

VOLUME II
Part II
PARASTATAL AND OTHER STATUTORY BODIES
AND
THE PRIVATE SECONDARY SCHOOLS

Page 8

To insert after paragraph 19

SPECIFIC RECOMMENDATIONS

Qualification Requirements for the grades of Accounts Clerk and Accounts Officer

19A. We have observed that the qualification requirements for the grades of Accounts Clerk and Accounts Officer in the Parastatal Bodies differ from one Organisation to another. We are, therefore, harmonizing these qualifications for the sake of consistency.

Recommendation 4A

Accounts Clerk

19B. We recommend that the qualification requirements for the grade of Accounts Clerk should be:

(i) A Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts

(ii) Either

A pass in Accounting at the Cambridge Higher School Certificate (Principal Level) and at least two years experience in finance/audit duties

Or

A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and at least two years experience in finance/audit duties

Or

A Certificate in Book Keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry with at least four years experience in finance/audit duties.

A Certificate in Spreadsheet or knowledge of Computer Operation and standard software packages would be desirable.

Accounts Officer

19C. We also recommend that recruitment to the grade of Accounts Officer should be made from among Accounts Clerks possessing the above qualifications or equivalent and reckoning at least four years' service in the grade.

In the absence of suitably qualified candidates, enlistment to the grade of Accounts Officer should be made from among candidates possessing the required qualifications for the grade of Accounts Clerk and reckoning at least four years post qualification experience in finance/audit duties.

Recommendation 4B

19D. Employees in Parastatal Bodies possessing (a) a post of SC Degree as at 30 June 2003 and (b) who have been called upon to perform regularly duties of a higher grade requiring a post 'A' Level Degree should be considered for appointment thereto though they do not possess the 'A' Level.

AGRICULTURAL MARKETING BOARD

Page 10

Recommendation 3

Paragraph 1.11

4th Line

"five years" should read "two years"

Page 12

Recommendation 6

Paragraph 1.21

To delete : Whole content

To replace by

We recommend the creation of a grade of Accounts Clerk on the establishment of the Agricultural Marketing Board. The qualification requirements for the grade should be as set out at paragraph 19B of Recommendation 4A of this Volume.

Page 20

To insert after Salary Code AMB 20

AMB 20A : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200

Human Resource Officer (New Grade)

Under Salary Code AMB 21

To delete : Human Resource Officer (New Grade)

CENTRAL WATER AUTHORITY

Page 30

To insert after paragraph 3.38

Recommendation 7A

3.38A We recommend that, in future, recruitment to the grade of Cashier be made from among candidates possessing

(i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education "Ordinary Level"; and

(ii) the General Certificate of Education with passes at 'A' Level in at least two subjects or an equivalent qualification acceptable to the Public Service Commission.

Page 32

To delete Salary Code CWA 21 and whole content

Under Salary Code CWA 22

To add : Cashier (Officers appointed after 30.06.87)

Page 33

Under Salary Code CWA 24

To add : Technical Assistant (Electronic) (On Shift)

CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

Page 38

Recommendation 4

Paragraph 4.10

To delete whole content and replace by

We recommend the creation of a grade of Officer-in-Charge, Contributions Section which should be filled by selection from among officers in the grade of Accounting Technician and officers in the grade of Controller having served at least three years in the grade and possessing the third level of the London Chamber of Commerce and Industry Certificate or an equivalent qualification acceptable to the Board.

Page 40

Salary Code CFP 13 : To delete whole content and replace by

CFP 13 : Rs 24000 x 800 - 28000 x 1000 - 34000

Assistant General Manager
formerly Assistant Manager

CONSERVATOIRE DE MUSIQUE FRANCOIS MITERRAND TRUST FUND

Page 45

Salary Code CMTF 11 : To delete whole content and replace by

CMTF 11 : Rs 42500

Director

DEVELOPMENT WORKS CORPORATION

Page 49

To delete the title : Quantity Surveying Technician (New Grade)

To delete paragraphs 6.18 to 6.21 and whole content

Page 51

To insert after paragraph 6.31

Accounts Clerk

6.31A The existing scheme of service of the Accounts Clerk does not include cashier duties. For increased efficiency and effective use of the services of the Accounts Clerk, the scheme of service of the grade has to be amended to include cashier duties.

Recommendation 10A

6.31B We recommend that the scheme of service of the grade of Accounts Clerk should be amended to include cashier duties. This element has been taken into consideration in arriving at the recommended salary.

Page 56

To insert after Salary Code DWC 20

DWC 20A : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600

Senior Word Processing Operator

Page 57

Under Salary Code DWC 25

To delete : "(Personal to officer in post as at 30.6.03)" after grade "Quantity Surveyor's Assistant"

Page 58

Under Salary Code DWC 32

To delete : Quantity Surveying Technician (New Grade)

Under Salary Code DWC 33

To delete : "(Personal to officer in post as at 30.6.03)" after grade "Senior Quantity Surveyor's Assistant"

EXPORT PROCESSING ZONES DEVELOPMENT AUTHORITY

Page 63

After paragraph 8.5

"Recommendation" should read **"Recommendation 1"**

To insert after paragraph 8.7

Assistant Documentation Officer

8.7A To ensure the smooth delivery of services at the Information and Research Centre (IRC), we are providing for a new grade of Assistant Documentation Officer against abolition of the grade of Technical Assistant which is vacant.

Recommendation 1A

8.7B We recommend the creation of a grade of Assistant Documentation Officer. Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French Language and Mathematics, together with the Cambridge Higher School Certificate and a Certificate in Library Studies or equivalent qualifications.

8.7C Incumbent would be required, among others, to feed all relevant data relating to books, periodicals, reports, video tapes, CD Rom, audio tapes etc into the Computerised Library System; maintain a register of all books and periodicals received; issue and monitor loans of materials; follow up on orders of books/periodicals; assist users of IRC service in their information search and in the preparation of "dossiers thematiques".

Under Salary Code EPZDA 5

To replace the grade "Technical Assistant" by "Assistant Documentation Officer (New Grade)"

FARMERS' SERVICE CORPORATION

Page 72

Recommendation 3

To add at the end of paragraph 10.12

The Clerk/Senior Clerks and Accounts Officers who were drawing an allowance equivalent to two increments at the initial of their scale should be granted two additional increments on conversion, subject to the top salary of the salary scale of the grade of Executive Assistant.

FOOD AND AGRICULTURAL RESEARCH COUNCIL

Page 78

Paragraphs 12.3 and 12.4

To replace the words "FARC's Unit" by "FARC"

Page 79

Recommendation 1

Paragraph 12.7

To delete : Whole content

To replace by

We recommend the creation of a grade of Director-General on the establishment of FARC. The grade should be filled by candidates holding at least an MSc in Agriculture or in a related field or an equivalent qualification acceptable to the Council, with at least five years' experience in a senior administrative position.

Page 82

To delete sub-title "Allowances"

To delete paragraphs 12.26 and 12.27 and whole content

Page 83

To delete paragraphs 12.31 and 12.32 and whole content

Page 85

To insert after paragraph 12.38

**Extension Assistant
Senior Extension Assistant**

Recommendation 12A

12.38A We recommend that Extension Assistants, who have drawn their top salary for a year, should proceed in the scale of Senior Extension Assistants, provided they have been efficient

and effective and have not been adversely reported upon. This recommendation should not, however, preclude Extension Assistants from being promoted to Senior Extension Assistant before they have reached the top point of their salary scale.

Page 87

Recommendation 17

Paragraph 12.52

Last Line

To delete : "Senior/Principal Stores Officer"

To replace by : "Stores Superintendent"

Page 88

Paragraph 12.56

3rd and 4th Lines

To add after "post 'A' Level Degree in Administration or Management"

"or a Pass at the Final Examinations required for admission to the Associateship of the Institute of Chartered Secretaries and Administrators."

