



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 2

Part I

Civil Service

**PAY RESEARCH BUREAU
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THIS PART IS A CONTINUATION

OF

VOLUME 1

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CIVIL SERVICE

INTRODUCTION

“A customer is the most important visitor on our premises.

He is not dependent on us. We are dependent on him.

He is not an interruption in our work. He is the purpose of it.

He is not an outsider in our business. He is part of it”.

M. K. Gandhi

1. In this Volume (Volume 2 – Part I), we report upon the pay and grading structures, specific conditions of service and organisational redesign of Ministries, Departments and other service entities in the Civil Service. The volume should be read as a continuum of Volume 1.
2. The Civil Service is the administrative arm of Government and comprises Ministries/Departments with specific functions and business objectives. Generally, the Civil Service has a hierarchical structure with well defined reporting lines and level of responsibilities.
3. Presently, the Civil Service comprises 25 Ministries and 47 Departments which are responsible for the efficient and effective implementation of Government policies. It is headed by the Secretary to Cabinet and Head of the Civil Service who is the chief adviser to the Prime Minister on civil service and other related matters. His primary role is to ensure that the Civil Service serves the best interests of citizens and other stakeholders and delivers its various services in a trustworthy, efficient and cost effective manner. There are about 1300 grades belonging to the administrative, professional, technical cadres and General Services grades.
4. The core values of the Civil Service, which all civil servants are expected to share and uphold are:
 - (i) honesty and integrity;
 - (ii) accountability for decisions and actions;
 - (iii) impartiality in the execution of public functions; and
 - (iv) dedication, professionalism and diligence in serving the people.
5. The guiding philosophy of the pay review in the Civil Service has been to evolve a pay package linked to the simplification of structures, inculcation of a result oriented culture, assimilation of technology and capacity building, while keeping in view the affordability of government to pay and social acceptability.
6. This volume sets out the various measures which have been adopted to achieve the desired objectives of this review. Some of the measures include reduction of layers and merging of grades where there is considerable

overlapping of duties with the consent of stakeholders to facilitate decision-making, ensure improvement in service delivery and provide for enhanced career earnings.

7. The Ministries and Departments are presented as shown in the Programme Based Budget Estimates 2012. Recommendations relating to organisation and pay structures are made under the relevant Ministry/Department and grades are presented in the salary schedule in descending order and to the extent possible hierarchy-wise. The Workmen's Group are dealt with at Chapter 40 of this Volume, where specific recommendations are made. However, the pay recommendations for these categories of workers are made under the respective Ministry/Department.
8. The salary code used in respect of each grade comprises six digits: 1st two digits refer to the broad occupational grouping; 2nd and 3rd two digits indicate the initial and the top salary points as numbered in the master salary conversion table. In case of flat salaries, "00" is used in lieu of the second two digits.
9. We underline herewith that **the Report is a holistic document and has to be treated as an organic whole since all the recommendations (salary, conditions of service and benefits) contained therein are inextricably inter-twined** and have a financial bearing directly or indirectly.

1. OFFICE OF THE PRESIDENT

- 1.1 Established under the Constitution, the Office of the President has the vision of having a country where the rights of every citizen are respected according to the Constitution and of vulgarising the Mauritian Republic as a nation. The President is the Head of State and Commander in Chief of the Republic of Mauritius. The Office of the President has, therefore, the main objective of providing a 24-hour service to the President of the Republic.
- 1.2 The Office of the President has the mission to assist the President of the Republic in his duties to preserve, protect and defend the Constitution and promote National Unity.
- 1.3 Some of the main constitutional functions hosted by the Office of the President include, among others, presentation of Credentials by Ambassadors/High Commissioners; and presentation of Insignia and Medals to National Day Awardees. Other functions include receptions for Heads of State and High Dignitaries, courtesy calls on the President, and visits to the State House. The Office also holds activities for the promotion of National Unity in collaboration with Ministries.
- 1.4 As regards the staffing structure, the Office is administratively headed by the Secretary to the President who is assisted by staff of the General Services as well as a few specific grades.
- 1.5 Since the present structure is meeting the needs of the organisation, we are maintaining the existing arrangement.

Secretary to the President

- 1.6 In the last PRB Report, we recommended that a Permanent Secretary be assigned the duties of Secretary to the President to, *inter alia*, advise the President in carrying out his constitutional/official obligations and be responsible for the overall day-to-day administration of the Office of the President. **We are maintaining this recommendation.**

Personal Attendant

- 1.7 At present, the duties devolving on incumbent in the grade of Personal Attendant are being performed by an employee of the Office of the President against payment of an allowance, representing the difference between the salary of the Personal Attendant and his salary. As Management considers the present arrangement to be appropriate, we are maintaining it.

Recommendation

- 1.8 **We recommend that the position of Personal Attendant should not be filled in a substantive capacity. The duties of the Personal Attendant should continue to be assigned to an employee against payment of an**

allowance equivalent to the difference between the salary of the Personal Attendant and his salary.

Roster/Staggered Hours

- 1.9 Officers in the grade of Assistant Chef and Household Attendant are required to work on a roster basis. This element has been taken into consideration in arriving at the recommended salaries for the above mentioned grades.

OFFICE OF THE PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Secretary to the President
08 50 61	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Personal Secretary
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Maintenance Officer
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Maintenance Officer
11 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Household Supervisor
24 33 56	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Chef
24 22 51	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Assistant Chef (Roster)

Salary Code	Salary Scale and Grade
11 25 44	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Housekeeper
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
24 19 40	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Chauffeur
22 11 40	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Telephonist (Shift)
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Butler
24 19 38	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Senior Household Attendant
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Household Attendant (Roster)
11 12 38	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Housekeeper's Assistant
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Gardener/Nurseryman Personal Attendant
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Senior Gardener/Nurseryman

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Caretaker Laundry Attendant Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2. OFFICE OF THE VICE-PRESIDENT

- 2.1 Established under the Constitution, the Office of the Vice-President provides a 24-hour service to the Vice-President of the Republic to enable her to discharge her Constitutional duties in the best condition. The Vice-President performs the functions assigned to her by the President and replaces the latter whenever he is absent from Mauritius or unable to perform his functions for any other reason.
- 2.2 The Office is administratively managed by an Officer-in-Charge who is supported by staff of the General Services and the Workmen's Group. At present, a Higher Executive Officer has been assigned the duties of the Officer-in-Charge against the payment of a monthly *ad hoc* allowance. We are maintaining the payment of the allowance and revising the quantum.

Recommendation

- 2.3 **We recommend that the monthly *ad hoc* allowance payable to the Higher Executive Officer for performing additional duties be revised to Rs 2200 a month.**

OFFICE OF THE VICE-PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 50 61	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Personal Secretary
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Butler
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Cook (Roster)
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Household Attendant (Roster)

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

3. THE JUDICIARY

- 3.1 The Judiciary is entrusted with the administration of Justice in Mauritius and has, as mission, the maintenance of an independent and competent judicial system with a view to upholding the rule of law, safeguarding the rights and freedoms of the individual, and commanding domestic and international confidence.
- 3.2 At present, the Courts exercising jurisdiction in the country are the Supreme Court, the Intermediate Court, the Industrial Court, the District Courts, the Bail and Remand Court, the Criminal and Mediation Court, and the Commercial Court.
- 3.3 The Supreme Court has unlimited jurisdiction to hear and determine any Civil or Criminal Proceedings under any law other than a disciplinary law and such jurisdiction and powers as may be conferred upon it by the Constitution or any other law. It is a Superior Court of record and the principal Court of original Civil and Criminal jurisdictions. It exercises general powers of supervision over all District, Intermediate and Industrial Courts and other special Courts.
- 3.4 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.
- 3.5 The Supreme Court has power and jurisdiction to hear and determine any complaint of a disciplinary nature in respect of the professional conduct of a law practitioner or a ministerial officer including a Land Surveyor.

Appellate Jurisdiction

- 3.6 At present, the Supreme Court, being at the apex of the hierarchy of Courts, exercises original as well as appellate jurisdictions. 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;
 - a Magistrate; and
 - any other Court or body established under any other enactment.
- 3.7 For all cases of appeal, the Supreme Court is divided into two Appeal Courts: The Court of Civil Appeal and The Court of Criminal Appeal.

The Court of Civil Appeal is a division of the Supreme Court and is composed of the Judges of the Supreme Court presided by the Chief Justice or the Senior Puisne Judge. Any party may appeal against a judgement or order of a Judge sitting alone in the exercise of his original civil jurisdiction. Such appeals are governed by the Court of Civil Appeal Act.

The Court of Criminal Appeal is a division of the Supreme Court and is duly constituted by three judges presided over by the Chief Justice or the Senior Puisne Judge. A person convicted before the Supreme Court may appeal under the Criminal Appeal Act against his conviction or sentence.

The Bankruptcy Division

- 3.8 The Bankruptcy Division of the Supreme Court has jurisdiction relating to all matters of bankruptcy, insolvency or the winding up of companies. The said jurisdiction is vested in and is exercised by the Judge in Bankruptcy and Master and Registrar concurrently with 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.
- 3.9 The duties of the Judge in Bankruptcy and Master and Registrar consist of the taxing of costs, conduct and manage judicial sales, probate of wills and the matters connected therewith, interdictions and local examinations and deal 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.

Structure of the Judiciary

- 3.10 At present, the organisation structure of the Supreme Court is composed of the Chief Justice, the Senior Puisne Judge, and such number of Puisne Judges as may be prescribed by the Parliament. Presently, there are 17 Puisne Judges. A Judge of the Supreme Court holds office until retirement at the age of 67.

At the Intermediate Court level, the professional structure comprises the President and the Vice-President and Magistrates whereas at the Industrial Court Level, the President and Vice President. At the District Court level, the structure consists of the grades of Senior District Magistrate and District Magistrate.

- 3.11 At the technical support level, officers in the Court Officer cadre and the Court Usher cadre provide the necessary technical support and backup to the professionals of the Judiciary in the discharge of their functions.

Reforms in the Judiciary

- 3.12 Reforms in the Judiciary is underway. The Government has already provided funds for the setting up of a Court of Appeal and a High Court section of the Supreme Court. **Pending the enactment, we are maintaining the structure, except for the creation of the grades of Judicial Research Officer, and Assistant Master and Registrar.**

Recruitment and Retention Problems in the Judiciary

- 3.13 In order to attract and recruit officers of the right profile and calibre and to retain experienced officers in the grades of District Magistrate, at present, a negotiable entry point has been granted to new entrants in the latter grade, subject to the concurrence of the High Powered Committee and approval of the Ministry of Civil Service and Administrative Reforms. We are maintaining the present arrangement.

Recommendation 1

- 3.14 **We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the concurrence of the High Powered Committee, continue to approve the higher salary point for new entrants in the grade of District Magistrate, 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

- 3.15 With a view to retaining the services of Judicial Officers who tend to leave the service after acquiring some years of experience in the Magistracy, at present, a monthly Special Judicial Service Allowance is paid to Judicial and Legal Officers. Due to impending changes in view of the reforms underway at the Judiciary, we are maintaining the payment of the allowance and revising the quantum in terms of the set percentage.

Recommendation 2

- 3.16 **We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the continued payment of a monthly Special Judicial Service Allowance to Judicial Officers as specified in the table as hereunder:**

Grades	Special Judicial Service Allowance (% of monthly salary)
District Magistrates reckoning at least 10 years' service in the grade and Senior District Magistrates	7

Grades	Special Judicial Service Allowance (% of monthly salary)
Magistrate, Intermediate Court, Vice President, Industrial Court, Vice-President, Intermediate Court, President, Industrial Court, President, Intermediate Court, Deputy Master and Registrar and Judge in Bankruptcy	10
Judge in Bankruptcy and Master and Registrar, Puisne Judge, Senior Puisne Judge and Chief Justice	15

3.17 The above recommendation is made on the understanding that no additional remuneration, over and above the recommended packages, will be considered until the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Judicial and Legal Allowance

3.18 In order to provide for assistance towards meeting the cost for certain items of expenditure related to the exercise of the profession, Judicial and Legal Officers are presently entitled to an all-inclusive yearly Judicial and Legal Allowance which is as follows: Rs 33500 for Judges, Judge in Bankruptcy and Master and Registrar, Deputy Master and Registrar & Judge in Bankruptcy; and Rs 20000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates. In this Report, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 3

3.19 We recommend that the current yearly Judicial and Legal Allowance payable to the Judicial and Legal Officers be revised as follows: from Rs 33500 to Rs 36850 for Judges, Judge in Bankruptcy and Master and Registrar, and Deputy Master and Registrar & Judge in Bankruptcy; and from Rs 20000 to Rs 22000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Housing Allowance

3.20 At present, the Chief Justice is entitled to a Housing Allowance of Rs 20000 monthly whereas the Senior Puisne Judge and Puisne Judges of the Supreme Court are paid a monthly Housing Allowance of Rs 10000. This allowance is meant to cover expenses for both housing facilities and security measures and is wholly reckoned for pension purposes (notwithstanding the

provisions of “Pensionable Value of Rent Allowance”). We are maintaining the payment of the allowance and revising the quantum.

Recommendation 4

3.21 We recommend that the monthly Housing Allowance payable to the Chief Justice be revised to Rs 22000 whereas Senior Puisne Judge and the Puisne Judges of the Supreme Court be paid a Housing Allowance of Rs 11000 monthly, to cover both the extra expenses for housing facilities and security measures. The said allowance should continue to be wholly reckoned for pension purposes (*notwithstanding the provisions of this Report on “Pensionable Value of Rent Allowance”*).

Diploma in Legal Studies and Court Administration

3.22 At present, officers of the Court Officer 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. The Diploma in Legal Studies and Court Administration would be a pre-requisite for promotion to the grade of Principal Court Officer with effect from 01 July 2013, as recommended in the 2008 PRB Report. We are maintaining the present provision.

Recommendation 5

3.23 We recommend that as 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 reckoning at least three years’ service in a substantive capacity in the grade and possessing the Diploma in Legal Studies and Court Administration.

3.24 We further recommend that Principal Court Officers possessing the Diploma in Legal Studies and Court Administration be allowed to move incrementally beyond the top salary scale recommended for the grade by one additional increment to be read from the master salary scale.

New Grades

3.25 With the significant growth in the number of both civil and criminal trials, appeal cases and chambers cases at the Supreme Court and the increasing length and complexity of cases coming before it, the Supreme Court is facing difficulties to meet appropriate standards, which are having a negative impact on the organisation of its work.

3.26 It has been represented that Judges are so far not provided with adequate support services to enable them to write judgements in a timely manner.

3.27 With a view to addressing the current situation, we are making provision for the creation of new grades of Judicial Research Officer, and Assistant Master and Registrar.

Recommendation 6

Judicial Research Officer (New Grade)

- 3.28 **We recommend the creation of a grade of Judicial Research Officer on the establishment of the Judiciary. Appointment, thereto, should be made from among candidates who are qualified to practice as Barrister-at-Law in Mauritius.**
- 3.29 Incumbent would, *inter-alia*, be responsible to the Judge in Bankruptcy and Master and Registrar to assist in research for compilation of material for the purpose of publication and dissemination of the law; assist in the preparation of seminars, meetings and workshops; undertake legal research work in relation to Court cases; assist Judges, The Judge in Bankruptcy and Master and Registrar, the Deputy Master and Registrar and Judge in Bankruptcy, and Magistrates in their research to locate precedents and international and comparative Court decisions; and have a proper management system of research methods.

Recommendation 7

Assistant Master and Registrar (New Grade)

- 3.30 **We also recommend the creation of a grade of Assistant Master and Registrar on the establishment of the Judiciary. Appointment, thereto, should be made by selection from among Judicial Officers of the rank of Senior Magistrate/Senior State Counsel.**
- 3.31 Incumbents would be required to enhance the administration capacity at the level of the Master and registrar.

Black Jacket Allowance

- 3.32 At present, a yearly allowance of Rs 4000 is paid to Court Officers and Court Ushers who are required by the rules of the Court to appear in black jacket with tie.

Recommendation 8

- 3.33 **We recommend that the allowance paid to Court Officers and Court Ushers who are required by the rules of the Court to appear in black jacket with tie be revised to Rs 4400 yearly.**

Witness Attendance Allowance

- 3.34 At present, public officers who attend Courts as witnesses on behalf of their Ministries/Departments are paid an attendance allowance of Rs 65 and professionals such as Architect, Attorney-at-Law, Engineer, Forensic Technologist, Land Surveyor, Medical Practitioner, Forensic Scientist, Veterinary Surgeon etc. who attend Courts as expert witnesses are paid an attendance of Rs 150. We are revising the quanta of these allowances.

Recommendation 9

- 3.35** We recommend that Public Officers who attend Courts as witnesses on behalf of their Ministries/Departments be paid an Attendance Allowance of Rs 75.
- 3.36** We also recommend that 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 be paid an Attendance Allowance of Rs 175.

Additional Compensation to Officers of the Court Usher cadre

- 3.37** At present, officers of the Court Usher cadre who use their cars for official travelling are paid an additional amount of Rs 500 per month to cater for the additional expenditure incurred in the maintenance of their cars used for performing extensive official travelling. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 10

- 3.38** We recommend that the additional compensation paid to officers of the Court Usher cadre who use their cars to perform official travelling be revised to Rs 800 per month.

THE JUDICIARY
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 00	Rs 198000 Chief Justice
12 00 98	Rs 168000 Senior Puisne Judge
12 00 97	Rs 156000 Puisne Judge
12 00 95	Rs 132000 Judge in Bankruptcy and Master and Registrar

Salary Code	Salary Scale and Grade
12 00 94	Rs 114000 Deputy Master and Registrar and Judge in Bankruptcy
12 00 93	Rs 111000 President, Industrial Court President, Intermediate Court
12 00 90	Rs 102000 Vice-President, Industrial Court Vice-President, Intermediate Court
12 00 84	Rs 81000 Director of Court Services
12 71 82	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Magistrate, Intermediate Court Assistant Master and Registrar (New Grade)
12 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Senior District Magistrate
12 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 District Magistrate
12 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Judicial Research Officer (New Grade)
12 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Legal Research Assistant
12 71 81	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Secretary to the Chief Justice
12 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Registrar

Salary Code	Salary Scale and Grade
12 61 73	Rs 39600 x 1500 – 57600 Deputy Chief Registrar
12 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Official Receiver Senior Registrar/Regional Court Administrator
12 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Chief Court Officer/Court Manager
12 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Court Officer
12 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Senior Court Officer
12 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Court Officer
12 16 18	Rs 11250 x 250 – 11750 Trainee Court Officer
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Transcriber
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Transcriber
08 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Audio Typist (Personal)
05 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 QB 47100 x 1500 – 54600 Law Librarian/Senior Law Librarian

Salary Code	Salary Scale and Grade
05 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Law Librarian/Senior Law Librarian (Personal to officer in post as at 30.06.08)
05 45 62	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Law Library Officer
05 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Law Library Officer
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Law Library Assistant
12 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Chief Court Usher
12 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Court Usher
12 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Senior Court Usher
12 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Court Usher
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Senior Maintenance Assistant
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Maintenance Assistant

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Liftman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to officers in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

4. NATIONAL ASSEMBLY

- 4.1 As per the Constitution of Mauritius, Parliament consists of the President and the National Assembly. One of the Government's main objectives is to create a society in which each citizen has every prospect of a better quality of life. The National Assembly therefore has, as its mission, to ensure that the best interests of the Nation are served. Its functions include making laws, controlling the finances of the State and playing a critical role to check the actions of government and the Ministries.
- 4.2 The objectives of the National Assembly include, among others, keeping under continuous review the parliamentary service so as to enable Members of Parliament to discharge their duties in the best of conditions; interacting with the Parliaments of other countries in order to enhance the democratic principles; and publicising and promoting our parliamentary institution by helping the public to understand the role and operation of the National Assembly through information sharing.
- 4.3 The Clerk of the National Assembly is responsible for the day-to-day administration of the National Assembly and also for technical issues regarding parliamentary practice. He is assisted in the performance of his duties by a Deputy Clerk, two Clerk Assistants, and other grades in the Library, ICT, Reporting and support functions.
- 4.4 On the basis of submissions received, we are in this Report, providing for a new grade of Assistant Parliamentary Librarian and Information Officer. Existing incentives accruing to grades performing additional duties or for working outside normal working hours are also being maintained.

Hansard Editor

- 4.5 The Hansard Editor is, among others, responsible to manage Hansard Resources, undertake editorial duties and provide minutes of proceedings of parliamentary sittings. This grade was created in the last Report to head the Hansard Unit.
- 4.6 It has been submitted that, besides having no career path, the nature of duties of this grade often requires incumbent to work at irregular hours very often. We are making appropriate recommendations to address these issues.

Recommendation 1

- 4.7 **We recommend that the Hansard Editor be allowed to proceed incrementally up to salary point Rs 54600 through the grant of one increment every year provided he/she has:**
- (a) drawn the top salary for a year; and
 - (b) been consistently efficient and effective in the performance as evidenced by his/her Performance Appraisal Report during the

preceding two years and has not been adversely reported upon on ground of conduct.

Assistant Parliamentary Librarian and Information Officer (New Grade)

- 4.8 The Parliamentary Library and Information Services (PLIS) cater for the information needs of Members of Parliament and other users primarily by way of issuing books, reports, record of debates and other documents, attending to on-the-spot references and preparing select bibliographies on various subjects and personalities.
- 4.9 The structure of the Parliamentary Library and Information Services (PLIS) comprises grades of Parliamentary Librarian and Information Officer, Library Officer and Library Attendant. Submission has been made for the creation of a dedicated grade to assist the Parliamentary Librarian and Information Officer in the day-to-day administration and running of the Parliamentary Library and Information Services. We have examined the submission and, in view of the specificity of the Parliamentary Library, we are making provision for a grade of Assistant Parliamentary Librarian and Information Officer.

Recommendation 2

- 4.10 **We recommend the creation of a grade of Assistant Parliamentary Librarian and Information Officer. Appointment thereto, should be made by selection from among candidates who possess a Degree in Library and Information Science, are registered with the Mauritius Council of Registered Librarians and reckon at least two years' post qualification experience. Candidates should also have a knowledge of parliamentary practice and procedures.**
- 4.11 Incumbent would be required, among others, to assist the Parliamentary Librarian and Information Officer in the day-to-day administration and running of the Parliamentary Library and to maintain databases of the Document Management System; be responsible for the annotations of the existing legislation with respect to amendments passed and assented to; be responsible for the updating and archiving of all the documents produced by the National Assembly; assist in the organisation of seminars and workshops for Honourable Members of Parliament and other parliamentary staff; and supervise the updating of the Statistical Research files in the Parliamentary e-Library.

Allowance to employees in the Office Care Attendant Cadre

- 4.12 During parliamentary sittings, the Head Office Care Attendants and Office Care Attendants, now restyled Office Care Attendant/Senior Office Care Attendant, who are called upon to perform work over and above their normal duties are paid an *ad hoc* allowance of Rs 150 per sitting. We are maintaining this provision and revising the quantum of the allowance.

Recommendation 3

- 4.13 **We recommend that the Head Office Care Attendant and Office Care Attendant/Senior Office Care Attendant *formerly Office Care Attendant and Senior Office Care Attendant*, who during Parliamentary sittings perform work over and above their normal duties, should be paid an *ad hoc* allowance of Rs 165 per sitting.**

Time Off/Overtime Allowance to incumbents in the grades of the Hansard Unit

- 4.14 Incumbents in the grades posted at the Hansard Unit of the National Assembly, namely the Hansard Editor, Chief Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, and Assistant Hansard Reporter and Sub Editor, normally stay on duty outside normal working hours during parliamentary sittings. According to the present provision, these officers are granted time off or paid overtime for work performed over and above their normal working week.
- 4.15 We have received representations from the staff side that, because of the nature of duties, the officers have to put in considerable effort and work in strenuous and stressful conditions during parliamentary sittings, especially for the budget. They, therefore, prefer taking time off instead of being paid overtime so that they can have some rest when there are no parliamentary sittings. On the other hand, Management has submitted that it has the responsibility to deliver on its mandate and needs collaboration of the staff to provide timely services to its stakeholders. The Bureau has studied representations from both sides and considers that, with a view to providing a proper work/life balance, the present provision has to be maintained as it provides Management with the flexibility of granting some time off during off-peak periods and also payment of overtime in case the services of the officers are still required.

Recommendation 4

- 4.16 **We recommend that officers in the grades posted at the Hansard Unit namely the Hansard Editor, Chief Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, and Assistant Hansard Reporter and Sub Editor, should be granted time off, subject to the exigencies of the service, or paid overtime for work performed outside normal working hours.**

Staggered Hours

- 4.17 The following grades of the Hansard Unit are required to work at staggered hours: Hansard Editor, Chief Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor and Assistant Hansard Reporter and Sub Editor. **This element has been taken into consideration in arriving at the salary recommended for these grades.**

NATIONAL ASSEMBLY
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Clerk of the National Assembly
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Clerk, National Assembly <i>formerly Deputy Clerk</i>
02 50 71	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Clerk Assistant, National Assembly <i>formerly Clerk Assistant</i>
04 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Parliamentary ICT Manager
05 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Parliamentary Librarian and Information Officer
05 46 67	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Parliamentary Librarian and Information Officer (New Grade)
05 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Library Officer
08 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hansard Editor

Salary Code	Salary Scale and Grade
08 53 63	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Chief Hansard Reporter and Sub Editor
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Hansard Reporter and Sub Editor
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Hansard Reporter and Sub Editor
08 16 48	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Hansard Reporter and Sub Editor
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Library Attendant

5. NATIONAL AUDIT OFFICE

- 5.1 The National Audit Office (NAO) of the Republic of Mauritius is established under Section 110 of the Constitution and is responsible to provide an independent external audit service on the public accounts of Mauritius, all courts of law, all authorities and offices of the Government.
- 5.2 The mission of the NAO is to provide independent assurance to the National Assembly on the proper accounting and use of public resources and helps clients to improve their financial management. It also promotes good governance by enhancing accountability and transparent administration in the public sector.
- 5.3 The goals of the NAO are, among others, to enhance the quality and standard of the auditing systems; improve services and promote better relationship with all stakeholders; and strengthen the capability of the Office to meet the challenges of new and emerging audits.
- 5.4 Besides, auditing the accounts of all Ministries/Departments and providing assurance to the National Assembly through reports arising from the audits, the NAO conducts the audit of Special Funds, Local Authorities, Statutory Bodies, the Rodrigues Regional Assembly, Religious Bodies and Foreign Funded Projects. The National Audit Office also audits performance to ensure that Ministries/Departments are doing the right thing in the least expensive way.
- 5.5 The Director of Audit who is the head of the National Audit Office is assisted in the performance of his duties and in the management of the NAO by officers in the grades of Deputy Director of Audit, Assistant Director of Audit and Head, Examiner of Accounts Cadre. The operational activities of the NAO are carried out by officers of the Auditor cadre and Examiner of Accounts cadre.

Examiner of Accounts

Senior Examiner of Accounts

- 5.6 In view of the considerable overlapping of duties and responsibilities in the grades of Examiner of Accounts and Senior Examiner of Accounts, the merger of the two lower levels of the Examiner of Accounts cadre would improve operational efficiency and allow greater flexibility in the posting of officers.
- 5.7 We have examined the schemes of service and the job descriptions of both grades and considering the general policy of providing flatter structures for greater efficiency, we are making appropriate provision for the merger.

Recommendation 1

- 5.8** We recommend that the grades of Examiner of Accounts and Senior Examiner of Accounts be merged and restyled Examiner of Accounts/ Senior Examiner of Accounts.
- 5.9** Appointment to the grade of Examiner of Accounts/ Senior Examiner of Accounts should be made by selection from among candidates possessing a pass in any one of the following:
- (i) the Knowledge Module of the Professional Stage of the Institute of Certified Accountants of England and Wales;
 - (ii) the Test of Competence Examination of the Institute of Chartered Accountants of Scotland;
 - (iii) the CA Proficiency 1 of the Chartered Accountants of Ireland;
 - (iv) the complete Knowledge Module and two subjects in the Skills Module of the Fundamentals Level of the Association of Chartered Certified Accountants;
 - (v) the Certificate Level of the Chartered Institute of Management Accountants;
 - (vi) the Certificate Level of the Chartered Institute of Public Finance and Accountancy;
or an equivalent qualification.
- 5.10** We also recommend that incumbent in the grade of Examiner of Accounts/ Senior Examiner of Accounts *formerly Examiner of Accounts and Senior Examiner of Accounts* possessing a Diploma in Accountancy or Finance from a recognised institution or an equivalent qualification be allowed to proceed beyond the QB in the salary scale of the grade.
- 5.11** We further recommend that incumbents in the grade of Examiner of Accounts/Senior Examiner of Accounts *formerly Examiner of Accounts and Senior Examiner of Accounts* in post as at 31 December 2012 possessing a Diploma in Accountancy or Finance from a recognised institution or an equivalent qualification and having reached the top salary in the salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided they have:
- (i) drawn the top salary for a year; and
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Principal Examiner of Accounts

- 5.12 At present, the grade of Principal Examiner of Accounts is filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Examiner of Accounts who reckon at least two years' service in a substantive capacity in the grade and who have good communication and interpersonal skills and ability to manage time effectively.
- 5.13 In line with changes brought to comparator grades, the mode of recruitment to the grade of Principal Examiner of Accounts is being reviewed so that, in future, recruitment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Examiner of Accounts/Senior Examiner of Accounts formerly Examiner of Accounts and Senior Examiner of Accounts possessing a Degree in Accountancy or Finance or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body. However, we are providing for a transitional period so that incumbents in the grade of Examiner of Accounts/Senior Examiner of Accounts have ample time to acquire the required qualifications.

Recommendation 2

- 5.14 **We recommend that, as from 1 January 2018, recruitment to the grade of Principal Examiner of Accounts be made by promotion, on the basis of experience and merit, of incumbent in the grade of Examiner of Accounts/Senior Examiner of Accounts *formerly Examiner of Accounts and Senior Examiner of Accounts* possessing a Degree in Accountancy or Finance or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grades of Examiner of Accounts, Senior Examiner of Accounts and Examiner of Accounts/Senior Examiner of Accounts.**
- 5.15 **We also recommend that incumbents in the grade of Principal Examiner of Accounts possessing a Degree in Accountancy or Finance or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body be allowed to proceed beyond the QB in the salary scale provided they have:**
- (i) drawn the top salary for a year; and;**
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Recommendation 3

- 5.16 We recommend that the existing modes of appointment to the grades of Chief Examiner of Accounts, Deputy Head, Examiner of Accounts Cadre, and Head, Examiner of Accounts Cadre be maintained.**

Refund of mileage to Officers not entitled to travel grant

- 5.17** Currently, 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.
- 5.18** The present mode of refund is being maintained while the rates are being revised.

Recommendation 4

- 5.19 We recommend that officers in the grades of Examiner of Accounts/Senior Examiner of Accounts, Principal Examiner of Accounts and Auditor 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 9.15 per km for mileage in excess of the distance between home and office and at the rate of Rs 5.40 per km for distance between home and office on days the officer is required to attend sites of work, subject to provision at paragraph 18.2.76 (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 9.15 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 9.15 for the first 400 km, whichever is appropriate.**

NATIONAL AUDIT OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 96	Rs 144000 Director of Audit
01 00 90	Rs 102000 Deputy Director of Audit
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Assistant Director of Audit
01 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Auditor
01 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Auditor
01 47 67	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Auditor
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Head, Examiner of Accounts Cadre
01 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Head, Examiner of Accounts Cadre
01 59 71	Rs 36600 x 1500 – 54600 Chief Examiner of Accounts
01 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Principal Examiner of Accounts

Salary Code	Salary Scale and Grade
01 27 59	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Examiner of Accounts/Senior Examiner of Accounts <i>formerly Examiner of Accounts</i> <i>Senior Examiner of Accounts</i>
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

6. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

- 6.1 Established by the Constitution of Mauritius, the Public and Disciplined Forces Service Commissions (PDFSCs) have as mission to ensure that the Republic of Mauritius has a professional and efficient Civil Service geared towards excellence. In so doing, the PDFSCs envision to be the benchmark for integrity, equity and efficiency in a dynamic public service.
- 6.2 The objectives of the PDFSCs are to: identify and appoint qualified persons with the drive and skills for efficient performance; safeguard the impartiality and integrity of appointments and promotions in the Civil Service and to ensure that these are based on merit; and take disciplinary action with a view to maintaining ethical standards and safeguarding public confidence in the public service.
- 6.3 The Public and Disciplined Forces Service Commissions regroup two separate entities namely, the Public Service Commission (PSC) and the Disciplined Forces Service Commission (DFSC), both operating under the headship of the Chairman, PDFSCs. All members of the Commissions including Deputy Chairpersons and Commissioners are appointed by the President of the Republic of Mauritius after consultation with the Prime Minister and the Leader of the Opposition.
- 6.4 The Public Service Commission is empowered to appoint persons to hold or act in any office in the public service (including power to confirm appointments), to exercise disciplinary control over persons holding or acting in such offices and to remove such persons from office. The Disciplined Forces Service Commission deals with appointment, promotion and disciplinary matters relating to the disciplined forces viz:- the Mauritius Police Force, the Mauritius Prisons Service and the Fire Services.
- 6.5 The Secretary, PDFSC is the Accounting Head of the organisation. To assist him in his tasks, there are departmental grades of Assistant Secretary and Registrar, PDFSC and other staff of support functions.
- 6.6 Since the present organisational structure is meeting the needs of the organisation in terms of its human resources, we are maintaining the existing arrangements.

Secretary, Public and Disciplined Forces Service Commissions

- 6.7 In the last PRB Report, we recommended that a Permanent Secretary be assigned the duties of Secretary, Public and Disciplined Forces Service Commissions. **We are maintaining this recommendation.**

Transitional Provision

- 6.8 A Principal Assistant Secretary is currently assigned the duties of Secretary, Public and Disciplined Forces Service Commissions against payment of a

responsibility allowance. On his retirement, the allowance becomes pensionable, subject to certain conditions. He should continue to be paid the allowance during the assignment and be eligible to the accruing pension benefits as per the recommendation hereunder.

Recommendation

6.9 We recommend that:

- (i) the officer who has been assigned the duties of Secretary, Public and Disciplined Forces Service Commissions should continue to be granted an allowance equivalent to the difference between his salary and that of the Secretary, Public and Disciplined Forces Service Commissions;
- (ii) in the event the officer retires in the capacity of Secretary, Public and Disciplined Forces Service Commissions, the allowance becomes pensionable 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.

PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Secretary, Public and Disciplined Forces Service Commissions
08 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant Secretary, Public and Disciplined Forces Service Commissions

Salary Code	Salary Scale and Grade
19 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Industrial/Occupational Psychologist
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Registrar, Public and Disciplined Forces Service Commissions
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Senior Gardener/Nurseryman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Gateman Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

7. OMBUDSMAN'S OFFICE

- 7.1 Set up under the Ombudsman Act of 1969, the role of the Ombudsman's Office is to investigate into complaints against Government Institutions and seek redress to injustice, if any, sustained in consequence of any alleged maladministration that may have been committed by any public officer or authority in the exercise of administrative functions.
- 7.2 The Ombudsman proceeds by way of independent and impartial investigations initiated upon receipt of written complaints or acting on his own initiative. The Ombudsman has therefore, as object to develop a public service culture characterised by fairness, dedication, commitment, openness and accountability.
- 7.3 The Ombudsman's Office is headed by a Senior Investigations Officer, Ombudsman's Office who is responsible for the day-to-day administration and management of the organisation. He is supported in his tasks by officers of the General Services.
- 7.4 Since the present structure is meeting the needs of the organisation in terms of its human resources, **we are maintaining the existing arrangement.**

OMBUDSMAN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 55 71	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Senior Investigations Officer, Ombudsman's Office
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

8. ELECTORAL BOUNDARIES COMMISSION AND ELECTORAL SUPERVISORY COMMISSION

- 8.1 The Electoral Boundaries Commission (EBC) and Electoral Supervisory Commission (ESC) are independent bodies established by virtue of Sections 38(1) and 38(2) of the Constitution of Mauritius. These two bodies work in close collaboration with the Electoral Commissioner's Office to assist in conducting free and fair elections in Mauritius.
- 8.2 The Electoral Boundaries Commission is responsible for the delimitation and reviewing of the constituencies and their boundaries. This is done at such time to enable it to present a Report making recommendations to the Assembly for approval in accordance with Section 39 of the Constitution.
- 8.3 On the other hand, the Electoral Supervisory Commission, has the general responsibility for supervising the registration of electors and conduct of elections.

ELECTORAL BOUNDARIES COMMISSION AND ELECTORAL SUPERVISORY COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

9. ELECTORAL COMMISSIONER'S OFFICE

- 9.1 The key activity of the Electoral Commissioner's Office (ECO) is to organise elections for the National Assembly, Rodrigues Regional Assembly, Local Government Council and By-Elections. Its mission is to provide an independent, impartial and professional electoral service so as to meet the expectations of all the stakeholders in the electoral processes.
- 9.2 The ECO, under the provisions of the Constitution and the Representation of the People's Act and other Regulations in force, is also responsible to conduct annual house-to-house enquiries and carry out the registration of electors. Thereafter, it publishes accurate registers of electors for use during elections. For the registration of electors and during election period, the ECO seeks the services of public officers, who after training, act as Registration Officers and Election Officers respectively. The ECO also sensitises the public on voters education to attract maximum participation in election and increase their understanding of the electoral system and voting processes.
- 9.3 At present, the Electoral Commissioner's Office is headed by the Electoral Commissioner, whose office is a public one and who is appointed by the Judicial and Legal Service Commission. Section 40 of the Constitution stipulates that:
- no person is qualified to hold or act in the office of the Electoral Commissioner unless he is qualified to practise as a barrister in Mauritius.
 - in the exercise of his functions under the Constitution, the Electoral Commissioner shall not be subject to the direction or control of any person or authority.
- 9.4 The Electoral Commissioner is assisted in his tasks by a Chief Electoral Officer, a Deputy Chief Electoral Officer, two Principal Electoral Officers, two Senior Electoral Officers, 10 Electoral Officers and other supporting staff. The 10 Electoral Officers are responsible for the 21 constituencies of Mauritius and Rodrigues for which they act as Registration Officer and Special Election Officer.
- 9.5 The present organisation structure, which is appropriate, is being maintained.

Electoral Commissioner

- 9.6 At present, the Electoral Commissioner is drawing a pensionable allowance of Rs10000 monthly. We are maintaining the payment of the allowance and revising the quantum.

Recommendation

9.7 We recommend that the monthly pensionable allowance drawn by the Electoral Commissioner be revised to Rs 12000 monthly.

Hours of Work

9.8 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 called upon to work at staggered hours. **The Bureau has taken this element 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 144000 Electoral Commissioner (Personal)
18 00 90	Rs 102000 Electoral Commissioner
18 75 82	Rs 61200 x 1800 – 68400 x 2400 – 75600 Chief Electoral Officer
18 68 76	Rs 50100 x 1500 – 57600 x 1800 – 63000 Deputy Chief Electoral Officer
18 61 73	Rs 39600 x 1500 – 57600 Principal Electoral Officer
18 54 66	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Senior Electoral Officer
18 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 QB 41100 Electoral Officer

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

10. EMPLOYMENT RELATIONS TRIBUNAL

- 10.1 The Employment Relations Tribunal (ERT) has been set up in February 2009 following the enactment of the Employment Relations Act 2008 whereby the Permanent Arbitration Tribunal and the Civil Service Arbitration Tribunal have been merged as one distinct entity.
- 10.2 The ERT has been reconstituted and the law provides that the Tribunal shall consist of a President, and two Vice-Presidents whose office are public offices and not more than 13 members. A person cannot be appointed President or Vice-President unless he qualifies for appointment as a Judge of the Supreme Court.
- 10.3 The ERT is a quasi-judicial body to which labour disputes are referred to, inquired into and awards made thereon. Where a labour dispute, whether existing or apprehended, is rejected by the Conciliation and Mediation Commission, to whom responsibility for the subject of employee relations is assigned, the aggrieved party may appeal against the rejection to the Tribunal which, in any such appeal, may confirm or revoke the decision of the Commission.
- 10.4 The ERT aims at settling labour disputes in the Civil Service, the Private Sector, Parastatal Bodies and the Local Government Services; hearing appeals from the decision of the Conciliation and Mediation Commission; and promoting harmonious employee relations.
- 10.5 The vision of the ERT is to be a trusted partner and facilitator for workers and employers for a better working environment whereas its mission is to make provision of efficient, reliable and user-friendly services to workers and employers for the arbitration and settlement of labour disputes in the Public and Private Sector.
- 10.6 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 employee 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.
- 10.7 At present, the structure of the Employment Relations Tribunal comprises besides the President, ERT and the Vice-President, ERT, a grade of Registrar, Employment Relations Tribunal who acts as the Secretary to the Tribunal, at the professional level. At the supportive level, officers in the

grades of Senior Shorthand Writer, Shorthand Writer and other General Services staff provide the necessary back up.

- 10.8 As the present structure is meeting the needs of the organisation in terms of its human resources, we are maintaining the existing arrangements.

EMPLOYMENT RELATIONS TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 97	Rs 156000 President, Employment Relations Tribunal
12 00 95	Rs 132000 Vice-President, Employment Relations Tribunal
12 45 68	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Registrar, Employment Relations Tribunal
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Shorthand Writer
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

11. EQUAL OPPORTUNITIES TRIBUNAL

- 11.1 The Equal Opportunities Tribunal (EOT) has been set up as an independent body by Act No. 42 of the Equal Opportunities Act 2008 to hear and determine complaints referred to it by the Equal Opportunities Commission.
- 11.2 Its main objectives are, *inter alia*, to issue an interim order as a matter of urgency for the purpose of: preventing serious and irreparable damage to a person or category of persons; protecting the public interest; or preventing a person from taking any step that would hinder or impede a hearing before the EOT.
- 11.3 The EOT also has jurisdiction, among others, to make: an order declaring the rights of the complainant and the respondent in relation to the Act to which the complaint relates; and a recommendation that the respondent takes, within a specified period, action appearing to the EOT to be practicable for the purpose of obviating or reducing the adverse effect on the complainant of any act of discrimination to which the complainant relates.
- 11.4 The Equal Opportunities Tribunal consists of a President who is a law practitioner of not less than 10 years' standing and two members having knowledge of or experience in law, race relations, gender affairs, employment issues, education, culture, economics, social welfare or human rights and who have been active in any of these fields for a period of not less than five years.
- 11.5 The Secretary to the Tribunal is designated by the Secretary to Cabinet and Head of the Civil Service along with such other public officers as the latter thinks fit to assist the EOT in the performance of its functions. The Secretary, Equal Opportunities Tribunal is responsible for: keeping a record of the proceedings of the EOT; keeping in safe custody the papers and documents of the EOT; and issuing summonses and recording statements of witnesses called before the EOT.

EQUAL OPPORTUNITIES TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 95	Rs 132000 President, Equal Opportunities Tribunal
02 00 90	Rs 102000 Member, Equal Opportunities Tribunal

12. LOCAL GOVERNMENT SERVICE COMMISSION

- 12.1 Established under the Local Government Act 1975, the Local Government Service Commission (LGSC) is an independent body which is financed by the consolidated fund.
- 12.2 Its mission is, among others, to provide timely and quality service to all stakeholders; serve within legal and ethical parameters; and ensure professionalism in the delivery of quality services. In so doing, the LGSC is set to be recognised as an organisation aimed at establishing excellence in all matters relating to Human Resource Management and Human Resource Development in the Local Government Service.
- 12.3 The main services offered by the LGSC include recruitment of staff for the Local Authorities; approval of assignment of higher duties/acting appointments; exercising disciplinary control, approval for payment of pension benefits and gratuities; approval of retirement from the service of local government officers; and approval of sponsorship for candidates who are recommended for courses in the context of in-service training.
- 12.4 It is headed by the Secretary, Local Government Service Commission who is assisted by officers at professional and technical levels, and supported by staff of the General Services.
- 12.5 Since the present structure is meeting the needs of the organisation in terms of its human resources, we are maintaining the existing arrangement.

Secretary, Local Government Service Commission

- 12.6 In the last Report, we recommended that, consideration be given to the posting of a Principal Assistant Secretary at the Local Government Service Commission to assist the Secretary, Local Government Service Commission in the day-to-day management of the Commission. **We are maintaining this recommendation.**

Recommendation

- 12.7 **We further recommend that, in future, on the departure of the present incumbent in the post of Secretary, Local Government Service Commission, 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, Local Government Service Commission. We also recommend that on the officer's retirement or reversion to his substantive post, 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 ground of inefficiency or inability to perform at the higher level or on grounds of misconduct or has not reverted to his substantive post 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.

LOCAL GOVERNMENT SERVICE COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 88	Rs 93000 Secretary, Local Government Service Commission
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Gateman

13. OMBUDSPERSON FOR CHILDREN'S OFFICE

- 13.1 The Ombudsperson for Children's Office (OCO) is set up under the Ombudsperson for Children's Act No. 41 of 2003. Its vision is to have a society where children's rights are respected and where children can learn to become responsible citizens.
- 13.2 The OCO mainly promotes the rights and best interests of children and ensures that the rights, needs and interests of children are given full consideration by public bodies, private authorities, individuals and associations of individuals.
- 13.3 To achieve the above objectives, the OCO investigates into cases of violations of the rights of the child; makes proposals to the Government on legislations, policies and practices regarding services to, or the rights of, children; sensitises and creates awareness among parents, teachers, children and frontline officers working with children on the convention on the rights of children; trains and educates staff, frontline officers and staff of NGOs on the rights of the child and its related issues; and ensures that children under the care of, or supervision of, a public body or other institution are treated fairly, properly and adequately and that their rights are respected.
- 13.4 Both Management and staff side have made submissions for the creation of an additional level to monitor the work of Investigators as they have to look into an increasing number of complaints that are being lodged. We have examined the structure of the organisation anew and given that the incumbent in the grade of Secretary, Ombudsperson for Children's Office, according to the scheme of service, also oversees investigation duties, it would be more appropriate to increase the establishment size of the grade of Investigator to address the workload problem. We are, therefore, maintaining the present organisation structure and providing for the salaries of the existing grades.

OMBUDSPERSON FOR CHILDREN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 52 68	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Secretary, Ombudsperson for Children's Office
08 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Investigator

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

14. OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

- 14.1 The Office of the Director of Public Prosecutions (ODPP) which has been established under Section 72(1) of the Constitution, operates as a separate office distinct from the Attorney-General's Office as from 1 July 2009. It now has its own establishment and organisational structure, and is in the process of reorganisation to better deliver its services.
- 14.2 The vision of the ODPP is to be recognised as a high calibre Prosecution Office capable of meeting and exceeding the expectations of society for a fair, efficient and innovative legal system. Its mission is to provide prosecution services, legal advice and litigation support of high standard, without fear or favour.
- 14.3 The Director of Public Prosecutions (DPP) has the powers, in any case in which he considers it desirable to do so, to institute and undertake criminal proceedings before any Court of Law; take over and continue any such criminal proceedings that may have been instituted by any other person or authority; discontinue at any state before judgement is delivered any such criminal proceedings instituted by himself or any other person or authority.
- 14.4 The DPP, supported by a number of Law Officers, advises on major criminal cases, represents the State in major criminal matters before the Courts. He also tenders advice to the various Law Enforcement Agencies in respect of the conduct of enquiry whenever such requests are made. The DPP exercises its functions in full independence and is not subject to the direction or control of any other person or authority. The powers vested in the DPP may be exercised by him in person or through other persons acting with his general or specific instructions.
- 14.5 At present, the structure of the Office of the DPP comprises, besides the Director of Public Prosecutions, the following grades: Deputy Director of Public Prosecutions, Senior Assistant Director of Public Prosecutions, Assistant Director of Public Prosecutions and other officers of the State Attorney cadre and State Counsel cadre at the professional level. The Legal Research Officer and officers of the Legal Assistant cadre provide for the necessary back up at the technical/administrative support levels.
- 14.6 In this Report, we are maintaining the structure of the office of the DPP.

Asset Forfeiture Unit

- 14.7 The Asset Forfeiture Unit which has been set up within the Office of the Director of Public Prosecutions aims at forfeiting tainted assets derived from criminal activities. The Director of Public Prosecutions has been designated as the enforcement authority. At present, the Asset Forfeiture Unit is manned by officers in the grades of Crime Analyst, Enforcement Manager and Forensic Accountant.

- 14.8 With a view to inducing officers with the right competencies to serve at the Office of the DPP, provision of flexibility of posting exists at certain levels, to allow for the interchangeability and transferability of officers at the professional level within the Magistracy, the Attorney-General's Office and that of the Office of the DPP.

Recruitment and Retention at the Office of the Director of Public Prosecutions

- 14.9 In order to attract and recruit officers of the right profile and calibre and to retain experienced officers in the grades of State Counsel and State Attorney, at present, a negotiable entry point has been granted to new entrants in the latter grades, subject to the decision of the High Powered Committee and approval of the Ministry of Civil Service and Administrative Reforms. We are maintaining the present arrangement.

Recommendation 1

- 14.10 **We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the decision of the High Powered Committee, continue to approve the higher salary point for new entrants in the grade of State Counsel and State Attorney, 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

- 14.11 With a view to retaining the services of Legal Officers who tend to leave the service after acquiring some years of experience at the Office of the DPP, a monthly Special Legal Service Allowance is presently paid to them. With a view to curtailing the high turn-over rate at the Office of the DPP, we are maintaining the allowance and revising the quantum in terms of the set percentage.

Recommendation 2

- 14.12 **We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the continued payment of a monthly Special Legal Service Allowance to Legal Officers as specified in the table below:**

Grades	Special Legal Service Allowance (% of monthly salary)
State Counsels and State Attorneys reckoning at least 10 years' service in their respective grades and Senior State Counsels and Senior State Attorneys	7

Grades	Special Legal Service Allowance (% of monthly salary)
Principal State Counsels, Principal State Attorneys, Assistant DPP, Deputy Chief State Attorney, Senior Assistant DPP, Chief State Attorney	10
Deputy Director of Public Prosecutions and Director of Public Prosecutions	15

- 14.13 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

- 14.14 In order to provide for assistance towards meeting the cost for certain items of expenditure related to the exercise of their profession, Judicial and Legal Officers are entitled to an all-inclusive yearly Judicial and Legal Allowance which, at present, at the Office of the Director of Public Prosecutions is as follows: Rs 33500 for the Director of Public Prosecutions and the Deputy Director of Public Prosecutions; and Rs 20000 for officers in the grades of the Chief State Attorney, Senior Assistant Director of Public Prosecutions, Assistant Director of Public Prosecutions, Deputy Chief State Attorney, Principal State Counsel, Principal State Attorney, Senior State Counsel and Senior State Attorney, State Counsel and State Attorney.
- 14.15 In this Report, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 3

- 14.16 We recommend that the current yearly Judicial and Legal Allowance payable to officers of the Legal cadre at the Office of the Director of Public Prosecutions be revised as follows: from Rs 33500 to Rs 36850 for the Director of Public Prosecutions and the Deputy Director of Public Prosecutions; and from Rs 20000 to Rs 22000 for officers in the grades of the Chief State Attorney, Senior Assistant Director of Public Prosecutions, Assistant Director of Public Prosecutions, Deputy Chief State Attorney, Principal State Counsel, Principal State Attorney, Senior State Counsel and Senior State Attorney, State Counsel and State Attorney.

Housing Allowance

- 14.17 At present, the Director of Public Prosecutions is entitled, on a personal basis, to (i) the retirement benefits accruing to Judges; and (ii) the monthly pensionable Housing Allowance of Rs 10000 meant to cover both the extra expenses for housing facilities and security measures, along similar lines as those recommended for the Senior Puisne Judge and the Puisne Judges of the Supreme Court.
- 14.18 In this Report, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 4

- 14.19 **We recommend that the present Director of Public Prosecutions, continues to be paid on a personal basis (i) a monthly pensionable Housing Allowance of Rs 11000 to cover both the extra expenses for housing facilities and security measures; and (ii) that he continues to be eligible to the retirement benefits accruing to Judges.**

Black Jacket Allowance

- 14.20 Officers of the Legal Assistant cadre who are required by the rules of the Court to appear in black jacket and tie are paid an allowance of Rs 4000 yearly. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 5

- 14.21 **We recommend that the allowance for black jacket and tie be revised to Rs 4400.**

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 00 97	Rs 156000 Director of Public Prosecutions
12 00 95	Rs 132000 Deputy Director of Public Prosecutions
12 00 93	Rs 111000 Chief State Attorney Senior Assistant Director of Public Prosecutions

Salary Code	Salary Scale and Grade
12 00 90	Rs 102000 Assistant Director of Public Prosecutions Deputy Chief State Attorney
12 71 82	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Legal Administrator Principal State Attorney Principal State Counsel
12 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Senior State Attorney Senior State Counsel
12 55 71	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 State Attorney
12 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Legal Research Officer State Counsel
12 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Enforcement Manager
12 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Legal Assistant
12 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Senior Legal Assistant
12 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Legal Assistant
12 16 18	Rs 11250 x 250 – 11750 Trainee Legal Assistant

Salary Code	Salary Scale and Grade
OTHER GRADES	
01 47 67	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Forensic Accountant
20 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Crime Analyst
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
22 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

15. PRIME MINISTER'S OFFICE

Introduction

- 15.1 As the apex Ministry, the Prime Minister's Office (PMO) provides administrative support to the Prime Minister in his functions as Head of the Government. It carries out a plethora of activities including policy formulation/implementation, dealing with matters pertaining to human rights and international humanitarian law, safeguarding the privacy rights of all individuals, protecting the country's national integrity, and bettering the day-to-day lives of the citizens of Mauritius. The PMO envisions to build a modern and fair society by upholding good governance principles and consolidating democratic fundamentals.
- 15.2 The organisation structure of the PMO comprises the Cabinet Office, the Defence and Home Affairs Division and the Private Office. Portfolio responsibilities of the PMO include the Ministry of Rodrigues and different Departments/Divisions/Services like the Mauritius Police Force, the External Communications Division and the Mauritius Prisons Service, among others.
- 15.3 Both the Cabinet Office and the Private Office operate under the supervision of the Secretary to Cabinet and Head of the Civil Service. The Cabinet Office is mainly responsible for servicing the Cabinet of Ministers, whereas the Private Office deals with all requests for appointments/meetings/courtesy calls, messages, interviews, correspondences to and from the Prime Minister as well as overseas missions.
- 15.4 Functioning under the headship of a Senior Chief Executive, the Defence and Home Affairs Division looks after all matters pertaining to the national security and internal affairs of Mauritius.

Administrative Cadre

- 15.5 The Administrative cadre is involved in the formulation, coordination and implementation of Government policies, goals and objectives. It is headed by the Secretary to Cabinet and Head of the Civil Service and its structure comprises grades of Assistant Secretary, Principal Assistant Secretary, Permanent Secretary and Senior Chief Executive.

Assistant Secretary

- 15.6 At present, Assistant Secretaries are allowed to proceed incrementally in the master salary scale up to salary point Rs 45000 subject to certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 1

- 15.7 **We recommend that Assistant Secretaries be allowed to proceed incrementally up to the revised salary point Rs 54600 in the master salary scale through the grant of one increment every year provided they have:**

- (i) drawn their top salary for a year, and
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding period of two years and have not been adversely reported upon on ground of conduct.

Duty Free Facilities for Assistant Secretaries

15.8 Assistant Secretaries drawing a monthly salary of at least Rs 29000 are eligible for loan facilities and 70% duty exemption for the purchase of a car on certain terms and conditions. We are maintaining this recommendation and revising the salary point for eligibility to Duty Free facilities.

Recommendation 2

15.9 **We recommend that Assistant Secretaries who, by nature of their duties, are required to attend workshops/conferences/meetings in other organisations, receive delegates, organise workshops/events and work after normal working hours on a regular basis and are drawing a monthly salary of at least Rs 35400, should be eligible for loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report.**

Principal Assistant Secretary

15.10 Presently, Principal Assistant Secretaries having reached the top of their salary scale are allowed to draw one increment annually up to the salary point Rs 66000 in the master salary scale provided that they have:

- (i) drawn their top salary for a year;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years i.e. have displayed skills and competence as relevant in (a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and
- (iii) not been adversely reported upon on ground of conduct.

We are maintaining this provision and revising the salary point.

Recommendation 3

15.11 **We recommend that Principal Assistant Secretaries having reached the top of their revised salary scale should be allowed to draw one increment annually up to salary point Rs 81000 in the master salary scale subject to the provisions mentioned at paragraph 15.10 above.**

Permanent Secretary

Appointment

15.12 In the 2008 PRB Report, we recommended that selection for the post of Permanent Secretary should be made from a wider range of talents and competencies and appointment thereto with the concurrence of the Prime Minister. This recommendation is being maintained.

Recommendation 4

15.13 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 proven leadership capabilities.

15.14 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 required leadership capabilities prior to seeking the concurrence of the Prime Minister.

Tenure of Office

15.15 The office of Permanent Secretary is initially tenable on contractual terms or assignment basis after which substantive appointment may follow. This arrangement is appropriate and is being maintained.

Recommendation 5

- 15.16 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 6

15.17 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.

Allowance

15.18 At present, a monthly allowance of Rs 2500 is paid to Permanent Secretaries. **This allowance has been integrated in the recommended salary of the grade.**

15.19 **We also recommend that a public officer on permanent establishment assigned the duties of the position of Permanent Secretary would continue to be eligible for 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 ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been 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

15.20 Provision has been made in the last Report for enlistment to the grade of Senior Chief Executive 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 capabilities. **We are maintaining the above provision while revising the pre-PRB 2013 monthly salary of Rs 80000 to Rs 102000.**

15.21 The filling of the position of Senior Chief Executive is 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, the continued relevance of his competence and the concurrence of the Prime Minister. **We are maintaining this recommendation.**

Remuneration

15.22 In the last Report, we recommended that 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. **We are maintaining this recommendation.**

Recommendation 7

15.23 **We further recommend that 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 ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been 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

Recommendation 8

15.24 **We recommend that the post of Secretary for Home Affairs 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 or is reverted to his substantive post 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 ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been 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 9

15.25 We recommend that the provisions regarding mode of appointment, tenure of office and the appropriate leadership capabilities 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 11 of Volume 1 of this Report.

DATA PROTECTION OFFICE

15.26 Established under the Data Protection Act of 2004 (subsequently amended in 2009), the Data Protection Office (DPO) serves as a public institution contributing in the enforcement of data protection laws in Mauritius. Its vision is to promote a society where data protection is understood and practiced by all.

15.27 The DPO is headed by a Data Protection Commissioner who is responsible, *inter alia*, for exercising control on all data processing activities, either of its own motion or at the request of a data subject, and verifying whether the processing of data is in accordance with the Data Protection Act. The Data Protection Commissioner is assisted by officers in the grade of Investigator.

Data Protection Officer/Senior Data Protection Officer *formerly Investigator, Data Protection Office*

15.28 It has been represented that, in view of operational requirements, Investigators, Data Protection Office have to perform additional duties of a higher nature. Request has, therefore, been made to enlarge the duties,

review the salary grading and appellation of the grade so that there is a nexus with the responsibilities shouldered. We are recommending accordingly.

Recommendation 10

15.29 We recommend that:

- (i) the grade of Investigator, Data Protection Office be restyled Data Protection Officer/Senior Data Protection Officer; and**
- (ii) the duties of the grade be enlarged to require incumbents to carry out research activities on IT and data security; provide training to Data Controllers; promote data protection awareness and sensitisation; provide assistance and advice to other regulators to ensure that security and other measures implemented are in line with Data Protection principles; assist the Data Protection Commissioner in her duties; and manage data protection compliance in accordance with the Data Protection Act.**

15.30 The Bureau has taken into account the above-mentioned additional duties in arriving at the recommended salary of the grade.

Personal Secretary

15.31 An officer of the General Services who is assigned the duties of Personal Secretary is paid a monthly allowance.

15.32 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 this arrangement and providing for the allowance to be reckoned as pensionable emoluments.

Recommendation 11

15.33 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 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 192000 Secretary to Cabinet and Head of the Civil Service
02 00 97	Rs 156000 Secretary for Home Affairs
02 00 96	Rs 144000 Senior Chief Executive
02 00 94	Rs 114000 Permanent Secretary
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Principal Assistant Secretary
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Secretary
02 00 93	Rs 111000 Director-General, Counter-Terrorism Centre
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Programme Officer, National Aids Secretariat
02 00 90	Rs 102000 Data Protection Commissioner National Security Adviser
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Co-ordinator, Security Matters

Salary Code	Salary Scale and Grade
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assessor, Data Protection Office
02 50 71	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Co-ordinator, Security Matters
20 46 71	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Statistician/Senior Statistician
09 00 86	Rs 87000 National HIV/AIDS Coordinator
04 46 71	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Data Protection Officer/Senior Data Protection Officer <i>formerly Investigator, Data Protection Office</i>
02 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Conference and Social Functions Manager (Personal)
19 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Monitoring and Evaluation Specialist
10 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Communication Officer, National Aids Secretariat
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Facilities and Maintenance Officer
08 50 61	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Personal Secretary

Salary Code	Salary Scale and Grade
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Receptionist/Guide (Personal)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 General Assistant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Liftman Store Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

OFFICE OF PUBLIC SECTOR GOVERNANCE

- 15.34 The Office of Public Sector Governance (OPSG) operates under the *aegis* of the Prime Minister's Office and is responsible to ensure that Public Sector Management becomes more cost-effective and outcome-oriented and is in line with best practices of governance, in particular those relating to transparency and accountability. The OPSG provides services on Public Sector Reforms, Management Consultancy and Corporate Governance to Ministries, Departments, Parastatal Bodies, Local Authorities and other organisations within the Public Sector.
- 15.35 The mission of the OPSG is to inculcate, advocate and promote good Corporate Governance practices in the Public Sector.
- 15.36 The objectives of the OPSG are, among others, to promote, disseminate, assist and monitor the implementation of the Code of Corporate Governance, monitor and report on the effectiveness of the implementation of the recommendations of the National Audit Office, the Public Accounts Committee and the Internal Control Units, establish, review and monitor the effectiveness of Audit Committees, conduct special inquiries into reported cases of mismanagement in public sector organisations; promote and assist in the reforms of public sector organisations with a view to ensuring that their services are responsive to the needs of the public; conduct programme evaluation with a view to ensuring that cost-effective ways are adopted by public sector organisations in the delivery of quality service to the public; prepare reports and carry out qualitative analysis based on the data provided through the Parastatal Information Management System; support parastatal bodies in collaboration with line Ministries in the preparation of their Performance Improvement Plan; provide support to public sector enterprises in implementing performance enhancing reforms approved by Government; and monitor the pace of reforms and recommend corrective measures thereof.
- 15.37 The Director-General is the technical and administrative head of the OPSG and he is assisted by officers of the professional and technical cadres as well as by officers of the General Services.
- 15.38 The OPSG comprises three divisions namely: Project Monitoring; Governance Services; and Management Consultancy and Reforms Services.
- 15.39 The current organisational structure is adequate to enable the OPSG to deliver on its mandate efficiently and effectively and is maintained.

