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, 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.**

Compensation for work on Public Holidays falling on Night Shift

30.225 We have made recommendations at paragraph 18.5.55(c) of Volume I of this Report for appropriate compensation to an officer who work on a shift or roster covering part of a Public Holiday and part of a normal working day.

30.226 The Unions have made representations that the handing over time at the end of a shift and the start of a new one should be considered as effective working hours for the purpose of determining the compensation or granting of day's off. In this regard, we are making appropriate provision.

Recommendation 73

30.227 **We further recommend that the handing over time up to a maximum of 30 minutes should be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 72 81	<p style="text-align: center;">NURSING GROUP</p> <p>Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000</p> <p>Director Nursing <i>formerly Chief Nursing Officer</i></p>

Salary Code	Salary Scale and Grade
09 67 77	Rs 40000 x 1250 – 50000 x 1500 – 53000 Deputy Director Nursing <i>formerly Deputy Chief Nursing Officer</i>
09 63 75	Rs 35000 x 1250 – 50000 Regional Nursing Administrator
09 59 71	Rs 30000 x 1250 – 45000 Nursing Administrator (Male) Nursing Administrator (Female)
09 53 65	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Nursing Supervisor (Male) Nursing Supervisor (Female)
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Ward Manager (Male) Ward Manager (Female)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Charge Nurse (Male) Charge Nurse (Female)
09 28 53	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Nursing Officer
09 16 18	Rs 9200 x 200 – 9600 Student Nurse
09 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Senior/Principal Health Economist
09 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Health Economist

Salary Code	Salary Scale and Grade
09 67 77	Rs 40000 x 1250 – 50000 x 1500 – 53000 Head of School of Nursing (New Grade)
09 62 73	Rs 33750 x 1250 – 47500 Principal Nurse Educator
09 57 69	Rs 28000 x 1000 – 30000 x 1250 – 42500 Senior Nurse Educator
09 50 63	Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Nurse Educator
09 57 69	Rs 28000 x 1000 – 30000 x 1250 – 42500 Senior Midwife Educator
09 50 63	Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Midwife Educator Principal Community Health Nursing Officer
09 47 60	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Community Health Nursing Officer
09 41 57	Rs 17200 x 600 – 23200 x 800 – 28000 Community Health Nursing Officer
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Haemodialysis Supervisor
09 28 53	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Haemodialysis Officer

Salary Code	Salary Scale and Grade
09 19 48	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Health Care Assistant (Haemodialysis)
09 47 61	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Chief Midwife <i>formerly Principal Community Midwife</i>
09 44 58	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Principal Midwife <i>formerly Senior Community Midwife</i>
09 38 55	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400 Senior Midwife <i>formerly Community Midwife</i>
09 36 52	Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Senior Midwife (Personal) <i>formerly Community Midwife</i>
09 24 50	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600 Midwife
09 16 18	Rs 9200 x 200 – 9600 Student Midwife
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Ward Manager (Psychiatric) (Male) Ward Manager (Psychiatric) (Female)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Charge Nurse (Psychiatric) (Male) Charge Nurse (Psychiatric) (Female)

Salary Code	Salary Scale and Grade
09 28 53	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Nursing Officer (Psychiatric)
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Senior Specialised Aids Nurse (New Grade)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Specialised Aids Nurse <i>formerly Aids Education Nurse</i>
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Specialised Aids Assistant (New Grade)
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Senior Harm Reduction Nurse (New Grade)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Harm Reduction Nurse (New Grade)
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Harm Reduction Assistant (New Grade)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Health Promotion Officer/Senior Health Promotion Officer (New Grade)
09 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Senior Health Promotion Nurse (New Grade)
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Health Promotion Nurse (New Grade)

Salary Code	Salary Scale and Grade
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Health Promotion Assistant (New Grade)
09 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Blood Bank Officer
09 33 55	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Blood Bank Officer
09 18 48	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Blood Bank Assistant
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Permanencier/Senior Permanencier <i>formerly Permanencier</i>
09 19 48	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Health Care Assistant (General)
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Senior Occupational Therapy Assistant Senior Physiotherapy Assistant
09 17 46	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Occupational Therapy Assistant Physiotherapy Assistant
09 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Podiatrist

MEDICAL AUXILIARIES GROUP

- 30.228 The Medical Auxiliaries Group consists of employees in different grades providing assistance and supporting services to medical and paramedical groups including dental, radiography, sanitary and other hospital services. These are essential for the effective delivery of curative and preventive medical and health services.

Health Surveillance Officer

- 30.229 Officers in the Health Surveillance Cadre provide assistance and support to the Sanitary Department. Incumbents in this cadre are required to, *inter alia*, to visit households, schools, dispensaries and other places; exercise control over the Insecticide Sprayerman; supervise the proper working of the spraying apparatus, take blood smear for diagnosis and monitor the health condition of incoming passengers and expatriate workers. The Health Surveillance Officer is the source grade of the cadre and is recruited from among candidates having read up to the Cambridge School Certificate. In view of the large number of persons from all walks of life including tourists, VIPs, VVIPs and businessmen with whom the Health Surveillance Officers have to deal and communicate with, there is need for recruiting candidates with higher educational background. We are, therefore, upgrading the qualification requirements for the entry grade.

Recommendation 74

- 30.230 We recommend that, in future, recruitment to the grade of Health Surveillance Officer should be made by selection from among candidates possessing the Cambridge School Certificate with credit in English Language, French and one Science subject in any of the following: Human Biology or Human or Social Biology or Chemistry or Physics.**

Allowance to Health Surveillance Officers and Senior Health Surveillance Officers

- 30.231 Health Surveillance Officers and Senior Health Surveillance Officers are, at present, drawing an all-inclusive allowance for attending work on Sundays and Public Holidays to dispense anti-malarial drugs at the residence of patients and/or to monitor malaria positive cases. As these duties will continue to be performed during such days, we are maintaining the allowance but revising the quantum.

Recommendation 75

- 30.232 We recommend that the all-inclusive allowance payable to Health Surveillance Officers and Senior Health Surveillance Officers for attending work on Sundays and Public Holidays to dispense anti-**

malarial drugs and/or to monitor malaria positive cases be revised to Rs 210 for each day they would be called upon to perform such duties.

Welfare Assistant (Psychiatry)

30.233 Welfare Assistants (Psychiatry) are posted at the Brown Sequard Mental Health Care Centre and work under the supervision of the Medical Social Workers. Incumbents, *inter alia*, accompany certified patients to and from the hospital and help in-patients to adapt themselves to the institutional environment in order to facilitate therapy. They are also called upon to participate in the rehabilitation of the patients and are very often involved in exercises for their welfare. The present appellation does not reflect the duties performed by incumbents. We are, therefore, restyling the grade of Welfare Assistant (Psychiatry).

Recommendation 76

30.234 We recommend that the grade of Welfare Assistant (Psychiatry) be restyled Psychiatry Rehabilitation and Welfare Assistant.

Radiographic Assistant

30.235 The Radiographic Assistant Cadre comprises officers in the grades of Radiographic Assistant, Senior Radiographic Assistant and Principal Radiographic Assistant who provide support in the Radiography Department. At present, Radiographic Assistants are recruited from among serving female officers possessing the Cambridge School Certificate with passes in French and Mathematics. They, *inter alia*, assist the Radiologists during echography and other special examinations, transcribe relevant particulars of patients on the X-Ray films and give appointments for X-Ray examination and relevant instructions to patients.

30.236 Considering the nature of duties performed and the extent to which they are required to interact with other departments, we are making provision for upgrading the prescribed qualification in the scheme of service.

30.237 The Bureau has, in the 2003 PRB Report recommended that Radiographic Assistant should work on a shift system to provide service on a 24-hour basis. Due to certain constraints, the Ministry of Health and Quality of Life could not implement the shift system and, therefore, a pattern of work was introduced whereby Radiographic Assistants provide service up to 2200 hours against payment of overtime allowance.

30.238 In view of the increasing number of patients coming for X-Ray examinations beyond 1600 hours, there is need for Radiographic Assistants to be present to attend to these patients. Pending the implementation of a shift system, we are providing an In-Attendance Allowance to Radiographic Assistants working over and above their normal working week.

Recommendation 77

30.239 We recommend that recruitment to the grade of Radiographic Assistant should, in future, be made by selection from among serving female officers possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics.

Recommendation 78

30.240 We further recommend that, pending the implementation of a proper shift system, Radiographic Assistants should be paid an In-Attendance Allowance for work beyond normal working hours as follows:

“In-Attendance” Allowances	
	Radiographic Assistant
Weekdays: 1600 hours to 2200 hours	285
Saturdays: 1200 hours to 2200 hours	475
Sundays and Public Holidays: 0900 hours to 1600 hours 1600 hours to 2200 hours	285 285

Senior Radiographic Assistant

30.241 Presently, appointment to the grade of Senior Radiographic Assistant is made by selection from among officers in the grade of Radiographic Assistant reckoning at least five years’ experience. There has been representation from union members that the grade of Senior Radiographic Assistant should be filled in by promotion instead of selection. We have analysed the issue and consider that the request is in line with the promotion framework given at Chapter 9 of Volume I of this Report. We are, therefore, recommending accordingly.

Recommendation 79

30.242 We recommend that, in future, the grade of Senior Radiographic Assistant should be filled in by promotion, on the basis of experience and merit, of officers in the grade of Radiographic Assistant reckoning at least five years’ service in a substantive capacity in the grade.

NATIONAL RODENT CONTROL UNIT

Senior Supervisor, Rodent Control (New Grade)

30.243 The Ministry of Health and Quality of Life has made submissions for the setting up of a National Rodent Control Unit so that a consistent and harmonised approach may be adopted in carrying out anti-rodent activities. This Unit will, *inter alia*, undertake deratting operations in public institutions, public places including fairs, markets, traffic centres and private institutions. Staff of the Rodent Control Cadre comprising the Rodent Control Supervisor and Rodent Control Assistant Supervisor will integrate this Unit. In this respect, we are making provision for a new post to head the Unit.

Recommendation 80

30.244 We recommend the creation of a grade of Senior Supervisor, Rodent Control. Appointment thereto should be made by promotion, on the basis of experience and merit, of employees in the grade of Supervisor, Rodent Control formerly Rodent Control Supervisor reckoning at least three years' service in the grade.

Senior Community Health Development Motivator (New Grade)

30.245 There are, at present, one post of Community Health Development Organiser which is vacant and 11 Community Health Development Motivators who have been recruited from among candidates possessing a Cambridge School Certificate and reckoning at least two years' experience in Community Health Development.

30.246 With the aim at enhancing the health status of the population and improving the quality of health care delivery, emphasis is being laid on community health development. As a result, the Community Health Development Motivators are called upon to play a crucial role. In this regard, we are making provision for a grade of Senior Community Health Development Motivator.

Recommendation 81

30.247 We recommend the creation of a grade of Senior Community Health Development Motivator against abolition of the grade of Community Health Development Organiser. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Community Health Development Motivator reckoning at least two years' service in a substantive capacity.

30.248 Job incumbent would, *inter alia*, liaise with the Non Communicable Diseases (NCD) Coordinators for execution of all NCD and health promotion activities in the region; hold regular meetings with Community Health Leaders in

connection with NCD, Health Promotion, School Health and Physical Activity Programmes and participate in health research projects and surveys.

Night Duty Allowance

30.249 Officers in the grade of Ward Assistant (Male and Female) work on shift and are paid a Night Duty Allowance as recommended in the 2003 PRB Report. We are, in this report, maintaining the Night Duty Allowance and reviewing the rate.

Recommendation 82

30.250 We recommend that employees in the grade of Ward Assistant (Male and Female) who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Risk Allowance

30.251 In the Health Sector, a risk allowance equivalent to one increment at the initial of the salary scale is presently paid to officers in certain grades who by nature of their work have to be in constant and close contact with mental patients, T.B. patients and drug addicts. We are maintaining this provision but revising the quantum.

Recommendation 83

30.252 We recommend the payment of a risk allowance equivalent to one and a half (1½) increments at the initial salary point in the respective salary scales to officers in the grades of Ward Assistant (Male and Female) and Psychiatry Rehabilitation and Welfare Assistant *formerly Welfare Assistant (Psychiatry)*.

Shift/Roster/Staggered

30.253 Employees in the grades listed below work either on shift, roster or staggered hours. These elements have been taken into consideration in determining the recommended salaries of the respective grades.

Shift	Roster	Staggered
Ward Assistant (Male & Female)	Psychiatry Rehabilitation and Welfare Assistant <i>former Welfare Assistant (Psychiatry)</i>	Motivator Community Health Development Motivator Community Health Care Officer Community Health Rehabilitation Officer

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
MEDICAL AUXILIARIES GROUP	
09 50 62	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Health Promotion Coordinator
09 42 55	Rs 17800 x 600 – 23200 x 800 – 26400 Principal Dental Assistant
09 34 48	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Senior Dental Assistant
09 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Dental Assistant
09 41 53	Rs 17200 x 600 – 23200 x 800 – 24800 Principal Community Health Care Officer
09 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Senior Community Health Care Officer
09 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Community Health Care Officer
09 40 52	Rs 16600 x 600 – 23200 x 800 – 24000 Supervisor, Community Health Rehabilitation Officer
09 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Community Health Rehabilitation Officer

Salary Code	Salary Scale and Grade
09 41 51	Rs 17200 x 600 – 23200 Principal Radiographic Assistant
09 31 48	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Senior Radiographic Assistant
09 16 45	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Radiographic Assistant (Shift)
09 15 43	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Radiographic Assistant
09 40 49	Rs 16600 x 600 – 22000 Principal Health Surveillance Officer
09 26 46	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Senior Health Surveillance Officer
09 10 41	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Health Surveillance Officer
09 26 46	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Senior Community Health Development Motivator (New Grade)
09 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Community Health Development Motivator

Salary Code	Salary Scale and Grade
09 31 51	<p>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Psychiatry Rehabilitation and Welfare Assistant <i>formerly Welfare Assistant (Psychiatry)</i></p>
09 40 49	<p>Rs 16600 x 600 – 22000</p> <p>Senior Supervisor, Rodent Control (New Grade)</p>
09 26 46	<p>Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</p> <p>Supervisor, Rodent Control <i>formerly Rodent Control Supervisor</i></p>
09 10 41	<p>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Assistant Supervisor, Rodent Control <i>formerly Rodent Control Assistant Supervisor</i></p>
09 26 46	<p>Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</p> <p>Senior Linen Officer</p>
09 10 41	<p>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Linen Officer</p>
09 14 38	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 - 15500</p> <p>Ward Assistant (Male and Female)</p>
09 09 32	<p>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13200</p> <p>Motivator</p>

MEDICAL RECORDS GROUP

- 30.254 The Medical Records Group plays an important role in the storage and upkeep of patients' medical history. It is responsible for maintaining medical records of patients in a standardised, professional and confidential manner while, at the same time, promoting quality patient care. Transcription, diagnosis coding and release of information form part of the duties devolving on the Department. As frontliners of the health services, the medical records personnel is the first contact for patients coming to the hospitals.
- 30.255 The Medical Records Cadre is headed by the Medical Records Organiser, assisted by the Assistant Medical Records Organiser, both operating at the level of the Ministry. The other grades of the cadre are the Medical Records Assistant, Medical Records Clerk, Senior Medical Records Clerk, Assistant Medical Records Officer and Medical Records Officer. Incumbents in these positions are posted in hospitals where the medical records service operates round the clock.
- 30.256 The present structure of the cadre is meeting the objectives of the medical records department and is considered appropriate. We are, therefore, maintaining the set up. However, there have been representations from the staff side to restyle the Medical Records Department into Health Records Department, and the various grades in the cadre along the same line. The Ministry is agreeable to unions' proposals which are in line with international practice. We are, therefore, restyling the department as well as the grades appellations.

Recommendation 84

- 30.257 **We recommend that, in line with international practice, the Medical Records Department be restyled Health Records Department and the various grades in the cadre be restyled as hereunder:**

From	To
Medical Records Assistant	<i>Health Records Clerk</i>
Medical Records Clerk	<i>Higher Health Records Clerk</i>
Senior Medical Records Clerk	<i>Senior Health Records Clerk</i>
Assistant Medical Records Officer	<i>Health Records Officer</i>
Medical Records Officer	<i>Senior Health Records Officer</i>
Assistant Medical Records Organiser	<i>Principal Health Records Officer</i>
Medical Records Organiser	<i>Chief Health Records Officer</i>

Senior Health Records Clerk

- 30.258 At present, officers in the grade of Health Records Clerk *formerly Medical Records Assistant*, Higher Health Records Clerk *formerly Medical Records Clerk* and Senior Health Records Clerk *formerly Senior Medical Records Clerk* are working on shift to provide 24-hour coverage at the Health Records Department *formerly Medical Records Department* of hospitals. The Ministry has submitted that as the establishment size of Health Records Clerk and Higher Health Records Clerk is sufficient to provide coverage in hospitals during nights and supervision is carried out by the Higher Health Records Clerk, there is no longer need for the Senior Health Records Clerk to work at night.
- 30.259 We are, therefore, making appropriate amendments to the scheme of service of the grade of Senior Health Records Clerk.

Recommendation 85

- 30.260 We recommend that Senior Health Records Clerk *formerly Senior Medical Records Clerk* should, henceforth, work on a roster-day basis from 0700 hours to 1700 hours.**

Health Records Clerk

- 30.261 Officers of the Health Records Department *formerly Medical Records Department*, besides performing the duties of their posts, are also required to fill in log books when making arrangement for transport facilities to patients. Unions have made representations that the schemes of service do not make provision for this particular task. This issue was the subject of a dispute before the CSAT and the Tribunal has ruled that the matter should be taken by the PRB in the context of the 2008 overall review exercise. We have listened to both management and unions and we concur with the view of the former that transport arrangements including filling of log books could more conveniently be carried out by the Health Records Clerk *formerly Medical Records Assistant*, in the interest of the patients. We are making appropriate provision to this effect.

Recommendation 86

- 30.262 We recommend that the scheme of service of Health Records Clerk *formerly Medical Records Assistant* should be amended to include filling of log books in connection with transport arrangement. This element has been taken into account in arriving at the new salary recommended for the grade.**

Shift Work

30.263 Officers in the grade of Health Records Clerk *formerly Medical Records Assistant* and Higher Health Records Clerk *formerly Medical Records Clerk* work on shift to provide a 24-hour coverage and this element has been taken into consideration in determining the recommended salaries.

Night Duty Allowance

30.264 In the 2003 PRB Report, the Bureau introduced a Night Duty Allowance, as an incentive, to officers who effectively work on night shift. We are, in this Report, maintaining the Night Duty Allowance.

Recommendation 87

30.265 **We recommend that officers in the Health Records Cadre who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
MEDICAL RECORDS GROUP	
09 60 71	<p>Rs 31250 x 1250 – 45000</p> <p>Chief Health Records Officer <i>formerly Medical Records Organiser</i></p>
09 55 66	<p>Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 38750</p> <p>Principal Health Records Officer <i>formerly Assistant Medical Records Organiser</i></p>
09 42 58	<p>Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Senior Health Records Officer <i>formerly Medical Records Officer</i></p>
09 39 55	<p>Rs 16000 x 600 – 23200 x 800 – 26400</p> <p>Health Records Officer <i>formerly Assistant Medical Records Officer</i></p>

Salary Code	Salary Scale and Grade
09 37 53	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Senior Health Records Clerk <i>formerly Senior Medical Records Clerk</i>
09 33 49	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Higher Health Records Clerk <i>formerly Medical Records Clerk</i>
09 17 46	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Health Records Clerk <i>formerly Medical Records Assistant</i>

MEDICAL LABORATORY SERVICES

- 30.266 The Medical Laboratory Services are responsible, *inter alia*, for the screening of diseases; diagnosis of diseases in patients and monitoring their treatment; carrying out investigation for public health purposes; and conducting laboratory based research activities. The laboratory covers eight distinct fields, namely biochemistry, haematology, bacteriology, parasitology, virology, hispathology, cytology and blood transfusion. The Medical Laboratory Services also provide facilities for practical training of medical and paramedical students.
- 30.267 There is a network of Medical Laboratories situated in regional and specialised and district hospitals. The activities of the various laboratories are coordinated by the Central Health Laboratory at Candos which is headed by the Consultant (Pathology). The Laboratory Services are provided by two categories of officers - the medical staff consisting of Consultant (Pathology) and Specialist/Senior Specialist (Pathology) and the Medical Laboratory Technician cadre.

Director, Laboratory Services (New Grade)

- 30.268 Over the years, drastic changes have taken place in terms of equipment, manpower and range of activities. A major reorganisation exercise has been started to enable the Medical Laboratory Services to adapt to international standards and to be prepared for the Accreditation of Laboratories, with the assistance of the World Health Organisation.

30.269 In the light of the foregoing and in line with what obtains in foreign jurisdictions, there is need for a Director at the apex of the laboratory services, accountable to the Ministry, to be responsible for the development of laboratory policies.

Recommendation 88

30.270 We recommend the creation of a grade of Director, Laboratory Services. Appointment thereto should be made by selection from among officers in the grade of Consultant-in-Charge formerly Consultant in the field of Pathology reckoning at least five years' service in a substantive capacity in the grade and possessing administrative experience and managerial potential.

30.271 Incumbent would be responsible for the overall management of the medical laboratory services; and would be required, *inter alia*, to advise on matters pertaining to laboratory services; coordinate the work of the medical, scientific and technical staff; coordinate all research activities carried out in the various fields of pathology and laboratory medicines; organise regular training programmes for medical and para-medical staff; and monitor implementation of laboratory projects.

30.272 We further recommend that, when the post of Director, Laboratory Services is filled, the allowance paid to the Consultant-in-Charge formerly Consultant responsible for the Central Health Laboratory should lapse.

Bio-Medical Technician Cadre

30.273 The Bio-Medical Technicians are, *inter alia*, responsible to provide support to Bio-Medical Engineers; and to install, maintain and repair plant and equipment. They form part of the team that manages Bio-Medical Technology including the safety of equipment in hospitals. The Bio-Medical Technician cadre is made up of a Principal Bio-Medical Technician, three Senior Bio-Medical Technicians and ten Bio-Medical Technicians.

30.274 At present, appointment to the grade of Bio-Medical Technician is made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects and the Technician Certificate in Electrical and Electronic Engineering awarded by the City and Guilds of the London Institute.

30.275 Over the years, the number of services provided in hospitals and health centres has increased and more and more sophisticated apparatuses are being used. To be able to maintain and repair these equipment, management has submitted that Technicians need to be well qualified and

should have experience in one of the following fields, namely Electrical Engineering or Electronics or Mechatronics.

- 30.276 In view of the nature of the services provided by officers in the Bio-Medical Technician cadre and in the light of the foregoing, we are restyling the grades in the cadre more appropriately and reviewing the qualification requirements for entry to the cadre.

Recommendation 89

- 30.277 We recommend that the grades of Bio-Medical Technician, Senior Bio-Medical Technician and Principal Bio-Medical Technician be restyled Bio-Medical Engineering Technician, Senior Bio-Medical Engineering Technician and Principal Bio-Medical Engineering Technician respectively.**

- 30.278 We also recommend that, in future, appointment to the grade of Bio-Medical Engineering Technician should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including Mathematics and Physics and the Diploma or “Brevet de Technicien” in Electrical Engineering or Electronics or Mechatronics from a recognised institution or an equivalent qualification.**

Allowance to Telephonist

- 30.279 In hospitals, where a single switchboard is manned by at least four Telephonists working on a shift either at the same or different time, the senior most officer, besides performing the duties of the grade, is among others, entrusted the task of general supervision of Telephonists; assisting and training new recruits; organising the work; and liaising with the appropriate bodies for the repair of equipment as and when required. At present, the seniormost officer is paid a monthly allowance of Rs 300 for shouldering the additional duties. We are reviewing the quantum.

Recommendation 90

- 30.280 We recommend that the allowance payable to the seniormost officer for shouldering additional responsibilities, besides performing the duties of the grade, be equivalent to one increment at the point reached in the scale or Rs 400 whichever is the higher.**

- 30.281 We further recommend that the above recommendation should equally apply to the seniormost Telephonist posted at Brown Sequad Mental Health Care Centre and S. Bharati Eye Hospital.**

Shift Work

30.282 The grade of Telephonist is classified as shift worker and this element has been taken into consideration in determining the recommended salary.