Paragraph 12.58

To delete the last sentence and to replace by "We are restyling the grade and amending its qualification requirements for better effectiveness and efficiency."

Page 90

Paragraphs 12.67 and 12.68

To delete : Whole content

To replace by

12.67 Some officers in the grade of Research Scientist/Senior Research Scientist lead a program which normally consists of several projects on a common theme (like Biotechnology, Post Harvest, etc) in the course of their work. It is felt that they should be compensated for the additional responsibility.

Recommendation 24

12.68 We recommend the payment of a monthly Lead Allowance of Rs 2000 to each officer in the grade of Research Scientist/Senior Research Scientist who leads a program consisting of an integrated set of projects in several disciplines with a common theme.

Page 91

Paragraph 12.73

First Line

To add after "Research Assistant" **the words** "and Senior Research Assistant working in the Livestock Section"

Recommendation 26

Paragraph 12.74

To delete : Whole content

To replace by

Officers in the grades of Research Assistant and Senior Research Assistant in the Livestock Section who work on roster in outstations should be paid a monthly allowance of Rs 325 and Rs 400 respectively.

Page 93

Under Salary Code FARC 8

"Senior Gardener/Nurseryman (AREU) **should read** "Senior Gardener/Nurseryman (AREU/FARC)"

Page 95

Under FARC 25

To delete : The word 'FARC' in respect of the grade of Confidential Secretary

To add after Salary Code FARC 26

FARC 26A : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 18200

Confidential Secretary (FARC) (Personal)

FARC 33

To delete : Senior/Principal Stores Officer (AREU)
formerly Senior Stores Officer

To replace by : Stores Superintendent (AREU)
formerly Senior Stores Officer

Page 96

FARC 38

To delete : Salary Scale

To replace by : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000

Page 97

Under Salary Code FARC 42

To add : Principal Agricultural Engineer (New Grade) (AREU)

To delete : Laboratory and Nursery Manager (FARC)
Programme Manager (FARC)
formerly Research Coordinator

To insert

FARC 42A : Rs 32000 x 1000 - 37000

Laboratory and Nursery Manager (FARC)
Programme Manager (FARC)
formerly Research Coordinator

Under Salary Code FARC 43 and salary scale Rs 33000 x 1000 - 39000

To delete : Whole content

To replace by : Assistant Director (Crops) (AREU)
Assistant Director (Extension and Training) (AREU)
Assistant Director (Livestock) (AREU)

Under Salary Code FARC 44

To delete : Salary in respect of Deputy Director (AREU)

To replace by : Rs 42500

INDUSTRIAL AND VOCATIONAL TRAINING BOARD

Page 100

To insert after paragraph 14.3

Assistant Manager

14.3A Presently, appointment to the grade of Assistant Manager is made from among candidates possessing the Cambridge Higher School Certificate or GCE 'A' Level in two subjects or equivalent and a degree in the relevant field from a recognised institution.

Recommendation 1A

14.3B We recommend that, in future, appointment to the grade of Assistant Manager be made from among candidates possessing a post 'A' Level Degree in the relevant field and reckoning at least three years relevant post qualification experience.

Page 107

Paragraph 14.38

9th Line

To delete words : be responsible for all tools and stones

To replace by : issue tools, materials and equipment

Page 111

Under Salary Code IVTB 21

To delete : Coordinator Apprenticeship
Coordinator Hotel Studies
Public Relations Officer

Under Salary Code IVTB 23

To add : Coordinator Apprenticeship
Coordinator Hotel Studies
Public Relations Officer

IRRIGATION AUTHORITY

Page 115

To insert after paragraph 15.14

Pattern of Work

15.14A With the implementation of new irrigation systems, the pattern of work on some projects has changed and certain employees in the grades of Supervisor, Gangman, Driver and Irrigueur are required to work from 22.00 hours to 06.00 hours the following day. We are providing for the payment of an allowance to those employees who effectively work during these hours.

Recommendation 4A

15.14B We recommend that employees in the grades of Supervisor, Gangman, Driver and Irrigueur who effectively work from 22.00 hours to 06.00 hours the following day be paid an allowance equivalent to one increment at the point they have reached in their respective salary scales provided they have worked regularly on this pattern during the month.

Page 116

To delete sub-title "Secretary" and whole content of paragraphs 15.15 and 15.16

To replace by the following

Head of Administration (New Grade) Administrative Assistant (New Grade)

15.15 The Administrative Department is headed by the Secretary who also acts as Secretary to the Board. With the coming into operation of the Midlands Dam and with the implementation of new irrigation schemes, additional duties relating to the formulation and maintenance of administrative procedures, manpower management and training programmes, policies and plans linked to industrial relations, liaising with legal adviser and preparing reports for the Board have emerged. We are revisiting the structure of the Administrative Department with the creation of new levels against the abolition of the grade of Administrative Secretary.

Recommendation 5

15.16 We recommend the creation of a grade of Head of Administration to be recruited from among candidates possessing a post 'A' Level Degree in Administration or Human Resource Management or an alternative qualification acceptable to the Board and reckoning at least eight years' experience in administration at senior management level.

15.16A The Head of Administration would report to the General Manager and would, among others, be responsible for the preparation of documents and reports for Board and Sub-Committees, formulation and implementation of plans for manpower development and training, liaising with the Legal Adviser of the Authority and representing the Authority at Tribunals, Industrial Relations Commission and Courts of Law. He would also be required to act as Secretary to the Board.

Recommendation 5A

15.16B We also recommend the creation of a grade of Administrative Assistant to be recruited from among candidates possessing a post 'A' Level Degree in Administration or Management or an alternative qualification acceptable to the Board.

15.16C The incumbent would report to the Head of Administration and would be required, *inter alia*, to assist in formulating and maintaining administrative procedures and implementation and co-ordination of decision, follow-up action and inter-section communication, and draft and prepare agenda, minutes and reports at management and other committee meetings.

Administrative Secretary

15.16D With the filling of the post of Head of Administration the duties devolving upon the Secretary restyled Administrative Secretary would be taken over by the incumbent in the grade of Head of Administration. The post of Administrative Secretary would then become redundant.

Recommendation 5B

15.16E We are providing a personal salary for the Secretary restyled Administrative Secretary and recommend that the grade be abolished on vacancy.

Page 119

Under Salary Code IA 2

To delete : Irrigueur

To replace by : Irrigueur (on roster)

Page 122

Under Salary Code IA 34

To add : Administrative Assistant (New Grade)

Page 123

Under Salary Code IA 38

To delete : Administrative Secretary
formerly Secretary

To replace by : Administrative Secretary (Personal)
formerly Secretary

To insert after Salary Code IA 40

IA 40A : Rs 27200 x 800 - 28000 x 1000 - 34000

Head of Administration (New Grade)

MAHATMA GANDHI INSTITUTE

Page 129

Paragraph 17.4

4th Line

To add after "School of Mauritian, Asian and African Studies" - "School of Indian Studies"

Page 134

Recommendation 8

Paragraph 17.27

To delete whole content and replace by

We recommend the creation of a grade of Office Superintendent. Recruitment thereto should be made by selection from among officers in the Executive Cadre reckoning at least four years' service in a substantive capacity in the Cadre and having knowledge of work procedures, judgement and initiative in problem solving, good interpersonal and communication skills together with ability to adapt to different work situations.

Page 139

Recommendation 18

Paragraph 17.56

6th Line

To insert after "basic salary"

or to the higher salary point where the sum obtained is between two salary points.

Page 140

Recommendation 20

Paragraph 17.60

3rd Line

To delete the figure "15" and replace by "12"

To insert after paragraph 17.60

17.60A We also recommend that with effect from 1 July 2008, recruitment to the grade of Dean should be made from among Education Officers possessing the Post Graduate Certificate in Education or an alternative professional qualification in the field of Education and having the required number of years of experience.