OFFICE OF PUBLIC SECTOR GOVERNANCE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 95	Rs 132000 Director-General, Office of Public Sector Governance
01 00 93	Rs 111000 Director, Management Audit Bureau Director, Office of Public Sector Governance
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Lead Financial and Governance Analyst
01 47 71	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Financial and Governance Analyst/ Senior Financial and Governance Analyst
01 53 64	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Senior Accounting Technician
01 38 60	Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Accounting Technician
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

GOVERNMENT INFORMATION SERVICE

- 15.40 The Government Information Service (GIS) functions under the *aegis* of the Prime Minister's Office. As the communication arm of the government, it has the responsibility 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 developments on the economic, social and political front on the international arena, among others.
- 15.41 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.
- 15.42 GIS organises its activities under four sections, namely the Information Section, Audio-Visual Section; Overseas News Section and Documentation and Press Section.
- 15.43 We are not bringing in any major change, except for the creation of a level in the Documentation and Press Section and the reframing of the scheme of service of certain grades in the Information cadre

DOCUMENTATION AND PRESS SECTION

- 15.44 The Documentation Section of the GIS houses a rich selection of books, documents, reports and newspaper archives. It also compiles dossiers on various subjects relevant to Government projects and on matters of public interest. It is presently headed by a Head, Documentation Unit who is supported by one Senior Publicity/Documentation Officer and one Publicity/Documentation Officer.
- 15.45 The Press Section forwards press releases and government 'communiqués' and notices to the media for diffusion. It also channels paid publicity to the press. This section is serviced by one Senior Publicity/Documentation Officer and one Publicity/Documentation Officer.
- 15.46 Management has submitted that the Documentation Unit and Press Section are manned by officers in the same grades recruited on the basis of the same scheme of service and are called upon to perform duties in either of the sections. **This arrangement is appropriate and should be maintained.**

Principal Publicity/Documentation Officer (New Grade)

- 15.47 It has been submitted that there is need for a level in the Publicity/Documentation Section for more supervision and coordination and for better efficiency and effectiveness. We are making appropriate provision to this effect.

Recommendation 12

- 15.48 **We recommend the creation of a grade of Principal Publicity/Documentation Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Publicity/Documentation Officer reckoning an aggregate of 10 years' service in a substantive capacity in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer and possessing a Diploma in Library and Information Science or an equivalent qualification.**
- 15.49 Incumbent would be, *inter alia*, required to assist in the administration and management of the Publicity/Documentation Unit, select, acquire, classify, catalogue and index library materials; responsible for stock taking, shelf-reading and stock-editing; maintain and keep up-to-date records, catalogues, indexes and special files; assist in managing and updating of the Document Management System and provide research assistance, reference and bibliographical services to users.

Staggered Hours

- 15.50 The Information cadre of the Government Information Service comprises officers in the following grades: Information Officer; Senior Information Officer; Principal Information Officer; Assistant Director, Information Services; and Director, Information Services.
- 15.51 Presently, Information Officers work at staggered hours and are granted time-off during normal working hours, for excess hours put in. On the other hand, Senior Information Officers and Principal Information Officers are required to work outside normal working hours during weekends and public holidays and are granted time-off provided they operate on a roster pattern of work.
- 15.52 Management has submitted that with a view to harmonizing the pattern of work for officers of the Information cadre, there is need to classify the Senior Information Officers and Principal Information Officers as officers who are required to work at staggered hours. **We are recommending accordingly.**

Recommendation 13

- 15.53 **We recommend that the scheme of service for the grades of Senior Information Officer and Principal Information Officer be amended to include the requirement to work at staggered hours.**
- 15.54 **This element has been taken into consideration in determining the recommended salary of the grades.**

Time-Off

- 15.55 Officers of the Information cadre are required by the nature of their duties to work regularly outside normal working hours especially for Cabinet decisions

and for coverage of official functions during weekends and public holidays. However, these officers are not always able to take time off because of their workload. We are making provision to this effect.

Recommendation 14

15.56 We recommend that arrangements should be made for officers of the Information cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their jobs, for the grant, an application, 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, subject to their having put in a minimum of 15 extra hours in a month.

GOVERNMENT INFORMATION SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 00 84	Rs 81000 Director, Information Services
10 74 81	Rs 59400 x 1800 – 68400 x 2400 – 73200 Assistant Director, Information Services
10 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Information Officer
10 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Head, Documentation Unit Senior Information Officer
10 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Information Officer
10 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Principal Publicity/Documentation Officer (New Grade)
10 32 51	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Publicity/Documentation Officer

Salary Code	Salary Scale and Grade
10 17 46	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Publicity/Documentation Officer
AUDIO VISUAL SECTION	
10 45 57	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Head, Audio-Visual Production Officer
10 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Principal Audio-Visual Production Officer
10 32 51	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Audio-Visual Production Officer
10 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Audio-Visual Production Officer
OVERSEAS NEWS SECTION	
10 46 57	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Head, News Officer Cadre
10 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Senior News Officer
10 19 50	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 News Officer

FORENSIC SCIENCE LABORATORY

- 15.57 The Forensic Science Laboratory (FSL) was, in the 1950's, known as the "Police Medical and Scientific Division" based at the Victoria Hospital and was led by Police Medical Officers and Police Officers. In 1988, the FSL was placed under the management of the Police Department and headed by the Commissioner of Police. In the year 2000, the FSL became autonomous and started operating under the *aegis* of the Prime Minister's Office.
- 15.58 The main objective of the FSL is to provide high quality scientific results and decrease the processing time of case analysis. Its major services provided are, among others, the detection, analysis and identification of substances in poisoning cases, drugs of abuse and psychotropic substances, estimation of alcohol in blood and urine samples and monitoring of Alco test; analysis of alcoholic beverages for law enforcement purposes; investigation related to road traffic accidents, fires and explosives and scenes of crime; Ballistics: examination of firearms and ammunitions; document examination for detection of forgery and examination of counterfeit notes; forensic biology examination of exhibits; and DNA profiling as a major tool in crime investigation.
- 15.59 The FSL envisions to be the benchmark in providing Forensic Science Services for testing competence, global acceptance and recognitions for the enhancement of the judicial system.
- 15.60 Presently, a Director heads the FSL and is supported by a Deputy Director. A professional cadre comprising officers in the grades of Chief Forensic Scientist, Senior Forensic Scientist and Forensic Scientist assist the Director and a technical cadre consisting of the grades of Principal Forensic Technologist, Senior Forensic Technologist, Forensic Technologist and Forensic Technician provide support services.

Forensic Scientist

Senior Forensic Scientist

- 15.61 We are, in this Report, while maintaining the present structure, merging the grades of Forensic Scientist and Senior Forensic Scientist; amending the scheme of service of the grade of Forensic Scientist; and providing for some sort of compensation to officers possessing a degree.
- 15.62 Management of the FSL holds the view that in order to increase employee job satisfaction through an integrated retention programme that includes meaningful work and innovative benefit, it would be appropriate to merge the grade of Forensic Scientist and that of Senior Forensic Scientist.
- 15.63 A careful examination of the schemes of service as well as the job description questionnaires of both grades has revealed that there exists overlapping of duties and limited technical supervision on the part of the senior grade. It can be safely concluded that there is merit in the case. Moreover, in the context of

moving towards flatter organisation structures for greater accountability and to facilitate decision making, we are recommending that the two grades be merged.

Recommendation 15

15.64 We recommend that the grades of Forensic Scientist and Senior Forensic Scientist be merged and restyled Forensic Scientist/Senior Forensic Scientist.

Scheme of Service - Forensic Scientist/ Senior Forensic Scientist

15.65 At present, appointment to the grade of Forensic Scientist is made by selection from among candidates possessing a post “A” Level Degree in either Chemistry or Physics or Biology or Biochemistry or Forensic Science. Officers in the grades of Principal Forensic Technologist, Senior Forensic Technologist, Forensic Technologist and Forensic Technician are trained personnel and are either degree holders or have upgraded their qualifications and over the years have acquired experience in the field of Forensic Science. So as to make effective and judicious use of these officers, Management and Staff Association have submitted that these officers be given an opportunity to join the professional cadre. As such, the scheme of service for the grade of Forensic Scientist/Senior Forensic Scientist needs to be amended. The Bureau concurs with the proposal and we are recommending accordingly so as to provide a career path to the existing technical cadre of the FSL.

Recommendation 16

15.66 We recommend that the scheme of service for the grade of Forensic Scientist/Senior Forensic Scientist *formerly Forensic Scientist, Senior Forensic Scientist* be amended so that, in future, appointment thereto be made by selection from among officers in the grades of Principal Forensic Technologist, Senior Forensic Technologist, Forensic Technologist and Forensic Technician possessing a Degree in Forensic Science or any related forensic discipline. In the absence of suitably qualified serving officers, appointment should be made by selection from among candidates possessing the required qualification.

15.67 We further recommend that the duties of the grades of Forensic Scientist and Senior Forensic Scientist be incorporated in the new scheme of service for the merged grade.

Movement in Salary Scale

15.68 In line with the general philosophy of providing career earnings instead of career path and to provide a sort of compensation to graduates, we are making special provision for those categories of officers possessing a degree in a cadre where there is limited scope for promotion. We are, therefore, making appropriate recommendation.

Recommendation 17

15.69 We recommend that officers in the grades of Principal Forensic Technologist, Senior Forensic Technologist, Forensic Technologist and Forensic Technician possessing a degree in the field of Forensic Science, on reaching the top of their respective salary scale, be allowed to move incrementally in the master salary scale by two increments provided they have been efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

On-Call and In-Attendance Allowances

15.70 At present, officers of the Forensic Science Laboratory are paid On-Call Allowances from 0600 hours to 0845 hours and from 1600 hours to 0600 hours the following day during weekdays and from 0600 hours to 0600 hours the following day 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 18

15.71 We recommend that the On-Call Allowances for officers of the Forensic Science Laboratory be revised as specified below:

Grades	Weekdays 0600 hours to 0845 hours 1600 hours to 1800 hours Amount (Rs)	Weekdays 1800 hours to 0600 hours the following day Amount (Rs)	Saturdays 0600 hours to 0600 hours the following day Amount (Rs)	Sundays and Public Holidays 0600 hours to 0600 hours the following day Amount (Rs)
Director, FSL	130	320	760	915
Deputy Director, FSL	115	290	695	825
Chief Forensic Scientist	105	265	620	750
Forensic Scientist/ Senior Forensic Scientist <i>formerly Forensic Scientist</i> Senior Forensic Scientist	90	220	550	660
Principal Forensic Technologist	70	165	400	475
Senior Forensic Technologist	60	155	375	440
Forensic Technologist	55	140	330	400
Forensic Technician	45	110	265	320

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

Grades	Amount (Rs)
Director, FSL	300
Deputy Director, FSL	275
Chief Forensic Scientist	250
Forensic Scientist/Senior Forensic Scientist <i>formerly Forensic Scientist</i> <i>Senior Forensic Scientist</i>	220
Principal Forensic Technologist	165
Senior Forensic Technologist	145
Forensic Technologist	130
Forensic Technician	105

**FORENSIC SCIENCE LABORATORY
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
19 00 86	Rs 87000 Director, Forensic Science Laboratory
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Forensic Science Laboratory
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Forensic Scientist
19 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Forensic Scientist/Senior Forensic Scientist <i>formerly Forensic Scientist</i> <i>Senior Forensic Scientist</i>

Salary Code	Salary Scale and Grade
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Forensic Technologist
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Forensic Technologist
19 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Forensic Technologist
19 25 52	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Forensic Technician
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Laboratory Attendant
24.12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

CIVIL STATUS DIVISION

- 15.73 The Civil Status Division (CSD) is responsible for the registration of births, deaths, marriages and other matters relating to the Civil Status of persons in the Republic of Mauritius and its dependencies. It deals with issues of the Civil Status Certificates and the Code Civil Mauricien which lays down the fundamental conditions to be applied for a person under the age of 18 to contract a marriage. It administers the National Identity Card Unit and allocates a unique identification number for a child as from registration of birth.
- 15.74 There are 48 Civil Status Sub-Offices in the Republic of Mauritius including Rodrigues, Agalega and St. Brandon. The Central Office, which is in Port Louis, caters for the administration and control of all the Civil Status Sub Offices and regulates the issue of National Identity Card. 30 out of the 48 Civil Status Sub-Offices have been computerised to generate electronic registration of births, deaths, marriages and issue of printed Civil Status Certificates in both English and French. Upon request, certificates of birth, death and marriage, from 2001 onward, are obtainable on the same day. Additionally, individual National Identity Cards are issued at the regional offices situated at Rose Hill, Plaine Magnien and Port Mathurin.
- 15.75 The Registrar of Civil Status is responsible for the day-to-day administration of the offices in different parts of the country to offer door-step services. He is assisted by the Deputy Registrar of Civil Status and officers of the Civil Status cadre and those of General Services.
- 15.76 The number of levels in the organisational structure is appropriate. We are maintaining it. However, we are giving a fresh look at the qualifications requirements at various levels and revising the allowances.

Principal Civil Status Officer

Deputy Registrar of Civil Status

- 15.77 In the 2008 PRB Report, the Bureau recommended that the qualifications requirements for the grades of Principal Civil Status Officer and Deputy Registrar of Civil Status as hereunder:

Principal Civil Status Officer

Appointment to the grade of Principal Civil Status Officer should, in future, be made by selection from among 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 **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.

Deputy Registrar of Civil Status

Appointment to the grade of Deputy Registrar of Civil Status should be made by selection from among 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 **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 **five** years' service in the grade.

- 15.78 The Ministry of Civil Service and Administrative Reforms encountered difficulties to implement the above recommendations as they were not in line with existing policies and criteria for framing schemes of service in the Civil Service and, therefore, sought the advice of the High Powered Committee.
- 15.79 The High Powered Committee (HPC) decided that the requirement of a degree or diploma as a prerequisite for appointment to the grades of Principal Civil Status Officer and Deputy Registrar of Civil Status be deferred until 2013 with a view to: maintaining the philosophy of the 2008 PRB Report for appointment of officers possessing the required competencies to higher grades in the Civil Status Division; ensuring that officers who did not possess the diploma or degree qualifications were not debarred for consideration to higher posts as they had not been given advance notice that such qualifications were going to be a condition for promotion and giving officers who did not possess the qualifications an opportunity to obtain same.
- 15.80 The HPC approved that the qualification requirements be as follows:
- (i) **Post of Principal Civil Status Officer**
By selection from among officers in the grades of:
- (a) Senior Civil Status Officer; and
 - (b) Civil Status Officer who reckon at least seven years' service in a substantive capacity in the grade.
- (ii) **Post of Deputy Registrar of Civil Status**
By selection from among officers in the grades of:
- (a) Principal Civil Status Officer; and
 - (b) Senior Civil Status Officer who reckon at least seven years' service in a substantive capacity in the grade.
- 15.81 The schemes of service for the grades of Principal Civil Status Officer and Deputy Registrar of Civil Status have been amended to reflect the decision of the High Powered Committee.
- 15.82 In the context of this review, both Management and representative of the Parent Ministry have informed that the recommendations of the 2008 PRB

Report cannot still be implemented for want of qualified candidates in the grades of Senior Civil Status Officer and Principal Civil Status Officer and that the qualifications requirements as a requisite for appointment to the grade of Principal Civil Status Officer and Deputy Registrar of Civil Status as decided by the HPC be further extended for the grades of Principal Civil Status Officer and Deputy Registrar of Civil Status.

- 15.83 After careful examination, we consider that it would be more appropriate to maintain the present mode of appointment to the grades of Principal Civil Status Officer and Deputy Registrar of Civil Status as approved by the High Powered Committee.

Recommendation 19

- 15.84 However, we recommend that as from the year 2016:

- (i) **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 a Diploma in Management with specialisation in Public Administration and 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.**

Candidates should also have a thorough knowledge of matters relating to Civil Status and possess administrative ability and organizing skills

- (ii) **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 and 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.**

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.

Allowance to Open Civil Status Offices after official hours

15.85 At present, officers of the Civil Status cadre provide an emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and Public Holidays to register death and issue burial permit. They are paid an On-Call allowance of Rs 180 per day; a Travelling Allowance of Rs 130 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 handling over of keys to the Police Station; and an allowance of Rs 210 for each registration of death including the issue of burial/cremation permit. The present arrangement is appropriate and the quantum of allowances are being revised.

Recommendation 20

15.86 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 200 per day;

(b) a travelling allowance of Rs 140 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 handling over of keys to Police Station; and

(c) an allowance of Rs 230 for each registration of death including the issue of burial/cremation permit.

Allowance for Registration of Religious Marriage to give Civil effect

15.87 At present, Civil Status Officers who are required to work after normal working hours, for registration to give civil effect to a religious marriage are paid an allowance of Rs 400 for such registration of religious marriage.

15.88 The present arrangement is being maintained and the quantum of allowance is being revised.

Recommendation 21

15.89 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 440 provided that each registration is done outside normal working hours.

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

- 15.90 Presently, an officer of the Civil Status cadre is on-call in each district to register deaths and issue burial permit during cyclonic conditions Class III and IV and is paid an On-Call Allowance of Rs 180 per day and an allowance of Rs 210 for each registration of death including the issue of burial permit. Management of the Civil Status Division has to make arrangements with the Police Department for the conveyance of officers who are on call in each district to register deaths which requires burial permit during cyclonic conditions Class III and IV.
- 15.91 The present arrangement, which is convenient, is being maintained and the quantum of the allowances are being revised.

Recommendation 22

- 15.92 We recommend that an officer of the Civil Status Cadre should be On-Call in each district to register deaths requiring burial permit during cyclonic conditions Class III and IV and should be paid:**

(a) an On-Call Allowance of Rs 200 per day;

(b) an allowance of Rs 230 for each registration of death including the issue of burial permit.

- 15.93 We further recommend that the Management of the Civil Status Division should make proper arrangements with the Police Department for the conveyance of officers on call to register deaths which requires burial permit during cyclonic conditions Class III and IV from their place of residence to office and back.**

Loan facilities

- 15.94 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 18.2.49(e) of Volume I of the 2008 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. We are maintaining this provision.

Recommendation 23

- 15.95 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 as laid down as per provision at paragraph 18.2.46 of Volume 1 of the 2013 PRB 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.**

Clerk Assistant

- 15.96 The grade of Clerk Assistant exists on the establishment of the Prime Minister's Office (Civil Status Division); Ministry of Agro Industry and Food Security; Ministry of Social Security, National Solidarity and Reform Institutions; Ministry of Fisheries; and Ministry of Business, Enterprise and Cooperatives. Incumbents in this grade normally perform sub-clerical duties wherever they are posted. However, they are often called upon to perform higher duties. Following representations made by incumbents in this grade, the MCSAR, in February 2011, approved that all Clerk Assistants posted to various Ministries/Departments, be paid an *ad hoc* allowance, equivalent to the responsibility allowance they would have drawn had they been assigned higher duties of Clerical Officer/Higher Clerical Officer, with effect from 4 January 2011 until the publication of the next PRB Report subject to (i) funds being available; and (ii) the Responsible Officer is satisfied that the Clerk Assistants are operating at the level of Clerical Officer/Higher Clerical Officer.
- 15.97 During our consultative meeting, Management has submitted that Clerk Assistants are performing at a higher level and the experience acquired over the years is being gainfully used. The staff side has requested for a change in appellation to reflect the nature of duties they perform.
- 15.98 We have examined the submissions and scrutinized the job descriptions. While recognising the fact that these officers are performing at a higher level, there is still the need for improving their skills. We are making appropriate recommendations.

Recommendation 24

- 15.99 **We recommend that:**
- (i) **the grade of Clerk Assistant be restyled Office Clerk;**
 - (ii) **the MCSAR, in collaboration with the relevant institution, mount an appropriate award course for Office Clerk *formerly Clerk Assistant*;**
 - (iii) **on successful completion of the award course, incumbents be allowed to move incrementally in the master salary scale up to salary point Rs 23250; and**
 - (iv) **Management should ensure that the officers are entrusted responsibilities commensurate to the position.**

CIVIL STATUS DIVISION
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Registrar of Civil Status
18 57 69	Rs 34200 x 1200 – 36600 x 1500 – 51600 Deputy Registrar of Civil Status
18 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Civil Status Officer
18 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Civil Status Officer
18 16 46	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Civil Status Officer
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Office Clerk <i>formerly Clerk Assistant</i>
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)(Roster)
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

EXTERNAL COMMUNICATIONS - CIVIL AVIATION SERVICES

- 15.100 The Department of Civil Aviation (DCA) operates under the *aegis* of the External Communications Division of the Prime Minister's Office. It is the regulatory body of the Government on matters pertaining to civil aviation and it also provides Air Navigation Services within the airspace under the jurisdiction of Mauritius in conformity with international standards and recommended practices. The specific responsibilities of the DCA are enshrined mainly in the Civil Aviation Act of 1974 and includes, *inter alia*, issuance of operator certificate; registration and airworthiness of aircraft; licensing of personnel; certification and licensing of aerodomes and provision of air navigation services, aviation security and facilitation. The priority objectives of the DCA are to improve air access for better connectivity, especially with the African and the other emerging markets and to provide its services in a cost effective manner.
- 15.101 The mission of the DCA is to foster the development of safe, secure, regular and efficient civil aviation operations; regulate and promote civil aviation activities in Mauritius; provide safe and efficient air navigation services within our airspace and serve the interests of the Mauritian community at large. The organisation envisions to be recognised as the best regulator of civil aviation and the best provider of air navigation services in the region.
- 15.102 The DCA is headed by the Director of Civil Aviation. He is supported by two Deputy Directors of Civil Aviation and three Divisional Heads. The Department is staffed with personnel in the technical cadres and support services grades to carry out its functions.
- 15.103 In this review exercise, we are restyling a few grades to reflect their duties and responsibilities. We are also making a specific provision for the grade of Aviation Security/Facilitation Officer as one of the measures to tackle recruitment/retention problems for the grades of the Civil Aviation Security Unit. The job appellations of grades of the Telecommunications Class at the DCA where qualification requirement is basically registration as a professional Engineer are also being restyled to reflect the core skills and competencies for specific positions. Finally, the specific conditions of service are being improved for better service delivery to stakeholders.

Civil Aviation Security Unit

- 15.104 The Civil Aviation Security Unit (CASU) comprises the grades of Aviation Security/Facilitation Officer, Aviation Security/Facilitation Inspector and Chief Officer (Aviation Security/Facilitation). This Unit was set up under the direct control of the Director of Civil Aviation to address the major trends in the civil aviation security and regulatory fields and Air Transport Facilitation issues.

15.105 We are given to understand that while the posts at the level of Aviation Security/Facilitation Officer have been filled without any difficulty, no suitable candidate was found for appointment during a selection exercise carried out for the grade of Aviation Security/Facilitation Inspector by the relevant authorities. Management has been advised during the consultation meeting with PRB to have recourse to the alternative modes of appointment to tackle recruitment/retention problems as elaborated under Chapter Recruitment and Retention in the Public Sector in Volume I of our Report. Additionally, we are making a specific recommendation for the grade of Aviation Security/Facilitation Officer.

Recommendation 25

15.106 We recommend that incumbents in the grade of Aviation Security/Facilitation Officer possessing a Diploma in Logistics and Transport or Management or Information Technology or Legal Studies be allowed, on reaching the top of their salary scale, to move incrementally up to salary point Rs 35400 in the master salary scale provided they have:-

- (a) drawn their top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Air Traffic Control Officer

15.107 Presently Air Traffic Control Officers (ATCO) who have been drawing their top salary for a year and completed all the three air traffic control courses, namely Aerodrome Control, Area Control and Approach Control, in accordance with ICAO Standards are allowed to proceed in the master salary scale up to salary point Rs 31250 i.e by two incremental salary points. Representations have been received from the staff side to the effect that the reward for studying for two additional courses and be multi-rated, should be at the time of completion of each course and subsequent obtention of the rating which bring added responsibilities. Management has also made a similar submission, the moreso that multi-rated Air Traffic Control Officers would enable greater flexibility in the deployment of staff to provide a safe, efficient and orderly flow of air traffic. We are, therefore, bringing appropriate amendments to the current provision.

Recommendation 26

15.108 We recommend that Air Traffic Control Officers should be granted one increment on completion of each of the two courses and obtention of the corresponding ratings for the two additional Air Traffic Control operating positions. Thereafter, Air Traffic Control Officers who have completed all the three air traffic control courses and have been rated at all the three ATC operating positions should, after having drawn their top salary for a

year, be allowed to proceed incrementally in the master salary scale up to salary point Rs 38100.

Communication, Navigation and Surveillance Cadre

Airworthiness Cadre

- 15.109 At present, the Communication, Navigation and Surveillance (CNS) Cadre comprises the following grades: Trainee CNS Officer, CNS Officer and Chief Officer. The Airworthiness Cadre comprises the grades of Trainee Airworthiness Inspector, Airworthiness Inspector and Airworthiness Surveyor. Appointment at entry level to both cadres are made from among Registered Professional Engineers in the relevant fields.
- 15.110 During the course of consultations with the Management of the Department of Civil Aviation, representations were made to the effect that the appellations for grades in both cadres were not appropriate, taking into consideration that the officers were basically registered professional Engineers. As such, it was proposed that the grades in both cadres be restyled to more appropriate job appellations commensurate with the qualifications requirements and the nature of duties and responsibilities devolving upon the incumbents. We are recommending accordingly.

Recommendation 27

- 15.111 We recommend that the grades in the Communication, Navigation and Surveillance Cadre be restyled as follows:

Trainee Communication, Navigation and Surveillance Officer	to	Trainee Engineer (Communication, Navigation and Surveillance)
Communication, Navigation and Surveillance Officer	to	Engineer (Communication, Navigation and Surveillance)
Chief Officer	to	Senior Engineer (Communication, Navigation and Surveillance)

- 15.112 We further recommend that the grades in the Airworthiness Cadre be restyled as follows:

Trainee Airworthiness Inspector	to	Trainee Engineer (Airworthiness – Air Frame/Power Plant)
		Trainee Engineer (Airworthiness – Avionics)

Airworthiness Inspector	to	Engineer (Airworthiness – Air Frame/Power Plant)
		Engineer (Airworthiness – Avionics)
Airworthiness Surveyor	to	Senior Engineer (Airworthiness – Air Frame/Power Plant)
		Senior Engineer (Airworthiness – Avionics)

Training Scheme for Engineering

15.113 Graduates in Engineering are required by the Council of Professional Engineers of Mauritius to acquire two years' experience for registration purposes. At present, a training scheme has been provided to cater for same and graduates in Engineering who are undergoing the training are paid a monthly allowance of Rs 18400. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 28

15.114 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 21000 monthly.

Travelling Allowance for Graduates in Engineering

15.115 At present, graduates in Engineering who are undergoing pre-registration training under the training scheme, are refunded mileage run for official travelling at the rate of Rs 5.00 per km for the use of their cars in the exercise of their duties. Officers performing official travelling by bus are refunded the bus fares in *toto*.

Recommendation 29

15.116 We recommend that graduates in Engineering under the training scheme, who use their cars in the performance of their duties, should be refunded mileage run for official travelling at the rate of Rs 5.40 per km. Those officers who perform official travelling by bus should continue to be refunded the bus fares in *toto*.

Allowance to Trainee Technicians (Shift)

15.117 Trainee Technicians who are required to work on a shift basis for part of the year are paid a monthly allowance of Rs 540. We are revising the quantum.

Recommendation 30

15.118 We recommend that Trainee Technicians who are required to work on a shift basis be paid a monthly allowance of Rs 595.

Height Allowance

15.119 Electricians and Riggers of the Department of Civil Aviation are paid a non-pensionable height allowance, which is computed as follows:

- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and
- (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.

Recommendation 31

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

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

15.121 The Medical and Health Officer/Senior Medical and Health Officer presently on secondment to the Civil Aviation Department is paid a monthly allowance of Rs 3450 for shouldering certain additional administrative responsibilities.

Recommendation 32

15.122 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 for shouldering additional administrative responsibilities be revised to Rs 3795.

Rent Allowance

15.123 Presently eligible officers in the grades of Aviation Permit and Patrol Officer *formerly Aviation Security Officer* and Senior Aviation Permit and Patrol Officer *formerly Senior Aviation Security Officer* draw a monthly Rent Allowance of Rs 685. On a personal basis, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 33

15.124 We recommend that the Rent Allowance payable to eligible officers in the grade of Aviation Permit and Patrol Officer *formerly Aviation Security Officer* and Senior Aviation Permit and Patrol Officer *formerly Senior Aviation Security Officer* be revised to Rs 735 monthly.

Night Duty Allowance

15.125 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, is presently paid to officers of the Civil Aviation Department who effectively work on night shift. We consider that the present provision is adequate and we are maintaining same.

Recommendation 34

15.126 We recommend that the present provision for the payment of a Night Duty Allowance should be maintained.

Shift Work

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

Grades classified to work on shift

Air Traffic Control Supervisor
Air Traffic Control Officer
Aeronautical Information Officer (*Personal and Future Holder*)
Aeronautical Information Supervisor
Aviation Permit and Patrol Officer
formerly Aviation Security Officer
Driver
Electrician
Fitter
Flight Data Officer
Gatekeeper
General Worker
Maintenance Officer (Communication, Navigation and Surveillance)
Principal Technician (Electrical)
Plant Room Operator
Senior Aeronautical Information Officer
Senior Aviation Permit and Patrol Officer
formerly Senior Aviation Security Officer
Senior Flight Data 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 102000 Director of Civil Aviation
03 76 82	Rs 63000 x 1800 – 68400 x 2400 – 75600 Deputy Director of Civil Aviation
03 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Head Flight Operations Inspector
03 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Aerodrome Licensing Officer Air Traffic Services Standards Officer Chief Officer (Aviation Security/Facilitation) Personnel Licensing Officer
03 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Air Traffic Control Supervisor Aviation Security/Facilitation Inspector
03 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Mandatory Occurrence Reporting Officer
03 36 63	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Air Traffic Control Officer (Personal)
03 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Aeronautical Information Supervisor

Salary Code	Salary Scale and Grade
03 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Air Traffic Control Officer
03 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Aeronautical Information Officer
03 33 57	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Flight Data Officer
03 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Aeronautical Information Officer (Personal)
03 33 55	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Personnel Licensing Assistant
03 19 55	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Aeronautical Information Officer Flight Data Officer
03 22 49	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Aviation Security/Facilitation Officer
03 30 48	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Aviation Permit and Patrol Officer <i>formerly Senior Aviation Security Officer</i>
03 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Aviation Permit and Patrol Officer <i>formerly Aviation Security Officer</i>

Salary Code	Salary Scale and Grade
03 19 23	Rs 12000 x 250 – 12500 x 300 – 13100 Trainee Air Traffic Control Officer
03 16 18	Rs 11250 x 250 – 11750 Trainee Aviation Security/Facilitation Officer
22 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Engineer(Airworthiness – Air Frame/Power Plant) <i>formerly Airworthiness Surveyor</i> Senior Engineer(Airworthiness- Avionics) <i>formerly Airworthiness Surveyor</i> Senior Engineer(Communication, Navigation and Surveillance) <i>formerly Chief Officer</i>
22 59 67	Rs 36600 x 1500 – 48600 Maintenance Superintendent
22 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Engineer(Airworthiness – Air Frame/Power Plant) <i>formerly Airworthiness Inspector</i> Engineer(Airworthiness- Avionics) <i>formerly Airworthiness Inspector</i> Engineer(Communication, Navigation and Surveillance) <i>formerly Communication, Navigation and Surveillance Officer</i>
22 56 65	Rs 33000 x 1200 – 36600 x 1500 – 45600 Station Officer
22 53 63	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Maintenance Supervisor (Communication, Navigation and Surveillance)
22 49 60	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Technician (Electrical) Senior Maintenance Officer (Communication, Navigation and Surveillance)

Salary Code	Salary Scale and Grade
22 39 58	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Maintenance Officer (Communication, Navigation and Surveillance) Senior Technician (Electrical) Senior Technician (Mechanical)
22 24 51	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Communication, Navigation and Surveillance) Technician (Electrical)
22 41 43	Rs 21000 x 750 – 22500 Trainee Engineer(Airworthiness – Air Frame/Power Plant) <i>formerly Trainee Airworthiness Inspector</i> Trainee Engineer(Airworthiness- Avionics) <i>formerly Trainee Airworthiness Inspector</i> Trainee Engineer(Communication, Navigation and Surveillance) <i>formerly Trainee Communication, Navigation and Surveillance Officer</i>
22 29 45	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Telephone Supervisor
22 13 42	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Telephonist
22 12 14	Rs 10250 x 250 – 10750 Trainee Technician
08 11 40	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Gatekeeper (Shift)
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman Foreman

Salary Code	Salary Scale and Grade
25 15 40	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Tradesman (Shift) <i>formerly Electrician (Shift)</i> <i>Fitter (Shift)</i> Plant Room Operator (Shift)
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Supervisor (Rigging)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Cabinet Maker</i> <i>Carpenter</i> <i>Mason</i> <i>Painter</i> <i>Plumber and Pipe Fitter</i> General Assistant Rigger
24 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Shift)
24 17 37	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Gangman (Roster)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Workshop Assistant (Shift)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Toolskeeper
24 07 27	Rs 9000 x 250 – 12500 x 300 – 14300 Sanitary Attendant (Shift)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant

Salary Code	Salary Scale and Grade
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 General Worker (Shift)
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to holders in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

RODRIGUES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
23 39 60	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Public Relations and Welfare Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk (Personal)
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Resident Caretaker
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

15.1 MAURITIUS POLICE FORCE

- 15.1.1 The Mauritius Police Force (MPF) is one of the disciplined forces and operates under the *aegis* of the Prime Minister's Office, Home Affairs Division. As per the provisions of the Police Act 1974, it is the sole organisation responsible for ensuring peace, security and safety of the population. Its priority objectives are, among others, to ensure an efficient functioning of the Force; reduce crime and fear of crime; enhance security at strategic places; ensure road safety; strengthen crime prevention initiatives; reduce offences committed by juveniles; reduce drug abuse and trafficking; defend and secure the country; safeguard vital and key installations; ensure order at public gatherings; and safeguard our exclusive economic zones and territorial waters.
- 15.1.2 In a constantly changing social environment, the MPF is committed to transform the organisation into a modern and dynamic one which will allow for faster response to the needs of the citizens and to fulfil its mission thereby yielding the expected desired results. To this end, the MPF undertook a major reform programme under the National Policing Strategic Framework (NPSF), launched in February 2010, with a view to enhancing its efficiency and effectiveness and providing a high standard of service to the public. The NPSF paves the way for a fundamentally new policing concept and philosophy and rests on six key strategies, all aiming at shifting the Police from a "Force" to a "Service", where the service to the community is at the centre of the policing role.
- 15.1.3 The Commissioner of Police is at the apex of the MPF and is, *inter alia*, responsible for determining the use and control of the operations of the Force, which has a total strength of about 12475 Police Officers. He is supported by Deputy Commissioners, Assistant Commissioners and Police Officers in various grades and is empowered to set rules and regulations, through standing orders, for an effective and sound management and functioning of the MPF and for a better delivery of service.
- 15.1.4 The MPF comprises, among others, an air wing (Police Helicopter Squadron), a paramilitary wing (Special Mobile Force) and a naval wing (National Coast Guard). The various activities of the Police Department are organised under a multitude of branches, divisions, and units. In the MPF, the elements of authority, status, discipline and rank are preponderant when compared to the functioning of other public sector organisations. Police Officers work on a 24-hour basis including Sundays and Public Holidays and must be available during period of unrest or disasters.
- 15.1.5 In the context of this Report, the Bureau has received many representations from different quarters of the Police Force. Several meetings were held with the Mauritius Police Federation, Management and individual Police Officers from different branches/units. We have duly examined all the submissions,

which in most cases were related to the payment of new allowances. However, we have retained those representations which are meritorious based on the specific nature of duties, physical fitness requirements and on those elements that drive performance.

- 15.1.6 In this Report, we are maintaining the structure but are providing for new allowances which we consider justified. We are also maintaining the payment of existing allowances, while revising their quantum. The role and responsibilities and the specific work environment prevailing in the Police Department have been taken into account in arriving at the revised salaries.

Duty Exemption

- 15.1.7 The Bureau has received representations from Police Officers for the grant of loan facilities to purchase a motorcycle, as they have to move to different sites in the performance of their duties and also, they are required to attend/leave duty on a fairly regular basis at such hours when public transport and/or official transport is not available.
- 15.1.8 After careful examination, the Bureau is extending such facilities to Police Officers with a view to providing them with the necessary tool to perform their duties effectively.

Recommendation 1

15.1.9 We recommend that:

- (a) Police Officers should benefit from loan facilities for the purchase of an autocycle/motorcycle with engine capacity of up to 125 c.c.;**
- (b) the quantum of the loan should be equivalent to the price of the autocycle/motorcycle but not exceeding 15 months' salary and should be refundable in 84 monthly instalments at interest rate of 4% per annum; and**
- (c) such beneficiaries would be eligible to renew their autocycle/motorcycle, within the same engine capacity on the same terms and conditions, after seven years as from the date of last purchase of their autocycle/motorcycle.**

Special Retention Allowance

- 15.1.10 Management has submitted that it encounters difficulties to retain staff in certain critical areas, namely Police Officers operating as Air Pilot, Watchkeeper, Aeronautical Engineer, Electronic Engineer, Civil Engineer, Mechanical Engineer and Environmental Engineer. These officers have been offered long term training in these specific areas at the expense of Government to serve the Police Department. At the end of their bonding period, a few of them have left the Force for the private sector. The sudden departure of these officers causes disruption in the smooth running of

activities and there is also concern that much costs and time are involved in training other Police Officers in the specialised fields. We are, therefore, providing a Special Retention Allowance to these Police Officers as an incentive to retain them.

Recommendation 2

- 15.1.11 We recommend that Police Officers operating as Air Pilot, Engineer (Aeronautical, Electronic, Civil, Mechanical, Environmental) and Watchkeeper at the NCG, be paid a monthly Special Retention Allowance equivalent to two increments at the point reached in their respective salary scale. This provision should be effective as from 01 January 2013 up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.**
- 15.1.12 We further recommend that those Police Officers who leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) or before completing 28¾ years service (for officers in post as from 01 July 2008) and 25 years of service (for officers in post as at 30 June 2008) in the Mauritius Police Force, should refund the totality of the Special Retention Allowance paid to them.**
- 15.1.13 However, the provision made at paragraph 15.1.12 should not apply to officers retiring as per their (new) compulsory retirement age or on medical ground.**

Certificate in Police Studies

- 15.1.14 Trainee Police Constables have to follow a certificate course in Police Studies at the end of their training period as part of their two-year training. The course is delivered by the University of Mauritius and is of a duration of one year. Management has submitted that this training is important as it allows new recruits to be conversant with the requirements of their job and to develop competencies to perform better. **The Bureau has taken this element into account in determining the salary of the grade.****

Risk Allowance

- 15.1.15 At present, a monthly risk allowance of Rs 1000 is paid to Police Officers posted at the ADSU, GIPM, Explosives Handling Unit, National Coast Guard Commandos Unit and to Air Pilots, Air Crew Winchman/Life Savers. Police Officers posted at the CID, ERS, Police Stations and those on the frontline working on shift or performing operations duties involving higher than normal risks associated with the nature of their work, are paid a monthly risk allowance equivalent to 1 ½ increments at the initial of their relevant salary scale, subject to a maximum of Rs 600.**

15.1.16 In the context of this Report, we have received repeated representations to extend the payment of Risk Allowance to all Police Officers indistinctly. It has been argued that, in order to cater for the different problems of society and meet the expectations of the general public, Police Officers are engaged in a variety of tasks and are, therefore, exposed to different levels of risk during the performance of their duties. However, such cases are difficult to assess given that they happen occasionally and in different circumstances.

15.1.17 After careful examination, the Bureau is providing a new concept of compensation for risk, based on a categorisation of the degree of risks faced, depending on the posting of the Police Officers and the nature of work.

Recommendation 3

15.1.18 We recommend that a monthly Risk Allowance should be paid as hereunder, according to three categories:

Category	Eligible Police Officers	Amount
Category I	<ul style="list-style-type: none"> - Police Officers posted at the GIPM and NCG Commandos Unit; and - Police Officers performing as Air Pilot 	Rs 1500
Category II	<ul style="list-style-type: none"> - Police Officers posted at Anti Drug Smuggling Unit (ADSU), Explosives Handling Unit of the SMF - Aircrew Winchman/Life Savers of the Police Helicopter Squadron 	Rs 1100
Category III	<ul style="list-style-type: none"> - Police Officers posted at the CID, ERS, Police Stations and those on the frontline working on shift or performing operations duties involving higher than normal risks associated with the nature of their work 	1½ increments at the initial of their respective salary scale subject to a maximum of Rs 700.

Night Duty Allowance

15.1.19 A Night Duty Allowance is paid to Police Officers posted in Police Stations to compensate those who are performing the third shift as an incentive to reduce absenteeism in that shift. It has been submitted that in certain sections/units

where a third shift does not exist, there are Police Officers who effectively perform night shift but are not eligible for the payment of the allowance based on our existing recommendation on Night Duty Allowance. We are, therefore, reviewing the recommendation.

Recommendation 4

15.1.20 We recommend that Police Officers posted in those operational units as may be approved by the Commissioner of Police and who effectively work on night shift, should be paid a monthly 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.

15.1.21 We also recommend that the above recommendation should not apply to Police Officers who are posted in special units and for which they are paid special allowances.

Diving Allowance

15.1.22 At present, all qualified divers of the Police Department who are called upon to perform scuba diving in connection with various official underwater activities are paid an allowance at the rate of Rs 540 per dive subject to a maximum of Rs 8100 a month.

15.1.23 Management has submitted that this recommendation has not yielded the expected desired results. We are, therefore, revisiting the recommendation and at the same time, providing a different quantum to the Police Officer who acts as Dive Leader during official interventions on the grounds that the Dive Leader is not only responsible to organise and lead the search or rescue operations, but also ensures the safety of the divers underwater. The Bureau has also considered the fact that divers of the MPF need to maintain their physical fitness through regular training sessions with a view to delivering effectively during official interventions.

Recommendation 5

15.1.24 We recommend that a Diving Allowance of Rs 595 per dive, subject to a maximum of 15 dives per month, i.e. Rs 8925 a month, should be paid to qualified divers of the MPF who are called upon to perform scuba diving during official underwater interventions, such as rescue and search operations. The limit of 15 dives includes a maximum of 4 dives per month for training purposes.

15.1.25 We further recommend that the Police Officer acting as Dive Leader during the official underwater interventions should be paid Rs 635 per dive subject to a maximum of 15 dives per month.

- 15.1.26 For the purpose of implementation of the recommendations made at paragraphs 15.1.24 and 15.1.25, the qualified diver acting as Dive Leader for an official underwater intervention should be paid only the Diving Allowance as provided at paragraph 15.1.25.**

Allowance to Police Cadet Inspector

- 15.1.27 Police Cadet Inspectors are required to follow on-the-job training for a period of at least one year under the direct supervision of an Inspector of Police. On successful completion of same, they are considered for appointment as Inspector of Police/Woman Police Inspector, as and when vacancies occur. During their period of training, they are entitled to a monthly allowance of Rs 600 as an incentive to follow the training course. We are maintaining this provision while revising the quantum of the allowance.

Recommendation 6

- 15.1.28 We recommend that incumbents in the grade of Police Cadet Inspector (Male) and Police Cadet Inspector (Female) should be paid a monthly allowance of Rs 750 during their period of training.**

Allowance to Police Officers holding a Degree in Police Studies

- 15.1.29 At present, Police Officers in the grades of Inspector of Police and above who hold a Degree in Police Studies and as a result have been entrusted with additional duties/responsibilities to better utilise their knowledge, skills and abilities are paid a monthly allowance equivalent to two increments at the point reached in their respective salary scales. **We are maintaining this provision.**

Rent Allowance

- 15.1.30 Rent allowance is paid to married Police Officers (both male and female) who reckon at least three years' service and those who are unmarried but reckon at least 10 years' service, are eligible for government quarters. Whenever same are not available, they are paid a Rent Allowance. We are revising the quantum of the allowance.

Recommendation 7

- 15.1.31 We recommend that the monthly Rent Allowance payable to eligible Police Officers in the following grades and similar levels who do not occupy government quarters, be revised as per the following table:**

Grade	Amount Rs
Police Constable	975
Police Corporal	1015
Police Sergeant	1050
Sub-Inspector of Police	1090
Inspector of Police	1125
Chief Inspector of Police	1235
Deputy Assistant Superintendent of Police	1235
Assistant Superintendent of Police	1485
Superintendent of Police	1840
Assistant Commissioner of Police	2200
Deputy Commissioner of Police	2570
Commissioner of Police	2935

Work Related Allowances

15.1.32 Police Officers are also paid other specific work related monthly allowances depending on their posting, nature of work, and/or possession of additional training/qualifications, etc. We are maintaining the payment of these allowances and revising their quantum.

Recommendation 8

15.1.33 We recommend that the quantum of the work related and other monthly allowances be revised as hereunder:

Allowance	Payable to	Amount (Rs)
Duty Allowance	Police Officers of the Special Mobile Force for shouldering higher responsibilities	220
Trade Pay	Eligible Police Officers posted in Specialised Units	330
Examiners' Allowance	(i) Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents	340

Allowance	Payable to	Amount (Rs)
	(ii) In addition to (i) above, Police Officers who are required to examine damaged vehicles outside their schedule shift.	135 for every hour put in
Commuted Travelling Allowance	Police Officers who use their auto/motor cycles on official duties	385
Detective Allowance	Police Officers performing detective duties	395
Technician Pay	Eligible Police Officers posted in Specialised Units	660
Clothing Allowance	Police Officers whose duties and functions require them not to wear uniforms	440
Special Duty Allowance	Police Officers posted in the Special Mobile Force, Special Support Unit, National Coast Guard and Helicopter Squadron	900
Prosecutor's Allowance	Police Officers who are required to work as Prosecutor	1100
Specialised Unit (Professionals)	<p>(1) Police Officers called upon to work in the IT Unit and possessing:</p> <p>(i) a degree in IT 2200</p> <p>(ii) a diploma in IT 1320</p> <p>(2) Police Officers posted in the Legal Unit and possessing a degree or a professional qualification in Law. 2200</p> <p>(3) 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:</p> <p>(i) a degree/ professional qualification 2200</p> <p>(ii) a diploma or equivalent qualification 1320</p>	

Allowance	Payable to	Amount (Rs)
Commuted Overtime Allowance	(1) Police Officers who perform duties of Driver to Parliamentary Private Secretaries	3300
	(2) Police Officers who perform duties of Driver/Security Officer to the Commissioner for Drugs Assets Forfeiture, Members of the National Assembly and in similar postings.	3300
Bodyguard Allowance	Police Officers posted at the VIP Security Unit	3300
Sergeant-at-Arms Allowance	Sergeant-at-Arms of the National Assembly	3575
Aide-de-Camp Allowance	Aide-de-Camp attached to:	
	(i) President	4290
	(ii) Vice President	3300
	(iii) Prime Minister	3300
Disturbance Allowance	Mauritian Police Officers posted in Rodrigues and Police Officers domiciled in Rodrigues posted in Mauritius	25% of salary
Driving Allowance	Police Officers holding the service licence and working on shift and who have been entrusted driving duties in government vehicles for policing and other interventions.	A monthly allowance equivalent to one increment at the initial of their respective salary scale.

Adhoc Allowances

15.1.34 Police Officers are paid several adhoc allowances on account of their posting, nature of duties performed and inconvenience/disturbance caused. We are maintaining the payment of these allowances and revising their quantum.

Recommendation 9

15.1.35 We recommend that the quantum of the ad hoc allowances be revised as follows:

Allowance	Payable to	Amount
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 110 a day for actual days of attendance
	Police Officers posted to Agalega on a tour of service	Rs 120 a day
Sea-Going Allowance	Crew members of the National Coast Guard vessels	Rs 165 on week days and Rs 240 on Sundays and Public Holidays for every completed period of 24 hours at a stretch spent at sea
Transfer Allowance	Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters	Rs 770

Attending duty during emergencies

15.1.36 Police Officers have to report for duty, even if they are not scheduled to work during cyclonic weather conditions and other emergencies. They are normally granted time off for having attended duty in such circumstances. However, in the event time off cannot be granted within a period of six months, they are paid an allowance at the normal hourly rate for the period covered. **We are maintaining this provision.**

Medical Examination

15.1.37 At present, a Police Officer who elects to work beyond the age of 60 is required to undergo a yearly medical examination on attaining this age to certify his fitness for continued employment. **We recommend that this practice be maintained.**

Early Retirement Scheme

15.1.38 At present, Police Officers who are not physically or mentally fit to perform fully their duties can opt for an early retirement scheme, which we are maintaining.

Recommendation 10

15.1.39 We recommend that Police Officers appointed as from 1 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing 28¾ years of service; and
- (b) be eligible to earn pension at an enhanced rate of $\frac{1}{414\text{th}}$ of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 34½ years of service.

15.1.40 We also recommend that Police Officers in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

Police Officers domiciled in Rodrigues

15.1.41 The Bureau has made recommendations at Chapter 20 of Volume 1 of this Report regarding the grant of free passage/ticket and disturbance allowance to eligible Police Officers who are domiciled in Rodrigues and posted in Mauritius.

Work Pattern

15.1.42 As per the Standing Orders, Police Officers in the grades of Police Constable and up to Inspector of Police are required to work on shift, whereas Chief Inspectors up to Deputy Commissioners are on call and have to attend duty whenever required, irrespective of the length of time. **These elements have been taken into account whilst determining the salaries recommended for the grades.**

Police Medical and Scientific Unit

15.1.43 The main functions of the Police Medical and Scientific Unit are to, among officers, conduct autopsies, examine victims/accused parties and provide medical consultations for the police personnel and their families.

15.1.44 At present, the Police Medical and Scientific Unit is headed by a Chief Police Medical Officer who is assisted by officers in the grade of Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Police Dental Surgeon/Senior Police Dental Surgeon and Principal Police Medical Officer.

15.1.45 As the present set up is meeting the needs of the organisation, **we are maintaining it.**

On-Call and In-Attendance Allowances

15.1.46 Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer are

actually paid On-Call and In-Attendance Allowances. These allowances are being revised.

Recommendation 11

15.1.47 We recommend that Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Medical Police Officer be paid On-Call Allowances as follows:

<i>On-Call Allowance</i>	<i>Trainee Police Medical Officer (Rs)</i>	<i>Police Medical Officer/Senior Police Medical Officer (Rs)</i>	<i>Principal Police Medical Officer (Rs)</i>	<i>Chief Medical Police Officer (Rs)</i>
Weekday 1600 hours to 0900 hours the following day	475	930	1035	1060
Saturday 1200 hours to Sunday 0900 hours	715	1380	1555	1600
Sunday and Public Holiday 0900 hours to 0900 hours the following day	715	1380	1555	1600

15.1.48 We further recommend that the In-Attendance Allowance per hour, inclusive of travelling time, payable to Trainee Police Medical officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer when they are required to perform medico-legal examination while on call, be revised to Rs 270, Rs 630, Rs 735 and Rs 785 respectively.

Special Medical Service Allowance

Recommendation 12

15.1.49 We recommend that the provision made at paragraph 34.85 in respect of the Special Medical Service Allowance under the Chapter for the Ministry of Health and Quality of Life should equally apply to members of the medical and dental professions in the Police Department.

Special Provisions for officers of the Medical Profession

Recommendation 13

15.1.50 We recommend that the provision of Recommendation 30 made at paragraphs 34.98 and 34.99 under the Ministry of Health and Quality of Life in respect of the special provisions for officers of the medical profession should equally apply to members of the medical profession at the Police Medical and Scientific Unit.

Rent Free Telephone and Free Calls

Recommendation 14

15.1.51 We recommend that the provision made at paragraph 34.93 under the Chapter for the Ministry of Health and Quality of Life be extended to members of the medical and dental professions in the Police Department.

Police Attendant Cadre

15.1.52 The Police Attendant cadre comprises the grades of Police Attendant, Senior Police Attendant and Head Police Attendant. The examination of the schemes of service and the job descriptions of grades of Police Attendant and Senior Police Attendant has revealed considerable overlapping of duties and minimal supervision from the higher grade. In line with our policy to promote lean structures, the Bureau is providing for the merging of the grades.

Recommendation 15

15.1.53 We recommend that the grades of Police Attendant and Senior Police Attendant be merged and restyled Police Attendant/ Senior Police Attendant.

15.1.54 We further recommend that, in future, the post of Head Police Attendant should be filled by promotion, on the basis of experience and merit, of incumbents in the grade of Police Attendant/Senior Police Attendant reckoning at least five years' service in the cadre.

MAURITIUS POLICE FORCE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
14 00 96	Rs 144000 Commissioner of Police
14 00 90	Rs 102000 Commanding Officer Deputy Commissioner of Police Director General, NSS Woman Deputy Commissioner of Police

Salary Code	Salary Scale and Grade
14 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Assistant Commissioner of Police Assistant Commissioner of Police (Engineer Squadron) Deputy Director General, NSS Woman Assistant Commissioner of Police
14 63 75	Rs 42600 x 1500 – 57600 x 1800 – 61200 Bandmaster Superintendent of Police Superintendent of Police (Engineer Squadron) Woman Police Superintendent
14 54 66	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Assistant Superintendent of Police Assistant Superintendent of Police Band Deputy Bandmaster Woman Police Assistant Superintendent
14 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Deputy Assistant Superintendent of Police Woman Police Deputy Assistant Superintendent
14 49 61	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Chief Inspector of Police Chief Inspector of Police Band Woman Police Chief Inspector
14 45 57	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Band Inspector Inspector of Police Woman Police Inspector
14 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Band Sub-Inspector Sub-Inspector of Police Woman Police Sub-Inspector

Salary Code	Salary Scale and Grade
14 37 54	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Band Sergeant Police Sergeant Woman Police Sergeant
14 34 52	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Band Corporal Police Corporal Woman Police Corporal
14 21 50	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Police Constable Woman Police Constable
14 20 50	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Band Constable
14 38 41	Rs 18900 x 600 – 19500 x 750 – 21000 Cadet Officer (Communication Engineer) Cadet Officer (Electrical and Mechanical Engineer) Cadet Officer (Graduate) Police Cadet Inspector (Male) Police Cadet Inspector (Female)
14 35 40	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 20250 Cadet Officer (Others)
14 12 14	Rs 10250 x 250 – 10750 Trainee Band Constable Trainee Police Constable
09 00 90	Rs 102000 Chief Police Medical Officer
09 00 88	Rs 93000 Principal Police Medical Officer

Salary Code	Salary Scale and Grade
09 72 85	Rs 56100 x 1500 – 57600 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000 Police Medical Officer/Senior Police Medical Officer
09 60 76	Rs 38100 x 1500 – 57600 x 1800 – 63000 Trainee Police Medical Officer
09 59 76	Rs 36600 x 1500 – 57600 x 1800 – 63000 Police Dental Surgeon/Senior Police Dental Surgeon
19 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Psychologist
11 55 67	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Chief Catering Administrator
11 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Senior Catering Officer
11 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Catering Officer
11 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Assistant Catering Officer
11 19 46	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Catering Supervisor
04 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Plan Printing Operator
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery) (Roster)

Salary Code	Salary Scale and Grade
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Master Tailor
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Assistant Master Tailor Chief Tradesman
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Gun Fitter</i> <i>Motor Mechanic</i> Leather Worker Tailor
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 26 39	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Head Cook
24 19 37	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior Cook
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Cook (Roster)
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Police Attendant
24 08 33	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Police Attendant/Senior Police Attendant <i>formerly Senior Police Attendant</i> <i>Police Attendant</i>

Salary Code	Salary Scale and Grade
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Range Warden Senior Gardener/Nurseryman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman Wardress (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Swimming Pool Attendant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

15.2 GOVERNMENT PRINTING DEPARTMENT

- 15.2.1 Operating under the *aegis* of the Prime Minister's Office, the Government Printing Department (GPD) has the mission of offering efficient printing services to its clients so that their needs of quality, variety and specificity are met. Its objectives are to provide high quality, cost efficient and timely delivery of printing services for government and public bodies.
- 15.2.2 The Government Printing Department offers a wide array of services comprising, among others, printing of forms required by Government Departments, annual reports of Departments, reports of official Commissions, Councils and Boards and the Government Gazette. It also prints confidential materials such as ballot paper, Government lottery, payable orders, etc. and offers services in graphic design, that is, the creation of logos, posters and the like. By undertaking the sale of publications, the GPD also provides its services to the public, which, at the same time, enables it to generate a considerable amount of income.
- 15.2.3 The Government Printer heads the Department and he is assisted by a Deputy Government Printer and an Assistant Government Printer. While the specific grades are responsible for core activities of the Department, there are also a few grades providing support services in the human resource, finance and procurement and supply sections.
- 15.2.4 With a view to enhancing the smooth functioning of the Department, we are creating the grades of Pre-Press Operator (Roster) and Assistant Printing Officer and reviewing certain schemes of service.

Pre-Press Operator (Roster) (New Grade)

- 15.2.5 According to the Management of the GPD, recent years have witnessed considerable changes in the printing sector due to the development in printing technology. Traditional manual operations have been replaced by computer based operations for which there is an ever increasing need. Many duties have, therefore, become obsolete. The digitalisation of the GPD is also compelling Management to train, retrain and redeploy employees so as to make optimum use of the workforce. Consequently, there is an impending need to review work processes as well as the organisation structure as, through redesign, changes may be brought about for the reduction of complexity and adoption of best practices, thus resulting in improved efficiency. In this context, the Government Printer suggested the merging of the grades of Phototype Setting Operator and Plate Making/Finishing Operator.
- 15.2.6 The two Unions representing the vast majority of the employees protested against the proposal of the above merger. Consequently, they sought the intervention of the Parent Ministry (PMO). Several meetings were held to clear matters. However, no consensus could be reached. As discussion was

still going on between parties, the Bureau refrained from making any firm recommendation in this direction. We consider that it is not appropriate to impose a structure around which there is no consensus as it may end up impeding the smooth running of the organisation instead of enhancing organisational efficiency.

- 15.2.7 In the light of the ongoing changes at the GPD, the Bureau considers that the job description and the organisation structure should somehow be reviewed. We, therefore, recommend that both Management and Unions, on the basis of a common accord, come up with a workable arrangement which will equip them to better face challenges ahead. However, we are providing for a multi-skilled grade of Pre-Press Operator.

Recommendation 1

- 15.2.8 **We recommend the creation of a grade of Pre-Press Operator (Roster). Appointment thereto should be made by selection from among serving officers of the Department reckoning at least five years' service and possessing at least the Cambridge School Certificate, NTC3/NC3, a Certificate in either Indesign or Quark Xpress, and a Certificate in any one of the following softwares: (i) Word/Excel (ii) Photoshop Illustrator (iii) Acrobat Professional.**

- 15.2.9 **We also recommend that, in the first instance, officers in the grade of Phototype Setting Operator (Roster) and Plate Making/Finishing Operator (Roster) be given the option to join the grade of Pre-Press Operator (Roster) and on joining be given one additional increment, subject to the maximum salary of the grade.**

- 15.2.10 Incumbent in the grade of Pre-Press Operator (Roster) would be required, among others, to operate Word Processors and Pagemakers for reproduction on sensitized paper or film for eventual reproduction of printing plates; place unexposed film or sensitized paper in photographic element of machine; arrange, type and illustrate pictures and to prepare page proposition; type correct proofs and perform autoproof reading before sending proof out; scan and edit photograph and other images; and prepare imposition both manually and through software applications prior to film and plate making and to isolate plates.

Assistant Printing Officer (New Grade)

- 15.2.11 Management has submitted that the workload has significantly increased and the operations of the GPD are manned by two Printing Officers who are called upon to work on a roster pattern to meet the targets of the Department. The present arrangement of filling the post of Printing Officer from Trainee Printing Officers is a lengthy process and impedes service delivery. Both Management and the staff side have agreed on the need to create a level of Assistant Printing Officer against the abolition of Trainee Printing Officer to make up for

the shortage of staff in the section and to provide promotion opportunities to qualified serving employees.