Night Duty Allowance to Telephonist

30.283 At present, Telephonists who are effectively performing night duty are paid a Night Duty Allowance equivalent to 15% of the normal hourly rate per hour for the hours worked between 2300 hours and 0500 hours including a maximum of two hours lying-in period. We are maintaining the allowance and reviewing the quantum.

Recommendation 91

30.284 We recommend that Telephonists who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal hourly rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Medical Laboratory Services

30.285 The Medical Laboratory Services are responsible, *inter alia*, for the screening of diseases and monitoring their treatment; carrying out investigations for public health purposes; and conducting laboratory-based research activities. They also provide adequate facilities for the performance of analytical procedures on specimens of human beings and for accurate diagnosis of diseases.

30.286 Presently, these services are being provided in different fields namely biochemistry, haematology, bacteriology, parasitology, virology, hispathology, cytology and blood transfusion 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 Consultant (Pathology) heads the Central Health Laboratory and coordinates and oversees the activities carried out at the Medical Laboratory Services.

Medical Laboratory Technician Cadre

Principal Medical Laboratory Technician

30.287 The Medical Laboratory Technician Cadre is a five level structure comprising the Assistant Medical Laboratory Technician, Medical Laboratory Technician, Senior Medical Laboratory Technician, Principal Medical Laboratory Technician and Chief Medical Laboratory Technician.

30.288 Presently, the grade of Principal Medical Laboratory Technician is promotional, on the basis of experience and merit, of officers in the grade of Senior Medical Laboratory Technician reckoning at least four years' service in the grade. Incumbent is required, *inter alia*, to be responsible to the head

of the laboratory for planning the requirements, exercise control over the inventories of a major branch laboratory or pathological department; planning and implementing training programmes; and supervising the work of junior personnel. In view of the duties and responsibilities devolving on the Principal Medical Laboratory Technician, management and union have represented that the qualification requirements for appointment to the grade be reinforced. We are agreeable with this proposal but we consider that a reasonable period should be given to officers in post to acquire the required qualification.

Recommendation 92

30.289 We recommend that

- (i) appointment to the grade of Principal Medical Laboratory Technician should, as from 01 July 2013, be made from Senior Medical Laboratory Technician possessing a degree in Bio-Medical Science; and**
- (ii) incumbent in the grade of Principal Medical Laboratory Technician possessing a degree in Bio-Medical Science should be allowed to proceed incrementally by one additional increment in the master salary scale.**

Service during Nights, Weekends and Public Holidays

30.290 Health Services are operational round the clock and the Laboratory services are required to follow the same pattern. The laboratory staff is called upon to provide the service during nights, weekends and public holidays. The Medical Laboratory Technicians and Senior Medical Laboratory Technicians are still required to be "in-attendance" for coverage during nights, weekends and public holidays against payment of "in-attendance" allowances for work during nights, weekends and public holidays. This arrangement is maintained and we are reviewing the 'in-attendance' allowances.

Recommendation 93

30.291 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' against payment of 'in-attendance' allowances as hereunder:

"In-Attendance" Allowances		
Periods	Medical Laboratory Technician Rs	Senior Medical Laboratory Technician Rs
Weekdays:		
1600 hours to 2200 hours	420	590
2200 hours to 0900 hours the following day	775	1080
Saturdays:		
1200 hours to 2200 hours	700	985
2200 hours to 0900 hours the following day	775	1080
Sundays and Public Holidays:		
0900 hours to 1600 hours	420	590
1600 hours to 2200 hours	420	590
2200 hours to 0900 hours the following day	775	1080

Recommendation 94

30.292 We further recommend that the "In Attendance" 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

30.293 The Microbiology Section is mainly responsible for carrying out tests and analyses with a view to detecting and identifying causative agents and establishing drugs sensitivity. When posted in the Microbiology Section, Medical Laboratory Technicians are required to carry out the tests and analyses during normal working hours. As the bacteriological work is of a continuous nature, follow up till the next day including Sundays and public holidays is of paramount importance. 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 against payment of a monthly allowance of Rs 180 and Rs 240 respectively.

- 30.294 We are maintaining the present arrangement for the payment of the allowances whilst revising same.

Recommendation 95

- 30.295 We recommend that the allowances payable to Medical Laboratory Technicians and Senior Medical Laboratory Technicians for attendance at the Microbiology Section, over and above their normal working week, on Sundays and Public Holidays from 9.00 a.m. to noon be revised to Rs 225 and Rs 300 respectively.**

Blood Transfusion Service

Blood Donor Organiser

- 30.296 The Ministry of Health & Quality of Life operates a Blood Transfusion Service to ensure a safe and adequate supply of blood in the country. The Blood Donor Organiser is responsible for the blood collection activities and is supported by officers in the grades of Blood Bank Assistant and Blood Bank Officer.
- 30.297 The Blood Donor Organiser acts as a link between the Blood Transfusion Service and the public. He is required, *inter-alia*, to be responsible for the recruitment of voluntary blood donors; foster goodwill of local community leaders for blood donation; plan, organise, maintain and evaluate blood collection programmes and carry out sensitisation campaigns on blood donation/collection related issues.
- 30.298 To reflect the nature of work performed by the Blood Donor Organiser we are restyling the grade to a more appropriate appellation.

Recommendation 96

- 30.299 We recommend that the grade of Blood Donor Organiser be restyled Blood Donor Coordinator.**

Adhoc Allowance

- 30.300 The Blood Donor Organiser, now restyled Blood Donor Coordinator is presently, on approval by the Ministry of Civil Service and Administrative Reforms, being paid an allowance of Rs 2000 a month as he has to organise and deliver educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during weekends and Public Holidays. We are revising this allowance.

Recommendation 97

- 30.301 We recommend that the monthly allowance payable to the Blood Donor Coordinator for carrying out sensitisation campaigns on blood donation/collection after normal office hours and during weekends and Public Holidays be revised to Rs 2500.**

Blood Transfusion/Virology (Sundays and Public Holidays)

- 30.302 Mobile blood collections are carried out regularly and the blood collected on Saturdays and on the eve of a public holiday cannot be kept for longer hours. It has to be processed by Medical Laboratory Technicians the following morning for transfusion purposes. The Medical Laboratory Technicians and Senior Medical Laboratory Technicians are presently paid an allowance of Rs 180 and Rs 240 respectively for attendance at the Blood Transfusion/Virology section on Sundays and Public Holidays. We are revising these allowances.

Recommendation 98

- 30.303 We recommend that the allowances payable to the Medical Laboratory Technicians and Senior Medical Laboratory Technicians for attendance, over and above their normal working week, at the Blood Transfusion/Virology Section on Sundays and Public Holidays from 9.00 a.m. to noon, be revised to Rs 225 and Rs 300 respectively. However, whenever an officer is required to work beyond noon, these allowances should continue to be paid on *pro rata* basis.**

Dr. Yves Cantin Community Hospital

Meal Allowance

- 30.304 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. Very often the Medical Laboratory Technician has to resume duty the following day at the Community Hospital after a night duty at the main hospital. Presently the officer is paid an all-inclusive allowance of Rs160 in lieu of meal as such facilities are not available there.
- 30.305 We are maintaining the payment of the meal allowance whilst reviewing same.

Recommendation 99

- 30.306 We recommend that the monthly all-inclusive allowance payable in lieu of meal to the Medical Laboratory Technicians who after a night service have to attend Dr Yves Cantin Community Hospital, the following day,**

where they are not provided with meals and/or where such facilities are not available be revised to Rs 175.

Ophthalmic Optician/Senior Ophthalmic Optician (New Grade)

- 30.307 The Subramanyam Bharati Eye Hospital (SBEH) provides ophthalmology services which are dispensed by Specialist/Senior Specialists under the Supervision of Consultants. The Ministry has submitted that the number of patients attending the SBEH has increased considerably and the ophthalmologists in posts have to attend to both ophthalmic and surgery services whilst they could have been more effective in providing the latter services exclusively.
- 30.308 To cope with this situation the Ministry has enlisted the services of private Ophthalmic Opticians on sessional basis to carry out refraction clinics. Given the considerable increase in the number of diabetic patients, mostly with cataract problems, the Ministry proposes to recruit Ophthalmic Opticians on a full-time basis for improved effectiveness and efficiency in the ophthalmology services. We are agreeable with this proposal and recommend accordingly.

Recommendation 100

- 30.309 We recommend the creation of a combined grade of Ophthalmic Optician/Senior Ophthalmic Optician. Appointment thereto should be made by selection from among candidates possessing a BSC (Hons) in Optometrist and who are registered as Ophthalmic Optician and "Opticien-Lunetier" under the Opticians (Registration) Act.**

Radiography Services

- 30.310 The X-Ray Department provides two distinct services: the Therapeutic Radiography and the Diagnostic Radiography Services.

Therapeutic Radiography

- 30.311 The Therapeutic Radiography Service provides treatment through linear Accelerator and Cobalt Machine to cancer patients of Mauritius and Rodrigues. It operates as an autonomous unit with a separate administration from the X-Ray Section. The Therapeutic service consists mainly of giving radiation to patients which are carried out during normal working hours. The Principal Radiographer (Therapeutic) heads the Therapeutic Unit and is assisted by officers of the Radiotherapeutic Cadre. The Principal Radiographer (Therapeutic) is accountable to the Consultant Radiography.

Radiographer Cadre (Therapeutic)

- 30.312 The Radiographer Cadre (Therapeutic) comprises officers in the grades of Principal Radiographer (Therapeutic), Senior Radiographer (Therapeutic) and Radiographer (Therapeutic). These officers use radiation plants to treat

cancer patients. They perform several types of therapeutic duties including the preparation and accurate positioning of patients; administration of appropriate radiation dosage and perform X-Ray examinations for localisation of tumours, tubes and radioactive sources.

30.313 Representations have been received that in view of the nature of work devolving on the officers of the Radiographer Cadre (Therapeutic), and to be in line with international practices, there is need to restyle the grades in this Cadre to a more appropriate appellation. We are agreeable with this proposal and recommend accordingly.

Recommendation 101

30.314 We recommend that the grades in the Radiographer Cadre (Therapeutic) be restyled as hereunder:

From	To
Principal Radiographer (Therapeutic)	Principal Radiation Therapist
Senior Radiographer (Therapeutic)	Senior Radiation Therapist
Radiographer (Therapeutic)	Radiation Therapist

Diagnostic Radiography

30.315 The Diagnostic Radiography Unit provides X-Ray services to patients for making radiographic films as per doctors' prescription for investigation purposes. 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 Cadre (Diagnostic).

Radiographer Cadre (Diagnostic)

30.316 The Diagnostic Radiography Unit is manned by officers in the Radiographer Cadre (Diagnostic) namely the Chief Radiographer (Diagnostic), Principal Radiographer (Diagnostic), Senior Radiographer (Diagnostic) and Radiographer (Diagnostic) who are required, *inter alia*, to perform all types of diagnostic investigations and X-Ray examinations.

30.317 Representations have been received that in view of the nature of work devolving on the officers of the Radiographer Cadre (Diagnostic) and to be in line with international practices, there is need to restyle the grades of the Cadre to a more appropriate appellation. We are agreeable with this proposal and recommend accordingly.

Recommendation 102

30.318 We recommend that the grades in the Radiographer Cadre (Diagnostic) be restyled as hereunder :

From	To
Chief Radiographer (Diagnostic)	Chief Medical Imaging Technologist
Principal Radiographer (Diagnostic)	Principal Medical Imaging Technologist
Senior Radiographer (Diagnostic)	Senior Medical Imaging Technologist
Radiographer (Diagnostic)	Medical Imaging Technologist

Service during Nights, Weekends and Public Holidays

30.319 The Diagnostic Radiography Service is provided round the clock. During normal working hours the service is provided by officers of the Radiographer Cadre (Diagnostic) now restyled Medical Imaging Technologist Cadre. However, a team of Radiographers and Senior Radiographers, now restyled Medical Imaging Technologists and Senior Medical Imaging Technologists, work during nights, weekends and public holidays over and above their normal working week against payment of 'in-attendance' allowances.

30.320 We are maintaining the present arrangement and reviewing the allowances.

Recommendation 103

30.321 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists who work beyond their normal working hours 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		
Periods	Medical Imaging Technologist Rs	Senior Medical Imaging Technologist Rs
Weekdays:		
1600 hours to 2200 hours	410	560
2200 hours to 0900 hours the following day	755	1035

"In-Attendance" Allowances		
Periods	Medical Imaging Technologist Rs	Senior Medical Imaging Technologist Rs
Saturdays:		
1200 hours to 2200 hours	685	940
2200 hours to 0900 hours the following day	755	1035
Sundays and Public Holidays:		
0900 hours to 1600 hours	410	560
1600 hours to 2200 hours	410	560
2200 hours to 0900 hours the following day	755	1035

Risk Allowance to Radiographers posted at Chest Clinic

30.322 Radiographers and Senior Radiographers, now restyled Medical Imaging Technologists and Senior Medical Imaging Technologists respectively, who are posted at the Chest Clinic and Poudre d'Or Hospital, are presently being paid a risk allowance equivalent to one increment at the initial of their respective salary scales as they are required, by the nature of their work, to be in close contact with mental patients and also to deal with T. B. patients and drugs addicts. We are maintaining the payment of the risk allowance and reviewing same.

Recommendation 104

30.323 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists dealing with T.B patients at the Chest Clinic and Poudre d'Or Hospital should be paid a risk allowance equivalent to one and a half (1½) increment at the initial of their respective salary scales.

X-Ray of Dead Bodies

30.324 Presently an allowance of Rs 165 per case is being paid to officers of the Radiography Service who are required to carry out X-Ray examinations of dead bodies which are quite often in a fairly advanced state of decomposition. We are revising this allowance.

Recommendation 105

30.325 We recommend that the allowance payable to officers of the Radiographer Cadre for X-Ray examination of each dead body which is in a state of decomposition be revised to Rs 200.

Radiation Protection Duties

30.326 Senior Radiographers, now restyled Senior Medical Imaging Technologists, who are required to perform radiation protection duties where no Principal Radiographer, restyled Principal Medical Imaging Technologist, is posted are paid a monthly allowance of Rs 565. We are revising same.

Recommendation 106

30.327 We recommend that the monthly allowance payable to the Senior Medical Imaging Technologist who is required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted be revised to Rs 675.

Bank Radiographers

30.328 The Ministry has set up a scheme of Bank Radiographers comprising retired Radiographers, restyled Medical Imaging Technologists, to serve on a sessional basis against payment of a fee of Rs 450 per session of three hours. We are revising this fee.

Recommendation 107

30.329 We recommend that the fee payable to the retired Radiographers, restyled Medical Imaging Technologists, recruited under the scheme of Bank Radiographers to serve on a sessional basis of three hours be revised to Rs 500.

Dr. Yves Cantin Community Hospital

Meal Allowance

30.330 A Diagnostic Unit is operational at the Dr. Yves Cantin Community Hospital during normal working hours. Very often the Radiographer (Diagnostic), restyled Medical Imaging Technologist, has to resume duty the following day at the Community Hospital after a night duty at the main hospital. Presently the officer is paid an all-inclusive allowance of Rs 160 in lieu of meal as such facilities are not available there. We are maintaining the payment of the meal allowance and reviewing same.

Recommendation 108

- 30.331 We recommend that the monthly all-inclusive allowance payable in lieu of meal to the Medical Imaging Technologists who after a night service have to attend Dr Yves Cantin Community Hospital, the following day, where they are not provided with meals and/or where such facilities are not available be revised to Rs 175.**

ECG Technician

- 30.332 Incumbents in the grade of ECG Technician are required, among others, to prepare patients for ECG examination and carry out ECG tests on both male and female patients. These tests require the placing of lead on the chest, upper and lower limbs of the patients.
- 30.333 Representations have been received that with a view to providing a reliable service and better customer care, separate posts of ECG Technician (Male) and ECG Technician (Female) need to be created so that ECG Technician (Male) would attend to male patients and similarly ECG Technician (Female) would attend to female patients.
- 30.334 We concur with the points put forward. We are, therefore, making appropriate recommendation to this effect.

Recommendation 109

- 30.335 We recommend that provision be made for the grades of ECG Technician (Male) to attend to male patients and ECG Technician (Female) to attend to female patients.**

ECG Technician

Senior ECG Technician

- 30.336 Presently the hours of work of ECG Technicians and Senior ECG Technicians at Victoria Hospital are from 9.00 a.m. to 4.00 p.m. on weekdays (with one hour for lunch) and from 9.00 a.m. to noon on Saturdays, whilst at the other four regional hospitals incumbents are required to work from 9.00 a.m. to 3.30 p.m. on weekdays (with half an hour for lunch) and from 9.00 a.m. to noon on Saturdays.
- 30.337 The Ministry has submitted that since the number of cases attended by the incumbents between 3.30 p.m. to 4.00 p.m. daily are significant, there is need, for improved service delivery, to harmonise the hours of work of ECG Technicians and Senior ECG Technicians in all hospitals. We have examined this proposal carefully and recommend accordingly.

Recommendation 110

- 30.338 We recommend that ECG Technicians now restyled ECG Technicians (Male) and ECG Technicians (Female) and Senior ECG Technicians now restyled Senior ECG Technicians (Male) and Senior ECG Technicians (Female) in all hospitals should, henceforth, be required to work from 9.00 a.m. to 4.00 p.m. (with one hour for lunch) on weekdays and from 9.00 a.m. to noon on Saturdays.**

Instrument Curator

Assistant Instrument Curator

- 30.339 The Victoria Hospital operates a Surgical Technology Workshop which undertakes manufacture and repairs of a number of instruments used in the surgical, anaesthetic units. It is presently manned by officers in the Instrument Curator Cadre which comprises grades of Assistant Instrument Curator and Instrument Curator and the Superintendent, Surgical Technology Workshop.
- 30.340 The duties devolving on the Instrument Curator are, *inter alia*, to manufacture surgical instruments and implements; effect repairs to surgical instruments and implements; and carry out periodical tests on specialised equipment such as anaesthetic machines, respirators, etc. On the other hand, the Assistant Instrument Curator is required, among others, to assist the Instrument curator in the manufacture, maintenance and repair of surgical instruments and medical equipment.
- 30.341 With a view to reflecting the nature of work performed by the Instrument Curator and Assistant Instrument Curator, it has been represented that these grades be restyled to more appropriate appellations. We are agreeable with this proposal and recommend accordingly.

Recommendation 111

- 30.342 We recommend that the grades of Instrument Curator and Assistant Instrument Curator be restyled Senior Surgical Technologist and Surgical Technologist respectively.**

Nuclear Medicine Department

- 30.343 The Jawaharlal Nehru Hospital operates a Nuclear Medicine Department comprising the Gamma Camera Room, Hot Laboratory, Processing Station, Waiting Room, Store and Reception. It is manned by officers in the grade of Nuclear Medicine Technologists.

Allowance for work beyond normal working hours.

- 30.344 Nuclear Medicine Technologists are required by the nature of their work to attend to emergencies during nights, weekends and public holidays and are

presently being paid an all-inclusive allowance of Rs 315 per case. We are revising same.

Recommendation 112

30.345 We recommend that the all-inclusive allowance payable to the Nuclear Medicine Technologist for attending to emergencies during nights, weekends and public holidays be revised to Rs 420 per case.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
HMT CLASS	
09 65 75	<p>Rs 37500 x 1250 – 50000 Chief Occupational Therapist Chief Physiotherapist Chief Speech Therapist and Audiologist</p>
09 59 71	<p>Rs 30000 x 1250 – 45000 Senior Occupational Therapist Senior Physiotherapist Senior Speech Therapist and Audiologist</p>
09 49 71	<p>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Ophthalmic Optician/Senior Ophthalmic Optician (New Grade)</p>
09 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Occupational Therapist Physiotherapist Speech Therapist And Audiologist</p>
09 60 71	<p>Rs 31250 x 1250 – 45000 Chief Medical Imaging Technologist <i>formerly Chief Radiographer</i> Chief Medical Laboratory Technician</p>

Salary Code	Salary Scale and Grade
09 54 65	<p>Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 37500</p> <p>Principal Medical Imaging Technologist <i>formerly Principal Radiographer (Diagnostic)</i> Principal Radiation Therapist <i>formerly Principal Radiographer (Therapeutic)</i></p>
09 48 60	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</p> <p>Senior Medical Imaging Technologist <i>formerly Senior Radiographer (Diagnostic)</i> Senior Radiation Therapist <i>formerly Senior Radiographer (Therapeutic)</i></p>
09 33 55	<p>Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</p> <p>Medical Imaging Technologist <i>formerly Radiographer (Diagnostic)</i> Radiation Therapist <i>formerly Radiographer (Therapeutic)</i></p>
09 16 18	<p>Rs 9200 x 200 – 9600</p> <p>Student Medical Imaging Technologist <i>formerly Student Radiographer (Diagnostic)</i> Student Radiation Therapist <i>formerly Student Radiographer (Therapeutic)</i></p>
09 55 66	<p>Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 38750</p> <p>Principal Medical Laboratory Technician</p>
09 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Senior Medical Laboratory Technician</p>
09 35 58	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Medical Laboratory Technician</p>
09 23 49	<p>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</p> <p>Assistant Medical Laboratory Technician</p>

Salary Code	Salary Scale and Grade
09 18 21	<p>Rs 9600 x 200 – 10200 Student Medical Laboratory Technician</p>
09 48 62	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Nuclear Medicine Technologist</p>
09 59 71	<p>Rs 30000 x 1250 – 45000 Blood Donor Coordinator <i>formerly Blood Donor Organiser</i></p>
09 35 62	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Medical Social Worker/Senior Medical Social Worker <i>formerly Medical Social Worker</i></p>
09 52 65	<p>Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Principal Medical Social Worker <i>formerly Senior Medical Social Worker</i> Superintendent, Orthopaedic Appliances Workshop Superintendent, Surgical Technology Workshop</p>
09 44 58	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Orthopaedic Technician Senior Surgical Technologist <i>formerly Instrument Curator</i></p>
09 41 55	<p>Rs 17200 x 600 – 23200 x 800 – 26400 Senior EEG Technician <i>formerly EEG Technician</i> Senior ECG Technician (Male) <i>formerly Senior ECG Technician</i> Senior ECG Technician (Female) <i>formerly Senior ECG Technician</i></p>
09 21 49	<p>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Dental Technician</p>

Salary Code	Salary Scale and Grade
09 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Assistant Orthopaedic Technician
09 18 20	Rs 9600 x 200 – 10000 Trainee Assistant Orthopaedic Technician
09 33 55	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Surgical Technologist <i>formerly Assistant Instrument Curator</i>
09 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 ECG Technician (Male) <i>formerly ECG Technician</i> ECG Technician (Female) <i>formerly ECG Technician</i> EEG Technician <i>formerly EEG Assistant Technician</i> Speech and Hearing Therapy Assistant
09 14 16	Rs 8800 x 200 – 9200 Trainee Speech and Hearing Therapy Assistant
09 46 62	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Perfusionist

HEALTH INFORMATION, EDUCATION AND COMMUNICATION UNIT

Chief Health Information, Education and Communication Officer (New Grade)

30.346 The Health Information, Education and Communication Unit is responsible for the design and implementation of information, education and communication programmes of the Ministry. Its main functions are, among others, to develop projects and programmes on the preventive aspects of health; advise the Ministry on policy matters pertaining to health promotion; plan,

coordinate, supervise, monitor and evaluate national and regional activities related to health education and promotion; and coordinate with other Ministries and NGOs.

30.347 The Health Information, Education and Communication Unit is presently headed by the Principal Health Information, Education and Communication Officer who is supported by officers in the grades of Health Information, Education and Communication Cadre.

30.348 It has been submitted that the role of the Health Information, Education and Communication Unit has evolved to a large extent, and in view of the considerable increase in the number of programmes, projects, activities under the responsibility of the Principal Health Information, Education and Communication Officer there is need for an additional level for better work coordination and efficiency at the apex of the hierarchy.

Recommendation 113

30.349 We recommend the creation of a grade of Chief Health Information, Education and Communication Officer to head the Health Information, Education and Communication Unit. Appointment thereto should be made by promotion of officers in the grade of Principal Health Information, Education and Communication Officer on the basis of experience and merit and reckoning at least one year's service.

30.350 Incumbent would be required, *inter-alia*, to be in charge of the Health Information, Education and Communication Unit; advise on all matters relating to Health Information, Education and Communication promotion; formulate related policies, ensure implementation of Health Information, Education and Communication and promotion programmes; and conduct research activities in the area of health, information, education communication and health promotion.