Paragraph 17.61

2nd Line

To delete "ten periods" and replace by "400 minutes"

Paragraph 17.62

To delete whole content and replace by

The Dean would head one of the four streams, namely Arts; Science and Mathematics; Economics, Social Studies and Accounts; and Technical subjects or such streams as may be approved by the Ministry of Education and Scientific Research.

Page 141

After paragraph 17.67

To insert

Usher

17.67A At present recruitment to the grade of Usher is made by selection from among candidates possessing a School Certificate with credit in five subjects and having a knowledge of first aid together with either organizational ability or experience in youth activities. The mode of appointment to and the appellation of the grade has to be reviewed.

Recommendation 22A

17.67B We recommend that the grade of Usher be restyled Usher/Senior Usher and the scheme of service amended so that, in future, recruitment to the grade be made by selection from among serving officers operating at Clerical Officer/Higher Clerical Officer level and Executive Officer level and possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and passes at 'A' Level in at least two subjects.

Page 143

Recommendation 25

To insert after paragraph 17.75 (ii)

(iii) Notwithstanding the provisions of paragraph 27.89 (i) of Volume I, we recommend that vacation leave in excess of the normal 50% of annual entitlement during term time may, subject to the exigencies of the service, be granted 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 officer's career.

To insert after paragraph 17.75

Duty Free Facilities for Assistant Lecturer/Lecturers

Recommendation 25A

17.75A We recommend that Assistant Lecturer/Lecturers drawing salary of Rs 19400 a month should be eligible for loan facilities and 70% duty remission for the purchase of a car on the same terms and conditions as at paragraph 15.2.56 (a) of Volume I of the PRB Report 2003 notwithstanding the salary level required therein.

Paragraph 17.76

To delete last sentence and replace by

We are maintaining this recommendation which should equally apply to all full-time non-academic staff.

Page 144

Under Salary Code MGI 2

To add : Handy Worker (Future Holder)

Page 145

Under Salary Code MGI 12

"Clerical Assistant/Senior Clerical Assistant" should read "Clerical Assistant/Senior Clerical Assistant (Personal)"

Under Salary Code MGI 12

To delete : Computer Laboratory Attendant (New Grade)

Under Salary Code MGI 13

To add : Computer Laboratory Attendant (New Grade)

Page 147

Under Salary Code MGI 27

To delete : Usher

To insert after Salary Code MGI 28

MGI 28A : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600

Usher/Senior Usher
formerly Usher

Page 148

To delete MGI 33 and whole content

Under Salary Code MGI 34

To add : Senior Executive Officer

Under Salary Code MGI 41

"Documentation and Research Officer (Oriental Languages)" should read "Documentation and Research Officer (Oriental Languages) (Personal)"

MAURITIUS COLLEGE OF THE AIR

Page 158

Recommendation 5

Paragraph 19.14

To delete whole content and replace by

19.14 We recommend that, in future, recruitment to the grade of Graphics Artist should be made from among candidates holding an award from a recognised institution providing full time training in Graphics Art after a minimum of two years' study or an equivalent Diploma qualification.

19.14A We also recommend that the grade of Senior Graphics Artist be restyled Graphics Officer.

19.14B We further recommend that Graphics Artists having drawn their top salary for a year, should proceed in the scale of Graphics Officer *formerly Senior Graphics Artist*, provided they have been efficient and effective and have not been adversely reported upon. However, these officers should not be allowed to progress beyond the Q.B provided in the salary scale of Graphics Officer *formerly Senior Graphics Artist* unless they are holders of an HSC together with an award from a recognised institution providing full time training in Graphics Art after a minimum of three years' study or an equivalent Degree qualification. The QB should not be applicable to Graphics Officers *formerly Senior Graphics Artist* already in post as at 30 June 2003.

19.14C The provisions of paragraph 19.14B should be applicable only for Graphics Artists in post as at 30 June 2003.

Page 160

Under Salary Code **MCA 1**

To delete : *formerly General Field and Office/Premises Worker*

Under Salary Code **MCA 2**

To delete : General Worker (Personal)
formerly General Field and Office/Premises Worker

To replace by : General Worker (Personal)
formerly Labourer/Attendant

Page 163

To insert after Salary Code MCA 36

MCA 36A : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 23200 Q.B 24000 x 800 - 28000 x 1000 - 30000

Graphics Officer
formerly Senior Graphics Artist

Under salary code **MCA 37**

To delete : Senior Graphics Artist

MAURITIUS EXAMINATIONS SYNDICATE

Page 170

To delete : Salary Code MES 10 and whole content

To replace by

MES 11A : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000

Technical Assistant (Practical Examinations)
Technical Assistant (Printing)
Technical Assistant (Electrical Installation and Maintenance)

MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY

Page 184

To insert after Salary Code MDA 3

MDA 3A : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300

Handyworker (Skilled)
formerly Handyman (Skilled)

Page 185

To delete Salary Code MDA 19 and whole content

MAURITIUS INSTITUTE OF EDUCATION

Page 190

Paragraph 24.17

To delete last sentence and replace by

We are maintaining this recommendation which should equally apply to all full-time non-academic staff.

To insert after paragraph 24.17

Duty Free Facilities for Assistant Lecturer/Lecturers

Recommendation 5A

24.17A We recommend that Assistant Lecturer/Lecturers drawing salary of Rs 19400 a month should be eligible for loan facilities and 70% duty remission for the purchase of a car on the same terms and conditions as at paragraph 15.2.56 (a) of Volume I of the PRB Report 2003 notwithstanding the salary level required therein.

MAURITIUS MEAT AUTHORITY

Page 201

To insert after paragraph 27.9

Administrative Secretary formerly Secretary

27.9A The Secretary is presently servicing the Board in, *inter alia*, ensuring that decisions taken are communicated to members and are properly implemented and in formulating and maintaining adequate administrative procedures. The post is filled either from a holder of an Associateship of the Institute of Chartered Secretaries or a University Degree or a Diploma in Public Administration with at least three years' experience in an administrative capacity. Apart from the duties of Secretary, incumbent is required to assume additional duties such as developing and implementing common administrative processes in the Administrative Section; liaising and interacting with Government Bodies on administrative matters, ministerial correspondence and parliamentary questions; advising management on legal matters including statutory obligations of the Authority; liaising with the Legal Adviser for preparation of commercial contact and legal agreements; formulating public relations policies and programmes and assisting the General Manager in the discharge of his managerial duties and responsibilities in the day-to-day affairs of the Authority. To reflect the additional responsibilities, we are restyling the grade to a more appropriate appellation and reviewing the qualification requirements.

Recommendation 1A

27.9B We recommend that the grade of Secretary be restyled Administrative Secretary and the scheme of service be amended to include the additional duties. Appointment to the grade should be made from among candidates who either possess a post 'A' Level Degree in Management or Administration or are members of the Institute of Chartered Secretaries and Administrators and having five years' post qualification experience.

Page 204

To delete the sub-title : "Creation of a Squad to Combat Illegal Slaughter"

To replace by : "Head of Illegal Slaughter Squad (New Grade)"

Paragraph 27.23

To add at the end of paragraph

A new grade of Head of Illegal Slaughter Squad is also being created to manage the Squad.

Recommendation 7

Paragraph 27.24

To delete : Whole content

To replace by

We recommend that an Illegal Slaughter Squad be set up within the Authority to carry out surprise visits in meat shops in order to combat illegal slaughter. We also recommend the creation of a new grade of Head of Illegal Slaughter Squad to manage the squad and to inspect meat shops and markets to trace out illegal slaughter and to ensure compliance with the Meat Act and its regulations; to liaise with the Veterinary Services to exercise efficient control over movement of animals for slaughter; to liaise with appropriate Authorities to enhance control measures and effect seizures of carcasses suspected to be resulting from

illegal slaughter and to execute all summons and orders issued in relation to any offence against provision of the law relating to the Mauritius Meat Authority. Appointment thereto should be made from among holders of either a Diploma or Certificate in Meat Inspection. Consideration may also be given to officers in the grade of Head Butchers on the basis of qualifications and merit and experience.