Recommendation 2

- 15.2.12 (i) **We recommend the creation of a grade of Assistant Printing Officer (Roster). Appointment thereto, should be made by selection from among serving officers of the Department reckoning at least 10 years' service in a substantive capacity and possessing a Cambridge School Certificate with credit in English Language, French and Mathematics or Principles of Accounts and a Certificate in Printing Technology, Printing Administration, Pre-Press or the NTC 3/NC 3 in Printing.**
- (ii) **We also recommend that the grade of Trainee Printing Officer be abolished.**
- (iii) **We further recommend that the scheme of service for the grade of Printing Officer be amended such that recruitment thereto be made by promotion, on the basis of experience and merit, of Assistant Printing Officers. On obtention of the Diploma in Printing Technology or Printing Administration or Management or Administration, the Assistant Printing Officer would be allowed to move beyond the QB in the salary scale.**
- 15.2.13 The Assistant Printing Officer would be called upon, among others, to assist the Printing Officer in the discharge of his duties, direct the operations of production control particularly the development of efficient and economical practices and procedures, ensure the provision of printing and binding services to Ministries/Departments and parastatal bodies, and solve customer problems/complaints.

Assistant Government Printer

- 15.2.14 At present, appointment to the grade of Assistant Government Printer is made by selection from among officers in the grades of Senior Graphic Artist and Printing Officers who possess a Diploma in Printing Technology or Printing Administration or Management or Administration or an equivalent qualification. Representations have been received from the staff side to review the scheme of service of Assistant Government Printer so as to provide opportunities to staff who have followed other courses in Printing Technology. The Bureau has examined the issue and is recommending accordingly.

Recommendation 3

- 15.2.15 **We recommend that the scheme of service of Assistant Government Printer be enlarged such that appointment thereto be made by selection**

from among officers holding a substantive appointment in the grades of Senior Graphic Artist and Printing Officer who possess:

- (i) a Diploma in Printing Technology or Printing Administration or Management or Administration or any other qualification in Printing Technology or an equivalent qualification acceptable to the Public Service Commission;
- (ii) strong interpersonal and leadership skills; and
- (iii) good communication skills.

Graphic Artist

15.2.16 Posts of Graphic Artist are filled by appointment of Trainee Graphic Artists who have successfully followed a course leading to a Diploma in Fine Arts and undergone on-the-job training for at least two years. It has been reported that vacancies arising at the level of Graphic Artist could not be filled immediately owing to unavailability of qualified Trainee Graphic Artists, thus hindering the smooth running of the organisation. On the other hand, there are people with the relevant qualifications on the labour market who could be immediately recruited. The Bureau has carefully examined the issue and is agreeable to enlarge the scheme of service for the grade of Graphic Artist.

Recommendation 4

15.2.17 We recommend that the scheme of service for the grade of Graphic Artist be enlarged so that appointment is made by selection from Trainee Graphic Artist who have successfully completed their training. In the absence of qualified candidates, appointment thereto be made from candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Art or Art and Design; the Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Art; Certificates in any two of the following softwares: Quark Xpress or Indesign, Photoshop, Illustrator, Adobe Acrobat Professional, Adobe Photoshop, Adobe Indesign and Adobe Illustrator or any upgraded version and a Diploma in Graphic Design or Fine Arts, or Visual Arts from a recognized institution.

Allowance to Printing Officers

15.2.18 A monthly allowance equivalent to two increments at the point reached in the salary scale is paid to Printing Officers for the work they regularly perform over and above their normal working hours. The provision is adequate and is being maintained.

Recommendation 5

15.2.19 We recommend that the allowance payable to Printing Officers for working beyond their normal working hours be maintained.

Roster

15.2.20 Officers in the following grades are required to work on a roster system: Production Supervisor, Production Supervisor (Plate Making/Finishing), Assistant Production Supervisor, Senior Printer's Mechanic, Phototype Setting Operator, 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/Senior Printing Assistant. **This element has been taken into account in arriving at the recommended salaries.**

Specific Conditions of Service**Health Surveillance**

15.2.21 As employees of the GPD are regularly exposed or are liable to be exposed to substances which are hazardous to health, we have provided that the Government Printing Department makes necessary arrangements with Health Authorities for a medical surveillance, free of charge, for its staff. As the recommendation is still valid, we are maintaining the provision.

Recommendation 6

15.2.22 **We recommend that the provision regarding Health Surveillance for the staff of the Government Printing Department be maintained.**

**GOVERNMENT PRINTING DEPARTMENT
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
16 00 88	Rs 93000 Government Printer
16 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Government Printer
16 57 68	Rs 34200 x 1200 – 36600 x 1500 – 50100 Assistant Government Printer
16 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 QB 41100 x 1500 – 42600 Printing Officer

Salary Code	Salary Scale and Grade
16 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Senior Graphic Artist
16 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Graphic Artist
16 16 18	Rs 11250 x 250 – 11750 Trainee Graphic Artist
16 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Assistant Printing Officer (New Grade)
16 40 55	Rs 20250 x 750 – 28500 QB 29400 x 900 – 32100 Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)
16 32 53	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Pre-Press Operator (Roster) (New Grade)
16 32 52	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Senior Printer's Mechanic (Roster)
16 32 52	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 QB 26250 x 750 – 28500 x 900 – 29400 Assistant Production Supervisor(Roster)
16 32 51	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 QB 26250 x 750 - 28500 Phototype Setting Operator (Roster) Plate Making/Finishing Operator (Roster) Reprographic Machine Operator (Roster) (Personal)
16 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Machine Minder (Roster) (Personal)

Salary Code	Salary Scale and Grade
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery) (Roster) Machine Minder/ Senior Machine Minder (Pressroom) (Roster)
16 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Printer's Mechanic (Roster)
16 19 38	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Head Printing Assistant (Roster)
16 08 33	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Printing Assistant/Senior Printing Assistant (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant

15.3 METEOROLOGICAL SERVICES

- 15.3.1 The Mauritius Meteorological Services (MMS) operates under the *aegis* of the Prime Minister's Office. Its mission is to provide accurate, timely weather information and meteorological products for the general welfare of the citizens of the Republic. It has overall national, regional and international commitments as a member of the World Meteorological Organisation (WMO) and the International Civil Aviation Organisation (ICAO). Its function is to keep constant watch on the atmospheric conditions within a very large area of the globe over land, sea and in the atmosphere.
- 15.3.2 Services provided by the MMS include, among others, warning of natural hazards affecting the country; maritime and aeronautical forecasts for national and international purposes; monitoring and timely warnings of Tsunami; systematic archival of meteorological data on weather elements and generate products requested by clients; making provision of medium to long range seasonal forecasts for policy makers; and provision of meteorological information and advice to stakeholders.
- 15.3.3 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 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 field of meteorology.
- 15.3.4 Meteorological stations are situated all over the island together with outstations in Rodrigues, Agalega and St Brandon islands and the headquarters is found at Vacoas.
- 15.3.5 A Director heads the MMS and is supported by two Deputy Directors and officers of the Meteorologist and Meteorological Technician cadres. The Electronic Technician cadre provides the necessary backup at the supportive level.
- 15.3.6 The organisation structure being appropriate, we are maintaining same and revising the different allowances payable to the professional and technical staff. We are also restyling the grades in the Electronic Technician cadre to reflect the nature of duties performed by the incumbents.

Electronic Technician Cadre

- 15.3.7 Officers of the Electronic Technician cadre are responsible for installing and operating all electronic equipment in use at the Meteorological Services; performing routine maintenance and repairs of all Meteorological equipment

and ensuring that all equipment required for observations and dissemination of Meteorological data are in optimal and perfect working conditions.

- 15.3.8 The Chief Electronic Technician is the head of the cadre and he is assisted in the performance of his duties by officers in the grades of Electronic Technician, Senior Electronic Technician and Principal Electronic Technician.
- 15.3.9 During the course of consultations with the Management of the Meteorological Services and the representatives of the Electronic Technician cadre, it was submitted that the duties of the officers of the Electronic Technician cadre have evolved more towards Information Technology and Telecommunication Systems. In addition, officers in the Electronic Technician cadre are required to obtain the Technician Certificate in Telecommunications and Electronics Engineering or the Technician Certificate in Telecommunications Systems awarded by the City and Guilds of the London Institute.
- 15.3.10 In view of the above, it has been requested that the grades in the cadre be restyled to more appropriate job appellations in line with the qualification requirements and nature of duties and responsibilities devolving upon the incumbents. We are recommending accordingly.

Recommendation 1

- 15.3.11 **We recommend that the grades in the Electronic Technician Cadre at the Meteorological Services be restyled as follows:**

From	To
Trainee Electronic Technician (Meteorological Services)	Trainee Meteorological Telecommunications Technician
Electronic Technician (Meteorological Services)	Meteorological Telecommunications Technician
Senior Electronic Technician (Meteorological Services)	Senior Meteorological Telecommunications Technician
Principal Electronic Technician (Meteorological Services)	Principal Meteorological Telecommunications Technician
Chief Electronic Technician (Meteorological Services)	Chief Meteorological Telecommunications Technician

Height Allowance

- 15.3.12 At present, Electronic Technicians and officers posted in the instrument section of the Meteorological Services, who are required to climb masts and

towers above 20 feet for the maintenance, servicing and repair of the anemometers, are paid a non-pensionable Height Allowance at the rate of 80% of the normal hourly rate. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 2

15.3.13 We recommend that Meteorological Telecommunications Technicians formerly Electronic Technicians (Meteorological Services) and officers of the Meteorological Services, who are required to climb masts and towers above 20 feet, should continue to be paid a non-pensionable height allowance. The computation of the allowance for the number of hours of work performed at the height of over 20 feet, should continue to be at 80% of the normal hourly rate.

Training Allowance

15.3.14 Divisional Meteorologists and Meteorologists, Chief Meteorological Technician and Principal Meteorological Technicians provide formal as well as classroom training to new recruits of the Department. The training usually lasts for 1¼ to 1½ hours per session and these officers are paid the fees of Rs 440 and Rs 280 respectively for dispensing the training courses. We are reviewing the quantum of the fees.

Recommendation 3

15.3.15 We recommend that the fees of Rs 440 and Rs 280 per session of 1¼ to 1½ hours presently payable respectively to officers of the Meteorological Services who are required to give training be revised as follows:-

Grades	Amount (Rs)
Divisional Meteorologist and Meteorologist	485
Chief Meteorological Technician and Principal Meteorological Technician	310

Allowance to Meteorologist

15.3.16 Meteorologists are required to work on a roster system from 0400 hours to 2200 hours daily including Saturdays, Sundays and Public Holidays. A Meteorologist is also required to be on call from 2200 hours to 0400 hours the next day against the payment of an on-call allowance of Rs165 daily and an in-attendance allowance of Rs165 per hour when required to attend duty

while on-call inclusive of travelling time. The quantum of these allowances is being revised.

Recommendation 4

15.3.17 We recommend that the On-Call Allowance payable to the Meteorologist be revised to Rs 180 daily.

15.3.18 We further recommend that the Meteorologist be paid an allowance of Rs 180 per hour when required to attend duty, while on-call, inclusive of travelling time.

Shift, Roster and Night Allowance

15.3.19 Officers in the grades of Trainee Meteorological Technician, Meteorological Technician and Senior Meteorological Technician work on shift and Meteorologists work on roster. **These elements have been considered while recommending salaries of these grades.**

15.3.20 Presently, Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively perform night duty are paid a Night Duty Allowance equivalent to 17.5% of the normal hourly rate per hour for the hours worked between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. We are maintaining the payment of the allowance and revising the quantum in terms of the set percentage.

Recommendation 5

15.3.21 We recommend that Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift should continue to 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 102000 Director
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director

Salary Code	Salary Scale and Grade
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Meteorologist
19 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 51600 PB 53100 x 1500 – 54600 Meteorologist
19 41 43	Rs 21000 x 750 – 22500 Trainee Meteorologist
22 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Telecommunication Engineer
22 53 63	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Chief Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08) <i>formerly Chief Electronic Technician (Meteorological Services)</i>
22 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Meteorological Telecommunications Technician <i>formerly Chief Electronic Technician (Meteorological Services)</i>
22 49 60	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08) <i>formerly Principal Electronic Technician (Meteorological Services)</i>
22 47 58	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 35400 Principal Meteorological Telecommunications Technician <i>formerly Principal Electronic Technician (Meteorological Services)</i>
22 39 58	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08) <i>formerly Senior Electronic Technician (Meteorological Services)</i>

Salary Code	Salary Scale and Grade
22 36 55	<p>Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100</p> <p>Senior Meteorological Telecommunications Technician <i>formerly Senior Electronic Technician (Meteorological Services)</i></p>
22 24 51	<p>Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500</p> <p>Meteorological Telecommunications Technician(Personal to officers in post as at 30.06.08) <i>formerly Electronic Technician (Meteorological Services)</i></p>
22 21 48	<p>Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250</p> <p>Meteorological Telecommunications Technician <i>formerly Electronic Technician (Meteorological Services)</i></p>
22 12 14	<p>Rs 10250 x 250 – 10750</p> <p>Trainee Meteorological Telecommunications Technician <i>formerly Trainee Electronic Technician (Meteorological Services)</i></p>
19 56 67	<p>Rs 33000 x 1200 – 36600 x 1500 – 48600</p> <p>Chief Meteorological Technician</p>
19 50 62	<p>Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100</p> <p>Principal Meteorological Technician</p>
19 45 58	<p>Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400</p> <p>Senior Meteorological Technician</p>
19 24 52	<p>Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400</p> <p>Meteorological Technician</p>
19 16 18	<p>Rs 11250 x 250 – 11750</p> <p>Trainee Meteorological Technician</p>

Salary Code	Salary Scale and Grade
19 20 50	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Meteorological Observer (Agalega)
19 12 14	Rs 10250 x 250 – 10750 Trainee Meteorological Observer (Agalega)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

15.4 MAURITIUS PRISONS SERVICE

- 15.4.1 The Mauritius Prisons Service (MPS) is a disciplined force and operates under the *aegis* of the Prime Minister's Office. It envisions maintaining good standards of discipline and security which, while being conducive towards rehabilitation of detainees, will also bring a sense of safety of mind to the Government, the public at large, Prisons Staff and the detainees.
- 15.4.2 The MPS is responsible to protect the public by keeping detainees in safe custody whilst exercising a duty of care. It is responsible, among others, to monitor all statutory to intra-mural sentences, provide a safe and healthy environment for the detainees; create facilities for rehabilitating detainees for their reintegration in society; and facilitate and safeguard ways and means for the detainees' contact with the outside world.
- 15.4.3 The Prisons Service has set as priority objectives to improve prison services in line with international standards of human rights, improve custody and security of detainees as well as the rate of rehabilitation of detainees. Various activities are carried out by the MPS for the benefit of detainees namely better living conditions, the provision of an educational service, moral instruction, health service, vocational training and sports. These activities are organised under different sections manned by officers in specific grades of different cadres.
- 15.4.4 The overall management of the MPS falls under the responsibility of the Commissioner of Prisons, who is assisted in his duties by Deputy Commissioners and Assistant Commissioners. The institution is staffed by Prisons Officers as well as officers of the Hospital Officer and Welfare Officer cadres, Workmen's group, General Services staff and officers seconded from Ministries and other Departments.
- 15.4.5 In this Report, we are creating the grades of Female Assistant Commissioner of Prisons and Principal Hospital Officer (Female) and making provision for officers at a certain level in the grade of Prisons Officer/Senior Prisons Officer to assume a leadership role. We are maintaining the payment of existing allowances and revising their quantum.

Female Assistant Commissioner of Prisons (New Grade)

- 15.4.6 Management has submitted that, with the coming into operation of a new security prison for women at Barkly, the construction of a medical unit for female detainees and the challenges within the landscape of the Women Prison including coping with high security risk and foreign detainees, there is need for a higher level to take charge of the Women Prison. In this perspective, we are providing a grade of Female Assistant Commissioner of Prisons.

Recommendation 1

15.4.7 We recommend the creation of a grade of Female Assistant Commissioner of Prisons. Appointment thereto should be made by selection from among officers in the grade of Female Superintendent of Prisons/Senior Female Superintendent of Prisons reckoning at least two years' service in a substantive capacity in the grade.

15.4.8 Incumbent would be required, among others, to be responsible for the overall administration of the Women Prison, the correctional institution and the Special Prison for Women and for enforcing discipline and security measures in these institutions; perform such duties as laid down in the Reforms Institutions Act, the Prisons Regulations, legislation in force and standing orders; devise and monitor rehabilitation programmes; and submit such reports, statistics and other information to the Commissioner of Prisons, as and when required.

Assistant Commissioner of Prisons

15.4.9 Management has submitted that there is need for a level of Assistant Commissioner of Prisons to head the Trades Section which is presently manned by officers in the grades of Principal Prisons Officer (Trades) and Assistant Superintendent of Prisons (Trades). The Bureau considers that, for enhancing organisational efficiency and effectiveness, the establishment size of the grade of Assistant Commissioner of Prisons should be increased and changes be brought to the scheme of service to meet its particular requirements. We are recommending accordingly.

Recommendation 2

15.4.10 We recommend that Management considers the advisability of:

- (i) increasing the number of posts of Assistant Commissioner of Prisons;**
- (ii) enlarging the duties of the grade of Assistant Commissioner of Prisons to include duties in relation to the Trades Section; and**
- (iii) amending the scheme of service to insert the qualifications that incumbents should possess if they were to be posted in the Trades Section.**

Prisons Officer/Senior Prisons Officer

15.4.11 Prior to the restructuring exercise carried out in 2008 PRB Report, Prisons Officers Grade I exercised control and authority over Prisons Officers Grade II and they were in charge of a ward or unit on night shift. With the merging of these grades, the reporting, control and authority of a senior officer is not clearly established, giving rise to certain operational and status problems. After consultations with the Unions and Management, we are providing for a departmental appellation.

Recommendation 3

15.4.12 We recommend that Prisons Officer/Senior Prisons Officers should be known "Lead Prisons Officer" on completing 15 years of service, subject to being favourably reported on their performance, conduct and attendance. The Lead Prisons Officers would, as and when required, be given the authority to control Prisons Officer/Senior Prisons Officers and be in charge of a ward or unit on night shift, among others.

Risk Allowance

15.4.13 The Bureau takes into account the element of risk when arriving at the salaries recommended for all grades. However, officers in certain grades at the Prisons Department, by virtue of their posting and nature of their work, come into close contact with detainees and are exposed to higher than normal risks during the performance of their duties. In this respect, these officers are granted a monthly Risk Allowance. We are maintaining the payment of this allowance whilst revising the rate.

Recommendation 4

15.4.14 We recommend that a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale should be paid to:

- (i) officers of the MPS performing operations duties, up to the grade of Senior Superintendent of Prisons, subject to a maximum of Rs 700;**
- (ii) hospital staff of the MPS; and**
- (iii) employees of the Workmen's Group – Tradesman cadre of the Prisons Department.**

Trade Allowance

15.4.15 At present, a trade allowance of Rs 300 monthly is payable to Prisons Officers/Senior Prisons Officers posted in the Trades Section for regularly dispensing training recognised by the Mauritius Institute of Training and Development (MITD) to detainees. This allowance is also paid to other officers who effectively give vocational training and conduct rehabilitative work. We are maintaining the payment of this allowance whilst revising its quantum.

Recommendation 5

15.4.16 We recommend that a monthly Trade Allowance of Rs 330 should be paid to Prisons Officers/Senior Prisons Officers posted in the Trades Section and regularly dispensing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.

Bank of Prisons Officers Scheme

15.4.17 There is a Bank of Prisons Officers Scheme under which Prisons Officer/Senior Prisons Officers up to Assistant Superintendent of Prisons, who are off duty or on leave or retired, are called upon to perform Prisons Officers' duties in cases of emergency. They are presently paid an allowance of Rs 360 for the first three hours worked and remunerated on a pro-rata basis for additional hours of work put in. We are maintaining this provision.

Recommendation 6

15.4.18 We recommend that officers of the Bank of Prisons Officers Scheme who are called upon to attend duty in emergency cases, be paid an allowance of Rs 450 for the first three hours worked and on a pro-rata basis for additional hours of work put in.

Night Duty Allowance

15.4.19 Officers of the Prisons Officer cadre are paid a monthly Night Duty Allowance as an incentive to perform night shifts, 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.

15.4.20 Management has submitted that officers working on the last shift are scheduled to work for 12 hours. It is also a fact that these officers are confined at their site of work owing to the security aspects of the prison premises. As such, they cannot leave the prison, if they so wish, during their rest time (lying-in period).

15.4.21 After examination, the Bureau considers that some form of compensation should be granted.

Recommendation 7

15.4.22 We recommend that officers of the Prisons Officer 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 three hours lying-in period.

Night Attendance Bonus

15.4.23 In order to reduce absenteeism at night, Prisons Officers up to a certain level are eligible for a Night Attendance Bonus provided they have attended duty on all scheduled nights during the month. Management has reported that this measure has considerably reduced absences on night shift. Given the efficacy of this additional remuneration in inducing officers to perform night shift on all scheduled nights, we are maintaining this provision while revising the quantum.

Recommendation 8

15.4.24 We recommend that the payment of the monthly Night Attendance Bonus to the following Prisons Staff who attend duty on all scheduled nights during the month should be as follows:

Grade	Amount (Rs)
Principal Prisons Officer reckoning Up to 10 years' service Over 10 years' service	660 790
Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer reckoning: (i) An aggregate of up to 10 years' service as Prisons Officer Grade I, Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer	520
(ii) An aggregate of over 10 years' service as Prisons Officer Grade I (Personal), Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer	660

Attending duty during emergencies

15.4.25 At present, 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, are paid an allowance at the normal hourly rate, for such period of duty, if they cannot be granted time off within a period of six months. **We are maintaining this provision.**

15.4.26 As regards senior staff at the level of Assistant Superintendent of Prisons and above, **we have taken into account the element of attending duty during emergencies when determining the pay package of these grades.**

Special Allowance to Prisons Security Squad

15.4.27 Officers of the Prisons Security Squad are presently paid an all-inclusive monthly allowance of Rs 1150 as they are required, among others, to deal with high security risk detainees and escort violent detainees. We are maintaining the provision whilst revising the quantum of the allowance.

Recommendation 9

15.4.28 We recommend that the monthly Special Allowance paid to officers in the Prisons Security Squad be revised to Rs 1265.

Rent Allowance

15.4.29 Officers of the Mauritius Prisons Service are paid a monthly Rent Allowance as from their date of appointment whenever quarters are not available. We are revising the quantum of the allowance, which varies according to the officers' grades.

Recommendation 10

15.4.30 We recommend that officers of the Mauritius Prisons Service performing operations duties and not occupying government quarters should be paid a monthly Rent Allowance as follows:

Grade	Amount (Rs)
Female Prisons Officer/Senior Female Prisons Officer	815
Prisons Officer/Senior Prisons Officer	815
Female Prisons Officer Grade I (Personal)	815
Prisons Officer Grade I (Personal)	815
Principal Female Prisons Officer	1010
Principal Prisons Officer	1010
Principal Prisons Officer (Trades)	1010
Hospital Officer (Male & Female)	1180
Female Assistant Superintendent of Prisons	1180
Assistant Superintendent of Prisons (Trades)	1180
Assistant Superintendent of Prisons	1180
Prisons Welfare Officer	1180
Senior Hospital Officer (Male)	1180
Senior Hospital Officer (Female)	1180
Assistant Superintendent of Prisons (Personal)	1180
Catering Officer	1180
Senior Prisons Welfare Officer	1180
Supervisor of Works (Personal)	1180
Principal Prisons Welfare Officer	1550
Female Superintendent of Prisons/Senior Female	1550

Grade	Amount (Rs)
Superintendent of Prisons	
Superintendent of Prisons/Senior Superintendent of Prisons	1550
Principal Hospital Officer (Male)	1550
Principal Hospital Officer (Female) (New Grade)	1550
Senior Superintendent of Prisons (Personal)	1550
Chief Hospital Officer	1550
Chief Prisons Welfare Officer	1550
Assistant Commissioner of Prisons	1930
Female Assistant Commissioner of Prisons (New Grade)	1930
Deputy Commissioner of Prisons	2305
Commissioner of Prisons	2690

Injury Leave

15.4.31 At present, officers of the Prisons Officer cadre who have been injured, as a result of assault, on their way to attend duty or when returning home after leaving their site of work, are granted injury leave provided the incident takes place within two hours from the time duty starts or duty finishes as per existing regulations. We are maintaining this provision.

Recommendation 11

15.4.32 **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 18.4 in Volume 1 of our Report, provided the incident has occurred within two hours from the time duty starts or duty finishes.**

Medical Examination

15.4.33 To ensure their fitness for the job, Management is required to make the necessary arrangements for Prisons Officers to undergo a medical examination once every two years. Moreover, officers of the Prisons Officer Cadre working beyond the age of 60, are required to go through a yearly medical examination on reaching this age, to certify their fitness for continued employment. **We are maintaining this recommendation.**

Early Retirement Scheme

15.4.34 Officers of the Prisons Officer Cadre who are not physically or mentally fit to perform fully their duties are presently allowed to retire earlier as per an early Retirement Scheme. We are maintaining the scheme.

Recommendation 12

15.4.35 We recommend that officers of the Prisons Officer cadre appointed on or after 01 July 2008 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**

15.4.36 We also recommend that officers of the Prisons Officer cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

Medical Coverage Allowance

15.4.37 The Medical and Health Officer/Senior Medical and Health Officer presently on secondment to the Prisons Department is paid a monthly medical coverage allowance of Rs 3450 for providing coverage of hospitals after normal working hours on weekdays, Saturday afternoons, Sundays and Public Holidays. We are maintaining this allowance while revising its quantum.

Recommendation 13

15.4.38 We recommend that the monthly allowance payable to the Medical and Health Officer/Senior Medical and Health Officers on secondment to the Prisons Department for providing coverage of hospitals after normal working hours on weekdays, Saturday afternoons, Sundays and Public Holidays be revised to Rs3795.

Inducement Allowance to Doctors posted at the Prisons Department

15.4.39 Presently, Medical and Health Officer/Senior Medical and Health Officers on secondment to the Prisons Department are paid a monthly inducement allowance equivalent to two increments at the point reached in the scale.

15.4.40 In order to attract, retain and induce doctors to work at the Prisons Department, there is need for the continuation of this allowance.

Recommendation 14

15.4.41 We recommend that the above provision be maintained.

Hospital Staff

- 15.4.42 Primary health care services are provided by hospital staff of the Prison Health Service to some 7000 offenders under prison custody and for about 1200 Prisons Officers and their families. The Hospital Officer Cadre comprises 4 levels: Hospital Officer, Senior Hospital Officer, Principal Hospital Officer and Chief Hospital Officer.
- 15.4.43 The Chief Hospital Officer is at the head of the Prison Health Services. Officers in the grades of Hospital Officer and Senior Hospital Officer work on a shift system.
- 15.4.44 It has been submitted that with the expansion of the health services and the increasing number of female detainees, a supervisory grade of Principal Hospital Officer (Female) is warranted. We are, therefore, strengthening the structure through the creation of an additional level. We are maintaining existing incentives for the Hospital staff.

Principal Hospital Officer (Female)

Recommendation 15

- 15.4.45 We recommend the creation of a grade of Principal Hospital Officer (Female). Appointment thereto should be made by selection from among officers in the grade of Senior Hospital Officer (Female) reckoning at least two years' service in a substantive capacity in the grade.**
- 15.4.46 Incumbent would be required, inter alia, to be responsible for the supervision and day-to-day running of the Beau Bassin Prison Hospital and dispensaries at all penal institutions; assist the Chief Hospital Officer in the performance of his duties; be responsible for the organisation of rehabilitation and support programmes for substance abusers and detainees living with HIV/AIDS; ensure that appropriate orders, directives are adhered to for the smooth running of the health service of the MPS; and to perform such other duties as are laid down in the Reforms Institutions Act, Prisons Regulations, and legislations in force.

Diploma in General Nursing

- 15.4.47 In line with our recommendations made for the Nursing Group of the Ministry of Health and Quality of Life, we are providing for Hospital Officers possessing a Diploma in General Nursing or an equivalent qualification to progress beyond the Qualification Bar (QB) inserted in their salary scale.

Recommendation 16

- 15.4.48 We recommend that Hospital Officers possessing the Diploma in General Nursing or an equivalent qualification be allowed to cross the Qualification Bar (QB) in their salary scale.**

Bank of Hospital Staff Scheme

15.4.49 The MPS has been resorting to the services of officers forming part of the "Bank of Hospital Staff Scheme" to palliate any shortage of Hospital Officers (Nurses). The "Bank" comprises a list of serving Hospital Officers and Senior Hospital Officers who are willing to attend duty at short notice while being on leave or off duty, against the payment of an allowance. The Bank of Hospital Staff Scheme is being maintained and we are revising the quantum payable per session.

Recommendation 17

15.4.50 We recommend that the all-inclusive allowance payable to Hospital Officers and Senior Hospital Officers who work on sessional basis under the Bank of Hospital Staff Scheme be revised to Rs 700 per session of four hours irrespective of day or night duty.

15.4.51 We further recommend that this allowance 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.

Incentives to Hospital Staff

15.4.52 At present, as an inducement to attract and retain employees, hospital staff of the MPS are entitled to various allowances/benefits. The findings of our survey on recruitment and retention carried out in the context of this review, have indicated that the MPS are still facing acute problems of recruiting and retaining Hospital Officers despite having recourse to a series of measures and incentives. We are, therefore, maintaining the existing provision while reviewing the quantum of allowances.

Recommendation 18

15.4.53 We recommend that the Hospital Staff of the MPS should continue to:

- (i) accumulate their Vacation Leave over and above their authorised ceiling as well as their untaken Casual Leave, until the publication of the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave and casual leave at the rate of $\frac{1}{30}$ of the last monthly salary per day at the time of retirement;**
- (ii) be paid a monthly Night Duty Allowance at the rate of 17.5% based on 8 hours for the present night shift of 13½ hours;**
- (iii) be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled nights during the month, up to the**

publication of the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, as follows:

Grades	Amount (Rs)
<i>Hospital Officer reckoning</i>	
Up to 10 years' service	520
Over 10 years' service	660
<i>Senior Hospital Officer reckoning</i>	
Up to 10 years' service	660
Over 10 years' service	790

Retention Allowance

Recommendation 19

- 15.4.54** We recommend that Hospital Staff of the MPS should be paid a monthly Retention Allowance equivalent to two additional increments at the point they have reached in their respective salary scales subject to satisfactory performance and upon recommendation of the Responsible/ Supervising Officer, until the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector.
- 15.4.55** An officer who leaves the service prior to the age at which he may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to him.
- 15.4.56** An officer who retires from the service on reaching the age at which he may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the retention allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the appropriate Service Commission.
- 15.4.57** The above provision at paragraphs 15.4.55 and 15.4.56 should not apply to officers retiring as per their new compulsory retirement age or on medical grounds.

Unutilised Sick Leave

Recommendation 20

- 15.4.58** We recommend that Hospital Staff who effectively work on shift, should be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the recommendations made at paragraph 18.4.40 (iii) of Volume 1 of this Report.

- 15.4.59 In the event the MPS still faces difficulties in filling vacancies in the Hospital Officer cadre despite the various incentives provided to address the problems of recruitment, motivation and retention of officers in the Hospital Officer cadre, the grant of a negotiable point of entry in the salary scale may be contemplated, in line with our recommendations made at Chapter 12 on Recruitment and Retention in the Public Sector in Volume I of this Report

MAURITIUS PRISONS SERVICE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
17 00 93	Rs 111000 Commissioner of Prisons
17 00 84	Rs 81000 Deputy Commissioner of Prisons
17 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Assistant Commissioner of Prisons Female Assistant Commissioner of Prisons (New Grade)
17 59 71	Rs 36600 x 1500 – 54600 Chief Prisons Welfare Officer
17 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Prisons Welfare Officer Senior Superintendent of Prisons (Personal)
17 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Female Superintendent of Prisons/Senior Female Superintendent of Prisons Superintendent of Prisons/Senior Superintendent of Prisons
17 52 63	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Senior Prisons Welfare Officer

Salary Code	Salary Scale and Grade
17 49 60	<p>Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100</p> <p>Assistant Superintendent of Prisons (Personal) Supervisor of Works (Personal)</p>
17 47 60	<p>Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100</p> <p>Assistant Superintendent of Prisons Assistant Superintendent of Prisons (Trades) Female Assistant Superintendent of Prisons Prisons Welfare Officer</p>
17 40 54	<p>Rs 20250 x 750 – 28500 x 900 – 31200</p> <p>Principal Female Prisons Officer Principal Prisons Officer Principal Prisons Officer (Trades)</p>
17 35 51	<p>Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500</p> <p>Female Prisons Officer Grade I (Personal) Prisons Officer Grade I (Personal)</p>
17 20 51	<p>Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500</p> <p>Female Prisons Officer/ Senior Female Prisons Officer, <i>formerly Female Prisons Officer/Female Senior Prisons Officer</i> Prisons Officer/Senior Prisons Officer</p>
17 35 40	<p>Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 20250</p> <p>Senior Officer Cadet (Male) (Others) Senior Officer Cadet (Female) (Others)</p>
17 38 41	<p>Rs 18900 x 600 – 19500 x 750 – 21000</p> <p>Senior Officer Cadet (Male) (Graduate) Senior Officer Cadet (Female) (Graduate)</p>

Salary Code	Salary Scale and Grade
17 61 73	Rs 39600 x 1500 – 57600 Chief Hospital Officer
17 55 67	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Principal Hospital Officer(Male) Principal Hospital Officer(Female) (New Grade)
17 45 62	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Hospital Officer (Female) Senior Hospital Officer (Male)
17 34 60	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 38100 Hospital Officer (Female) Hospital Officer (Male)
09 60 76	Rs 38100 x 1500 – 57600 x 1800 – 63000 Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer
17 50 71	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Prisons Pharmacist Psychologist
17 17 48	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Prisons Dental Assistant
11 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Catering Officer

Salary Code	Salary Scale and Grade
25 12 37	<p>Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300</p> <p>Tradesman <i>formerly Automobile Electrician</i> <i>Blacksmith</i> <i>Carpenter</i> <i>Mason</i> <i>Motor Diesel Mechanic</i> <i>Motor Mechanic</i> <i>Panel Beater</i> <i>Plumber and Pipe Fitter</i> <i>Tinsmith</i></p> <p>Upholsterer</p>
25 05 27	<p>Rs 8500 x 250 – 12500 x 300 – 14300</p> <p>Tradesman's Assistant</p>
24 05 27	<p>Rs 8500 x 250 – 12500 x 300 – 14300</p> <p>Stores Attendant</p>
24 12 37	<p>Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300</p> <p>Vulcaniser</p>
24 13 34	<p>Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950</p> <p>Cook (Roster)</p>
24 11 36	<p>Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850</p> <p>Driver</p>
24 14 39	<p>Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500</p> <p>Driver (Shift)</p>

Salary Code	Salary Scale and Grade
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

16. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF ENERGY AND PUBLIC UTILITIES

- 16.1 The Ministry of Energy and Public Utilities (MEPU) is responsible for the formulation of policies in the energy, water and wastewater sectors and the establishment of a legal framework to govern the development of these sectors.
- 16.2 The MEPU envisions to achieve excellence in the delivery of utility services and in radiation safety. Its mission is to fulfil its commitment to the nation, by ensuring: the provision of high quality, safe and adequate electricity and water supplies and waste water disposal services to the public for sustainable development at affordable prices; the development of adequate water resources for sustainable development; excellence in the provision of electrical services and electrical safety in government buildings; and promotion of peaceful use of nuclear technology for the benefit of the nation in line with international radiation safety practices.
- 16.3 It aims at, *inter alia*, providing a 24-hour good quality water supply to the whole population; ensuring a reliable supply of electricity to all sectors of the economy; ensuring the judicious use of available water resources; progressively extending the wastewater network islandwide; maximising the use and benefits of indigenous renewable sources of energy; ensuring electrical safety in buildings; ensuring peaceful and safe application of ionizing radiation in the country; and maintaining a dynamic and progressive ministry that ensures the provision of efficient, effective and quality services by the organisations which operate under its purview.
- 16.4 At present, the Ministry has under its responsibility the Central Water Authority, the Central Electricity Board, the Wastewater Management Authority, the Water Resources Unit, the Energy Services Division, the Radiation Protection Authority, and the Energy Efficiency Management Office.
- 16.5 These Divisions/Units have specific mandates and are headed by experts in the relevant fields. The heads of these Divisions are, as per their schedule of duties, responsible to the Head of the Ministry for support in policy formulation and implementation of approved policies and projects.
- 16.6 Government has decided on a major institutional reform in the water sector whereby the agencies involved in the sector would be integrated into a single institution. For the energy sector, a Long Term Energy Strategy has been elaborated up to year 2025.
- 16.7 In view of the changes underway, we are maintaining the present structure of the Ministry except for the creation of a grade of Director General (Public Utilities) at the Technical Unit where the need for this dedicated grade is

warranted. Any further change would be dealt with by the Bureau upon need arising.

- 16.8 The Permanent Secretary is responsible for the day-to-day administration of the Ministry on the administrative side and is supported by officers in the grades of Principal Assistant Secretary and Assistant Secretary. On the technical side, it is the Director, Technical Services (Public Utilities) who is responsible for the operational requirements of the Ministry and he is assisted by a team of professionals.

TECHNICAL UNIT

Director General (Public Utilities) (New Grade)

- 16.9 The Government is presently developing an Economic and Social Transformation Plan (ESTP) in the energy, water and sanitation sectors. In this context, the technical arm of the Ministry of Energy and Public Utilities will have to implement the ESTP in the years to come. It is imperative to have an integrated approach with regard to the coordination of operations in the different divisions/units of the MEPU in connection with the energy, water and sanitation projects as highlighted in the Government Programme. We are, therefore, strengthening the structure of the technical arm to enable the divisions/units to deliver on their mandates more efficiently and effectively with the creation of a dedicated grade of Director General (Public Utilities) to lead the various major projects underway and eventually head the technical arm as the chief technical officer of the Ministry.

Recommendation 1

- 16.10 **We recommend the creation of a grade of Director General (Public Utilities). Appointment thereto should be made by selection from among officers in the grades of Director, Technical Services (Public Utilities); Director, Energy Services Division; Director, Water Resources Unit; and Director, Energy Efficiency reckoning at least 4 years' service in a substantive capacity in the grade.**
- 16.11 The Director General (Public Utilities) would be responsible for all the technical units of the Ministry and will be required, among others, to act as the National Liaison Officer (NLO) for the International Atomic Energy Agency for implementation of programmes regarding use of nuclear energy for peaceful purposes; advise on the formulation of policy for the management of the different technical units; make recommendations on appropriate legislations; and ensure a timely execution of Government policies and projects.

ENERGY SERVICES DIVISION

- 16.12 The Energy Services Division (ESD) is responsible to provide free, timely, cost effective and top quality consultancy services along with the promotion of

energy efficient state of art technology to Ministries and Departments in all aspects of electrical works covering electrical installations, air conditioning and refrigeration, lifts, standby generators, uninterruptible power supplies, water pumps, incinerators and alarm systems.

- 16.13 The Division is headed by a Director, Energy Services Division who is assisted by officers in the grades of Deputy Director, Energy Services Division, Principal Engineer, and Electrical Engineer/Senior Electrical Engineer. The other support staff comprises officers of the Inspectorate and Technician cadres and employees of the Workmen's Group.

Survey Fees to Engineers and officers of the Inspectorate and Technician Cadres

- 16.14 At present, Engineers and officers of the Inspectorate and Technician cadres of the Energy Services Division are paid a survey fee of Rs 650 and Rs 430 respectively, for each survey of site of fire/electrocution.

Recommendation 2

- 16.15 We recommend that the survey fee presently payable to Engineers and officers of the Inspectorate and Technician cadres be revised to Rs 715 and Rs 475 per survey respectively.**

Training Scheme for Graduates in Engineering

- 16.16 Graduates in Engineering are required by the Council of Professional Engineers of Mauritius to acquire two years' experience for registration purposes. At present, a training scheme has been provided to cater for same and graduates in Engineering who are undergoing the training are paid a monthly allowance of Rs 18400. We are maintaining the allowance and revising the quantum.

Recommendation 3

- 16.17 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 21000 monthly.**

Travelling Allowance for Graduates in Engineering

- 16.18 At present, graduates in Engineering who are undergoing pre-registration training under the training scheme are refunded mileage run for official travelling at the rate of Rs 5.00 per km for the use of their cars in the exercise of their duties. Officers performing official travelling by bus are refunded the bus fares in *toto*.

Recommendation 4

- 16.19 We recommend that graduates in Engineering under the training scheme, who use their cars in the performance of their duties, should be refunded mileage run for official travelling at the rate of Rs 5.40 per km.**

Those officers who perform official travelling by bus should continue to be refunded the bus fares in *toto*.

“On-Call” Allowance for Tradesman Cadre at the Energy Services Division

- 16.20 At present, employees of the Tradesman cadre who are required to be “on-call” during nights, weekends and public holidays are paid an “On-Call” Allowance of Rs 135 on weekdays between 1630 hours and 0730 hours the following day and Rs 215 on Saturday, Sunday and Public Holidays between 0730 hours and 0730 hours the following day.
- 16.21 Such employees of the Tradesman cadre who attend to emergencies while being “on-call” are also paid an “In-Attendance” Allowance of Rs 50 per hour.
- 16.22 We are maintaining the present arrangement of “On-Call” and “In-Attendance” for the Tradesman cadre and revising the quantum of allowances.

Recommendation 5

- 16.23 **We recommend that employees of the Tradesman cadre of the Energy Services Division who are required to be “on-call” during nights, weekends and public holidays and attend to emergencies during “on-call” be paid an “On-Call” Allowance and “In-Attendance” Allowance as hereunder:**

Grades	Period	“On-Call” Allowance (Rs)	“In-Attendance” during “On-Call” Rs/hour
Tradesman cadre	(i) Weekdays between 1630 hours and 0730 hours the following day	150	55
	(ii) Saturday, Sunday and Public Holidays From 0730 hours to 0730 hours the following day	240	55

WATER RESOURCES UNIT

- 16.24 The Water Resources Unit (WRU) is responsible for the assessment, development, management and conservation of water resources. It envisions to achieve an adequate and sustainable supply of water for the country’s present and future needs.
- 16.25 Its main objectives are, among others, to investigate water resources and collect, correlate and interpret any data with regard to those resources; prepare an inventory of water resources and keep the inventory continuously up to date; ensure that appropriate measures are taken for the prevention of

pollution of water resources; conduct and co-ordinate research and investigation on the economic use of water; and supervise the enforcement of any water legislation.

- 16.26 The WRU is headed by the Director who is assisted in his administrative/technical functions by a Deputy Director, officers of the Engineering cadre, Hydrological Officer cadre and other technical staff providing support services.

Hydrological Technician Cadre

- 16.27 At present, Hydrological Technicians and Senior Hydrological Technicians possessing a Diploma in Hydrology are allowed to move incrementally in the master salary scale up to salary point Rs 26400 and Rs 29000 respectively. We are, in this Report, introducing a Qualification Bar (QB) in the salary scales of the grades of Hydrological Technician and Senior Hydrological Technician such that officers possessing the Diploma in Hydrology may move incrementally beyond the QB.

Recommendation 6

- 16.28 We recommend that Hydrological Technicians and Senior Hydrological Technicians possessing the Diploma in Hydrology be allowed to move beyond the Qualification Bar (QB) in their respective salary scale.**

RADIATION PROTECTION AUTHORITY

- 16.29 The Radiation Protection Authority (RPA) operates as an independent regulatory body to regulate, control and supervise all practices involving the use of ionising radiation. Its priority objectives are to ensure adequate protection of people and environment against harmful effects of ionizing radiation and its major services include the provision of radiation inspection, and health screening services.
- 16.30 It is mainly responsible, *inter alia*, to develop codes and standards for the safe conduct of all radiation practices; license all practices involving the use of ionising radiation; carry out inspections of radiation facilities for ensuring compliance with all the regulatory requirements; provide advice and support in cases of radiological emergencies; ensure the proper management of all radioactive wastes being generated in the country; provide training and promote research and development in radiation protection; fulfil the obligations of the State with regard to the conventions and treaties ratified in the field of atomic energy; and advise the Government on matters related to atomic energy and the safe use of ionising radiation.
- 16.31 The Chief Radiation Protection Officer is the technical as well as the administrative head of the RPA and is responsible for the control and

management of its day-to-day business. He is assisted in his duties by Radiation Protection Officers and Radiation Protection Assistants.

- 16.32 We are, in this Report, making provision to amend the scheme of service for the grade of Radiation Protection Officer so as to open a career path to the serving Radiation Protection Assistants and creating an additional grade to provide assistance to the Chief Radiation Protection Officer.

Senior Radiation Protection Officer (New Grade)

- 16.33 Management and staff association have made representations that the workload of the Chief Radiation Protection Officer has significantly increased with the development of the RPA. There is, therefore, need for an additional level to assist the Chief Radiation Protection Officer in the daily supervision of the work of both the Regulatory and Services units of the RPA and in ensuring the smooth running of the RPA.

Recommendation 7

- 16.34 We recommend the creation of a grade of Senior Radiation Protection Officer on the establishment of the Radiation Protection Authority. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Radiation Protection Officer reckoning four years' service in a substantive capacity.**

Scheme of Service for the grade of Radiation Protection Officer

- 16.35 At present, appointment to the grade of Radiation Protection Officer is made by selection from among candidates possessing a Cambridge Higher School Certificate with passes at principal level in Mathematics and Physics, and a Degree in Physics. However, Management and staff association have informed that the turnover rate in the grade of Radiation Protection Assistant has remained relatively high as the post is a dead-end position with no promotion prospect. In order to provide a career path to the Radiation Protection Assistants, the scheme of service for the grade of Radiation Protection Officer is being reviewed.

Recommendation 8

- 16.36 We recommend that the scheme of service for the grade of Radiation Protection Officer be amended so that, in future, appointment thereto be made by selection from among officers in the grade of Radiation Protection Assistant reckoning three years' service in a substantive capacity in the grade and possessing a Degree in Physics. In the absence of suitably qualified Radiation Protection Assistants, appointment thereto should be made by selection from among candidates possessing the prescribed qualifications.**

ENERGY EFFICIENCY MANAGEMENT OFFICE

- 16.37 The Energy Efficiency Management Office (EEMO) has been set up by Act No. 3 of the Energy Efficiency Act 2011. Its main objectives are to promote the efficient use of energy; promote national awareness for the efficient use of energy as a means to reduce carbon emissions; and protect the environment.
- 16.38 The functions of the EEMO are, *inter alia*, to develop and implement strategies, programmes and action plans, including pilot projects, for the efficient use of energy; establish procedures to monitor energy efficiency and consumption; issue guidelines for energy efficiency and conservation in all sectors of the economy; establish energy consumption standards; formulate and recommend innovative financing schemes for energy efficiency projects; establish links with regional and international institutions and participate in programmes pertaining to the efficient use of energy; develop criteria to classify energy consumers; and prepare and submit an annual report on energy efficiency and consumption.
- 16.39 The structure of the EEMO comprises a Director who is responsible for the execution of the policy of the EEMO on energy efficiency and conservation, and for the control and management of the day-to-day business of the office. At the technical and operational levels, officers in the grades of Engineer, Energy Efficiency and Technical Officer, Energy Efficiency provide the necessary support. **We are maintaining the present arrangement.**

Special Professional Retention Allowance

- 16.40 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these professionals at the Ministry meaning that the SPRA has served its purpose of retaining professionals of high calibre.
- 16.41 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, therefore, maintaining the SPRA up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector for retaining professionals at these levels of operation.

Recommendation 9

- 16.42 **We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional**

Retention Allowance to officers of the Ministry in the following grades as specified in the table hereunder:

Grades	SPRA % of Monthly Salary
Planner/Senior Planner, Electrical Engineer/Senior Electrical Engineer, Engineer/Senior Engineer (Planning/Maintenance) reckoning at least 10 years' service in their respective grade	7
Principal Planner and Principal Engineer	7
Deputy Director, Technical Services Deputy Director, Energy Services Division Deputy Director, Water Resources Unit	10
Director, Technical Services Director, Energy Services Division Director, Water Resources Unit	12.5

16.43 We further recommend that those officers:

- (i) who leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) who retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provision made at paragraph 16.43(i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

MINISTRY OF ENERGY AND PUBLIC UTILITIES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
26 00 92	Rs 108000 Director General (Public Utilities) (New Grade)
26 00 90	Rs 102000 Director, Technical Services (Public Utilities)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Technical Services (Public Utilities)
26 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Principal Planner
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Planner/Senior Planner
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
<i>ENERGY SERVICES DIVISION</i>	
22 00 85	Rs 84000 Director, Energy Services Division
22 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Energy Services Division
22 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Engineer

Salary Code	Salary Scale and Grade
22 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600 Electrical Engineer/Senior Electrical Engineer
22 41 43	Rs 21000 x 750 – 22500 Trainee Engineer (Electrical)
22 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Technician
22 47 58	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Principal Technician
22 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Senior Technician
22 21 48	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Technician
22 12 14	Rs 10250 x 250 – 10750 Trainee Technician
22 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Inspector
22 47 58	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Principal Inspector
22 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Senior Inspector
22 21 48	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Inspector

Salary Code	Salary Scale and Grade
22 12 14	Rs 10250 x 250 – 10750 Trainee Inspector
08 21 44	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Time Keeper
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Electrician</i> <i>Chief Plant Mechanic</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Electrician</i> <i>Plant Mechanic</i> <i>Plumber and Pipe Fitter</i>
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
25 00 09	Rs 6400 x 200 – 7600 x 225 – 8500 x 250 – 9500 Apprentice <p style="text-align: center;"><i>WATER RESOURCES UNIT</i></p>
26 00 86	Rs 87000 Director
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Engineer Principal Hydrological Officer
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600 Engineer/Senior Engineer (Planning/Maintenance) <i>formerly Engineer (Planning/Maintenance)</i> <i>Senior Engineer (Planning/Maintenance)</i>
26 41 43	Rs 21000 x 750 – 22500 Trainee Engineer
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Hydrological Officer
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hydrological Officer
26 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 QB 34200 x 1200 – 35400 Senior Hydrological Technician
26 22 55	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400 x 900 – 32100 Hydrological Technician

Salary Code	Salary Scale and Grade
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Drilling Operator
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Gauge Reader (Personal to officers appointed prior to 01.07.87)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Assistant Driller Gauge Reader

Salary Code	Salary Scale and Grade
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>RADIATION PROTECTION AUTHORITY</i>	
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Chief Radiation Protection Officer
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Radiation Protection Officer (New Grade)
19 45 67	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Radiation Protection Officer
19 22 51	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Radiation Protection Assistant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
<i>ENERGY EFFICIENCY MANAGEMENT OFFICE</i>	
22 00 86	Rs 87000 Director, Energy Efficiency
22 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Engineer, Energy Efficiency

Salary Code	Salary Scale and Grade
22 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer, Energy Efficiency

17. VICE-PRIME MINISTER'S OFFICE, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

- 17.1 The Ministry of Finance and Economic Development (MOFED) is responsible for the formulation of economic development policies and for the economic management of the affairs of Government with a view to achieving faster and sustainable economic development. MOFED is also the principal instrument of policy in respect of public finance and as such is responsible for the financial soundness of Government's economic policy and for the proper control of revenue and expenditure.
- 17.2 Its mission is to formulate sound economic development policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources with a view to achieving faster and sustainable economic development, enhanced competitiveness and better quality of life in a global economy.
- 17.3 The objectives of the MOFED are to maintain a stable macroeconomic environment and improve fiscal discipline with low inflation, moderate budget deficit and sustainable public debt; efficient allocation of Government resources to achieve optimum outcome with available resources; promote efficient and effective public financial management so as to ensure accountability, transparency, good governance, sound financial practice and compliance; and facilitate growth of businesses and nurture an entrepreneurial environment.
- 17.4 The MOFED comprises the Budget Strategy and Management Directorate; Business Development Directorate; Development Co-operation and Infrastructure Directorate; Strategy Planning Directorate; Social Policy Budget Directorate; Assessment Review Committee; Central Procurement Board; Procurement Policy Office; Financial Operations Unit; Internal Control Unit; Procurement and Supply Unit; and Administration. The Ministry has also under its port-folio: Treasury, Statistics Mauritius, Valuation Department, Companies and Business Registration Department *formerly Companies Division* and Registrar-General's Department. The Financial Secretary is the Chief Executive/Supervising Officer of MOFED and is responsible to ensure that the functions of MOFED are carried out economically, efficiently and effectively and its objectives duly achieved.
- 17.5 The MOFED is also responsible to provide human resources to all Ministries to facilitate the smooth running of their core business in three main areas namely: Financial Operations, Procurement and Supply and Internal Control. These functions are carried out by officers of the Financial Operations, Procurement and Supply and Internal Control Cadres respectively and they are posted in line Ministries.

- 17.6 The functions performed by the three cadres are today critical for the achievement of the goals and objectives of the line Ministries. With the reforms underway, including greater decentralisation to Ministries to reduce delays and also the need to focus on outputs and outcomes, financial operations, procurement and supplies and internal audit are expected to enlarge their scope of work. Hence, to be able to cope with the challenges and the changing work environment, it is imperative for the staff to be equipped with the necessary skills and expertise in their fields so as to be able to deliver effectively and sustain the Programme Based Budgeting, the Public Procurement policies, in accordance with the new legislations and the need to improve the standards and quality of internal audit, performance and procurement auditing including ex-post verification. These challenges require a mix of skills which go beyond accounting and finance and an upgrading of the skills of the current staff as well as those joining the cadres.
- 17.7 In order to address the above issues and achieve greater effectiveness through improvement of financial management in the Government Sector and also for more flexibility and accountability for outputs and outcomes, we are making provision for a new grade of Financial Management Officer. We are also in line with the general policy of providing flatter structures for greater efficiency and optimum use of human resources, merging and restyling a few grades and also reviewing the modes of appointment at certain levels in various classes and cadres.

Financial Management Officer (New Grade)

Recommendation 1

17.8 We recommend that:

- (i) appointment to the grade of Financial Management Officer be made by selection from among officers in the Financial Operations, Internal Control and Procurement and Supply cadres possessing a degree in one of the following subjects: Accounting, Economics, Business Studies, Mathematics, Computer Science or Information Technology, Finance, Financial Management, Public Financial Management, Auditing, Risk Management, Procurement and Supply, Logistics or a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification.**
- (ii) in the absence of qualified serving officers in the above cadres, appointment to the grade of Financial Management Officer be made by selection from among candidates possessing the required qualifications.**

- 17.9 Incumbent would be required, among others, to carry out research with a view to making policy proposals regarding financial , procurement and supply and internal control policies and assist in the formulation and implementation of these policies; review all operating processes in the financial operations, procurement and supply services and internal control and check adequacy and effectiveness of existing procedures in order to enhance goal effectiveness; ensure that legislations pertaining to financial operations, procurement and supply and internal control are relevant, up to date, understood by all stakeholders and correctly applied and complied with in accordance with the Financial Management Kit and established standards for the Professional Practice of Internal Auditing and other applicable legislations and Regulations; investigate into cases of complaints, frauds and irregularities and propose corrective measures to the Supervising Officer/Director, Economic and Finance; assist in the preparation and implementation of the Programme Based Budget; attend to and provide material for reply on audit queries on financial and procurement issues and take corrective measures as appropriate; develop capacity building within the cadres and provide on the job training to officers; and put in place best practices in financial, procurement and supply and internal control operations.
- 17.10 At present, Lead Analyst *formerly Assistant Directors* in post as at 30.06.08 at the Ministry of Finance and Economic Development are allowed to move incrementally up to salary point Rs 68000 in the Master Salary Scale. We are extending this provision to the Lead Analyst *formerly Assistant Director, Management Audit Bureau* in post as at 30.06.08 at the former Management Audit Bureau.

Recommendation 2

- 17.11 **We recommend that Lead Analyst *formerly Assistant Directors* in post as at 30.06.08 at the Ministry of Finance and Economic Development and Lead Analyst *formerly Assistant Director, Management Audit Bureau* in post as at 30.06.08 at the former Management Audit Bureau be allowed to move incrementally up to salary point Rs 87000 in the Master Salary Scale provided they have:**
- (i) **drawn the top salary for a year; and**
 - (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Senior Analyst (Personal)

Recommendation 3

- 17.12 **We also recommend that Senior Analyst (Personal) in post as at 30.06.2008 at the Ministry of Finance and Economic Development be allowed to move incrementally by two increments over and above the**

special provision set out at paragraph 10.46 of Volume 1 provided that they have:

- (i) drawn the top salary for a year; and
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Analyst

Recommendation 4

17.13 We further recommend that incumbent in the grade of Analyst, who by nature of their duties, are required to attend various conferences/meetings in other organisations, receive delegates, organise workshops/events and work after normal working hours on a regular basis and drawing a monthly salary of at least Rs 35400, should be eligible to loan facilities and 70% duty remission for the purchase of a car as per relevant provision at paragraphs 18.2.46 and 18.2.23 of this Report (Volume 1).

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

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 97	Rs 156000 Financial Secretary
01 00 95	Rs 132000 Deputy Financial Secretary
01 00 93	Rs 111000 Director, Economic and Finance
01 00 86	Rs 87000 Deputy Director, Economic and Finance
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Lead Analyst

Salary Code	Salary Scale and Grade
01 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst (Personal)
01 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst Financial Management Officer (New Grade)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Assistant (Finance)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

ASSESSMENT REVIEW COMMITTEE

- 17.14 The Assessment Review Committee (ARC) was established by the Mauritius Revenue Authority Act No. 33 of 2004 and operates under the umbrella of the Ministry of Finance and Economic Development.
- 17.15 The objective of the ARC is to hear and determine all representations made by aggrieved persons against decisions/ determinations/notices/ or claims made by the Mauritius Revenue Authority or the Registrar-General as provided under relevant revenue laws.
- 17.16 The functions of the ARC are, among others, to process representations lodged; scheduled representations made in terms of Pro Forma, Informal Meetings, Hearings or Argument as the case may be; convene Appellants and other related stakeholders to meetings/cases when scheduled; hear representations made; and determine such representations.
- 17.17 The Assessment Review Committee is headed by the Chairperson and he is assisted by the Vice-Chairperson and the Clerk. The Clerk is responsible for the overall management of the Committee. He also arranges for administrative and secretarial or other assistance as the Committee may require and give written notice to the aggrieved persons and to the Director-General of the Mauritius Revenue Authority or Registrar-General regarding the decision of the Committee. As the present structure is adequate, it is being maintained.

ASSESSMENT REVIEW COMMITTEE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 00 95	Rs 132000 Chairperson, Assessment Review Committee
12 00 90	Rs 102000 Vice-Chairperson, Assessment Review Committee
01 67 75	Rs 48600 x 1500 – 57600 x 1800 – 61200 Clerk, Assessment Review Committee
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

FINANCIAL OPERATIONS CADRE

- 17.18 Officers of the Financial Operations Officer cadre are responsible for assisting and advising Accounting/Responsible Officers of Ministries and Departments in the preparation of budgets; collection of revenue; processing and control of expenditure; preparation of financial reports; and for the efficient and effective implementation of policies and programmes. They also ensure that financial resources are mobilized and judiciously utilized in the most economical, efficient, effective and transparent manner.
- 17.19 The mission of the Financial Operations Officer cadre is to manage efficiently, effectively, economically and with integrity government finances in line with public expectations on the basis of sound financial management principles and respond to stakeholders in a timely and professional manner through continuous upgrading of skills, capabilities and technologies.
- 17.20 The objectives of the Financial Operations Officer cadre are, among others, to ensure propriety and regularity in Government financial management such that public resources are managed properly and used in compliance with laws and regulations; build and maintain a smooth and collaborative work relationship with all stakeholders to ensure adherence to rules, financial instructions and observance of financial and budgetary discipline in the achievement of targets of line-Ministries and Ministry of Finance and Economic Development; provide proper support and coordination to the decision making process within Ministries and Departments; act with integrity, transparency, accountability, dedication, equity and be result-oriented in Financial Management and ensure good governance in the management of Public Financial resources; assist in effectively analyzing internal and external audit reports, implement recommendations and initiate remedial action.
- 17.21 Currently, the Financial Operations Officers cadre comprises officers in the grades of Director, Financial Operations; Deputy Director, Financial Operations; Manager, Financial Operations; Assistant Manager, Financial Operations; Senior Financial Operations Officer; Financial Operations Officer and Assistant Financial Operations Officer.

Financial Operations Officer/ Senior Financial Operations Officer

formerly Financial Operations Officer

Senior Financial Operations Officer

- 17.22 Both Management and Staff side have submitted that there is considerable overlapping of duties and responsibilities between the grades of Financial Operations Officer and Senior Financial Operations Officer and the merger of the two lower levels of the Financial Operations cadre would improve operational efficiency and allow greater flexibility in the posting of officers.

- 17.23 We have examined the submissions and the schemes of service as well as the job descriptions of both grades and considering the general policy of providing flatter structures for greater efficiency, we are making appropriate provision for the merger.