Recommendation 114

30.351 We further recommend that amendment should be made in the scheme of service of Principal Health Information, Education and Communication Officer to the effect that, in future, the Principal Health Information, Education and Communication Officer would, *inter alia*, be required to assist the Chief Health Information, Education and Communication Officer in the day-to-day activities of the Health Information, Education and Communication Unit.

Principal Health Information, Education and Communication Officer

30.352 Presently appointment to the grade of Principal Health Information, Education and Communication Officer is made by promotion of an officer in the grade of Senior Health Information, Education and Communication Officer reckoning

at least two years' service in a substantive capacity in the grade. Incumbents are required, among others, to be in charge of the Health Information, Education and Communication Unit; formulate policies, strategies and programmes on health education; implement health education programmes; and organise training programmes for staff.

- 30.353 In view of the nature of duties devolving on the Principal Health Information, Education and Communication Officer there is need to renew the qualification requirements of the post in order to have candidates in this position with the appropriate skills and competencies. We are, therefore, making appropriate recommendation to that effect.

Recommendation 115

- 30.354 We recommend that the scheme of service of the grade of Principal Health Information, Education and Communication Officer should be amended such that, as from 1 July 2013, appointment to the grade should be made by selection from among Senior Health Information, Education and Communication Officers possessing a post "A" Level degree in Health Education or Communication Studies or equivalent and reckoning at least two years' service in the grade.**

Senior Health Information, Education and Communication Officer

- 30.355 Appointment to the grade of Senior Health Information, Education and Communication Officer is presently made by selection from Health Information, Education and Communication Officers reckoning three years' experience in the grade. With the merging of the grades of Assistant Health Information, Education and Communication Officer and Health Information, Education and Communication Officer, we are reviewing the mode of appointment to the grade of Senior Health Information, Education and Communication Officer.

Recommendation 116

- 30.356 We recommend that the scheme of service of the grade of Senior Health Information, Education and Communication Officer be amended so that in future, appointment to the grade be made by promotion from among Health Information, Education and Communication Officers reckoning at least three years' service in the grade.**

Health Information, Education and Communication Officer

Assistant Health Information, Education and Communication Officer

- 30.357 The Health Information, Education and Communication Unit is manned by officers in the grades of Assistant Health Information, Education and Communication Officer, Health Information, Education and Communication

Officer, Senior Health Information, Education and Communication Officer and Principal Health Information, Education and Communication Officer.

- 30.358 The Assistant Health Information, Education and Communication Officer, is the entry grade to the cadre. Recruitment to the grade is made by selection from among candidates possessing the Cambridge Higher School Certificate and incumbents are required, *inter alia*, to encourage common participation in health activities; help to promote healthy lifestyle; deliver talks on subjects relating to health; assist in the preparation of communiqués and press releases; provide audio-visual support to health education programmes; and carry out health education activities.
- 30.359 On the other hand, incumbents at the level of the Health Information, Education and Communication Officer are appointed by promotion of officers in the grade Assistant Health Information, Education and Communication Officers and are performing almost the same set of duties as incumbents in the latter grade. Therefore, with a view to fostering better work efficiency and coordination, it has been represented that the grades of Assistant Health Information, Education and Communication Officer and Health Information, Education and Communication Officer be merged into a single grade of Health Information, Education and Communication Officer. We are agreeable to this proposal and recommend accordingly.

Recommendation 117

- 30.360 We recommend that the grades of Assistant Health Information, Education and Communication Officer and Health Information, Education and Communication Officer be merged into a single grade of Health Information, Education and Communication Officer. In future, appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Health Education or Communication Studies awarded by the University of Mauritius.**

HEALTH STATISTICS UNIT

- 30.361 The main functions of the Health Statistics Unit of the Ministry of Health and Quality of Life are to collect, process, analyse, publish and disseminate information related to population and vital statistics, diseases, causes of deaths, health delivery service statistics, infrastructure and personnel. The main users of health statistics are health managers, planners, researchers and other local as well as international stakeholders. The Unit provides the necessary information support for the surveillance of non-communicable diseases and for rapid interventions to control the spread of communicable diseases.

- 30.362 The professional structure of the Health Statistics Unit comprises the grades of Chief Health Statistician, Senior Health Statistician and Health Statistician. The support staff are officers in the grades of Senior Statistical Officer and Statistical Officer.
- 30.363 In line with what has been recommended for the Central Statistics Office, we are, in this Report, reviewing the mode of recruitment and enhancing the qualification requirements of a few grades both at the professional and the technical levels and strengthening the structure of the Statistical Officer cadre in order to gainfully utilize the services of more experienced officers.

Health Statistician

Recommendation 118

30.364 We recommend that:

- (a) **the scheme of service of the grade of Health Statistician be redrafted such that, in future, the qualification requirements be (i) the Graduate Diploma of the Royal Statistical Society, UK or (ii) a post "A" level degree with Statistics as one of the major subjects; and**
- (b) **Health Statisticians possessing the Graduate Diploma of the Royal Statistical Society, UK should join the recommended salary scale at salary point Rs 19600.**

Statistical Officer

Recommendation 119

30.365 We recommend that the scheme of service of the grade of Statistical Officer be amended such that, in future, Statistical Officers should possess the Ordinary Certificate in Statistics of the Royal Statistical Society (UK) or an equivalent qualification as a satisfying condition for appointment in a substantive capacity in the grade of Statistical Officer.

Principal Statistical Officer (New Grade)

Recommendation 120

30.366 We recommend the creation of a grade of Principal Statistical Officer on the establishment of the Ministry of Health and Quality of Life. Appointment thereto should be made by selection from among officers in the grade of Senior Statistical Officer reckoning at least two years' service in a substantive capacity in the grade.

30.367 Incumbent would be required, *inter alia*, to organise the collection, compilation, presentation and publication of data; develop indicators to measure performance; perform complex calculations and computations; make use of software for computer processing; monitor the work of a group

of Senior Statistical Officers and Statistical Officers; and assist the Health Statistician.

DEMOGRAPHIC/EVALUATION UNIT

- 30.368 The Demographic/Evaluation Unit of the Ministry of Health and Quality of Life is responsible for the evaluation of the national family planning programme and for the collection of family planning statistics from all Government clinics and the two non-governmental organizations, namely the Mauritius Family Planning and Welfare Association and the Action Familiale. The Unit also acts as a coordinating unit with all departments and organizations involved in population activities and carries out surveys and research particularly in the field of reproductive health.
- 30.369 The Principal Demographer, who heads the Demographic/Evaluation Unit, is assisted by a Demographer. The support staff are officers in the grades of Senior Statistical Officer and Statistical Officer.
- 30.370 In the 2003 PRB Report, we recommended the restyling of the grades of Statistical Officer (Evaluation Unit) and Senior Statistical Officer (Evaluation Unit) to Survey and Demographic Officer and Senior Survey and Demographic Officer respectively. However, it has not been possible to implement that recommendation as these grades did not exist on the establishment of the Ministry. In fact, there is a pool of officers in the grades of Senior Statistical Officer and Statistical Officer who service the Health Statistics Unit and the Demographic/Evaluation Unit.
- 30.371 In keeping with the general trend today for a reduction in the multiplicity of grades and favouring polyvalency, we are abolishing the grades of Survey and Demographic Officer and Senior Survey and Demographic Officer and maintaining the existing arrangement whereby support staff are drawn from a common pool.

Recommendation 121

- 30.372 We recommend that the grades of Survey and Demographic Officer and Senior Survey and Demographic Officer be abolished on the establishment of the Ministry of Health and Quality of Life.**

MECHANICAL AND CARPENTRY WORKSHOP

Head, Transport, Maintenance and Workshop Services *formerly Transport and Workshop Manager*

- 30.373 The Workshop of the Ministry of Health and Quality of Life is manned by a Transport and Workshop Manager, a Transport Superintendent, a Workshop Supervisor, a Chief Mechanic and employees of the Workmen's Group. In

addition to the duties set out in the scheme of service, the Transport and Workshop Manager is required, among others, to give technical advice to the Ministry as regards transport logistics required for the delivery of community-based programmes; provide guidance in the use and operations of mobile caravans and other special equipment; and carry out inspections on ambulances owned by private clinics/institutions. We are restyling the grade of Transport and Workshop Manager more appropriately to reflect the true nature of duties performed by the incumbent.

Recommendation 122

- 30.374 We recommend that the grade of Transport and Workshop Manager be restyled Head, Transport, Maintenance and Workshop Services. The additional duties have been taken into consideration in arriving at the recommended salary scale.**

SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

GOVERNMENT ANALYST DIVISION

- 30.375 The Government Analyst Division provides physico-chemical services for, among others, foodstuffs analysis in compliance with Food Act 1998 and Food Regulation GN 173 of 1999; toxicological analysis of body fluids for screening of drugs, pesticides, herbicides, fungicides, alcohol and intoxication with dangerous chemicals; customs and excise products analysis for the Mauritius Revenue Authority; analysis of drinking water as per Environmental Protection Act 2002; and pharmaceutical analysis.
- 30.376 The Division is headed by the Chief Government Analyst who is assisted by officers in the grades of Senior Government Analyst and Government Analyst and supported by officers in the Technical Officer (Chemical Laboratory) *Cadre formerly Chemical Laboratory Technician Cadre* comprising the grades of Principal Technical Officer (Chemical Laboratory) *formerly Principal Chemical Laboratory Technician*, Senior Technical Officer (Chemical Laboratory) *formerly Senior Chemical Laboratory Technician* and Technical Officer (Chemical Laboratory) *formerly Chemical Laboratory Technician*.
- 30.377 While we are maintaining the structure of the Division which is 'fit-for-purpose', we are amending the scheme of service of the grade of Senior Government Analyst in line with what is generally obtaining for other senior professional grades in the public sector and making a special provision to facilitate the filling of vacancy.

Senior Government Analyst

- 30.378 Presently, appointment to the grade of Senior Government Analyst is made by selection from among Government Analysts reckoning at least five years' service in a substantive capacity in the grade.
- 30.379 The Chief Government Analyst has reported that difficulties are being encountered to fill the post of Senior Government Analyst due to the long years of experience required for appointment to the grade and the moreso the five Government Analysts in post have fairly recently been appointed. This situation is hampering the smooth running of the Division with no one to assume the team-leadership role. To remedy the situation, we are amending the scheme of service of the grade.

Recommendation 123

- 30.380 We recommend that the qualification requirements for appointment to the grade of Senior Government Analyst be amended such that, in future, Government Analysts should reckon at least four years' service in the grade instead of five.**
- 30.381 We further recommend that, to expedite the filling of vacancy in the grade of Senior Government Analyst, consideration be given exceptionally to Government Analysts in post reckoning at least one year's service in a substantive capacity in the grade.**

VIROLOGY LABORATORY UNIT

- 30.382 The Virology Laboratory Unit of the Central Health Laboratory comprises four sections, namely HIV Serology; Hepatitis; Cell Culture and Virus Isolation; and sexually transmitted disease. This Unit is responsible for the scientific and technical management of the Virology services of the Ministry. It also offers regular consultancy and advisory services to patients, clinicians as well as to medical staff of the private sector.
- 30.383 Presently, the Virology Laboratory Unit is manned by three Clinical Scientists (Virology) and officers in the Medical Laboratory Technician cadre.

Senior Clinical Scientist (Virology) (New Grade)

- 30.384 With the spread for specialised services, the spread of diseases like HIV/AIDS, Chikungunya, Dengue and other emerging viral infections and the decentralization of the virology services, there is need for a level to coordinate and supervise the work of the Clinical Scientists. This would bring the structure of the Virology Laboratory Unit in line with that of the Bio-Chemistry Unit.

Recommendation 124

- 30.385 **We recommend the creation of a grade of Senior Clinical Scientist to be filled by promotion, on the basis of experience and merit, of officers in the grade of Clinical Scientist (Virology) possessing a postgraduate qualification in Virology and reckoning at least four years' service in a substantive capacity.**
- 30.386 Incumbent would be responsible to the Consultant (Pathology) for, *inter alia*, the overall supervision of the Virology Laboratory; appropriate reporting and interpretation of results; attending to clinical meetings and liaising with the Ministry; and for overview and quality control of private laboratories as per legislation.

PATHOLOGICAL LABORATORY SERVICES

- 30.387 The Pathological Laboratory Assistant Cadre is responsible, among others, to examine under the microscope all the slides collected by Field Workers all over the island in order to detect the presence of any malarial parasites; for the preparation of tinctures like Gimca and Buffers for the staining of slides; and collection of statistical data.
- 30.388 The cadre consists of the grades of Pathological Laboratory Assistant, Senior Pathological Laboratory Assistant and Principal Pathological Laboratory Assistant.
- 30.389 At present, appointment to the grade of Pathological Laboratory Assistant is made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English, Mathematics, Chemistry, Physics and any other science subject.
- 30.390 On account of the importance of the control of malaria in the country, the nature of the duties and responsibilities devolving on the incumbents and in order to be in line with what obtains for the Vector Biology and Control Laboratory Technician Cadre, we are reviewing the qualification requirements for entry to the cadre.

Recommendation 125

- 30.391 **We recommend that, in future, appointment to the grade of Pathological Laboratory Assistant should be made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects together with a Cambridge Higher School Certificate with passes in at least two science subjects at principal level, one of which should be either Chemistry or Biology.**

Clinical Psychologist

Recommendation 126

- 30.392 We recommend that Clinical Psychologists possessing “A Specialised Post Graduate Degree in Clinical Psychology or its equivalent together with specialization in the field of applied Clinical Psychology” should be allowed to move in the master salary scale up to salary point Rs 50000.**

HEALTH INSPECTORATE UNIT

- 30.393 The Health Inspectorate Unit is attached to the Primary Health Care (Preventive Division) of the Ministry. The main objective of the Unit is to ensure that the population enjoys a better standard of living within healthy conditions. The Health Inspectorate Cadre comprises grades of Chief Health Inspector, Deputy Chief Health Inspector, Principal Health Inspector, Senior Health Inspector and Health Inspector. Health Inspectors and Senior Health Inspectors are posted at different health offices across the island to ensure that health regulations are complied with.

Trainee Health Inspector

- 30.394 The qualifications prescribed for entry to the grade of Trainee Health Inspector is a Cambridge School Certificate with at least five credits. Trainees are required to follow a two-year Diploma Course in Sanitary Science sponsored by the Ministry as part of their training. Given that the Diploma Course is of a fairly high level, and in view of what is required as qualifications for similar grades, the Bureau considers that, in future, the qualification requirements to the grade of Trainee Health Inspector be made by selection from among candidates possessing a Cambridge Higher School Certificate. We are recommending accordingly.

Recommendation 127

- 30.395 We recommend that, in future, Trainee Health Inspectors should be recruited by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects, including Chemistry and Physics and a Cambridge Higher School Certificate or a General Certificate of Education “Advanced level” with passes in Mathematics and two science subjects. This element has been taken into consideration in arriving at the recommended salary for the grade.**

Training to Officers of the Health Inspectorate Cadre

- 30.396 Officers of the Health Inspectorate Cadre are called upon to perform prosecution duties as part of their normal duties. It has been represented that only a few officers who have the necessary knowledge and undergone

some training in prosecution are entrusted such duties. Since prosecution duties form part of their normal duties, the Bureau is of the view that all officers in the cadre should be provided with appropriate training to ensure effective performance. We are recommending accordingly.

Recommendation 128

30.397 We recommend that the Ministry of Health and Quality of Life in consultation with the Ministry of Civil Service and Administrative Reforms should make arrangements for the mounting of an appropriate short training course in prosecution duties for officers in post of the Health Inspectorate Cadre.

30.398 We further recommend that the Ministry of Health and Quality of Life negotiates with the University of Mauritius for the inclusion of prosecution duties in one of the modules of the Diploma in Sanitary Science Course.

On Call Allowance/Issue of Cremation Permits

30.399 Health offices operate from 0845 hours to 1600 hours during weekdays and up to noon on Saturdays, Sundays and Public Holidays. Health Inspectors posted at regional offices stay on call on Saturdays from Noon to 1700 hours to deliver cremation permits. They are paid an on-call allowance of Rs 150 per day and an attendance allowance of Rs 275 for the issue of a cremation permit and for travelling.

30.400 We are revising both allowances.

Recommendation 129

30.401 We recommend that the on-call allowance payable to Health Inspectors providing a service on Saturdays from noon to 1700 hours be revised to Rs 180 per day and the attendance allowance paid for the issue of a cremation permit be revised to Rs 330, inclusive of travelling.

30.402 As regards working on Sundays and Public Holidays, the Bureau has been apprised that the Health Inspectors are on duty from 0900 hours to noon as per an established working programme, against the grant of time off during the week. **The Bureau considers this arrangement to be fair and is maintaining same.**

In-Attendance Allowance

30.403 Health Inspectors and Senior Health Inspectors are required to provide services at the Airport and the Port daily well before 0845 hours and till late at night, depending on the time of arrival and departure of aircrafts and ships. At present, they are paid overtime for excess hours put in.

- 30.404 We are providing for an in-attendance allowance to be paid to Health Inspectors and Senior Health Inspectors working at the Airport and the Port, in line with the allowances being paid to other grades in the Ministry to compensate for extra hours worked.

Recommendation 130

- 30.405 We recommend that for work performed outside normal working hours on a regular basis at the Airport and Port, an in-attendance allowance of Rs 100 per hour be paid to Health Inspectors and Rs 135 per hour to Senior Health Inspectors.**

Squad Operation

- 30.406 A squad team, comprising one Senior Health Inspector and three Health Inspectors, is in operation at each Health Office for an effective sanitary control with respect to food preparation premises, food vendors and bakeries. The team is often called upon to effect spot checks outside normal working hours. The duration of each visit may vary from one to four hours.
- 30.407 At present, the officers are paid overtime for the excess hours put in conducting the squad operation. In the light of the submission of management for an alternative mode of payment to compensate the officers for additional hours put in, the Bureau is providing for an all-inclusive allowance to the Senior Health Inspector and Health Inspectors forming part of the squad team.

Recommendation 131

- 30.408 We recommend that an allowance of Rs 100 per hour be paid to the Health Inspector and Rs 135 per hour to the Senior Health Inspector of the squad team for conducting squad operation outside normal working hours.**

THE ENVIRONMENTAL HEALTH ENGINEERING UNIT

- 30.409 The Environmental Health Engineering Unit (EHEU) operates under the Preventive Section of the Ministry. Its main objective is to support the Health Inspectorate Unit in terms of engineering services. The EHEU is also responsible to carry out post monitoring visits in connection with Building and Land Use Permits, advise Ministries and other authorities on matters relating to public health engineering and on onsite excreta disposal system in non-sewered area; and collect data from different regions.
- 30.410 The EHEU consists of a professional cadre along with a technical cadre. The professional cadre comprises a Chief Sanitary Engineer, Principal Sanitary Engineer and Sanitary Engineers. The technical cadre is headed by Principal Health Engineering Assistants who are supported by Senior Health

Engineering Assistants and Health Engineering Assistants. The Bureau considers that the existing structure is appropriate and should be maintained. We are, however, restyling the Health Engineering Assistant Cadre to a more appropriate appellation in line with what is obtained elsewhere for more or less similar positions.

Recommendation 132

30.411 We recommend that the grades of Health Engineering Assistant, Senior Health Engineering Assistant and Principal Health Engineering Assistant be restyled Health Engineering Officer, Senior Health Engineering Officer and Principal Health Engineering Officer respectively.

Ad Hoc Allowance to Gatekeepers at Poudre D'Or Hospital

30.412 Presently, Gatekeepers posted at Poudre D'or Hospital are paid an *ad hoc* allowance of Rs 250 monthly for attending to phone calls in the absence of the Telephonist. This arrangement is appropriate to run the telephone system at the hospital round the clock. We are maintaining the arrangement and revising the quantum.

Recommendation 133

30.413 We recommend that the *ad hoc* allowance payable to Gatekeepers posted at Poudre D'or Hospital for attending to phone calls in the absence of the Telephonist be revised to Rs 300 a month.

CATERING SERVICES

Senior Catering Officer (New Grade)

30.414 The Ministry operates Catering Units in all the hospitals of the island to provide meals to in-patients. The Units are headed by Catering Officers who are supported by officers in the grades of Catering Supervisor, Assistant Catering Officer, Cooks and Senior Cooks.

30.415 The Catering Officer is responsible, *inter alia*, for the whole Catering Unit including the kitchen; equipment; delivery and receipt of provisions; planning of menu programmes and supervision of staff.

30.416 The workload of the Catering Officers has increased considerably during the last few years. To foster better work coordination and efficiency in the Unit, there is need for the creation of a grade of Senior Catering Officer. We are making appropriate recommendation to that effect.

Recommendation 134

- 30.417 **We recommend the creation of a grade of Senior Catering Officer. Appointment thereto should be made by promotion from among Catering Officers on the basis of experience and merit who reckon at least three years' service in the grade.**
- 30.418 Incumbent would be required, *inter alia*, to organize, plan and monitor the work of subordinate staff; ensure quality and safety of food production; supervise kitchen works; prepare specifications for the purchase of equipment; preside committees related to menu planning; and ensure training of personnel at different levels.

General Recommendation

Payment of Overtime for Workers on Shift/Roster on officially declared cyclone days

- 30.419 At present workers on shift or roster, eligible for overtime, are remunerated at twice hourly rate for working on officially declared cyclone days. However they are paid overtime at 1.5 times hourly rate from the time cyclone warning Class III or IV is removed up to the time the next scheduled officers take over.

Recommendation 135

- 30.420 **We recommend that workers on shift or roster, eligible for overtime, who continue to work after a cyclone warning Class III or IV is removed and until they are relieved, should be paid overtime at twice hourly rate.**

SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

- 30.421 At present, employees in the grades of Nursing Supervisor (Male); Nursing Supervisor (Female); Charge Nurse (Male); Charge Nurse (Female); Charge Nurse (Psychiatric) (Male); Charge Nurse (Psychiatric) (Female); Nursing Officer (Male and Female) except those posted to Mediclinics, Area Health Centres, Community Health Centres; Nursing Officer (Psychiatric); Midwife; Health Care Assistant (General); Higher Health Records Clerk *formerly Medical Records Clerk*; Health Records Clerk *formerly Medical Records Assistant*; Pharmacy Dispenser; Ambulance Driver; Ambulance Attendant; Hospital Attendant; Hospital Servant; Gatekeeper; Telephonist; Ward Assistant are paid in cash any unutilised sick leave beyond the 11 days at the discounted rate of 50%.
- 30.422 We have, in the context of this Report, re-examined the effectiveness of this measure and are of the view that it should be maintained. We recommend accordingly.

Recommendation 136

30.423 We recommend that :

- (i) incumbents in the grades listed at paragraph 30.421 above working on shift in the Health Sector should continue to be paid in cash any unutilised sick leave beyond the 11 days at the discounted rate of 50%, notwithstanding the provisions of recommendations at paragraph 18.4.55 of Volume I of this Report.
- (ii) the Ministry of Civil Service and Administrative Reforms in consultation with the relevant parties may consider the inclusion of new grades from the health sector, upon request, in the list of grades of shift workers effectively working on shift.

Hours of Attendance

Recommendation 137

30.424 We further recommend that:

- (i) the normal hours of attendance at work in force as at June 2008 for incumbents required to provide 24-hour coverage in the Health Sector, whether shift or non-shift, should be maintained.
- (ii) the Responsible Officer of the Ministry of Health and Quality of Life should continue to determine the hours of attendance at work of employees of the Ministry, to meet the operational needs of the Health Sector.