Page 208

To insert

MA 18A : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600

Head of Illegal Slaughter Squad (New Grade)

Page 209

Under Salary Code MA 23

To delete : "Secretary"

To insert

MA 24A : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000

Administrative Secretary
formerly Secretary

MAURITIUS OCEANOGRAPHY INSTITUTE

Page 217

To insert after paragraph 29.18

Public Relations Officer

29.18A The Mauritius Oceanography Institute is required to liaise with organisations, both public and private to promote its image as a major coordinating and research institution. At present, the Receptionist/Word Processing Operator is handling the public relation functions of the Institute. There is, therefore, need for a new grade of Public Relations Officer.

Recommendation 7A

29.18B We recommend the creation of a grade of Public Relations Officer on the establishment of the Institute. We also recommend that the Receptionist/Word Processing Operator presently in post be absorbed in the new grade. In future, appointment thereto should be made by selection from among candidates possessing a Certificate in Journalism or Communication Studies or equivalent qualification acceptable to the Board. The post of Receptionist/Word Processing Operator is, however, maintained.

Page 218

To insert

MOI 3A : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000

Public Relations Officer

MAURITIUS QUALIFICATIONS AUTHORITY

Page 220

Under Salary Code MQA 8

To delete : Public Relations Officer

MAURITIUS STANDARDS BUREAU

Page 241

Recommendation 7

Paragraph 33.29

To delete : Whole content

To replace by

We recommend the creation of a grade of Accounts Clerk on the establishment of the Mauritius Standards Bureau. The qualification requirements for the grade should be as set out at paragraph 19B Recommendation 4A of this Volume.

Page 242

Recommendation 8

Paragraph 33.32

To delete : Whole content

To replace by

We recommend the creation of a grade of IT Officer/Systems Administrator. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Computer Science or an equivalent qualification acceptable to the Standards Council and reckoning at least three years' relevant post qualification experience at management level.

Page 244

To insert

MSB 4A : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000

Technical Assistant (Future Holder)

MSB 5

To delete : Whole content

To replace by : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000

Technical Assistant (Personal)

To insert

MSB 7A : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600

Senior Word Processing Operator

Page 245

To delete MSB 18 and whole content

Page 246

Under Salary Code MSB 21

To add : IT Officer/Systems Administrator (New Grade)

MAURITIUS SUGAR TERMINAL CORPORATION

Page 250

To add after paragraph 34.16

34.16A The Accounts Clerk is presently being paid Rs 200 per visit for one/two visits a month and Rs 80 per day up to a maximum of five days in a month for attendance at the bank for payment of pensions. We are revising these allowances.

Recommendation 7

Paragraph 34.17

To delete whole content and replace by

We recommend that the Accounts Clerk visiting sick and bed ridden ex-Dockers at their domicile for the payment of pensions be paid an allowance of Rs 240 per visit up to a maximum of Rs 480 per month and Rs 100 per day for attendance at the bank for the payment of pensions up to a maximum of Rs 500 a month.

Page 251

Paragraph 34.19

1st Line

To delete the words "during crop season"

Recommendation 8

Paragraph 34.21

To delete : "Site Supervisor" and the figure "970" from table.

To insert after paragraph 34.21

Recommendation 8A

34.21A We recommend that the monthly allowance of Rs 810 payable to the Site Supervisor be revised to Rs 970.

Page 252

Paragraph 34.24

6th Line

To delete the words "an" and "basis"

7th Line

To delete figure "1000" and replace by "1600"

Page 253

Recommendation 10

Paragraph 34.25

6th Line

To delete figure "1200" and replace by "1920"

To insert after paragraph 34.25

34.25A During the crop season the Sugar Terminal has to start its operations early morning for receipt/loading of sugar. Employees in the grades of Terminal Operator Grade I and II (Civil, Electrical and Mechanical) and Senior Terminal Operator (Civil, Electrical and Mechanical) are also required to attend duty at the Terminal very early in the morning when public transport is not available.

34.25B At present they are using their motorcycles to attend work at the prescribed time and these employees are refunded travelling expenses on the basis of mileage for distance covered from home to Terminal and back. It is submitted that a few of the employees occasionally attend duty by bus and still claim refund of travelling by motorcycles. We are making specific recommendations to address this issue.

Recommendation 10A

34.25C We recommend that employees in the grades of Terminal Operator Grade I and II (Civil, Electrical and Mechanical) and Senior Terminal Operator (Civil, Electrical and Mechanical) who use their autocycles and motorcycles to attend work at the Terminal during crop season at such time when public transport is not available should be refunded mileage on a monthly basis in the following manner:

(i) where the total distance covered on days the employees attend the Terminal is up to 400 km over a month, the whole distance covered should be computed at Rs 1.60 and Rs 2.00 per km for autocycles and motorcycles respectively;

(ii) where the total distance covered on days the employees attend the Terminal is more than 400 km over a month, refund of mileage should be computed at the rate of Rs 1.60 and Rs 2.00 for the first 400 km and Rs 1.00 and Rs 1.30 for mileage in excess of 400 km for autocycles and motorcycles respectively

OR

be refunded travelling expenses at bus fares, whichever is higher.

Recommendation 11

Paragraph 34.27

3rd Line

To add at the end of the paragraph

This allowance should not be payable to an officer for a day falling within the week he is on stand-by as he is already being compensated by way of the provisions of Recommendation 13A at paragraph 34.31B.

Paragraph 34.28

2nd Line

To delete the words "during crop season"

Recommendation 12

Paragraph 34.29

4th Line

To delete the words "during the crop season"

Page 254

To insert after paragraph 34.31

Stand-by Allowance

34.31A The Operations and Maintenance Officers (Electrical) now restyled Engineers (Electrical), Operations and Maintenance Officers (Mechanical) restyled Engineers (Mechanical) and Operations and Maintenance Technicians are required to be on call (on stand-by) after normal working hours during nights, on a weekly basis, to attend to any emergency regarding the security of the Terminal. They are at present paid a stand-by allowance of Rs 1620 per week both for being on call and for attending work while on call. We are revising the allowance.

Recommendation 13A

34.31B We recommend that Operations and Maintenance Officers (Electrical) restyled Engineers (Electrical), Operations and Maintenance Officers (Mechanical) restyled Engineers (Mechanical), and Operations and Maintenance Technicians be paid an all inclusive allowance of Rs 1945 per week for being on call and for attending work while on call.

Page 255

Under Salary Code MSTC 2

To delete figure "7850" and replace by "8025"

MAURITIUS TELUGU CULTURAL CENTRE TRUST

Page 259

Recommendation 1

Paragraph 36.6

To delete whole content and replace by

We recommend the creation of a new grade of Secretary/Treasurer. Appointment thereto should be made from among holders of the Higher School Certificate and four subjects at Part II of the ACCA Examinations (New Syllabus) or equivalent qualifications acceptable to the Board and reckoning three years' relevant experience.

MAURITIUS TOURISM PROMOTION AUTHORITY

Page 268

To insert after Salary Code MTPA 21

MTPA 21A : Rs 40000

Deputy Director

NATIONAL CHILDREN'S COUNCIL

Page 281

After paragraph 41.13

To delete the sub-title Personnel Officer (New Grade)

Page 282

Recommendation 4

Paragraph 41.15

To delete : Whole content

To replace by

We recommend the creation of the grade of Executive Officer.

To delete paragraphs 41.16 and 41.17 and whole content

Paragraphs 41.20, 41.21 and 41.22

To delete whole content and replace by

Purchasing and Supply/Accounts Clerk (New Grade)

41.20 At present the grade of Accounts Officer at the National Children's Council is vacant. On the other hand, there is the need for an officer to carry out the purchasing and supply functions of the organisation. The volume of work does not warrant an officer in each grade on a full time basis. After careful study, the Bureau holds the view that a new grade with combined responsibilities of accounts, purchasing and supply would be appropriate to meet the requirements of the National Children's Council.