Recommendation 5

- 17.24 We recommend that the grades of Financial Operations Officer and Senior Financial Operations Officer be merged and restyled Financial Operations Officer/Senior Financial Operations Officer and the post be filled by officers in the grade of Assistant Financial Operations Officer by promotion, on the basis of experience and merit. On complete phasing out of the grade of Assistant Financial Operations Officer, appointment to the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* should be made by selection from among incumbent in the grade of General Services Executive *formerly Senior Officer* reckoning at least four years' service in a substantive capacity in the grade.
- 17.25 We also recommend that incumbent in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy from a recognised institution or an equivalent qualification be allowed to proceed beyond the QB in the salary scale of the grade.
- 17.26 We further recommend that incumbent in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* in post as at 31 December 2012 possessing the Diploma in Public Sector Financial Management or an equivalent qualification and having reached the top salary in the salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided they have:
- (i) drawn the top salary for a year; and
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Assistant Manager, Financial Operations

- 17.27 At present, the grade of Assistant Manager, Financial Operations is filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade. In the 2008 PRB Report, provision was

made that as from 1 July 2013, appointment to the grade of Assistant Manager, Financial Operations be made from among Senior Financial Operations Officers possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognized professional accountancy body and be registered with the Mauritius Institute of Professional Accountants (MIPA).

- 17.28 With the merger of the grades of Financial Operations Officer and Senior Financial Operations Officer, the mode of appointment to the grade of Assistant Manager, Financial Operations should be amended.

Recommendation 6

- 17.29 **We recommend that, as from 01 July 2013, the grade of Assistant Manager, Financial Operations be filled by promotion, on the basis of experience and merit, of incumbent in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognized professional accountancy body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grades of Financial Operations Officer, Senior Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer.**

- 17.30 **We also recommend that incumbent in the grade of Assistant Manager, Financial Operations in post as at 31 December 2012 and possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body be allowed to proceed beyond the QB inserted in the salary scale provided they have:**

- (i) drawn the top salary for a year; and
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

- 17.31 **We recommend that the existing modes of appointment to the grades of Manager, Financial Operations, Deputy Director, Financial Operations and Director, Financial Operations be maintained.**

FINANCIAL OPERATIONS CADRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director, Financial Operations
01 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Director, Financial Operations
01 59 71	Rs 36600 x 1500 – 54600 Manager, Financial Operations
01 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager, Financial Operations
01 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Financial Operations Officer/ Senior Financial Operations Officer <i>formerly Financial Operations Officer</i> <i>Senior Financial Operations Officer</i>
01 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Financial Operations Officer

INTERNAL CONTROL CADRE

- 17.32 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/Organisations in order to ensure that good governance principles are used to promote operational effectiveness and efficiency.
- 17.33 The mission of the Internal Control cadre is to support Management of all Ministries/Departments/Organisations where Government has an interest, by providing an independent and objective review of operations.
- 17.34 The core objective of officers of the cadre is to develop and sustain the internal audit profession in Ministries/Departments/Organisations through appropriate functioning, coordination, support and communication. Moreover, the scope of the internal audit has been enlarged to also cover the Performance and Procurement auditing.
- 17.35 The Director, Internal Control is the administrative head of the cadre responsible for conducting the Internal Audit for all Ministries/Departments/Organisations and providing assurance to Accounting/Supervising Officers on good governance, risk management and control. He is assisted by the Deputy Director, Internal Control in the performance of his duties and for the proper management of the cadre. Officers in the grades of Manager, Internal Control, Assistant Manager, Internal Control, Senior Internal Control Officer and Internal Control Officer also service the Cadre at the operational levels. We are, in this Report, merging the grades of Internal Control and Senior Internal Control Officer.

Internal Control Officer/ Senior Internal Control Officer

formerly Internal Control Officer

Senior Internal Control Officer

- 17.36 In view of the considerable overlapping of duties and responsibilities in the grades of Internal Control Officer and Senior Internal Control Officer, the merging of the two lower levels of the Internal Control Cadre would improve operational efficiency and allow greater flexibility in the posting of officers.
- 17.37 We have examined the schemes of service and the job descriptions of both grades and considering the general policy of providing flatter structures for greater efficiency, we are making appropriate provision for the merger.

Recommendation 7

- 17.38 We recommend that the grades of Internal Control Officer and Senior Internal Control Officer be merged and restyled Internal Control Officer/Senior Internal Control Officer.**

- 17.39 Appointment to the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or an equivalent qualification.
- 17.40 We also recommend that incumbent in the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* possessing all Papers of Fundamentals (Knowledge) and obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) 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 an equivalent qualification be allowed to proceed beyond the QB in the salary scale of the grade.
- 17.41 We further recommend that incumbent in the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* having reached the top salary in the salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided they have:
- (i) drawn the top salary for a year; and
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Assistant Manager, Internal Control

- 17.42 At present, the grade of Assistant Manager, Internal Control is filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Internal Control Officer who reckon at least four years' service in a substantive capacity in the grade. In the 2008 PRB Report, provision was made that as from 1 July 2013, appointment to the grade of Assistant Manager, Internal Control be made from among Senior Internal Control Officers possessing a Degree in Public Sector Financial Management or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body and be registered with the Mauritius Institute of Professional Accountants (MIPA).
- 17.43 With the merger of the grades of Internal Control Officer and Senior Internal Control Officer, the mode of appointment to the grade of Assistant Manager, Internal Control should be amended.

Recommendation 8

- 17.44** We recommend that, as from 01 July 2013, the grade of Assistant Manager, Internal Control be filled by promotion, on the basis of experience and merit of incumbent in the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* possessing a Degree in Public Sector Financial Management or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grades of Internal Control Officer, Senior Internal Control Officer and Internal Control Officer/Senior Internal Control Officer.
- 17.45** We also recommend that incumbent in the grade of Assistant Manager, Internal Control in post as at 31 December 2012 and possessing a Degree in Public Sector Financial Management or an equivalent qualification or a pass at the final examination required for admission to membership of a recognized professional accountancy body be allowed to proceed beyond the QB inserted in the salary scale provided they have:
- (i) drawn the top salary for a year; and
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.
- 17.46** We recommend that the existing modes of appointment to the grades of Manager, Internal Control, Deputy Director, Internal Control, and Director, Internal Control are maintained.

INTERNAL CONTROL CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director, Internal Control
01 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Director, Internal Control

Salary Code	Salary Scale and Grade
01 59 71	Rs 36600 x 1500 – 54600 Manager, Internal Control
01 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager, Internal Control
01 27 59	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Internal Control Officer/ Senior Internal Control Officer <i>formerly Internal Control Officer</i> <i>Senior Internal Control Officer</i>

PROCUREMENT POLICY OFFICE

- 17.47 The Procurement Policy Office was set up under the Public Procurement Act No. 33 of 2006 and operates under the *aegis* of the Ministry of Finance and Economic Development. The Procurement Policy Office is responsible for the formulation of policies relating to procurement and for recommending and facilitating the implementation of measures to improve the functions of the procurement system.
- 17.48 The mission of the Procurement Policy Office is to promote the development of a modern and efficient public procurement system based on international best practices through close monitoring, regular auditing, capacity building and research.
- 17.49 The strategic objectives of the Office are, among others, to maximise economy and efficiency in public procurement and obtain best value for public expenditures; contribute to the economic development through an efficient public procurement system and capacity building; promote competition and foster participation in public procurement proceedings; provide equal opportunity and fair and equitable treatment to all suppliers and bidders; promote integrity, fairness, accountability and public confidence in the public procurement processes; and ensure transparency in the procedures, processes and decisions relating to public procurement.
- 17.50 The Procurement Policy Office is administered by the Director, Procurement Policy Office and two members appointed by the President of the Republic, acting in accordance with the advice of the Prime Minister tendered after consultation with the Leader of the Opposition. The Office is also manned by officers in the grades of Manager, Procurement Policy Office and Assistant Manager, Procurement Policy Office as well as officers of the General Services.
- 17.51 The current organisational structure is maintained.

PROCUREMENT POLICY OFFICE SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 96	Rs 144000 Director, Procurement Policy Office
01 74 81	Rs 59400 x 1800 – 68400 x 2400 – 73200 Manager, Procurement Policy Office

Salary Code	Salary Scale and Grade
01 43 64	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Assistant Manager, Procurement Policy Office

PROCUREMENT AND SUPPLY CADRE

- 17.52 Officers of the Procurement and Supply cadre are responsible to ensure that there is timely procurement and supply of goods, works and services essential for the smooth running of civil service organisations. These services are regulated by the Procurement Act 2006 which establishes the procedures and standard for each constituent activity.
- 17.53 Procurement and Supply services are considered to be of paramount importance since they have a direct bearing on the effectiveness and efficiency of organisations. In this respect, reducing time and cost in the procurement process, while maintaining integrity and fairness, is the primary objective of officers of the cadre. The responsibilities devolving on the officers of this cadre pertain to procurement, receipts, issues, handling, distribution and warehousing of goods. Besides, they are also responsible for the procurement of services and works.
- 17.54 Presently, the Procurement and Supply cadre consists of a seven-level structure, comprising the grades of Assistant Procurement and Supply Officer, Procurement and Supply Officer, Senior Procurement and Supply Officer, Assistant Manager (Procurement and Supply), Manager (Procurement and Supply) and Deputy Director (Procurement and Supply) under the headship of a Director (Procurement and Supply). Officers in these grades are posted to various ministries/departments, but work under the responsibility of the Ministry of Finance and Economic Development. The posting of the officers in terms of number and grades depends on the extent and complexity of the procurement and supply activities of the particular ministry/department.
- 17.55 In fairly big Ministries where many officers are required for effective service delivery, the tasks are organised in such a manner that while some officers perform procurement duties, others perform warehousing and distribution duties only. On the other hand, in small departments/units, where the posting of only one officer would suffice, the latter is required to perform all the tasks of the grade.
- 17.56 In this Report, in line with the general policy of delayering and flattening structures, we are reducing the number of levels through the merger of the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer and reviewing the mode of appointment to the grade of Assistant Manager (Procurement and Supply).

Procurement and Supply Officer/Senior Procurement and Supply Officer

- 17.57 Management has submitted that, to improve organisational efficiency, a merger of the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer is warranted since there exists a major overlapping of duties between the two levels. As the reduction in level proposed is in line with the Bureau's policy, we are merging the two levels.

Recommendation 9

17.58 We recommend that:

- (i) the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer be merged and restyled Procurement and Supply Officer/Senior Procurement and Supply Officer and be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officer (Personal) reckoning at least two years' experience in a substantive capacity. On complete phasing out of the grade of Assistant Procurement and Supply Officer (Personal), appointment to the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should be made by selection from among officers in the grade of General Services Executive *formerly Senior Officer* reckoning at least four years' service in the grade.**
- (ii) Procurement and Supply Officer/Senior Procurement and Supply Officers in post should possess the Diploma in Purchasing and Supply Management or the Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 to proceed beyond the Qualification Bar(QB) inserted in the salary scale.**
- (iii) Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the Diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided that they have:**

 - (a) drawn their top salary for a year; and**
 - (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Assistant Manager (Procurement and Supply)

17.59 The grade of Assistant Manager (Procurement and Supply) is filled on the basis of experience and merit of Senior Procurement and Supply Officers reckoning at least three years' service in a substantive capacity. In the context of the merger and in line with the 2008 PRB Report, we are reviewing the mode of entry to the grade of Assistant Manager (Procurement and Supply).

Recommendation 10

17.60 We recommend that the grade of Assistant Manager (Procurement and Supply) should, as from 01 July 2013, be filled by promotion, on the basis of experience and merit, of officers in the grade of Procurement

and Supply Officer/Senior Procurement and Supply Officer possessing a Degree in Purchasing and Supply Management and reckoning an aggregate of at least three years' service in a substantive capacity in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and the former grade of Senior Procurement and Supply Officer.

- 17.61 We also recommend that Assistant Managers (Procurement and Supply) should possess the Degree in Purchasing and Supply Management or an equivalent qualification to proceed beyond the QB inserted in the salary scale.

PROCUREMENT AND SUPPLY CADRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
21 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director (Procurement and Supply)
21 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Director (Procurement and Supply)
21 59 71	Rs 36600 x 1500 – 54600 Manager (Procurement and Supply)
21 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager (Procurement and Supply)
21 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Procurement and Supply Officer/Senior Procurement and Supply Officer <i>formerly Procurement and Supply Officer Senior Procurement and Supply Officer</i>
21 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Procurement and Supply Officer (Personal)

CENTRAL PROCUREMENT BOARD

- 17.62 The Central Procurement Board (CPB) is a body corporate established by virtue of the Public Procurement Act 2008 and is responsible for the approval of the award of major contracts for the public procurement of goods, services, consultancy works and consultant services for Ministries/Departments, Local Authorities, Rodrigues Regional Assembly and other Public Bodies.
- 17.63 The mission of the Board is to work towards timely acquisition of goods, services and works for the public sector to meet the needs of the targeted group.
- 17.64 The functions of the Board are, among others, to establish appropriate internal procedures for its operations and ensure compliance therein; vet bidding documents and notices submitted by public bodies; receive and publicly open bids; review the recommendations of a bid evaluation committee; and approve the award of contract or request the Evaluation Committee to make a fresh or further evaluation on specified grounds.
- 17.65 The Central Procurement Board is manned by a Chairperson, two Vice-Chairpersons and three Members appointed by the President of the Republic of Mauritius. The Board is serviced by a Secretary who attends meetings and participates in its deliberations, a Deputy Secretary and officers of the Central Procurement Cadre including officers of the General Services as designated by the Secretary to Cabinet and Head of the Civil Service.
- 17.66 The current structure meets the requirements of the Board and is maintained.

CENTRAL PROCUREMENT BOARD**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 00 90	Rs 102000 Secretary, Central Procurement Board (<i>Personal to incumbent in post as at 30.06.2008</i>)
01 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Secretary, Central Procurement Board (<i>Personal to incumbent in post as at 30.06.2008</i>)
01 53 64	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Assistant Manager, Central Procurement (<i>Personal to incumbent in post as at 30.06.2008</i>)

Salary Code	Salary Scale and Grade
01 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Central Procurement Officer (<i>Personal to incumbent in post as at 30.06.2008</i>)
01 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Central Procurement Officer (<i>Personal to incumbent in post as at 30.06.2008</i>)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

TREASURY

- 17.67 The Treasury is a department of the Ministry of Finance and Economic Development which is responsible, among others, for ensuring the adequacy of departmental accounting systems and procedures; advising Accounting Officers of Ministries/Departments on accounting and financial matters; and managing the cash flow of the government and certain public service benefits viz :- public service pensions, passage benefit scheme and loan facilities for the purchase of motor cars and motor/auto cycles.
- 17.68 The Treasury exercises general supervision over the receipts, expenditures and other disbursements of government and reports on the financial position of the Republic of Mauritius annually.
- 17.69 The Accountant-General is the administrative head of the Treasury and he is required to submit to the Director of Audit the financial statements showing the financial position of the Republic of Mauritius at the end of the calendar year. The Accountant-General is assisted by officers in the grades of Deputy Accountant-General and Assistant Accountant-General. The Department is also serviced by professional and technical cadres as well as by officers of the General Services.
- 17.70 In our 2008 Report, the organisational structure was reinforced with the creation of additional levels in order to enable the Department to discharge its function more efficiently and effectively. The present structure meets the requirements of the organisation and is, therefore, maintained.

Treasury Computer Operator (Personal)

- 17.71 Management has submitted that following a reorganisation exercise and computerisation of work processes at the Treasury, a few duties of the grade of Treasury Computer Operator (Personal) are being phased out. Consequently, the services of incumbents are not being used optimally. Request has, therefore, been made to revisit the duties of the grade in view of rendering the Treasury Computer Operator (Personal) polyvalent and fully operational, to which we are agreeable.

Recommendation 11

- 17.72 **We recommend that the duties in the scheme of service of the grade of Treasury Computer Operator (Personal) be enlarged, to include, among others, to provide administrative support in general administration, human resource management, finance and procurement and supply; undertake research in connection with the activities/policies of the Department'; keep records of official documents, manage and ensure their safekeeping; and act as Secretary to Committees.**

- 17.73 The Bureau has taken into consideration the additional duties devolving upon the Treasury Computer Operator (Personal) in arriving at the recommended salary.

TREASURY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 00 94	Rs 114000 Accountant-General
01 00 84	Rs 81000 Deputy Accountant-General
01 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Assistant Accountant-General
01 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Accountant
01 47 67	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Accountant
01 52 64	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Officer-in-Charge (Passages) Officer-in-Charge (Pensions)
01 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Assistant Officer-in-Charge (Passages) Assistant Officer-in-Charge (Pensions)
04 41 55	Rs 21000 x 750 – 28500 x 900 – 32100 Treasury Computer Room Supervisor

Salary Code	Salary Scale and Grade
04 27 50	<p>Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750</p> <p>Treasury Computer Operator (Personal to Officer in post as at 30.6.1993)</p>
16 14 47	<p>Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500</p> <p>Machine Minder/Senior Machine Minder (Bindery)</p>
24 11 36	<p>Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850</p> <p>Driver Treasury Voucher Room Assistant</p>
24 05 27	<p>Rs 8500 x 250 – 12500 x 300 – 14300</p> <p>Stores Attendant</p>
24 00 22	<p>Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800</p> <p>General Worker (Personal to employees in post as at 30.06.08)</p>
24 00 16	<p>Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250</p> <p>General Worker</p>

STATISTICS MAURITIUS

- 17.74 Official Statistics is an indispensable element in the information system of all nations, providing data pertaining to the economic, demographic, social and environmental fields. Its importance can be highlighted by its ability to influence the success of Government policies. In line with its mission of providing coherent, timely, relevant and reliable statistics, consistent with international principles and standards, for effective policy and decision-making and for monitoring national development process, Statistics Mauritius, through the provisions of the Statistics Act No. 38 of 2000 as subsequently amended, is responsible for collecting, compiling analyzing, publishing all official statistics and ensuring quality data and its dissemination for effective policy and decision making and monitoring of national development processes.
- 17.75 Operating under the *aegis* of the Ministry of Finance and Economic Development, Statistics Mauritius aims to facilitate policy and decision making through timely provision of social and economic data.
- 17.76 The major achievements of Statistics Mauritius in the recent years have been:
- (i) reduced time to produce statistics from the Housing and Population census by six months;
 - (ii) the modernising of the statistics system and its alignment on best practice by setting up Statistics Mauritius as an autonomous body; and
 - (iii) the achievement of Special Data Dissemination Standards (SDDS) for statistics.
- 17.77 Some of the activities of Statistics Mauritius have been decentralized through the creation of statistical units in certain Ministries/Departments which are manned by its own officers. At Statistics Mauritius itself, the activities are organised around the three sections, namely Economic Division, Social Division and Logistics and Research. Each of these sections is under the responsibility of a Deputy Director who reports to the Director of Statistics.
- 17.78 As the organisation structure of the Statistics Mauritius is adequate to enable it deliver efficiently and effectively on its mandate, we are maintaining same.

STATISTICS MAURITIUS
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
20 00 93	Rs 111000 Director of Statistics
20 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director of Statistics
20 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Statistician
20 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Statistician
20 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Statistician
20 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Statistical Officer
20 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior Statistical Officer
20 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Statistical Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

VALUATION DEPARTMENT

- 17.79 The Valuation Department operates under the *aegis* of the Ministry of Finance and Economic Development. It envisions to be the leading organisation in the provision of valuation, appraisal and consultancy services relating to real estate at the national level including the outer islands.
- 17.80 The services offered by the Valuation Department are mainly advisory in nature and the valuation advice is concentrated on matters related to property taxation, compensation payable on compulsory acquisition by Government, and rent payable/receivable by Government. In essence, the Valuation Department provides advice to all Ministries, Departments and Parastatal Bodies such as the Central Electricity Board, Wastewater Management Authority and the Mauritius Revenue Authority.
- 17.81 The Director, Valuation and Real Estate Consultancy Services, who is the Accounting/Responsible Officer of the Valuation Department, is supported in the day-to-day functions by the Deputy Director, Valuation and Real Estate Consultancy Services and assisted by officers of the Government Valuer cadre and those of the Property Referencer cadre.
- 17.82 The organisation structure is appropriate to enable the Valuation Department fulfil its mandate.

Recruitment and Retention Problems

- 17.83 It has been reported by Management that despite substantial amount of effort and motivation provided to officers of Property Referencer cadre to pursue professional courses in order to join the professional cadre, there is a continuous recruitment and retention problem in the Government Valuer cadre.
- 17.84 In the recent exercise for filling of posts of Government Valuer, there was hardly any qualified candidate. The Management avers that there is a need to increase the establishment size of the grade of Government Valuer at the Valuation Department as there is always the risk that after acquiring experience, the Government Valuers may leave for private practice.
- 17.85 In order to attract potential candidates in the Government Valuer cadre, we are providing for a higher point of entry.

Recommendation 12

- 17.86 **We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, approve the higher salary point for new entrants in the grade of Government Valuer, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.**

Chief Valuation Technician

17.87 The staff unions have strongly argued that the grade of Chief Valuation Technician, which was made evanescent in the last review, be reinstated. In the 2008 PRB Report, the technical cadre of the Valuation Department was restructured in line with the general trend towards delayering and flatter structures. Since the grade of Lead Property Referencer was meant to be responsible for the area entrusted to him in the new set up, it was recommended that the grade of Chief Valuation Technician be gradually phased out.

17.88 Given that officers in the grade of Chief Valuation Technician are still required to act as an important liaison officer between Management and the technical staff and in order to ensure an effective coordination and supervision, we are in this Report, reinstating the grade of Chief Valuation Technician.

Recommendation 13

17.89 We recommend that the grade of Chief Valuation Technician be reinstated on the establishment of the Valuation Department and be restyled Chief Property Referencer.

**VALUATION DEPARTMENT
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
26 00 88	Rs 93000 Director, Valuation and Real Estate Consultancy Services
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Valuation and Real Estate Consultancy Services
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Lead Government Valuer
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Government Valuer
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Government Valuer

Salary Code	Salary Scale and Grade
26 52 63	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Chief Property Referencer <i>formerly Chief Valuation Technician (Personal)</i>
26 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Lead Property Referencer
26 40 54	Rs 20250 x 750 – 28500 x 900 – 31200 Senior Property Referencer
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Property Referencer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

COMPANIES DIVISION

- 17.90 The Companies Division is responsible for the implementation of a real time system for registration of companies and businesses and for offering easy and timely access to such relevant information. It is a regulatory body that enforces compliance with the legal requirement of the Companies Act 2001, the Business Registration Act 2002, the Insolvency Act 2009 and the Limited Partnership Act 2011.
- 17.91 The Division, which is ISO Certified, envisions to create a modern and efficient registry for companies in order to make the corporate sector one of the major players of the Mauritian economy and to provide the country with the necessary instruments to compete globally and contributing to the country's ranking in the Doing Business Index.
- 17.92 The Companies Division is headed by the Registrar of Companies, who also cumulates the functions of Registrar of Businesses, Director of Insolvency Services and the Registrar of Limited Partnerships. She is responsible for the formulation of its policies and ensures that day-to-day activities are carried out according to the relevant legislations. In the performance of her duties, she is assisted by the Deputy Registrar of Companies, the Technical and other Support Staff.
- 17.93 The present organisational structure and staff arrangement are geared towards achieving the objectives of the Division in giving satisfaction to stakeholders. We are, therefore, maintaining the present arrangements except for the reviewing of the mode of entry to the grade of Compliance Officer.

Change in Appellation

- 17.94 At present, the Registrar of Companies cumulates the functions of Registrar of Companies, Registrar of Businesses, Director of Insolvency Services and the Registrar of Limited Partnerships.
- 17.95 Management has submitted that, for the sake of transparency and to reflect the nature of work being performed under the different legislations, it would be more appropriate to change the status of the "Companies Division" to "Companies and Business Registration Department". The Ministry of Finance and Economic Development is agreeable to this submission.
- 17.96 Given the legal implications, it is advisable that the Companies Division takes up the matter with relevant authorities to amend existing legislation.

Compliance Officer (Roster)

- 17.97 At present, appointment to the grade of Compliance Officer (Roster) is made by selection from among officers in the grades of Clerical Officer/Higher

Clerical Officer and Officer now *restyled General Services Officer* possessing the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

- 17.98 Management has reported that it is becoming increasingly difficult to attract Clerical Officer/Higher Clerical Officers and Officers to work at the Department. Vacancies in the grade of Compliance Officer keep on recurring and training undergone at public expense is being drained out as the Division has to again provide training to new recruits. We are making appropriate recommendation.

Recommendation 14

- 17.99 **We recommend that, in future, recruitment to the grade of Compliance Officer (Roster) should be made by selection from among serving officers possessing a Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”. In the absence of qualified serving officers, recruitment should be made from among candidates possessing the prescribed qualification.**

COMPANIES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 95	Rs132000 Registrar of Companies (Personal)
18 00 90	Rs 102000 Registrar of Companies
18 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Registrar of Companies
18 57 69	Rs 34200 x 1200 – 36600 x 1500 – 51600 Assistant Registrar of Companies
18 54 65	Rs 31200 x 1200 – 36600 x 1500 – 45600 Chief Compliance Officer (Roster)

Salary Code	Salary Scale and Grade
18 48 61	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Compliance Officer (Roster)
18 40 54	Rs 20250 x 750 – 28500 x 900 – 31200 Senior Companies Officer (Roster) (Personal)
18 20 51	Rs 12250 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Compliance Officer (Roster)
12 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Official Receiver
12 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Deputy Official Receiver
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Photocopyist
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

REGISTRAR-GENERAL'S DEPARTMENT

- 17.100 The Registrar General's Department (RGD), which is a revenue earned cum service department, is responsible for the timely registration of deeds of transfer of property as well as property transactions and collection of revenue; regularly updating its database, publishing accurate records and facilitating retrieval of updated information in respect of land transactions.
- 17.101 The main functions of the RGD are organised under the Land Registry (Mortgage), Registration, Valuation and Campement/Campement Site Sections as follows:
- **The Land Registry** registers information on land ownership and its obligations. It safeguards the interest of the creditors and debtors and of parties in the sale and lease of immovable property.
 - **The Registration Section** registers particulars of deeds and documents submitted by members of the legal profession and the public, including the transfer of vehicles. It gives a "*date certaine*" to these documents and collects revenue for the year.
 - **The Valuation Section** deals with the computation and collection of duties and taxes on property. It ensures follow up, after reassessment of values, of immovable property by the Valuation and Real Estate Consultancy services including representations before the Assessment Review Committee and the Objection Unit.
 - **The Campement/Campement Site Section** monitors the collection of annual tax from campement site owners and campement owners.
- 17.102 To perform these different tasks, the RGD has divided its activities into various sections/units namely: Special Taxing Unit, Register of Deposits, Search and Case Hypothecaire, Registration and Valuation.
- 17.103 In order to render the Department more accessible and user-friendly, the RGD has brought important changes in its operations through the use of Information Technology and has computerised its services. An Electronic Search Room equipped with 50 computers has, in the first instance, been set up to facilitate search on land transaction by members of the public.
- 17.104 Eventually, procedures for the registration and transcription or inscription of property in the Land Registry have been streamlined and the time frame to register a property has been reduced from 210 days to 15 days. Additionally, scanning of paper-based "repertoires" has been implemented to preserve information, facilitate search and eliminate tampering of documents.
- 17.105 Further the paper-based Register of Deposit has been computerised to generate, for each land transaction, the title number and instantly updating the record/search room. Hence time for each transaction and search for

information on land transactions have been minimised and they are readily accessible.

- 17.106 The Registrar-General's Department has also played a major role in the Land Administration Valuation and Information System (LAVIMS), a project initiated by the Government of which registration of deed is a component. Significant amendments have been brought to existing legislations to facilitate the ease of doing business.
- 17.107 The RGD is headed by the Registrar-General, who also acts as Conservator of Mortgages and is the Authorised Officer for Campement and Campement Tax. She is responsible for the day-to-day administration of the department and is assisted by officers in the grades of the Deputy Registrar-General and Assistant Registrar-General, officers of the Registration Officer cadre and those of the General Services cadre.
- 17.108 Management has, in the context of this Report, submitted that there is an overlapping of duties among officers of the different levels in the Registration Officers cadre. There is a need to review the present organisational structure for more flexibility to organise work pattern, optimise use of human resources and accountability in the delivery of services.
- 17.109 As this request is in line with the current trend towards delayering, we are, streamlining the present structure to enhance working arrangement and reviewing the qualification requirements at entry level.

Registration Officer

Senior Registration Officer

Recommendation 15

- 17.110 **We recommend that the grades of Registration Officer and Senior Registration Officer be merged and restyled Registration Officer/Senior Registration Officer. Appointment, thereto, should be made by selection from among serving officers possessing the Cambridge Higher School Certificate with passes in at least two subjects obtained at one certificate at the General Certificate of Education "Advanced Level" or an equivalent acceptable qualification and the Internet and Computing Core Certification (IC3). In the absence of qualified serving officers, recruitment should be made from candidates possessing the prescribed qualifications.**
- 17.111 Incumbent would be required, among others, to collate inscribed and transcribed documents; prepare and process data to be fed in the computer system and retrieve such data as and when required; make/verify entries of required information in case hypothecaire including marginal entries; tax and process requests for certified copies of registered documents; notices and claims in connection with reassessment properties; verify notices and taxes generated by the computer and scan documents; provide customer service

for on-line submission of documents; represent the Registrar-General in court; organise, supervise and monitor the work of Copyist and Check Clerks and Officers.

Principal Registration Officer

Chief Registration Officer

Recommendation 16

17.112 We recommend that the grade of Principal Registration Officer and Chief Registration Officer be merged and restyled Principal Registration Officer/Chief Registration Officer. The grade should be filled by promotion on the basis of experience and merit, of officers reckoning either two years' service in a substantive capacity in the grade of Registration Officer/Senior Registration Officer or an aggregate of two years' service in a substantive capacity in the grades of Senior Registration Officer and Registration Officer/Senior Registration Officer.

17.113 Incumbents would be required, among others, to assist the Assistant Registrar-General in the performance of his duties; make analysis of authenticated copies of notarial deeds or letter from bank and make entries in the margin of inscription for erasure and ensure follow-up; collate relevant information with original deed; tax and forward document for payment; sign or e-stamp photocopies of documents and registration certificates; examine cases and deal with appeals against assessment of duties and taxes; prepare and compile periodic report including annual reports; attend Court/Assessment Review Committee; prepare mortgage certificates; verify particulars and prepare comments relating to complaints and keep a register of arrears of revenue.

Recommendation 17

17.114 We further recommend that, in future, appointment to the grade of Assistant Registrar-General should be made by selection from among officers who:

- (i) reckon an aggregate of at least of five years' service in a substantive capacity in the grades of Principal Registration Officer/Chief Registration Officer and Principal Registration Officer or Chief Registration Officer;**
- (ii) possess a Diploma in Legal Studies or Law and Management or an equivalent qualification acceptable to the Public Service Commission;**
- (iii) have a sound knowledge of matters relating to duties and taxes and land registry; and**
- (iv) are able to lead a team of officers.**

REGISTRAR-GENERAL'S DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 00 90	Rs 102000 Registrar-General (with Legal Qualifications)
18 00 88	Rs 93000 Registrar-General (Future Holder)
18 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Registrar-General
18 57 69	Rs 34200 x 1200 – 36600 x 1500 – 51600 Assistant Registrar-General
18 47 64	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Registration Officer/Chief Registration Officer <i>formerly Principal Registration Officer</i> <i>Chief Registration Officer</i>
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Inscription and Check Clerk
18 19 53	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Registration Officer/Senior Registration Officer <i>formerly Registration Officer</i> <i>Senior Registration Officer</i>
18 14 44	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Copyist and Check Clerk (Personal)
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery) (Roster)

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

18. VICE-PRIME MINISTER'S OFFICE, MINISTRY OF PUBLIC INFRASTRUCTURE, NATIONAL DEVELOPMENT UNIT, LAND TRANSPORT AND SHIPPING

- 18.1 The Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping ensures the implementation of infrastructural projects dealing with bridges, roads and government buildings; the implementation of policies for a safe and efficient transport system; and safety of ships and protection of the marine environment. The Ministry has under its portfolio the Public Infrastructure Division, the National Development Unit, the Land Transport Division and the Shipping Division.

PUBLIC INFRASTRUCTURE DIVISION

- 18.2 The Public Infrastructure Division envisions to construct, embellish, preserve and enrich the built and unbuilt environment in the interest of functionality, aesthetics, public health, safety, welfare and culture, conducive to efficiency and comfort for the users and the public at large.
- 18.3 Its objectives are, among others, to implement all civil engineering projects in compliance with the Financial Management Manual (FMM) and the Public Procurement Act (PPA); provide prompt response and professional advice to the client in the design, maintenance, contracting, monitoring and supervision of government infrastructural projects to ensure value for money; and provide an efficient and effective asset management service for all government buildings. To this end, the Public Infrastructure Division ensures the useful life of government buildings and other assets; improves access, connectivity and mobility; and enhances community welfare through provision of social infrastructure.
- 18.4 The technical sections under the Public Infrastructure Division are: the Civil Engineering Section, Mechanical Engineering Section, Quantity Surveying Section and the Architect Section. Each section is headed by a Director in the respective discipline and supported by both professional and technical staff.
- 18.5 We are, in this Report, creating a grade of Head, Works Cadre as well as maintaining the established mechanism to address the problems of recruitment and retention at the Ministry. We are also revising the quantum of the different allowances payable to eligible officers.

Allowance for Supervision

- 18.6 Following the merger of grades in the Engineer (Civil), Architect, Quantity Surveying and Mechanical Engineering cadres, those officers who were seniors prior to the merger are granted an allowance equivalent to two

increments at the point they have reached in their respective salary scale. We are maintaining this provision.

Recommendation 1

- 18.7** We recommend that officers in the grades of Engineer/Senior Engineer (Civil), Architect/Senior Architect, Quantity Surveyor/Senior Quantity Surveyor and Mechanical Engineer/Senior Mechanical Engineer, who held the posts of Senior Engineer (Civil), Senior Architect, Senior Quantity Surveyor and Senior Mechanical Engineer respectively as at 30 June 2008 and who are still required to assume the team leadership role and to supervise the professionals in their respective disciplines, should be paid an allowance equivalent to two increments at the point they have reached in their respective salary scale.

Incremental Movement

Recommendation 2

- 18.8** We recommend that only those officers of the Engineering/Architecture/Quantity Surveying cadre in post as at 31 December 2012 drawing salary in a scale the maximum of which is not less than Rs 54600 be allowed to proceed incrementally by one additional increment over and above the special provision set out at paragraph 10.46 of this Report, on the same terms and conditions.
- 18.9** We also recommend that only those officers of the Engineering/Architecture/Quantity Surveying cadre in post as at 31 December 2012 drawing salary in a scale the maximum of which is not less than Rs 61200 be allowed to move incrementally by two increments over and above the provision set out at paragraph 10.46 of this Report, on the same terms and conditions.
- 18.10** The recommendations set out at paragraphs 18.8 and 18.9 above should equally apply to the corresponding grades in the fields of Engineering/Architecture/Quantity Surveying in the Public Sector.

Higher Salary Point

- 18.11** The survey results on Recruitment and Retention in the public sector reveal that the Ministry is still facing difficulties in filling vacancies in the fields of Architecture, Quantity Surveying and to a lesser extent in Civil Engineering. In order to ensure enlistment of the services of officers with the right profile and calibre in the fields of Architecture, Quantity Surveying and Engineering, we are making provision for a higher point of entry.

Recommendation 3

- 18.12** We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee,

continue to approve the higher salary point for new entrants in the grades of Engineer/Senior Engineer (Civil), Architect/Senior Architect and Quantity Surveyor/Senior Quantity Surveyor, based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.

Mounting of Courses in Architecture and Quantity Surveying

- 18.13 With a view to alleviating the problems of recruitment and retention in the longer term, the Ministry may still consider making arrangements with the University of Mauritius or the University of Technology, Mauritius for the mounting of courses in the fields of Architecture and Quantity Surveying and for the setting up of training schemes whereby trainees can be recruited and sponsored to pursue professional studies locally and/or abroad.

Recommendation 4

- 18.14 **We recommend that the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping should expedite the procedures for the:**

- (i) **mounting of courses in the fields of Architecture and Quantity Surveying at the University of Mauritius or the University of Technology, Mauritius or any other recognised institution; and**
- (ii) **setting up of training schemes whereby trainees satisfying the conditions for admittance may be recruited and sponsored to pursue professional studies locally and/or abroad.**

Special Professional Retention Allowance

- 18.15 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these professionals at the Ministry meaning that the SPRA has served its purpose of retaining professionals of high calibre.
- 18.16 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, therefore, maintaining the SPRA up to the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector for retaining professionals at these levels of operations.
- 18.17 The Management and officers of the Mechanical Engineering cadre have reported that they have continuously been encountering difficulties in attracting as well as retaining Mechanical Engineers at the Ministry. We are,

therefore, extending the Special Professional Retention Allowance to officers of the Mechanical Engineering cadre.

Recommendation 5

18.18 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance to officers of the Ministry in the Engineer/Senior Engineer (Civil), Architect/Senior Architect, Quantity Surveyor/Senior Quantity Surveyor and Mechanical Engineer/Senior Mechanical Engineer cadres as specified in the table below:

Salary	SPRA % of Monthly Salary
Rs 26250 up to Rs 54600 and reckoning at least 10 years' service in their respective grade	7
Above Rs 54600 and up to Rs 61200	7
Above Rs 61200 and up to Rs 75600	10
Above Rs 75600 and up to Rs 90000	12.5

18.19 We further recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provision made at paragraph 18.19 (i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

18.20 Should a Ministry face similar problems in the fields of Architecture, Quantity Surveying, Civil Engineering and any other field of

Engineering, the Ministry of Civil Service and Administrative Reforms may, on a case-to-case basis and depending on its merit, extend, subject to the approval of the High Powered Committee, the foregoing provisions, as appropriate.

Trainees in Engineering and Architecture

18.21 At present, graduates in Civil Engineering, Mechanical Engineering and Architecture who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, are paid a fee of Rs 18400 monthly. We are revising the quantum.

Recommendation 6

18.22 **We recommend that the fee payable be revised to Rs 21000 monthly.**

18.23 **We also recommend that Trainees in Civil Engineering, Mechanical Engineering and Architecture 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 5.40 per km or should be refunded bus fares.**

Survey Fees for the Mechanical Engineering Cadre

18.24 The officers of the Mechanical Engineering cadre of the Plaine Lauzun Mechanical Workshop are required to examine vehicles, purchased duty free by public officers and taxi owners, involved in accidents and declared total loss by the insurance companies. They also examine and advise on the adapted or modified cars for handicapped persons so as to enable them to purchase duty free vehicles. The survey fee paid to the officers of the Mechanical Engineering cadre is at present Rs 625 per examination. We are revising the quantum.

Recommendation 7

18.25 **We recommend that the survey fee payable to the officers of the Mechanical Engineering cadre be revised to Rs 690 per examination.**

Examination Fees for the Mechanical Engineering Cadre

18.26 The officers of the Mechanical Engineering cadre of the Ministry are also paid a fee of Rs 625 per examination for carrying out examinations of vehicles for their road worthiness outside normal working hours upon the request of the National Transport Authority, Ministries, among others. We are revising the examination fees.

Recommendation 8

18.27 **We recommend that the fee payable to the officers of the Mechanical Engineering cadre be revised to Rs 690 per examination.**

Duty Allowance

18.28 At present, a Duty Allowance of Rs 625 monthly is paid after normal working hours to those Technical and Mechanical Officers and Senior Technical and Mechanical Officers of the Plaine Lauzun Mechanical Workshop who examine, assess, evaluate and report on damages sustained by Government vehicles involved in accidents. Since a few officers of the Mechanical Engineering cadre are also required to perform similar duties, we are extending the Duty Allowance to the officers concerned and reviewing the quantum.

Recommendation 9

18.29 We recommend that a Duty Allowance of Rs 690 monthly be paid to those officers of the Technical and Mechanical Officer cadre and Mechanical Engineering cadre who are required to examine Government vehicles involved in accidents after normal working hours.

Head, Works Cadre (New Grade)

18.30 The Public Infrastructure Division is presently divided into three zones. Each zone is headed by a Superintendent of Works who is assisted by officers of the Inspectorate cadre. In view of the increase in the level of activities and to ensure the proper monitoring of the three zones, there is need to reinforce the present structure with the creation of a grade at the apex of the Inspectorate cadre.

Recommendation 10

18.31 We recommend the creation of a grade of Head, Works Cadre. Promotion should be made, on the basis of experience and merit, of officers in the grade of Superintendent of Works reckoning at least two years' service in a substantive capacity in the grade.

18.32 The Head, Works Cadre would be required, *inter alia*, to organise, supervise and manage the works of the Superintendent of Works and other staff of the Inspectorate cadre; advise Management on matters related to all works carried out by the direct labour with due regards to efficiency and effectiveness; establish proper system of control of funds, assets and human resources and ensure that adequate security of proper records are kept and maintained; and ensure that events organised at national level such as National Day Celebrations, State Visits and socio-cultural and religious ceremonies are well coordinated.

**MINISTRY OF PUBLIC INFRASTRUCTURE, NATIONAL DEVELOPMENT UNIT,
LAND TRANSPORT AND SHIPPING**

PUBLIC INFRASTRUCTURE DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 144000 Senior Chief Executive
02 00 94	Rs 114000 Permanent Secretary
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
<i>CIVIL ENGINEERING SECTION</i>	
26 00 87	Rs 90000 Director (Civil Engineering) (Personal to holder in post as at 31.12.12)
26 00 86	Rs 87000 Director (Civil Engineering) (Future Holder)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director (Civil Engineering)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Engineer
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Engineer/Senior Engineer (Civil)
<i>MECHANICAL ENGINEERING SECTION</i>	
26 00 87	Rs 90000 Director (Mechanical Engineering) (Personal to holder in post as at 31.12.12)
26 00 86	Rs 87000 Director (Mechanical Engineering) (Future Holder)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director (Mechanical Engineering)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Mechanical Engineer
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600 Mechanical Engineer/Senior Mechanical Engineer

Salary Code	Salary Scale and Grade
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100
	Senior Technical and Mechanical Officer
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400
	Technical and Mechanical Officer
22 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250
	Automobile Electronics Technician
26 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600
	Principal Technical Officer (Civil Engineering) Principal Technical and Mechanical Officer
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100
	Senior Technical Officer (Civil Engineering)
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400
	Technical Officer
<i>QUANTITY SURVEYING SECTION</i>	
26 00 87	Rs 90000
	Director (Quantity Surveying) (Personal to holder in post as at 31.12.12)
26 00 86	Rs 87000
	Director (Quantity Surveying) (Future Holder)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600
	Deputy Director (Quantity Surveying)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200
	Principal Quantity Surveyor

Salary Code	Salary Scale and Grade
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Quantity Surveyor/Senior Quantity Surveyor
26 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Quantity Surveyor
26 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Chief Technician (Quantity Surveying)
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Technician (Quantity Surveying)
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Technician (Quantity Surveying)
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Technician (Quantity Surveying)(Personal)
26 22 51	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Quantity Surveying)
26 61 71	Rs 39600 x 1500 – 54600 Head, Works Cadre (New Grade)
26 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Superintendent of Works
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Inspector of Works
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector of Works

Salary Code	Salary Scale and Grade
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Materials Testing Officer
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Materials Testing Laboratory)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Materials Testing Laboratory)
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Workshop Supervisor
04 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Plan Printing Operator
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Automobile Electrician</i> <i>Chief Blacksmith</i> <i>Chief Cabinet Maker</i> <i>Chief Carpenter</i> <i>Chief Coach Painter</i> <i>Chief Fitter</i> <i>Chief Locksmith</i> <i>Chief Mason</i> <i>Chief Motor/Diesel Mechanic</i> <i>Chief Painter</i> <i>Chief Panel Beater</i> <i>Chief Plumber and Pipe Fitter</i> <i>Chief Tinsmith</i> <i>Chief Turner and Machinist</i> <i>Chief Welder</i> <i>Chief Wood Machinist</i> Foreman

Salary Code	Salary Scale and Grade
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy vehicles above 5 tons) Driver (Mechanical Unit)
25 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Multi-Skilled Tradesman <i>formerly Multi-Skilled Tradesman (Building Construction) Multi-Skilled Tradesman (Automotive Electricity and Electronics)</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Automobile Electrician Blacksmith Cabinet Maker Carpenter Carpenter (Works) Coach Painter Diesel Testbench Operator Fitter Locksmith Mason Mason (Works) Mechanic (Works) Motor Mechanic Motor/Diesel Mechanic Painter Panel Beater Panel Beater (Works) Plumber and Pipe Fitter Sheet Metal Worker Tinsmith Turner and Machinist Typewriter Mechanic Welder Welder (Works) Wood Machinist Blinds Maker and Tarpaulin Mender Rattaner</i>

Salary Code	Salary Scale and Grade
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 26 43	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Head Survey Field Worker
24 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Survey Field Worker/Senior Survey Field Worker
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Vulcaniser
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Laboratory Attendant
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant Equipment Operator Toolskeeper (Plaine Lauzun – Workshop)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Herbicide Sprayerman Toolskeeper
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman (Works)
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Sprayerman

Salary Code	Salary Scale and Grade
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Gateman Vehicle Cleaner
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Works)(Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>ARCHITECT SECTION</i>	
26 00 87	Rs 90000 Director (Architecture) (Personal to holder in post as at 31.12.12)
26 00 86	Rs 87000 Director (Architecture) (Future Holder)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director (Architecture)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Architect
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600 Architect/Senior Architect
26 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Landscape Architect
26 56 69	Rs 33000 x 1200 – 36600 x 1500 – 51600 Chief Draughtsman

Salary Code	Salary Scale and Grade
26 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Principal Draughtsman
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Draughtsman
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
26 16 18	Rs 11250 x 250 – 11750 Trainee Draughtsman

NATIONAL DEVELOPMENT UNIT

- 18.33 The National Development Unit (NDU) operates towards the enhancement of the quality of life through three main activities namely, provision of community-based infrastructure and amenities; implementation of the land drainage programme; and provision of information, advice and related services to empower citizens.
- 18.34 Its mission is to bring the benefits of socio-economic development at the doorstep of people and protect the population from flood damages. In so doing, the Unit envisions to have an informed society benefiting from efficient and continually upgraded infrastructure and government programmes.
- 18.35 The main staffing of the Unit comprises officers in the Regional Development Officer (RDO) cadre and Citizens Advice Bureau (CAB) cadre, a Project Coordinator, Project Managers, Project Officers and Project Assistants.
- 18.36 Services provided by the NDU include, among others, socio-economic infrastructural development; social emancipation, promotion of entrepreneurial activities; protection and improvement of the environment; advice to citizens on their rights; connect citizens to available resources and bring state facilities and development to the doorstep of the citizens.
- 18.37 The NDU operates a network of 35 Citizens Advice Bureau across the island to provide a forum for citizens to interact with Citizens Advice Bureau Organisers, Regional Development Officers and Parliamentary Private Secretaries.
- 18.38 As the present structure is appropriate, we are maintaining it.

Project Coordinator

- 18.39 Presently, appointment to the grade of Project Coordinator is made by selection from among registered professional engineers reckoning 10 years' working experience in project management at senior professional level. The grade carries a flat salary of Rs 70000. It has been argued by unions that there exists a similar grade at the Ministry of Environment and Sustainable Development requiring the same entry qualifications, but drawing a different salary.
- 18.40 After an in-depth analysis, we consider that there is a need for harmonisation of similar positions particularly where duties, role and responsibilities are comparable in the Civil Service. We are, therefore, making necessary provision to that end.

Recommendation 11

- 18.41 We recommend that, in future, appointment to the grade of Project Coordinator should be made by selection from among Registered**

Professional Engineers with the Council of Registered Professional Engineers of Mauritius reckoning five years' experience in project management at senior professional level.

- 18.42 We further recommend that the grade of Project Coordinator with the flat salary of Rs 70000, on the establishment of the National Development Unit, be made evanescent.**

REGIONAL DEVELOPMENT OFFICER CADRE

- 18.43 The Regional Development Officer cadre 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.**

Regional Development Officer

- 18.44 It has been submitted that the activities carried out by the Citizens Advice Bureau have decreased as a result of the changing socio-economic landscape and with the advent of private radios. The Ministry has consequently proposed to review its functional organisational set-up. For a more judicious use of Human Resources and gainful utilisation of communication skills acquired by serving officers, the Regional Development Officer cadre is being opened for qualified officers of the Citizens Advice Bureau cadre to join the grade of Regional Development Officer.**

Recommendation 12

- 18.45 We recommend that henceforth, appointment to the grade of Regional Development Officer should be made by selection from among officers of the Citizens Advice Bureau cadre and in the grade of Assistant Regional Development Officer holding a degree in the relevant field from a recognised institution and who possess supervisory and communication skills.**
- 18.46 In the absence of qualified serving officers, appointment to the grade of Regional Development Officer should be made by selection from among candidates possessing a Cambridge Higher School Certificate or equivalent and a Degree in Sociology or Economics or Administration or Engineering from a recognised institution. Candidates should also reckon experience in community and social work and should be computer literate.**
- 18.47 We further recommend that the grades in the Citizens Advice Bureau cadre should gradually be phased out on vacancy arising.**

NATIONAL DEVELOPMENT UNIT
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
02 00 84	Rs 81000 Chief Regional Development Officer
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Regional Development Officer
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Regional Development Officer
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Regional Development Officer
08 27 62	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Assistant Regional Development Officer (<i>Personal</i>)
26 00 86	Rs 87000 Project Coordinator (Personal to holder in post as at 31.12.12)
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Project Coordinator (Future Holder)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Project Manager

Salary Code	Salary Scale and Grade
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Project Officer
08 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Citizen's Advice Bureau Co-ordinator
08 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Assistant Citizen's Advice Bureau Coordinator
08 39 58	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Citizen's Advice Bureau Organiser
26 36 62	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Project Assistant
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

LAND TRANSPORT DIVISION

- 18.48 The Land Transport Division is responsible for the formulation and implementation of policies for a safe and efficient transport system. It ensures the provision of adequate and reliable public transport services by enforcement of Road Traffic Act and Regulations, licensing and registration of motor vehicles, and management of free travel scheme.
- 18.49 The main unit of the Land Transport Division is the Traffic Management and Road Safety Unit (TMRSU) which aims at ensuring safer roads and traffic fluidity. The services offered by the TMRSU are, among others, the implementation of traffic calming measures; study, design and implementation of accident remedial schemes; maintenance and updating of accident database; traffic study and analysis; junction control design; and road marking and traffic signing.
- 18.50 The Permanent Secretary and the Director (Civil Engineering) are respectively, the administrative and technical head of the Land Transport Division. The support staff comprises the professional and technical cadres and the General Services staff.
- 18.51 In view of the continuously changing traffic pattern and the decongestion program initiated across the country, we are, in this Report, consolidating the organisation structure of the TMRSU by creating a grade of Deputy Director (Civil Engineering), thus enabling the Unit to better attain its objectives.

Deputy Director (Civil Engineering) (New Grade)

- 18.52 The TMRSU has a major role to play in alleviating traffic congestion and improving the level of service along the road network. In this context, Management has submitted that a grade of Deputy Director (Civil Engineering) be created at the TMRSU to deputise the Director (Civil Engineering) in his absence and to better coordinate the activities of the Unit. The grade of Deputy Director (Civil Engineering) exists on the establishment of the Ministry. However, the proposed duties of the new grade of Deputy Director (Civil Engineering) at the TMRSU would be distinct from those of the Deputy Director (Civil Engineering) at the Public Infrastructure Division.
- 18.53 We have scrutinised the submission of Management and are, therefore, agreeable that there is need to create the grade of Deputy Director (Civil Engineering) at the TMRSU.

Recommendation 13

- 18.54 We recommend the creation of a grade of Deputy Director (Civil Engineering) at the Traffic Management and Road Safety Unit. Promotion should be made, on the basis of experience and merit, of**

officers in the grade Principal Engineer reckoning at least two years' service in a substantive capacity in the grade.

18.55 We further recommend that the scheme of service of the grade of Director (Civil Engineering) on the establishment of the Traffic Management and Road Safety Unit be amended such that promotion should be made, on the basis of experience and merit, of officers in the grade of Deputy Director (Civil Engineering).

18.56 Incumbent would be required, *inter alia*, to deputise the Director (Civil Engineering) as and when required; assist in the planning of Traffic Management and Road Safety Unit projects and to monitor the implementation thereof; participate in evaluation of bids; and supervise and co-ordinate the work of Principal Engineers and to hold regular meetings with them.

LAND TRANSPORT DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
<i>TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT</i>	
26 00 87	Rs 90000 Director (Civil Engineering) (Personal to holder in post as at 31.12.12)
26 00 86	Rs 87000 Director (Civil Engineering) (Future Holder)

Salary Code	Salary Scale and Grade
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director (Civil Engineering) (New Grade)
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Engineer
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 QB 50100 x 1500 – 54600 Engineer/Senior Engineer (Civil)
26 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Technical Officer (Civil Engineering)
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Civil Engineering)
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Civil Engineering)
22 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Electrical & Electronics)
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector of Works
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Draughtsman

Salary Code	Salary Scale and Grade
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
26 16 18	Rs 11250 x 250 – 11750 Trainee Draughtsman
10 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Communication Officer (General) Communication Officer (Oriental)
20 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Traffic Census Officer
20 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Traffic Census Officer
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Painter</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Mason Painter</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant and Equipment Operator
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant <i>formerly Tradesman's Assistant (Painter)</i> <i>Tradesman's Assistant (Mason)</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

SHIPPING DIVISION

- 18.57 The Shipping Division is the specialised arm of the Ministry responsible for Maritime Safety, Maritime Security, Protection of Marine Environment and Shipping matters. It ensures compliance with International Laws and Conventions on Maritime Safety and Security. It also acts as the Maritime Administration responsible for ensuring that all vessels registered under the Mauritian Flag and all foreign vessels plying in the Mauritian territorial waters comply with standards established under the International Maritime Conventions and National Laws.
- 18.58 The Division envisions to be a reliable and reputable ship registry having at heart the safety of life and property, the enhancement of maritime security and the preservation of the marine environment. To this end, it ensures, among others, that Mauritian Seafarers meet the standard of competence as specified in the Standards for Training, Certification and Watchkeeping of Seafarers (STCW); ensures the authenticity of certificates of competency issued by Foreign Administrations to Seafarers working on Mauritian vessels; provides familiarization/rating training, examination and certification according to STCW and issues survey certifications of convention size ships and non-convention size ships.
- 18.59 Headed by the Director of Shipping, the Division comprises four sections: Shipping Development, Technical, Ship Registration/Legal and Crew Matters and Training.
- 18.60 We are reinforcing the organisational structure with the creation of grades of Marine Information Officer, Maritime Security Officer and Marine Scientist. We are also providing for incentives to officers of the professional cadre as the Division is currently facing problems of recruitment and retention.

Technical Section

- 18.61 This 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 also ensures, through regular surveys and inspections, that all vessels are seaworthy. It comprises the grades of Nautical Surveyor and Principal Nautical Surveyor; Marine Engineering Surveyor and Principal Marine Engineering Surveyor; Nautical Inspector; and Marine Engineering Inspector.
- 18.62 The Ministry is currently encountering difficulties in recruiting and retaining officers in the grades of Nautical and Marine Engineering Surveyors. These Surveyors are responsible for surveys and inspection of vessels. According to the Survey on Recruitment and Retention problems in the Public Sector carried out by the Bureau in the context of this Report, the grade of Nautical Surveyor has registered a vacancy rate of 66% while the grade of Marine Engineering Surveyor though a funded position, has not been filled. With a

view to facilitate recruitment and retention of staff with required skills and competencies, we are providing for a Special Professional Retention Allowance to officers in the Marine Engineering Surveyor cadre and the Nautical Surveyor cadre.

Recommendation 14

18.63 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance (SPRA) to officers in the grades of Marine Engineering Surveyor and Principal Marine Engineering Surveyor as well as Nautical Surveyor and Principal Nautical Surveyor as specified in the table below:

Officers drawing salary of	SPRA % of Monthly Salary
Rs 26250 up to Rs 54600 and reckoning at least 10 years' service in their respective grade	7
above Rs 54600 and up to Rs 61200	7
above Rs 61200 and up to Rs 75600	10

18.64 We also recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

However, provision made at paragraph 18.64(i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

18.65 We further recommend that the Ministry may have recourse to granting allowances or higher than initial entry points or adjustments in salary to

officers in the grades mentioned at paragraph 18.63 subject to the approval of the Ministry of Civil Service and Administrative Reforms and concurrence of the High Powered Committee as recommended at Chapter 12 – Recruitment and Retention in the Public Sector of Volume 1 of this Report.

Djibouti Code of Conduct

- 18.66 The Mauritian Government, among some 18 other countries, is signatory to the Djibouti Code of Conduct. This Code concerns the repression of piracy and armed robbery against ships in the Western Indian Ocean and the Gulf of Aden. Signatory countries commit to cooperate towards: sharing and reporting relevant information; interdicting ships and/or aircrafts suspected of engaging in piracy or armed robbery against ships; ensuring that persons committing or suspected to commit such crimes are apprehended and prosecuted; and facilitating proper care, treatment and repatriation for victims of piracy or armed robbery against ships.
- 18.67 On the basis of submissions from Management, we are providing for specialised grades to facilitate the implementation of the Djibouti Code of Conduct.

Marine Information Officer (New Grade)

Recommendation 15

- 18.68 **We recommend the creation of a grade of Marine Information Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Information Technology.**
- 18.69 Incumbent would be required, among others, to: collect, classify and keep-up-to date documents and reports from International Maritime Organisation (IMO), Indian Ocean Memorandum of Understanding on Port State Control, International Labour Organisation (ILO) and Djibouti Code of Conduct, etc; produce and promulgate Notice to Mariners, Merchant Shipping Notices, Navigation Warnings, Marine Guidance Notes and Marine Information Notes; manage all Shipping Division web accounts; and route all documents to appropriate sections.

Maritime Security Officer (New Grade)

Recommendation 16

- 18.70 **We recommend the creation of a grade of Maritime Security Officer. Appointment thereto, should be made by selection from among candidates possessing a Certificate of Competency as Chief Mate of Ship of 500 gross tonnage or more, Maritime Security training and reckoning at least 5 years' experience in Maritime Security OR Navy qualifications, Maritime Security training and reckoning at least 10 years' experience in Maritime Security.**

- 18.71 Incumbent would be required, among others, to: assist the Director of Shipping as the focal point for the Djibouti Code of Conduct; ensure that all Ship Owners and Port Facility adhere to relevant national/international conventions, codes and recommendations with respect to maritime security/counter piracy; make recommendation for training of security personnel on board ships and in Port Facility; prepare and update best management practices with respect to fight against piracy; and carry out security inspections on foreign vessels in port of Port Louis.

Marine Scientist (New Grade)

- 18.72 The Division is currently leading a project on Ballast Water Management with the Mauritius Oceanography Institute. The competency of a Marine Scientist is, therefore, needed to help the Division discharge its responsibilities with respect to the marine environment, the moreso, as most of the IMO Safety Conventions have an environmental component.

Recommendation 17

- 18.73 We recommend the creation of a grade of Marine Scientist. Appointment thereto, should be made by selection from among candidates possessing a Degree in Marine Science/Marine Biology.**

- 18.74 Incumbent would be required, among others, to: carry out surveys, studies and experiments in accordance with relevant International Standards Maritime Conventions; undertake research and experiments and collect samples at sea; study the impact of ship's generated pollution on marine life; ensure that all marine developmental shipping projects are in line with the concept of "Maurice Ile Durable"; and run ongoing monitoring programmes to look for changes and trends in marine communities.

Ship Registration/Legal and Crew Matters Section

Extra Allowance for issue of port clearance to ships at odd hours

- 18.75 There has been a considerable increase in the traffic of ships in the Port Louis harbour over the past years. As a result, the Superintendent and the Assistant Superintendent of Shipping are required to be in attendance at the Capitainery Building after normal working hours to issue port clearances to departing ships.
- 18.76 We are making provision to compensate for the additional hours put in beyond normal working hours.

Recommendation 18

- 18.77 We recommend that arrangements be made for the Superintendent of Shipping and the Assistant Superintendent of Shipping who are required, on a regular basis, to put in additional hours of work for issue of port clearances to departing ships, to be granted equivalent time off**

for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of three months, the officers should be compensated at the normal hourly rate for extra hours put in subject to their having put in a minimum of 15 extra hours in a month.