MINISTRY OF HEALTH AND QUALITY OF LIFE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
19 00 84	Rs 66000 Chief Government Analyst
19 59 71	Rs 30000 x 1250 – 45000 Senior Government Analyst
19 46 67	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Government Analyst

Salary Code	Salary Scale and Grade
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Principal Hospital Physicist
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Hospital Physicist
19 70 81	Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Chief Clinical Scientist
19 59 71	Rs 30000 x 1250 – 45000 Senior Clinical Scientist (Biochemistry) Senior Clinical Scientist (Virology) (New Grade)
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Clinical Scientist (Bio Chemistry) Clinical Scientist (Virology)
19 67 78	Rs 40000 x 1250 – 50000 x 1500 – 54500 Chief Nutritionist
19 65 75	Rs 37500 x 1250 – 50000 Principal Nutritionist
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Nutritionist
19 65 75	Rs 37500 x 1250 – 50000 Head, Vector Biology and Control Division
19 49 71	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Scientific Officer, Vector Biology and Control Division (Personal)

Salary Code	Salary Scale and Grade
19 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Scientific Officer, Vector Biology and Control Division
19 55 71	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Clinical Psychologist
19 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Principal Pathological Laboratory Assistant Principal Vector Biology and Control Laboratory Technician
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Senior Vector Biology and Control Laboratory Technician
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Vector Biology and Control Laboratory Technician
19 57 67	Rs 28000 x 1000 – 30000 x 1250 – 40000 Principal Technical Officer (Chemical Laboratory) <i>formerly Principal Chemical Laboratory Technician</i>
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Chemical Laboratory) <i>formerly Senior Chemical Laboratory Technician</i>
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Chemical Laboratory) <i>formerly Chemical Laboratory Technician</i>
19 18 21	Rs 9600 x 200 – 10200 Trainee Chemical Laboratory Technician

Salary Code	Salary Scale and Grade
19 41 52	Rs 17200 x 600 – 23200 x 800 – 24000 Senior Pathological Laboratory Assistant
19 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Pathological Laboratory Assistant
19 21 52	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant
18 62 73	Rs 33750 x 1250 – 47500 Principal Health Engineering Officer <i>formerly Principal Health Engineering Assistant</i>
18 59 69	Rs 30000 x 1250 – 42500 Senior Health Engineering Officer <i>formerly Senior Health Engineering Assistant</i>
18 52 65	Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 37500 Health Engineering Officer <i>formerly Health Engineering Assistant</i>
18 62 73	Rs 33750 x 1250 – 47500 Chief Health Inspector
18 56 66	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Deputy Chief Health Inspector
18 53 62	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Health Inspector
18 45 59	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Health Inspector

Salary Code	Salary Scale and Grade
18 27 55	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Health Inspector
18 18 20	Rs 9600 x 200 – 10000 Trainee Health Inspector
11 65 75	Rs 37500 x 1250 – 50000 Chief Hospital Administrator
11 59 71	Rs 30000 x 1250 – 45000 Regional Health Services Administrator
11 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Hospital Administrator Project Co-ordinator (AIDS)
11 60 71	Rs 31250 x 1250 – 45000 Chief Hospital Supplies Officer
11 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Hospital Administrative Assistant
11 31 55	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Supervisor, Central Sterile Supply Department
11 47 59	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Superintendent, Central Sterile Supply Department
11 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Senior Catering Officer (New Grade)

Salary Code	Salary Scale and Grade
11 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Catering Officer
11 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Assistant Catering Officer
11 21 46	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Catering Supervisor
11 32 52	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Hospital Executive Assistant (on shift)
11 31 51	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Executive Officer (Health Services) (Personal to officers in post as at 30.06.03)
10 59 71	Rs 30000 x 1250 – 45000 Chief Health Information, Education and Communication Officer (New Grade)
10 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Principal Health Information, Education and Communication Officer
10 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Health Information, Education and Communication Officer
10 26 55	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Health Information, Education and Communication Officer Health Information, Education and Communication Officer <i>formerly Assistant Health Information, Education and Communication Officer</i>

Salary Code	Salary Scale and Grade
10 14 43	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Publicity Assistant
22 55 71	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000 Bio-Medical Engineer (Health)
22 43 45	Rs 18400 x 600 – 19600 Cadet/Trainee Bio-Medical Engineer
22 48 58	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Principal Bio-Medical Engineering Technician <i>formerly Principal Bio-Medical Technician</i>
22 38 55	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400 Senior Bio-Medical Engineering Technician <i>formerly Senior Bio-Medical Technician</i>
22 21 48	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Bio-Medical Engineering Technician <i>formerly Bio-Medical Technician</i>
22 15 41	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Telephonist
HEALTH STATISTICS UNIT	
20 65 75	Rs 37500 x 1250 – 50000 Chief Health Statistician
20 59 71	Rs 30000 x 1250 – 45000 Senior Health Statistician

Salary Code	Salary Scale and Grade
26 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Health Statistician</p> <p style="text-align: center;">DEMOGRAPHIC/EVALUATION UNIT</p>
20 65 75	<p>Rs 37500 x 1250 – 50000 Chief Demographer <i>formerly Principal Demographer</i></p>
20 44 67	<p>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Demographer</p>
20 48 59	<p>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Principal Statistical Officer (New Grade)</p>
20 41 55	<p>Rs 17200 x 600 – 23200 x 800 – 26400 Senior Statistical Officer</p>
20 29 49	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Statistical Officer</p>
26 00 84	<p>Rs 66000 Chief Sanitary Engineer</p>
26 65 75	<p>Rs 37500 x 1250 – 50000 Principal Sanitary Engineer</p>
26 49 67	<p>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Sanitary Engineer</p>

Salary Code	Salary Scale and Grade
	MECHANICAL AND CARPENTRY WORKSHOP
26 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Head, Transport, Maintenance and Workshop Services <i>formerly Transport and Workshop Manager</i>
26 37 62	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Transport Superintendent
23 16 45	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Welfare Assistant
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) (Roster) <i>formerly Machine Minder (Bindery) (Roster)</i>
08 23 44	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000 Timekeeper (Health) Timekeeper Transport Division
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Receptionist (Health Services)
08 13 40	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Gatekeeper (Health)
25 40 49	Rs 16600 x 600 – 22000 Workshop Supervisor

Salary Code	Salary Scale and Grade
25 32 45	Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Chief Mechanic Foreman
25 15 38	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Orthopaedic Appliance Maker <i>formerly Seamstress</i> Orthopaedic Appliance Maker (Leather) Orthopaedic Appliance Maker (Metal) Orthopaedic Appliance Maker (Wood)
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Automobile Electrician Blacksmith Boiler Operator Cabinet Maker Carpenter Coach Painter Electrician Fitter General Assistant Maintenance Assistant Mason Motor Diesel Mechanic Painter Panel Beater Plumber and Pipe Fitter Tailor Welder
25 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Maintenance Handy Worker (Personal)
25 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Maintenance Handy Worker Tradesman's Assistant Tradesman's Assistant (Seamstress)

Salary Code	Salary Scale and Grade
24 31 47	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800 Senior Laboratory Attendant
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Laboratory Attendant
24 21 40	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Ambulance Driver (Shift)
24 21 39	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (Heavy Vehicles above 5 tons)
24 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Driver (on shift)
24 17 38	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Operator Waste Water Pumping Station (on shift)
24 21 37	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Senior Cook
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman Leading Hand
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Mortuary Attendant (on roster)

Salary Code	Salary Scale and Grade
24 14 36	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Attendant (Haemodialysis) (Shift) CSSD Assistant <i>formerly Packing Assistant</i> Hospital Attendant (Shift) Theatre Attendant (Shift) X-Ray Attendant (Shift)
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver (ordinary vehicles up to 5 tons)
24 15 34	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 Cook (Roster)
24 13 32	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200 Ambulance Attendant (Shift) Attendant Nursing School (Personal) Hospital Servant (Shift)
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Waste Water Pipe Cleaner (Roster)
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Attendant Nursing School Gardener/Nurseryman Insecticide Sprayerman (Health) Toolskeeper
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Laundry Attendant (Roster) Watchman (Shift)
24 08 28	Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000 Handy Worker (Special Class)
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Rodent Control Attendant Stores Attendant

Salary Code	Salary Scale and Grade
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Gateman Linen Room Assistant Lorry Loader Sanitary Attendant <i>formerly Nightsoilman</i> Sanitary Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
13 26 40	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600 Coxswain
13 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Launch Driver
13 12 32	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13200 Assistant Mate

31. MINISTRY OF INDUSTRY, SMALL AND MEDIUM ENTERPRISES, COMMERCE AND COOPERATIVES

- 31.1 The Ministry of Industry, Small and Medium Enterprises, Commerce and Cooperatives is responsible for the development of the industrial sector, cooperative enterprises and trade and commerce. Its activities are organised under three main Divisions, namely Industry, Small and Medium Enterprises, Commerce and Cooperatives. The Ministry is under the overall administrative control of a Senior Chief Executive, who is further assisted in his tasks by two Permanent Secretaries.
- 31.2 Each of the three functional Divisions of the Ministry has its specific vision and mission. The Industry, Small and Medium Enterprises Division aims to develop a strong diversified and globally competitive industrial sector. To that end, it facilitates the development of the industrial sector by encouraging new and high value added industrial activities and by promoting investment in state of the art production technologies. It also provides protection to consumers by regulating activities in the jewellery sector.
- 31.3 The Commerce Division, on its part, encourages and monitors the development of trade and commerce and acts as a facilitator and catalyst for sustained fair business practices with the aim to develop a strong diversified and competitive commercial environment. On the other hand, the Cooperatives Division facilitates and assists the development of Cooperatives with a view to promoting functional and financially autonomous enterprises for the benefit of members of Cooperatives.

INDUSTRY, SMALL AND MEDIUM ENTERPRISES DIVISION

- 31.4 The main objectives of the Industry, Small and Medium Enterprises Division are to facilitate industrial development by creating a more conducive business environment, consolidate, modernise and integrate the Small and Medium Enterprises Sector and encourage its participation in the export business. The Division also ensures the development of skills and design capabilities, quality upgrading, industrial restructuring and promotion of clusters.
- 31.5 The Division is confronted with a number of challenges both on the local and international fronts as a result of globalisation and liberalisation of trade and the emergence of low cost producing countries. In this respect, the Small Enterprises and Handicraft Development Authority (SEHDA) and Enterprise Mauritius have been set up to boost the industrial sector and SMEs. It is further supported by the Mauritius Film Development Authority and the Mauritius Standards Bureau. The Mauritius Export Association, on its part, plays a prominent role in promoting the development of both traditional and

emerging competitive sectors. The Division comprises the Assay Office, the Mauritius Accreditation Service (MAURITAS) and the Industrial Analyst Cadre.

ASSAY OFFICE

- 31.6 The Assay Office was established in February 1993 following the enactment of the Jewellery Act 1990. In November 1999, the Act was reviewed and consolidated to make better provision for the regulation and control of the manufacture, sale and import of jewellery made of gold or its alloy. The Jewellery Act No. 25 of 1999 has been repealed and replaced by the Jewellery Act 2007.
- 31.7 The object of the new Jewellery Act 2007 is to amend, consolidate and streamline the law relating to jewellery. The Act makes better provisions for the regulation and control of manufacture, sale, import and display of jewellery made of precious metals and their alloys generally, and for the verification and grading of precious and semi-precious stones. It also incorporates the requirements of the Hallmarking Convention by providing for the Assay mark and Common Control mark on articles of gold, silver and platinum.
- 31.8 The main objectives of the Assay Office are, *inter alia*, to register all manufacturers and retailers of jewellery; ensure that the identification marks used on imported jewellery are registered; provide support services to the jewellery sector to upgrade the quality of their jewellery; carry out routine inspections and controls on the fineness of jewellery on manufacturers' premises; provide assaying facilities to consumers and Government Departments; and investigate complaints made by consumers regarding quality, purchase, sale and repairs of jewellery.
- 31.9 The Controller of Assay, who heads the Assay Office, is assisted by an Assistant Controller, Senior Technical Officers, Technical Officers, Laboratory Attendants, and officers of the general services cadre.

Director, Assay Office formerly Controller of Assay

- 31.10 The Jewellery Act 2007 makes provisions to enable the Assay Office to accede to the International Convention on the control and marking of precious metals. By virtue of Legislation, the Controller has to ensure that the provisions of the convention are being implemented. Thus, alongwith the assaying of precious metals and their alloys, the Controller would also be responsible for the assaying of silver, platinum and verification and grading of precious and semi-precious stones.

- 31.11 With the change of the scope of the Assay Office following the enactment of the new legislation, the work of the Controller has increased both in volume and complexity and he would now be responsible for both the Assay and the Gemmology laboratories. We are, therefore, restyling the grade of Controller of Assay more appropriately to reflect the status that befits the post as conferred upon it by the new Jewellery Act.

Recommendation 1

- 31.12 We recommend that the grades of Controller of Assay and Assistant Controller of Assay be restyled Director, Assay Office and Assistant Director, Assay Office respectively.**

Gemmologist (New Grade)

- 31.13 The new Jewellery Act provides for the establishment of a Gemmology laboratory at the Assay Office where identification and grading of precious and semi-precious stones would be carried out. The test reports of these identification and grading need to be signed by a qualified Gemmologist.
- 31.14 In the light of the foregoing, the Ministry has submitted that a new grade of Gemmologist be created on the establishment of the Assay Office. We are recommending accordingly.

Recommendation 2

- 31.15 We recommend the creation of a grade of Gemmologist on the establishment of the Assay Office. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Technical Officer (Assay Office) possessing a Diploma in Gemmology and reckoning at least four years' service in a substantive capacity in the grade.**
- 31.16 Incumbent would be required to, *inter alia*, verify/identify precious and semi-precious stones and their synthetic counterparts; grade gemstones, diamond and pearls; identify treated gemstones; perform technical investigation; keep and maintain records and assist in compiling information related to testing and other technical matters. Incumbent would also be responsible to carry out inspection visits on trade premises of jewellers and ensure compliance with the provisions of the Jewellery Act.

MAURITIUS ACCREDITATION SERVICE (MAURITAS)

- 31.17 The Mauritius Accreditation Service (MAURITAS), as per provision of the 1998 Act, has been established as a Department within the Ministry and is responsible for the subject of Industry. The main objective of MAURITAS is to provide a national and unified accreditation service for Laboratories, certification and inspection bodies.

- 31.18 The functions of MAURITAS are, *inter alia*, to provide a national and unified service for the accreditation of conformity assessment bodies (laboratories, certification bodies and inspection bodies); to promote widespread recognition of the competence of accredited calibration laboratories; to improve the standard of calibration, testing, inspection and certification within Mauritius to meet the needs of current and potential users; and to monitor internal activities relevant to its responsibilities.
- 31.19 Presently, the Director, who heads the MAURITAS, is assisted by two Assistant Accreditation Managers and officers in the general services grades.
- 31.20 In this Report, we are strengthening the organisation structure to enable the MAURITAS to fulfil its mandate more efficiently and effectively with the creation of two new grades of Accreditation Manager and Quality Manager.

Accreditation Manager (New Grade)

- 31.21 The MAURITAS Act 1988 makes provision for the setting up of the MAURITAS Advisory Council to consider policy issues relating to accreditation. Technical Advisory Committees and sub-committees are also established to provide advice on matters pertaining to scientific and technical aspects of accreditation and to operate and manage new accreditation programmes in order to support new areas of economic growth. There is, therefore, need for a responsible and dedicated position to, *inter alia*, provide support to the Director in developing strategies for implementation of accreditation activities.

Recommendation 3

- 31.22 **We recommend the creation of a grade of Accreditation Manager on the establishment of the MAURITAS. Appointment thereto should be made by selection from among officers in the grade of Assistant Accreditation Manager reckoning at least four years' service in a substantive capacity in the grade.**
- 31.23 Incumbent would be required to, *inter alia*, be responsible to ensure that the accreditation system of the Mauritius Accreditation Service complies with relevant international standards and guidelines; provide technical inputs to the MAURITAS Advisory Council and sub-Committees set up by the Council; prepare projects, plan and develop strategies for the implementation of policies and procedures for the operation of accreditation activities; prepare report, newsletter and other information and communication brief on accreditation activities at national, regional and international levels; and assist the Director in the development of budgetary plans, business plans and strategies for accreditation activities.

Quality Manager (New Grade)

- 31.24 MAURITAS is the apex body of the Quality hierarchy giving recognition to competence. Quality management has a significant and integral role in implementing the strategic business as well as achieving the objectives of MAURITAS. There is, therefore, need to reinforce the structure by creating a dedicated position, responsible to operate new programme of accreditation and to deal with quality matters.

Recommendation 4

- 31.25 **We recommend the creation of a grade of Quality Manager on the establishment of the MAURITAS. Appointment thereto should be made by selection from among officers in the grade of Assistant Accreditation Manager reckoning at least four years' service in a substantive capacity in the grade.**

- 31.26 Incumbent would be required, *inter alia*, to establish and maintain a quality system according to international standards; ensure that the quality system as documented in the Quality Manual is continually reviewed, maintained, controlled and updated; organise and carry out internal audits and train new internal auditors; be responsible for identifying, recording and correcting quality problems; and continually improve procedures and implement preventive measures.

INDUSTRIAL ANALYST CADRE

Director of Industry

- 31.27 The Industrial Analyst Cadre comprises grades of Industrial Analyst, Senior Industrial Analyst, Principal Industrial Analyst, Chief Industrial Analyst and Secretary for Industrial Development.

- 31.28 The grade of Secretary for Industrial Development has not been filled and the duties have been devolved on the Chief Industrial Analyst. Both management and the union have agreed for the abolition of the grade, which is in line with the Bureau's policy for flatter structures. We are, therefore, abolishing the grade of Secretary for Industrial Development and in addition, restyling the grade of Chief Industrial Analyst to a more appropriate appellation to reflect the nature of the duties and responsibilities devolving upon the incumbent.

Recommendation 5

- 31.29 **We recommend the abolition of the grade of Secretary for Industrial Development.**

31.30 We also recommend that the grade of Chief Industrial Analyst be restyled Director of Industry and that the scheme of service be reviewed so that, in future, incumbent would, in addition, be required to, *inter alia*, advise on industrial development strategies and policies, ensure efficient networking with relevant support institutions and advise on bilateral regional cooperation and multilateral issues with regard to industrial development. This element has been taken into account in arriving at the salary recommended for the grade.

31.31 We further recommend that, in future, recruitment to the grade of Director of Industry should be made by selection from among officers in the grade of Principal Industrial Analyst reckoning at least an aggregate of ten years' experience in the Industrial Analyst Cadre.

Industrial Analyst

31.32 The Bureau has provided at Chapter 10 in Volume I of this Report, for officers in entry grades requiring a University Degree or a recognised professional equivalent qualification, drawing salary in a scale the maximum of which is not less than Rs 40000 and having reached the top of their respective salary scales, to move incrementally in the master salary scale up to salary point Rs 43750, provided they have:

- (i) drawn the top salary for a year; and
- (ii) been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.

Recommendation 6

31.33 We recommend that the above provision should be applicable for officers in the grade of Industrial Analyst.

MINISTRY OF INDUSTRY, SMALL AND MEDIUM ENTERPRISES, COMMERCE AND COOPERATIVES

INDUSTRY, SMALL AND MEDIUM ENTERPRISES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary

Salary Code	Salary Scale and Grade
02 00 84	Rs 66000 Director of Industry <i>formerly Chief Industrial Analyst</i>
02 65 75	Rs 37500 x 1250 – 50000 Principal Industrial Analyst
02 59 71	Rs 30000 x 1250 – 45000 Senior Industrial Analyst
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Industrial Analyst
02 65 75	Rs 37500 x 1250 – 50000 Head Business Information Unit
02 59 71	Rs 30000 x 1250 – 45000 Assistant to Head Business Information Unit
02 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Manager, Industrial Co-ordination and SME Development (Personal)
08 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Assistant to Manager, Industrial Coordination and SME Development (Personal)
22 12 39	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Receptionist/Telephone Operator
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Grades and Salary Codes
ASSAY OFFICE	
19 00 84	Rs 66000 Director, Assay Office <i>formerly Controller of Assay</i>
19 59 75	Rs 30000 x 1000 – 30000 x 1250 – 50000 Assistant Director, Assay Office <i>formerly Assistant Controller of Assay</i>
19 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Technical Officer (Assay Office) Gemmologist (New Grade)
19 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Technical Officer (Assay Office)
24 14 41	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Assay Laboratory Attendant
MAURITAS	
19 00 84	Rs 66000 Director, MAURITAS
19 65 75	Rs 37500 x 1250 – 50000 Accreditation Manager (New Grade) Quality Manager (New Grade)
19 59 71	Rs 30000 x 1250 – 45000 Assistant Accreditation Manager

Salary Code	Salary Scale and Grade
	HANDICRAFT SECTION
06 48 62	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Supervisor, Handicraft Training Branch
06 20 53	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Teacher/Senior Teacher, Handicraft Industrial Branch
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

COMMERCE DIVISION

31.34 The Commerce Division is responsible for advising Government and assisting in the formulation and implementation of strategies and policies regarding commerce. It, *inter alia*, ensures the smooth exchange of goods and services at national and international levels, safeguards the interest of consumers at national level and formulates and implements policies in regard to import and export of goods and services, price control and protection of consumers. The different activities of the Division are organised under the Import Division, Foreign Trade Division, Legal Metrology Services and the Price Control Unit.

Import Division

31.35 The Import Division is concerned with the control of imports and the issue of licences to dealers of imported second-hand motor vehicles as well as the control of their activities.

31.36 The staffing structure of the Division comprises the grades of Officer-in-Charge, Import Division, Senior Commercial Officer, Commercial Officer and Assistant Commercial Officer. Officers in these grades are assisted in their tasks by staff of the General Services.

31.37 Management has reported that the post of Officer-in-Charge, Import Division has not been filled since its creation. Consequently, the function of head of Import Division has been carried out by the grade of Senior Commercial Officer. As the present arrangement is working to the satisfaction of both management and the staff, it has been proposed to reorganise the structure of the Division into a three-level cadre with enlarged sets of duties and responsibilities for certain grades. We are, therefore, recommending accordingly.

Recommendation 7

31.38 We recommend that:

- (i) the grade of Officer-in-Charge, Import Division be abolished and the scheme of service of the grade of Senior Commercial Officer enlarged to require incumbent to take charge of the Import Division and be responsible for its efficient operation and administration; and**
- (ii) the schedule of duties of the grade of Commercial Officer be also enlarged to require job holder to assist the Senior Commercial Officer in the discharge of his functions.**

31.39 The above changes have been taken into consideration in arriving at the recommended salaries.

FOREIGN TRADE DIVISION

31.40 The Foreign Trade Division is responsible for the implementation of various trade protocols and trade policies. It also provides appropriate advice and guidance in the formulation of trade policy and ensures that trade effected from Mauritius is in compliance with international trade laws and practices. Its main objective is to create the necessary environment for the optimization of the export potential of Mauritius.

31.41 The staffing structure of the Foreign Trade Division consists of the Secretary for Trade Development, Chief Trade Analyst, Principal Trade Analyst, Senior Trade Analyst and Trade Analyst. The grade of Secretary for Trade Development is vacant and listed for abolition. The duties devolving upon the grade are being performed by the Chief Trade Analyst. We are, therefore, restyling the grade of Chief Trade Analyst and modifying the job profile.

Director of Trade

Recommendation 8

- 31.42 We recommend that the grade of Chief Trade Analyst be restyled Director of Trade and the scheme of service be amended so as to incorporate the duties of the Secretary for Trade Development. This element has been taken into account in arriving at the salary recommended for the grade.
- 31.43 We further recommend that, in future, appointment to the grade of Director of Trade should be made by selection from among officers in the grade of Principal Trade Analyst who reckon at least an aggregate of ten years' experience in the Trade Analyst Cadre.

Trade Analyst

- 31.44 The Bureau has provided at Chapter 10 in Volume I of this Report, for officers in entry grades requiring a University Degree or a recognised professional equivalent qualification, drawing salary in a scale the maximum of which is not less than Rs 40000 and having reached the top of their respective salary scales, to move incrementally in the master salary scale up to salary point Rs 43750, provided they have:
- (i) drawn the top salary for a year; and
 - (ii) been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.

Recommendation 9

- 31.45 We recommend that the above provision should be applicable for officers in the grade of Trade Analyst.

LEGAL METROLOGY SERVICES (LMS)

- 31.46 The Legal Metrology Services, which was created in 1985, operates under the Commerce Division of the Ministry and is mainly responsible for trade metrology. However, it also deals with issues such as measurements in the health environment and traffic law enforcement. In addition to its regulatory role, the Legal Metrology Service also provides calibration services, on request, to industries. It is equally responsible for enforcing the provisions of the Legal Metrology Act 1985 and regulating trade practices in relation to weights and measures.
- 31.47 The main activities of the Legal Metrology Services are, *inter alia*, the maintenance, calibration and conservation of secondary standards, working standards and standard equipment of the section; the drawing up of technical

prescriptions relating to measuring equipment which are liable to government control; and the testing and evaluation of patterns of measuring instruments in the process of granting certificate of suitability.