Recommendation 5

41.21 We recommend the creation of a grade of Purchasing and Supply/Accounts Clerk against the abolition of the post of Accounts Officer.

41.22 Recruitment thereto should be made from among candidates holding a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts together with a pass in Accounting at the Third Level of the London Chamber of Commerce and Industry and reckoning at least two years' experience in finance and store duties.

Page 284

Under Salary Code NCC 6

To add : Purchasing and Supply/Accounts Clerk (New Grade)

To delete Salary Code NCC 9 and whole content

Page 285

To delete Salary Code NCC 11 and whole content

NATIONAL TRANSPORT CORPORATION

Page 311

To insert after paragraph 46.9

Recommendation 1A

46.9A We recommend that the provisions of Recommendation 31 at paragraph 15.2.89 (ii) of Volume I in respect of 'car loan to officers not Entitled to Duty Remission' be also extended to officers in the grades of Traffic Officer and Senior Traffic Officer.

Page 312

To insert after paragraph 46.12

Head of Stores *formerly Stores Superintendent*

46.12A The National Transport Corporation has its main store at Bonne Terre and five Depot stores across the country. As the fleet of buses has been constantly on the increase and is constituted of some five makes and thirteen models, the transactions of the organisation have increased both in volume and complexity.

46.12B In the light of the foregoing, we are restyling the grade of Stores Superintendent to a more appropriate appellation, the moreso as the post holder reports directly to the General Manager.

Recommendation 2A

46.12C We recommend that the grade of Stores Superintendent be restyled Head of Stores.

Page 314

Under Salary Code NTC 3

"General Manager's Personal Driver" should read "General Manager's Personal Driver (Personal)"

Page 316

To delete Salary Code NTC 22 and whole content

To insert

NTC 26A : Rs 24000 x 800 - 28000 x 1000 - 31000

Head of Stores
formerly Stores Superintendent

NATIONAL WOMEN'S COUNCIL

Page 330

Paragraph 49.26

To delete whole content and replace by

Recruitment to the grade of Assistant Supervisor, Women's Association should be made by selection from among candidates holding the Cambridge School Certificate with credit in five subjects and reckoning at least three years' proven experience in activities related to the development of women and from among officers in the grade of Family Support Officer possessing the Cambridge School Certificate, having leadership and communication skills and reckoning at least four years' service in the grade.

The title of "**Administrative Section**" should read "**Administrative/Personnel Section**"

Paragraph 49.28

1st Line

To add after "administrative" the word "/personnel"

Recommendation 6

Paragraphs 49.29, 49.30 and 49.31

To delete whole content and replace by

49.29 We recommend the creation of the grades of (i) Executive Assistant to provide administrative support, (ii) Personnel Officer to be responsible for personnel management and (iii) Accounts Officer/Purchasing and Supply Officer to carry out both the accounting and stores duties.

Personnel Officer (New Grade)

49.30 Appointment to the grade should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects, the Diploma in Personnel Management or a Diploma in Management with specialisation in Human Resource Management and at least four years' experience in Personnel Management duties.

49.31 The main duties of the Personnel Officer would, *inter alia*, be to deal with all personnel matters relating to recruitment, appointment, training, promotion and retirement and to ensure the promotion of good industrial relations.

Page 331

Paragraphs 49.34 and 49.35

To delete whole content and replace by

Accounts Officer/Purchasing and Supply Officer (New Grade)

49.34 Recruitment thereto should be made from among candidates holding a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts together with a Pass in Accounting at the Third Level of the London Chamber of Commerce and Industry and reckoning at least four years' experience in finance and store duties.

49.35 Incumbent would, *inter alia*, be responsible for the day-to-day financial transactions of the Council, prepare and monitor the budget of the Council, ensure that all financial transactions comply with established rules and regulations, maintain a proper system of accounts to guard against irregularity and fraud, sign cheques and other documents, perform purchasing, storekeeping and stock control duties and assist in any assignment related to purchasing, supply and warehouse operations.

Page 332

To insert after Salary Code NWC 7

NWC 7A : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600

Clerk, National Women's Council (Personal)
formerly Clerk

To delete Salary Code NWC 12 and whole content

Page 333

Under Salary Code NWC 13

To delete : Accounts/Purchasing and Supply Officer (New Grade)

To add : Liaison Officer

Under Salary Code NWC 14

To delete : Higher Executive Assistant (New Grade)

To insert : Accounts Officer/Purchasing and Supply Officer (New Grade)

To insert after Salary Code NWC 15

NWC 15A : Rs 16000 x 500 - 17000 x 600 - 20000

Personnel Officer

Under Salary Code NWC 17

To add : Supervisor, Women's Association (Personal)

OUTER ISLANDS DEVELOPMENT CORPORATION

Page 348

To insert after Salary Code OIC 11

OIC 11A : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000

Public Relations Officer

To delete Salary Code OIC 13 and whole content

SMALL AND MEDIUM INDUSTRIES DEVELOPMENT ORGANISATION

Page 365

Recommendation 2

Paragraph 56.7

To replace the figure "1200" by "1350"

SUGAR INDUSTRY LABOUR WELFARE FUND

Page 391

To insert after paragraph 61.19

Refund for official travelling

Recommendation 6A

61.19A We recommend that Community Development Officers and Senior Community Development Officers eligible for car loan who are required to travel to sites of work to attend duty till late in the afternoon when public transport is not available, but not entitled to a travel grant should be refunded car mileage on a monthly basis as follows: -

(i) at the rate of Rs 6.55 per km for mileage in excess of the distance between home and office and at the rate of Rs 2.95 per km for distance between home and office on days they are required to attend sites of work;

(ii) where the total distance covered on days the officers have to attend sites of work other than Head Office is up to 400 km over a month, then the whole distance covered should be computed at Rs 6.55 per km; and

(iii) where the total distance covered to attend sites of work is more than 400 km but the official travelling is up to 400 km over a month, refund of mileage should be computed at the rate of Rs 6.55 for the first 400 km.

Staggered Hours

61.19B Officers in the Social Welfare Officer Cadre work at staggered hours. This element has been taken into account in arriving at the recommended salaries of the grades.

Page 393

Under Salary Code SWF 20

To delete : Welfare Officer

To insert

SWF 21A : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500

Welfare Officer

Salary Code SWF 25

To delete whole content and replace by

SWF 25 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000

Inspector (Housing)
formerly Assistant Housing Supervisor

Page 394

To delete : Salary Codes SWF 26, SWF 33 and SWF 34 and whole content

Under Salary Code SWF 29

To add : Senior Social Welfare Officer

Salary Code SWF 36

To delete whole content and replace by

SWF 36 : Rs 15000 x 500 - 17000 x 600 - 20000

Principal Social Welfare Officer
Senior Community Development Officer

Page 395

Under Salary Code SWF 37

To add

Senior Executive Officer

Under Salary Code SWF 42

To delete : Commissioner, Community Development
formerly Chief Community Development Officer

To insert after Salary Code SWF 42

SWF 42A : Rs 22400 x 800 - 28000 x 1000 - 34000

Commissioner, Community Development
formerly Chief Community Development Officer

SUGAR INSURANCE FUND BOARD

Page 400

To insert after paragraph 62.15

Bad Road Allowance

62.15A At present a Bad Road Allowance of Rs 200 per month is paid to eligible field staff using motorcycles and a sum of Rs 475 per month to those using motorcars.

Recommendation 5A

62.15B We recommend that the Bad Road Allowance be revised to Rs 240 and Rs 570 respectively.