SHIPPING DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
13 00 90	Rs 102000 Director of Shipping (Personal to holder in post as at 30.06.08)
13 00 88	Rs 93000 Director of Shipping (Future Holder) Secretary for Shipping Development (Personal to holder in post as at 30.06.08)
13 00 86	Rs 87000 Secretary for Shipping Development
13 76 82	Rs 63000 x 1800 – 68400 x 2400 – 75600 Deputy Director of Shipping
13 68 79	Rs 50100 x 1500 – 57600 x 1800 – 68400 Principal Marine Engineering Surveyor Principal Nautical Surveyor
13 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Marine Engineering Surveyor Nautical Surveyor Principal Maritime Officer

Salary Code	Salary Scale and Grade
13 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Superintendent of Shipping Senior Maritime Officer
13 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Maritime Security Officer (New Grade)
13 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Superintendent of Shipping Marine Scientist (New Grade)
13 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Maritime Officer
13 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Marine Information Officer (New Grade)
13 33 57	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Nautical Inspector Marine Engineering Inspector
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
Mauritius Maritime Training Academy	
06 64 78	Rs 44100 x 1500 – 57600 x 1800 – 66600 Principal, Mauritius Maritime Training Academy
06 50 73	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 Head, Deck Department Head, Engineering Department

Salary Code	Salary Scale and Grade
06 33 62	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Marine Training Officer
06 33 60	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Instructor, Mechanical Workshop
13 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Petty Officer
13 24 40	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Boatswain (Personal)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 School Caretaker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

NATIONAL TRANSPORT AUTHORITY

- 18.78 The role of the National Transport Authority (NTA) is to ensure that traffic is fluid, public transport services are adequate and reliable and that roads are safe. It is responsible, among others, for the implementation of Government Policies in respect of registrations and licensing of vehicles, parking control, vehicle examination, collection of road tax and other licence fees; and management of free travel system and road transport services. It enforces the Road Traffic Act 1962 and its subsequent amendments; Motor Vehicles (Third Party Risk) Regulations 1963; Public Service Vehicle Regulations 1984; and other Road Traffic Regulations.
- 18.79 The core activities of the NTA are, among others, the registration and transfer of ownership of motor vehicles; issue and renewal of motor vehicles and other operating licences; examination of vehicles as to their road worthiness; enforcement of conditions of operating licences; control of paid parking regulations and monitoring of bus service. It also caters for the issue of conductors' licence; removal permits and visitors permits; *certificat de gage*; identity cards for students and disabled persons; the payment of compensation for free transport scheme, subsidy on diesel and income support to bus operators.
- 18.80 So far, the NTA has issued/renewed about 45,000 motor vehicle licences and registered some 410,000 new vehicles. It is putting on line its licensing and registration services to satisfy public needs.
- 18.81 Activities of the NTA are carried out under two units, namely, the Transport Planning which is under the supervision of the Transport Planner, and the Technical Unit headed by the Transport Controller. These units have been organised in various sub units such as Vehicle Examination, Road Transport Inspectorate, Parking Control and Licensing /Registration, each with a specific role.
- 18.82 The NTA is headed by the Road Transport Commissioner who is the Accounting Officer of the Land Transport and Road Transport Management. He is supported in his tasks by the Deputy Road Transport Commissioner and officers of the Technical Unit and General Services grades. The Chief Road Transport Inspector is responsible for the day-to-day administration of the Road Transport Inspectorate and he is assisted in his tasks by officers of the Road Transport Inspectorate cadre and those of the General Services grades.
- 18.83 We are maintaining the organisational structure which is appropriate. However, we are reviewing the qualification requirement for the grade of Licensing/Registration Officer to enable recruitment from a larger pool of qualified candidates.

Recommendation 19

18.84 We recommend that, in future, appointment to the grade of Licensing/Registration Officer should be made by selection from among serving officers possessing a Higher School Certificate or passes in at least two subjects obtained in one certificate at the General Certificate of Education “Advanced Level”. In the absence of qualified serving officers, recruitment thereto should be made from external candidates possessing the prescribed qualification or equivalent.

Hours of Work

18.85 At present, officers in the grades of Road Transport Inspector and Senior Road Transport Inspector are called upon to work on roster on a six-day week basis, based on the operational needs of the Authority.

18.86 This arrangement, which provides management with the required flexibility to organise work outside normal working hours and during weekends and public holidays, is appropriate and is being maintained. **This element has been taken into account in the determination of the salaries of the respective grades.**

NATIONAL TRANSPORT AUTHORITY**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
26 00 88	Rs 93000 Road Transport Commissioner
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Road Transport Commissioner
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Transport Controller Transport Planner
26 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Transport Planner
26 40 55	Rs 20250 x 750 – 28500 x 900 – 32100 Senior Planning Assistant

Salary Code	Salary Scale and Grade
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Planning Assistant
02 46 67	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Manager, National Transport Authority
08 54 68	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Secretary, NTA Board
18 57 69	Rs 34200 x 1200 – 36600 x 1500 – 51600 Chief Road Transport Inspector
18 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Road Transport Inspector
18 41 58	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Road Transport Inspector (Roster)
18 33 55	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Road Transport Inspector (Roster)
26 61 73	Rs 39600 x 1500 – 57600 Chief Vehicle Examiner
26 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Vehicle Examiner
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Vehicle Examiner
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Vehicle Examiner

Salary Code	Salary Scale and Grade
18 29 52	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Senior Traffic Warden (Roster)
18 17 47	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Traffic Warden (Roster)
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Licensing/Registration Officer
18 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Licensing/Registration Officer
18 19 49	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Licensing/Registration Officer
26 17 46	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Station Master
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)(Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

19. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

- 19.1 The Ministry of Foreign Affairs, Regional Integration and International Trade is responsible for the implementation of foreign and trade policies and is involved in the development and formulation of policies that safeguard and promote the interests of the Republic of Mauritius and Mauritians abroad. The vision of the Ministry is, thus, to ensure a prosperous and sustainable Mauritius fully integrated into a peaceful, globalised and equitable world.
- 19.2 Its mission is to develop and implement a foreign policy that actively: builds and consolidates friendly ties globally and promotes peace and security at the international level; promotes, safeguards and defends the national interests of Mauritius; contributes towards the building of a secure, equitable and democratic international community; fosters economic growth through the expansion of trade and integrates Mauritius into the global economy; works towards sustainable development through the deepening and acceleration of regional integration; provides consular services and assistance to the Mauritian Diaspora and Nationals abroad; and develops a modern, effective and excellence-driven Ministry of Foreign Affairs, Regional Integration and International Trade.
- 19.3 The Ministry is under the administrative headship of the Secretary for Foreign Affairs who is also the Accounting and Responsible Officer. There are three Divisions under the Ministry namely the Foreign Affairs Division, Regional Integration Division and the International Trade Division which includes the Industrial Property Office.
- 19.4 Alongside the structure at the Headquarters of the Ministry, there are 20 Diplomatic Missions including two Consulates in the various parts of the world. These Missions are normally headed by an Ambassador/High Commissioner or a Consul as appropriate.

Foreign Affairs Division

- 19.5 The Foreign Affairs Division represents the core area of activity of the Ministry. It is divided into six Directorates viz the Bilateral Directorate I, Bilateral Directorate II, Bilateral Directorate III, Multilateral Political Directorate, Multilateral Economic Directorate and Protocol Directorate respectively. Each Directorate is headed by either an Ambassador or a Minister-Counsellor or a senior diplomatic officer.
- 19.6 The Bilateral Directorates are responsible for overseeing relations of Mauritius with other States on a bilateral basis; the Multilateral Political Directorate is responsible for multilateral political issues on the international agenda and activities relating to regional and international organisations; the Multilateral

Economic Directorate focuses on emerging economic and trade issues at international level; and the Protocol Directorate is responsible, *inter alia*, to facilitate visits by Heads of States, Heads of Government and guests of the Government of Mauritius and provides protocol support and courtesies during such visits.

- 19.7 The Secretary for Foreign Affairs heads the Division. He is assisted in his tasks by a Permanent Secretary and officers of the Diplomatic cadre. We are, in this Report, reinforcing the structure of the Division by providing a new level to monitor and manage all projects of the Ministry.

Project Manager, Foreign Affairs (New Grade)

- 19.8 The missions overseas are housed in old buildings as well as in recently constructed ones. These buildings are government owned and nearly most of them require maintenance and upgrading in a cost-effective manner.
- 19.9 Management has represented that in the context of implementation and management of the renovation/refurbishment projects, the services of a Project Manager are imperatively required for the examination of technical reports submitted by overseas consultants. The Bureau has carefully examined the request and is making provision for this new level to enable the Ministry to manage and monitor its infrastructural projects in a cost-effective and efficient manner.

Recommendation 1

- 19.10 **We recommend the creation of a grade of Project Manager, Foreign Affairs on the establishment of the Ministry of Foreign Affairs, Regional Integration and International Trade.**
- 19.11 **Appointment thereto, should be made by selection from among candidates possessing a Degree in Civil Engineering recognised by the Council of Registered Professional Engineers of Mauritius together with a minimum of three years' post registration experience in project management.**
- 19.12 Incumbents would be required to, *inter alia*, monitor and manage all the projects of the Ministry; assist in the implementation of infrastructural projects of the Ministry; prepare project write-up and tender documentation and assist in evaluation of tenders; monitor progress on projects and submit progress reports at regular intervals to Management; and assist the Ministry in the preparation of budget for building and civil engineering projects.
- 19.13 **We further recommend that the post should be filled on contractual terms for a period to be determined on the basis of the duration of the projects.**

Attaché (Administration)

- 19.14 The grade of Attaché (Administration) which belongs to the General Services Class exists on the establishment of the Ministry of Foreign Affairs, Regional Integration and International Trade. Management has submitted that, besides performing the normal duties of the grade, incumbent is also required to represent the Mauritius mission abroad in meetings, conferences and socio cultural activities/events and prepare reports for submission to the Ministry. **We have considered this in arriving at the salary recommended for the grade which is being made evanescent.**

Accumulated excess hours of work

- 19.15 In the 2008 PRB Report, we allowed officers posted in the Protocol Directorate to carry over the excess hours of work accumulated into the following year. We are maintaining this recommendation.

Recommendation 2

- 19.16 **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.**
- 19.17 **We also recommend that the excess hours accumulated that have been carried forward should lapse if not taken as time off in the year that they have been carried over.**

Entertainment Allowance

- 19.18 At present, the Secretary for Foreign Affairs and Ambassadors are paid a monthly entertainment allowance of Rs 6250 and Rs 4500 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations received when posted at the Head Office. We are maintaining this provision and revising the quantum.

Recommendation 3

- 19.19 **We recommend that the Secretary for Foreign Affairs and Ambassadors should be paid a revised monthly entertainment allowance of Rs 6875 and Rs 4950 respectively.**

Second Secretary

- 19.20 At present, Second Secretaries are allowed to proceed incrementally in the master salary scale up to salary point Rs 45000, subject to certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 4

19.21 We recommend that Second Secretaries be allowed to proceed incrementally up to the revised salary point Rs 54600 in the master salary scale through the grant of one increment every year provided they have:

- (i) drawn their top salary for a year, and
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding period of two years and have not been adversely reported upon on ground of conduct.

Duty Exemption to Ambassadors

19.22 Submissions have been received to allow Ambassadors returning to their home country, after a tour of service, to benefit from duty exemption on the car purchased by them in the country of posting. We are making appropriate provision to this effect.

Recommendation 5

19.23 We recommend that, subject to the approval of the High Powered Committee, Ambassadors returning to their home country after a tour of service in our mission abroad should be allowed to benefit, only once, from duty exemption on the car purchased by them in the country of posting and be governed by provisions as at paragraph 18.2.136 of Volume 1 of this Report.

Duty Free Facilities for Second Secretaries

19.24 Second Secretaries are eligible to loan facilities and 70% duty exemption subject to satisfying certain conditions. We are maintaining this provision and revising the salary point for eligibility to Duty Free Facilities.

Recommendation 6

19.25 We recommend that Second Secretaries, who by nature of their duties, are required to attend various conferences/meetings in other organisations, receive delegates, organise workshops/events and work after normal working hours on a regular basis and drawing a monthly salary of at least Rs 35400, should be eligible to loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report.

19.26 Appropriate recommendation in respect of Foreign Service Allowance and other allowances which are payable to officers of the Diplomatic cadre, have been made at Chapter 18 of Volume 1 of this Report.

Regional Integration Division

- 19.27 The Regional Integration Division is responsible to monitor activities relating to the regional organisations to which Mauritius belongs, namely the Southern African Development Community (SADC), Common Market for Eastern and Southern Africa (COMESA), Indian Ocean Commission (IOC) and the Indian Ocean Rim – Association for Regional Cooperation (IOR-ARC). Its portfolio includes issues relating to bilateral cooperation and the African continental integration which has a regional perspective.
- 19.28 The Division is headed by a Director, Cooperation who is assisted by a Deputy Director, Cooperation and is supported by officers in the grades of Principal Cooperation Analyst, Senior Cooperation Analyst and Cooperation Analyst.
- 19.29 While we are maintaining the organisation structure which is appropriate, we are restyling the grades in the Cooperation Analyst cadre and providing duty free facilities to Analyst (Cooperation) *formerly Cooperation Analyst* subject to certain conditions.

Duty Free Facilities for Analysts (Cooperation) *formerly Cooperation Analysts*

- 19.30 Submissions have been received for the grant of 70% duty exemption for the purchase of a car from officers in the grade of Analyst (Cooperation) *formerly Cooperation Analyst*. We are making recommendation in respect of this benefit.

Recommendation 7

- 19.31 **We recommend that, subject to the approval of the Ministry of Civil Service and Administrative Reforms, officers in the grade of Analyst (Cooperation) *formerly Cooperation Analyst* who are drawing a monthly salary of at least Rs 35400 and who by the nature of their duties are required on a regular basis to attend meetings/conferences, outside their organisation, receive delegates, organise events/workshops and regularly work after normal working hours, should be eligible to loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraph 18.2.23 and 18.2.46 of Volume 1 of this Report.**

International Trade Division

- 19.32 The vision of the International Trade Division is to ensure the smooth integration of Mauritius into a globalised and liberalised world economy. Its mission include, *inter alia*, to: formulate Trade Policies; elaborate the negotiating position of Mauritius at the level of the World Trade Organisation (WTO) and on trade pertaining to the different blocs/arrangements; monitor developments taking place at the multilateral and regional levels; and defend the interests of Mauritius in trade disputes.

- 19.33 The Division provides information to the public on trade policies at the bilateral, regional and multilateral levels through seminars, workshops, lectures and publications with a view to assisting or facilitating research on trade related matters in collaboration with the WTO and International Trade Centre through the database of the WTO Reference Centre.
- 19.34 Activities of the Division are organised into the Trade Policy Unit, the Industrial Property Office and the Industrial Property Tribunal.
- 19.35 The structure of the Trade Policy Unit comprises a Director, Trade Policy as Head, a Deputy Director, Trade Policy and officers of the Trade Policy Analyst cadre.
- 19.36 We are not bringing any major change as the present structure is appropriate except for the restyling of the grades in the Trade Policy Analyst cadre and maintaining the provision of duty free facilities for Trade Policy Analysts.

Duty Free Facilities for Analysts (Trade Policy) formerly Trade Policy Analysts

- 19.37 Analysts (Trade Policy) formerly Trade Policy Analysts are eligible to loan facilities and 70% duty exemption subject to satisfying certain conditions. We are maintaining this provision and revising the salary point for eligibility to Duty Free Facilities.

Recommendation 8

- 19.38 We recommend that Analysts (Trade Policy) formerly Trade Policy Analysts, who by nature of their duties, are required to attend various conferences/meetings in other organisations, receive delegates, organise workshops/events and work after normal working hours on a regular basis and drawing a monthly salary of at least Rs 35400, should be eligible to loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report.**

INDUSTRIAL PROPERTY OFFICE

- 19.39 The Industrial Property Office (IPO), which has been established under the Protection Against Unfair Practices (Industrial Property Rights) Act 2002 is responsible for the protection of Industrial Property in Mauritius. Its objective is to provide an efficient and timely registration of Trade Mark and Industrial Property and grant of patents. IPO enforces the Protection Against Unfair Practices (Industrial Property Rights) Act 2002, the Patents, Industrial Designs and Trademarks (Regulations 2011) and other International Provisions such as the Patent Cooperation Treaty, the Hague Agreement and the WIPO's classification systems.

- 19.40 The core functions of the IPO are, among others, to provide a legal and administrative framework for the promotion and protection of the Industrial Property Rights; formulate and review Industrial Property Rights Policies and Legislations; maintain and disseminate Industrial Property information and documents. It also processes applications received for the protection of Industrial Property Rights and issues certificates and constantly updates and administers its legislation so as to keep pace with new international trade development policies.
- 19.41 IPO has a four level structure, consisting of the Controller, Industrial Property Office, Principal Industrial Property Officer, Senior Industrial Property Officer and Industrial Property Officer. At present, the post of Controller, Industrial Property Office is vacant and the qualification requirement in the scheme of service of the grade has been reviewed to enable filling of the post. The Principal Industrial Property Officer has been assigned the duties of the latter post to cater for the day-to-day administration of the office. Consequently, one Senior Industrial Property Officer has been assigned duties of the Principal Industrial Property Officer.
- 19.42 Following request from Management and after careful analysis of the competencies required at this level of operation for the post and availability of candidates with legal qualification on the market, we are making appropriate recommendation.

Recommendation 9

- 19.43 **We recommend that, in future, recruitment to the grade of Controller, Industrial Property Office should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes at Principal level in at least two subjects together with a Degree in Law and either a Master's Degree in Law or Postgraduate Diploma in Intellectual Property or in a related field and reckoning at least five years' experience in legal matters.**

**MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND
INTERNATIONAL TRADE
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 97	Rs 156000 Secretary for Foreign Affairs

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 00 90	Rs 102000 Minister Counsellor/Deputy High Commissioner
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 First Secretary
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Project Manager, Foreign Affairs (New Grade)
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Second Secretary
08 45 66	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Attaché (Administration) (Personal)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
REGIONAL INTEGRATION	
02 00 90	Rs 102000 Director, Cooperation
02 00 84	Rs 81000 Deputy Director, Cooperation (Personal)

Salary Code	Salary Scale and Grade
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Cooperation
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Analyst (Cooperation) <i>formerly Principal Cooperation Analyst</i>
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst (Cooperation) <i>formerly Senior Cooperation Analyst</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Cooperation) <i>formerly Cooperation Analyst</i>
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
INTERNATIONAL TRADE DIVISION	
02 00 90	Rs 102000 Director, Trade Policy
02 00 84	Rs 81000 Deputy Director, Trade Policy (Personal)
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Trade Policy
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Analyst (Trade Policy) <i>formerly Principal Trade Policy Analyst</i>
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst (Trade Policy) <i>formerly Senior Trade Policy Analyst</i>

Salary Code	Salary Scale and Grade
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Trade Policy) <i>formerly Trade Policy Analyst</i>
18 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Controller, Industrial Property Office
18 54 65	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Principal Industrial Property Officer
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Industrial Property Officer
18 39 54	Rs 19500 x 750 – 28500 x 900 – 31200 Industrial Property Officer
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Trade Policy Information Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

20. MINISTRY OF HOUSING AND LANDS

- 20.1 The vision of the Ministry of Housing and Lands is to have a planned development of the territory of Mauritius where it will be pleasant to live and work, where business can thrive and prosper, and where the natural beauty of the country will be preserved for the enjoyment of generations to come.
- 20.2 Its mission is, among others, to prepare a National Development Strategy (NDS), for long term growth and physical development of the country, its city, towns and rural areas, areas of significant environment conservation or restriction including coastal/lagoon areas and other significant land use opportunities and constraint areas; provide a framework for local authorities – i.e outline schemes; 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.
- 20.3 The core values of the Ministry of Housing and Lands are, among others, to support and encourage private sector development activities; integrate land use planning with the forthcoming new transport choice; reinforce and modernise the legal and institutional structure for physical development planning, control and enforcement so that meaningful and lasting results can be achieved; and achieve more effective management and use of state lands.
- 20.4 The major services offered by the Ministry of Housing and Lands are, *inter alia*, to provide affordable housing units to low income families; provide grant of casting of roof slab to low income families to complete the construction of their housing unit; issue planning clearances on state lands; prepare and approve development plans; lease state lands for industrial, commercial, residential, socio-cultural/religious and educational purposes; and acquire land to cater for timely implementation of public projects.
- 20.5 Activities at the Ministry are carried out by three technical arms, namely the Housing Division, the Planning Division and the Survey Division. The head of the technical wing of the Ministry of Housing and Lands is the Chief Technical Officer who is assisted by officers of the Housing Development cadre, Town and Country Planning cadre, Surveyor cadre and other technical staff.

Housing Division

- 20.6 The structure of the Housing Division comprises three main units, namely the Housing, Research, Policy and Strategy Unit; the Housing Finance Unit and the Project Implementation and Monitoring Unit. The objective of each Unit is to cater for spatial and non-spatial dimension of housing development.
- 20.7 The existing structure of the Housing Division is appropriate. We are, therefore, maintaining the set up.

Planning Division

20.8 The Planning Division is the central spatial planning service provider of Government and it plays a vital role in guiding development and investments having regard to Government programme on the short to long term to foster economic prosperity to all segments of the population and social progress. The main activities of the Planning Division are the identification of land for social housing projects of Government and give advice on hotels and major development projects for which state land is required.

20.9 In this Report, we are restyling a few grades more appropriately to reflect the true nature of duties performed by the incumbents.

Technical Design Officer Cadre formerly Town and Country Planning Draughtsman Cadre

Recommendation 1

20.10 We recommend that the following grades in the Planning Division be restyled as hereunder:

Grade	Restyled to
Chief Town and Country Planning Draughtsman	Chief Technical Design Officer
Principal Town and Country Planning Draughtsman	Principal Technical Design Officer
Senior Town and Country Planning Draughtsman	Senior Technical Design Officer
Town and Country Planning Draughtsman	Technical Design Officer
Trainee Town and Country Planning Draughtsman	Trainee Technical Design Officer

Survey Division

20.11 The Survey Division is mainly responsible for the management of state lands. In connection with the Land Administration, Valuation and Information Management System (LAVIMS) Project, the Division is required to set up a National Digital Cadastre in line with the Cadastral Survey Act 2011. The Chief Surveyor, who heads the Survey Division, is responsible for the effective and efficient management and administration of the Division and is also the guardian of all State Lands, "Pas Geometriques" and "Domaine Public".

20.12 Both the Management and the staff side have requested to restructure the Cartographer cadre by merging the grades of Cartographer and Senior Cartographer. We, therefore, compared the schemes of service and job description questionnaires, and found that there is excessive overlapping of

duties and responsibilities. On this basis and in line with the general policy of flatter structure for greater efficiency, we are re-designing the Cartographer cadre to a four-level hierarchy.

Recommendation 2

20.13 We recommend that the grades of Cartographer and Senior Cartographer be merged and restyled Cartographer/Senior Cartographer.

20.14 We further recommend that the scheme of service for the grade of Principal Cartographer be amended accordingly.

Training Scheme in Land Surveying

20.15 Diploma holders and graduates, who undergo training under the direct supervision of a Surveyor in order to obtain the Land Surveyor's Commission, are paid a monthly fee of Rs 13500 and Rs 18400 respectively. We are revising the quantum.

Recommendation 3

20.16 We recommend that the fee payable for undergoing training in Land Surveying be revised as follows:

Diplomates Rs 15700 monthly

Graduates Rs 21000 monthly

MINISTRY OF HOUSING AND LANDS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
26 00 90	Rs 102000 Chief Technical Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant

Salary Code	Salary Scale and Grade
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>HOUSING DIVISION</i>	
26 00 84	Rs 81000 Chief Housing Development Officer
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Housing Development Officer
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Housing Development Officer
26 41 43	Rs 21000 x 750 – 22500 Housing Development Cadet
08 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Housing Officer
08 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Assistant Housing Officer
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Assistant (Housing)
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Housing Clerk

Salary Code	Salary Scale and Grade
23 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Social Facilitator
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Housing Attendant
<i>PLANNING DIVISION</i>	
26 00 86	Rs 87000 Chief Town and Country Planning Officer
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Chief Town and Country Planning Officer
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Town and Country Planning Officer
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Town and Country Planning Officer
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Town and Country Planning Officer
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Sociologist/Planner (Personal)
26 56 69	Rs 33000 x 1200 – 36600 x 1500 – 51600 Chief Technical Design Officer <i>formerly Chief Town and Country Planning Draughtsman</i>
26 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Principal Technical Design Officer <i>formerly Principal Town and Country Planning Draughtsman</i>

Salary Code	Salary Scale and Grade
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Technical Design Officer <i>formerly Senior Town and Country Planning Draughtsman</i>
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Technical Design Officer <i>formerly Town and Country Planning Draughtsman</i>
26 16 18	Rs 11250 x 250 – 11750 Trainee Technical Design Officer <i>formerly Trainee Town and Country Planning Draughtsman</i>
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Development Control Officer
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Development Control Officer
26 16 19	Rs 11250 x 250 – 12000 Trainee Development Control Officer
26 40 55	Rs 20250 x 750 – 28500 x 900 – 32100 Senior Planning Assistant (Personal)
	<i>SURVEY DIVISION</i>
26 00 86	Rs 87000 Chief Surveyor
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Chief Surveyor
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Surveyor

Salary Code	Salary Scale and Grade
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Surveyor
26 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Surveyor
26 41 55	Rs 21000 x 750 – 28500 x 900 – 32100 Senior Survey Technician
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Survey Technician
26 16 19	Rs 11250 x 250 – 12000 Trainee Surveyor
26 58 73	Rs 35400 x 1200 – 36600 x 1500 – 57600 Chief Cartographer
26 52 66	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Principal Cartographer
26 29 60	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Cartographer/Senior Cartographer <i>formerly Cartographer</i> <i>Senior Cartographer</i>
26 16 18	Rs 11250 x 250 – 11750 Trainee Cartographer
26 12 45	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Plans and Records Officer (Personal)

Salary Code	Salary Scale and Grade
08 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Secretary, Morcellement Board
24 26 43	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Head, Survey Field Worker
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)
04 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Plan Printing Operator
24 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Survey Field Worker/Senior Survey Field Worker
	<i>NATIONAL PLANNING AND DEVELOPMENT COMMISSION</i>
08 45 68	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Secretary, National Planning and Development Commission

21. MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND REFORM INSTITUTIONS

- 21.1 The Ministry of Social Security, National Solidarity and Reform Institutions 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 Chagossians.
- 21.2 Its main objectives are, among others, to: provide social aid and assistance to vulnerable groups; assist and empower the disabled, the elderly and other vulnerable groups; enhance the quality of life of the elderly and senior citizens; reduce the level of recidivism for offenders and suicide; and promote family and social harmony as well as positive living.
- 21.3 The Ministry envisions to support national and social development for an inclusive society with the strategic direction to protect, promote and enhance social welfare and national solidarity; rehabilitate and integrate young offenders in the mainstream society; and empower disabled persons and the elderly.
- 21.4 The services of the Ministry comprise the provision of adequate financial assistance to needy persons; implementation of capacity building programmes for NGOs in collaboration with different partners; implementation of self-development, educational, creative, artistic and IT Literacy Programmes in Day Care Centres; provision of medical support, including domiciliary medical visits, and preventive health services to the elderly; implementation of additional mental and physical rehabilitation programmes for the elderly; payment of Non-Contributory Basic Pension; supervision and rehabilitation of offenders; supporting people with suicidal tendencies; and rehabilitation of juvenile offenders through Rehabilitation Youth Centres.
- 21.5 The main operational units of the Ministry are Social Aid and National Pensions and Reform Institutions which have been ascribed specific functions, such as 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.
- 21.6 The activities of the Elderly Sector are organised under different departments and specialised organisations such as the Medical Unit, the Recreation Centre for Senior Citizens, the Welfare and Elderly Persons' Protection Unit.
- 21.7 The Ministry has under its portfolio several parastatal bodies, namely the Training and Employment of Disabled Persons Board, Sugar Industry Labour

Welfare Fund, the National Solidarity Fund and the Chagossian Welfare Fund. 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 different Units.

- 21.8 The present organisational structure enables the Ministry and its different Units to meet their objectives efficiently and effectively and therefore we are not bringing any major change in the structure except for the creation of a grade of Life Care Officer in the Life Plus Unit.

Clerk Assistant

- 21.9 The grade of Clerk Assistant exists on the establishment of the Prime Minister's Office (Civil Status Division); Ministry of Agro-Industry and Food Security; Ministry of Social Security, National Solidarity and Reform Institutions; Ministry of Fisheries; and Ministry of Business, Enterprise and Cooperatives. Incumbents in this grade normally perform sub-clerical duties wherever they are posted. However, they are often called upon to perform higher duties. Following representations made by incumbents from this grade, the MCSAR in February 2011, approved the payment, to all Clerk Assistants posted to various Ministries/Departments, of an *ad hoc* allowance, equivalent to the responsibility allowance they would have drawn had they been assigned duties of Clerical Officer/Higher Clerical Officer, with effect from 4 January 2011 until the publication of the next PRB Report subject to (i) funds being available; and (ii) the Permanent Secretary is satisfied that the Clerk Assistants are operating at the level of Clerical Officer/Higher Clerical Officer.
- 21.10 During consultations with stakeholders for this Report, Management has submitted that in the given circumstances, the Clerk Assistants are performing at a higher level and the experience acquired over the years is being gainfully used. Additionally, the staff side has requested for a change in appellation to reflect the nature of duties they perform. The Bureau has examined the submissions and is making an appropriate recommendation.

Recommendation 1

- 21.11 **We recommend that:**
- (i) **the grade of Clerk Assistant be restyled Office Clerk;**
 - (ii) **the MCSAR, in collaboration with the relevant institution, mount an appropriate award course for Office Clerk *formerly Clerk Assistant*;**
 - (iii) **on successful completion of the award course, incumbents be allowed to move incrementally in the master salary scale up to salary point Rs 23250; and**

- (iv) Management should ensure that the officers are entrusted responsibilities commensurate to the position.

RECREATION CENTRES (Pointe aux Sables and Belle Mare)

“On-Call” and “In-Attendance” Allowances

21.12 The Ministry operates two Recreational Centres: one at Pointe Aux Sables and another one at Belle Mare mainly for senior citizens and disabled persons. The centres regularly host cultural and official functions, seminars and social activities. They are presently manned by officers in the grades of Manager, Recreation Centre, Senior Organising Officer and Organising Officer. They are also supported by officers of the Social Security cadre and by Disability Officers 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 revising the allowances.

Recommendation 2

21.13 We recommend the payment of an “In-Attendance” allowance to Disability Officers and officers of the Social Security cadre who are required to work beyond normal working hours at the Pointe aux Sables and Belle Mare Recreation Centres to provide a 24-hour coverage during nights, weekends and public holidays as hereunder:

Periods	“In-Attendance” Allowance Rs
Weekdays	
1600 – 2200 hours	280
2200 – 0800 hours the next day	460
Saturdays	
0800 – 2200 hours	650
2200 – 0900 hours the next day	510
Sundays and Public Holidays	
0900 – 1600 hours	330
1600 – 2200 hours	280
2200 – 0900 hours the next day	510

LIFE PLUS UNIT

21.14 The Life Plus Unit, *formerly the ‘Suicide Prevention Unit’*, became operational in February 2011 under the Ministry of Social Security, National Solidarity and Reform Institutions.

- 21.15 Its main aim is to keep suicide and its associated suffering to a minimum level. Currently, Life Plus Unit is working towards the implementation of the Action Plan 2009 of the Ministry.
- 21.16 Life Plus Unit is actively engaged in prevention of suicide at three levels: primary (promoting Positive and Healthy Living), secondary (carrying out Awareness Campaigns on Stress and Stress Management) and tertiary (explaining to people about the mechanism of suicide, how to identify people with suicidal tendencies and how to prevent them from committing suicide).
- 21.17 Presently officers of the Probation cadre are servicing the Unit and Management has submitted that there is need for a permanent structure for this unit.
- 21.18 According to official figures, there are about 100 cases of suicide and about 500 cases of attempt at suicide each year. Therefore, with a view to adopting the right approach in dealing with the problem of suicide in Mauritius and keeping in mind the guidelines of the recommendations of the World Health Organisation, a three-level structure has been proposed comprising Life Care Officers, Senior Life Care Officers and a Head, Life Plus Unit.
- 21.19 The staff of the Life Plus Unit would cater for two divisions: the Prevention Division and the Intervention Division. Officers of the Prevention Division would go on the field to explain the factors leading to the prevention of suicide. They would also carry out preventive work in the education sector, at the work place and in the community.
- 21.20 On the other hand, all cases of attempt at suicide would be followed by officers of the Intervention Division by providing medical help and psychological support to the affected persons.
- 21.21 We have carefully examined the submissions of Management, however, given that officers of the Probation cadre are presently servicing the Unit, we are at this stage providing for the first level only.

Life Care Officer (New Grade)

Recommendation 3

- 21.22 **We recommend the creation of a grade of Life Care Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Diploma in Social Work/Sociology/Psychology or an equivalent qualification.**
- 21.23 Incumbent would be required, among others, to deliver talks on Positive Living, Stress Management and Suicide Prevention in schools, at the workplace and in the community; attend the Chat Line of Life Plus; counsel service users of Life Plus in matters of Positive Living, Stress Management and Suicide Prevention; keep systematic records of cases of Suicide and

bereavement support; keep systematic records of cases of Attempt at Suicide and their follow up; report on people having attempted suicide and visit such cases wherever necessary; assist in the gathering of data and any other information pertaining to suicide; attend to the Hot Line of the Life Plus Unit after office hours, during weekends and public holidays; and identify people at risk and give them counselling help and support.

21.24 We further recommend that the present arrangement of servicing the Life Plus Unit should continue and posts at higher level be filled on needs basis only.

Disability Unit

21.25 The Disability Unit of the Ministry looks after the social and economic rehabilitation of physically handicapped persons for their integration in the mainstream society through education, training, employment, sports, culture and leisure. It is also responsible for the conceptualisation and implementation of disability policies and programmes. Presently the activities of this Unit are more focused on the empowerment of physically handicapped to facilitate their inclusion in society.

21.26 The present organisation structure of the Disability Unit comprises a three level hierarchy, namely the grades of Head, Disability Unit, Senior Disability Officer and Disability Officer.

21.27 In order to better reflect the nature of duties and level of responsibilities devolving upon the officers of the Disability cadre, we are restyling the cadre to more appropriate job appellations.

Recommendation 4

21.28 We recommend that:

(i) the Disability Unit be renamed Disability Empowerment Unit; and

(ii) the grades of this Unit be restyled as hereunder:

Present Appellation	New Appellation
Head, Disability Unit	Head, Disability Empowerment Unit
Senior Disability Officer	Principal Disability Empowerment Officer
Disability Officer	Disability Empowerment Officer/Senior Disability Empowerment Officer

Senior Social Security Officer**Principal Social Security Officer**

21.29 Provisions were made in the Errors, Omissions and Clarifications of the 2008 PRB Report to allow incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in Social Work or an equivalent qualification to move incrementally in the corresponding master salary scale up to salary points Rs 28000 and Rs 32500 respectively provided they have drawn their top salary for a year and have not been adversely reported upon on grounds of performance and conduct. We are maintaining these provisions.

Recommendation 5

21.30 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 34200 and Rs 39600 respectively provided that they have:

- (i) drawn their top salary for a year; and**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Medical Unit

21.31 The Medical Unit is governed by the provision of the National Pensions Act. Its main functions are to schedule Medical Boards Sessions for claimants applying for Basic Invalid Pensions, Carer's allowance, domiciliary visits, social aid and industrial injury allowance; Medical Tribunal Sessions; National Appeal Tribunal; and to provide health care to the elderly as per the objectives of the National Policy for the welfare of the Elderly.

21.32 Recently, a Medico-social project for providing medical and paramedical and social support network services has recently been introduced to provide support and to improve the conditions of the elderly to enable them to enjoy a good health and remain mobile and independent.

21.33 In order to provide these services efficiently, the Unit is headed by a Medical Director who is responsible for the control and supervision of medical assessments for pension purposes on a national basis. He is supported on the technical side by 48 Specialist/Senior Specialists, 46 Medical Practitioners, seven Physiotherapists, three Occupational Therapists and 45 Nursing Officers who work on sessional basis, and on the administrative side, by 40 staff who are on the establishment of the Ministry.

Special Medical Service Allowance

Recommendation 6

21.34 We recommend that the provision of Recommendation 24, made at paragraph 34.85 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance should be extended to the Assistant Director and the Director, Medical Unit.

Special Provisions for officers of the Medical Profession

Recommendation 7

21.35 We recommend that the provision of Recommendation 30 made at paragraphs 34.98 and 34.99 under the Ministry of Health and Quality of Life in respect of the special provisions for officers of the medical profession should equally apply to members of the medical profession at the Medical Unit.

Rent Free Telephone and Free Calls

Recommendation 8

21.36 We recommend that the provision of Recommendation 27, made at paragraph 34.93 under the Ministry of Health and Quality of Life, should equally apply to the Assistant Director, Medical Unit and the Director, Medical Unit.

Allowance for the Medical Profession

Recommendation 9

21.37 We recommend that the provision of Recommendation 22 made at paragraph 34.80 under the Ministry of Health and Quality of Life in respect of the Allowance for the Medical Profession should be extended to the Assistant Director, Medical Unit and the Director, Medical Unit.

Allowance to Doctors employed on a sessional basis

21.38 At present, Doctors employed on a sessional basis at the Ministry of Social Security, National Solidarity and Reform Institutions are paid allowances to service Medical Tribunal and Medical Boards.

21.39 It has been submitted that difficulties are being encountered to enlist the services of Specialists for the Medical Board/Tribunal. Specialists are reluctant to attend the sessions arguing that they are not adequately compensated. It has also been reported that many sessions have to be postponed due to unavailability of Specialists or refusal on their part.

21.40 We have examined the issue and we hold the view that **the Ministry could consider the advisability of employing doctors on contractual basis to serve the Medical Board/Tribunal and effect domiciliary visits.**

Recommendation 10

21.41 We recommend that the allowances paid to Doctors, employed on a sessional basis to service Medical Tribunal and Boards, should be revised as follows:

Grades	Allowances per session of 3 hours
Specialist servicing Medical Tribunal	1545
Specialist servicing Medical Board	1320
General Practitioner servicing Medical Board	1100

21.42 We further recommend that the Specialist employed on sessional basis to service Medical Tribunal should be paid the allowance, provided some five to seven cases are dealt with per session.

Domiciliary Visits

21.43 Doctors employed on sessional basis effecting domiciliary visit are paid an allowance of Rs 500 per claimant visited. Given that this service will continue to be provided, we are maintaining the allowance and revising the quantum.

Recommendation 11

21.44 We recommend that doctors employed on sessional basis for effecting domiciliary visit should be paid an allowance of Rs 610 inclusive of travelling expenses, per claimant visited.

On-Call and In-Attendance Allowance

21.45 Currently, Medical Practitioners employed on sessional basis to provide 24-hour medical coverage at the centre for Severely Disabled Persons at Pointe aux Sables are paid an allowance for being on-call and when actually in-attendance, they are paid an additional allowance inclusive of travelling time. As this arrangement will continue, we are revising these allowances.

Recommendation 12

21.46 We recommend that medical practitioners employed on sessional basis to provide 24-hour medical coverage at the centre for Severely Disabled Persons at Pointe aux Sables should be paid On-Call allowances as follows:

On-Call	Allowance (Rs)
Weekday 1200 hours to 0900 hours the following day	590
Saturday, Sunday and Public Holiday 0900 hours to 0900 hours the following day	715

- 21.47 When attending duty while being on call, the medical practitioners employed on sessional basis should be paid Rs 270 per hour, inclusive of travelling time.

21.1 REFORM INSTITUTIONS

Probation and After Care Service

- 21.1.1 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 and supported by officers of the Probation Officer cadre.
- 21.1.2 Incumbents in the Probation Officer 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 effect supervision of offenders in the community.
- 21.1.3 The present structural set-up enables the provision of an efficient and effective probation and after care service and, therefore, we are not bringing any structural change.

Probation Officer

- 21.1.4 A Qualification Bar (QB) is inserted in the salary scale of the grade of Probation Officer so that officers possessing a Diploma in Social Work or an equivalent qualification be allowed to move incrementally beyond the QB in their salary scale.

Recommendation 1

- 21.1.5 We recommend that incumbents in the grade of Probation Officer possessing a Diploma in Social Work or an equivalent qualification be allowed to move incrementally beyond the Qualification Bar (QB) inserted in their salary scale.**

Black Jacket Allowance

- 21.1.6 Presently, officers of the Probation cadre who are required by nature of their duties to work in a Court environment where the wearing of a black jacket and a tie is a necessity, are paid a Black Jacket Allowance of Rs 2500. We are revising same.

Recommendation 2

- 21.1.7 We recommend the payment of a Black Jacket Allowance of Rs 2750 yearly to officers of the Probation cadre who are required, by nature of their duties, to appear in Court in a black jacket with tie.**

Allowance (Hot Line Service)

21.1.8 The Ministry of Social Security, National Solidarity and Reform Institutions operates a 24-hour Hot Line Service to provide counselling and advice to the public on matters related to the prevention of suicide. Presently Principal Probation Officers, Senior Probation Officers and Probation Officers attend to the Hot Line Service against payment of an all-inclusive allowance. We are maintaining the present arrangement whilst revising the allowances.

Recommendation 3

21.1.9 We recommend that officers who are required to operate the Hot Line Service of the Ministry to answer phone calls received after office hours during weekdays, weekends and public holidays for the purpose of counselling and advice on matters related to suicide prevention, should be paid an all-inclusive allowance as follows:

Period	All-inclusive Allowance
Weekdays From 1600 hours to 0900 hours the following day	Rs 290 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day	Rs 395 per day/night period

Time Off Facilities

Recommendation 4

21.1.10 We recommend that arrangements, should continue to be made for officers of the Probation Officer cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted, on application, 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, subject to their having put in a minimum of 15 extra hours in a month.

REHABILITATION YOUTH CENTRE

21.1.11 The Rehabilitation Youth Centre (RYC) of the Reform Institutions Division, operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions. Established under the Reform Institutions Act 1988, it has as main objective the rehabilitation of juvenile offenders, below the age of 18 years.

- 21.1.12 The RYC caters for separate sections for male and female offenders in two buildings located at Beau Bassin. Various academic, vocational, sports and artistic activities are carried out under the rehabilitation programmes, within and outside the RYC, for the welfare of the juvenile delinquents.
- 21.1.13 The RYC is headed by a Superintendent, who has the overall responsibility for the management and day-to-day administration of the Centre. The latter is assisted by Assistant Superintendents, Rehabilitation Youth Centre. The Officer, RYC cadre comprises six levels, which we consider to be appropriate.
- 21.1.14 Further to the submissions made in the context of this Report by both Management and the staff side, we are providing for a corresponding female grade to deal with welfare issues and creating a Bank of RYC Officers Scheme.

Welfare Officer, Rehabilitation Youth Centre (Female) (New Grade)

- 21.1.15 A grade of Welfare Officer, Rehabilitation Youth Centre exists on the establishment of the RYC. Management has submitted that there is need for a grade of Welfare Officer, Rehabilitation Youth Centre (Female) to cater for welfare issues of female inmates. We are providing for the creation of the grade.

Recommendation 5

- 21.1.16 **We recommend the creation of a grade of Welfare Officer, Rehabilitation Youth Centre (Female). Appointment thereto should be made by selection from among female officers of the Officer, RYC cadre possessing a Diploma in Social Work and reckoning at least five years' service in a substantive capacity in the grade and proven experience in social and welfare work. In the absence of qualified serving officers, the grade should be filled by selection from among candidates possessing a post 'A' level Diploma in Social Work and reckoning at least five years' experience in social and welfare work.**
- 21.1.17 Incumbent would be required to, *inter alia*, assist the Officer-in-Charge of the institution in the training and welfare of inmates; maintain contact between inmates and their families; establish and maintain links with the Probation Service; prepare inmates for discharge; assist in updating the system for the overall rehabilitation of inmates; and deal with the legal, social and family problems of inmates and liaise with their families.
- 21.1.18 **We further recommend that the scheme of service for the grade of Welfare Officer, Rehabilitation Youth Centre (Male) be amended such that, in future, appointment, thereto, should be made by selection from among male officers of the Officer, RYC cadre reckoning at least five years' service substantive capacity and proven experience in social and welfare work and possessing a Diploma in Social Work. In the absence of qualified serving officers, the grade should be filled by selection from**

among candidates possessing a post 'A' level Diploma in Social Work and reckoning at least five years' experience in social and welfare work.

Bank of RYC Officers Scheme

21.1.19 Management has submitted that very often, especially during weekends and at night, the RYC operates with a reduced number of officers and in case of absence of an officer, there is much disruption in the running of activities and proper control cannot be carried out. In order to palliate problems of shortage of staff and to attend to emergencies, request has been made for the creation of a bank of RYC Officers Scheme whereby the services of officers who are on leave or off duty may be used effectively against the payment of an allowance. We are agreeable to the proposal and recommending accordingly.

Recommendation 6

21.1.20 We recommend that:

- (i) a Bank of RYC Officers Scheme be established, comprising Officers, RYC; Female Officers, RYC; Senior Officers, RYC; Senior Female Officers, RYC; Principal Officers, RYC; and Principal Female Officers, RYC, who are off duty or on leave, to perform duties of RYC Officers, as and when required by Management in cases of shortage of staff or emergencies; and
- (ii) officers of the Bank of RYC Officers Scheme who are called upon to attend duty in such cases, as mentioned above, should be paid an allowance of Rs 450 for the first three hours put in and on a pro-rata basis for any additional hour.

Clothing Allowance

21.1.21 A Clothing Allowance is paid to officers of the RYC as their duties and functions require them not to wear uniforms. We are revising the quantum of the allowance.

Recommendation 7

21.1.22 We recommend the payment of a monthly Clothing Allowance of Rs220 to officers of the RYC.

Night Duty Allowance

21.1.23 At present, a Night Duty Allowance is paid to officers of the RYC as an incentive to perform night duty. Given the efficacy of the allowance in reducing absenteeism during night shift, we are maintaining same.

Recommendation 8

21.1.24 We recommend that the monthly Night Duty Allowance payable to officers of the RYC who effectively perform night shift, should be equivalent to 17.5% of the normal rate per hour for hours between

2300 hours and 0500 hours including a maximum of two hours lying-in period.

Night Attendance Bonus

21.1.25 A monthly Night Attendance Bonus in addition to the Night Duty Allowance is payable to the RYC Officers who attend duty on all scheduled nights. We are maintaining the provision while revising the quantum of the bonus.

Recommendation 9

21.1.26 **We recommend that the monthly Night Attendance Bonus payable to officers performing operations duties at the RYC, for attending duty on all scheduled nights during the month should be as hereunder:**

Grade	Reckoning up to 10 years' service	Reckoning over 10 years' service
Principal Officer, RYC Principal Female Officer, RYC	Rs 660	Rs 790
Senior Officer, RYC Senior Female Officer, RYC	Rs 520	Rs 660
Officer, RYC Female Officer, RYC	Rs 520	Rs 660

Attending duty during Emergencies

21.1.27 Officers performing operations duties at the RYC are granted time off in respect of work performed during cyclonic weather conditions or other emergencies despite not being scheduled to work. In the event they are not granted time off within a period of six months, they are compensated by way of an allowance at the normal hourly rate for such period of duty. **We are maintaining this provision for officers of the RYC in grades below those of Assistant Superintendent, RYC and Female Assistant Superintendent, RYC.**

Rent Allowance

21.1.28 Officers of the RYC who do not occupy government quarters are paid a monthly Rent Allowance as from their date of appointment, based upon their respective grades. We are maintaining the payment of the allowance, while revising the quantum.

Recommendation 10

21.1.29 **We recommend that eligible officers of the RYC who perform operations duties and who do not occupy government quarters should be paid a monthly Rent Allowance as hereunder:**

Grade	Amount (Rs)
Officer, Rehabilitation Youth Centre	735
Female Officer, Rehabilitation Youth Centre	735
Senior Officer, Rehabilitation Youth Centre	1010
Female Senior Officer, Rehabilitation Youth Centre	1010
Principal Officer, Rehabilitation Youth Centre	1010
Principal Female Officer, Rehabilitation Youth Centre	1010
Chief Officer, Rehabilitation Youth Centre	1090
Chief Female Officer, Rehabilitation Youth Centre	1090
Welfare Officer, Rehabilitation Youth Centre (Male) Welfare Officer, Rehabilitation Youth Centre (Female) (New Grade)	1180
Assistant Superintendent, Rehabilitation Youth Centre	1180
Female Assistant Superintendent, Rehabilitation Youth Centre	1180
Superintendent, Rehabilitation Youth Centre	1180

Early Retirement Scheme

21.1.30 Officers of the RYC are eligible to an early retirement scheme in line with what obtains in the Disciplined Forces. We are maintaining the scheme.

Recommendation 11

21.1.31 We recommend that officers of the RYC appointed as from 01 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing $28\frac{3}{4}$ 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 completing $34\frac{1}{2}$ years of service.

21.1.32 We also recommend that officers of the Officer, RYC cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

Medical Examination

21.1.33 At present, officers of the RYC on attaining the age of 60 are required to undergo a yearly medical examination in view of certifying their fitness for continued employment. **We are maintaining this provision.**

**MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY
AND REFORM INSTITUTIONS**

SALARY SCHEDULE

Salary Code	Grades and Salary Codes
02 00 94	Rs 114000 Permanent Secretary
09 74 85	Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000 Director, Medical Unit
09 63 79	Rs 42600 x 1500 – 57600 x 1800 – 68400 Assistant Director, Medical Unit
23 00 86	Rs 87000 Commissioner, Social Security
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Commissioner, Social Security
23 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Manager, National Pensions
23 52 68	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Assistant Commissioner, Social Security
23 48 60	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Social Security Officer
23 40 55	Rs 20250 x 750 – 28500 x 900 – 32100 Senior Social Security Officer
23 33 53	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Higher Social Security Officer

Salary Code	Grades and Salary Codes
23 23 50	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Social Security Officer
23 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Head, Disability Empowerment Unit <i>formerly Head, Disability Unit</i>
23 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Principal Disability Empowerment Officer <i>formerly Senior Disability Officer</i>
23 33 60	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Disability Empowerment Officer/Senior Disability Empowerment Officer <i>formerly Disability Officer</i>
23 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Manager, Recreation Centre
23 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Senior Organising Officer, Recreation Centre
23 24 53	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Organising Officer, Recreation Centre
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Office Clerk <i>formerly Clerk Assistant</i>
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 tons)

Salary Code	Grades and Salary Codes
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Cutter General Assistant
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Social Security Attendant Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker(Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
REFORM INSTITUTIONS	
23 80 83	Rs 70800 x 2400 – 78000 Commissioner of Probation and After Care
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Commissioner of Probation and After Care
23 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant Commissioner of Probation and After Care
19 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Psychologist (Clinical and Social)

Salary Code	Grades and Salary Codes
23 46 60	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Probation Officer
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Probation Officer
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 QB 32100 Probation Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
	LIFE PLUS UNIT
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Life Care Officer (New Grade)

REHABILITATION YOUTH CENTRE

SALARY SCHEDULE

Salary Code	Grades and Salary Codes
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Institutional Care Division
17 54 66	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Superintendent, Rehabilitation Youth Centre
17 49 60	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Assistant Superintendent, Rehabilitation Youth Centre Female Assistant Superintendent, Rehabilitation Youth Centre

Salary Code	Grades and Salary Codes
17 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Welfare Officer, Rehabilitation Youth Centre (Female) (New Grade) Welfare Officer, Rehabilitation Youth Centre(Male)
17 45 57	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Chief Female Officer, Rehabilitation Youth Centre Chief Officer, Rehabilitation Youth Centre
17 40 54	Rs 20250 x 750 – 28500 x 900 – 31200 Principal Female Officer, Rehabilitation Youth Centre Principal Officer, Rehabilitation Youth Centre
17 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Female Officer, Rehabilitation Youth Centre Senior Officer, Rehabilitation Youth Centre
17 20 48	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Female Officer, Rehabilitation Youth Centre Officer, Rehabilitation Youth Centre
17 12 14	Rs 10250 x 250 – 10750 Trainee Officer, Rehabilitation Youth Centre Trainee Female Officer, Rehabilitation Youth Centre
23 19 47	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Matron
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

22. MINISTRY OF EDUCATION AND HUMAN RESOURCES

- 22.1 The Ministry of Education and Human Resources caters for the education of pupils aged between 3 and 12 years and students aged up to 20 years. It is responsible for providing equitable access to quality pre-primary, primary and secondary education.
- 22.2 The Ministry of Education and Human Resources envisions to promote a World Class Quality Education accessible to all. To this end, it aims at increasing equitable access to education and enhance its quality and relevance. It ensures that all children aged three to five years have access to pre-primary education; sustains equitable access to quality education, ensuring that all learners attain high levels of achievement on the basis of lifelong learning; ensures that all students are given the opportunity to embark on and complete upper secondary education for employability, and higher and further education and training; provides an efficient and effective Technical and Vocational Education and Teaching (TVET) system of greater public esteem responsible to meet the present and future needs; and improves access in line with an inclusive education policy for children with special needs, among others.
- 22.3 The Ministry's priority objectives are:
- (i) for the pre-primary sector, to reduce systemic inequity so that all children have access to quality pre-primary education; and to ensure that all pre-primary schools offer quality education;
 - (ii) for the primary sector, to ensure equitable access to quality education; ensure all children are numerate and literate at the end of primary schooling; and enhance the overall development of pupils through participation in extra and co-curricular activities;
 - (iii) for the secondary sector, to ensure equitable access to quality secondary education; ensure all children who enter Form I leave after successfully completing Form VI or alternate programmes; and enhance the overall development of students through participation in extra and co-curricular activities;
 - (iv) for the prevocational stream, to improve life opportunities and to facilitate future employability; and
 - (v) for the Special Education Needs of school age children, to improve and increase access to quality education for children with disabilities.
- 22.4 The Ministry has embarked on a number of reform initiatives:
- In the Primary Sector: introduction of Kreol Morisien and Bhojpuri as optional languages in Standard I, continuous assessment in Standards III & IV; application of new technologies in the processes of teaching, enhancement programme, summer school programme, among others;

- In the Secondary Sector: National assessment at Form III; facilitate access to students of Lower VI; and
- In the Pre-Vocational Stream: the three-year programme has been extended to four years.

22.5 The Ministry operates a Technical Division, headed by a Chief Technical Officer who is responsible for developing educational strategies and policies so as to bring education in line with the development of the country. The Chief Technical Officer is also responsible, among others, for school management, curriculum development and administrative matters. Furthermore, the Ministry operates a Quality Assurance and Inspection Division, a National Education Counselling Service, a Career Guidance and a Library Service. A number of parastatal bodies operates under its *aegis* and contributes towards the overall mission of the Ministry.

22.6 We are, in this Report, bringing some improvements to the conditions of service which are specific to the education sector and reinforcing the structure, where necessary, for greater efficiency.

PRIMARY SCHOOL SECTOR

22.7 The primary school sector caters for the education of children aged between 5 and 12. There are, at present, 307 primary schools in the Republic of Mauritius: 291 in the Island of Mauritius, 14 in Rodrigues and 2 in Agalega with a total primary school population of 116,068 as at 2011. The majority (222 of the schools) are run by Government; 51 by the Roman Catholic Education Authority; 2 by the Hindu Education Authority and the other 30 are private non-aided schools. The curriculum at primary level comprises a panoply of subjects out of which English Language, French, Mathematics, History/Geography, Science and a number of Oriental Languages (OL) including Hindi, Urdu, Tamil, Telugu, Marathi, Modern Chinese and Arabic are examinable subjects.

22.8 The primary school sector is called upon to continually update itself to meet the new challenges facing the education sector. Numerous changes have recently taken place, namely the application of new technologies in the processes of teaching with the introduction of the interactive board (sankore project) and the introduction of Mauritian Kreol and Bhojpuri as optional subjects; the enhancement programme to enrich the learning experience of standard IV pupils through their active participation in extra and co-curricular activities; Summer School Programme and the implementation of a continuous assessment system, among others.

22.9 The primary school sector is manned by staff in Educator/Teacher, School Inspectorate (General Purpose), Inspectorate (Oriental Languages) and Educator (SEN) cadres, among others.

- 22.10 A primary school is currently administered by a Head Master who is assisted by a Deputy Head Master, a Deputy Head Teacher (OL) as well as Mentors and School Clerks. The core activities are carried out by teaching staff comprising Teacher/Senior Teachers (General Purpose), Educators (Primary), Teacher/Senior Teachers (OL) as well as Health and Physical Education Instructors who are responsible for the implementation of curriculum on health and physical education in a cluster of primary schools.
- 22.11 The School Inspectorate cadre (General Purpose), comprising a three-level structure namely School Inspector, Senior School Inspector and Principal School Inspector – is responsible for the monitoring of Curriculum Development Programme; the appraisal and evaluation, the functioning of primary schools as well as advising and training of the teaching staff.
- 22.12 The Inspectorate cadre, responsible for the monitoring of curriculum development programme for the Oriental Languages Stream, comprises Assistant Supervisor Oriental Languages, Supervisor Oriental Languages and Senior Supervisor Oriental Languages.
- 22.13 We are, in this Report, maintaining the present structure. However, after a careful study of representations and submissions made by staff associations and the Ministry, we are making special provision for Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) who have not benefited from any promotion in their careers, bringing some clarifications and some changes with a view to motivating the teaching personnel and upgrading the standard of the education sector.

Special Provision

- 22.14 The Unions have represented that the chance of being promoted to the level of Deputy Head Master and Deputy Head Teacher (Oriental Languages) are limited for Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages). Many of these officers retire or will retire without a promotion in their teaching career. We have been informed that the officers have also the potential to shoulder higher responsibilities, if opportunities are given to them and on these accounts we are making a special provision to compensate them additionally subject to certain conditions.

Recommendation 1

- 22.15 We recommend that incumbents in the grades of Teacher/Senior Teacher and Teacher/Senior Teacher (Oriental Languages) who, after having benefitted from two long service increments and stagnated for a year, should, thereafter, be paid a monthly allowance equivalent to one increment at the salary point reached provided that the incumbents (i) have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding**

two years; and (ii) have not been adversely reported upon on ground of conduct.

Compensation for Additional Skills and Competencies

- 22.16 Distinct salary scales have been provided to incumbents in the grades of Teacher/Senior Teacher of both the General Purpose stream and Oriental Languages (OL) stream, Deputy Head Master (DHM), Deputy Head Teacher (Oriental Languages) [(DHT (OL)] and Head Master possessing additional qualifications, such as Advanced Certificate in Education (ACE), Certificate in Educational Management (CEM), and Advanced Certificate in Educational Management (ACEM). Teacher/Senior Teachers and Teacher/Senior Teachers (OL) possessing the ACE are allowed to move incrementally in the master salary scale on obtention of the Teacher's Diploma (Primary) (TDP). Provision has also been made in the Errors, Omissions and Clarifications of the 2008 PRB Report for incumbents in the grades of Deputy Head Master, Mentor, Deputy Head Teacher (OL) and Health and Physical Education Instructor to move incrementally in the master salary scale on obtention of the Diploma in Educational Management (DEM).
- 22.17 The Ministry has submitted that the Advanced Certificate in Education course is currently being conducted for a last time and that the course leading to the Certificate in Educational Management and the Advanced Certificate in Educational Management Course would no longer be run. Instead, this course would be replaced by another one leading to an award of a Diploma in Educational Management (DEM).
- 22.18 At present,
- (i) Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) who have successfully completed the Diploma in Educational Management are granted, on promotion to Deputy Head Master or Deputy Head Teacher (Oriental Languages), one increment over and above the salary they are entitled to on joining the higher grade AND another additional increment in the next financial year provided that they have been consistently efficient and effective in their performance during the preceding year and have not been adversely reported upon on grounds of either performance or conduct;
 - (ii) Teacher/Senior Teachers who have successfully completed the Diploma in Educational Management are granted, when promoted directly to the grade of Head Master, one increment over and above the salary they are eligible to on joining the higher grade AND another additional increment in the next financial year provided that they have been consistently efficient and effective in their performance during the preceding year and have not been adversely reported upon on grounds of either performance or conduct;

- (iii) Mentors and Health and Physical Education Instructors in post as at 30 June 2008 who have successfully completed the DEM are granted one increment and, after having stagnated on their top salary for a year, are allowed to move by one increment over and above their top salary AND, on promotion to the grade of Head Master, benefit from another increment over and above the salary they are entitled to;
- (iv) Deputy Head Masters as well as Deputy Head Teachers (Oriental Languages) in post as at 30 June 2008, possessing the Certificate in Educational Management (CEM) on obtention of the DEM, on a personal basis, benefit from one increment and are allowed to move over and above their top salary by one increment; and
- (v) Deputy Head Masters as well as Deputy Head Teachers (Oriental Languages) in post as at 30 June 2008, benefit from one increment on obtention of the DEM and another increment in the next financial year provided that they have been consistently efficient and effective in their performance during the preceding year and have not been adversely reported upon on grounds of either performance or conduct, AND are allowed to move incrementally over and above their top salary by the corresponding number of increments as defined above.

22.19 Clarifications have been sought as to the date on which payment of the second increment is due to those Deputy Head Masters and Deputy Head Teachers (Oriental Languages) in post as at 30 June 2008 who possess the DEM. The staff unions have contended that the grant of the second increment for the DEM qualification should be as from the 01 January of the year, i.e. from the beginning of the financial year, irrespective of the date the first increment was granted for the said qualification. As a matter of clarification, we are bringing in appropriate amendments.