31.48 The Director, Legal Metrology Services, who is responsible to the Permanent Secretary of the Ministry, heads the Legal Metrology Services. He is assisted by a Deputy Director and officers in the grades of Legal Metrologist, Senior Technical Officer and Technical Officer.

31.49 In this Report, we are further strengthening the structure by creating a grade of Legal Metrology Officer and providing a career progression for officers in the technical cadre.

Legal Metrology Officer (New Grade)

31.50 Over the years and with amendments to the Legal Metrology Act and Regulations, the work of the Legal Metrology Services has increased both in volume and complexity. There is need for an additional position at the professional level to support officers in the Legal Metrologist Cadre.

Recommendation 10

31.51 We recommend the creation of a grade of Legal Metrology Officer on the establishment of the Legal Metrology Services. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree in Physics or Engineering. Consideration would be given to serving Technical Officers and Senior Technical Officers possessing the prescribed qualification.

31.52 Incumbent would be required to, *inter alia*, issue test reports to be provided in Courts as evidence; issue calibration reports; take charge of the Verification Room for indoor verification and calibration; perform pattern approval tests; and assist the Legal Metrologist for laboratory accreditation.

31.53 With the creation of the grade of Legal Metrology Officer, the grades of Technical Officer and Senior Technical Officer on the establishment of the Legal Metrology Service would no longer be required.

Recommendation 11

31.54 We recommend that the grade of Technical Officer on the establishment of the Legal Metrology Services should become evanescent. We have provided personal salaries for incumbents and maintained the grade of Senior Technical Officer as an avenue of promotion for those Technical Officers who could not make the grade of Legal Metrology Officer.

COMMERCE DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
02 00 84	Rs 66000 Director of Trade <i>formerly Chief Trade Analyst</i>
02 65 75	Rs 37500 x 1250 – 50000 Principal Trade Analyst
02 59 71	Rs 30000 x 1250 – 45000 Senior Trade Analyst
02 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Trade Analyst
18 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Senior Commercial Officer
18 41 55	Rs 17200 x 600 – 23200 x 800 – 26400 Commercial Officer
18 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Assistant Commercial Officer Trade Information Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver

Salary Code	Grades and Salary Codes
24 14 41	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Laboratory Attendant</p>
24 09 29	<p>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</p> <p>Watchman</p>
24 02 21	<p>Rs 6425 x 175 – 6600 x 200 – 10200</p> <p>General Worker</p>
LEGAL METROLOGY SERVICES	
19 00 84	<p>Rs 66000</p> <p>Director, Legal Metrology Services</p>
19 70 81	<p>Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000</p> <p>Deputy Director, Legal Metrology Services</p>
19 59 75	<p>Rs 30000 x 1000 – 30000 x 1250 – 50000</p> <p>Legal Metrologist</p>
19 45 67	<p>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</p> <p>Legal Metrology Officer (New Grade)</p>
19 51 62	<p>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</p> <p>Senior Technical Officer (Legal Metrology)</p>
19 35 58	<p>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</p> <p>Technical Officer (Legal Metrology) (Personal)</p>

COOPERATIVES DIVISION

- 31.55 The Cooperatives Division has the statutory duty to ensure that cooperative societies operate within the co-operative legal framework. In this context, it offers a range of services which include the provision of legal and institutional framework for cooperatives and cooperatives development and the formation, registration and the audit of financial accounts of co-operatives societies.
- 31.56 The Division carries out its activities through the Cooperative Societies Section and the Cooperative Development Section respectively. The organisation structure of the Cooperative Societies Section comprises the Registrar, Cooperative Societies at the head of the section, a Deputy Registrar, Cooperative Societies and staff of the Cooperative Officer Cadre. The Cooperative Development Section, on the other hand, is under the responsibility of the Secretary for Cooperative Development and is staffed by officers in the grades of Cooperative Development Officer and Senior Cooperative Development Officer.
- 31.57 It has been submitted that, with the introduction of the new Cooperatives Act 2005 (No. 12 of 2005), the duties devolving upon the Cooperative Officer Cadre have become more demanding. Consequently, both Management and the staff side have proposed an enhancement of the qualification requirements for the grade of Cooperative Officer as well as an upgrading of all posts in the Cooperative Officer Cadre.
- 31.58 On the basis of the submissions and considering the demands of the job, we are reviewing some schemes of service, upgrading the qualification requirements at entry level, providing incentives to serving Cooperative Officers who possess a Diploma or an equivalent qualification and making provisions for officers who are called upon to work extra hours regularly.

Registrar, Cooperative Societies

- 31.59 Representations have been received to review the mode of enlistment to the grade of Registrar, Cooperative Societies as the position of the Deputy Registrar, Cooperative Societies is filled by open competition from outside candidates and from serving officers of the Cooperative Cadre. *We consider that in line with our general promotion framework, the grade of Registrar, Cooperative Societies may be filled by promotion, on the basis of experience and merit, from the grade of Deputy Registrar, Cooperative Societies and we recommend accordingly.*

Cooperative Officer

- 31.60 It has been represented that the duties devolving upon the grade of Cooperative Officer are mainly concerned with the auditing of accounts of Cooperative Societies. Consequently, the qualifications prescribed in the current scheme of service of the grade, which is the Higher School Certificate, are found inadequate for the effective performance of the job.
- 31.61 Both Management and the staff side made strong representations to raise the entry qualifications of the grade in the Cooperative Officer cadre to at least a Diploma level. After carefully examining the issue, we consider that there is a case for an upgrading of the qualifications of the grade of Cooperative Officer but to a lesser extent than proposed.

Recommendation 12

31.62 We recommend that:

- (i) **recruitment to the grade of Cooperative Officer should, in future, be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes at Principal level in at least two subjects including Accounting or Mathematics or Economics or the General Certificate of Education “Advanced level” with passes in at least two subjects including Accounting or Mathematics or Economics and the ACCA level one or an equivalent qualification.**
- (ii) **officers in the grade of Cooperative Officer possessing the Diploma in Cooperative studies or the Diploma in Development Studies or the ACCA level two or an equivalent qualification should be allowed to proceed incrementally up to salary point of Rs 26400 in the master salary scale.**

Compensation for regular extra hours

- 31.63 In our 2003 PRB Report, we recommended that officers of the Cooperative Officer Cadre, who are required to put in additional hours of work on a regular basis, should be given equivalent time off for extra hours put in. We also recommended that 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 and Administrative Reforms through the parent ministry for the payment of an appropriate allowance as compensation for the extra hours put in. **We are maintaining this recommendation.**

CO-OPERATIVES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
18 70 79	Rs 43750 x 1250 – 50000 x 1500 – 56000 Registrar, Cooperative Societies
18 62 73	Rs 33750 x 1250 – 47500 Deputy Registrar, Cooperative Societies
18 56 66	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Divisional Cooperative Officer
18 53 63	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Principal Cooperative Officer
18 44 58	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Cooperative Officer
18 25 52	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Cooperative Officer
18 48 67	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Controller of Cooperatives
18 70 79	Rs 43750 x 1250 – 50000 x 1500 – 56000 Secretary for Cooperative Development
18 59 71	Rs 30000 x 1250 – 45000 Senior Cooperative Development Officer

Salary Code	Salary Scale and Grade
18 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Cooperative Development Officer
10 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Projectionist
08 13 41	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Clerk Assistant
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

32. MINISTRY OF ARTS AND CULTURE

- 32.1 The Ministry of Arts and Culture has, as its mission, to foster and reinforce multiculturalism through the consolidation of the cultural and linguistic diversity, the promotion of creativity, the preservation, fostering and celebration of cultural values and the maintenance and upgrading of the existing cultural infrastructure and constructing new ones. It is responsible for the nurturing of creativity and innovation as well as the promotion of artistic creation in all its forms such as painting, sculpture, music and dance, drama, theatre and writing. The Ministry also facilitates internal cultural exchange so that Mauritian artists benefit from international experience and become known worldwide. Cultural agreements presently exist between Mauritius and a number of countries including India, Seychelles, China, Russia, Egypt, France, Mozambique and Madagascar to foster cultural exchange and make known our cultural plurality which is a source of great pride.
- 32.2 In its endeavour to achieving its mission, the Ministry operates its services through the technical division manned by officers of the Events Management Cadre and Arts Cadre with the support of a number of parastatal bodies, which include, among others, Mauritian Cultural Centre Trust, Islamic Cultural Centre, Le Morne Heritage Trust Fund, Mauritius Marathi Cultural Centre Trust, Mauritius Museums Council, Mauritius Society of Authors, Mauritius Tamil Cultural Centre Trust, Mauritius Telugu Cultural Centre Trust, National Art Gallery, National Heritage Fund, National Library, Nelson Mandela Centre for African Culture and The Aapravasi Ghat Trust Fund. As regards the forenamed institutions, we are making appropriate recommendations in Volume II Part II of our Report.

Events Management Cadre

- 32.3 At present, the technical arm of the Ministry comprises two cadres: the Events Management Cadre – responsible for the implementation of policies of the Ministry in the field of Arts and Culture as well as the promotion of artistic, cultural activities, programmes and projects; and the Arts Cadre – responsible for drama, theatre and other artistic activities.
- 32.4 The functions of the two cadres are inter-related and there is an overlapping of duties to an appreciable level. It has been represented that according to foreign experience, the functions devolving on the Events Management and Arts Cadres are carried out by a single group of grades under a Culture Cadre at the higher level of the echelon. We have examined the issue and are agreeable to restyle the grades of the Events Management Cadre in line with international practice and to open the grade of Principal Events Management Officer, which is being restyled Principal Culture Officer, to Chief Arts Officer having the required qualifications.

Recommendation 1

32.5 We recommend that the grades in the Events Management Cadre be restyled as hereunder:

Events Manager to Director of Culture

Principal Events Management Officer to Principal Culture Officer

Senior Events Management Officer to Senior Culture Officer

Events Management Officer to Culture Officer

Recommendation 2

32.6 We recommend that the mode of recruitment to the grade of Principal Events Management Officer, *restyled Principal Culture Officer*, be changed so that henceforth appointment be made by selection from among officers in the grade of Senior Events Management Officer, *restyled Senior Culture Officer*, and Chief Arts Officer possessing a degree in the relevant field together with at least two years' experience in a substantive capacity.

32.7 Incumbent would also be required to, among other functions, design, mount, monitor and conduct training and development programmes for the technical staff and to the public in Events Management; assist the Director of Culture in the performance of his duties; participate in and promote performance review systems and staff development; promote good relations among staff and handle complaints and grievances; and ensure the optimum use of resources including better time management.

32.8 The additional duties have been taken into consideration in arriving at the recommended salary for the grade.

Deputy Director of Culture (New Grade)

32.9 Both the Events Manager and the Chief Arts Officer report to the Permanent Secretary of the Ministry on technical matters pertaining to their Division.

32.10 With the modification in the recruitment process for the grade of Principal Culture Officer, allowing also the Chief Arts Officer to aspire for promotion to the latter grade, the Director of Culture would be responsible for both the Arts Division and the Events Management Division.

32.11 For better coordination, supervision and implementation of artistic and cultural programmes and the overall activities of the technical Division, there is need to provide the Director of Culture with direct assistance and to deputise for him in his absence.

Recommendation 3

32.12 We recommend the creation of a grade of Deputy Director of Culture to be filled by selection from among officers in the grade of Principal Events Management Officer *restyled Principal Culture Officer*, reckoning at least two years' experience in the grade or an aggregate of five years' experience in the grades of Senior Culture Officer and Principal Culture Officer.

32.13 Incumbent would be responsible, among others, for project planning and management, implementation and supervision of programmes and activities; planning and monitoring the works of the Arts and Culture cadres; conducting training sessions in the organisation of artistic and cultural activities; preparing marketing strategies for artistic and cultural activities; and assisting the Director of Culture.

Arts Cadre

Arts Officer

32.14 The Arts Cadre comprises four levels: Arts Officer, Senior Arts Officer, Principal Arts Officer and Chief Arts Officer. Normally recruitment to the source grade is made via Trainee Arts Officers who are enlisted to undergo on-the-job training.

32.15 Trainees are not required to follow formal training course but rather learn the various functions on-the-job. We, therefore, concur with representations from Staff Associations for direct recruitment to the grade and are recommending accordingly.

Recommendation 4

32.16 We recommend that, in future, appointment to the grade of Arts Officer should be made by selection from among candidates possessing a Cambridge Higher School Certificate together with a diploma in any one of the areas of Arts (music, dance, dramatic arts, cinema) obtained after having successfully completed a one-year full time course or a two-year part-time course from a recognised institution.

Senior Arts Officer

Principal Arts Officer

Chief Arts Officer

32.17 At present, the Head of the Arts Cadre reports to the Permanent Secretary. We are, in this Report, bringing structural changes in this division so that, in future, the Chief Arts Officer would report to the Events Manager *restyled Director of Culture* through the Deputy Director of Culture.

- 32.18 The changes in the mode of recruitment to the source grade coupled with the structural changes call for a redefinition of the duties and responsibilities at the various levels as well as a few modifications in the qualification requirements of some grades of the cadre.
- 32.19 We are making appropriate recommendations to reflect the changes, wherever appropriate, in the duties of the Arts Cadre.

Recommendation 5

32.20 We recommend that the scheme of service of:

- (i) Senior Arts Officer be enlarged to include: assisting in the organisation of artistic and culture events; organising seminars, conferences and workshops; and conducting training of Arts Officers and the public in artistic fields.**
- (ii) Principal Arts Officer be enlarged to include: being responsible for designing, mounting and conducting training programmes in artistic field for public officers and the public in general; and organising artistic and cultural events.**
- (iii) Chief Arts Officer be enlarged to include: being responsible to the Director of Culture for:- designing, mounting, monitoring and conducting training and development programmes for the technical staff and the public in artistic fields; taking charge of Training Centres of the Ministry; promoting and maintaining good relationships, team spirit, respect and harmony among the personnel and ensuring effective communications to enhance good public relations; and handling complaints and grievances.**

32.21 We further recommend that, with effect from 1 July 2013, Principal Arts Officers should possess a degree in one of the following fields: Fine Arts, Performing Arts, Social Science and Humanities, and reckon at least three years' service in a substantive capacity to be considered for appointment, by selection, to the grade of Chief Arts Officer.

32.22 The additional duties for the respective grades have been taken into consideration in arriving at the salary recommended for the individual grade.

Public Address Operator (Roster)

32.23 The Public Address Operator is responsible, among other duties, for the setting up and operation of public address equipment for all cultural activities and programmes organised by the Ministry and other organisations falling under the *aegis* of the Ministry.

32.24 However, in view of the various events, functions and activities organised throughout the year, the normal working hours of the Public Address Operator are not in concurrence with the operational requirements of the Ministry.

32.25 To this end, the Ministry has proposed that the grade of Public Address Operator be abolished and incumbents be made to join the grade of Public Address Operator (Roster) which already exists on its establishment.

Recommendation 6

32.26 We recommend that incumbents in the grade of Public Address Operator should be made to join the grade of Public Address Operator (Roster) and be granted one additional increment on conversion in the salary scale of the latter grade.

32.27 We also recommend that the grade of Public Address Operator be abolished on vacancy. We are providing a personal salary to incumbent in post.

Allowance

32.28 A monthly allowance of Rs 300 is, at present, paid to employees in the grades of Carpenter and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre. These employees are required during and after normal office hours 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; mount and dismantle decors during blackouts; bring down the giant screen prior to film festivals and place loud speakers on stage, among others. We are revising the quantum of the allowance.

Recommendation 7

32.29 We recommend that the monthly allowance payable to employees in the grades of Carpenter and General Worker for performing duties as outlined at paragraph 32.28 during or beyond normal office hours be revised to Rs 360 and such employees be additionally entitled to the payment of overtime for work performed beyond normal working hours.

Allowance to Word Processing Operator (Oriental Language)

32.30 A monthly *ad-hoc* allowance of Rs 150 is paid to Word Processing Operators (Oriental Language), who are required to type in other languages, e.g English/French/Creole, besides performing typing duties in the relevant oriental language. We are revising this allowance.

Recommendation 8

- 32.31 We recommend that the *ad-hoc* allowance payable to Word Processing Operators (Oriental Language) for typing work in other languages, e.g English/French/Creole, be revised to Rs 200 monthly.

Time Off

- 32.32 Officers of the Arts Cadre and Culture Cadre *formerly Events Management Cadre* are often required to work outside normal office hours. The officers, however, are not always able to take time off because of their workload. We made provision to deal with such cases in the 2003 Report. We are maintaining those provision.

Recommendation 9

- 32.33 We recommend that arrangements be made for officers of the Arts Cadre and Cultural Cadre *formerly Events Management Cadre* who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time off for the extra hours put in. However, where it has not been possible for management to grant time off to the officers within a period of six consecutive months, they should be compensated at the normal hourly rate for the extra hours put in.

Technician (Light/Sound)

- 32.34 Generally, the duties of the Technician (Light/Sound) are to operate stage light/sound; operate, maintain and repair audio-visual (Light/Sound) equipment; operate and maintain overhead projectors, and slide and other projectors; and carry out regular checks and ensure that all equipment are safe to operate and safely installed.
- 32.35 Today, the theatres have gone through technical improvements and innovations; and a sophisticated sound reinforcement and stage lighting system have been installed to meet the requirements for various types of shows and live performances.
- 32.36 With the introduction of these new technologies, the Technician (Light/Sound) is required to perform additional duties such as the preparation of technical documents and evaluation of tender documents; supervision of set up and operation of sound equipment, lighting equipment and giant screens; programming of computerised lighting console and automated projectors; designing and configuring stage lighting and sound photo; and preparation of maintenance schedule for lighting, sound and power control equipment, among others.

32.37 The scheme of service of the grade of Technician (Light/Sound) has, therefore, to be amended to include these additional duties for improved efficiency and better utilisation of human resources.

Recommendation 10

32.38 We recommend that the scheme of service of the grade of Technician (Light/Sound) be amended to include the additional duties outlined above. These have been taken into consideration in arriving at the salary scale recommended for the grade.

Height Allowance

32.39 The Technicians (Light/Sound) are required to climb scaffolding at a height ranging from 20 to 30 feet for rigging and focusing projectors in the course of their work. On account of the risk involved, Management has requested for the payment of an appropriate allowance to this category of officers.

32.40 We have studied the request and consider that some compensation should be granted to officers involved in the performance of this activity.

Recommendation 11

32.41 We recommend the payment of a non-pensionable height allowance to the Technicians (Light/Sound) whenever they are required to climb above 20 feet. The computation of the allowance should be at 80% of the normal hourly rate for each hour of such work.

Roster and Staggered Hours

32.42 Officers in the grades listed below work either at staggered hours or on roster. This element has been taken into consideration in determining the recommended salary for the grades listed below.

Staggered Hours

- Chief Arts Officer
- Principal Arts Officer
- Senior Arts Officer
- Arts Officer
- Officer, Centre de Lecture et d'Animation Culturelle

Roster

- Driver
- Technician (Light/Sound)
- Driver (Heavy Vehicles above five tons)
- Public Address Operator
- Driver (Roster – Day/Night)

MINISTRY OF ARTS AND CULTURE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
05 00 84	Rs 66000 Director of Culture <i>formerly Events Manager</i>
05 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Director of Culture (New Grade)
05 65 75	Rs 37500 x 1250 – 50000 Principal Culture Officer <i>formerly Principal Events Management Officer</i>
05 59 71	Rs 30000 x 1250 – 45000 Senior Culture Officer <i>formerly Senior Events Management Officer</i>
05 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Culture Officer <i>formerly Events Management Officer</i>
05 56 67	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Chief Arts Officer
05 53 62	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Principal Arts Officer
05 42 58	Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Arts Officer

Salary Code	Salary Scale and Grade
05 24 51	<p>Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Arts Officer</p>
05 25 51	<p>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Theatre Controller</p>
05 18 45	<p>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</p> <p>Officer CLAC (Centre de Lecture et d'Animation Culturelle)</p>
22 23 51	<p>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</p> <p>Technician (Light/Sound) (Roster)</p>
08 29 49	<p>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</p> <p>Executive Assistant (Arts and Culture)</p>
08 17 44	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</p> <p>Word Processing Operator (Oriental Language)</p>
06 17 45	<p>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</p> <p>Percussionist</p>
10 14 43	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</p> <p>Public Address Operator (Roster)</p>
10 13 42	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800</p> <p>Public Address Operator (Personal to holder in post as at 30.06.2008)</p>

Salary Code	Salary Scale and Grade
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Carpenter Electrician
24 23 41	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Driver (Heavy Vehicles above 5 tons) (Roster - day and night)
24 15 38	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Driver - Roster – day and night
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Leading Hand
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Attendant CLAC (Centre de Lecture et d'Administration Culturelle) Gardener/Nurseryman (New Grade)
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 25	Rs 7200 x 200 – 10200 x 250 – 11200 Handy Worker
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Caretaker
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

BOARD OF FILM CENSORS

- 32.43 The Board of Film Censors operates in accordance with the provisions of the Film Act 2002. The Act provides for the control on importation and classification of cinema films meant for public exhibition and the examination and classification of films telecast by the Mauritius Broadcasting Corporation. The Board of Film Censors comprises the Chairman, 75 Deputy Chairpersons and 225 Members.
- 32.44 The Secretary, Board of Film Censors is the Administrative Head of the Board. He is assisted in his duties by the Assistant Secretary and other technical and supporting staff.

Secretary, Board of Film Censors

- 32.45 Promotion to the grade of Secretary, Board of Film Censors is presently made on the basis of experience and merit of the Assistant Secretary, Board of Film Censors possessing a Diploma in Social Science or an equivalent qualification. Incumbent is responsible for implementing the Ministry's policy as regards film classification. He is required, among others, to assist in the formulation of policy procedures regarding film and stageplay censorship, organise training sessions for Censors and assist the Chairman of the Board in establishing contact with international bodies concerning film classification.
- 32.46 With the promulgation of the Films Act 2002, video films are now subject to control and classification by the Board of Film Censors. In view of the increasing responsibilities and functions as regards the control and classification of cinema, television and video films, we are reviewing the qualification of the grade so as to enlist candidates of the right calibre.

Recommendation 12

- 32.47 We recommend that, as from 1 July 2013, promotion to the grade of Secretary, Board of Film Censors should be on the basis of experience and merit of the Assistant Secretary, Board of Film Censors possessing a Degree in Social Science or an equivalent qualification and reckoning at least two years' experience in a substantive capacity.**

Allowance in connection with Film Censorship

- 32.48 The Board of Film Censors is responsible for the censorship and classification of films for public viewing. Considering the increase in the number of films that are submitted to the Board of Film Censors for censorship, it has to operate after office hours to cope with the work load and provide timely service. The officers in the grades of Secretary, Board of Film Censors; Assistant Secretary, Board of Film Censors; Executive Assistant; Senior Projectionist and Projectionist who are involved in this exercise are

paid an allowance. We are maintaining this arrangement and revising the allowance.

Recommendation 13

32.49 We recommend that the allowance paid per session of at least two hours to officers in the grades of Secretary, Board of Film Censors; Assistant Secretary, Board of Film Censors; Executive Assistant; Senior Projectionist and Projectionist for performing censorship duties after normal working hours be revised as follows:

Grade	Allowance paid per session Rs
Secretary, Board of Film Censors	400
Assistant Secretary, Board of Film Censors	345
Executive Assistant	290
Senior Projectionist	290
Projectionist	290

BOARD OF FILM CENSORS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Secretary, Board of Film Censors
08 37 55	Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Assistant Secretary, Board of Film Censors
10 39 53	Rs 16000 x 600 – 23200 x 800 – 24800 Senior Projectionist
10 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Projectionist

Salary Code	Salary Scale and Grade
18 24 48	Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Enforcement Officer
10 19 46	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Audio-Visual Operator

32.1 NATIONAL ARCHIVES

- 32.1.1 The National Archives is the national repository of public records of Mauritius. Its origins date as far back as 1721, although as an institution, it was officially created in 1815 by the British. The institution is now governed by the National Archives Act No. 22 of 1999.
- 32.1.2 The mission of this institution is to provide the nation with a National Archives which fulfils its historical and cultural roles, i.e collect, preserve and make accessible the collective memory of the nation, for the benefit of the present and future generations, for research and for exploitation purposes. Its objectives are to preserve the collective memory of the nation; promote an awareness of this collective memory for the purpose of research; produce and publish documentary materials for educational purposes and for the public at large; and release after a given period official records for public research.
- 32.1.3 The National Archives holds, among others, records of French and British colonisation of the island, notarial deeds spun as far back as 1724 – maps, charts, lithographs as well as post independence records generated by the government administrative machinery and other parastatal agencies.
- 32.1.4 The Department is, at present, headed by a Director who is supported by officers in the grades of Archivist, Conservator, Record Manager and the Archives Cadre.
- 32.1.5 The present organisation structure is appropriate and needs no change. However, we are restyling a few grades and bringing appropriate amendments to the qualification requirements of others with a view to allowing the organisation to operate effectively.