Page 403

To insert after Salary Code SIFB 16

SIFB 16A : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600

Support Officer/Senior Support Officer (Personal to officers who were Assistant Data Processing Superintendents prior to 1.7.98)

SUGAR PLANTERS' MECHANICAL POOL CORPORATION

Page 411

To insert after paragraph 63.37

Allowance to Clerical Officer/Higher Clerical Officer

63.37A Clerical Officers/Higher Clerical Officers are required to attend Farmer's Service Corporation Regional Offices, beside their clerical duties, to collect and bank money. At present these officers are paid an allowance of Rs 20 daily for days they are required to attend the Regional offices.

Recommendation 13A

63.37B We recommend that Clerical Officers/Higher Clerical Officers who are required to attend Farmer's Service Corporation Regional Offices to collect and bank money should be paid Rs 25 daily for the days they are required to attend the Regional offices.

TECHNICAL SCHOOL MANAGEMENT TRUST FUND

Page 420

To insert after paragraph 65.6

Recommendation 1A

65.6A We recommend that officers, joining the grade of Trainer and possessing the post 'A' Level Degree, should join the recommended salary scale at salary point Rs 14200. Trainers, possessing a Diploma or a post Cambridge School Certificate Degree and drawing less than Rs 14200, should on obtention of qualification required to cross the Qualification Bar (QB), be allowed to join the recommended salary scale at salary point Rs 14200.

Page 425

Under Salary Code MTF 15

To add : Executive Officer (New Grade)

TOBACCO BOARD

Page 446

To insert after Paragraph 70.27

**Baler
Workers (Stores and Sales Department)**

70.27A Appointment to the grades of Baler and Workers (Stores and Sales Department) is made from Warehouse Operative, Sanitary Attendant and Gateman. For the sake of polyvalency, there is need for merging the grades of Baler and Workers (Stores and Sales Department) into a single grade. Incumbents would be required to perform both baling and warehousing duties including storing and sales.

Recommendation 8A

70.27B We recommend that the grades of Baler and Workers (Stores and Sales Department) be merged and restyled Senior Warehouse Operative. Appointment thereto should be made from among employees in the grades of Warehouse Operative, Gateman and Sanitary Attendant.

After paragraph 70.27, to delete sub-title "Clerical Officer" (Warehouse Section)

Paragraph 70.28

To delete whole content and replace by

**Assistant Accounts Clerk (Warehouse Section)
Accounts Clerk (Warehouse Section)**

70.28 Given the pattern of work at the Warehouse Section, Assistant Accounts Clerk and Accounts Clerk posted in the Section have to put in more hours of work than their counterparts in the Administrative Section. We are providing for the payment of an allowance to these officers

Page 447

Paragraph 70.29

Recommendation 9

To delete whole content and replace by

70.29 We recommend the payment of a monthly allowance of Rs 800 and Rs 1050 to Assistant Accounts Clerk and Accounts Clerk respectively who are required to put in additional hours of work when posted at the Warehouse Section for a whole month.

Page 448

Under Salary Code TOB 3 : To delete Rs 7850 and replace by Rs 8025

Under Salary Code TOB 4 : To delete "Workers (Stores and Sales Department)"

Under Salary Code TOB 5 : To delete "Baler"

To insert after Salary Code TOB 5

TOB 5A : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400

Senior Warehouse Operative
*formerly Baler
Workers (Stores and Sales Department)*

To insert after salary code TOB 6

TOB 6A : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000

Driver/Office Attendant

Page 449

To insert after salary code TOB 11

TOB 11A : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800

Laboratory Attendant

Page 450

To insert after salary code TOB 24

TOB 24A : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400

Internal Controller

TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

Page 463

Recommendation 1

Paragraph 74.5

Figures "600" and "900" in the table should read 630 and 945 respectively.

Paragraph 74.6

2nd Line

Rs 425 should read Rs 445

Page 464

Recommendation 3

Paragraph 74.10

To delete whole content and replace by

We recommend that for the period 1 July 2003 to 30 June 2004 officers who effectively work on a night shift should be paid a night duty allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 05.00 hours including up to a maximum of

two hours lying-in period. The rate shall be 10% of the hourly rate for the period July 2004 to June 2005, 12.5% for the period July 2005 to June 2006 and 15% as from 1 July 2006.

To add after paragraph 74.10

74.10A We further recommend that, subject to the approval of the High Powered Committee, the night duty allowance be computed exceptionally at the rate of 15% and on the basis of eight hours in a normal night shift of 13½ hours for officers in the Specialised Nursing Officer Cadre and this for the period 1 July 2004 to 30 June 2008.

To add after paragraph 74.11

Recommendation 4A

74.11A We recommend that the provisions of Recommendation 15 made at paragraph 28.64 in Volume II Part I in respect of the Special Medical Service Allowance under the Ministry of Health and Quality of Life be also extended to members of the medical profession at the Trust Fund for Specialised Medical Care (Cardiac Centre).

74.11B We also recommend that the provisions of Recommendation 18A made at paragraph 28.74A in this Errors, Omissions and Clarifications Report should be equally applied to members of the medical profession at the Trust Fund for Specialised Medical Care (Cardiac Centre).

74.11C We further recommend that the provisions of Recommendation 10 made at paragraph 15.2.37 of Volume I of the Report as subsequently amended should equally apply to officers in the grade of Specialised Registered Medical Officer reckoning an aggregate of 14 years' service in the grade and that of Medical and Health Officer/Senior Medical and Health Officer, though drawing salary in a scale the maximum of which is less than Rs 40000.

74.11D Beneficiaries in this category would be allowed to take advantage of Recommendation 10 made at paragraph 15.2.37 only after five years have elapsed from the date of last purchase of their duty remitted cars.

Recommendation 5

Paragraph 74.13

To add after 10 months : "/220 hours"

To add after paragraph 74.13

Recommendation 5A

74.13A We recommend that Theatre Attendants posted in the Operation Theatre for a whole month should be paid an allowance of Rs 300 a month.

Page 466

Salary code TFSSMC 16

Figure "20800" should read "21600"

Salary code TFSSMC 17

Figure "17600" should read "18200"

Salary code TFSSMC 19

Figure "21600" should read "22400"

Page 467

Salary code TFSSMC 23

To delete : Salary Scale

To replace by : Rs 32000 x 1000 - 40000 x 1250 - 45000

UNIVERSITY OF MAURITIUS

Page 469

To insert after paragraph 75.6

Duty Free Facilities for Senior Lecturers

Recommendation 1A

75.6A We recommend that the provisions of Recommendation 10 made at paragraph 15.2.37 of the Report as subsequently amended in this Errors, Omissions and Clarifications Report should equally apply to Senior Lecturers reckoning at least 14 years' service in the Cadre, though drawing salary in a scale the maximum of which is less than Rs 40000.

75.6B Beneficiaries in this category would be allowed to take advantage of the provisions of Recommendation 10 only after five years have elapsed as from the date of last purchase of their duty remitted cars.

Page 470

Recommendation 6

At the end of paragraph 75.17

To add : This recommendation should also apply to non-academic staff.

To insert after paragraph 75.17

Recommendation 6A

75.17A We recommend that:

(a) the University of Mauritius in consultation with the Tertiary Education Commission, may subject to availability of funds

(i) evolve and implement incentive schemes for academic staff engaged in multidisciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius,

(ii) consider the advisability of granting an allowance to Academics for supervising MPhil/PhD students and

(iii) consider the advisability or otherwise of granting an allowance to Academics regularly lecturing at Master's level;

(b) the Council of the University of Mauritius considers the advisability of providing assistance in terms of soft loan/subsidy to academics for the purchase of teaching aids including laptop computers, subject to availability of funds;

(c) the University of Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those minimum prescribed and for wide proven experience in their field;

(d) academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months;

(e) the University of Mauritius in consultation with the State Insurance Company of Mauritius Ltd evolves an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete $33\frac{1}{3}$ years of service, to purchase additional years of service at the start of their career to enable them to qualify for full pension at the time of retirement. Academics in post as at 30 June 2003 should however be given the option of purchasing additional years of service at the time the scheme is implemented; and

(f) the High Powered Committee studies the advisability of allowing in due course an amount of Rs 5000 monthly out of the allowance presently paid, to the Vice-Chancellor of the University of Mauritius to chair the meetings of the Senate, to be reckoned for pension purposes.