Recommendation 2

22.20 We recommend that

- (i) Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) who have successfully completed the Diploma in Educational Management should be granted, on promotion to the grade of Deputy Head Master or Deputy Head Teacher (Oriental Languages), one increment over and above the salary they are entitled to on joining the higher grade AND another increment on the incremental date of the next financial year provided that they have been consistently efficient and effective in their performance, as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct;**

- (ii) **Teacher/Senior Teachers who have successfully completed the Diploma in Educational Management should be granted, when promoted directly to the grade of Head Master, one increment over and above the salary they would be entitled to on joining the higher grade AND another increment on the incremental date of the next financial year provided that they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct;**
- (iii) **Deputy Head Masters as well as Deputy Head Teachers (Oriental Languages) in post as at 30 June 2008, should benefit from one increment on obtention of the Diploma in Educational Management AND another increment on the incremental date of the next financial year provided that they have been consistently efficient and effective in their performance, as evidenced by their Performance Appraisal Report, during the preceding year and have not been adversely reported upon on ground of conduct AND be allowed to move incrementally over and above their top salary by the corresponding number of increments as defined above;**
- (iv) **Deputy Head Masters as well as Deputy Head Teachers (Oriental Languages) in post as at 30 June 2008, possessing the Certificate in Educational Management (CEM) on obtention of the Diploma in Educational Management (DEM), should, on a personal basis, qualify for one increment and be allowed to move over and above their top salary by one increment provided that they have drawn their revised top salary for a year; and**
- (v) **Mentors and Health and Physical Education Instructors should, on obtention of the Diploma in Educational Management, be granted one increment and, after having stagnated on their top salary for a year, be allowed to move by one additional increment over and above their top salary AND, on promotion to the grade of Head Master, benefit from another additional increment over and above the salary they would be entitled to.**

22.21 We also recommend that 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 32100 in the master salary scale.

Head Master

- 22.22 In our last Report, recommendation was made for a change in the mode of appointment to the grade of Head Master, from promotion to selection such that appointment be made from among Deputy Head Masters, Mentors, Health & Physical Education Instructors possessing the Diploma in Educational Management as well as Teacher/Senior Teachers and Educators (Primary) possessing a Diploma and reckoning at least 18 years' teaching experience or possessing a degree and reckoning at least 12 years' teaching experience. As the Diploma in Educational Management has become a requirement, a transition period was needed to allow incumbents to acquire this qualification. However, the above recommendation was deferred, following a decision of the High Powered Committee to allow vacancies in the grade of Head Master to be filled on the basis of the scheme of service existing as at 30 June 2008. In the Errors, Omissions and Clarifications of the 2008 PRB Report, recommendation was made for the Diploma in Educational Management to be a requirement for appointment to the grade of Head Master with effect from 1 July 2012.
- 22.23 The present scheme of service for the post of Head Master does not make provision for the Diploma in Educational Management as a requirement and this was a matter of dispute before the Conciliation Service of the Ministry of Civil Service and Administrative Reforms which advised that a new scheme of service for the post of Head Master should be prescribed in line with the PRB 2008 recommendation inclusive of the DEM qualifications.
- 22.24 Pending the finalisation of the scheme of service for the post Head Master and considering the need for proper manning and smooth running of primary schools, appointment to the grade of Head Master should continue to be made on the basis of the scheme of service prevailing as at 30 June 2008 and **we recommend accordingly.**

“Zones d’Education Prioritaires” (ZEP)

- 22.25 In 2003, schools which, for the previous five years, recorded a pass rate of less than 40% for the CPE examinations were classified as ZEP schools. At present, there are 30 such schools including one in Rodrigues and two in Agalega.
- 22.26 The teaching as well as the non-teaching staff of these schools are paid a monthly allowance in view of the extra effort which they have to put in for the education of the children. We are revising the quantum of this allowance.

Recommendation 3

- 22.27 **We recommend that the monthly ZEP allowance payable to the staff of ZEP schools should be revised as hereunder:**

Grade	Monthly ZEP Allowance (Rs)
Head Master	3630
Mentor	3410
Deputy Head Master Deputy Head Teacher (Oriental Languages)	3190
Teacher/Senior Teacher Teacher/Senior Teacher (Oriental Languages) Health and Physical Education Instructor	2860
School Clerk	1000
Ancillary Staff	730

Bibliobus Project

22.28 The objective of the Bibliobus Project is to bring library services to pupils of schools in regions where no library services are available. There are currently two Teacher/Senior Teachers who are performing duties of Animateur in the Bibliobus and are paid a monthly allowance of Rs 1000. We are revising the quantum of this allowance.

Recommendation 4

22.29 We recommend that the monthly allowance payable to Teacher/Senior Teachers, performing duties of Animateur in Bibliobus, be revised to Rs 1100.

Refund of travelling by bus to Trainee Educators (Primary)

22.30 Trainee Educators (Primary) are, during their traineeship, paid a monthly all-inclusive allowance which includes expenditure on books, travelling and other personal equipment. The refund of travelling for Trainee grades in other Ministries/Departments is effected separately i.e. over and above the monthly allowance paid to Trainees. The Ministry has made submissions for a refund of travelling expenses in addition to the payment of the monthly allowance. We have examined the issue and are of the view that, for the sake of parity and fairness, the mode of refund of travelling to Trainees should be aligned with that of Trainees in other sectors. We are making appropriate provision to this effect.

Recommendation 5

- 22.31 We recommend that Trainee Educators (Primary) should, henceforth, be refunded travelling expenses incurred by bus from residence to the place of work/training and back.**

Special Education Needs (SEN) Sector

- 22.32 The SEN Sector provides education to school-going age children with learning difficulties and disabilities. There are, at present, three mainstream schools at primary level with integrated units and three specialised government schools to cater for the needs of children with disabilities. The overall responsibility of the specialised schools falls under the Inspector, Specialised Schools/Day Care Centres. A Head, Specialised Schools is responsible for the day-to-day management of each specialised school, including the implementation of specific educational programmes and projects responding to the needs of the pupils. He is assisted by a Deputy Head, Specialised Schools and Educators (SEN) as well as Deputy Head Teachers and Teacher/Senior Teachers on secondment from the primary schools.
- 22.33 The SEN sector also caters for education of children in Penal Institutions, Probation Hostels, Rehabilitation Centres and Shelters for Women.
- 22.34 There are also some 40 non-government SEN institutions, in receipt of grant-in-aid from Government, providing customised education and training to children with special needs. These institutions cater for some 12 areas of disabilities.

Senior Inspector, Specialised Schools/Day Care Centres

Manager, SEN Resource Centres

- 22.35 In line with the Ministry's priority objective to improve and provide access to quality education for children with disabilities and with a view to reinforcing the structure of the SEN Unit, provisions were made in the Programme Based Budget Estimates 2012 and Indicative Estimates 2013/2014 for the grades of Senior Inspector, Specialised Schools/Day Care Centres and Manager, SEN Resource Centres. We are providing for appropriate salary grading for the two levels.

Recommendation 6

- 22.36 We recommend that appointment to the grade of Senior Inspector, Specialised Schools/Day Care Centres should be made by promotion, on the basis of experience and merit, of officers from the grade of Inspector, Specialised Schools/Day Care Centres reckoning at least three years' service in a substantive capacity in the grade and possessing a Diploma in Educational and Supervisory Inspection or having successfully followed an appropriate course, as approved by the Ministry.**

- 22.37 Incumbent would be required to, among others, be responsible for a pool of Inspectors attached to the sector in a zone; sit on management boards at zone level and help to facilitate the implementation of the curriculum in the main stream and develop appropriate Individual Educational Plans; monitor work at zone level and mount such training programmes as may be required for the benefit of parents and the community.
- 22.38 The SEN Resource Centres, under the responsibility of the Manager, SEN Resource Centres, aim at reaching out to children requiring special education needs, specially those living in areas where there are no such facilities available and to provide specialised customised services. The Manager, SEN Resource Centres would be responsible, among others, for the overall management and administration of the Resource Centre, for the setting up of resource rooms and keeping them equipped and functional throughout the year, for supervision of the model school attached to the Centre and for admission and referral of cases to specialised institutions. However, in view of the duties and responsibilities which would devolve upon the incumbent, there is need for a change of appellation of the level. We are, therefore, restyling the grade.

Recommendation 7

- 22.39 We recommend that the grade of Manager, SEN Resource Centres be restyled Head, SEN Resource Centres. Appointment thereto should be made by selection from among incumbents in the grade of Deputy Head, Specialised Schools reckoning at least two years' service in a substantive capacity in the grade.**

Inspector Specialised Schools/Day Care Centres

- 22.40 At present, appointment to the grade of Inspector Specialised Schools/Day Care Centres is made by selection from among Deputy Heads, Specialised Schools reckoning at least three years' service in a substantive capacity in the grade. Following the creation of the level of Manager, SEN Resource Centres now restyled Head, SEN Resource Centres, there is need for consequential amendments to be made to the scheme of service for the grade of Inspector Specialised Schools/Day Care Centres.

Recommendation 8

- 22.41 We recommend that appointment to the grade of Inspector, Specialised Schools/Day Care Centres should, in future, be made by selection from among officers in the grades of Head, Specialised Schools and Head, SEN Resource Centres; reckoning at least three years' service in a substantive capacity in the respective grades.**

Deputy Head, Specialised Schools

- 22.42 At present, posts in the grade of Deputy Head, Specialised Schools are filled by promotion of Educators (SEN) reckoning at least two years' experience in

a substantive capacity or an aggregate of at least two years' service in a substantive capacity in the grades of Teacher/Senior Teacher and Educator (SEN) or Teacher/Senior Teacher (Oriental Languages) and Educator (SEN) or Educator (Primary) and Educator (SEN). The Ministry has submitted that the number of years of experience is inadequate for incumbent to assume full responsibility at the next higher level. We have examined the issue and consider that any increase in the number of years of experience would cause prejudice to those Deputy Heads already reckoning two years' service. We are, therefore, of the view that any increase in the number of years of experience should be done at the level of the Ministry of Education and Human Resources in consultation with staff associations and **we recommend accordingly.**

Allowance – Special Education Needs

- 22.43 Pending the recruitment of dedicated staff for the SEN Sector, Teacher/Senior Teachers, Deputy Head Masters, Teacher/Senior Teachers (Oriental Languages) and Deputy Head Teachers (Oriental Languages) from primary schools are seconded to specialised schools, penal institutions, probation hostels, rehabilitation centres and shelters for women. These teachers are provided with special training and have to teach all subjects as in the mainstream through appropriate media – sign language and Braille; teach living skills and be involved in parent counselling programmes. They are currently paid a monthly allowance of Rs 2600.
- 22.44 We are maintaining the present arrangement and revising the quantum of allowance paid to the officers on secondment to the SEN sector from the mainstream primary schools.

Recommendation 9

- 22.45 We recommend that the monthly allowance paid to Teacher/Senior Teachers, Teacher/Senior Teachers (Oriental Languages), Deputy Head Masters and Deputy Head Teachers (Oriental Languages); on secondment to serve at the Specialised Schools, Penal Institutions, Probation Hostels, Rehabilitation Centres and Shelters for Women; should be revised to Rs 2860.**

Educator (Special Education Needs)

- 22.46 According to provisions made at paragraph 22.40 of the 2008 PRB Report Volume II Part I and as subsequently amended by the Errors, Omissions and Clarifications of the 2008 PRB Report, appointment to the grade of Educator (Special Education Needs) should be made by selection from among Educators (Primary) reckoning at least four years' experience in a substantive capacity and possessing the Diploma (Special Education Needs). Provision was also made at paragraph 22.42 in the same Report, for Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) on secondment to Specialised Schools who have successfully completed the appropriate

training course to be considered for appointment to the grade of Educator (SEN).

- 22.47 Our attention has been drawn that the scheme of service for the post of Educator (SEN) makes provision for the filling of the posts by selection from among Educators (Primary), Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) possessing Diploma (SEN) and reckoning at least four years' service in a substantive capacity in their respective grade or an aggregate of at least four years' service in a substantive capacity in the grades of Teacher/Senior Teacher or Teacher/Senior Teacher (Oriental Languages or Educator (Primary)). The recommendation to the effect that Teacher/Senior Teachers, Teacher/Senior Teachers (Oriental Languages) seconded for duty in Specialised Schools and who have successfully completed the appropriate training course to be considered for appointment to the grade of Educator (SEN), has not been implemented.
- 22.48 Furthermore, it is to be noted that "appropriate training courses", as recommended in our last Report, have not been mounted so far. Teacher/Senior Teachers and Teacher/Senior Teachers (Oriental Languages) have complained that they are not considered for appointment to the post of Educator (SEN) because opportunity to follow "appropriate training course" was not provided to them. This issue has been a subject matter of dispute before the Conciliation Service of the Ministry of Civil Service and Administrative Reforms.
- 22.49 The Ministry of Education and Human Resources has now submitted that the Mauritius Institute of Education has been requested to mount an appropriate course for Teacher/Senior Teachers, Teacher/Senior Teachers (Oriental Languages) and Educators (Primary), not possessing the Diploma (SEN), posted in Specialised Schools. **We are maintaining the recommendation made in our 2008 Report for the grade of Educator (SEN) as hereunder:**
- "We recommend that appointment to the grade of Educator SEN should be made from among Educators (Primary) reckoning at least four years' experience in a substantive capacity and possessing the Diploma (Special Education Needs)."***
- "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."***

Additional Qualification

22.50 In our last Report, specific salary scales have been provided to incumbents in the grades of Deputy Head, Specialised Schools and Head, Specialised Schools possessing additional qualifications:

- (i) Certificate in Educational Management (CEM); and
- (ii) Advanced Certificate in Educational Management (ACEM)

We are maintaining this arrangement.

Recommendation 10

22.51 We also recommend that Educators (Primary), who have successfully completed the Diploma (Special Education Needs) and have been appointed to the grade of Educator (SEN), as well as incumbents in the latter grade subsequently appointed to the grade of Deputy Head, Specialised Schools or Head, Specialised Schools would draw salary in the scale as hereunder:

06 34 56 Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000

Educator (SEN)

06 43 59 Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600

Deputy Head, Specialised Schools

06 50 62 Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100

Head, Specialised Schools

Capacity building programme for Primary Teachers/Educators

22.52 In the Chesworth Report 1988, it has been pointed out that capacity building for Teachers/Educators is important and that their training at Diploma level be upgraded to Degree level in the interest of improving basic educational standards.

22.53 One of the Unions representing the Primary School Teachers has repeatedly requested that Government should provide sponsorship to Primary School Teachers to follow course leading to a degree. At present, Primary School Teachers/Educators are sponsored by the Ministry of Education and Human Resources to follow the Diploma in Primary Education at the MIE.

22.54 In view of the new challenges facing the education sector and the emergence of new service activities/disciplines (behavioural, sociological, psychological, environmental, civic), ascribed to the Educators' role, there is a case to upgrade the training provided to Teachers/Educators. The Ministry of

Education and Human Resources in consultation with the staff side should establish the need for higher learning and improving basic education standards and work out with the Mauritius Institute of Education or any other tertiary institution for topping up programme to Degree level for officers in the field. **We recommend accordingly.**

SECONDARY SCHOOL SECTOR

- 22.55 The Secondary School Sector caters for the education of students aged between 11 and 20 years. Admission to the academic stream of secondary education is open to pupils who have obtained the Certificate of Primary Education (CPE). Pupils who have not succeeded in obtaining the Certificate of Primary Education are admitted to the Prevocational Stream. There are, at present, 185 secondary schools catering for some 115,000 students, out of which 59 provide only academic education, five prevocational education and the remaining 121 both academic and prevocational education.
- 22.56 The core activities of the secondary education sector are carried out by incumbents in two distinct streams: academic and administrative. The academic stream comprises Educator (Secondary), Senior Educator (Secondary), Deputy Rector and Rector. The administrative stream comprises Administrator (Education), Assistant Director, Director and Chief Technical Officer.
- 22.57 A Rector is responsible for the overall management of a State Secondary School. He is assisted by a Deputy Rector and supported by Usher/Senior Ushers, School Clerks and Assistant School Superintendents. Teaching is carried out by Educators (Secondary). The position of Senior Educator (Secondary), created in the 2008 PRB Report, is still vacant.

Educator (Secondary)

- 22.58 In our last Report, we recommended that as from 01 July 2012, an Educator's Licence should be a requirement for the post of Educator (Secondary) and as from a date after 2010 to be decided by the Ministry of Education and Human Resource, a Postgraduate Certificate in Education (PGCE) or its equivalent would also be a requirement.
- 22.59 The Ministry submitted that there is a shortage of graduates holding these qualifications particularly in specific disciplines. On this account and to facilitate recruitment of Educator (Secondary), in a timely manner, we are deferring the implementation date for the requirements of an Educator's Licence and the possession of a PGCE. **The Ministry should, however, decide on a future date for the implementation of the above qualification requirements.**

Recommendation 11

22.60 We also recommend that:

- (i) **Educators (Secondary) would be required to teach, during 30 periods a week, one or more subjects relating to their academic qualifications; and**
- (ii) **Educators (Secondary) possessing a post 'A' level Diploma or a post Cambridge School Certificate Degree and drawing a salary which is less than Rs 22500 should, on obtention of the qualifications required to cross the QB, be allowed to join the recommended salary scale at salary point Rs 22500.**

Senior Educator (Secondary)

22.61 At present, appointment to the grade of Senior Educator (Secondary) is made by selection from among Educators (Secondary) possessing qualification to cross QB in the salary scale and reckoning at least 24 years' service.

22.62 Staff associations have canvassed that appointment to the grade of Senior Educator (Secondary) be made on the basis of seniority, given that many Educators (Secondary) retire without getting a single promotion.

22.63 We have examined the request and consider that a greater number of Educators (Secondary) with sufficient years of experience be given the opportunity to compete for the post of Senior Educator (Secondary) and therefore the number of years of experience should be brought down to 15 years and **we recommend accordingly.**

Rector

22.64 At present, Rectors are appointed by selection from among Deputy Rectors reckoning three years' experience in a substantive capacity and Administrators (Education) who possess the Post Graduate Certificate or Diploma in Education. In our last Report, it was recommended that as from 01 July 2013, the Diploma in Management or Educational Management should also be a requirement for Deputy Rectors and Administrators (Secondary) for appointment to the grade of Rector.

22.65 Both the Ministry and the staff associations share the views that a longer transition period is required to allow officers to acquire the Diploma in Management or Educational Management.

Recommendation 12

22.66 We recommend that the requirement of the Diploma in Management or Educational Management for appointment to the grade of Rector should be maintained. However, the Ministry in consultation with the Staff Associations should determine the date on which this qualification requirement would become effective.

Head of Department

22.67 Educators (Secondary) are assigned duties of Head of Departments on the basis of seniority. The Heads of Departments are required to teach subjects of specialisation for a maximum of 25 periods weekly and are paid a monthly allowance of Rs 1200.

22.68 Representations have been made that the criteria for assigning duties of Head of Department should be based on the years of teaching experience the incumbent has in the specific subject. We are reviewing the mode of assignment of Head of Department and the quantum of allowance.

Recommendation 13

22.69 We recommend that assignment of duties of Head of Department should be made from among Educators (Secondary), on the basis of years of service. Educators (Secondary), assigned duties of Head of Department, should be paid an allowance of Rs 1320 monthly and continue to teach subjects of specialisation for at least 25 periods weekly.

Allowance

22.70 At present, Educators (Secondary), not possessing the qualification requirement to cross QB, and who are called upon to teach sixth form subjects in scarcity areas for at least 8 periods weekly are paid a monthly allowance of Rs 1800. We are revising this allowance.

Recommendation 14

22.71 The monthly allowance payable to Educators (Secondary), not possessing the qualifications required 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 2250 monthly. On obtention of 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 22500 whichever is the higher.

Prevocational Education

22.72 Prevocational education is provided in secondary schools to pupils who have failed the CPE examinations twice and to those who have not succeeded the CPE at their first attempt but who, by virtue of their age, are not able to remain in a primary school. Initially, the prevocational education was of a 3-year duration with the objective to make up for the academic deficit built-up during the years of primary schooling and to enable skills development for further vocational training.

- 22.73 As from the year 2012, the prevocational stream has taken a new orientation. Prevocational education programme is of 4-year duration with the objective to developing the students' skills in trade and entrepreneurship. The courses are carried out at the secondary schools during the first two years and at the secondary school as well as at the MITD training centres during the third and fourth years.
- 22.74 There are presently some 125 secondary schools, both state and private, providing prevocational education and catering for some 7000 students.
- 22.75 At present, incumbents in the grades of Teacher (Secondary) (Prevocational) and Educator (Secondary) (Prevocational) are responsible to teach students of the prevocational stream. Teacher (Secondary) (Prevocational) is appointed from, among holders of a Cambridge School Certificate with credit in five subjects and a Cambridge Higher School Certificate. Educator (Secondary) (Prevocational) is appointed from among officers of the teaching profession possessing a post School Certificate Degree and presently dispensing prevocational education in State Secondary Schools and Teachers (Secondary) (Prevocational) having successfully completed the Diploma in Prevocational Education.
- 22.76 We are making provision for movement in the salary scale of Educator (Secondary) (Prevocational) once the incumbent obtains the qualifications to cross the QB.

Educator (Secondary) (Prevocational)

Recommendation 15

- 22.77 We recommend that officers possessing a post 'A' Level Degree and appointed Educator (Secondary) (Prevocational) should join the recommended salary scale at salary point Rs 22500. Incumbents possessing a Diploma or a post School Certificate Degree and drawing a salary less than Rs 22500 should, on obtention of the qualification required to cross the QB, be allowed to join the recommended salary scale at salary point Rs 22500.**

Educator (Secondary) and Educator (Secondary) (Prevocational)

- 22.78 We recommend that incumbents in the grades of Educator (Secondary) and Educator (Secondary) (Prevocational) satisfying the requirements to cross the QB would, on reaching the top salary point of Rs 48600, be allowed to move incrementally in the master salary scale up to salary point Rs 53100 provided that they have:**
- (a) drawn their top salary for a year; and**
 - (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the**

preceding two years and not been adversely reported upon on ground of conduct.

Officer-in-Charge Allowance

22.79 There are currently four State Secondary Schools (Vocational) and each is under the responsibility of a most senior Educator (Secondary) (Prevocational) designated as Officer-in-Charge and who is paid a monthly allowance of Rs1200. We are reviewing the allowance.

Recommendation 16

22.80 We recommend that the allowance payable to the most senior Educators (Secondary) (Prevocational) assigned duties of Officer-in-Charge in State Secondary School (Vocational) should, henceforth, be equivalent to three increments at the salary point reached by the incumbent.

Quality Assurance and Inspection Division

22.81 In our last Report, recommendation was made for the setting up of a Quality Assurance and Inspection Division which would be responsible for ensuring quality audit of human resources, curriculum, infrastructure and equipment, among others. The Division would comprise three levels: Director, Quality Assurance; Senior Quality Assurance Officer and Quality Assurance Officer.

22.82 Recommendation was made for appointment to the grade of

- (i) Quality Assurance Officer to be by selection from among holders of a post 'A' level degree and a Master's degree and reckoning an aggregate of at least ten years' proven experience in teaching, or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the education sector.
- (ii) Senior Quality Assurance Officer to be by selection from among Quality Assurance Officers with three years' experience 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 in the education sector.
- (iii) Director, Quality Assurance to 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 ten years' proven experience at senior management level in a major of a large institution/department in the education sector.

22.83 The Ministry of Education and Human Resources submitted the proposed schemes of service for the grades of Quality Assurance Officer and Senior Quality Assurance Office to the Ministry of Civil Service and Administrative

Reforms for consideration. The scheme of service for the grade of Quality Assurance Officer was prescribed with a first intake note to allow Pedagogical Inspectors to be considered for appointment to the grade, provided they reckon an aggregate of at least ten years' experience in Teaching, Teacher Training, Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the education sector. The post has now been filled.

- 22.84 As regards the scheme of service for the grade of Senior Quality Assurance Officer, it could not be prescribed on the basis of the qualifications recommended for the grade in our last Report given that the Quality Assurance and Inspection Division is a new structure and the first level has recently been filled.
- 22.85 The Public Service Commission made certain observations to the effect that normally, appointment to the next higher level in the same hierarchy which entails greater responsibilities of the same nature to those previously undertaken and performed, is made by way of selection or promotion from the lower grade in the hierarchy. In the light of the foregoing comments, the scheme of service could not be finalised. The issue has been referred to the Bureau for consideration in the context of this Review exercise.
- 22.86 We have examined the issue and given that both grades have been created at the same time, it would be appropriate an alternative mode of appointment in case there is no suitably qualified candidate available for promotion to the higher level.

Recommendation 17

- 22.87 We recommend that appointment to the grade of Senior Quality Assurance Officer should be made by selection from among Quality Assurance Officers reckoning at least three years' experience in a substantive capacity. In the absence of suitably qualified candidates, the posts should be filled from among candidates possessing a post 'A' Level Degree together with a Masters' degree and reckoning at least eight years' proven experience at senior management level in a major division of a large institution/department in the education sector.**

Library Services

- 22.88 The role of the Library Services is to provide an efficient and effective Government Library Services which meet the needs of users. The Library cadre comprises the grades of Head, Library Cadre, Senior Librarian, Librarian and technical staff consisting of the grades of Senior Library Officer, Library Officer, Senior Library Clerk and Library Clerk.
- 22.89 The cadre caters for various libraries in the Public Sector, namely: primary and secondary school libraries, public libraries, mobile library service and documentation units of Ministries and department libraries.

Public Libraries

- 22.90 Library Clerks and Library Officers, posted in public libraries, work from 0900 hours to 1530 hours or from noon to 1700 hours during weekdays and from 0900 hours to noon on Saturdays. Representations have been made from the staff side for compensation for work performed beyond normal working hours.
- 22.91 We have examined the issue and are making appropriate recommendations to this effect.

Recommendation 18

- 22.92 We recommend the payment of a monthly allowance, equivalent to one increment at the salary point reached, to incumbents in the grade of Library Officer, Library Clerk and Library Attendant who are required to work at odd hours in public libraries.**

Educational Social Worker

- 22.93 Educational Social Worker, possessing a Diploma in Social Work, would be allowed to proceed beyond the QB inserted in the salary scale and **we recommend accordingly.**

Administrative Support Unit

- 22.94 Head Masters and Rectors are responsible for the administrative functions in Primary Schools and State Secondary Schools respectively. They are, however, supported by grades falling under the Administrative Support Unit, headed by a School Superintendent and comprising the grades of Assistant School Superintendent and School Clerk.
- 22.95 Management has submitted that School Clerks should be fully entrusted with word processing duties in the same line as other grades of the General Services. However, the scheme of service for the grade of School Clerk provides for word processing and other basic ICT functions as a core duty. We have further examined the job description questionnaires for this grade and found that some officers are currently performing word processing duties. With the gradual phasing out of the Word Processing Operator grade, in future, the School Clerks should take all responsibilities regarding the word processing duties. **This element has been taken into consideration in arriving at the salary recommended for the grade.**

Careers Guidance Service

- 22.96 The main functions of the Careers Guidance Service are, among others, to: offer career guidance to young people; provide career information; encourage and support career education activities in schools; establish and maintain contact with employees; and provide training to establish a career data bank of information.

22.97 The Careers Guidance Service is under the responsibility of the Principal Careers Officer who caters for its day-to-day management. He is supported by Senior Careers Officers, Career Officers and officers of the General Services grades.

22.98 The organisation structure is appropriate. However, we are restyling the grades in the cadre to better reflect the role and responsibilities devolving upon the incumbents.

Recommendation 19

22.99 We recommend that the grades in the Career Guidance Service cadre be restyled as hereunder:

Appellation of grades as at 31.12.12	Corresponding restyled grade
Careers Officer	Careers Counsellor
Senior Careers Officer	Senior Career Counsellor
Principal Careers Officer	Principal Careers Counsellor

E-Government Unit

ICT Technician/Senior ICT Technician

formerly Computer Technician

22.100 With a view to better reflect the duties performed and level of responsibilities shouldered by Computer Technicians, the grade is being restyled ICT Technician/Senior ICT Technician.

Recommendation 20

22.101 We recommend that the grade of Computer Technician be restyled ICT Technician/Senior ICT Technician.

22.102 We further recommend that ICT Technician/Senior ICT Technicians, *formerly Computer Technicians* who possess a Degree in Computer Science or an 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 44100 provided they have

- (a) drawn the top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

22.103 We additionally recommend that appointment to the grade of ICT Technician/Senior ICT Technician, *formerly Computer Technician*, should, henceforth, be made by selection from among officers in the grade of ICT Support Officer on the establishment of the Ministry of

Education and Human Resources, possessing the prescribed qualifications and reckoning at least three years' service in a substantive capacity in the grade. In the absence of qualified ICT Support Officers, appointment should be made by selection from among outside candidates.

SPECIFIC CONDITIONS (EDUCATION)

Vacation Leave

22.104 This Chapter should be read along with the Chapter on Leave in Volume 1 of the 2013 PRB Report.

22.105 The provisions of vacation leave for teaching personnel of the primary and secondary schools are different from those in other sectors of the public sector in view of the specificities of the sector.

To least disturb the proper running of the educational institutions during term time, teaching personnel are presently granted vacation leave as hereunder:

- (a) subject to the exigencies of the service, a maximum of up to 19 days vacation leave is granted during term time;
- (b) officers who do not take advantage of the annual vacation leave entitlement during term time in a calendar year are allowed to accumulate up to their normal ceilings and 50% of any leave not taken beyond the ceiling be accumulated over and above the normal leave ceilings. 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
- (c) notwithstanding the provision at sub paragraph (a) above, vacation leave exceeding 19 days during term time is granted, subject to the exigencies of the service, to officers for:
 - (i) 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) convalescence purposes following depletion of the 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) the wedding of the officer or the officer's children;
 - (vi) proceeding on pre-retirement leave; and

(vii) any other case, once in the officer's career.

- 22.106 Vacation leave during third term is granted only for reasons specified at part (c) of the above paragraph.
- 22.107 Employees joining the teaching profession as from 1 July 2008 are eligible to vacation leave during term time only in the circumstances described at paragraph 22.105(c).
- 22.108 The above provisions for the grant of vacation leave, except for provisions at paragraph 22.105(c) (vii) and paragraph 22.107, are appropriate and are maintained.**

Recommendation 21

22.109 We further recommend that:

- (i) **notwithstanding provision at paragraph 22.105(b), the maximum vacation leave which may be accumulated, over and above the normal vacation leave ceiling, should not exceed 50% of the normal ceiling of the incumbent. However, officers who have already exceeded half the normal maximum accumulated vacation leave entitlement as at date of implementation of the Report should retain same on a personal basis. Such leave may be taken as leave prior to retirement. If the services of these 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.**
- (ii) **the grant of vacation leave in excess of the normal 19 days during term time to officers, subject to the exigencies of the service under criteria "any other case" should be:**
- (a) **once for officers reckoning less than 20 years' service; and**
- (b) **not more than twice for those reckoning over 20 years' service inclusive of (a).**

22.110 The term "immediate member of the family", for the purpose of sub paragraphs 22.105(c) (i) and (c) (iv) is deemed to mean the officer's father, mother, spouse and children.

22.111 For the purpose of this section on SPECIFIC CONDITIONS (EDUCATION), the term "teaching personnel" is deemed to read officers in the following grades:

- (i) Teacher/Senior Teacher, Teacher/Senior Teacher (Oriental Languages), Educator (Primary), Deputy Head Teacher (Oriental Languages), Mentor, and Health and Physical Education Instructor, Educator (SEN), Deputy Head Master (assigned full responsibility of classroom teaching

and who effectively perform teaching duties during a whole calendar year);

- (ii) Educator (Secondary);
- (iii) Educator (Secondary) (Prevocational); and
- (iv) Teacher (Secondary) (Prevocational).

22.112 We also recommend that members of the teaching personnel should attend to training course/seminars, talks, workshops organised during school vacation.

Casual Leave (Education)

22.113 At present, teaching personnel are eligible for 11 working days of casual leave annually. In view of the specificities in the education sector and for least disturbance in the proper running of the institutions during term time, members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, are 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.

22.114 This arrangement is appropriate and is maintained. **We recommend accordingly.**

Scarcity Areas

22.115 Appointment to the grade of Educator (Secondary) is made from among holders of a post 'A' level degree but for certain specific subjects falling in scarcity areas, appointment is made from candidates possessing a recognised degree but who do not possess the prescribed qualifications at School Certificate or GCE 'A' Level. We are maintaining this provision.

Recommendation 22

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 difficulties of recruitment.

Discipline

22.117 Maintenance of discipline within the school compound is the concern of each and every member of the staff including the academics. Every member should participate actively to continuously maintain the highest level of discipline at school. They should act proactively and collectively to restore **discipline** immediately in any situation of unruliness and disorderliness.

Hours of Attendance

22.118 The hours of attendance for the teaching profession and other staff members 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 144000 Senior Chief Executive
02 00 94	Rs 114000 Permanent Secretary
06 00 90	Rs 102000 Chief Technical Officer (Education)
06 00 88	Rs 93000 Director (<i>Personal to holder in post as at 30.06.08</i>)
06 00 86	Rs 87000 Director Director, Quality Assurance
06 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Assistant Director Assistant Director (Primary) Principal Physical Education Organiser
06 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Senior Quality Assurance Officer
06 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Administrator (Education) Rector
06 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, National Education Counselling Service Principal School Inspector Senior Physical Education Organiser

Salary Code	Salary Scale and Grade
06 57 73	Rs 34200 x 1200 – 36600 x 1500 – 57600 Deputy Rector Quality Assurance Officer
06 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Inspector (Pre-Vocational) <i>(Personal to holder in post as at 30.06.08)</i> Music Organiser Pedagogical Inspector <i>(Personal to holder in post as at 30.06.03)</i> Physical Education Organiser Senior Educational Psychologist Senior Educator (Secondary)
06 57 68	Rs 34200 x 1200 – 36600 x 1500 – 50100 Senior Inspector, Specialised Schools/Day Care Centres Senior School Inspector Senior Supervisor Oriental Languages
06 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Educational Psychologist
06 33 67	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 48600 Educator(Secondary) (Personal) <i>formerly Educator (Secondary) (Personal to holder in post as at 30.06.03)</i> Educator (Secondary) (Physical Education) (Personal to holder in post as at 30.06.03)
06 33 67	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 QB 34200 x 1200 – 36600 x 1500 – 48600 Educator (Secondary) Educator (Secondary) (Physical Education) Educator (Secondary) (Prevocational)
06 53 65	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Inspector Specialised Schools/Day Care Centres School Inspector Supervisor Oriental Languages Supervisor (The Arts)

Salary Code	Salary Scale and Grade
06 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Coordinator, Health and Anti Drug
06 33 62	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Liaison Officer/Senior Liaison Officer
06 48 63	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) Head, SEN Resource Centres (possessing Advanced Certificate in Educational Management) <i>formerly Manager, SEN Resource Centres</i> Head Specialised Schools (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
06 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Assistant Supervisor Oriental Languages Head Master Head Specialised Schools
06 40 60	Rs 20250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Assistant Supervisor (The Arts)
06 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Deputy Head Master (possessing Certificate in Educational Management) Deputy Head Teacher (Oriental Languages) (possessing Certificate in Educational Management)
06 37 58	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Deputy Head, Specialised Schools (possessing Certificate in Educational Management)
06 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Mentor

Salary Code	Salary Scale and Grade
06 41 56	Rs 21000 x 750 – 28500 x 900 – 33000 Deputy Head Master Deputy Head Teacher (Oriental Languages) Health and Physical Education Instructor
06 35 56	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Deputy Head, Specialised Schools
06 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Educator (Primary)
06 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Educational Social Worker
06 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Teacher/Senior Teacher (possessing Advanced Certificate in Educational Management) Teacher/Senior Teacher (Oriental Languages) (possessing Advanced Certificate in Educational Management)
06 23 51	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Teacher/Senior Teacher Teacher/Senior Teacher (Oriental Languages)
06 20 50	Rs 12250:12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Teacher (Secondary) (Prevocational)
06 11 39	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Teaching Assistant
06 16 19	Rs 11250 x 250 – 12000 Trainee Educator (Secondary)

Salary Code	Salary Scale and Grade
06 16 18	Rs 11250 x 250 – 11750 Trainee Educator (Primary) Trainee Educator (Primary) <i>formerly Trainee Educator (Primary) (Oriental Languages)</i> <i>Trainee Educator (Primary) (Kreol Morisien)</i>
02 00 84	Rs 81000 Director, Human Resource Development
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Human Resource Analyst
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Human Resource Analyst
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Human Resource Analyst
04 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Manager (ICT)
04 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant Manager (ICT)
04 33 62	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 ICT Technician/Senior ICT Technician <i>formerly Computer Technician (NCITRC)</i>
04 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 ICT Support Officer
04 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Printing Machine Operator

Salary Code	Salary Scale and Grade
05 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Head, Library Cadre
05 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Librarian
05 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Librarian
05 45 62	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Library Officer
05 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Library Officer
05 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Library Clerk
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Library Clerk
05 12 14	Rs 10250 x 250 – 10750 Trainee Library Clerk
18 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Careers Counsellor <i>formerly Principal Careers Officer</i>
18 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Careers Counsellor <i>formerly Senior Careers Officer</i>

Salary Code	Salary Scale and Grade
18 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Careers Counsellor <i>formerly Careers Officer</i>
08 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 QB 38100 x 1500 – 39600 School Superintendent
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant School Superintendent
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 School Clerk
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator (Oriental Language)
11 31 55	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Usher/Senior Usher (Education) (Female) Usher/Senior Usher (Education) (Male)
10 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Communication Officer
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works Draughtman's Assistant
16 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Graphic Artist

Salary Code	Salary Scale and Grade
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Computer Laboratory Attendant Senior Laboratory Attendant
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Computer Laboratory Attendant Laboratory Attendant
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Bibliobuses) Driver (Heavy vehicles above 5 tons)
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head, Workshop Assistant
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head School Caretaker
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
24 08 33	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Workshop Assistant/Senior Workshop Assistant
24 17 33	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Senior Library Attendant
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman Library Attendant School Caretaker Seamstress (P)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Cloakroom Attendant Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 General Assistant Maintenance Assistant Rattaner Tradesman <i>formerly Cabinet Maker</i> <i>Carpenter</i> <i>Mason</i> <i>Painter</i> <i>Plumber and Pipe Fitter</i>
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Maintenance Handy Worker Tradesman's Assistant

23. MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

- 23.1 The vision of the Ministry of Agro Industry and Food Security is to be a driver, catalyst and facilitator for operators in agriculture and agro business, and to spearhead the development of small and medium sized commercial and professional agro business sector.
- 23.2 Its mission is geared towards further development of agriculture and the promotion of agro industry focussing on safety, supply, quality, innovation and new technology throughout service providing institutions and with stakeholders of the region.
- 23.3 The Ministry of Agro Industry and Food Security is responsible for, *inter alia*, the formulation of policy and strategy for Agro Industry and Food Security; competitiveness of the sugar cane sector; development of non-sugar (crop) sector; livestock production and development; forestry resources; and native terrestrial biodiversity and conservation.
- 23.4 The objectives of the Ministry are to promote agro-industrial development, forestry and biodiversity; formulate policies and interventions required for a sustainable and diversified agriculture and for national food security; monitor parastatal bodies in the agro-industrial sector; and provide support to Small and Medium Enterprises (SME) in agro-industry.
- 23.5 A number of parastatal bodies, operates under the *aegis* of the Ministry of Agro Industry and Food Security. The Bureau reports on the organisation and salary structures of the following: the Food and Agricultural Research Council, the Agricultural Research and Extension Unit, the Sir Seewoosagar Ramgoolam Botanical Garden Trust, the Vallée d'Osterlog Endemic Garden, the Agricultural Marketing Board, the Mauritius Meat Authority, Irrigation Authority, Small Farmers Welfare Fund, Tea Board, Tobacco Board and the newly created Mauritius Cane Industry Authority which encompasses the cess funded sugar-sector organisations.
- 23.6 The Ministry of Agro Industry and Food Security is headed by a Permanent Secretary who is assisted by officers in the administrative, professional, and technical cadres. The general services staff provide support services.

AGRO INDUSTRY DIVISION

Agricultural Services

- 23.7 The Chief Agricultural Officer (CAO), who is the technical head of the Agricultural Services is supported by a Deputy Chief Agricultural Officer and is assisted by a team of professionals and officers in the technical grades. Employees in the workmen's group provide support services in all the Divisions of the Agricultural Services. Presently, the Ministry is in the process

of re-engineering the Agricultural Services in light of a report submitted by the Food and Agricultural Organisation (FAO). Pending the reorganisation, we are maintaining the existing structure.

Technical Cadre

23.8 In the context of professionalising the Technical cadre, the grade of Technical Officer has been made to be evanescent in the course of time. Consequently the scheme of service of the grade of Scientific Officer has been amended so that appointment to the grade is made by selection from among Technical Officers and Senior Technical Officers possessing a Degree in the relevant field. Provision was, however, made for those Technical Officers who could not be appointed Scientific Officer to move in the scale of the Senior Technical Officer. We are maintaining this provision.

Recommendation 1

23.9 **We recommend that the grade of Technical Officer be gradually phased out.**

23.10 **We again recommend that Technical Officers, who have drawn their top salary for a year, should continue to proceed incrementally in the scale of Senior Technical Officer provided they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

23.11 **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.**

Field Assistant/Senior Field Assistant

23.12 Field Assistants (Personal), who have drawn their top salary for a year, are presently allowed to proceed incrementally in the scale of the grade of Senior Field Assistant (Personal), provided they have been efficient and effective and have not been adversely reported upon. We are maintaining the present provision.

Recommendation 2

23.13 **We recommend that officers in the grade of Field Assistant (Personal) who have drawn their top salary for a year should continue to be allowed to proceed incrementally in the scale of the grade of Senior Field Assistant (Personal), provided they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Redeployment of Staff

Recommendation 3

23.14 We recommend that in respect of EX-TDA, Teafac and Tea Board employees who have been re-deployed in the Civil Service by virtue of a decision of government, the aggregate number of years of service should be taken into consideration for implementing the recommendations at paragraphs 21.8 (i) to (iv) of Volume 1 of this Report irrespective of their grades and duties they have been performing.

The above recommendation is not applicable to officers, if any, qualifying for additional increments by virtue of provisions made at paragraphs 10.46 of Volume 1 of this Report.

Allowances

23.15 To-day, (i) Technical Officers and Senior Technical Officers at the Plant Pathology Section of the National Plant Protection Office who are required to cover arrival and departure of ships and planes and for work connected with White Grub Protocol, and (ii) 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. We are revising the quantum of these allowances.

Recommendation 4

23.16 The allowances presently paid are being revised as specified below:

(a)	Technical Officers and Senior Technical Officers posted at the Plant Pathology Section of the National Plant Protection Office	Rs 1115 monthly
(b)	Technical Assistants and Senior Technical Assistants residing on stations for shouldering higher responsibilities outside normal working hours	Rs 215 monthly
(c)	Officers working on a roster basis at outstations as follows: Technical Assistant Senior Technical Assistant	Rs 280 monthly Rs 445 monthly

Training in Engineering

- 23.17 Engineering graduates are required to undergo a pre-registration practical training in order to be able 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.
- 23.18 Today, trainees in Engineering are paid a fee of Rs 18400 monthly during their training period. We are revising the quantum of the fee.

Recommendation 5

- 23.19 We recommend that the fee payable to Trainees in Engineering be revised to Rs 21000 monthly.**

Veterinary Services

- 23.20 The Veterinary Services is responsible for performing activities pertaining to the provision of free veterinary health care, treatment of sick livestock of economic importance, artificial insemination of cows belonging to small cow-breeders at very minimal cost, production and supply of poultry vaccines at very cheap cost. Additionally, the Veterinary Services have been implementing their role of Veterinary Public Health through strict observance of quarantine rules for imported animals, either for slaughter or breeding, or for leisure purposes, and through regular inspection of meat at the Central Abattoir to ensure fitness for human consumption.

Veterinary Officer

- 23.21 On account of the continued scarcity in the field as revealed by our Survey, we are maintaining the mechanism for some flexibility in the remuneration system for this category of scarce professionals.

Recommendation 6

- 23.22 We again 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.**
- 23.23 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, continue to approve the higher salary point for new entrants in the grade of Veterinary Officer based on the qualification and experience of recruits, and such adjustments in salary as may be required for officers in post.**
- 23.24 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.**

Special Professional Retention Allowance

23.25 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these professionals at the Ministry meaning that the SPRA has served its purpose of retaining professionals of high calibre.

23.26 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, maintaining the SPRA up to the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector for retaining professionals at these levels of operations.

Recommendation 7

23.27 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance to officers of the Ministry in the Veterinary Officer cadre as specified in the table below:

Grades	SPRA (% of Monthly Salary)
Veterinary Officer reckoning at least 10 years' service in the grade	7
Senior Veterinary Officer and Divisional Veterinary Officer	7

23.28 We further recommend that those officers:

- (i) who leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) who retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they

may retire without the approval of the appropriate Service Commission.

However, provision made at paragraph 23.28 (i) and (ii), should not apply to officers retiring as per their new compulsory retirement age and on medical ground.

Meat Inspection

23.29 At present a daily commuted allowance of Rs 725 is payable to the Veterinary Officer who is required to carry out meat inspection at the Mauritius Meat Authority at odd hours during weekdays and Saturdays. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 8

23.30 We recommend that the daily commuted allowance payable to the Veterinary Officer who is required to carry out meat inspection at the Mauritius Meat Authority at odd hours during weekdays and Saturdays be revised to Rs 800.

Night Service Allowance

23.31 Veterinary Officers provide a 24-hour service to the breeding community after working hours against the payment of On-Call and In-Attendance Allowances. We are revising the quantum of these allowances as specified below.

Recommendation 9

23.32 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:

Weekdays 1530 hours to 0900 hours the next day	Rs 375
Saturdays Noon to 1800 hours 1800 hours to 0900 hours the following day	Rs 175 Rs 295
Sundays and Public Holidays 0900 hours to 1700 hours 1700 hours to 0900 hours the following day	Rs 240 Rs 330

23.33 We further recommend that Veterinary Officers be paid an allowance of Rs 180 per hour when attending work while on call, subject to the following maxima:

Weekdays	Rs 930
Saturdays	Rs 1115
Sundays and Public Holidays	Rs 1485

Clerk Assistant

23.34 The grade of Clerk Assistant exists on the establishment of the Prime Minister's Office (Civil Status Division); Ministry of Agro Industry and Food Security; Ministry of Social Security, National Solidarity and Reform Institutions; Ministry of Fisheries, and Ministry of Business, Enterprise and Cooperatives. Incumbents in this grade normally perform sub-clerical duties wherever they are posted. However, they are often called upon to perform higher duties. Following representations made by incumbents from this grade, the MCSAR, in February 2011, approved the payment, to all Clerk Assistants posted to various Ministries/Departments, of an *ad hoc* allowance, equivalent to the responsibility allowance they would have drawn had they been assigned higher duties of Clerical Officer/Higher Clerical Officer, with effect from 4 January 2011 until the publication of the next PRB Report subject to (i) funds being available; and (ii) the Permanent Secretary is satisfied that the Clerk Assistants are operating at the level of Clerical Officer/Higher Clerical Officer.

23.35 During consultations with stakeholders for this Report, Management has submitted that in the given circumstances, the Clerk Assistants are performing at a higher level and the experience acquired over the years is being gainfully used. Additionally, the staff side has requested for a change in appellation to reflect the nature of duties they perform. The Bureau has examined the submissions and is making an appropriate recommendation.

Recommendation 10

23.36 **We recommend that:**

- (i) **the grade of Clerk Assistant be restyled Office Clerk;**
- (ii) **the MCSAR, in collaboration with the relevant institution, mount an appropriate award course for Office Clerk *formerly Clerk Assistant*;**
- (iii) **on successful completion of the award course, incumbents be allowed to move incrementally in the master salary scale up to salary point Rs 23250 wherever they have been posted; and**
- (iv) **Management should ensure that the officers are entrusted responsibilities commensurate to the position.**

FORESTRY SERVICES

- 23.37 The Forestry Services is one of the major government institutions responsible for the management of State Forest Lands, operating under the aegis of the Ministry of Agro Industry and Food Security. It provides an effective surveillance system of forest areas and forest resources; and also safe access to nature parks. Its priority objectives are the conservation and protection of watersheds and other environmentally sensitive areas; and making economic use of forestry resources for leisure and to generate revenue.
- 23.38 The New National Forest Policy of 2006 outlines guided principles concerning the creation of public awareness of the productive and protective functions of the forests, the important role of the forest sector plays in national development, and ensures the conservation and sustainable management of forests and forest ecosystem of the country for the benefit of the present and future generations. To increase forest and tree cover and also to enhance the environment and the carbon sink capacity of the forests, the department has come up with certain strategic plans namely: afforestation, reforestation, planting of native trees to protect the watersheds around reservoirs and main river systems, and to reduce soil erosion; national tree planting campaign; maintenance and improvement of recreational and leisure sites on State Forest Lands; and conserving the natural heritage of the country by preserving the natural forests with their unique fauna and flora which represents the remarkable biological diversity and genetic resources of the country.
- 23.39 The Forestry Services is headed by a Conservator of Forests, who is supported by a Deputy Conservator of Forests and two Assistant Conservators of Forests in his technical and administrative functions. The enforcement duties are carried out by officers in the grades of Divisional Forest Assistant, Forest Ranger, Deputy Forest Ranger, Forester and Forest Guard.
- 23.40 The organisation structure is appropriate to enable the department to fulfil its mandate effectively. We are, in this Report, restyling the appellation of the grades of Assistant Conservator of Forests, Divisional Forest Assistant, Forester and Forest Guard, to reflect their status and true nature of work performed; and revising the different allowances payable to eligible officers of the department.

Scientific Officer (Forests) formerly Assistant Conservator of Forests

- 23.41 Management has submitted that with the new mandate of sustainable development, the Forestry Services is playing a more active role at the national level and the work complexity of the Assistant Conservator of Forests has increased. The Assistant Conservator of Forests deals with the exploitation of forest produce, silviculture, conservation of biodiversity (both

mainland and offshore islets), plant propagation in nurseries, surveying of plants, among others.

- 23.42 In light of the foregoing, we are restyling the grade of Assistant Conservator of Forests to a more appropriate appellation to reflect the true nature of work performed as well as to be in line with what is obtainable for similar positions.

Recommendation 11

- 23.43 We recommend that the grade of Assistant Conservator of Forests be restyled Scientific Officer (Forests).**

- 23.44 We further recommend that the scheme of service of the grade of Deputy Conservator of Forests be amended accordingly.**

Divisional Forest Officer formerly Divisional Forest Assistant

- 23.45 Representations have been made from both staff side and Management that the grade of Divisional Forest Assistant be restyled to a more appropriate appellation, as the Divisional Forest Assistant is the highest grade in its hierarchy, i.e, the enforcement cadre of the Forestry Services. It has been reported that the latter does not assist any other officer but reports to the Conservator of Forests through the Assistant Conservator of Forests and the Deputy Conservator of Forests. We are, therefore, recommending accordingly.

Recommendation 12

- 23.46 We recommend that the grade of Divisional Forest Assistant be restyled Divisional Forest Officer.**

- 23.47 We also recommend that the grade of Forest Guard be restyled Forest Conservation and Enforcement Officer, and that of Forester to Senior Forest Conservation and Enforcement Officer.**

Allowances

- 23.48 At present, an all-inclusive daily allowance, in lieu of overtime, is payable to officers of the Forestry Services for participating in expeditions to islets. We are maintaining the allowances and reviewing the quantum.

Recommendation 13

- 23.49 We recommend that the daily all-inclusive allowance, in lieu of overtime, payable to officers of the Forestry Services for participating in expeditions to islets be revised as follows:**

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>	1190
Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>	1320
Deputy Forest Ranger	1715
Forest Ranger	1980
Divisional Forest Officer <i>formerly Divisional Forest Assistant</i>	2640
Scientific Officer (Forests) <i>formerly Assistant Conservator of Forests</i>	2640
Deputy Conservator of Forests	3300
Conservator of Forests	3300

23.50 Presently, eligible officers of the Forests Department not occupying government quarters are paid Rent Allowances. We are maintaining the allowances and revising the quantum.

Recommendation 14

23.51 We recommend that eligible officers of the Forests Department not occupying government quarters be paid the following Rent Allowances:

Grades	Amount (Rs)
Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>	645
Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>	695
Deputy Forest Ranger	895
Forest Ranger	985
Divisional Forest Officer <i>formerly Divisional Forest Assistant</i>	1065

Walking Allowance

23.52 Presently, officers in the grades of Forest Guard and Forester are paid a walking allowance of Rs150 monthly. Both Management and Union of the Forestry Branch have made representations that in the regular performance of their duties, officers in the grades of Divisional Forest Officer *formerly Divisional Forest Assistant*, Forest Rangers and Deputy Forest Rangers are also required to carry out extensive field duties in Nature Reserves, Mountain Reserves, River Reserves, forest plantations and other areas in forest and islets which cannot be acceded to, except on foot. We are, therefore, extending the payment of the walking allowance to these grades and revising the quantum.

Recommendation 15

23.53 We recommend that Walking Allowance be paid to Forest Conservation and Enforcement Officer *formerly Forest Guard* and Senior Forest Conservation and Enforcement Officer *formerly Forester* be revised to Rs 165 monthly.

23.54 We further recommend that the payment of the Walking Allowance be extended to officers in the grades of Divisional Forest Officer *formerly Divisional Forest Assistant*, Forest Rangers and Deputy Forest Rangers.

Staggered Hours

23.55 Forest Conservation and Enforcement Officers *formerly 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)

23.56 The National Parks and Conservation Service has been set up in 1994 under Section 8 of the Wild Life and National Parks Act 1993 and operates under the *aegis* of the Ministry of Agro Industry and Food Security.

23.57 The NPCS provides protection and conservation of rare and endangered species of flora and fauna; and also information on biodiversity and access to sites of Native Terrestrial Biodiversity to the public. Its priority objectives are to establish and maintain protected areas from depredation and invasion by alien species; manage key components of biodiversity especially restoration and conservation; and increase public awareness on the importance of biodiversity.

23.58 The Department has established managed forest reserves and provided infrastructure to allow conservation works in the forest. The National Parks provides ideal terrain for conservation research as they harbour most of the country's highly threatened biodiversity and provide a variety of experimental settings for study. Other areas outside the National Park, such as Ile aux

Aigrettes and Mondrain Nature Reserve have also received long term effort and commitment from local and overseas personnel. Conservation of our wildlife is warranted because of its national and international value.

- 23.59 The NPCCS is headed by a Director who is responsible to manage the Institution as well as advise the Ministry of Agro Industry and Food Security on all matters related to the conservation of native terrestrial biodiversity. He is supported by a Deputy Director and assisted by officers in the professional and technical grades. Enforcement duties are carried out by officers in the grade of Forest Guard, Forester, Assistant Park Ranger, Park Ranger and Senior Park Ranger.
- 23.60 We are, in this Report, restyling the professional and technical grades to reflect the true nature of work performed, and revising the different allowances payable to eligible officers of the Department.

Restyling of grades in the Professional and Technical Cadre

- 23.61 The mandate of the NPCCS is to conserve terrestrial biodiversity in the whole Republic of Mauritius including its dependencies. Both Management and staff associations have submitted that the present appellations of the professional and technical grades are not in consonance with the nature of duties performed. The Bureau has examined the respective schemes of service and the job description questionnaires and it is considered that the professional and technical grades need to be restyled to more appropriate job appellations. We are recommending accordingly.

Recommendation 16

- 23.62 We recommend that the grades of Senior Research and Development Officer (Wildlife), Research and Development Officer (Wildlife) and Technical Officer/Senior Technical Officer (Wildlife), Forester and Forest Guard be restyled Senior Scientific Officer (Conservation), Scientific Officer (Conservation), Technical Officer/Senior Technical Officer (Conservation), Senior Forest Conservation and Enforcement Officer, and Forest Conservation and Enforcement Officer respectively.**

Allowances

- 23.63 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 maintaining the payment of the allowance and revising the quantum.

Recommendation 17

- 23.64 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 follows:**

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Director (NPCS)	3300
Deputy Director (NPCS)	3300
Senior Scientific Officer (Conservation) formerly Senior Research and Development Officer (Wildlife)	3300
Scientific Officer (Conservation) formerly Research and Development Officer (Wildlife)	2640
Technical Officer/Senior Technical Officer (Conservation) formerly Technical Officer/Senior Technical Officer (Wildlife)	2110
Technical Officer	1980
Senior Park Ranger	1980
Park Ranger	1715
Assistant Park Ranger	1320
Senior Forest Conservation and Enforcement Officer formerly Forester	1320
Forest Conservation and Enforcement Officer formerly Forest Guard	1190
Gardener/Nurseryman	925
Mason	925
Tradesman's Assistant	790
General Worker	725

Walking Allowance

23.65 Officers in the Park Ranger cadre are required to carry out field duties in many areas in the parks which cannot be acceded to, except on foot and are paid a walking allowance of Rs 150 monthly. We are revising the quantum of the allowance.

Recommendation 18

23.66 We recommend the payment of a Walking Allowance of Rs 165 monthly to Assistant Park Rangers, Park Rangers and Senior Park Rangers of the National Parks and Conservation Service.

Rent Allowance

23.67 Provision exists for the payment of rent allowances to officers in the Park Ranger cadre. We are maintaining the allowance and revising the quantum.

Recommendation 19

23.68 We recommend that officers of the Park Ranger cadre currently in post and not occupying government quarters be exceptionally paid rent allowance on a personal basis as specified below:

Grade	Amount (Rs)
Assistant Park Ranger	695
Park Ranger	895
Senior Park Ranger	985

**MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY
(AGRO INDUSTRY DIVISION)**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 144000 Senior Chief Executive
02 00 94	Rs 114000 Permanent Secretary
02 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Chief Agricultural Planning Officer
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Agricultural Planning Officer

Salary Code	Salary Scale and Grade
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Agricultural Planning Officer
01 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Agricultural Analyst
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Agricultural Executive Assistant (Personal) <i>formerly in GSE10</i>
08 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 35 55	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 15 41	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (Ordinary vehicles up to 5 tons)
AGRICULTURAL SERVICES	
19 00 90	Rs 102000 Chief Agricultural Officer
19 00 86	Rs 87000 Deputy Chief Agricultural Officer
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Principal Agricultural Officer Principal Agricultural Officer (Veterinary Services)
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Veterinary Officer
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Veterinary Officer
19 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Veterinary Officer
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Scientific Officer
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Scientific Officer
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer
19 67 74	Rs 48600 x 1500 – 57600 x 1800 – 59400 Agricultural Technician (Personal) <i>formerly Administrative and Personnel Manager (Teafac)</i>

Salary Code	Salary Scale and Grade
19 43 67	<p>Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600</p> <p>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 35 62	<p>Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100</p> <p>Agricultural Technician (Personal) <i>formerly Tea Officer</i></p>
19 61 73	<p>Rs 39600 x 1500 – 57600</p> <p>Senior Agricultural Superintendent</p>
19 56 67	<p>Rs 33000 x 1200 – 36600 x 1500 – 48600</p> <p>Agricultural Superintendent Senior Laboratory Technologist (Personal)</p>
19 50 62	<p>Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100</p> <p>Laboratory Technologist (Personal) Senior Laboratory Technologist Senior Technical Officer</p>
19 33 58	<p>Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400</p> <p>Apicultural Officer Laboratory Technologist Technical Officer</p>
26 64 75	<p>Rs 44100 x 1500 – 57600 x 1800 – 61200</p> <p>Principal Agricultural Engineer</p>
26 58 71	<p>Rs 35400 x 1200 – 36600 x 1500 – 54600</p> <p>Senior Agricultural Engineer</p>

Salary Code	Salary Scale and Grade
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Agricultural Engineer
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Draughtsman
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
26 16 18	Rs 11250 x 250 – 11750 Trainee Draughtsman
19 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Field Assistant (Personal)
19 17 43	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Field Assistant (Personal)
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Technical Assistant
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Technical Assistant Dog Control Officer
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Agricultural Supervisor
26 35 62	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Transport Officer

Salary Code	Salary Scale and Grade
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i>
08 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Agricultural Executive Assistant (Personal) <i>formerly in GSE 14</i>
08 39 58	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Agricultural Executive Assistant (Personal) <i>formerly Technical Officer (Tea Board)</i>
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Agricultural Executive Assistant (Personal) <i>formerly Accounts Officer, Tea Board Public Relations/Welfare Officer, Tea Board</i>
08 35 55	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i>
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Agricultural Confidential Secretary (Personal) <i>formerly in GSS 3</i>
08 39 51	Rs 19500 x 750 – 28500 Agricultural Executive Assistant (Personal) <i>formerly in GSE 3</i>
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>

Salary Code	Salary Scale and Grade
08 14 44	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 7A</i>
08 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Tickets/Sales Officer
08 15 41	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i> Office Clerk <i>formerly Clerk Assistant</i>
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Workshop Supervisor
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Supervisor of Works
10 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Audio Visual Production Officer Visual Artist (Graphics)
10 12 43	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Publicity Assistant

Salary Code	Salary Scale and Grade
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery)
04 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Plan Printing Operator
24 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Survey Field Worker/Senior Survey Field Worker
04 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Printing Machine Operator
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Laboratory Attendant
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Blacksmith</i> <i>Chief Cabinet Maker</i> <i>Chief Carpenter</i> <i>Chief Mason</i> <i>Chief Motor Mechanic</i> <i>Chief Panel Beater</i> <i>Chief Welder</i> Foreman
24 26 43	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Head Survey Field Worker
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman

Salary Code	Salary Scale and Grade
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)
24 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Agricultural Implement Operator Driver (Shift)
24 13 38	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Forklift Driver
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Incinerator Operator
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Gardener/Nurseryman
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Automobile Electrician</i> <i>Blacksmith</i> <i>Cabinet Maker</i> <i>Carpenter</i> <i>Coach Painter</i> <i>Fitter</i> <i>Mason</i> <i>Motor Mechanic</i> <i>Painter</i> <i>Panel Beater</i> <i>Plumber and Pipe Fitter</i> <i>Tinsmith</i> <i>Turner and Machinist</i> <i>Welder</i> General Development Handy Worker <i>formerly General Development Handyman</i> Maintenance Assistant Sailmaker
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Vulcaniser

Salary Code	Salary Scale and Grade
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 General Assistant
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman Hatchery Operator (Personal to officers in post at 30.06.2003) Leading Hand Senior Stockman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (Ordinary vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) or Driver (TDA)</i>
24 08 36	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 General Development Worker (Personal) <i>formerly Telephone Operator (TDA)</i> <i>Telephone Operator (Tea Board)</i>
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 General Development Worker (Personal) <i>formerly Leaf Weigher (TDA)</i>
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant and Equipment Operator Senior Gardener/Nurseryman
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Barnman (On Shift) Irrigation Operator (On Roster)
25 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Maintenance Handy Worker (Personal)

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 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 Operator Pumping Station Stockman (Roster) Toolskeeper
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stone Breaker Stores Attendant
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Maintenance Handy Worker Tradesman's Assistant
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Lorry Loader Sanitary Attendant Tobacco Grader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
LIVESTOCK FEED FACTORY	
11 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Factory Supervisor
21 24 46	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Senior Sales Officer, Agricultural Extension Shop
21 11 43	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Sales Officer, Agricultural Extension Shop
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Factory Operative (Roster) (Personal)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Factory Operative
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Factory Operative Assistant (Roster) (Personal)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Factory Operative Assistant
FORESTRY SERVICES	
19 00 88	Rs 93000 Conservator of Forests
19 68 79	Rs 50100 x 1500 – 57600 x 1800 – 68400 Deputy Conservator of Forests
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer (Forests) <i>formerly Assistant Conservator of Forests</i>

Salary Code	Salary Scale and Grade
19 55 66	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Divisional Forest Officer <i>formerly Divisional Forest Assistant</i>
19 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Forest Ranger
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Deputy Forest Ranger
19 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>
19 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i>
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 4</i>

Salary Code	Salary Scale and Grade
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Mason</i>
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Gardener/Nurseryman
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Senior Gardener/Nurseryman
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Blacksmith</i> <i>Carpenter</i> <i>Mason</i> <i>Motor Mechanic</i> <i>Painter</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (Ordinary Vehicles up to 5 tons) General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>
24 26 43	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Head Survey and Field Worker

Salary Code	Salary Scale and Grade
24 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Survey Field Worker/Senior Survey Field Worker
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant(TDA/Teafac)</i> Woodcutter
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
NATIONAL PARKS AND CONSERVATION SERVICE	
19 00 86	Rs 87000 Director
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Director
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Scientific Officer (Conservation) <i>formerly Senior Research and Development Officer (Wildlife)</i>
19 45 67	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer (Conservation) <i>formerly Research and Development Officer (Wildlife)</i>
19 35 62	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Technical Officer/Senior Technical Officer (Conservation) <i>formerly Technical Officer/Senior Technical Officer (Wildlife)</i>
19 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Park Ranger
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Park Ranger
19 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Park Ranger Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>

Salary Code	Salary Scale and Grade
19 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Technical Assistant
19 17 43	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Field Assistant (Personal)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 15 41	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Mason</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 General Development Worker (Personal) <i>formerly Gangman (TDA) and Driver (TDA)</i>

Salary Code	Salary Scale and Grade
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 General Development Worker (Personal) <i>formerly Leaf Weigher & Telephone Operator (TDA)</i>
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman General Development Worker (Personal) <i>formerly Office Attendant (TDA/Teafac)</i>
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i>
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
	Ex - CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD <i>All salaries are personal to holders of the post</i>
19 00 86	Rs 87000 General Manager (Personal)

Salary Code	Salary Scale and Grade
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy General Manager, Cane Planters & Millers Arbitration and Control Board (Personal)
19 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Sugar Technologist (Personal)
19 61 73	Rs 39600 x 1500 – 57600 Senior Area Superintendent (Personal)
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Area Superintendent (Personal)
20 48 73	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 Statistician/Systems Coordinator (Personal)
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Personal)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Sugar) (Personal) Technical Officer (Personal)
19 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Principal Test Chemist (Personal)
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Test Chemist (Personal) Senior Test Chemist <i>formerly Assistant Mechanical Officer (Personal)</i>

Salary Code	Salary Scale and Grade
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Test Chemist (Personal)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>formerly in GSC 10</i>
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 15 41	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Agricultural Clerk Assistant (Personal) <i>formerly in GSC 6</i>
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant (Personal)
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Sampler (Personal)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Sampler (Personal)
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Mechanical Unit) (Personal)

24. MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

- 24.1 The Ministry of Environment and Sustainable Development envisions to provide a sustainable island for the present and future generations that is conducive to economic development and social cohesion.
- 24.2 In line with government policy pertaining to the “Maurice Ile Durable” concept, the Ministry ensures that a proper framework for sustainable development as well as for the protection and management of the natural environment is in place, co-ordinates sustainable development and environmental issues through a collaborative process, implements governmental policies and enforces provisions necessary for sustainable development and the protection of the environment of Mauritius.
- 24.3 Its main objectives are, *inter alia*, to protect and manage the environmental assets of Mauritius so that their capacity to sustain the society and its development remains unimpaired; promote sustainable development; and foster harmony between quality of life, environmental protection and sustainable development for the present and future generations.
- 24.4 The Department of Environment is headed by the Director of Environment who is supported by the Deputy Director of Environment and assisted by officers in the professional and technical cadres. A team of employees in the Workmen’s Group are involved in all manual works.
- 24.5 The following Sections operate under the Department of Environment.