Deputy Director

- 32.1.6 Presently, the post of Deputy Director is open to officers in the grade of Archivist and Record Manager reckoning at least three years' service in a substantive capacity in their respective grades and possessing either a Degree in the field of Archives or a Degree in English or French or History with a Certificate in Records Management and a Certificate in Archives Administration.
- 32.1.7 Incumbents from the Archives Cadre provide operational support services to the Professionals in the grades of Archivist and Record Manager. Given this functional link and the number of years of experience in the Archives Cadre, it is considered that the Head of the technical cadre may be granted the opportunity to apply for the post of Deputy Director, provided he possesses the relevant academic qualifications.

Recommendation 14

32.1.8 We recommend that the scheme of service of the grade of Deputy Director should be amended to also open the grade to Chief Archives Officer possessing the relevant qualifications and experience.

Audio Visual Technician (Operations)

32.1.9 At present, recruitment to the grade of Audio Visual Technician (Operations) is made from among holders of the Cambridge School Certificate with credit in Chemistry, Physics and Mathematics; and the National Trade Certificate Level 2 in Electronics. The grade of Audio Visual Technician (Operations) was created to take charge of the Oral History and Film Archives Unit. Since its creation, the post is vacant.

32.1.10 The Ministry has made submissions to enlarge the field of recruitment to enable serving officers with appropriate competencies and skills to be considered for appointment to the grade of Audio Visual Technician (Operations).

Recommendation 15

32.1.11 We recommend that the scheme of service of the grade of Audio Visual Technician (Operations) be amended to also allow serving officers who have relevant experience in classification of films, verification and labelling of video films as well as in maintaining an archive of classified video film to be considered for appointment to the grade.

NATIONAL ARCHIVES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 72 81	Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Director
05 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Deputy Director
05 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Archivist Conservator Record Manager

Salary Code	Salary Scale and Grade
05 49 61	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Chief Archives Officer
05 43 55	Rs 18400 x 600 – 23200 x 800 – 26400 Principal Archives Officer
05 34 49	Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Senior Archives Officer
05 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Archives Officer Conservation Assistant
10 19 46	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200 Audio Visual Technician (Operations)
26 14 45	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Reprographic Operator (Archives)
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) (Roster) <i>formerly Machine Minder (Bindery) (Roster)</i>
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman

Salary Code	Salary Scale and Grade
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

33. MINISTRY OF HOUSING AND LANDS

- 33.1 The mission of the Ministry of Housing and Lands is, among others, to prepare a National Development Strategy (NDS) for the long term growth and physical development of the country; provide a framework for local authorities i.e. outline schemes to guide and control development in their area; manage and control development on State Lands; and devise and implement housing and land policies and programmes to meet the needs of the people, in particular the vulnerable groups of our society.
- 33.2 The objectives of the Ministry are, *inter alia*, to provide a strong basis for the long term physical development of the country which supports the new national development strategy and direct development in a manner which integrates economic competitiveness with environmental sustainability and social equity. The Ministry is also responsible to provide a special context for a co-ordinated approach to physical infrastructure planning and programming which supports national development objectives; integrate land use planning with the forthcoming new transport choice; satisfy the housing and land needs of the people of Mauritius; and devise plans, policies and programmes which are robust, flexible and balanced.
- 33.3 The day-to-day administration of the Ministry rests with the Permanent Secretary who is assisted on the administrative side by officers in the grades of Principal Assistant Secretary and Assistant Secretary; and on the technical side by the technical heads of Divisions. The technical wing of the Ministry, which is headed by a Chief Technical Officer, consists of three executive arms, namely the Housing Division, the Survey Division and the Planning Division which are under the responsibility of the Chief Housing Development Officer, Chief Surveyor and Chief Town and Country Planning Officer respectively.
- 33.4 In the 2003 PRB Report, we improved the structure of the Surveyor Cadre to address the acute problem of retention of qualified Surveyors and strengthened the Planning Division through the creation of a few grades at the technical level.
- 33.5 In this Report, we are, among others, strengthening the structure of the Housing Division at the professional level to enable it to deliver its objectives set in the national housing strategy; reviewing the schemes of service of grades in the Housing Development Officer Cadre; and restructuring the Surveying and Mapping Assistant Cadre in the Survey Division in line with the philosophy favouring delayering and flatter structures. With regard to the Planning Division, we are maintaining the structures, as it is understood that a major redesign exercise is under process in the face of the new demands and challenges.

Housing Division

Principal Housing Development Officer (New Grade)

- 33.6 The Housing Division is responsible for the formulation of strategies and policies in the housing sector. The Division is currently preparing the “National Housing Strategy” which will address issues relating to housing. The staff of the Housing Division comprises the Chief Housing Development Officer and the Housing Development Officer who are supported, among others, by Housing Officers, Assistant Housing Officers and Housing Clerks.
- 33.7 The Housing Division, which has been operational with a core staff as from January 2004, needs to be reinforced in as much as in addition to being responsible for the formulation of strategies and policies, it will be called upon to undertake, among others, in the coming years the implementation of housing projects; human settlement analysis from a housing perspective; assessment of the suitability of state land sites; and preparation of housing schemes.

Recommendation 1

- 33.8 **We recommend the creation of a grade of Principal Housing Development Officer. Appointment thereto should be made by selection from among Housing Development Officers possessing a Master’s Degree in Housing/Engineering/Planning/Architecture/Quantity Surveying/Economics or a Land Surveyor’s Commission and reckoning at least five years’ proven experience at Management and/or Project Management level including at least two years’ experience in the field of Housing and having organising and administrative skills, and leadership qualities.**
- 33.9 Incumbent would, *inter alia*, assist the Chief Housing Development Officer in the discharge of the day-to-day administration of the Housing Division; advise on housing matters; and control and coordinate the work of subordinate staff.

Schemes of Service – Housing Development Officer Cadre

- 33.10 Pursuant to the foregoing recommendation, consequential amendments need to be brought to the scheme of service of the grade of Chief Housing Development Officer. The scheme of service of the grade of Housing Development Officer also needs to be reviewed so as to attract professionals from a wider pool covering various fields. Furthermore, in the new set up the grades at the supporting level, namely Housing Officer, Assistant Housing Officer, Housing Clerk and Housing Attendant which were dealing exclusively with former CHA matters would no longer be required.

Recommendation 2

- 33.11** We recommend that, in future, promotion to the grade of Chief Housing Development Officer should be made, on the basis of experience and merit, of officers in the grade of Principal Housing Development Officer. In the absence of suitably qualified officers, appointment should be made by selection from among candidates possessing a Master's Degree in Housing/Engineering/Planning/ Architecture/Quantity Surveying/Economics or a Land Surveyor's Commission and reckoning at least five years' proven experience at Management and/or Project Management level including at least two years' experience in the field of Housing and having organising and administrative skills, and leadership qualities.
- 33.12** We also recommend that, in future, appointment to the grade of Housing Development Officer should be made by selection from among candidates possessing a post 'A' Level Degree in Housing/Engineering/Planning/Architecture/ Quantity Surveying/Economics or a Land Surveyor's Commission and reckoning at least two years' proven experience at sub-professional level related to Housing.
- 33.13** We further recommend that the grades of Housing Officer, Assistant Housing Officer, Housing Clerk and Housing Attendant should be gradually phased out.

Surveying and Mapping Assistant Cadre

- 33.14** At present, the Surveying and Mapping Assistant Cadre of the Survey Division has a three-level structure comprising one Principal Surveying and Mapping Assistant, nine Senior Surveying and Mapping Assistants and 35 Surveying and Mapping Assistants. It has been argued that for the sake of greater efficiency in work organisation, accountability and reporting, there is need to restructure the Surveying and Mapping Assistant cadre into a two-level structure and to restyle the grades in the new structure more appropriately. This is in keeping with the general trend towards delayering and flatter structures.

Recommendation 3

33.15 We recommend that the following grades on the establishment of the Survey Division be restyled as hereunder:

<i>Grade</i>	<i>Restyled to</i>
Surveying and Mapping Assistant	Survey Technician
Senior Surveying and Mapping Assistant	Senior Survey Technician

33.16 In the new set up, the grade of Principal Surveying and Mapping Assistant would no longer be required. We are, therefore, making appropriate recommendation so that it be gradually phased out.

Recommendation 4

33.17 We recommend that the grade of Principal Surveying and Mapping Assistant be made evanescent. We have provided a personal salary scale for the incumbent in post.

Training Scheme in Land Surveying

33.18 At present, graduates/diplomates in Land Surveying are required to undergo practical training for a period of not less than two years' under the direct supervision of a Land Surveyor in order to obtain the Land Surveyor's Commission. During the training period, they are paid a monthly fee of Rs 10,000.

Recommendation 5

33.19 We recommend that the fee payable to graduates and diplomates undergoing training in Land Surveying be revised to Rs 18400 and Rs 13500 monthly respectively.

MINISTRY OF HOUSING AND LANDS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary

Salary Code	Salary Scale and Grade
26 00 90	Rs 80000 Chief Technical Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
<i>HOUSING DIVISION</i>	
26 00 84	Rs 66000 Chief Housing Development Officer
26 65 75	Rs 37500 x 1250 – 50000 Principal Housing Development Officer (New Grade)
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Housing Development Officer
26 43 45	Rs 18400 x 600 – 19600 Housing Development Cadet
08 48 61	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Housing Officer
08 25 55	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Assistant Housing Officer

Salary Code	Salary Scale and Grade
08 29 49	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Executive Assistant (Housing)
08 17 45	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Housing Clerk
23 25 52	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Social Facilitator
24 10 30	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 Housing Attendant
<i>SURVEY DIVISION</i>	
26 00 84	Rs 66000 Chief Surveyor
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Chief Surveyor
26 65 75	Rs 37500 x 1250 – 50000 Principal Surveyor
26 59 71	Rs 30000 x 1250 – 45000 Senior Surveyor
26 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Surveyor

Salary Code	Salary Scale and Grade
26 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Principal Surveying and Mapping Assistant (Personal)
26 43 55	Rs 18400 x 600 – 23200 x 800 – 26400 Senior Survey Technician <i>formerly Senior Surveying and Mapping Assistant</i>
26 20 48	Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Survey Technician <i>formerly Surveying and Mapping Assistant</i>
26 18 21	Rs 9600 x 200 – 10200 Trainee Surveyor
26 59 73	Rs 30000 x 1250 – 47500 Chief Cartographer
26 53 66	Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 38750 Principal Cartographer
26 48 60	Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 Senior Cartographer
26 31 55	Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Cartographer
26 18 20	Rs 9600 x 200 – 10000 Trainee Cartographer
26 14 45	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Plans and Records Officer (Personal)

Salary Code	Salary Scale and Grade
08 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Secretary, Morcellement Board
24 28 43	Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400 Head, Survey Field Worker <i>formerly Head Poler</i>
16 16 47	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 - 16000 QB 16600 x 600 – 20800 Machine Minder/Senior Machine Minder (Bindery) <i>formerly Machine Minder (Bindery)</i>
04 14 42	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Plan Printing Operator
24 09 36	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Survey Field Worker/Senior Survey Field Worker <i>formerly Chainman Poler</i>
<i>PLANNING DIVISION</i>	
26 00 84	Rs 66000 Chief Town and Country Planning Officer
26 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Chief Town and Country Planning Officer
26 65 75	Rs 37500 x 1250 – 50000 Principal Town and Country Planning Officer

Salary Code	Salary Scale and Grade
26 59 71	Rs 30000 x 1250 – 45000 Senior Town and Country Planning Officer
26 49 67	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Town and Country Planning Officer
26 59 71	Rs 30000 x 1250 – 45000 Sociologist/Planner (Personal)
26 57 69	Rs 28000 x 1000 – 30000 x 1250 – 42500 Chief Town and Country Planning Draughtsman
26 51 63	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 Principal Town and Country Planning Draughtsman
26 46 58	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Senior Town and Country Planning Draughtsman
26 29 52	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Town and Country Planning Draughtsman
26 18 20	Rs 9600 x 200 – 10000 Trainee Town and Country Planning Draughtsman
26 51 62	Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 Senior Development Control Officer
26 35 58	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000 Development Control Officer
26 18 21	Rs 9600 x 200 – 10200 Trainee Development Control Officer

Salary Code	Salary Scale and Grade
26 42 55	Rs 17800 x 600 – 23200 x 800 – 26400 Senior Planning Assistant (Personal) <i>NATIONAL PLANNING AND DEVELOPMENT COMMISSION</i>
08 46 68	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Secretary, National Planning and Development Commission

33.1 PLANNING APPEALS TRIBUNAL

- 33.1.1 The Planning Appeals Tribunal, which was established by the Planning and Development Act No. 32 of 2004, operates under the umbrella of the Ministry of Housing and Lands. The main objectives of the Tribunal are to hear and determine appeals against any decision taken or notice or order issued by a permit authority, decision of a local authority in respect of a morcellement, and non-determination of an application for a development permit.
- 33.1.2 The Tribunal is headed by a Chairperson who is assisted by a Deputy Chairperson and a Secretary. The Secretary is the Registrar of the Planning Appeals Tribunal. He works under the general direction of the Chairperson for the conduct of the business of the Tribunal; and supervises and monitors all activities of the Tribunal to ensure the effective and timely execution of work.

PLANNING APPEALS TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 95	Rs 100000 Chairperson, Planning Appeals Tribunal
12 00 93	Rs 87500 Deputy Chairperson, Planning Appeals Tribunal
08 46 68	Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250 Secretary, Planning Appeals Tribunal

34. MINISTRY OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

- 34.1 The Ministry of Information Technology and Telecommunications (MITT) was created in 1996 with the following main objectives to: design and implement appropriate policies and set up any legal framework necessary for the development of Information and Communication Technologies (ICT); encourage the maximum use of ICT in all spheres, including the Public Service; propagate the notion of ICT at all levels in society; encourage the adoption of new technologies and best practices in the ICT field; and promote and facilitate the development of the ICT Sector. The Ministry envisions to convert Mauritius into a cyber-island and an ICT leader in the region.
- 34.2 The Permanent Secretary is the Responsible Officer of the Ministry. The activities of the Ministry are organised under two executive arms – the Central Informatics Bureau (CIB) and the Central Information Systems Division (CISD). It has also under its aegis two parastatal bodies namely the National Computer Board (NCB) and the Information and Communication Technologies Authority (ICTA).
- 34.3 Government is developing the ICT Sector as an important engine of growth. Thus, ICT and IT Enabled Services have been identified as potential areas that will boost ICT exports and employment prospects. In the same vein, the MITT has made public, last year, the National ICT Strategic Plan (NICTSP) 2007-2011 which paves the way for the sustained development of the ICT Sector.
- 34.4 The NICTSP 2007-2011 contains the list of programmes and projects to be implemented, along with details of institutional and legislative reforms. It is also proposed to set up an e-Governance Cell (EGC) which will be a central body working under the aegis of the Ministry. The EGC will perform planning, coordinating, advisory, monitoring and evaluation functions and it will also look after the operation of the Government on-line centre. Top Management team of the CIB and CISD will form part of the EGC and the other technical staff will be posted in departments where e-Government applications are implemented. The functions of the CIB and CISD will thus be taken over by the EGC and both of these Divisions will phase out over time. The placement of CIB and CISD officers in the new organisational set up will be finalised through a separate exercise to be carried out by HR consultants.
- 34.5 Considering that the major institutional reforms shall be undertaken at a later stage, we have, in this Report, brought about only minimum essential changes to the existing structure.

The Central Informatics Bureau (CIB)

34.6 The Central Informatics Bureau (CIB) is operational since 1989 and is mainly responsible for planning and coordinating computerisation within the Civil Service. It offers a range of services including Consultancy, Project Management, ICT Procurement, Standards and Quality Assurance, System Support, Post Implementation Audit and Training. The CIB is headed by a Director, who is assisted by a Deputy Director and professional staff in the grades of Senior Project Managers and Project Managers.

Senior Project Manager

34.7 We recommended, in the 2003 PRB Report, the creation of a grade of Senior Project Manager with a view to providing proper supervision, adequate coordination and guidance to Project Managers. The grade has not been filled and Management considers that there is no longer any operational need for this level.

Recommendation 1

34.8 We recommend that the grade of Senior Project Manager be abolished.

The Central Information Systems Division (CISD)

34.9 The Central Information Systems Division (CISD) was created in 1971 and is currently divided into two sections: the Technical Section, consisting of the Analyst Cadre and the Operations Section, comprising the Technical Support and Data Entry Cadres. The CISD provides ICT support services to Government institutions. It is led by a Manager, who is assisted by a Technical Manager and an Operations Manager.

Assistant Systems Analyst

34.10 The present mode of recruitment to the grade of Assistant Systems Analyst is from two streams, viz. from candidates holding a Diploma in Computer Science and by selection from serving officers of the CISD, not below the grade of Senior Data Entry Officer, who possess the Certificate awarded following an in-house part-time training course in IT, run by the CIB. Recruitment from the two streams was decided at a time when there was a dearth of computer professionals in the labour market. Given the pace at which the IT Sector is evolving, management has represented that there is need for more qualified staff to meet the growing demands for an efficient and effective service.

34.11 Against this background, we are reviewing the mode of recruitment to the grade of Assistant Systems Analyst, limiting it to Diploma holders only, while allowing those officers who have successfully followed the in-house course to continue to be eligible for appointment to the grade. We are, in addition, making provisions for those Assistant Systems Analysts possessing a degree

in Computer Science or an alternative equivalent qualification and who have reached their top salary, to proceed incrementally in the master salary scale.

Recommendation 2

34.12 We recommend that the present mode of recruitment to the grade of Assistant Systems Analyst be maintained up to the year 2012 in order to enable those officers of the CISD who have successfully followed the in-house training course to apply for the post.

34.13 We further recommend that after the year 2012, recruitment to the grade of Assistant Systems Analyst should be made from among candidates possessing a Diploma in Computer Science.

Recommendation 3

34.14 We recommend that officers in the grade of Assistant Systems Analyst possessing a Degree in Computer Science or an alternative equivalent qualification and who have reached the top of their salary scale, should be allowed to move incrementally in the master salary scale up to salary point Rs 38750, provided they have:

- (i) drawn the top salary for a year; and
- (ii) been consistently efficient and effective during the preceding two years and have not been adversely reported upon on grounds of either performance or conduct.

Computer Support Officer

34.15 At present, the qualification requirements for the grade of Computer Support Officer is a Cambridge Higher School Certificate and a Certificate in Information Technology or Computer Studies from a recognised institution. Management has represented that as Computer Support Officers are also called upon to troubleshoot computer hardware and software in urgent cases, practical relevant experience should be a requirement for appointment to the grade. We are making appropriate recommendations to that effect.

Recommendation 4

34.16 We recommend that, in future, recruitment to the grade of Computer Support Officer should be made by selection from among candidates possessing a Cambridge Higher School Certificate, a Certificate in Information Technology or Computer Studies and who are A+ Certified.

Technical/Professional Support

34.17 The Bureau has received representations from several Ministries/Departments for the creation of either departmental IT grades or for secondment of additional IT personnel from CISD, as they are

encountering difficulties in implementing IT projects within the targeted timeframe due to lack of technical/professional assistance. Against this backdrop and in line with the recommendations/projects spelt out in the NICTSP 2007-2011, the Bureau views that adequate staff should be made available to address this shortcoming. **It would be advisable for the Ministry to review its staffing complement so that a proper strategy is adopted for the placement of technical/professional staff at different Ministries/Departments, based on the volume of work, specificities and needs of organisations.**

Roster System of Work

34.18 Officers in the grades listed below are required to work on a roster basis:

Computer Support Officer,
Senior Computer Support Officer, and
Computer Operations Controller.

This element has been taken into account in arriving at the recommended salaries.

MINISTRY OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 93	Rs 87500 Permanent Secretary
04 62 75	Rs 33750 x 1250 – 50000 Project Manager, IT Security
04 54 63	Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 35000 IT Awareness Coordinating Officer
22 27 42	Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800 Senior Receptionist/Telephone Operator

Salary Code	Salary Scale and Grade
22 12 39	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Receptionist/Telephone Operator
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
CENTRAL INFORMATICS BUREAU	
04 00 90	Rs 80000 Director, CIB
04 00 84	Rs 66000 Deputy Director, CIB
04 62 75	Rs 33750 x 1250 – 50000 Project Manager, CIB
05 35 53	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Documentalist
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
CENTRAL INFORMATION SYSTEMS DIVISION	
04 00 88	Rs 75000 Manager
04 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000 Deputy Manager

Salary Code	Salary Scale and Grade
04 65 77	Rs 37500 x 1250 – 50000 x 1500 – 53000 Technical Manager
04 59 71	Rs 30000 x 1250 – 45000 Senior Systems Analyst
04 45 67	Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Systems Analyst
04 38 64	Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Assistant Systems Analyst
04 56 64	Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 36250 Operations Manager
04 49 61	Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Assistant Operations Manager
04 44 56	Rs 19000 x 600 – 23200 x 800 – 27200 Data Entry Controller
04 44 57	Rs 19000 x 600 – 23200 x 800 – 28000 Computer Operations Controller (Roster)
04 35 54	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 25600 Senior Computer Support Officer (Roster)
04 21 49	Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000 Computer Support Officer (Roster)

Salary Code	Salary Scale and Grade
04 35 53	Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Data Entry Supervisor
04 29 48	Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 Senior Data Entry Officer
04 18 45	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 Data Entry Officer
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

34.1 INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL

- 34.1.1 The Information and Communication Technologies Appeal Tribunal, also known as the ICT Appeal Tribunal was established by the Information and Communication Technologies Act No. 44 of 2001. The Tribunal operates under the aegis of the Ministry of Information Technology and Telecommunications.
- 34.1.2 The Tribunal has jurisdiction, *inter alia*, to hear and dispose of any appeal against a decision of the Information and Communication Technologies Authority (ICTA); pass such orders as it thinks fit, confirming, varying or setting aside the decision appealed against after giving the parties to the appeal an opportunity of being heard; and send a copy of every order made by it to the parties to the appeal and to the Authority. In the exercise of its powers, the Tribunal may make such orders for requiring the attendance of persons and the production of articles, documents or other electronic records, as it thinks necessary or expedient; take evidence on oath and may for that purpose administer oaths; on its own motion, call and hear any person as witness; and adopt such procedures as may be necessary for the proper functioning of the Tribunal.
- 34.1.3 The Tribunal has on its establishment a Chairperson and a Deputy Chairperson. The support staff comprises officers in the grade of Shorthand Writer and other general services grades.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	ICT APPEAL TRIBUNAL
12 00 95	Rs 100000 Chairperson, ICT Appeal Tribunal
12 00 93	Rs 87500 Deputy Chairperson, ICT Appeal Tribunal
08 42 56	Rs 17800 x 600 – 23200 x 800 – 27200 Shorthand Writer

35. MINISTRY OF YOUTH AND SPORTS

- 35.1 The Ministry of Youth and Sports is responsible for the promotion of youth and sports activities throughout the country. The mission of the Ministry is to create an enabling environment and act as a catalyst and facilitator for the promotion and development of youth and sports at regional, national and international levels. Its vision is to cater for aspirations and needs of youth with ever increasing responsiveness, to empower them for a better future and foster a culture of sports among citizens.
- 35.2 The Ministry's first line customers are made up of around 30% of the population, that is, youth between the age of 14 and 27. Vis-a-vis the emerging threats to which the youth is exposed - the risk of contracting HIV/AIDS, indulgence in substance abuse, juvenile delinquency and criminality - the challenge facing the Ministry is enormous. In this context, the Ministry is fully committed to promote the democratisation and regionalisation of sports so as to develop a sports culture in the whole nation and at the same time encouraging the practice of sports as a leisure activity for a healthy lifestyle. It also promotes youth activities to empower young people for their self development as an individual and as a member of society.
- 35.3 The Ministry comprises two main sections, namely the Youth Section and the Sports Section.