Page 473

To insert after Salary Code UNI 17

UNI 17A : Rs 13800 x 400 - 14600

Trainee Instructional Designer

Page 474

Under Salary Code UNI 31

To add : Head, University of Mauritius Press

Page 475

Under Salary Code UNI 38

To add : Sports Organiser

Under Salary Code UNI 39

To add : Web/Multimedia Developer

Page 476

Under Salary Code UNI 46

To delete : Senior Assistant Registrar

To add : Manager (Information Technology Services)
Manager (Management Information Systems)

To add after Salary Code UNI 46

UNI 46A : Rs 28000 x 1000 - 39000

Deputy Registrar (Future Holder)

Under Salary Code UNI 48

To add : Deputy Registrar (Personal)
Director, Quality Assurance
Director, Virtual Centre for Innovative Learning Technologies

UNIVERSITY OF TECHNOLOGY, MAURITIUS

Page 478

To insert after paragraph 76.6

Head of School

Recommendation 1A

76.6A We recommend the creation of a grade of Head of School. The grade would be filled either on an assignment basis or on contractual terms from among candidates possessing a Master's Degree, an earned Doctorate (PhD) and reckoning at least four years' post-doctoral experience in universities and professional practice. The salary should be negotiable in the range of Rs 40000 to Rs 45000. The entry point would be determined, based on the level at which the post doctoral experience has been acquired by the incumbent.

76.6B The Head of School shall be the Chairman of the School Board and among other duties, coordinate and supervise the teaching and research work in the School, and perform such academic/administrative duties assigned to him by the Academic Council or the Director-General.

To insert after paragraph 76.10

Duty Free Facilities for Senior Lecturers

Recommendation 2A

76.10A We recommend that the provisions of Recommendation 10 made at paragraph 15.2.37 of the Report as subsequently amended in this Errors, Omissions and Clarifications Report should equally apply to Senior Lecturers reckoning at least 14 years' service in the Cadre, though drawing salary in a scale the maximum of which is less than Rs 40000.

76.10B Beneficiaries in this category would be allowed to take advantage of the provisions of Recommendation 10 only after five years have elapsed as from the date of last purchase of their duty remitted cars.

Page 481

Recommendation 7

At the end of paragraph 76.25

To add : This recommendation should also apply to non-academic staff

After paragraph 76.25

To insert

Recommendation 7A

76.25A The Board of Governors may, subject to the availability of funds, considers the advisability of applying the provisions of recommendation made at paragraph 75.17A (a) to its Academics.

Page 483

To insert after Salary Code UTM 15

UTM 15A : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400

Office Superintendent (New Grade)

To insert after Salary Code UTM 22

UTM 22A : Rs 22400 x 800 - 28000 x 1000 - 30000

Head of Resource Centre (New Grade)

Page 484

Under Salary Code UTM 26

To add : Professor (New Grade)

To insert after Salary Code UTM 26

UTM 26A : Rs 47500

Deputy Director-General (New Grade)

WASTEWATER MANAGEMENT AUTHORITY

Page 491

Under Salary code WMA 37

To delete : Scientific Officer
formerly Biochemist

To add after Salary Code WMA 37

WMA 37A : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200

Scientific Officer
formerly Biochemist

PRIVATE SECONDARY SCHOOLS

Page 494

To insert after paragraph 1.8

Dean (New Grade)

Recommendation 1A

1.8A We recommend that in line with the recommendation made for the State Secondary Schools, the Ministry of Education in conjunction with the PSSA may consider the advisability of extending the recommendation concerning the creation of a grade of Dean in the Private Secondary Schools wherever the need is felt.

Page 495

Recommendation 3

Paragraph 1.13

7th Line

To insert after "basic salary"

or to the higher salary point where the sum obtained is between two salary points.

Page 497

To insert after paragraph 1.21

General Attendant *formerly Attendant - Office, Laboratory, Specialist Room*

Recommendation 6A

1.21A We recommend that General Attendants who

(a) possess at least a pass in Biology or Chemistry or Physics obtained at the Cambridge School Certificate or at the General Certificate of Education "Ordinary Level"

(b) work exclusively in the laboratory, and

(c) have reached the top salary of the scale

be allowed to proceed incrementally up to salary point Rs 11800 in the master salary scale.

Page 499

Recommendation 9

After paragraph 1.30

To insert

(iiA) Notwithstanding the provisions of paragraph 27.89 (i) of Volume I, we recommend that vacation leave in excess of the normal 50% of annual entitlement during term time may, subject to the exigencies of the service, be granted 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 officer's career.

To insert after paragraph 1.33

1.33A We also recommend that the salaries of those officers who

(i) were registered on or before 30 June 2003 and

(ii) join a higher level teaching grade on successful completion of the course

should be adjusted hypothetically in the 1998 salary scales as if the officers have joined the higher level grade on the 30 June 2003 and have been granted three increments subject to the top salary. The hypothetical salaries arrived at should then be converted in the normal manner according to the master conversion table of the 2003 PRB Report subject to the maximum salary of the grade.

Recommendation 10A

1.33B We recommend that unqualified non-teaching staff reckoning 15 years' service and drawing initial salary as at 30 June 2003 be granted three increments hypothetically prior to conversion to the recommended salary scale.

1.33C We also recommend that employees in the above category should be eligible for the grant of annual increment as from 01 July 2003.

MAURITIUS BROADCASTING CORPORATION

Page 10

To insert after paragraph 2.19

Technician/Producer (Radio) (New Grade)

2.19A With the digitalisation of Radio equipment there is need to create a grade to operate the computerised equipment in line with new modern technological trends in terms of quality broadcast.

Recommendation 5A

2.19B We recommend the creation of a grade of Technician/Producer(Radio). Appointment thereto would be by selection from among Senior Broadcast Operators having at least five

years' experience in the grade and possessing passes in two subjects at GCE'A' level including Mathematics and Physics, and who are fully conversant with IT tools and have at least three years' proven work experience in operating sound mixers.

2.19C The Technician/Producer would, among others, operate digital sound mixer, set studio for different radio programmes, edit, mix and package up radio programmes including phone-in and liaise with resource persons for radio programmes.

Page 11

Under Salary Code MBC 38

To add : Technician/Producer (Radio) (New Grade)

Page 14

Recommendation 10

To insert after paragraph 2.29

2.29A We also recommend that the Journaliste Reporteur d'Image, on reaching the top of his salary scale, be allowed to proceed in the master salary scale up to salary point Rs 30000 provided he has been efficient and effective and has not been adversely reported upon.

Page 16

Under Salary Code MBC 40

To delete : Journaliste Reporteur d'Image (New Grade) (Roster)

To insert after Salary Code MBC 40

MBC 40B : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200

Journaliste Reporteur d'Image (New Grade) (Roster)

Page 25

Recommendation 28

Paragraph 2.69

To delete whole content and replace by

We recommend the creation of a grade of Video Editor/Senior Video Editor to be appointed by selection from among officers in the grades of Broadcast Operator reckoning at least eight years' relevant experience and Senior Broadcast Operator reckoning at least five years' relevant experience.