Environmental Policy and Management (EPM)

- 24.6 The major service of the EPM comprises the development and update of legislation, regulations and guidelines for air, water, effluent and hazardous waste, and management of compliance with international environmental conventions and protocols.
- 24.7 It ensures that policies related to environmental protection and sustainable development are implemented in an effective and timely manner.

Environmental Protection and Conservation (EPC)

- 24.8 For the EPC, its goal is the sustainable management of the country’s natural resources and its major services are to integrate management of the coastal zone and environmentally sensitive areas; provide education on sustainable development and promote environmental awareness strategies and sensitization campaigns; develop a climate change adaptation framework; ensure compliance of ambient air quality with prescribed standards; and administer and monitor Environmental Impact Assessments (EIAs) and Preliminary Environment Reports (PERs).

Uplifting and Embellishment of the Physical Environment

- 24.9 The Ministry aims at improving the physical environment and enhancing quality of life; rehabilitating and embellishing degraded sites; and setting up of endemic gardens and other green spaces.

Sustainable Development

- 24.10 Concerning sustainable development in the country, the Ministry is responsible for mainstreaming same in key sectors of the economy; put in place policies, strategies and an action plan on sustainable development for Mauritius; and disseminate sustainable consumption and production practices.

DEPARTMENT OF ENVIRONMENT

- 24.11 The Department of Environment, which was established under section 8 of the Environment Protection Act 2002, operates under the *aegis* of the Ministry of Environment and Sustainable Development. It is responsible for the administration of the environmental protection legislation and deals with all matters pertaining to physical and living environment.
- 24.12 Supported by two Deputy Directors of Environment, the Director is responsible for the day-to-day administration and management of the Department. It comprises ten Divisions, namely Pollution, Prevention and Control; Information and Education; Environmental Assessment; Prosecution; Environmental Law; Policy and Planning; Coordination and Project Implementation; Climatic Change; Integrated Coastal Zone Management; and the National Environmental Laboratory.
- 24.13 Apart from the National Environmental Laboratory (NEL) which is headed by a Divisional Scientific Officer, all the other divisions are under the control of a Divisional Environment Officer supported by officers in professional and technical grades. A flying squad comprising Police Officers on secondment provides services at the Pollution, Prevention and Control Division.
- 24.14 The Living Environment Unit is managed by a Project Manager supported by a Deputy Project Manager. The Inspectorate Cadre comprises a three-level hierarchy. About 600 employees belonging to the Workmen's Group are also involved in the implementation of the projects.
- 24.15 As regards the present organisation structure, it is being maintained. However, we are abolishing the grade of Environment Enforcement Officer and reviewing the schemes of service for the grades of Director of Environment and Environment Officer.

Scheme of Service of Director of Environment

- 24.16 Presently, appointment to the grade of Director of Environment is made by selection from among officers in the grades of Deputy Director of Environment

and Manager, NEL reckoning at least two years' service in a substantive capacity in their respective grades.

- 24.17 Both management and the staff side have submitted that, in view of the responsibilities devolving upon the Director of Environment, it is considered that the incumbent should have a wide experience of environmental issues. Furthermore, the post of Manager, NEL has not been filled and since the NEL is fully manned and is operating effectively, it has been proposed that the grade of Manager, NEL be abolished and that the scheme of service for the grade of Director of Environment be amended accordingly.

Recommendation 1

- 24.18 We recommend that the scheme of service for the grade of Director of Environment be amended such that, in future, appointment thereto be made by selection from among officers in the grade of Deputy Director of Environment reckoning at least two years' service in a substantive capacity in the grade.**
- 24.19 We further recommend that the grade of Manager, NEL be abolished.**

Scheme of Service of Environment Officer

- 24.20 At present, appointment to the grade of Environment Officer is made by selection from among officers in the grade of Environment Enforcement Officer possessing a Degree in one of the following subjects:- Agriculture, Botany, Biochemistry, Biology, Chemistry, Engineering (Chemical or Civil or Environmental), Environment and Coastal Management, Environmental Economics or Climate Change Economics, Environmental Law or Environmental Science, Ecology, Geology, Marine Science, Environmental or Urban Planning, and Sustainable Development.
- 24.21 Management considers that, with the emerging environmental challenges relating to sustainable development, the Department of Environment need competencies in more diverse fields, such as Environmental Economics, Environmental Planning, Environmental Law, Ecology, etc. To this end, Management has proposed that, in order to widen the scope of promotion for the post of Environment Officer so that more diverse fields of expertise could be taken on board, the scheme of service for the grade of Environment Officer should be reviewed. The Bureau is of the view that there is merit in the case and we are, therefore, recommending accordingly.

Recommendation 2

- 24.22 We recommend that the scheme of service for the grade of Environment Officer be amended such that, in future, appointment thereto be also made by selection from among Environment Enforcement Officers possessing a degree in Environmental Science or Environmental Economics or Environmental Law or Ecology or Environmental**

Planning. In the absence of suitably qualified serving officers, selection should be made from among candidates possessing the prescribed qualifications.

- 24.23** We further recommend that the grade of Environment Enforcement Officer be made evanescent.

On-Call Allowance

- 24.24** A monthly commuted allowance and an in-attendance allowance are presently paid to the professional and technical staff for being on-call during the whole month after office hours as well as for attending work while on-call. We are revising the quantum of these allowances.

Recommendation 3

- 24.25** We recommend that the monthly commuted allowance, payable to the professional and technical staff for being on-call during the whole month after office hours, be revised as follows:

Grades	Amount (Rs)
Environment Enforcement Officer (Personal)	495
Environment Officer Scientific Officer (Environment)	895
Divisional Environment Officer Divisional Scientific Officer (Environment)	1235

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

Grades	Amount (Rs)
Environment Enforcement Officer (Personal)	100
Environment Officer Scientific Officer (Environment)	180
Divisional Environment Officer Divisional Scientific Officer (Environment)	245

On-Call Monthly Commuted Allowance

24.27 At present, a monthly commuted allowance of Rs 265 is payable to the Drivers at the Ministry of Environment and Sustainable Development whenever they are required to be on-call to attend to environmental hazards/emergencies. We are maintaining the payment of this allowance and revising the quantum.

Recommendation 4

24.28 We recommend that the monthly on-call commuted allowance payable to the Drivers who are required to be on-call to attend to environmental hazards/emergencies be revised to Rs 290.

Project Unit

24.29 The Project Unit is responsible for the formulation, implementation and monitoring of environmental capital projects undertaken by the Department of Environment and the Living Environment Unit.

24.30 A Project Manager heads the Unit and is assisted by a Deputy Project Manager. Officers of the Inspectorate cadre and the manual staff who are posted on different sites regionwise provide support to the Unit.

24.31 The professional, technical and operational hierarchical structures being 'fit-for-purpose' are being maintained.

MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Project Manager
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Deputy Project Manager
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Project Officer

Salary Code	Salary Scale and Grade
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Inspector
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Leading Hand
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver, Mechanical Unit
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Cabinet Maker</i> <i>Carpenter</i> <i>Mason</i> <i>Painter</i> <i>Welder</i> General Assistant
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman Assistant
24 06 28	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class)
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

Salary Code	Salary Scale and Grade
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
DEPARTMENT OF ENVIRONMENT	
19 00 90	Rs 102000 Director of Environment
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director of Environment
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Project Co-ordinator
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Environment Officer Divisional Scientific Officer

Salary Code	Salary Scale and Grade
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Environment Officer Scientific Officer
19 22 51	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Environment Enforcement Officer (Personal)
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Maintenance Assistant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Resource Centre Attendant

24.1 ENVIRONMENT AND LAND USE APPEAL TRIBUNAL

- 24.1.1 The Environment and Land Use Appeal Tribunal has been set up by Act No. 5 of the Environment and Land Use Appeal Tribunal Act 2012.
- 24.1.2 The Environment and Land Use Appeal Tribunal would be responsible to hear and determine appeals made under the Environment Protection Act; the Local Government Act; the Morcellement Act; and the Town and Country Planning Act.
- 24.1.3 At present, the structure of the Environment and Land Use Appeal Tribunal comprises a Chairperson and a Vice-Chairperson. We are maintaining the present arrangement.

ENVIRONMENT AND LAND USE APPEAL TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 95	Rs 132000 Chairperson, Environment and Land Use Appeal Tribunal
12 00 93	Rs 111000 Vice Chairperson, Environment and Land Use Appeal Tribunal
08 45 68	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Secretary, Environment Appeal Tribunal
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer

25. MINISTRY OF TERTIARY EDUCATION, SCIENCE, RESEARCH AND TECHNOLOGY

- 25.1 The Ministry of Tertiary Education, Science, Research and Technology (MTESRT) was set up in May 2010 with a view to giving new impetus to higher education in Mauritius. It envisions to transform the country into a Regional Centre for Excellence in higher education and create a knowledge hub in the island. Its main objective is to increase the gross tertiary enrolment rate from 45% as at 2009 to 75% by 2015, and achieve the target of one graduate per family. It also aims at attracting 10000 foreign students by the year 2020.
- 25.2 In Mauritius, the tertiary education sector comprises public as well as private institutions providing an array of courses, from Certificate to Doctorate Level. The three awarding Universities i.e, University of Mauritius (UOM), University of Technology, Mauritius (UTM), and the Open University of Mauritius (OUM) form part of the Public Tertiary Education Institutions (TEIs) which also comprise the Mahatma Gandhi Institute (MGI) Tertiary Section and the Rabindranath Tagore Institute (RTI), the Fashion and Design Institute (FDI), the “Institut Supérieur de Technologie” (IST) and the Swami Dayanand Institute of Management (SDIM). There are also 59 private TEIs which provide a wide variety of tertiary level programmes covering the fields of Information Technology, Law, Management, Accountancy, Finance and Medicine, among others. These also include the medical institutions – the Sir Seewoosagur Ramgoolam Medical College, the Anna University and the Mauras College of Dentistry.
- 25.3 The regulatory arm of the MTESRT is the Tertiary Education Commission (TEC) which has been entrusted with the responsibility of regulating the operations of these public sector TEIs. On the other hand, the implementation of programmes in these fields is carried out by the Mauritius Research Council and the Rajiv Gandhi Science Centre which also operates under the *aegis* of the MTESRT.
- 25.4 Presently, the MTESRT is headed by a Permanent Secretary who is assisted by administrative as well as technical staff. In the initial stage of operation, staff of the Ministry of Education and Human Resources who were dealing with tertiary education issues were posted to this Ministry. The grades of Director, Assistant Director and Administrator have already been created on the establishment of the Ministry. The MTESRT is now expanding its Technical Division to better meet the challenges ahead. In this Report, we are, therefore, strengthening the Technical Division by providing for the grade of Chief Technical Officer and Project Officer.

Chief Technical Officer (New Grade)

25.5 In the present structure, the Technical Division is sub-divided into the Tertiary Education Sector and the Science, Research Technology Sector. Each of these sectors is headed by a Director who is assisted by an Assistant Director and supported by an Administrator. To be able to meet the objectives set by the Ministry, there is need for a dedicated position to head, drive and coordinate the activities of the technical division.

Recommendation 1

25.6 **We recommend the creation of a grade of Chief Technical Officer. Appointment thereto should be made by selection from among officers of the Ministry of Tertiary Education, Science, Research and Technology holding a substantive appointment in the grade of Director and candidates possessing a Master's Degree in the field of Education from a recognised institution and reckoning at least 15 years' experience at senior technical/management level in tertiary education/education or science or research. Candidates should also have knowledge and expertise to provide leadership in any one of the following technical areas of the Ministry: (a) Tertiary Education, (b) Quality Assurance, (c) Science and Technology and (d) Research.**

25.7 The Chief Technical Officer would be required to, among others, drive the Technical Division of the Ministry for the implementation of the policy measures set; provide proper advice to the Ministry on policies relating to tertiary education, science, research and technology in line with Government's objectives as well as the development needs of the country; develop strategies in view of guiding policy for the improvement of the tertiary education, science, research and technology sector both sectorally and in a holistic perspective; and ensure that appropriate norms and standards are applied throughout the tertiary, science, research and technology sector.

Project Officer (New Grade)

25.8 To provide information on programmes offered by public and private TEIs in Mauritius and overseas and to guide students in their choice, the MTERST has set up the Study Mauritius Office. This office also advises students on accommodation and facilitation of procedures for delivering of visas to students, among others.

25.9 The Study Mauritius Office has a crucial role to play in furthering the objectives of the MTERST. Its core activities embrace Marketing, Communication, Linkages, Research and International Relations. Actually two officers have been selected from the TEC to serve this office. Operating under the responsibility of an Assistant Director, the Study Mauritius Office needs to be properly staffed to cater for its stakeholders.

Recommendation 2

- 25.10 We recommend the creation of a grade of Project Officer. Appointment thereto should be made by selection from among candidates possessing a Degree or a joint Degree in Marketing or Economics or Management or Business Studies and a Master's Degree in Project Management from a recognised institution.
- 25.11 Incumbent would be required, among others, to conduct research on the potential for recruitment of students in other countries, including market research; provide support for the preparation of policy and strategy documents in relation to promoting Mauritius as a foreign destination for higher education; prepare communication strategy to promote Mauritius as a study destination; and assist in the organisation of conferences, seminars, workshops on Mauritian higher education.

**MINISTRY OF TERTIARY EDUCATION, SCIENCE,
RESEARCH AND TECHNOLOGY
SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
06 00 90	Rs 102000 Chief Technical Officer (New Grade)
06 00 86	Rs 87000 Director
06 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Assistant Director
06 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Administrator
06 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Project Officer (New Grade)

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

26. MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

- 26.1 The Ministry of Information and Communication Technology (MICT) has as mission to provide the right environment for the harnessing of Information and Communication Technologies to generate employment, increase national wealth, improve quality of life and create new opportunities for sustainable socio-economic development of Mauritius. It envisions to make Mauritius a Cyber Island and the ICT leader in the Region.
- 26.2 The priority objectives of the Ministry are, among others, to: improve competitiveness and growth of the ICT sector of the economy; transform Mauritius into a knowledge-based economy and an all inclusive society through ICT; modernise government services to citizens and businesses through e-government initiatives; and deliver timely and cost effective ICT operational services to all Government departments.
- 26.3 A Permanent Secretary who is also the Responsible Officer is at the apex of the MICT. The following department/division/unit operate under the *aegis* of the Ministry: the Central Information Systems Division (CISD); the Central Informatics Bureau (CIB); the IT Security Unit (ITSU), as well as the National Computer Board (NCB), a parastatal body and the State Informatics Limited (SIL), a government-owned company.
- 26.4 Created in 1971, the CISD, formerly the Data Processing Division is mainly concerned with the operational aspects of ICT projects. Its vision is to achieve excellence in the provision of State-of-the-Art ICT Support Services to the Civil Service. A few of its services include the maintenance of the Government Payroll System; development and maintenance of government websites; database, system and network administration; commissioning of computer equipment; administration of the Government Email Services; and provision of central back up service for data in Ministries and Departments.
- 26.5 The CISD consists of two main sections namely the Operations Section, comprising the Computer Support Officer and Data Entry Officer cadres and the Technical Section comprising officers of the Systems Analyst cadre. A Manager is in charge of the Division and is supported by a Deputy Manager and a Technical Manager.
- 26.6 Set up in 1989, the CIB aims at making government services available round-the-clock to better serve the citizens in the digital age. It assists Ministries and Departments to improve effectiveness and efficiency of Government services through the innovative use of Information and Communication Technologies; uses ICT as an enabler for reviewing processes and streamlining procedures within the Civil Service; promotes rationalisation and sharing of information across the Civil Service through ICT; empowers officers with skills to enable them embrace ICT as an effective tool for supporting their

day-to-day work and propagating the ICT culture within the Civil Service. It is headed by a Director, who is assisted by a Deputy Director and supported by Project Managers.

- 26.7 Established in 2004, the ITSU acts as the key contact point for IT Security in Government. Its main objectives include, implementing Government policies with regard to IT security; assisting Ministries/Departments in the implementation of security standards; disseminating information on IT Security; and carrying out security audits. The structure of the ITSU comprises the grades of Head, IT Security Unit and Project Manager, IT Security.
- 26.8 In the context of this review exercise, the MICT has proposed the creation of an ICT Directorate in view of consolidating IT Services and providing a single, integrated entity responsive to the needs of all IT users and stakeholders. Since under the present set up, the CIB, CISD and ITSU are operating separately, the Ministry considers that for greater synergy, there is an urgent need to review the whole structure.
- 26.9 Unfortunately, no consensus was reached between Management and the unions on the redesigning of the organisational structure. Nevertheless, to enable the Ministry to coordinate the operations of the three departments for a cohesive and seamless service, we are providing for a high level position of Chief Technical Officer, ICT.
- 26.10 Further, we are making provision for officers of the MICT to be posted in every Ministry/Department/Organisation to lead e-government projects and initiatives in the specific sector. We are also providing for Data Entry Officers and Senior Data Entry Officers of the CISD the possibility to join the grade of Computer Support Officer.

Chief Technical Officer, ICT (New Grade)

Recommendation 1

- 26.11 **We recommend the creation of a grade of Chief Technical Officer, ICT. Appointment, thereto, should be made by selection from among serving officers of the MICT possessing:**
- (i) a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or any degree with Computer Science or Computer Engineering or Information Systems or Information Technology as a major component;**
 - (ii) a Master's degree in the field of Information Technology or Telecommunication or Business Administration; and**
 - (iii) at least 10 years' experience at senior management/technical level in the public sector.**

- 26.12 Incumbent would be responsible, among others, for: the formulation and implementation of policies and strategies in the ICT Sector; advising on the appropriate legal frameworks relating to ICT and its optimal use across all sectors; ensuring the implementation of the appropriate recommendations of the National ICT Strategic Plan; ensuring the functional alignment of the technical divisions of the Ministry; monitoring progress in the implementation of e-government projects and advising on corrective measures needed, if any; the continuous review of operational procedures to ensure effective service delivery in the ICT Sector; and ensuring the establishment of IT Security standards and implementation of best IT Security practices and the dissemination of knowledge on information security.

Head, ICT

- 26.13 Government has repeatedly announced the use of IT to deliver its programmes, services and information. ICT has become a key enabler for improving access and service performance. The Government is setting targets to computerizing its services. Any ICT development should be driven by the operational needs of the relevant ministry. There is, however, the need for the MICT to provide the required strategic support for the development/improvement of the in-house systems. To this end, the MICT has submitted that there is urgent need to review the arrangement to lead IT projects in Ministries/Departments with a view to boosting E-Government in the Civil Service.
- 26.14 Further, it has been observed that wherever dedicated IT professionals have been posted, Ministries/Departments have moved faster in adopting ICT, delivering on-line services, providing update information, among others. Against this background, we are making provision for IT professionals from the MICT to be posted in every Ministry/Department/Organisation and the latter be designated as "Head, ICT". Incumbent would act as a catalyst in boosting e-government projects and initiatives in the sector concerned.

Recommendation 2

- 26.15 **We recommend that an IT professional from the MICT be designated to the position of "Head, ICT" in every Ministry/Department/Organisation to lead IT projects. Appointment, thereto, should be based on the qualifications, experience and competencies of the officers.**
- 26.16 The Head, ICT should be assigned the following duties: to assist Management in leading and coordinating ICT projects; participate in the elaboration of the organisation's e-business plan and its subsequent implementation; liaise with stakeholders for an effective implementation of the projects; chair committees/meetings related to the setting up and implementation of the projects; arrange for the training of staff in using the new system and work out the training programmes/updates; submit a report to Management at regular intervals on the status of ICT usage and feedback

on the new system put in place; and ensure that the Ministry/Department/Organisation has a website of its own and regularly update same.

- 26.17 We further recommend that the “Head, ICT” should be paid a monthly allowance equivalent to the difference between the substantive salary of the officer and the initial salary of the grade of Project Manager, CIB or three increments worth at the incremental point reached in the substantive post (to be read from the master salary scale) whichever is higher, provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the grade of Project Manager, CIB.**

Senior Data Entry Officer

Data Entry Officer

- 26.18 At present, the Data Entry Officer cadre of the Operations Section of the CISD comprises the grades of Data Entry Officer, Senior Data Entry Officer, Data Entry Supervisor and Data Entry Controller.
- 26.19 Management has submitted that with the continuous and evolving pace of new technologies, coupled with demands for fast and timely delivery of services, there is need to review the structure of the Operations Section as the present one no longer meets the new requirements of the Division. The Bureau has been further apprised that data entry duties are being phased out owing to a substantial reduction in bulk data entry exercises. Moreover, there has been an increase in requests for rapid interventions and support-oriented tasks.
- 26.20 In this context, Management has embarked on a reskilling programme for officers of the Data Entry Officer cadre in view of optimising the use of existing resources. These officers have been given the option to follow short courses in IT and/or to be provided training in support duties. Management has further apprised that the officers concerned have successfully followed the training course and are satisfactorily performing support duties in different Ministries/Departments. Those who have not opted for the reskilling programme continue to perform data entry tasks.
- 26.21 Against this background and in line with the Ministry’s submissions, we are providing opportunities to Data Entry Officers and Senior Data Entry Officers who have successfully followed the training/reskilling programmes, to join the grade of Computer Support Officer, hence allowing for greater mobility, flexibility and polyvalence in the Division. We are further making the grade of Data Entry Officer evanescent.

Recommendation 3

26.22 We recommend that Data Entry Officers and Senior Data Entry Officers who:

(i) have successfully completed the training/reskilling programmes mounted by Management; and

(ii) are satisfactorily performing support duties

should be given the option to join the grade of Computer Support Officer.

26.23 We additionally recommend that the grade of Data Entry Officer be made evanescent.

Assistant Systems Analyst/Senior Assistant Systems Analyst***formerly Assistant Systems Analyst***

26.24 The Bureau considers that the grade of Assistant Systems Analyst should be restyled Assistant Systems Analyst/Senior Assistant Systems Analyst in view of better reflecting the level of responsibilities shouldered and duties performed.

Recommendation 4

26.25 We recommend that the grade of Assistant Systems Analyst be restyled Assistant Systems Analyst/Senior Assistant Systems Analyst.

26.26 At present, appointment to the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst* is from two streams: by selection from among officers not below the grade of Senior Data Entry Officer who reckon at least three years' service in a substantive capacity in the grade and who have successfully completed the professional training, both practical and theoretical in systems analysis, database design and software maintenance; and from candidates possessing a post Higher School Certificate Diploma in Computer Science or an equivalent qualification.

26.27 In the last Report, we recommended that the present mode of recruitment to the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst* be maintained up to year 2012 so as to enable those officers of the CISD who have successfully followed the in-house training course to be considered for the post.

26.28 In the context of this Report, it has been submitted from various quarters that since July 2008, there has been no recruitment exercise for Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst*, despite the fact that officers have been sponsored and

completed the training course. Request has, therefore, been made to maintain the present mode of recruitment beyond year 2012.

- 26.29 We have examined the submission and consider that serving officers of the CISD who have successfully followed the in-house professional training, both practical and theoretical in systems analysis, data base design and software maintenance should continue to be given the opportunity to join the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst* and also allow other officers possessing the required qualifications to join the grade. This would allow the organisation to retain in-service experienced and qualified officers. We are, therefore, reviewing the existing scheme of service of the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst*.

Recommendation 5

- 26.30 **We recommend that, in future, appointment to the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst* should be made by selection from among:**

- (i) **officers not below the grade of Senior Data Entry Officer reckoning at least three years' service in a substantive capacity in the grade; and**
- (ii) **officers of the Computer Support Officer cadre reckoning at least three years' service in a substantive capacity in the cadre, who either have successfully completed the professional training both practical and theoretical in systems analysis, database design and software maintenance or possess a Diploma in Computer Science or an equivalent qualification. In the absence of qualified serving officers of the CISD, appointment should be made by selection from among candidates possessing a post HSC Diploma in Computer Science or an equivalent qualification.**

- 26.31 At present, Assistant Systems Analyst/Senior Assistant Systems Analyst *formerly Assistant Systems Analyst* who possess a Degree in Computer Science and have reached their top salary are allowed to move incrementally provided they satisfy a few criteria. We are maintaining this provision.

Recommendation 6

- 26.32 **We recommend that Assistant Systems Analyst/Senior Assistant Systems Analysts *formerly Assistant Systems Analysts* who possess a Degree in Computer Science or an 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 47100, provided they have:**

- (i) drawn the top salary for a year; and
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Roster System of Work

26.33 Officers in the grades of Computer Support Officer, Senior Computer Support Officer, and Computer Operations Controller are required to work on a roster (day) basis and this element has been taken into account in determining the salary of the grades.

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
04 00 92	Rs 108000 Chief Technical Officer, ICT (New Grade)
04 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Head, IT Security Unit
04 61 75	Rs 39600 x 1500 – 57600 x 1800 – 61200 Project Manager, IT Security
22 25 42	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Senior Receptionist/Telephone Operator
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
CENTRAL INFORMATICS BUREAU	
04 00 90	Rs 102000 Director, CIB
04 00 86	Rs 87000 Deputy Director, CIB
04 61 75	Rs 39600 x 1500 – 57600 x 1800 – 61200 Project Manager, CIB
05 33 53	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Documentalist
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
CENTRAL INFORMATION SYSTEMS DIVISION	
04 00 88	Rs 93000 Manager
04 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Manager
04 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Technical Manager
04 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Systems Analyst
04 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Systems Analyst

Salary Code	Salary Scale and Grade
04 36 64	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Assistant Systems Analyst/Senior Assistant Systems Analyst <i>formerly Assistant Systems Analyst</i>
04 55 64	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Operations Manager
04 48 61	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Assistant Operations Manager
04 43 56	Rs 22500 x 750 – 28500 x 900 – 33000 Data Entry Controller
04 43 57	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Computer Operations Controller (Roster)
04 33 54	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Senior Computer Support Officer (Roster)
04 19 49	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Computer Support Officer (Roster)
04 33 53	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Data Entry Supervisor
04 27 48	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Data Entry Officer
04 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Data Entry Officer (Personal)

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

26.1 INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL

- 26.1.1 The Information and Communication Technologies Appeal Tribunal (ICT Appeal Tribunal) which was established by Act No. 44 of the Information and Communication Technologies Act 2001, operates under the *aegis* of the Ministry of Information and Communication Technology.
- 26.1.2 The ICT Appeal Tribunal is empowered 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 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.
- 26.1.3 In the exercise of its powers, the Tribunal makes such orders for requiring the attendance of persons and the production of articles, documents or other electronic records, as it thinks necessary or expedient; takes evidence on oath and for that purpose, administers oaths; on its own motion, calls and hears any person as witness; and adopts such procedures as may be necessary for the proper functioning of the Tribunal.
- 26.1.4 At present, the structure of the ICT Appeal Tribunal provides for a Chairperson, ICT Appeal Tribunal to be responsible for the overall control and management of the Tribunal and a Deputy Chairperson, ICT Appeal Tribunal. The support staff comprises officers in the grades of Shorthand Writer and other General Services grades.
- 26.1.5 In the Budget Speech 2012, it has been announced that to speed up decisions on appeal cases, Government is consolidating 12 Appeal Tribunals into three.
- 26.1.6 In view of the above, in this Report, we are maintaining the existing structure of the ICT Appeal Tribunal.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 95	<p style="text-align: center;">ICT APPEAL TRIBUNAL</p> <p>Rs 132000 Chairperson, ICT Appeal Tribunal</p>

Salary Code	Salary Scale and Grade
12 00 93	Rs 111000 Deputy Chairperson, ICT Appeal Tribunal
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer

27. MINISTRY OF FISHERIES

- 27.1 Mauritius has a maritime zone of approximately 2.3 million square kilometres. With such a vast maritime zone, Mauritius has the potential to become a significant player in the world seafood industry. In this context, Government is aiming at developing an Ocean Economy which will be one of the future contributors to the country's GDP.
- 27.2 The vision of the Ministry of Fisheries is to make the Fisheries Sector an economic pillar with due regard to sustainability of the aquatic resources and social development, for the benefit of all stakeholders. Its mission is to provide an enabling environment for the promotion of sustainable development of the Fisheries Sector and to ensure continued economic growth and social development within the framework of good governance. The Government's programme 2012-2015 now incorporates fisheries as an essential element of the Ocean Economy.
- 27.3 The objectives of the Ministry are, to *inter alia*, promote and regulate the optimal long-term sustainable utilisation of the living marine resources; carry out and promote applied research, development and management of aquatic living resources; foster the interest of Mauritius within the International Fisheries organisations; and provide professional, responsive and customer friendly services.
- 27.4 The Fisheries Sector has been developing very fast during the last decade where new areas of operation have been opened such as Sea Food Hub, Fish Auction Market and, even a master plan for the sector has been prepared with the collaboration of all stakeholders which prompts the request for a good reorganisation and incentives to encourage the officers to fulfill the goals of the Ministry.
- 27.5 The Ministry of Fisheries is under the overall responsibility of the Permanent Secretary, assisted on the administrative side by one Principal Assistant Secretary and two Assistant Secretaries, and on the technical side by the Director of Fisheries who is responsible for sectoral planning and co-ordination between management and research. The fisheries research service which deals with applied research, is manned by officers in the professional, technical and enforcement cadres.
- 27.6 The technical duties of the Ministry are performed by the staff of the Albion Fisheries Research Centre (AFRC), the Fisheries Training and Extension Centre and the Competent Authority Seafood. The objectives of the AFRC are, to *inter alia*, carry out research and studies needed for the sustainable development and management of marine living resources (fish stocks, coral reef, etc.); provide support services to stakeholders of the fishing industry; and provide advice to policy makers on matters related to the management

and development of living marine resources and the conservation of marine environment including the creation of marine parks and reserves.

- 27.7 Through its training activities, the Fisheries Training and Extension Centre (FITEC), aims at empowering fishermen to earn a better livelihood. Additionally, it encourages fishermen to venture into a more profitable business in the off lagoon fishing around Fish Aggregating Devices (FADs), by deploying and maintaining a number of these FADs around the island.
- 27.8 We are, in this Report, streamlining the organisation structure by merging the grades of Scientific Officer (Fisheries) and Senior Scientific Officer (Fisheries), and restyling the grade of Principal Fisheries Officer to a more appropriate job appellation.

Scientific Officer/Senior Scientific Officer (Fisheries)

- 27.9 Management has submitted that the organisation structure of the professional cadre is cumbersome, with eight Divisional Scientific Officers (Fisheries), one Senior Scientific Officer (Fisheries) and 28 Scientific Officers (Fisheries) in post. In line with the Bureau's policy of delayering, it would be appropriate to merge the grades of Scientific Officer (Fisheries) with that of the Senior Scientific Officer (Fisheries), and the supervisory element be ensured by the Divisional Scientific Officer (Fisheries).

Recommendation 1

- 27.10 **We recommend that the grades of Scientific Officer (Fisheries) and Senior Scientific Officer (Fisheries) be merged and restyled Scientific Officer/ Senior Scientific Officer (Fisheries).**
- 27.11 **We further recommend that the scheme of service for the grade of Divisional Scientific Officer be amended such that, in future, promotion be made on the basis of experience and merit, of officers in the grade of Scientific Officer/Senior Scientific Officer (Fisheries) reckoning an aggregate of four years' service in a substantive capacity in the grades of Senior Scientific Officer (Fisheries) and Scientific Officer/Senior Scientific Officer (Fisheries).**

Assistant Director (Fisheries)

formerly Principal Fisheries Officer

- 27.12 Presently, Principal Fisheries Officers, apart from coordinating technical/professional activities, also assist the Director of Fisheries in the formulation of policies and strategies for the smooth running of the Fisheries Sector. We are, therefore, restyling the grade to benefit the status and the responsibilities devolving upon incumbents.

Recommendation 2

- 27.13 We recommend that the grade of Principal Fisheries Officer be restyled Assistant Director (Fisheries).**
- 27.14 We also recommend that the scheme of service for the grade of Director of Fisheries be amended accordingly.**

Clerk Assistant

- 27.15** The grade of Clerk Assistant exists on the establishment of the Prime Minister's Office (Civil Status Division); Ministry of Agro Industry and Food Security; Ministry of Social Security, National Solidarity and Reform Institutions; Ministry of Fisheries; and Ministry of Business, Enterprise and Cooperatives. Incumbents in this grade normally perform sub-clerical duties wherever they are posted. However, they are often called upon to perform higher duties. Following representations made by incumbents from this grade, the MCSAR, in February 2011, approved the payment, to all Clerk Assistants posted to various Ministries/Departments, of an *ad hoc* allowance, equivalent to the responsibility allowance they would have drawn had they been assigned higher duties of Clerical Officer/Higher Clerical Officer, with effect from 4 January 2011 until the publication of the next PRB Report subject to (i) funds being available; and (ii) the Permanent Secretary is satisfied that the Clerk Assistants are operating at the level of Clerical Officer/Higher Clerical Officer.
- 27.16** During consultations with stakeholders for this Report, Management has submitted that in the given circumstances, the Clerk Assistants are performing at a higher level and the experience acquired over the years is being gainfully used. Additionally, the staff side has requested for a change in appellation to reflect the nature of duties they perform. The Bureau has examined the submissions and is making an appropriate recommendation.

Recommendation 3

- 27.17 We recommend that:**
- (i) the grade of Clerk Assistant be restyled Office Clerk;**
 - (ii) the MCSAR, in collaboration with the relevant institution, mount an appropriate award course for Office Clerk *formerly Clerk Assistant*;**
 - (iii) on successful completion of the award course, incumbents be allowed to move incrementally in the master salary scale up to salary point Rs 23250 wherever they have been posted; and**
 - (iv) Management should ensure that the officers are entrusted responsibilities commensurate to the position.**

Restyling of other grades

27.18 To cope with the technical innovation on board of newly designed boats/vessels, there is need for suitably qualified personnel. The Ministry has submitted for the restyling and reviewing of the qualification requirements of some posts to reflect the new skills and competencies required for these posts. We have examined the submissions and are making appropriate recommendations.

Boatswain (Sea-Going Vessel)

Recommendation 4

27.19 **We recommend that the grade of Boatswain (Sea Going Vessel) be restyled Skipper. Recruitment, thereto, should be made from among candidates possessing either the Certificate of Competency as Skipper Fishing Vessels (Limited) or Skipper's Certificate or Certificate of Competency as Skipper of Fishing Vessel of 24 metres or more and reckoning at least one year's experience as Skipper on boats/vessels. Progression beyond the Qualification Bar (QB) in the salary scale would be subject to the officer possessing the above qualification.**

27.20 Incumbents would be required, among others, to be responsible for keeping available all deck stores and equipment; participate in fishing operations, constructions, setting and maintenance of full aggregating services, take part in any search and resource operations and in landing operations on any islet in the coast of Mauritius; record attendance of all new officers directly under his supervision; and perform such duties as may be assigned during the docking of boat/vessel.

Coxswain

Recommendation 5

27.21 **We recommend that the grade of Coxswain be restyled Second-Hand Fishing (Limited). Appointment, thereto, should be made from among candidates possessing the Certificate of Competency as Second-Hand Fishing (Limited) and reckoning at least three years' service in the operation of fishing boats or other boats at sea.**

27.22 Incumbents would be required, among others, to carry out proper co-ordination and execution of fishing operations, operate fishing, patrol, research and training boats with central and outboard engines; be responsible for the general maintenance of boats and their equipment and for the safe keeping of stores items; take part in the preparation of fishing operations; assist in the preparation and setting of fish aggregating services at sea; and take part in any Search and Rescue Operations and in landing operations of any islet in the water of Mauritius.

Artificer

Recommendation 6

- 27.23 **We recommend that the grade of Artificer should be restyled Motorman/Engine Driver. Recruitment thereto should, in future, be made from among holders of a Certificate of ratings forming part of the Engine Room Watch as per Section A-III/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention) and reckoning at least two years experience in the operation of fishing boats or other boats at sea as Motorman or Engine Room Rating.**
- 27.24 Incumbents would be responsible, among others, to the Skipper for the maintenance and repairs of inboard and outboard motors and other mechanical installation and equipment on board of fishing, patrol, research and training boats; taking part in the preparation of fishing operations; assisting in fishing operations and in the preparation and setting of fish aggregating devices; taking part in any Search and Rescue Operations and in landing operations on any islet in the waters of Mauritius; and performing such duties as may be assigned during day docking of boats/vessels, among others.

Deckhand/Fisherman

- 27.25 We are also reviewing the qualification requirements and the duties of the grade of Deckhand/Fisherman.

Recommendation 7

- 27.26 **We recommend that appointment to the grade of Deckhand/Fisherman should, in future, be made from among candidates possessing a Certificate as Efficient Deckhand and reckoning at least two years' service on decked boats/vessels at sea.**
- 27.27 Incumbent, would in addition to the present duties also be required to form part of the crew of a fishing, patrol, research or training boat or any light craft attached to such boat/vessel owned or operated by Government through the Ministry, and participate in fishing operations and in the deployment of fish aggregating devices.
- 27.28 These factors have been taken into consideration in determining the recommended salary for the grade.

Sea-Going Allowance

- 27.29 At present, 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, are paid an allowance of Rs 800 a day for working for a period of five days at a stretch.

27.30 We are maintaining the provision and revising the quantum.

Recommendation 8

27.31 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 880 a day for working for a period of five days at a stretch.

27.32 Presently, 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 9

27.33 We recommend the continued 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 12 hours on working days.**
- (b) **1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**
- (c) **one day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.**

In-Attendance Allowance

27.34 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. We are revising the quantum of this allowance.

Recommendation 10

27.35 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 110 per hour.

Rent Allowance

27.36 Officers of the Fisheries Protection Service not occupying Government quarters are entitled to a rent allowance. We are revising the quantum.

Recommendation 11

27.37 **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	645
Senior Fisheries Protection Officer	700
Principal Fisheries Protection Officer	895
Assistant Controller, Fisheries Protection Service	985
Deputy Controller, Fisheries Protection Service	1010
Controller, Fisheries Protection Service	1065

Diving Allowance

27.38 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 eco-system and other features occurring therein. They are presently being paid a diving allowance of Rs 540 per dive, subject to a maximum of Rs 8100 a month. We are revising both quanta.

Recommendation 12

27.39 **We recommend that the diving allowance paid to the officers of the Fisheries Division be revised to Rs 595 per dive, subject to a maximum of Rs 8925 a month.**

Allowance for officers posted in Flying Squads

27.40 Presently, a monthly Special Duty Allowance equivalent to one and a half increments at the initial of their respective salary scales is paid to officers of the Fisheries Protection Service posted in the Flying Squads. We are revising the allowance.

Recommendation 13

27.41 We recommend the continued payment of a monthly Special Duty Allowance equivalent to one and a half increments at the initial of their respective salary scales to officers posted in the Flying Squads.

Shift, Roster and Night Allowance

27.42 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.

27.43 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 17.5% 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 14

27.44 We recommend that Fisheries Protection Officers, Senior Fisheries Protection Officers and Principal Fisheries Protection Officers who effectively work on night shift should continue to 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

27.45 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 FISHERIES**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary

Salary Code	Salary Scale and Grade
19 00 90	Rs 102000 Director of Fisheries
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Assistant Director (Fisheries) <i>formerly Principal Fisheries Officer</i>
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Divisional Scientific Officer (Fisheries)
19 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Scientific Officer/Senior Scientific Officer (Fisheries) <i>formerly Scientific Officer (Fisheries)</i> <i>Senior Scientific Officer (Fisheries)</i>
19 55 66	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Controller, Fisheries Protection Service
19 53 62	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Deputy Controller, Fisheries Protection Service
19 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Assistant Controller, Fisheries Protection Service
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Principal Fisheries Protection Officer
19 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Fisheries Protection Officer
19 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Fisheries Protection Officer
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Technical Officer (Fisheries)

Salary Code	Salary Scale and Grade
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Fisheries)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Fisheries)
13 24 41	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Motorman/Engine Driver <i>formerly Artificer</i> Second-Hand Fishing (Limited) <i>formerly Coxswain</i>
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Office Clerk <i>formerly Clerk Assistant</i>
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Agricultural Clerk (Personal) <i>(formerly GSC 10)</i>
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Agricultural Clerk (Personal) <i>(formerly GSC 9)</i>
24 29 47	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Senior Laboratory Attendant
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman

Salary Code	Salary Scale and Grade
24 21 41	Rs12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Driver (Heavy Vehicles above 5 tons) (Roster-day and night)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.2008)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Marine Mechanic – Diesel (Fisheries)</i> <i>Mason</i> <i>Painter</i> <i>Plant Mechanic</i>
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Nurseryman
24 26 39	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Head Nurseryman (Fisheries) (Roster)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Senior Nurseryman (Fisheries) (Roster)

Salary Code	Salary Scale and Grade
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Nurseryman (Fisheries) (Roster)
13 31 57	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 33000 x 1200 – 34200 Skipper <i>formerly Boatswain (Sea-going Vessel)</i>
13 11 32	Rs10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Deckhand/Fisherman
13 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Boatman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant

28. MINISTRY OF YOUTH AND SPORTS

- 28.1 The Ministry of Youth and Sports is responsible for the promotion of Youth and Sports activities throughout the country. Its mission 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.
- 28.2 The Ministry aims to increase the focus on democratisation of sports by putting more facilities at the disposal of the general public; take additional measures to increase the number of high level athletes so that Mauritius becomes more competitive on the international scene; empower athletes through sports training, coaching, education, personal support and social accompaniment.
- 28.3 The activities of the Ministry are organised under two sections namely the Youth section and the Sports Section.

YOUTH SECTION

- 28.4 The Youth Section of the Ministry is responsible, among others, to respond to the aspirations and needs of the youth by providing them with the logistic support to practise healthy and enjoyable activities and empowering them for a better future.
- 28.5 The main objectives of the Youth Section are to ensure the implementation of innovative development programmes to meet the expectations of the youth component of the society; equip young people including students and youth at risk with the appropriate skills and knowledge to become responsible citizens; and to focus on the empowerment of youth.
- 28.6 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.
- 28.7 The present structure enables the organisation to meet its mandate effectively and, therefore, we are not bringing any change to the existing set up.

Scheme of Service

Youth Officer

- 28.8 It has been submitted that over and above their normal set of activities, Youth Officers are also required to, among others, perform duties related to counselling, organisation of youth projects and conduct of training programmes. There is need, therefore, to revisit the existing scheme of service of the grade so that it is more attuned with youth activities. We are, therefore, recommending accordingly.

Recommendation 1

- 28.9 We recommend that the scheme of service of the grade of Youth Officer be amended so that incumbent be also required to, *inter alia*, organise peer counselling and skills management programmes for the youth; manage the organisation of regional and national youth projects during national celebrations/events; conduct training in Entrepreneurial schemes for youth employability and prevention programmes for youth at risk in HIV/AIDS drugs and alcohol; and organise special programmes and training in climate change and disaster management. These duties have been taken into consideration in arriving at the salary recommended for the grade.

SPORTS SECTION

- 28.10 The Sports Section is responsible for the overall promotion and development of sports in all its forms, namely leisure, health and competition. It ensures a balanced development of sports in all regions of the country by putting adequate facilities at the disposal of the public. It also provides necessary means and support to athletes and clubs; devises appropriate training policies; empowers athletes through sports training, coaching, education, personal support and social accompaniment; opens sports infrastructure to the public after school hours and outside normal working hours, wherever possible; assists sports federations to promote and develop their discipline; and devotes particular attention to the development of sports for disabled.
- 28.11 The Sports Section is currently implementing strategies to democratise sports and favours the development of a healthy and well balanced population by instilling a sports culture in the public at large by encouraging a greater number of people to undertake physical activities and practice sports for leisure, health and competitions; increasing access to sports infrastructure and providing necessary assistance to sports organisations and other stakeholders for organising sports activities for students, women and the general public; and giving more opportunities for an increasing number of high level athletes to participate in international sports competition by providing all the necessary support and logistics.
- 28.12 The functional organisation structure of the Sports Section comprises the Sports Officer cadre on the professional side and Coach and Coach (Swimming) cadres on the technical side. The Director of Sports heads the section.
- 28.13 We are, in this Report, restructuring the technical cadre with the merging of the Coach and Coach (Swimming) cadres for better operational effectiveness.

Coach Cadre

Coach (Swimming) Cadre

- 28.14 Both the Coach and Coach (Swimming) cadres comprise a two-level structure: Coach and Senior Coach; Coach (Swimming) and Senior Coach (Swimming).
- 28.15 Appointment to the grade of:
- (i) Coach is made from among candidates possessing a Cambridge School Certificate with credit in at least 5 subjects and Level II of the specific part of the Brevet d'Etat de Cadre Sportif (BECS) in the relevant discipline;
 - (ii) Coach (Swimming) is made from among candidates possessing a Cambridge School Certificate with credit in at least 5 subjects, Level II of the specific part of the Brevet d'Etat de Cadre Sportif (BECS) in Swimming and Certificate in Life Saving or Certificate in Swimming Coaching and Life Saving.

The basic qualifications requirement are same for the two grades except for Coach (Swimming) where an additional qualification is also required. For increased efficiency and flexibility of the posts, we are providing for a combined establishment and recruitment should be made on the basis of needs in specific disciplines.

Recommendation 2

- 28.16 **We recommend that the grade of Coach and Coach (Swimming) be merged and restyled Coach. Appointment thereto should, in future, be made from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and Level I Certificate in Sports Coaching with specialisation in a specific discipline awarded by a recognised institution or an equivalent qualification acceptable to the Public Service Commission. For Coaches who would be required to conduct initiation and other coaching sessions in Swimming, they would, in addition, be required to possess a Certificate in Life Saving from the Royal Life Saving Society or a Certificate in Swimming Coaching and Life Saving awarded by the Ministry of Youth and Sports.**
- 28.17 **We also recommend that new recruits to the grade of Coach who would be required to conduct coaching session in swimming should join the salary scale at salary point of Rs 13400.**
- 28.18 Incumbent would be required to, among others, conduct initiation and other coaching training sessions, supervise and help the sessional coaches of "Ecoles de Sports" technically; run the regional and national Sports Training Centres; detect potential athletes in schools, clubs and institutions; motivate participation in regional sports activities and dispense First Aid. Coaches

recruited with specialisation in swimming would additionally be required to conduct swimming test, set up swimming schools for debutants at sea and be responsible for the security of swimmers under their supervision at any time. **This element has been taken into consideration in determining the recommended salary for the grade.**

Senior Coach

Senior Coach (Swimming)

28.19 Similarly we are merging and restyling the grades of Senior Coach and Senior Coach (Swimming).

Recommendation 3

28.20 **We recommend that the grades of Senior Coach and Senior Coach (Swimming) be merged and restyled Senior Coach. Appointment thereto should, in future, be made by selection from among officers in the grade of Coach formerly Coach, Coach (Swimming), reckoning at least five years' service in a substantive capacity. Selected candidates would be required to undergo training, both theoretical and practical, in all aspects of Sports discipline for a period of at least six months. On successful completion of the training, they would be considered for appointment as Senior Coach.**

28.21 Incumbent would be required to, among others, advise on matters concerning effective development and promotion of various sport disciplines amongst the public in general; take charge of sports infrastructure as and when required; supervise and coordinate the work of coaches; prepare work programmes of coaches; act as Liaison Officer between the Ministry and the relevant federations; run training sessions in Sport disciplines at community, regional, national and international levels; and motivate the public to participate in sports activities.

Sports Medical Unit

28.22 The Sports Medical Unit which is responsible for the promotion of sports medicine and the medical examination of athletes is staffed with Sports Medical Officer and Sports Nursing Officers.

28.23 We are maintaining the present structure as it is adequate to enable the Unit to carry out its mandate efficiently and effectively.

Sports Medical Officer

Recommendation 4

28.24 **We 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 84000 in the master salary scale.**

Special Medical Service Allowance**Recommendation 5**

28.25 We recommend that the provision of Recommendation 24 made at paragraph 34.85 under the Chapter for the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance should equally apply to the Sports Medical Officer.

Special Provisions for officers of the Medical Profession**Recommendation 6**

28.26 We recommend that the provision of Recommendation 30 made at paragraphs 34.98 and 34.99 under the Ministry of Health and Quality of Life in respect of the special provisions for officers of the medical profession should equally apply to the Sports Medical Officer.

Rent Free Telephone and Free Calls**Recommendation 7**

28.27 We further recommend that the provision of Recommendation 27 made at paragraph 34.93 under the Chapter for the Ministry of Health and Quality of Life be extended to the Sports Medical Officer.

Commuted Allowance to Sports Nursing Officer

28.28 Presently, Sports Nursing Officers are required to work beyond their normal working hours on weekdays, Saturdays, Sundays and public holidays. They are granted, as far as possible, equivalent time off for the extra hours put in or are paid a monthly commuted allowance of Rs1500 for putting in a minimum of 20 hours in a month over and above their normal working hours. Since the present arrangement would continue, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 8

28.29 We recommend that, as far as possible, Sports Nursing Officer should be granted equivalent time off for the extra hours put in. In case time off cannot be granted, they should be paid a monthly commuted allowance of Rs 1650 for putting in a minimum of 20 hours over and above their normal working week in the month.

Retention Allowance to Sports Nursing Officers**Recommendation 9**

28.30 We recommend that the payment of the Retention Allowance as recommended at paragraphs 34.148 and 34.149 under the Chapter for the Ministry of Health and Quality of Life be extended to Sports Nursing Officer.

Time Off Facilities

- 28.31 In order to increase accessibility to a wide majority of people, many sports and youth activities are held outside normal working hours during weekdays, during weekends and public holidays. All technical staff of the Ministry are required to provide a citizen-centric service and have to work beyond normal working hours. They cannot be properly compensated by way of time off for their extra hours of work because of the demand of their jobs. Following representations made by the staff side for payment for extra hours put in, we made provision for officers of the Sports Officer cadre, Coach and Coach (Swimming) cadres *restyled Coach cadre* and Youth Officer cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, to be granted equivalent time off for extra hours put in. However, where the officers cannot be granted time off within a period of six months, they are compensated at the normal hourly rate for extra hours put in.
- 28.32 This arrangement has proven effective and is maintained.

Recommendation 10

- 28.33 We recommend that arrangements should continue to be made for officers of the Sports Officer cadre, Coach cadre *formerly Coach (Swimming) cadre, and Coach cadre and Youth Officer cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted equivalent time off for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of six months, the officers should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.***

Hours of Work – Officers of the Sports and Youth Sections

- 28.34 Currently, the Ministry is making optimum use of its infrastructure to enable their maximum use by the public till late in the evening. In this regard, we recommended that the Ministry of Youth and Sports should consider the advisability of reviewing the hours of attendance of the technical staff to bring in the desired flexibility.
- 28.35 Since 2012, the Ministry is operating on a new pattern of work for its technical staff. Flexibility in the hours of attendance has been introduced while taking into consideration the various responsibilities of technical staff at different levels. This new work pattern for technical staff has proven effective.
- 28.36 We maintain that the pattern of work for technical staff should continue to be determined by the Responsible Officer.**

MINISTRY OF YOUTH AND SPORTS

SALARY SCHEDULE

Salary Code	Salary Schedule
02 00 94	Rs 114000 Permanent Secretary
	SPORTS DIVISION
06 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Director of Sports
06 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Assistant Director of Sports
06 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Sports Officer
06 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Sports Officer
06 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Coach <i>formerly Senior Coach</i> <i>Senior Coach (Swimming)</i>
06 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Coach <i>formerly Coach</i> <i>Coach (Swimming)</i>
09 63 79	Rs 42600 x 1500 – 57600 x 1800 – 68400 Sports Medical Officer
09 31 55	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Sports Nursing Officer

Salary Code	Salary Schedule
22 21 51	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Youth and Sports)
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
25 15 41	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Boiler Operator (Personal)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Boiler Operator General Assistant Maintenance Assistant Tradesman <i>formerly Electrician Painter Welder</i>
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman Attendant <i>formerly Assistant Welder</i>
24 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Shift) (Personal to employees in post as at 30.06.08)
24 13 38	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Driver (Roster – day and night)
24 12 38	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Swimming Pool Attendant (Roster)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster) (Personal to employees in post as at 30.06.08)

Salary Code	Salary Schedule
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (Personal to employees in post as at 30.06.08)
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Caretaker (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 06 28	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Schedule
YOUTH DIVISION	
23 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Director of Youth Affairs
23 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Director of Youth Affairs
23 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Youth Officer
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Youth Officer
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Youth Officer
24 13 38	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Driver (Roster – day and night)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster) (Personal to employees in post as at 30.06.08)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (Personal to employees in post as at 30.06.08)
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Caretaker (Roster)

Salary Code	Salary Schedule
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

29. MINISTRY OF LOCAL GOVERNMENT AND OUTER ISLANDS

- 29.1 The Ministry of Local Government and Outer Islands envisions to foster a vibrant local democracy, bridge the development divide between rural and urban areas and achieve the highest standards of cleanliness and sanitation in the country.
- 29.2 It aims to achieve the following strategic goals over the coming years:
- (i) enforce good governance in the Local Authorities and establish a dedicated good governance monitoring mechanism;
 - (ii) provide an enabling work environment and a proper legal framework to the Local Authorities to improve their effectiveness and service delivery;
 - (iii) modernise and improve the management of solid waste, i.e. collection, transportation and disposal of waste, including hazardous waste;
 - (iv) increase resource recovery from waste and promote recycling;
 - (v) improve response time for fire emergencies and enhance rescue and fire fighting capabilities;
 - (vi) conserve and protect public beaches in the face of climate change;
 - (vii) improve the living conditions of inhabitants and develop economic activities in Agalega and other outer islands.
- 29.3 The Ministry of Local Government and Outer Islands has under its responsibility the Local Government Division and the Solid Waste Management Division. The Government Fire Services, the Beach Authority, the Outer Islands Development Corporation, the Statutory Bodies Family Protection Fund and the nine Local Authorities which comprise five Municipal Councils, four District Councils and 124 Village Councils operate under the *aegis* of the Ministry of Local Government and Outer Islands.
- 29.4 The overall management of the Ministry rests with the Permanent Secretary who is the Accounting and Responsible Officer and all Chief Executives posted in the different Local Authorities report to him.

Solid Waste Management Division

- 29.5 The Solid Waste Management Division is responsible for the management of solid waste disposal; collection and disposal of solid wastes through private contractors in areas not covered by Local Authorities; disposal of condemned goods at Mare Chicose Landfill; the management of the Field Services Unit; licensing of waste carriers; and management of hazardous wastes.

- 29.6 Its functions are, among others, to: develop and review Solid Waste Management programmes and policies; identify new disposal sites; manage and control existing dumping sites; transfer stations/landfill and supervise the sites; carry out licensing of waste carriers vehicles; enforce the Local Government Dumping and Waste Carriers Regulations; and register scavenging contractors.
- 29.7 A Solid Waste Management Strategy has recently been developed by the Solid Waste Management Division to better manage waste so that its impact on communities, economy and health are minimised. This new strategy is based on three broad principles: minimisation of waste production, maximisation of value derived from wastes, and environmental waste treatment and disposal.
- 29.8 The Division is headed by the Director and manned by officers of the Project Officer, Technical Officer, Inspectorate and Enforcement Officer cadres, among others.
- 29.9 We are, in this Report, restructuring the professional cadre for better efficiency of the Division.

Project Officer Cadre

- 29.10 Both Management and the staff side have requested that the grades of Project Officer, Solid Waste Management Division and Senior Project Officer be merged. We have examined the request, compared the schemes of service and job description questionnaires, and found that there is considerable overlapping of duties and responsibilities. On this account and in line with the general policy of delayering, we are making appropriate recommendation to this effect.

Recommendation 1

- 29.11 We recommend that the grades of Project Officer, Solid Waste Management Division and Senior Project Officer be merged and restyled Project Officer/Senior Project Officer (Solid Waste Management Division).**

Local Government Enforcement Unit

- 29.12 The Local Government Enforcement Unit (LGEU) is the enforcement arm of the Solid Waste Management Division. It enforces the provisions of the following legislations: the Local Government Act 2011, the Beach Authority Act 2002 and provisions of other regulations such as Local Government (Dumping and Waste Carriers) Regulations 2003; Waste Oil Regulations under the Environment Protection Act 2002 and the Hazardous Waste Regulations 2001.