YOUTH SECTION

- 35.4 The Youth Section of the Ministry is responsible, among others, to cater for the welfare, recreation and leisure of the youth by providing them with the logistic support to practise healthy and enjoyable activities and empower them to be self developed and responsible citizens, imbued with the necessary skills to foster national development.
- 35.5 In the promotion of youth activities, therefore, the objectives of the Youth Section are to ensure the implementation of innovative development programmes to meet the needs, aspirations and expectations of the youth component of the society.
- 35.6 The Director of Youth Affairs heads the Youth Section and is supported by an Assistant Director of Youth Affairs and officers of the Youth Officer Cadre.
- 35.7 The present structure enables the organisation to meet its mandate effectively. We are, therefore, not bringing any major change to the existing structure except for certain modifications in the schemes of service of grades at the higher level of the echelon.

Assistant Director of Youth Affairs

35.8 At present, the grade of Assistant Director of Youth Affairs is filled by promotion from Principal Youth Officers reckoning at least two years' service in the grade. With a view to ensuring that only officers who have the required skills and competencies at the managerial/strategic level are appointed, we are, reviewing the qualification requirements of the grade.

Recommendation 1

35.9 **We recommend that, in future, appointment to the grade of Assistant Director of Youth Affairs should be made by selection from among Principal Youth Officers reckoning at least four years' experience in a substantive capacity and possessing leadership and managerial qualities.**

35.10 **We also recommend that the Ministry of Youth and Sports considers the advisability of introducing a Degree in Social Work or equivalent, by the year 2013, in the qualification requirement of the grade of Assistant Director of Youth Affairs for filling of the latter post by selection of officers in the grade of Principal Youth Officer.**

Director of Youth Affairs

35.11 With the change in the mode of recruitment of the grade of Principal Youth Officer, from promotion to selection, there is need to review the mode of appointment to the grade of Director of Youth Affairs. We are, therefore, making appropriate recommendation.

Recommendation 2

35.12 **We recommend that, in future, the grade of Director of Youth Affairs should be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Director of Youth Affairs reckoning at least two years service in the grade.**

Sports Section

35.13 The Sports Section is responsible for providing a balanced development of sports locally through organisation of major sports events, setting up of national sports infrastructure; providing access to sports infrastructure for the practice of sports and leisure; giving support and technical assistance to sports federation; providing incentives to high level athletes to achieving excellence in their performance; and assisting them in their socio-professional integration at the end of their sports career.

35.14 The Director of Sports, who is the Head of the Sports Section, is assisted by officers of the Sports cadre as well as by the Coach and the Coach (Swimming) cadres.

Assistant Director of Sports (New Grade)

35.15 At present, the Sports Cadre has a three-level structure comprising officers in the grades of Sports Officer, Senior Sports Officer and Director of Sports. To ensure better coordination of activities at operational level, proposal has been made for the creation of a grade between the operational level and the strategic level. We have studied the request and are making provision for the creation of a grade of Assistant Director of Sports.

Recommendation 3

35.16 We recommend the creation of a grade of Assistant Director of Sports. Appointment thereto should be made by selection from among Senior Sports Officers, reckoning at least four years' service in a substantive capacity and possessing leadership and managerial qualities.

35.17 Incumbent would be required, among others, to assist the Director of Sports in the promotion and development of sports and ensure the implementation of sports policies; be responsible for the proper functioning of the sports section; plan and coordinate sports projects and programmes; and be responsible for the organisation of competitions and activities conducive to sports development.

Senior Coach (Swimming)

35.18 At present, appointment to the grade of Senior Coach (Swimming) is filled in by promotion, on the basis of experience and merit, of officers in the grade of Coach (Swimming) reckoning at least five years' service in a substantive capacity and possessing the Brevet d'Etat de Cadre Sportif (BECS) with specialisation in swimming.

35.19 The Ministry is, at present, facing difficulties in filling vacancies in this grade as officers in the grade of Coach (Swimming) do not possess the qualification requirements for the grade of Senior Coach (Swimming). The officers in the former grade, however, possess the required competence and experience to shoulder the responsibilities of the higher grade. We have examined the issue and are bringing in appropriate amendments to the scheme of service to facilitate recruitment.

Recommendation 4

35.20 We recommend that the scheme of service of the grade of Senior Coach (Swimming) should be amended to allow Coach (Swimming) reckoning at least eight years' service in a substantive capacity and having the required competencies be considered for promotion to the grade of Senior Coach (Swimming).

Coach

Coach (Swimming)

35.21 The Ministry is encountering difficulties in recruiting Coaches in different disciplines (Swimming, Tae Kondo, Wrestling, Volley Ball) due to the unavailability of candidates possessing the academic qualifications prescribed in the scheme of service together with the required level of competency in the respective disciplines. At present, Coach is recruited from among candidates possessing the Cambridge School Certificate with credit in five subjects and the Brevet d'Etat de Cadre Sportif (BECS) Level II in the relevant discipline. To compete for the post of Coach (Swimming), candidates should in addition possess the Certificate in Life Saving from the Royal Life Saving Society. Considering the non availability of candidates with the required profile, we are of the view that appropriate amendments should be made to enlarge the field of recruitment so as to enlist the services of candidates possessing the required level of competency though not possessing the full academic qualifications as prescribed in the scheme of service.

Recommendation 5

35.22 We recommend that the qualification requirements of the grades of Coach and Coach (Swimming) be amended such that in the absence of suitably qualified candidates, consideration may also be given to candidates possessing the required technical competencies in the appropriate discipline together with proof of having read up to Form V.

35.23 The Ministry is moving towards the young people to establish contact and enhance the participation level of young people in the sports and youth activities. In this context, officers in the grade of Coach (Swimming) are establishing contacts with young people in primary and secondary institutions as well as other clubs. The officers are required to organise regional activities, detect potential athletes and set up school for debutants at sea. The scheme of service needs, therefore, to be enlarged to reflect the role and functions of the Coach (Swimming).

Recommendation 6

35.24 We recommend that the scheme of service of the grade of Coach (Swimming) should be amended to include the duties as outlined at paragraph 35.23. The additional duties have been taken into consideration in determining the salary of the grade.

Sports Medical Unit

35.25 The Sports Medical Unit is serviced by officers in the grades of Sports Medical Officer and Sports Nursing Officer. The Unit is responsible for the promotion of sports medicine and the medical examination, assessment of fitness and follow-up of athletes.

Sports Medical Officer

35.26 At present, appointment to the grade of Sports Medical Officer is made by selection from among candidates possessing a Medical degree or diploma fully registrable in Mauritius and a Certificat d'Etudes Speciales (C.E.S) in Sports Medicine with an advantage to those reckoning one year practical experience in the field of Sports Medicine.

35.27 There are two posts of Sports Medical Officer on the establishment of the Ministry. However, the Ministry has reported that difficulties are being encountered to fill one vacant post since December 2003. No qualified candidate has applied when the Public Service Commission advertised the post. On account of the acute and chronic scarcity in the field of Sports Medicine and with a view to easing the problem of recruitment, we are bringing certain flexibility in the mode of recruitment.

Recommendation 7

35.28 **We recommend that the scheme of service of the grade of Sports Medical Officer be amended such that in the absence of suitably qualified candidates, consideration be given to fully registered Medical Practitioners with five years' post registration experience. The incumbent would be required to follow a specialised course in Sports Medicine sponsored by the Ministry of Youth and Sports.**

35.29 **We further recommend that Sports Medical Officers, who have reached the top of their salary scale, should be allowed to move incrementally up to salary point Rs 68000 in the master salary scale.**

Special Medical Service Allowance

Recommendation 8

35.30 **We recommend that the provision made at paragraph 30.89 in respect of the Special Medical Service Allowance under the Chapter for the Ministry of Health and Quality of Life be extended to the Sports Medical Officer.**

Rent Free Telephone and Free Calls

Recommendation 9

35.31 We also recommend that provision made at paragraph 30.97 under the Chapter for the Ministry of Health and Quality of Life should equally apply to the Sports Medical Officer.

Commuted Allowance to Sports Nursing Officer

35.32 The Sports Nursing Officers are involved in providing support services for medical coverage during sports activities which are mainly organised during weekends and public holidays and often in the afternoons. Consequently, they are called upon to work on a regular basis beyond their normal working hours on weekdays, Saturdays, Sundays and Public Holidays. As far as possible, Sports Nursing Officers are granted equivalent time off for the extra hours put in or are paid a monthly commuted allowance for putting in a minimum of 20 hours over and above their normal working hours in a month. We are maintaining the present arrangement and revising the quantum.

Recommendation 10

35.33 We recommend that Sports Nursing Officer:

- (i) should be granted, as far as possible, equivalent time off for the extra hours put in.
- (ii) who put in a minimum of 20 hours over and above their normal working week in a month be paid a monthly commuted allowance of Rs 1500, in case time off may not be granted.

Time Off

35.34 Sports and Youth activities are very often held outside normal working hours during weekdays, weekends and public holidays. Technical staff of the Ministry are all required to work at staggered hours. Quite often these officers who have to work beyond their schedule time are not compensated by way of time off nor extra payment. Representations have been made for the payment for extra hours of work put in. The Bureau has examined the representations and considers that the staff may be compensated by way of allowance/overtime at approved rates, if time off cannot be granted.

Recommendation 11

35.35 We recommend that arrangements be made for officers of the Sports Cadre, Coach Cadre, Coach (Swimming) Cadre and Youth Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job to be granted equivalent time off for the extra hours put in. However, where the officers cannot be granted

time off within a period of six months, they should be compensated at the normal hourly rate for the extra hours put in.

Hours of Work – Officers of the Sports and Youth Sections

35.36 The clientele of the Ministry normally makes use of relevant infrastructures after school hours and outside normal working hours. To enhance the optimum use of these infrastructures, the Ministry proposes to review their hours of opening to cater for the needs of the public till late in the evening. In this regard, we consider that the Ministry should review the hours of attendance of its technical staff to better respond to the needs of the youth and other customers.

Recommendation 12

35.37 **We recommend that the Ministry of Youth and Sports considers the advisability of reviewing the hours of attendance of the technical staff to bring in the desired flexibility.**

MINISTRY OF YOUTH AND SPORTS

SALARY SCHEDULE

Salary Code	Salary Schedule
02 00 93	Rs 87500 Permanent Secretary
SPORTS DIVISION	
06 69 81	Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000 Director of Sports
06 65 75	Rs 37500 x 1250 – 50000 Assistant Director of Sports (New Grade)
06 59 71	Rs 30000 x 1250 – 45000 Senior Sports Officer
06 44 67	Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Sports Officer

Salary Code	Salary Schedule
06 43 59	Rs 18400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 Senior Coach Senior Coach (Swimming)
06 26 52	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Coach (Swimming)
06 25 52	Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000 Coach
09 63 79	Rs 35000 x 1250 – 50000 x 1500 – 56000 Sports Medical Officer
09 33 55	Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400 Sports Nursing Officer
22 23 51	Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 Technician (Youth and Sports)
25 17 41	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200 Boiler Operator (Personal)
25 16 39	Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 Boiler Operator (Roster)
25 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Boiler Operator Electrician Maintenance Assistant Painter

Salary Code	Salary Schedule
24 27 41	<p>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</p> <p>Senior Gangman</p>
24 16 39	<p>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</p> <p>Driver (Shift)</p>
24 15 38	<p>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500</p> <p>Driver (Roster – day and night)</p>
24 14 38	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 - 15500</p> <p>Swimming Pool Attendant (Roster)</p>
24 14 37	<p>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</p> <p>Driver (Roster)</p>
24 18 36	<p>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Gangman Leading Hand</p>
24 13 36	<p>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</p> <p>Driver</p>
24 11 31	<p>Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900</p> <p>Caretaker (Roster)</p>
24 10 30	<p>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</p> <p>Gardener/Nurseryman</p>

Salary Code	Salary Schedule
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 08 28	Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000 Handy Worker (Special Class)
24 07 27	Rs 7400 x 200 – 10200 x 250 – 11700 Stores Attendant
24 06 24	Rs 7200 x 200 – 10200 x 250 – 10950 Lorry Loader
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker
YOUTH DIVISION	
23 58 75	Rs 29000 x 1000 – 30000 x 1250 – 50000 Director of Youth Affairs
23 55 67	Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 40000 Assistant Director of Youth Affairs
23 47 61	Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500 Principal Youth Officer
23 43 57	Rs 18400 x 600 – 23200 x 800 – 28000 Senior Youth Officer
23 26 53	Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 Youth Officer

Salary Code	Salary Schedule
24 15 38	Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500 Driver (Roster – day and night)
24 14 37	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 Driver (Roster)
24 18 36	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Gangman
24 13 36	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600 Driver
24 11 31	Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900 Caretaker (Roster)
24 09 29	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300 Watchman
24 02 21	Rs 6425 x 175 – 6600 x 200 – 10200 General Worker

36. WORKMEN'S GROUP

- 36.1 The Workmen's Group comprises the Workmen's Group - General and the Workmen's Group – Tradesmen. The Workmen's Group -General includes all those categories of employees who perform work of a comparatively routine nature; and the Workmen's Group – Tradesmen includes those categories of employees possessing a skill which has been measured by a trade test.

WORKMEN'S GROUP - GENERAL

- 36.2 Employees in the Workmen's Group – General can broadly be classified into two categories in terms of degree of skill - the unskilled and the semi-skilled workers - and includes their supervisors as well. This group represents a sizeable proportion of the total labour force in the public sector and performs all the elementary duties and supports the skilled workers and technicians to fulfill organisational objectives. The general criteria for grades in this group are that the educational requirement is normally up to the School Certificate level and career opportunities are limited within the group.
- 36.3 As mentioned in the 2003 PRB Report, the Workmen's Group alone which concerns no less than 150 grades, cuts 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 and Administrative Reforms.
- 36.4 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 again dealt with the literature concerning this category of employees under one chapter.
- 36.5 In the context of the 2003 PRB Report, we revisited the structures of certain hierarchies through the creation of grades, reviewed the qualification requirements of a few 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 used, as far as possible, neutral terms.
- 36.6 In this Report, we have re-examined the grades classified in the Workmen's Group – General with reference to recommendations made as far back as a decade ago, i.e. 1998; reviewed, where appropriate, the structures of certain

grades; and revised the different allowances payable to certain categories of officers in the group.

- 36.7 We elaborate hereunder on our main recommendations. We deal in the first instance with the general recommendations, then with those which concern specific organisations and which are presented Ministry/Departmentwise and thereafter with those which have bearings on several organisations.

GENERAL RECOMMENDATIONS

Handy Worker

Handy Worker (Special Class)

- 36.8 In the 1998 PRB Report, following representations from staff associations, we created polyvalent and multifunctional grades of Handy Worker and Handy Worker (Special Class) that could conveniently absorb certain minor grades with a view to reducing the multiplicity of grades. Grades of fairly same level were grouped under a common appellation of Handy Worker or Handy Worker (Special Class), as appropriate.
- 36.9 However, the foregoing recommendations have not gained wide application, except for a few organisations which have successfully implemented the scheme. Today, the situation is very much the same as in 1998 and the study has revealed the following features:
- under the respective categories of employees, there is a multiplicity of grades
 - the number of grades and the grade appellations in certain instances differ from one organisation to another
 - the officers generally operate in silos i.e. in watertight compartments with job appellations specific to the sections where they are posted
 - the officers are not multifunctional and polyvalent in practice, and hence are not easily transferable from one section to another within the same organisation
 - many of the posts in the Workmen's Group – General are individual/isolated ones with no career opportunities
- 36.10 In summary, the two categories of employees under reference are in two distinct salary scales. The first category is in salary scale Rs 5050 x125 - 5675 x 150 - 7325 x 175 – 7500 and includes the following grades: Caretaker, Cleaner (Livestock), Cloakroom Attendant, Filterman (Rodrigues), Gateman, Helper, Linen Room Assistant, Local Government Drainman, Local Government Lorry Loader, Lorry Loader, Nightsoilman, Sanitary Attendant, Tobacco Grader and Vehicle Cleaner.

- 36.11 The second category is in salary scale Rs 5300 x 125 - 5675 x 150 - 7325 x 175 – 8025 and includes the following grades: Liftman, Local Government Groundsman, Local Government Roadmender, Rodent Control Attendant, Social Security Attendant, Sprayerman and Stone Breaker.
- 36.12 For greater flexibility in the posting of workers, reduction in the multiplicity of grades, and for the sake of efficiency, we have revived and revisited the recommendations of 1998 to render them implementable so that in future the employees recruited are polyvalent and multifunctional. To facilitate the process, we are making appropriate provisions so as to induce employees in post to join the new polyvalent grades.

Recommendation 1

- 36.13 We recommend that the grades of Handy Worker and Handy Worker (Special Class) be created on the establishment of Ministries/Departments where such grades do not exist but where operational requirements warrant.**

Recommendation 2

- 36.14 We recommend that the following grades: Caretaker, Cleaner (Livestock), Cloakroom Attendant, Filterman (Rodrigues), Gateman, Helper, Linen Room Assistant, Local Government Drainman, Local Government Lorry Loader, Lorry Loader, Nightsoilman, Sanitary Attendant, Tobacco Grader and Vehicle Cleaner, which prior to this report were classified under salary code 24 03 20 in salary scale Rs 5050 x125 - 5675 x 150 - 7325 x 175 – 7500, should gradually be phased out.**
- 36.15 We also recommend that the following grades: Liftman, Local Government Groundsman, Local Government Roadmender, Rodent Control Attendant, Social Security Attendant, Sprayerman and Stone Breaker, which prior to this report were classified under salary code 24 05 23 in salary scale Rs 5300 x 125 - 5675 x 150 - 7325 x 175 – 8025, should be phased out.**
- 36.16 We further recommend that officers in the grades mentioned at Paragraphs 36.14 and 36.15 above should be granted one additional increment on conversion on integrating the grades of Handy Worker and Handy Worker (Special Class) respectively, subject to the maximum salary of the grades.**

SPECIFIC RECOMMENDATIONS

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Office Care Attendant Cadre *formerly Office Attendant Cadre*

- 36.17 At present, the qualification requirement for the grade of Office Attendant is proof of having sat for the Cambridge School Certificate or the General Certificate of Education "Ordinary Level" examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission. The Office Attendants are generally the front liners and they have to deal with foreign visitors including investors and members of official delegations and are, therefore, required to communicate in English and French.
- 36.18 We are restyling the grades in the Office Attendant Cadre to more appropriate appellations commensurate with the nature of the duties and responsibilities and reviewing the qualification requirements for entry to the cadre.

Recommendation 3

- 36.19 **We recommend that the grades in the Office Attendant Cadre be restyled as follows:**

Grade	Restyled to
Office Attendant	Office Care Attendant
Senior Office Attendant	Senior Office Care Attendant
Head Office Attendant	Head Office Care Attendant

- 36.20 **We also recommend that, in future, appointment to the grade of Office Care Attendant should be made by selection from among serving officers on the permanent and pensionable establishment possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission and having the ability to communicate in English and French.**
- 36.21 The foregoing changes in the qualification requirements of the grade of Office Care Attendant *formerly Office Attendant* would require consequential amendments to the schemes of service of similar grades in the Civil Service.

Recommendation 4

- 36.22 **We recommend that the qualification requirements mentioned in the schemes of service of the grades of Attendant Nursing School on the establishment of the Ministry of Health and Quality of Life, Police**

Attendant on the establishment of the Police Department, and Attendant CLAC (Centre de Lecture et d'Animation Culturelle) on the establishment of the Ministry of Arts and Culture be raised from "proof of having sat for the Cambridge School Certificate or an examination of an equivalent standard" to the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission.

Allowance to the Office Care Attendant Cadre

36.23 At present, officers of the Office Care Attendant Cadre *formerly Office Attendant Cadre* who are required to walk or travel by bicycle an aggregate of two kilometres or more daily to collect and deposit keys at the Police Station, over and above the home to office journey and back, are paid an allowance of Rs 220 monthly. The Union has represented that there should be two rates i.e. one for up to six kilometres and one for more than six kilometres as for the School Caretakers in the Ministry of Education and Human Resources.

Recommendation 5

36.24 **We recommend that the monthly non-pensionable allowance payable to officers of the Office Care Attendant Cadre who have to cover, over and above the home to office journey and back, an aggregate of two kilometres up to six kilometres daily to collect and deposit keys at the Police Station be revised to Rs 265.**

36.25 **We also recommend that officers of the Office Care Attendant Cadre who have to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily to collect and deposit keys at the Police Station should be paid a non-pensionable allowance of Rs 400 monthly.**

MINISTRY OF HEALTH AND QUALITY OF LIFE

Ambulance Driver (SAMU)

36.26 At present, Ambulance Drivers working in SAMU ambulance are not assisted by Ambulance Attendants as is the case with ordinary ambulance. Hence, the cleaning and upkeep of vehicles devolve upon the Ambulance Drivers themselves. Furthermore, the number of trips effected by a SAMU ambulance is higher than that effected by an ordinary ambulance. We are providing an appropriate monthly non-pensionable allowance to Ambulance Drivers posted in SAMU vehicle for the additional duties performed.

Recommendation 6

- 36.27 We recommend that Ambulance Drivers posted in SAMU vehicle for a whole month should be paid a non-pensionable monthly allowance of Rs 360.**

Theatre Attendant

- 36.28 At present, Theatre Attendants and Hospital Attendants posted in Operation Theatres for a whole month are paid a non-pensionable monthly allowance of Rs 300.**

Recommendation 7

- 36.29 We recommend that the non-pensionable monthly allowance paid to Theatre Attendants and Hospital Attendants posted in Operation Theatres for a whole month be revised to Rs 360.**

Mortuary Attendant

- 36.30 At present, the qualification requirements for the grade of Mortuary Attendant are at least the Certificate of Primary Education, a knowledge of hygiene and an aptitude to deal sympathetically towards the bereaved. The Mortuary Attendant is responsible to the Hospital Administrator for all non-professional mortuary and post-mortem examination work.**
- 36.31 With a view to improving mortuary services and to better equip the Mortuary Attendants to deliver, we are reviewing the qualification requirements of the grade.**

Recommendation 8

- 36.32 We recommend that, in future, appointment to the grade of Mortuary Attendant be made from among candidates who (a) possess the Certificate of Primary Education, (b) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education 'Ordinary Level' Examination in at least five subjects or an examination of equivalent standard acceptable to the Public Service Commission, (c) possess a knowledge of hygiene, and (d) are able to deal sympathetically towards the bereaved.**
- 36.33 We also recommend that the selected candidates should follow a six- month on-the-job training, both theoretical and practical, covering different aspects such as hygiene, embalming of dead bodies and all other mortuary duties, as approved and arranged by the Ministry of Health and Quality of Life.**

36.34 The amendments brought to the qualification requirements of the grade of Mortuary Attendant have been taken into account in arriving at the salary recommended.

Allowances for Mortuary Attendants

36.35 Mortuary Attendants are presently 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.

Recommendation 9

36.36 We recommend that the non-pensionable allowances paid to Mortuary Attendants be revised as follows:

- (i) **Rs 240 for each case where their services are required whether during normal working hours or while in attendance during “on-call” period;**
- (ii) **Rs 50 for being on-call from 6.00 p.m. to 10.00 p.m.; and**
- (iii) **Rs 75 per hour for actual attendance during on-call period.**

Risk Allowance

36.37 A monthly 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

36.38 We recommend that the monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale payable 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 increased to the equivalent of one and a half increments.

MINISTRY OF EDUCATION AND HUMAN RESOURCES

Scheme of Service of School Caretaker

36.39 At present, School Caretakers are recruited from among employees and Development Workers working in the Ministry and possessing the Certificate of Primary Education or an alternative qualification acceptable to the Public Service Commission. Their duties, among others, consist of cleaning of classrooms; delivering and collecting mail from post offices; helping children crossing the streets during recess and after classes; distribution of breads; and accompanying injured pupils to hospitals.

- 36.40 We are reviewing the qualifications required for entry to the grade of School Caretaker to bring them in consonance with the duties and responsibilities befalling on the incumbents

Recommendation 11

- 36.41 We recommend that, in future, appointment to the grade of School Caretaker should be made by selection from among employees on the permanent and pensionable establishment of the Ministry showing proof of having sat for the Cambridge School Certificate or an examination of equivalent standard acceptable to the Public Service Commission. This recommendation should equally apply to the grade of School Caretaker on the establishment of all other Ministries/Departments/Organisations concerned.**

School Caretaker Cadre – Gatekeeping duties

- 36.42 The Ministry of Education and Human Resources has reported that, at present, there is no Gateman posted in schools and the Ministry has no other alternative than to have recourse to School Caretakers to perform gatekeeping duties. This arrangement has so far proved to be a workable one and we are making appropriate recommendation for the inclusion of gatekeeping duties in the schemes of service of the grades of School Caretaker and Senior/Head School Caretaker.