Page 26

Salary Code MBC 34

To delete whole content and replace by

Rs 17600 x 600 - 20000 x 800 - 24000

Head Animation Graphics Artist (New Grade)

Page 35

To delete : Salary Code MBC 27 and whole content

To insert

MBC 27A : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 19400

Internal Audit Officer (New Grade)

Page 36

Paragraph 2.95

Last sentence should read

"He may also be required to provide secretarial services to the Board"

Page 37

To insert after paragraph 2.97

Corporate Secretary (New Grade)

2.97A The Corporation is called upon to operate in a competitive environment and there is need to create a grade of Corporate Secretary to provide support to the Board and to the Director General for the achievement of the organisational objectives.

Recommendation 38A

2.97B We recommend the creation of a grade of Corporate Secretary. Appointment thereto should be by selection from among professionally qualified Accountants or Law Practitioners or members of the Institute of Chartered Secretaries and Administrators. Candidates should reckon a minimum of five years' post qualification experience acceptable to the Board.

2.97C The Corporate Secretary would, amongst others, act as Secretary of the Board, schedule meetings, prepare reports and agendas, prepare and keep in safe custody all corporate documents, communicate Board's decision and report to the Board matters relating to tenders, contracts and insurance.

Page 38

To insert after paragraph 2.106

2.106A For the past years MBC has undergone huge infrastructural development, which requires continuous and effective maintenance. These maintenance works are actually being carried out by a team of manual multi-skilled workers and there is need for a grade of Plant and Maintenance Officer to lead them.

Plant and Maintenance Officer (New Grade)

Recommendation 42A

2.106B We recommend the creation of a grade of Plant and Maintenance Officer. Appointment thereto should be from among candidates possessing a post 'A' level Degree in Civil Engineering and Maintenance or a related field and reckoning at least two years' relevant experience.

2.106C The Plant and Maintenance Officer would, among others, be required to ensure proper maintenance of MBC premises, plants and buildings; supervise the work carried out by any building or plant maintenance contractor, develop and implement preventive maintenance programmes for building and utilities and advise management on maintenance issues for policy decisions.

Page 41

To insert after Salary Code MBC 39

MBC 40A : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200

Plant and Maintenance Officer (New Grade)

To add under Salary Code MBC 46

Corporate Secretary (New Grade)

Page 42

To insert after paragraph 2.111

Human Resource Officer (New Grade)

Recommendation 44A

2.111A We further recommend the creation of a grade of Human Resource Officer. Recruitment thereto should be from among candidates possessing a post 'A' level Degree in Human Resource Management.

2.111B The Human Resource Officer would, among others, assist the Human Resource Manager in all Human Resource activities, formulate and implement Human Resource policies in line with changing business needs and manage employee relations effectively.

Page 43

To insert after Salary Code MBC 33

MBC 39 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -27200

Human Resource Officer (New Grade)

Pages 44, 45 and 46

**To delete headings "MARKETING, SALES AND CUSTOMER CARE DIVISION" and whole content
To replace by**

MARKETING AND SALES DIVISION

2.114 With the liberalisation of airwaves and the entrance of new competitors in the market, the organisation is called upon to review its marketing and sales strategy. The relevant grades in the marketing and sales section are being restyled, the duties reviewed and appropriate qualifications set.

Marketing and Sales Manager *formerly Sales Manager*

Recommendation 46

2.115 We recommend the restyling of the grade of Sales Manager to Marketing and Sales Manager. In future, appointment thereto should be from among candidates possessing a post 'A' Level Degree in Marketing or a professional qualification in the related field and having five years' relevant experience. Preference would be given to candidates possessing a post graduate qualification in Marketing or Management.

2.116 The Marketing and Sales Manager would be required, among others, to develop and implement strategic policy and plan for the Division, liaise with appropriate organisations and conduct audience surveys about programmes.

Marketing and Sales Executive (New Grade)

Recommendation 47

2.117 We recommend the creation of a grade of Marketing and Sales Executive against abolition of that of Assistant Sales Manager. Appointment thereto should be from among candidates possessing a post 'A' Level Diploma in Marketing or a related field OR from among candidates having the Cambridge Higher School Certificate and a Certificate in Marketing or related field and reckoning two years' relevant experience.

2.118 The Marketing and Sales Executive would be required, amongst others, to meet clients and provide them with information on MBC TV and Radio programme, promote and sell advertising slots and analyse sales statistics and prepare sales reports at regular intervals.

MARKETING AND SALES DIVISION SALARY SCHEDULE

MBC 27 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400

Marketing and Sales Executive (New Grade)

MBC 46 : Rs 28000 x 1000 - 34000

Marketing and Sales Manager
formerly Sales manager

CUSTOMER CARE DEPARTMENT

2.119 To promote the corporate image of the organisation and carry out audience surveys both for Radio and Television, an appropriate structure to cater for customers is warranted. We are providing for a Customer Care Department.

Manager, Customer Care (New Grade)

Recommendation 48

2.120 We recommend the creation of a grade of Manager, Customer Care to be responsible for the Customer Care Department. Recruitment thereto should be from among candidates possessing a post 'A' Level Degree in Communication, Public Relations or a related field together with a postgraduate qualification in Management or a related field and reckoning at least five years' post qualification experience.

2.120A The Manager Customer Care would be required, amongst others, to manage the Department, develop a system to maintain close relationship with viewers and listeners, conduct surveys, develop an effective internal communication system to receive feedback from customers, advise on improvement of Radio and TV programmes and deal with public relations.

Customer Care Officer (New Grade)

Recommendation 49

2.121 We recommend the creation of a grade of Customer Care Officer. Appointment thereto should be from among candidates possessing the Cambridge Higher School Certificate or a

General Certificate of Education 'A' Level, with passes in at least two subjects and reckoning at least two years' experience in Public Relations or a related field.

For the first intake, consideration should be given to holders of a Certificate in Communication Studies or Public Relations or a related field and having the relevant experience.

2.121A The Customer Care Officer would, amongst others, be required to operate a switchboard, answer and direct calls and queries, assist in all public relations duties, guide and provide assistance to visitors and perform related duties.

Senior Customer Care Officer (New Grade)

Recommendation 49A

2.122 We also recommend the creation of a grade of Senior Customer Care Officer. Appointment thereto should be by selection from among officers in the grade of Customer Care Officer reckoning at least three years' experience and possessing a Diploma in Communication Studies or Public Relations or a related field.

For the first intake, consideration should be given to holders of a Diploma in Communication Studies or Public Relations and having the relevant experience.

2.122A The Senior Customer Care Officer would be required, amongst others, to manage the unit, deal with members of the public, develop a system to maintain close relationship with viewers and listeners, conduct surveys to receive feedback from Stakeholders and suggest ways for improving the Radio and TV programme.

**CUSTOMER CARE DEPARTMENT
SALARY SCHEDULE**

MBC 20 : Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000

Customer Care Officer (New Grade)

MBC 27 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400

Senior Customer Care Officer (New Grade)

MBC 46 : Rs 28000 x 1000 - 34000

Manager, Customer Care (New Grade)

Page 55

To delete contents of paragraphs 3.23 and 3.24 and replace by

3.23 An attendance bonus of 9% of salary up to a maximum of Rs 1000 is paid to all employees who do not take any casual/sick leave during a month. When an employee is absent for one day, he is entitled to 50% of the bonus and for absence of 2 days or more the whole bonus is foregone.

3.24 A monthly allowance is also payable for excess hours over and above normal roster/office hours. Employees in categories A,B and C have to put in a minimum of 10 additional hours while those classified in category D have to put in a minimum of 15 additional hours to qualify for the allowance. The maximum entitlements in respect of different categories of staff are Rs 2500 for categories A and B and Rs 1600 for categories C and D. For every week of vacation leave taken, 25% of the quantum is deducted.

Page 56

Recommendation 9

Paragraph 3.29

To delete sub-sections (a) and (b) and replace by

(a) the maximum attendance bonus payable to employees on shift and roster be revised to Rs 1200.

(b) the ceiling in respect of allowance for excess hours be revised from Rs 2500 to Rs 3000 for categories A and B and from Rs 1600 to Rs 1920 for categories C and D.