Recommendation 12

- 36.43 We recommend that the schemes of service of the grades of School Caretaker and Senior/Head School Caretaker be amended to include gatekeeping duties. This element has been taken into account in arriving at the salaries recommended for the grades. School Caretakers and Senior/Head School Caretakers should be granted one additional increment on conversion in their respective salary scales.**

Allowance to the School Caretaker Cadre

- 36.44 At present, officers of the School Caretaker Cadre who are required to collect and deposit keys at the Police Station are paid a non-pensionable allowance as follows:
- (i) Rs 220 monthly for officers who have to cover, over and above the home to office journey and back, an aggregate of two kilometres up to six kilometres daily; and
 - (ii) Rs 330 monthly for officers who have to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.

Recommendation 13

36.45 We recommend that the non-pensionable allowance payable to officers of the School Caretaker Cadre who are required to collect and deposit keys at the Police Station be revised:

- (i) Rs 265 monthly for officers who have to cover, over and above the home to office journey and back, an aggregate of two kilometres up to six kilometres daily; and**
- (ii) Rs 400 monthly for officers who have to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.**

Scheme of Service of Workshop Assistant

36.46 At present, the qualification requirements for the grade of Workshop Assistant are the Certificate of Primary Education and proof of having sat for the Cambridge School Certificate including Physics or Design and Communication or Design and Technology as one of the subjects taken or an examination of equivalent standard acceptable to the Public Service Commission.

36.47 The Workshop Assistants are all round Handyman, aware of the rudimentary safety precautions needed and capable of using the common hand tools found in a workshop. They are generally posted in the different workshops at the Secondary Schools and are required, among others, to assist the Education Officers in the distribution of tools, drawing boards, furniture, materials and other equipment; the control of tools and equipment during practical classes; the storage of the tools and equipment; keeping constant watch over the security of pupils; and keeping of inventories and stock verifications. They also have to prepare the workshop for practical classes and help examiners in the preparation of workshops.

36.48 In view of the nature of the duties devolving upon Workshop Assistants, we are reviewing the qualification requirements for appointment to the grade along similar line as for the Office Care Attendant.

Recommendation 14

36.49 We recommend that, in future, appointment to the grade of Workshop Assistant should be made by selection from among candidates possessing the Cambridge School Certificate including Physics or Design and Communication or Design and Technology as one of the subjects taken or an equivalent qualification acceptable to the Public Service Commission. This recommendation should equally apply to the grade of Workshop Assistant on the establishment of all other Ministries/Departments/Organisations concerned.

Scheme of Service of Library Attendant

- 36.50 At present, appointment to the grade of Library Attendant is made by selection from among candidates possessing the Certificate of Primary Education and showing proof of having sat for the Cambridge School Certificate or an examination of equivalent standard acceptable to the Public Service Commission. Their duties consist, among others, of assisting in sorting library materials for shelving, helping the Librarian in stock taking and write-off whenever required, and supervising the use of computer in the library.
- 36.51 We are reviewing the qualification requirements of the grade of Library Attendant along similar lines as for the grades of Workshop Assistant and Office Care Attendant.

Recommendation 15

- 36.52 We recommend that, in future, appointment to the grade of Library Attendant should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission. This recommendation should equally apply to the grade of Library Attendant on the establishment of all other Ministries/Departments/Organisations concerned.**

POLICE DEPARTMENT

Wardress (Roster) formerly Wardress/Attendant (Roster)

- 36.53 The grade of Wardress/Attendant (Roster) was created on the establishment of the Police Department to cater for female detainees in the police cells and the incumbent is required, among others, to clean female cells and maintain them in good cleaning conditions. We are restyling the grade to a more appropriate appellation.

Recommendation 16

- 36.54 We recommend that the grade of Wardress/Attendant (Roster) on the establishment of the Police Department be restyled Wardress (Roster).**

MINISTRY OF AGRO-INDUSTRY AND FISHERIES CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD

Allowance to Senior Samplers and Samplers

- 36.55 At present, non-pensionable monthly allowances of Rs 260 and Rs 290 are paid respectively to Samplers and Senior Samplers both for performing sub-

clerical duties during intercrop season and for working on a roster basis during crop season.

- 36.56 During intercrop season, the Samplers and Senior Samplers, who otherwise would be redundant, are redeployed in Divisions/Sections/Stations of the Ministry of Agro-Industry and Fisheries as well as in other Ministries/Departments where their services are being availed of.
- 36.57 However, following representations from the Government Samplers Association to the effect that during intercrop season, Samplers were entrusted with more than sub-clerical duties and their monthly allowance of Rs 260 should be revised accordingly, the Ministry of Civil Service and Administrative Reforms, in 2005, sought the advice of the Bureau as to whether an increase in the allowance payable was justified. The grade of Senior Sampler was then vacant.
- 36.58 The Bureau sought additional information regarding the duties, which were more than the sub-clerical ones, performed by the Samplers during intercrop season. On the basis of the exercise, it was then concluded that there was no reason to increase the allowance paid to Samplers at that stage.
- 36.59 In the context of this review, we have examined the whole issue anew. Though, in general, officers of the Samplers' cadre are called upon to perform mostly duties of a sub-clerical nature, in several instances, the line of demarcation between the sub-clerical work and the actual clerical work is blurred. We are, therefore, reviewing the allowances to reflect the actual nature of the duties performed by Samplers and Senior Samplers during intercrop season, i.e both of a sub-clerical and clerical nature.

Recommendation 17

- 36.60 **We recommend that the non-pensionable monthly allowances of Rs 260 and Rs 290 payable to Samplers and Senior Samplers both for performing clerical duties during intercrop season and for working on a roster basis during crop season be revised to Rs 340 and Rs 380 respectively.**
- 36.61 **We also recommend that the schemes of service of the grades of Sampler and Senior Sampler be respectively amended to replace the term 'sub-clerical' by the term 'clerical', wherever it appears.**

Testing of Canes at Night at Control Board Laboratories

- 36.62 Following the centralisation of sugar factories, Samplers who effectively work beyond 6.00 p.m. and up to 11.00 p.m. are paid a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale, in addition to the monthly allowance already being paid to them.

Recommendation 18

- 36.63 We recommend that the monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale payable to Samplers who effectively work beyond 6.00 p.m. and up to 11.00 p.m. be increased to the equivalent of one and a half increments, in addition to the monthly allowance already being paid to them.**

MINISTRY OF ARTS AND CULTURE

Driver (Roster – Day and Night) (New Grade)

- 36.64 The activities of the Ministry of Arts and Culture are most of the time organised after office hours and last till late in the night where public transport is not available. There exists a grade of Driver (Roster) on the establishment of the Ministry and the incumbents operate on a roster (day) basis, i.e. those whose turn of duty starts either at or after 4.00 a.m. or goes up to 8.00 p.m. This arrangement has proved not to be in consonance with the operational exigencies of the Ministry. We are, therefore, providing for a new grade of Driver (Roster – day and night).

Recommendation 19

- 36.65 We recommend the creation of a grade of Driver (Roster - day and night) on the establishment of the Ministry of Arts and Culture.**
- 36.66 With the creation of the grade, the services of the Driver (Roster) would no longer be required.

Recommendation 20

- 36.67 We recommend that, as an inducement to join the new grade of Driver (Roster – day and night), Drivers (Roster) on integrating the new grade should be granted one additional increment on conversion.**
- 36.68 We also recommend that the existing grade of Driver (Roster) should be abolished on vacancy. We have provided personal salaries for the Drivers in post.**

MINISTRY OF HOUSING AND LANDS

Survey Field Worker

- 36.69 At present, the survey team, which assists the Surveyors in the Ministry of Housing and Lands, consists of officers in a three-level hierarchy i.e. Chainman, Poler and Head Poler. Chainmen are appointed by selection from among General Workers on the permanent and pensionable establishment who possess, among others, as a minimum the Certificate of

Primary Education. An examination of the job descriptions has revealed that the Chainmen and the Polers are performing similar duties. In keeping with the philosophy favouring flatter structures, we are merging the grades of Chainman and Poler. We are also restyling the grades in the cadre more appropriately and reviewing the qualification requirements for entry to the cadre.

Recommendation 21

- 36.70 We recommend that the grades of Chainman and Poler be merged and restyled Survey Field Worker/Senior Survey Field Worker and that of Head Poler be restyled Head Survey Field Worker. We also recommend that, in future, appointment to the grade of Survey Field Worker/Senior Survey Field Worker should be made by selection from among General Workers on the permanent and pensionable establishment showing proof of having sat for the Cambridge School Certificate or the General Certificate of Education "Ordinary Level" examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.**

MINISTRY OF YOUTH AND SPORTS

Driver (Roster – Day and Night)

- 36.71 The Bureau recommended in the 2003 PRB Report that a new grade of Driver (Roster - day and night) be created on the establishment of the Ministry of Youth and Sports. With the creation of the grade, the grades of Driver, Driver (Shift) and Driver (Roster) were to be abolished on vacancy. The recommendation was motivated by the fact that the nature of the services did not warrant a transport service on a 24-hour round the clock basis. This course of action was aimed at curbing the significant overtime cost, in line with a recommendation of the Director of Audit who had been very critical over the whole issue of overtime.
- 36.72 However, the Ministry has not been able to implement the 2003 PRB recommendations as no Driver on the establishment of the Ministry has applied for the post of Driver (Roster - day and night) when vacancies were advertised. Requests for transport are increasing at a high rate due to intensive training/preparation of athletes for numerous national/regional and international sports competitions. The Ministry is, therefore, facing an embarrassing situation whereby it is not possible to make appropriate arrangements for shift work/work on roster and the amount of overtime paid keeps on increasing.
- 36.73 The Ministry is of the view that there should be one category of driver, i.e. Driver (Shift) and these Drivers would operate on two shift basis covering

8.00 a.m. to 10.00 p.m. everyday. The Ministry has, therefore, proposed that all categories of drivers be absorbed directly into that of Driver (Shift).

36.74 According to definitions, Roster - Day and Night is meant for workers whose turn of duty may either start before 4.00 a.m. or extend beyond 8.00 p.m. Shift work is meant for workers operating in relays on a 24-hour basis invariably including night duty and work on Sundays and Public Holidays.

36.75 The foregoing points to the conclusion that the request to absorb all the drivers in the grade of Driver (Shift) is not justified according to the definitions. The grade of Driver (Roster – day and night), as recommended in the 2003 PRB Report, is more in consonance with the operational requirements and exigencies of the Ministry as it does not preclude the Ministry from scheduling the work of drivers in the manner it is proposing.

Swimming Pool Attendant (Roster)

36.76 At present, Swimming Pool Attendants (Roster) are recruited by selection from among employees on the permanent and pensionable establishment possessing a pass at the Cambridge School Certificate in at least three subjects and who are able to swim at least 25 metres.

36.77 The Ministry of Youth and Sports is facing difficulties to fill vacancies in the grade of Swimming Pool Attendant (Roster) as no qualified candidates applied for the post. The Ministry considers that the specific nature of the duties of Swimming Pool Attendant does not require the School Certificate qualification. In practice, General Workers as well as contractual staff employed by the Mauritius Sports Council do in fact perform the duties in the absence of the substantive post-holders. We are, therefore, making appropriate provision to ease recruitment.

Recommendation 22

36.78 We recommend that the scheme of service of the grade of Swimming Pool Attendant (Roster) at the Ministry of Youth and Sports be amended such that, in the absence of qualified candidates, recruitment be made from employees of the Ministry showing proof of having studied up to Form IV and who are able to swim at least 25 metres at a stretch.

OTHER RECOMMENDATIONS

Allowance to Office Assistants

36.79 Office Assistants who perform sub-clerical duties in Ministries/Departments where they are posted are paid a non-pensionable monthly allowance of Rs 350.

Recommendation 23

36.80 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 420.

Cleaning of Lavatories

36.81 General Workers are at present paid a monthly non-pensionable allowance of Rs 105 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 260 monthly.

Recommendation 24

36.82 We recommend that the monthly non-pensionable allowance for the cleaning of lavatories be revised to Rs 165. Where the lavatories are used by members of the public and the cleaning is done twice daily, the allowance is revised to Rs 330 monthly.

Watchman

36.83 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. Watchmen are entitled to two days leave with full pay each month over and above casual or vacation leave.

Recommendation 25

36.84 We recommend that Watchmen should, as at present, be entitled to two additional days leave with full pay each month.

Drivers

36.85 Drivers form a group where there can be few promotional outlets. Since the 1970s, the grades of Chauffeur, Driver (Mechanical Unit) and Ambulance Driver had been regarded as the only promotional grades for drivers. These grades are departmental ones and are thus specific to their respective Ministries/Departments.

36.86 However, in the course of time, the situation has evolved. In order to meet operational exigencies in the different areas of the public service, other categories of drivers have been established and appropriate grades created under the votes of the respective Ministries/Departments.

36.87 Today, this class of employees performing driving duties includes, *inter-alia*, several types of drivers, namely Driver (Ordinary Vehicles up to 5 tons) (on roster), Driver (Ordinary Vehicles up to 5 tons) (on roster – day and night), Driver (on shift). Driver (Heavy Vehicles above 5 tons), and Driver (Heavy Vehicles above 5 tons) (on roster – day and night).

Pool of Drivers in the General Services

36.88 Pursuant to certain observations made by the High Powered Committee regarding the employment of drivers by officers eligible for chauffeur-driven car 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,

it was recommended in the 2003 PRB Report that all drivers attached to beneficiaries of chauffeur-driven car in the Civil Service should be absorbed in the pool of drivers on the establishment of the Ministry of Civil Service and Administrative Reforms and classified in the General Services.

36.89 It was further recommended that officers including Chief Executives/Responsible and Accounting Officers drawing Rs 47,500 or more as from 1 July 2003 would be eligible for an official car and be paid an allowance in lieu of the services of a driver. Officers in this category may on the approval of the High Powered Committee be provided with the services of a driver either on the establishment of the organisation or from the appropriate pool in lieu of the allowance.

36.90 On account of practical and administrative difficulties, the recommendation regarding the absorption of drivers attached to beneficiaries of chauffeur-driven car in the Civil Service in the pool of drivers on the establishment of the Ministry of Civil Service and Administrative Reforms and their classification in the General Services has not been implemented.

36.91 However, the Ministry of Civil Service and Administrative Reforms has reported that it is the practice today that whenever a vacancy occurs in the grade of Driver under the vote of one Ministry/Department, a redundant Driver from another Ministry/Department is transferred to the other vote. This arrangement has helped to facilitate the redeployment of underutilised drivers.

Recommendation 26

36.92 We recommend that this practice should continue.

Future Entrants to the Grades of Driver and General Worker

36.93 In line with the caution expressed at Chapter 24 of Volume I of this Report, **we recommend that future entrants to the grades of Driver and General**

Worker should proceed incrementally in the respective salary scales up to salary points Rs 12900 and Rs 9200.

Allowance to Driver

36.94 At present, a monthly non-pensionable allowance of Rs 260 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.

Recommendation 27

36.95 We recommend that the monthly non-pensionable allowance payable 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 310.

Shift Work and Night Duty Allowance

36.96 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, a Night Duty Allowance is currently being paid to this category of officers. We are reviewing the rate for improved effectiveness.

Recommendation 28

36.97 We recommend that officers in the Workmen's Group who effectively work on night shift should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

36.98 The provision of Recommendation 28 at paragraph 36.97 should also apply to Watchmen who effectively work at night although they are not classified as shift workers.

Shift/Roster

36.99 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

Ambulance Attendant
Ambulance Driver
Attendant (Haemodialysis)
Barnman
Driver
General Worker

Hospital Attendant
Hospital Servant
Operator (Waste Water Pumping Station)
Sanitary Attendant
Senior Stockman (Rodrigues)
Stockman (Rodrigues)
Theatre Attendant
Workshop Assistant
X-Ray Attendant

Roster

Assistant Chef
Burial Ground Attendant (Rodrigues)
Caretaker (Youth and Sports)
Cook
Driver (Heavy Vehicles above 5 tons)
Driver (Ordinary Vehicles up to 5 tons)
(Rodrigues)
Factory Operative
Factory Operative Assistant
Gangman
Head Nurseryman (Fisheries)
Household Attendant
Irrigation Operator
Laundry Attendant
Mortuary Attendant
Nurseryman (Fisheries)
Operator Pumping Station (Rodrigues)
Senior Nurseryman (Fisheries)
Stockman
Swimming Pool Attendant
Valve Operator (Rodrigues)
Wardress formerly Wardress/Attendant
Waste Water Pipe Cleaner
Youth Centre Attendant (Rodrigues)

Roster-Day and Night

Driver (Heavy Vehicles above 5 tons)
Driver (Ordinary Vehicles up to 5 tons)

WORKMEN'S GROUP – TRADESMAN CADRE

- 36.100 The Workmen's Group – Tradesman Cadre comprises employees in a wide range of trades such as masonry, carpentry, plumbing and pipe fitting etc, in a three-tier structure with the grades of Tradesman's Assistant, Tradesman and Chief Tradesman/Foreman. The majority of the tradesman grades are found in the Ministry of Public Infrastructure and the employees are involved, among others, in the maintenance of Government buildings. However, certain grades are departmental ones scattered in several Ministries/Departments and are thus specific to their respective organisations.
- 36.101 The normal method of recruitment into the Workmen's Group – Tradesman Cadre, in the past, was through an apprenticeship. With this object in view, the establishment for tradesman and apprentices in each trade was a combined one, so that an apprentice on completing his training and passing the initial trade test, could be promoted to Tradesman without having to wait for a vacancy. It was only when there were insufficient apprentices available who had completed their apprenticeship that recourse was made to the recruitment of those who had passed their trade test after a period of service as Tradesman's Assistant.
- 36.102 Since quite some time now, recruitment to the Tradesman Cadre through the apprenticeship mode has stopped; and today vacancies in the grade of Tradesman in the various trades are filled by selection from among Tradesman's Assistants who have been trade tested. Tradesman's Assistants are generally selected from among General Workers who have displayed competencies for the trades and have initially undergone an aptitude test on the basis of the skill required, the responsibility involved and the nature of the work.
- 36.103 The normal promotion outlets for the Tradesman are posts of Foreman and Chief Tradesman. The Foreman is selected not just on the basis of seniority irrespective of trade but from those qualified in the general field of work to be supervised. The grade of Chief Tradesman has an identical pay scale as the Foreman and is another promotional outlet for the most highly skilled of a group of Tradesmen who are required not only to exercise their own particular skill by personally undertaking the most complicated work but also to guide and direct the work of other Tradesmen working with them in a small group. Above the Foreman and Chief Tradesman level, there is a grade of Workshop Supervisor which is the highest level to which a Tradesman, particularly a Mechanic, can aspire.
- 36.104 The employees of the Tradesman Cadre carry out a wide range of activities and are involved in, *inter alia*, repairs and maintenance of motor vehicles,

minor construction works and repairs and maintenance of public buildings, hospitals as well as residential quarters of staff.

- 36.105 During consultations with parties, in the context of this review, it has been represented that there is need to carry out an in-depth study in order to revamp the entire system to provide for polyvalency and multi-skilling, to the extent that is possible, greater flexibility in the posting of workers and mobility. It has been argued that some vocational training institutions are already offering courses to school leavers, where the modules of study combine an array of trades and the trainees acquire skills in a number of trades and become polyvalent. Such training is sanctioned by examinations. On successful completion of the training, the students acquire the basic technical knowledge and skills which enable them to deliver efficiently in a number of trades.
- 36.106 The Bureau has undertaken an in-depth study of the Tradesman Cadre and has in the process consulted parties to have a comprehensive grasp of the current situation. The study has revealed the following salient features:
- (i) There is a multiplicity of grades.
 - (ii) The employees have job appellations specific to their respective trades and hence are not multifunctional and polyvalent.
 - (iii) Besides the main stream in the Ministry of Public Infrastructure, there are several departmental posts of Tradesman in several Ministries and Departments and these officers are not transferable from one organisation to another. In these organisations, the services of Tradesman may not be needed full time and hence are not gainfully utilized. In a number of them, there are isolated/individual posts with no career opportunities.
 - (iv) The establishment of Tradesman, which represents a sizeable proportion of the labour force, would gradually diminish. Major works requiring modern design and technologies are contracted out for cost effectiveness. In a few Ministries, only a core staff would be needed for the repair and maintenance of Government buildings.
 - (v) With the setting up of vocational training institutions, candidates having the right type of skills and competencies in trades are available on the labour market.
- 36.107 To address the foregoing issues, we are setting the direction and making provision for the creation of a grade of Multi-skilled Tradesman, as appropriate to the extent that is possible, which would gradually replace the traditional grades of Tradesman in a few disciplines. The new arrangement would instill a new work culture, provide for flatter structures, introduce polyvalency and multi-skilling, bring in more efficiency and improved service

delivery by fully trained tradesmen in combined trades, and ensure that available resources are gainfully utilised.

Recommendation 29

Multi-skilled Tradesman (Automotive Body Repairs and Painting) (New Grade)

36.108 We recommend the creation of a grade of Multi-skilled Tradesman (Automotive Body Repairs and Painting). Appointment thereto should be made by selection from among candidates who have successfully followed a 45-week course leading to the NTC 3 in Automotive Body Repairs and Painting awarded by the IVTB, which covers basic workshop skills, panel repairs, gas welding, panel preparation techniques, spray painting in nitrocellulose finish, compounding and polishing.

36.109 Incumbents would be required to carry out duties related to vehicle body repair works and painting.

Recommendation 30

Multi-skilled Tradesman (Automotive Electricity and Electronics) (New Grade)

36.110 We also recommend the creation of a grade of Multi-skilled Tradesman (Automotive Electricity and Electronics). Appointment thereto should be made by selection from among candidates who have successfully followed a 45-week course leading to the NTC 3 in Automotive Electricity and Electronics awarded by the IVTB, which covers basic workshop skills, starting and charging systems, lighting and ignition systems, direct current motors and vehicle instrumentation.

36.111 Incumbents would be required to carry out duties related to automotive electricity and electronics.

Recommendation 31

Multi-skilled Tradesman (Building Construction) (New Grade)

36.112 We further recommend the creation of a grade of Multi-skilled Tradesman (Building Construction). Appointment thereto should be made by selection from among candidates possessing:

(i) the NTC 3 awarded by the IVTB to candidates who have successfully completed a 1½ year course in basic workshop practices and skills; technical drafting, communications and mathematical operations; pipe fitting; electrical supply in single-phase installation; masonry; paint work; and cabinet making;

OR

(ii) the Brevet Aptitude Professionel, Building Construction Course of City & Guilds London Institute.

- 36.113 Incumbents would be required to carry out the duties as multi-skilled handy workers in the field of pipe fitting, electrical installation, masonry, paint work and cabinet making.

Implementation of the New Structure

- 36.114 To facilitate the implementation of the new structure, there is need for organizations having employees of the Tradesman Cadre on their establishment to carry out in the first instance a manpower assessment exercise to identify those grades which would no longer be required in the context of the new arrangement and which would gradually be phased out of the system.

Recommendation 32

- 36.115 We recommend that Ministries and Departments having employees of the Tradesman Cadre on their establishment should in the first instance carry out a manpower assessment exercise on the basis of the provisions set out above to identify those grades of Tradesman which should gradually be phased out of the system.**

- 36.116 The recommended salary scale for the new grade of Multi-skilled Tradesman should be Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000.**

Tradesman's Assistant

- 36.117 Representations have been received from the Staff Associations that some Tradesman's Assistants in some organisations have successfully completed the NTC 3 and still have to serve for many years in the same grade as the establishment size of the grade of tradesman is small. We have examined the request and hold the view that some incentive may be given to employees who have acquired higher skills for better career prospects, but have to wait for long time for a promotion to the Tradesman grade.

Recommendation 33

- 36.118 We recommend that Tradesman's Assistants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade be paid a non-pensionable allowance equivalent to two increments at the point they have reached in the salary scale of the grade to be read from the Master Scale, pending their appointment to the grade of Tradesman.**