- 29.13 The LGEU assists the Solid Waste Management Division in implementing its policies and, among others, co-ordinates waste collection operations carried out by Local Authorities and other organisations; investigates and reports on complaints received from the public and media; carries out licensing of waste carriers vehicles; registers scavenging contractors and exercises control on existing dumping sites, transfer stations and landfills. It also oversees collection of solid waste from public areas and public beaches and ensures their disposal.
- 29.14 The Unit is headed by a Principal Local Government Enforcement Officer who is responsible for its day-to-day activities. He is assisted in his tasks by Senior Local Government Enforcement Officers, Local Government Enforcement Officers and those of the General Services grades.
- 29.15 The grade of Technical Enforcement Officer was created in the 2008 PRB Report to provide the Unit with staff of the right calibre and competencies, and to reinforce its capacity base and this grade has not been filled yet.
- 29.16 In view of the major development taking place in the field of Solid Waste Management and expansion of the activities in the sector, officers of the Local Government Enforcement cadre are currently performing additional duties and shouldering higher responsibilities to meet emerging challenges to deliver on its mandate. There has been representation that there is no need to have two grades at entry levels with the same set of duties. On this account, officers in post in the grade of Local Government Enforcement Officer should be given option to join the grade of Technical Enforcement Officer. A Qualification Bar (QB) has been inserted in the salary scale of the grade of Technical Enforcement Officer.

Recommendation 2

- 29.17 We recommend that officers in post in the grade Local Government Enforcement Officer (Personal) should be given the option to join the grade of Technical Enforcement Officer.**

Technical Enforcement Officer

- 29.18 The Bureau recommended that recruitment to the grade of Technical Enforcement Officer should be made by selection from among candidates possessing a post 'A' Level Diploma in Sanitary Science or Solid Waste Management or an equivalent acceptable qualification and reckoning at least five years' experience in Solid Waste Management.
- 29.19 We are broadening the qualification base to enable recruitment from a larger pool of qualified candidates.

Recommendation 3

- 29.20 We recommend that, in future, recruitment to the grade of Technical Enforcement Officer should be made by selection from among candidates possessing a Diploma in Environmental Health or Sanitary Science or Solid Waste Management or an equivalent acceptable qualification.
- 29.21 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Technical Enforcement Officer. Officers in post who possess the Diploma in Environmental Health or Sanitary Science or Solid Waste Management or an equivalent acceptable qualification should be allowed to proceed beyond the QB provided in the salary scale.

Senior Local Government Enforcement Officer**Principal Local Government Enforcement Officer**

- 29.22 We are also restyling the grades of Senior Local Government Enforcement Officer and Principal Local Government Enforcement Officer.

Recommendation 4

- 29.23 We recommend that the grades of Senior Local Government Enforcement Officer and Principal Local Government Enforcement Officer be restyled to Senior Technical Enforcement Officer and Principal Technical Enforcement Officer respectively.

Hours of Work

- 29.24 Officers of the Local Government Enforcement cadre now restyled Technical Enforcement Officer cadre are called upon to work outside normal working hours including Saturdays, Sundays and Public Holidays to perform their duties. **This element has been taken into account in the determination of the salaries of the respective grades.**

MINISTRY OF LOCAL GOVERNMENT AND OUTER ISLANDS**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Inspector

Salary Code	Salary Scale and Grade
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
08 48 55	Rs 26250 x 750 – 28500 x 900 – 32100 Clerk Valuation Tribunal
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Local Government Executive Assistant
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Local Government Clerk
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Leading Hand
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Refuse Collector
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>LOCAL AUTHORITIES</i>	
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Local Government Clerk
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Local Government Word Processing Operator
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Local Government Painter</i>
22 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Local Government Telephone Operator
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Local Government Gardener/Nurseryman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Local Government Groundsman Local Government Road Mender

Salary Code	Salary Scale and Grade
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant <i>formerly Local Government Binder's Assistant</i> <i>Local Government Tradesman's Assistant</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Local Government Drainman <i>SOLID WASTE MANAGEMENT AND FIELD SERVICES UNIT</i>
26 00 86	Rs 87000 Director, Solid Waste Management Division
26 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Deputy Director, Solid Waste Management Division
26 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Project Officer/ Senior Project Officer (Solid Waste Management Division) <i>formerly Project Officer, Solid Waste Management Division</i> <i>Senior Project Officer</i>
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer
18 52 64	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Technical Enforcement Officer <i>formerly Principal Local Government Enforcement Officer</i>
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Technical Enforcement Officer <i>formerly Senior Local Government Enforcement Officer</i>
18 25 55	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 QB 28500 x 900 – 32100 Technical Enforcement Officer

Salary Code	Salary Scale and Grade
18 23 50	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Local Government Enforcement Officer (Personal)
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Mechanical Unit)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Cabinet Maker</i> <i>Carpenter</i> <i>Electrician</i> <i>Mason</i> <i>Painter</i> <i>Plumber and Pipe Fitter</i> <i>Welder</i> General Assistant
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

Salary Code	Salary Scale and Grade
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant and Equipment Operator
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman`s Assistant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker(Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

29.1 GOVERNMENT FIRE SERVICES

- 29.1.1 The Government Fire Services (GFS) operates under the *aegis* of the Ministry of Local Government and Outer Islands. It envisions to rendering the Republic of Mauritius safe from fire hazards and aims at protecting life and property against destruction by fire; rendering humanitarian services; giving advice on fire prevention and protection measures; and providing support in rescue operations during natural calamities and major accidents. Its prime objective is to provide prompt response to fire fighting and rescue operations such as road traffic accidents, floods etc. The GFS is also involved in promoting fire safety awareness and providing a fire safety culture in Mauritius through talks, lectures, demonstrations and broadcast to the population.
- 29.1.2 The GFS is headed by a Chief Fire Officer, who is assisted by officers of the Firefighter cadre and supported by officers of the General Services. It comprises five sections: Operational Section, Fire Prevention Section, and three other supporting sections. There are currently nine fire stations islandwide and the construction of additional stations is underway.
- 29.1.3 The organisational structure comprises eight levels ranging from the grade of Firefighter to that of Chief Fire Officer. In the light of the proposals submitted by both Management and Unions, we are, in this review exercise, providing for the payment of a risk allowance, revisiting the Bank of Firefighters scheme, and revising the quantum of existing allowances.

Risk Allowance

- 29.1.4 It has been submitted that the operating environment of the Fire Services has been subject to rapid socio-economic developments following changes in the landscape. Officers are required, apart from attending to fires, to intervene in cases of cyclones, floods, landslides, tsunamis, industrial accidents, chemical incidents, oil spills, aircraft incidents, road traffic accidents, technical rescues and other types of disasters. Moreover, during the rescue operations, they are exposed to new types of materials, industrial processes and taller, larger and sophisticated buildings such that their work has become more complex and the officers are now faced with higher risks.
- 29.1.5 The Bureau takes into account the element of risk inherent in the job in arriving at the salary of the grade concerned. However, in a few cases, mostly in the Disciplined Forces and Health Sector, an additional allowance is granted to certain categories of employees whenever they are exposed to relatively higher than normal risks by virtue of posting.
- 29.1.6 After much consideration and debate, the Bureau has concluded that there is a merit in the case for the grant of an additional allowance on account of the higher risk faced by the staff involved in operations duties.

Recommendation 1

29.1.7 We recommend the payment of a monthly Risk Allowance equivalent to 1½ increments at the initial of the relevant salary scale, subject to a maximum of Rs 700, to Firefighters, Sub-Officers and Station Officers performing operations duties.

Bank of Fire Officers Scheme, formerly Bank of Firefighters

29.1.8 At present, there is a Bank of Firefighters Scheme, now Bank of Fire Officers Scheme, under which the organisation can have recourse to the services of Firefighters, Sub-Officers and Station Officers, who have opted to join the scheme. These officers, while being on leave or off duty, are called at short notice whenever their services are required on private premises, in connection with Fire Prevention and they are paid an allowance based on the number of hours worked.

29.1.9 It has been represented that the services of these officers could also be used to palliate any shortage of staff in cases of absenteeism and emergencies. The Bureau is agreeable to the proposal and is revising the quantum payable as allowance under the Bank Scheme.

Recommendation 2

29.1.10 We recommend that Firefighters, Sub-Officers and Station Officers who are off duty or on leave and who form part of the “Bank of Fire Officers Scheme”, formerly the “Bank of Firefighters”, be called upon to attend duty to palliate any shortage of staff and to perform duties on private premises in connection with fire prevention.

29.1.11 We also recommend that the allowance payable to each officer of the “Bank of Fire Officers Scheme” should be revised to Rs 450 for up to three hours work and on a pro-rata basis for all hours of work put in beyond the specified number of hours.

Lying-in Period

29.1.12 According to the Fire Services Order, night shift includes a lying-in period, which is considered as rest time, starting from 2300 hours to 0600 hours. This period is not considered as effective working hours.

29.1.13 Further to various representations received on the lying-in period being considered as unproductive time, the Bureau views that the hours constituting the lying-in period should be reviewed so as to allow officers of the GFS, especially those working on the night shift, to be eligible for day/s off or refund in cash for working during public holidays.

Recommendation 3

29.1.14 We recommend that the Government Fire Services considers the advisability of reviewing the hours constituting the lying-in period for the benefit of its staff, mainly in connection with the grant of days off or compensation when working on a public holiday.

Physical Training Instructors' Allowance

29.1.15 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 are paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale. **We are maintaining this provision.**

Night Duty Allowance

29.1.16 A night duty allowance is payable to officers of the Firefighter cadre as an incentive to compensate them for effectively performing night duty. This measure has helped in curbing the rate of absenteeism at night. We are, therefore, maintaining the payment of the allowance.

Recommendation 4

29.1.17 We recommend that the Night Duty Allowance payable to officers of the Firefighter Cadre who effectively perform night shift, should be equivalent to 17.5% of the normal rate per hour for hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.

Maintenance and Repair Allowance

29.1.18 Officers of the Firefighter Cadre are paid an allowance of Rs 300 to maintain and repair radio telephone equipment and breathing apparatus. We are revising the quantum of the allowance.

Recommendation 5

29.1.19 We recommend that officers of the Firefighter Cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus should be paid a revised monthly allowance of Rs 330.

Allowance to drive heavy specialized vehicles

29.1.20 At present, officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialized vehicles, are paid a monthly allowance equivalent to one increment at the initial of their respective salary scale. **We are maintaining the payment of the allowance.**

Medical Examination

29.1.21 At present, Management is required to make the necessary arrangements for officers of the Firefighter cadre to undergo a medical examination once every two years in view of ensuring their fitness for the job. **We are maintaining this recommendation.**

29.1.22 **We also recommend that an officer of the Firefighter cadre, on reaching the age of 60, should be required to undergo a yearly medical examination to certify his fitness for continued employment.**

Rent Allowance

29.1.23 Rent Allowance is paid to officers of the GFS who do not occupy government quarters. The quantum which varies according to the position held is being revised.

Recommendation 6

29.1.24 **We recommend that the monthly Rent Allowance payable to eligible officers be revised as hereunder:**

Grade	Amount (Rs)
Firefighter	735
Sub-Officer	790
Station Officer	815
Senior Station Officer	915
Divisional Officer	1010
Airport Fire Officer (Rodrigues)	1010
Officer-in-Charge, Fire Services (Rodrigues)	1095
Assistant Chief Fire Officer	1180
Deputy Chief Fire Officer	1180
Chief Fire Officer	1930

Early Retirement Scheme

29.1.25 At present, officers of the Firefighter cadre who are not physically or mentally fit to perform fully their duties officially can opt for an early retirement scheme. We are maintaining same.

Recommendation 7

29.1.26 **We recommend that officers of the Firefighter cadre appointed as from 01 July 2008 should:**

- (a) be allowed to retire on a proportionate pension after completing 28¾ 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 completing 34½ years of service.

29.1.27 We also recommend that officers of the Firefighter cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

GOVERNMENT FIRE SERVICES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
07 00 88	Rs 93000 Chief Fire Officer
07 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Deputy Chief Fire Officer
07 55 67	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Assistant Chief Fire Officer
07 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Divisional Officer
07 43 57	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Station Officer
07 37 54	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Station Officer
07 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Sub-Officer

Salary Code	Salary Scale and Grade
07 20 48	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 15350 QB 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Firefighter
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Workshop Supervisor
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Automobile Electrician</i> <i>Cabinet Maker</i> <i>Coach Painter</i> <i>Mason</i> <i>Motor Mechanic</i> <i>Panel Beater</i> <i>Plumber and Pipe Fitter</i> <i>Welder</i> General Assistant
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

30. MINISTRY OF ARTS AND CULTURE

- 30.1 The mission of the Ministry of Arts and Culture is to foster a balanced and harmonious Mauritian society through consolidation of existing pluralism, promotion of creativity and the celebration of cultural values through the formulation of policies related to arts and culture and the implementation thereof.
- 30.2 To this end, it aims at preserving and fostering cultural values both at individual and collective levels; promoting cultural interaction among different cultural components within the country and abroad for mutual understanding and enrichment; upgrading, strengthening and extending the existing cultural infrastructure and constructing new structures; providing support to associations of artists and to individuals involved in artistic and cultural activities; organising cultural activities for the public at large; and encouraging the development of dynamic arts and culture sector.
- 30.3 The Ministry of Arts and Culture also aims at preserving tangible, intangible and documentary heritage as well as preserving and promoting written and spoken languages.
- 30.4 Organisations falling under its purview are: the Film Classification Board, the National Archives Department, parastatal bodies which, among others, include Aapravasi Ghat Trust Fund, Le Morne Heritage Trust Fund, Mauritius Film Development Corporation, Mauritius Museums Council, Mauritius Society of Authors, National Art Gallery, National Heritage Fund, National Library and a number of Cultural Centres and Speaking Unions, all of them operating independently but contributing towards the mission of the Ministry.
- 30.5 The Permanent Secretary is the administrative Head of the Ministry of Arts and Culture. He is assisted by officers in the grades of Principal Assistant Secretary and Assistant Secretary on the administrative side and by the Director of Culture on the technical side.
- 30.6 The technical wing of the Ministry, under the responsibility of the Director of Culture, comprises two cadres: the Culture Officer cadre –incumbents of the cadre are responsible for the implementation of policies of the Ministry in the field of Arts and Culture and for the promotion of artistic, cultural activities, programmes and projects; and the Arts cadre – where incumbents are responsible for drama, theatre and other artistic activities.
- 30.7 In this Report, we are providing for the merger of a few grades, reviewing qualification requirements and creating the grades of Theatre Manager and Assistant Coordinator CELPAC.

Principal Culture Officer

30.8 Officers of the Culture cadre strongly represented that the grade of Principal Culture Officer should remain an avenue of promotion for the Senior Culture Officer only. They argued that the duties of the Culture Officer cadre and the Arts Officer cadre are very distinct with different requirements. The issue was looked into by the High Powered Committee which ruled that the recommendation made in the 2008 PRB Report to the effect that the grade of Principal Culture Officer be filled from among Senior Culture Officers and Chief Arts Officers possessing a degree should be deferred. We have examined the issue and are bringing in appropriate provision.

Recommendation 1

30.9 We recommend that the qualifications requirement for the grade of Principal Culture Officer should be amended such that the post should, henceforth, be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Culture Officer reckoning at least two years' service in a substantive capacity in the grade.

Chief Arts Officer

30.10 At present, promotion to the grade of Chief Arts Officer is made, on the basis of experience and merit of officers in the grade of Principal Arts Officer who reckon at least three years' service in a substantive capacity in the grade.

30.11 In our last Report, we made provision that as from 1 July 2013, appointment to the grade of Chief Arts Officer would be made by selection from among Principal Arts Officers possessing a Degree in either Fine Arts, Performing Arts, Social Science or Humanities and reckoning at least three years' service in a substantive capacity. **We are maintaining the provision.**

Arts Officer

30.12 In our last Report, we recommended that Arts Officer would be recruited from among candidates possessing a Cambridge Higher School Certificate and a Diploma in any one of the areas of Arts (Music, Dance, Dramatic Arts, Cinema). Incumbents in the grade of Arts Officer possessing the required Diploma would be allowed to proceed beyond the QB inserted in the salary scale and **we recommend accordingly.**

Theatre Manager (New Grade)

30.13 The Ministry operates two theatres to carry out its artistic and cultural activities: Serge Constantin Theatre and Pointe Canon Open Air Theatre. At present, the incumbent in the grade of Theatre Superintendent has additionally been assigned duties and responsibilities of both theatres.

30.14 The Ministry made submission for the creation of a grade of Theatre Manager. The incumbent would be responsible for the overall management

of both theatres. We have examined the submission and are agreeable to the request on the ground that the proper management of the theatres would help to a great extent in the smooth running of the activities.

Recommendation 2

30.15 We recommend the creation of a grade of Theatre Manager. Appointment, thereto, should be made by selection from among candidates possessing a Degree in Management or Human Resource Management or Performing Arts Management or Leisure and Recreational Management together with at least four years' experience in managerial duties.

30.16 Incumbent would be required to, among others, advise management in the formulation of policy on all matters relating to the administration of the theatres operating under the Ministry of Arts and Culture; be responsible for the day-to-day administration of the theatres, recording studio and for all assets and equipment; process booking of the theatres and maintain a calendar of events/activities.

Centres de Formation Artistique

30.17 There are currently three "Centres de Formation Artistique" which provide, among others, short term courses in the fields of photography, sound and light techniques, classical Indian dance, paintings and tabla. The courses are dispensed by Instructors and Resource persons who either possess a diploma/degree in the relevant discipline or lack the academic qualifications but have the required technical skills and competencies in the specific discipline. The latter are paid on a sessional basis of 1¼ hours duration at the rate of Rs 270 per session for academically qualified Instructors and Rs 240 per session for non-qualified Instructors/Resource persons. We are reviewing the rate of payment per session.

Recommendation 3

30.18 We recommend that the rate of payment per session for dispensing courses at the "Centre de Formation Artistique" be revised to Rs 300 for qualified Instructors and to Rs 265 for non-qualified Instructors/Resource Persons.

Centre de Lecture Publique et d'Animation Culturelle (CELPAC)

30.19 The CELPAC is the administrative unit of the "Centre de Lecture et d'Animation Culturelle" (CLAC) network operating 17 regional centres. Activities such as arts & crafts, story telling, dance, story writing, script writing and SLAM are regularly organized. These centres also provide library services to the public.

30.20 On the establishment, there exist the grades of Coordinator, CELPAC, Senior Officer, CELPAC; Officer, CELPAC; and Office Attendant, CELPAC. With the

increase in the number of regional centres and of activities in these centres, the Ministry has submitted for a new level of Assistant Coordinator, CELPAC to assist the Coordinator, CELPAC in the overall management and coordination of all regional offices and to deputise for him in his absence. We are, therefore, reviewing the structure of CELPAC with the creation of a grade of Assistant Coordinator, CELPAC; and merging and restyling of the grades of Officer, CELPAC and Senior Officer, CELPAC.

Assistant Coordinator, CELPAC (New Grade)

Recommendation 4

- 30.21** We recommend the creation of a grade of Assistant Coordinator, CELPAC. Appointment, thereto, should be made by selection from among serving officers possessing a Diploma in Information System or Library and Information Science or Administration or Management and reckoning at least four years' service in a substantive capacity in the grade.

Officer, CELPAC

Senior Officer, CELPAC

Recommendations 5

- 30.22** We recommend that the grades of Officer, CELPAC and Senior Officer, CELPAC should be merged and restyled Library and Animation Officer/ Senior Library and Animation Officer. Appointment thereto 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 and Mathematics, a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" and a Certificate in Library Studies or Librarianship or Information Studies.
- 30.23** We also recommend that incumbents in the merged grade of Library and Animation Officer/ Senior Library and Animation Officer *formerly Officer, CELPAC and Senior Officer, CELPAC* should be required to work at staggered hours and on a six-day week basis. This element has been taken into consideration before arriving at the recommended salary.

Allowance to Word Processing Operator (Oriental Language)

- 30.24** Word Processing Operators (Oriental Language) who are required to type in other languages, namely English/French/Kreol – in addition to performing typing duties in the relevant oriental language are paid a monthly allowance of Rs225 monthly. We are revising this allowance.

Recommendation 6

- 30.25 **We recommend that the allowance payable to Word Processing Operators (Oriental Language) for typing work in other languages, e.g. English/French/Kreol be revised to Rs250 monthly.**

Time Off Facilities

- 30.26 The artistic and cultural activities organized by the Ministry quite often go beyond normal office hours and, officers of the Arts cadre and Culture cadre as well as the Theatre Superintendent are required to work regularly outside normal office hours. They are compensated by way of time-off and in case, time off may not be granted due to exigencies of service, they are paid at hourly rate for extra hours put in. We are reviewing this provision.

Recommendation 7

- 30.27 **We recommend that officers of the Arts cadre, Culture cadre as well as the Theatre Superintendent, who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, should be granted, on application, equivalent time off, as far as possible, within the current month for the extra hours put in. However, where it has not been possible for management to grant time off within a period of six consecutive months, the officers should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.**

Height Allowance

- 30.28 Technicians (Light/Sound) and Electricians, who 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, are paid a Height Allowance. This allowance is computed at the rate of 80% of the normal hourly rate for each hour of such work. **We are maintaining the payment of this allowance.**

Driver (Roster – Day and Night)

- 30.29 In our last Report, provision was made for incumbents in the grade of Driver and Driver (Roster) in post as at 30 June 2008, to join the grade of Driver (Roster – Day and Night) and on joining, benefit from 2 additional increments at the point reached in their salary scale and be allowed to move incrementally up to salary point Rs15,500, on a personal basis. **We are maintaining our recommendations to allow incumbents in the grades of Driver and Driver (Roster) to join the grade of Driver (Roster – Day and Night).**

Roster and Staggered Hours

- 30.30 Officers in the grades listed below are required to 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**All grades of the Culture cadre**

- Chief Arts Officer
- Principal Arts Officer
- Senior Arts Officer
- Arts Officer
- Theatre Superintendent
- Theatre Manager
- Library and Animation Officer/Senior Library and Animation Officer
formerly Officer, CELPAC
Senior Officer, CELPAC

Roster

- Driver (Roster)
- Technician (Light/Sound)
- Driver (Heavy Vehicles above 5 tons)
- Public Address Operator
- Driver (Roster – Day and Night)

MINISTRY OF ARTS AND CULTURE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
05 00 86	Rs 87000 Director of Culture
05 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Deputy Director of Culture
05 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Culture Officer

Salary Code	Salary Scale and Grade
05 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Culture Officer
05 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Coordinator, CELPAC Culture Officer Theatre Manager (New Grade)
05 55 67	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Chief Arts Officer
05 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Arts Officer
05 40 58	Rs 20250 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Arts Officer
05 22 55	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400 x 900 – 32100 Arts Officer
05 45 62	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Assistant Coordinator, CELPAC (New Grade)
05 17 52	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Library and Animation Officer/Senior Library and Animation Officer <i>formerly Officer, CELPAC</i> <i>Senior Officer, CELPAC</i>
05 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Theatre Superintendent
22 21 51	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Light/Sound) (Roster)

Salary Code	Salary Scale and Grade
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Assistant (Arts and Culture)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator (Oriental Language)
06 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Percussionist
10 12 43	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Public Address Operator (Roster)
10 11 42	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Public Address Operator (Personal to holder in post as at 30.06.2008)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Electrician</i>
24 21 41	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)
24 13 38	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Driver (Roster – Day and Night)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster) (Personal to employees in post as at 30.06.08)

Salary Code	Salary Scale and Grade
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 33	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Attendant/Senior Attendant (Arts and Culture) <i>formerly Attendant, CELPAC</i>
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

FILM CLASSIFICATION BOARD

- 30.31 The Film Classification Board (FCB), is established under the Films Act 2002. The Act was proclaimed on 01 October 2009 in replacement of the Cinematography Act 1941. Accordingly, the Board of Film Censors, which was governed by the provision of the Cinematography Act, changed appellation to that of Film Classification Board in line with the main activity of the organisation which shifted from censorship of films to control of importation and classification of films meant for public exhibition.

- 30.32 The FCB falls under the responsibility of the Ministry of Arts and Culture. The Minister appoints the members of the FCB which comprises one Chairperson, 75 Deputy Chairpersons and 300 members.
- 30.33 The organisation structure of the FCB, which is adequate, comprises the Secretary, Film Classification Board who is assisted by the Assistant Secretary, Film Classification Board as well as staff in technical and General Services grades.

Secretary, Film Classification Board

- 30.34 In our last Report, we recommended that, as from 01 July 2013, promotion to the grade of Secretary, Film Classification Board should be on the basis of experience and merit of the Assistant Secretary, Film Classification Board possessing a Degree in Social Science or an equivalent qualification and reckoning at least two years' experience in a substantive capacity. **We are maintaining this recommendation.**

Audio Visual Operator

- 30.35 The grade of Audio Visual Operator, on the establishment of the Film Classification Board, is vacant for quite sometime and the duties devolving upon the grade are currently being carried out by the Projectionist. The Ministry has proposed to abolish this grade to which we are agreeable.

Recommendation 8

- 30.36 **We recommend that the grade of Audio Visual Operator be abolished and the scheme of service for the grade of Projectionist be amended to include the duties devolving upon the former grade. This element has already been taken into consideration in determining the salary of the grade.**
- 30.37 **We also recommend that the Ministry considers the advisability of increasing the establishment size of the grade of Projectionist.**

Enforcement Officer

- 30.38 Management has submitted that the duties pertaining to the grade of Enforcement Officer are now being performed by officers of the Anti-Piracy Unit of the Mauritius Police Force and the incumbent in post has been assigned other duties than those of his substantive post. We are, therefore, making the grade evanescent.

Recommendation 9

- 30.39 **We recommend that the grade of Enforcement Officer be abolished on vacancy. We are providing for a personal salary for the incumbent.**

Allowance in connection with Film Censorship

30.40 Currently, incumbents in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Executive Assistant; Senior Projectionist and Projectionist are paid an allowance, on a sessional basis, for performing duties related to censorship of films **beyond the normal working hours**. We are maintaining the allowance and revising the quantum.

Recommendation 10

30.41 We recommend that officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Executive Assistant; Senior Projectionist and Projectionist should continue to be paid an allowance per session of at least two hours for performing duties related to censorship after normal working hours as hereunder:-

Grade	Allowance per session (Rs)
Secretary, Film Classification Board	440
Assistant Secretary, Film Classification Board	380
Executive Assistant	320
Senior Projectionist	320
Projectionist	320

FILM CLASSIFICATION BOARD**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
08 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Secretary, Film Classification Board <i>formerly Secretary, Board of Film Censors</i>
08 35 55	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Assistant Secretary, Film Classification Board <i>formerly Assistant Secretary, Board of Film Censors</i>

Salary Code	Salary Scale and Grade
10 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Senior Projectionist
10 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Projectionist
18 22 48	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Enforcement Officer (<i>Personal to officer in post as at 31.12.12</i>)

30.1 NATIONAL ARCHIVES DEPARTMENT

- 30.1.1 The National Archives Department is the national repository of public records of Mauritius. It is established under the National Archives Act No 22 of 1999. It functions under the *aegis* of the Ministry of Arts and Culture.
- 30.1.2 Its mission is to provide the country 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 exploitation purposes.
- 30.1.3 The National Archives Department, in addition to preserving the collection memory of the nation, also promotes an awareness of the collective memory for the purpose of research; produces and publishes documentary materials for educational purposes and for the public at large; and releases, after a given period, official records for public research.
- 30.1.4 The structure of the National Archives Department comprises a Director, a Deputy Director and professionals in the grades of Archivist, Conservator and Record Manager as well as technical officers of Archives Officer cadre.
- 30.1.5 We are, in this Report, revisiting the structure of the technical cadre.

Archives Officer Cadre

- 30.1.6 The structure of this cadre comprises four levels: Archives Officer, Senior Archives Officer, Principal Archives Officer and Chief Archives Officer.

Archives Officer

Senior Archives Officer

- 30.1.7 The core functions of the Archives Officer are to classify, index, catalogue and transcribe records, maps, plans, books and other archive materials; prepare research tools, current chronology and Info-graphical supplements; assist in monitoring deposit of records described in archive legislations and assist in the supervision of stacks and research room; and those of the Senior Archives Officer are to be responsible for the section of the National Archives, accessioning and stacking additions to these sections prepare catalogues and other finding aids and monitor the deposit of archival materials.
- 30.1.8 A perusal of the job description questionnaires of the grade of Senior Archives Officer reveals that there is minimal supervisory function at this level. In line with the general policy of having flatter structures for better efficiency and flexibility, we are merging the grades of Archives Officer and Senior Archives Officer.

Recommendation 1

30.1.9 We recommend that the grade of Archives Officer and Senior Archives Officer be merged and restyled Archives Officer/Senior Archives Officer. Appointment thereto should, in future, be made by selection from among candidates possessing the Cambridge Higher School Certificate. On appointment, incumbents in the grade of Archives Officer/Senior Archives Officer should be required to follow a Certificate Course in Archival Science (Records Management, Care, Conservation and Reprography) as may be mounted and arranged by the Ministry.

Principal Archives Officer

30.1.10 With the merging of the grade of Archives Officer with Senior Archives Officer, there is need to review the mode of appointment to the grade of Principal Archives Officer.

Recommendation 2

30.1.11 We recommend that recruitment to the grade of Principal Archives Officer should, henceforth, be made by promotion on the basis of experience and merit of Archives Officer/Senior Archives Officer reckoning at least four years' service in a substantive capacity in the grade.

Deputy Director

30.1.12 We had, in our last Report, opened the post of Deputy Director, National Archives to the Chief Archives Officer provided that the latter possesses a Degree in either the field of Archives or English or French or History along with a Certificate in Records Management and a Certificate in Archives Administration so that appointment to the post of Deputy Director, National Archives be made from among Archivists, Record Managers and Chief Archives Officers possessing the above qualifications.

30.1.13 The High Powered Committee at its meeting held on 23 February 2010, decided to defer, until the next PRB Report, the implementation for the Chief Archives Officer to possess the relevant degree in order to allow sufficient time to aspiring candidates to obtain the degree qualifications. We are maintaining our recommendation.

Recommendation 3

30.1.14 We recommend that appointment to the grade of Deputy Director, National Archives should be made by selection from among officers holding a substantive appointment in the grade of Archivist, Record Manager and Chief Archives Officer, possessing a Degree in either the field of Archives or in English or French or History together with a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

Specific Conditions of Service

Health Surveillance

30.1.15 Officers posted at the Archives Department are exposed regularly to dust and other noxious substances through the daily handling of manuscripts and old documents. We made provision, in our last Report, to the effect that the National Archives Department should make arrangement for health surveillance for all its employees in line with provision of the Occupational Safety and Health Act of 2007. We are maintaining the provision.

Recommendation 4

30.1.16 We recommend that the National Archives Department should continue to arrange for health surveillance, for all its employees free of charge, at intervals as may be advised by the Health Authorities.

NATIONAL ARCHIVES DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director
05 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Deputy Director
05 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Conservator
05 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Archivist Record Manager
05 48 61	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Chief Archives Officer
05 41 55	Rs 21000 x 750 – 28500 x 900 – 32100 Principal Archives Officer

Salary Code	Salary Scale and Grade
05 16 49	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Archives Officer/Senior Archives Officer <i>formerly Archives Officer</i> <i>Senior Archives Officer</i>
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Conservation Assistant
10 17 46	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Audio Visual Technician (Operations)
26 12 45	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Reprographic Operator (Archives)
16 14 47	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 25500 Machine Minder/Senior Machine Minder (Bindery) (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

31. MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT

- 31.1 The Ministry of Labour, Industrial Relations and Employment is responsible to maintain meaningful partnerships with employees and workers' organisations and to remain the main channel and proponent of social dialogue within Government. Its mission is to promote decent work conditions, facilitate access to gainful employment and support to employers and workers in creating a conflict-free, safe, healthy and productive work place in line with the provision of the Employment Relations Act, Employment Rights Act as well as the Occupational Safety and Health Act.
- 31.2 The objectives of the Ministry are, among others, to promote industrial peace, harmony, protect the fundamental rights and dignity of workers, improve the standards of Occupational Safety and Health and prevention of injuries at the workplace; regulate the good governance in the functioning of Associations, Trade Unions and Superannuation Funds and provide assistance and guidance to job seekers with a view to facilitating their job placements. Additionally, it monitors the operations of agents for the employment of local and expatriate and processes applications for work permit for sectors where there is a shortage of labour and skills.
- 31.3 Falling under its *aegis* are: the technical divisions namely Labour and Industrial Relations; Occupational Safety and Health Inspectorate; Registry of Associations; Employment Division; and National Remuneration Board.
- 31.4 While each Division is under the responsibility of a Technical Head, the overall management of the Ministry rests with the Permanent Secretary who is also the Accounting and Responsible Officer.

LABOUR AND INDUSTRIAL RELATIONS DIVISION

- 31.5 The Labour and Industrial Relations Division mainly caters for an equitable and sound labour relations environment at workplace and assists in the formulation of labour legislations. It also ensures compliance with the provision of the Employment Relations Act and, among others, enforces minimum terms and conditions of employment, settles complaints at Labour Office and sensitizes workers on the rights and obligations.
- 31.6 To carry out effectively its tasks, the Labour and Industrial Relations Division organises its activities through the specific sections such as Inspections and Enforcement; Conciliation and Mediation; Research, Legislation and Labour Standards; Information, Education and Communication; and Special Migrant Workers' Unit.

The Inspection and Enforcement Section ensures compliance of Labour Legislations, implementation of the workmen's compensation Ordinance in all

sectors where the National Pensions Act does not apply as well as regulates payment of remuneration and conditions of employment by effecting regular inspections.

The Conciliation and Mediation Section provides a conciliation/mediation service for labour disputes not yet reported to the Commission for Conciliation and Mediation.

The Research, Legislation and Labour Standard Section maintains a record of labour laws and enactments and provides technical advice on labour legal matters.

Information, Education and Communication Section is responsible for the training of staff who are engaged in the preparation, organisation and implementation of courses, seminars, workshops and talks in relation to labour laws for the benefit of workers. It also creates, among workers, the awareness of their rights and responsibilities.

Special Migrant Unit Section disseminates information on Mauritian legislations which equally apply to migrant workers and services provided from various Ministries/Departments and investigates into complaints regarding their conditions of work.

31.7 The Labour and Industrial Relations Division is headed by the Director, Labour and Industrial Relations, who is responsible for its overall administration and supervision. He is assisted in his tasks by officers of the Technical cadre and General Services grades.

31.8 The present organisational structure, which is appropriate, is being maintained.

Labour and Industrial Relations Officer

31.9 A Qualification Bar (QB) has been inserted in the salary scale of the grade. Labour and Industrial Relations Officers possessing the Diploma in Human Resource Management or equivalent qualification should be allowed to move beyond the QB.

OCCUPATIONAL SAFETY AND HEALTH INSPECTORATE

31.10 The Occupational Safety and Health Inspectorate (OSHI) ensures that there is a safe work environment in line with international norms in the work place and enforces the work and occupational regulations.

31.11 To achieve its targets, the OSHI delivers over its mandate through the following units: Information and Training; Enforcement; Accident/Prosecution and the Specialist Support Services.

- 31.12 The Occupational Safety and Health Inspectorate is headed by the Director, Occupational Safety and Health who is also responsible for the Specialist Support Services. He is assisted in his tasks by officers of the OSHI cadre, those of the Specialist Support Services and the General Services grades.
- 31.13 The present organisation structure is appropriate and is being maintained. However, we are enlarging the qualification requirements of the grade of Divisional Occupational Safety and Health Officer and allowing officers in the grades of Occupational Safety and Health Officer/ Senior Occupational Safety and Health Officer and Principal Occupational Safety and Health Officer possessing a degree in the relevant fields to move incrementally beyond the Qualification Bar (QB) inserted in the salary scale of the grade.

Divisional Occupational Safety and Health Officer

- 31.14 In the 2008 PRB Report and the Errors, Omissions and Clarifications' Report of 2009, it was recommended that 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 who possess a Degree in Occupational Safety and Health or an equivalent qualification and reckon at least four years' service in a substantive capacity in the grade.
- 31.15 A request to defer the implementation of this recommendation so as to provide equal opportunity to incumbent was made to the High Powered Committee. The Committee decided to defer, until July 2013, the requirement of a Degree in Occupational Safety and Health Management.
- 31.16 In the context of this Review, representations have been made from both Management and Staff so that the qualification requirement for the grade of Divisional Occupational Safety and Health Officer be enlarged to include a Degree in Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification. At present, in the absence of candidates possessing a Diploma in Occupational Health and Safety, appointment to the grade of Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer is also made from among candidates possessing a Diploma in Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification.
- 31.17 We are, therefore, making appropriate recommendation.

Recommendation 1

- 31.18 We recommend that, in future, 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 who possess a Degree in Occupational Safety and Health or in Civil or Mechanical or Electrical or Chemical**

Engineering or an equivalent qualification and reckon at least four years' service in a substantive capacity in the grade.

- 31.19 There is a Qualification Bar (QB) in the salary scale of the grades of Divisional Occupational Safety and Health Officer; Principal Occupational Safety and Health Officer; and Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer. **To move beyond the QB, officers need to possess a Degree in Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification.**

REGISTRY OF ASSOCIATIONS

- 31.20 The Registry of Associations (ROA) is responsible for the registration and regulation of the functioning of Associations, Trade Unions and Employees' Superannuation Funds. It enforces the Registration of Associations Act and relevant provisions of the Sports Act, Employment Relations Act and Employee Superannuation Fund Act. It ensures compliance with regulations and investigates into complaints and institutes criminal proceedings, where necessary.
- 31.21 The Registry of Associations is headed by the Registrar of Associations who is responsible for its day-to-day administration. He is supported in his tasks by the Deputy Registrar of Associations, Technical Staff and officers of the General Services grades.
- 31.22 The present structure, which is appropriate, is being maintained. However, we are reviewing the qualification requirement for the grade of Inspector of Associations.

Inspector of Associations

- 31.23 At present, appointment to the grade of Inspector of Associations is made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer or Officer now restyled General Services Officer possessing the ACCA Level I or an equivalent qualification.
- 31.24 We are reviewing the entry qualification requirement to enable recruitment to the grade of Inspector of Associations, both from serving officers and outside candidates.

Recommendation 2

- 31.25 **We recommend that, in future, appointment to the grade of Inspector of Associations should be made by selection from among serving officers who have completed successfully all papers of Fundamentals (Knowledge) formerly Part I of the ACCA Examination or an equivalent qualification. In the absence of qualified serving officers, recruitment**

thereto should be made by selection from among candidates possessing the prescribed qualification or an equivalent qualification.

- 31.26 There is a QB in the salary scale of the grade of Inspector of Associations. Officers who have successfully completed all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the QB.

EMPLOYMENT DIVISION

- 31.27 The primary objectives of the Employment Division are to ensure effective employment of job seekers; placement of registered job seekers and redundant workers; delivery of work permits to foreign workers; grant of licences to private local recruitment agencies to recruit workers locally and abroad, and dispense training and placement of low skilled young and unemployed.
- 31.28 The Employment Division enforces the provisions of the legislations 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, 1973. The Employment Division delivers its services through the following units: Enforcement; Monitoring and Licensing Unit; Labour Market Information Unit; Redeployment Unit; Counselling Unit and the Registration and Placement Unit.
- 31.29 The Director, Employment Service is responsible for the day-to-day administration of the Employment Service Division. He is supported in his tasks by the Deputy Director, Employment Service, officers of the Employment Officers' cadre and those of the General Services grades.
- 31.30 The present organisation structure, which is giving satisfaction, is being maintained. However, we are reviewing the mode of recruitment of the grade of Employment Officer.

Employment Officer

- 31.31 At present, appointment to the grade of Employment Officer is made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings and a 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 equivalent qualification.

31.32 We are reviewing the qualification requirement to enable recruitment to the grade of Employment Officer from a larger pool of suitably qualified candidates.

Recommendation 3

31.33 We recommend that, in future, appointment to the grade of Employment Officer should be made by selection from among serving officers possessing a Cambridge Higher School Certificate or passes in at least two subjects at the General Certificate of Education “Advanced Level”. In the absence of qualified serving officers, recruitment thereto should be made from among candidates possessing the prescribed qualifications.

NATIONAL REMUNERATION BOARD

31.34 The main function of the National Remuneration Board is to make recommendations to the Minister regarding the minimum remuneration and terms and conditions of employment in the private sector. These recommendations form the basis for the Remuneration Order (RO) Regulations. At present, there are about 30 distinct sectors governed by the Remuneration Orders with an average of approximately 300,000 workers.

31.35 The NRB consists of a Chairperson and a Vice Chairperson. They are assisted by a multi-disciplinary team of officers in the Remuneration Analyst Cadre and other technical staff.

31.36 The organisation structure is appropriate and is being maintained.

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Shorthand Writer
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
LABOUR ADMINISTRATION AND INDUSTRIAL RELATIONS	
18 74 79	Rs 59400 x 1800 – 68400 Director, Labour & Industrial Relations
18 61 73	Rs 39600 x 1500 – 57600 Assistant Director, Labour & Industrial Relations
18 55 66	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Principal Labour & Industrial Relations Officer
18 45 61	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Senior Labour & Industrial Relations Officer
18 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 - 32100 Labour & Industrial Relations Officer

Salary Code	Salary Scale and Grade
OCCUPATIONAL SAFETY AND HEALTH	
18 74 79	Rs 59400 x 1800 – 68400 Director, Occupational Safety & Health
18 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Occupational Safety & Health Officer
18 55 67	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 QB 48600 Divisional Occupational Safety & Health Officer
18 45 64	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 QB 42600 x 1500 - 44100 Principal Occupational Safety & Health Officer
18 33 60	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 38100 Occupational Safety & Health Officer/Senior Occupational Safety & Health Officer
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Specialist Support Services
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600 Occupational Safety & Health Engineer/Senior Occupational Safety & Health Engineer <i>formerly Occupational Safety & Health Engineer</i>
NATIONAL REMUNERATION BOARD	
02 00 90	Rs 102000 Chairperson, National Remuneration Board
02 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Vice-Chairperson, National Remuneration Board

Salary Code	Salary Scale and Grade
02 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Head Remuneration Analyst
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Remuneration Analyst
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Remuneration Analyst
REGISTRY OF ASSOCIATIONS	
18 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Registrar of Associations (with Legal Qualifications)
18 74 79	Rs 59400 x 1800 – 68400 Registrar of Associations
18 61 73	Rs 39600 x 1500 – 57600 Deputy Registrar of Associations
18 51 68	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Principal Inspector of Associations (Personal)
18 51 66	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Principal Inspector of Associations
18 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector of Associations
18 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Inspector of Associations

Salary Code	Salary Scale and Grade
EMPLOYMENT DIVISION	
18 74 79	Rs 59400 x 1800 – 68400 Director, Employment Service
18 57 69	Rs 34200 x 1200 – 36600 x 1500 – 51600 Deputy Director, Employment Service
18 48 61	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Chief Employment Officer
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior Employment Officer
18 19 50	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Employment Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handyworker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

32. ATTORNEY-GENERAL'S OFFICE

- 32.1 Section 69 of the Constitution of Mauritius provides for the office of the Attorney General. The Attorney-General who should be a Barrister, is the principal legal adviser to the Government of Mauritius and holds the office of a Minister.
- 32.2 The mission of the Attorney-General's Office (AGO) is to provide, without fear or favour, hatred or ill-will, to the Government sound and independent legal advice, and representation as well as to contribute in the development of a fair and just legal system and the promotion of the rule of law, in the best interest of the State and the people. It envisions to develop into a Centre of excellence for Legal and Legislative Drafting Services.
- 32.3 The Attorney-General's 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

- 32.4 With the implementation of the recommendations of Lord Mac Kay for reforms in respect of the structure and operations of the Judicial and Legal Systems, the Office of the Director of Public Prosecutions is now operating as a separate office distinct from the Attorney-General's Office as from 01 July 2009.
- 32.5 At present, the Attorney-General's Office encompasses two broad areas of activities which are organised mainly through the Office of the Solicitor-General, to deal with legal advice to Government in civil matters; and the Office of the Parliamentary Counsel, to deal with legislative drafting.
- 32.6 The structure of the Attorney-General's Office comprises two main categories of staff, namely the professional staff and the technical staff. The professional staff, besides the Solicitor-General and the Parliamentary Counsel, comprises officers in the grades of Deputy Solicitor-General, Assistant Solicitor-General, Assistant Parliamentary Counsel, Chief Legal Secretary, Legal Secretary, Chief State Attorney, Principal State Counsel, Principal State Attorney, Senior State Counsel, Senior State Attorney, Assistant Legal Secretary, State Counsel, State Attorney and Curator of Vacant Estates.
- 32.7 The Technical Cadre comprises officers in the following grades: Registrar (Legal Assistant Cadre), Chief Legal Assistant, Principal Legal Assistant, Senior Legal Assistant, and Legal Assistant. There also exists a grade of Legal Research Officer which has been created, *inter-alia*, to carry out research work related to court cases, legislative drafting and legal advisory work generally.

The Solicitor-General

32.8 The Solicitor-General is the highest ranking 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. This includes defending the State in the different courts as well as filing suits on behalf of the State. The Solicitor-General and the other law officers, who are under his administrative control, appear as Counsel for the State in civil, criminal, constitutional and administrative matters before the Supreme Court and other Courts. They all have responsibilities relating to legislative drafting for the State. Additionally, they advise all the Ministries, review their contracts and appear in their arbitration cases. They also deal with, and appear in, disciplinary cases against public officers.

Parliamentary Counsel

32.9 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 does not make policy decisions but drafts legislation as per the instructions received, and also advises the Executive as to how its policy objectives can best be achieved within the ambit of what is legally sound and or/possible.

The Parliamentary Counsel advises the National Assembly on law-making procedures and attends every sitting of 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. He also assesses the legal implications of the ratification of Treaties and advises the Government on the international legal obligations that bind the state.

In this Report, we are maintaining the structure of the Attorney-General's Office.

Recruitment and Retention Problems in the Attorney General's Office

32.10 In order to attract and recruit officers of the right profile and calibre and to retain experienced officers in the grades of State Counsel and State Attorney, a negotiable entry point is at present, being granted to new entrants in the latter grades, subject to the concurrence of the High Powered Committee and approval of the Ministry of Civil Service and Administrative Reforms. We are maintaining the present arrangement.

Recommendation 1

32.11 We recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the concurrence of the High Powered Committee, continue to approve the higher salary point for new entrants

in the grades of State Counsel and State Attorney, 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

32.12 With a view to retaining the services of Judicial and Legal Officers who tend to leave the service after acquiring some years of experience at the Attorney-General's Office, at present, a monthly Special Legal Service Allowance is paid to Legal Officers. With a view to curtailing the high turn-over rate at the Attorney-General's Office, we are maintaining the payment of the allowance and revising the quantum in terms of the set percentage.

Recommendation 2

32.13 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the continued payment of a monthly Special Legal Service Allowance to Legal Officers as specified in the table below:

Grades – Attorney-General's Office	Special Legal Service Allowance (% of monthly salary)
State Counsels, State Attorneys and Curator of Vacant Estates reckoning at least 10 years' service in their respective grades and Senior State Counsel, Senior State Attorney and Assistant Legal Secretary	7
Principal State Counsel, Principal State Attorney, Legal Secretary, Assistant Parliamentary Counsel, Deputy Chief State Attorney, Assistant Solicitor-General, Chief State Attorney and Chief Legal Secretary	10
Deputy Solicitor-General, Parliamentary Counsel and Solicitor-General	15

The above recommendation is made on the understanding that no additional remuneration, over and above the recommended packages will be considered until the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Judicial and Legal Allowance

32.14 In order to cover certain items of expenditure related to the exercise of the profession, Judicial and Legal Officers are presently entitled to an all-inclusive

yearly Judicial and Legal Allowance which is as follows: Rs 33500 for Judges, Judge in Bankruptcy and Master and Registrar, Deputy Master and Registrar and Judge in Bankruptcy; and Rs 20000 for Magistrates, State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates. In this Report, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 3

32.15 We recommend that the current yearly Judicial and Legal Allowance payable to the Judicial and Legal Officers at the Attorney-General's Office be revised as follows: from Rs 33500 to Rs 36850 for the Deputy Solicitor General, Parliamentary Counsel and the Solicitor General and from Rs 20000 to Rs 22000 for State Law Officers, Legal Secretary, State Attorneys and Curator of Vacant Estates.

Allowance to the Solicitor-General

32.16 At present, the Solicitor-General is paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Senior Puisne Judge and is entitled to the retirement benefits accruing to Judges. He is also paid, on a personal basis, a monthly pensionable Housing Allowance of Rs 10000. We are maintaining the present arrangement.

Recommendation 4

32.17 We again recommend that the Solicitor-General continues to 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.

32.18 We further recommend that the Housing Allowance payable to the Solicitor-General be revised to Rs 11000 and that the said allowance continues to be wholly reckoned for pension purposes, (notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance.")

Senior Officers of the State Law Office

32.19 At present, 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, is granted the retirement benefits accruing to a member of the Judiciary subject to the approval of the High Powered Committee. We are maintaining the present provision.

Recommendation 5

32.20 We recommend that 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, be granted the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.

- 32.21 We further recommend that the Deputy Solicitor-General or the Parliamentary Counsel, 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, be granted (i) a pensionable allowance to bring the salary at the level of a Puisne Judge, and (ii) the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.

Black Jacket Allowance

- 32.22 At present, a yearly allowance of Rs 4000 is paid to Legal Assistants who are required by the rules of the Court to appear in black jacket with tie.

Recommendation 6

- 32.23 We recommend that this allowance be revised to Rs 4400.

ATTORNEY-GENERAL'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 00 97	Rs 156000 Solicitor-General
12 00 95	Rs 132000 Deputy Solicitor-General Parliamentary Counsel
12 00 93	Rs 111000 Assistant Solicitor-General
12 00 90	Rs 102000 Assistant Parliamentary Counsel
12 71 82	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Principal State Counsel

Salary Code	Salary Scale and Grade
12 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Legal Research Officer
12 71 82	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Legal Secretary
12 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Assistant Legal Secretary Senior State Counsel
12 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 State Counsel
12 00 93	Rs 111000 Chief Legal Secretary Chief State Attorney
12 00 90	Rs 102000 Deputy Chief State Attorney
12 71 82	Rs 54600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Principal State Attorney
12 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Senior State Attorney
12 55 71	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Curator of Vacant Estates State Attorney
12 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Registrar (Legal Assistant Cadre)
12 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Chief Legal Assistant

Salary Code	Salary Scale and Grade
12 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Legal Assistant
12 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Senior Legal Assistant
12 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Legal Assistant
12 16 18	Rs 11250 x 250 – 11750 Trainee Legal Assistant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

33. MINISTRY OF TOURISM AND LEISURE

- 33.1 The Ministry of Tourism and Leisure is responsible, *inter alia*, for the promotion of Mauritius as a worldwide prime holiday destination and for the formulation and implementation of strategies and policies for a sustainable tourism development.
- 33.2 The tourism industry is one of the main pillars of the economy and contributes to a large extent in terms of foreign exchange earnings, job creation, government revenue and opportunities for growth for other related sectors.
- 33.3 It plays a vital role in 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 a harmonious and stress-free society.
- 33.4 Its objectives are, among others, to implement the Sector Strategy on Tourism; formulate appropriate policies for the tourism and leisure sector; diversify the tourism product; improve tourist attractions; provide a secure environment for tourism activities; control the tourism related activities; develop and implement strategies to tap traditional, niche and new emerging markets; ensure attractiveness and visibility of destination through participation in fairs, workshops, exhibitions and road shows in target countries; and put in place a framework for the organisation and promotion of leisure activities/events for Mauritians and tourists.
- 33.5 The Ministry also endeavours to enhance the competitive edge of Mauritius as a high end tourist destination through more aggressive and innovative campaigns on the international fora; specialised packages for multi-destination and twin destination circuits; flexible air connectivity; promotion of cultural tourism and embellishment of tourist sites; and promotion of niche market segments such as MICE (Meetings, Incentives, Conferences and Exhibitions).
- 33.6 A number of projects such as the organisation of aggressive marketing campaigns in traditional and emerging markets, promotion of cultural tourism, tourism signage programme, major leisure activities and additionally visits to natural parks, recreational and musical entertainment events and activities for vulnerable children are already implemented.
- 33.7 Public bodies such as the Mauritius Tourism Promotion Authority, Tourism Authority, and Tourism Employees Welfare Fund operate under the *aegis* of this Ministry with a view to promoting Mauritius as a tourist destination, and therefore, contributing towards achieving the objectives of the Ministry.

- 33.8 Besides the general administration, the activities of the Ministry are organised under the Technical Unit and the Leisure Unit.
- 33.9 The Technical Unit plays a pivotal role in the Ministry and is responsible, *inter alia*, for the formulation of tourism development policies, strategies and preparation of long-term tourism plans; monitoring and control of tourism development; provision of technical expertise in tourism; broadening of the tourism product port-folio; development of public awareness in tourism; and acts as a facilitator for project implementation. It is headed by the Secretary for Tourism Development. The latter is supported by officers of the Tourism Planner Cadre at the professional level and by Tourism Enforcement Officers at the supportive level.
- 33.10 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.
- 33.11 The organisation structure of the Technical Unit and Leisure Unit is adequate to enable the organisation to meet its objectives and therefore we are not bringing structural changes except for the restyling of grades in the Leisure Officer cadre.

LEISURE UNIT

- 33.12 The Leisure Unit is responsible for the organization and promotion of leisure activities/events for both tourists and Mauritians. These activities include hiking, mountaineering, island tours and visits to places of interest. The Leisure cadre comprises the following grades: Leisure Organiser, Senior Leisure Officer and Leisure Officer.

Leisure Officer Cadre

- 33.13 Presently, Officers of the Leisure Officer cadre are required, among others, to organise leisure activities; prepare programmes of activities at regional and national level; assist in the identification of leisure needs; provide assistance and guidance to leisure oriented organisations; liaise with governmental and non-governmental organisations for the execution of leisure programmes and projects; and to take charge of leisure camps. It has been represented that, over and above the normal set of duties, officers are also involved in a number of activities related to organisation of events, exhibitions, seminars, workshops and training sessions at national and regional level. Management has also submitted that the grade of Leisure Organiser needs a more appropriate appellation.
- 33.14 We are, therefore, restyling the grades in the Leisure Officer cadre and that of Leisure Organiser to reflect the duties and responsibilities devolving on them.

Recommendation 1

33.15 We recommend that the following grades in the Leisure Unit be restyled as hereunder:

Grades	Restyled to
Leisure Organiser	Leisure Events Organiser
Senior Leisure Officer	Senior Leisure Events Officer
Leisure Officer	Leisure Events Officer

Leisure Events Officer

formerly Leisure Officer

33.16 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Leisure Events Officer *formerly Leisure Officer*. **Incumbent should possess a Diploma in the field of Leisure or Diploma in Management with specialisation in Leisure or an equivalent qualification to proceed incrementally beyond the Qualification Bar in the salary scale recommended for the grade.**

Time Off in lieu of Extra Hours of Work

33.17 Officers of the Leisure Events Officer Cadre *formerly Leisure Officer Cadre* are often required to work outside normal office hours. The officers, however, are not always able to take time off due to the nature of their activities and established schedule of events. We are, therefore, making appropriate provision to this effect.

Recommendation 2

33.18 We recommend that arrangements be made for officers of the Leisure Events Cadre *formerly Leisure Officer 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 subject to their having put in a minimum of 15 extra hours in a month.

MINISTRY OF TOURISM AND LEISURE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
02 00 86	Rs 87000 Secretary for Tourism Development
10 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Tourism Planner
10 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Tourism Planner
10 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Tourism Planner
18 33 56	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Tourism Enforcement Officer
23 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Leisure Events Organiser <i>formerly Leisure Organiser</i>
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Leisure Events Officer <i>formerly Senior Leisure Officer</i>
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 - 32100 Leisure Events Officer <i>formerly Leisure Officer</i>

Salary Code	Salary Scale and Grade
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Assistant
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

34. MINISTRY OF HEALTH AND QUALITY OF LIFE

- 34.1 The Government lays much emphasis on the provision of free health care services throughout the country to all its population as the future prosperity of Mauritius depends on the good health of the people. Better health is an important pillar of sustainable economic and social development. Thus, health systems are crucial to the healthy development of every individual. They provide the main interface between life-saving, life-enhancing interventions and the people who need them. For further progress, we must increasingly ensure that our people are fit and well.
- 34.2 At the national level, the Ministry of Health and Quality of Life (MOH and QL) is responsible for the formulation of the National Health Policy. As such, it is responsible for planning, resource mobilisation, allocation and coordination. It envisions, today, to have a healthy nation with an improved quality of life.
- 34.3 Its mission is to sustain a high-performing quality health system that is patient centred, accessible, equitable, efficient and innovative; improve quality of life and well-being of the population through the prevention of communicable and non-communicable diseases, promote healthy lifestyles and sustain an environment free of health hazards; facilitate the development of Mauritius into a medical and knowledge hub and support health tourism; and ensure that the available human, financial and physical resource lead to the achievement of better health outcomes.
- 34.4 For the Ministry to achieve its mission, major services namely Health Policy and Management, Curative, Primary Health Care and Public Health, and Treatment and Prevention of HIV and AIDS are being provided.
- 34.5 The day-to-day administration of the Ministry rests with the Senior Chief Executive, who is assisted on the administrative side, by officers in the grades of Permanent Secretary, Principal Assistant Secretary, Assistant Secretary and Human Resource Management cadre, and on the technical side by the technical heads of divisions. The technical arm is headed by the Director-General, Health Services who advises the Minister and top management on matters related to formulation of health policies and programmes. He is also responsible for the smooth running of the work of all professional and technical staff of the Ministry.
- 34.6 For administrative convenience, the technical activities of the Ministry are organised into five regions and the health services in Rodrigues and Agalega. The bulk of the grades in the Ministry falls mainly under the following groups: Medical, Pharmacy, Nursing, Medical Auxiliaries, Health Records, Medical Technician and Technologist, Health Inspectorate and Workmen.
- 34.7 In order to strengthen the organisational structure of the Ministry and its different divisions to meet their objectives efficiently and effectively, we are, in

this Report, creating two grades to respectively head specialised units, restyling a few grades and revising existing allowances as well as recommending new ones, wherever required. We are also, in line with the general policy of delayering, merging a few grades to ensure the effective delivery of health services.

Filling of Vacancies/Posts Created

34.8 It has persistently been reported by staff members that a few grades created in the last salary review exercise have not been filled. This issue was canvassed during various meetings the Bureau had with the Ministry of Health and Quality of Life.

34.9 It was submitted that some vacancies could not be filled because the schemes of service have not yet been prescribed. We hold the view that these vacancies should be filled within a reasonable time frame. The more so, grades were created because of their urgent need for efficient and effective service delivery. Consequently, we are recommending accordingly.

Recommendation 1

34.10 We recommend that the Ministry of Health and Quality of Life should make necessary arrangements for the filling of vacancies/posts created within a reasonable time frame.

Schemes of Service

34.11 With the creation of grades, **consequential amendments would have to be brought to the schemes of service of grades to reflect the required profiles, roles and responsibilities of incumbents.**

Manager, Hospital Services

34.12 At present, appointment to the grade of Manager, Hospital Services is made by selection from among serving officers who hold a substantive appointment not below the grade of Principal Assistant Secretary and who reckon at least five years' experience at senior management level, and from among candidates possessing a Higher School Certificate, Degree and Master's Degree in Management/Human Resource Management/ Public Sector Management/ Business Administration/Health Care Administration and reckoning at least seven years' experience at senior management level.

34.13 Management has made representations to amend the qualification requirements of the grade of Manager, Hospital Services so that the years of experience at senior management level for both serving and outside candidates be harmonised and set at five years. The Bureau has examined the request and recommends accordingly.

Recommendation 2

34.14 We recommend that the qualification requirements of the grade of Manager, Hospital Services be amended such that henceforth appointment thereto is made from among:

- (i) serving officers who hold a substantive appointment not below the grade of Principal Assistant Secretary and who reckon at least five years' experience at that level; and**
- (ii) candidates possessing a Higher School Certificate, a Degree and a Master's Degree in Management/Human Resource Management/ Public Sector Management/ Business Administration/Health Care Administration and reckoning at least five years' experience at senior management level.**

MEDICAL GROUP

34.15 Medical practice is characterised by taking responsibility for overall clinical outcomes. As a result, doctors are called upon to take leadership roles, including management and leadership of health services, and in the wider management and leadership of the organisation that they work in. In so doing, most of them remain in active clinical practice.

34.16 The Medical Group comprises officers in the following cadres: Dental Surgeon, AIDS Physician, Community Physician, Emergency Physician, Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) and officers in the grades of Ayurvedic Medical Officer; Registrar; Specialist/Senior Specialist; Consultant; Director, Laboratory Services; Deputy Director, Laboratory Services and Director-General, Health Services.

34.17 In the last Report, we strengthened the medical structure through the creation of a few grades, made some special provisions for medical and dental specialists in terms of career earnings and aligned their status with what obtains internationally and amended the schemes of service of a few grades to facilitate recruitment.

34.18 We are, in this Report, creating a grade of National Diabetes Coordinator to head the Diabetes and Vascular Health Centre; and revising the existing allowances and introducing the shift system for MHO/SMHO to enable better health service delivery.

Medical and Health Officer/Senior Medical and Health Officer

34.19 Medical and Health Officer/Senior Medical and Health Officers (MHO/SMHO) are required to work on shift. However, the shift system has not been implemented so far, because the number of doctors on the establishment of the MOH and QL was insufficient to allow its implementation. Presently, there

are 611 MHO/SMHO on the establishment of the MOH and QL and the Ministry is planning to recruit additional MHO/SMHOs. Consequently, the Ministry has submitted that the shift system can be introduced in phases until such time that it would have enough doctors to fully implement the shift system.

34.20 In the first instance, the Ministry is envisaging to implement the shift system in certain departments like Accident and Emergency Department where the work pressure is more round the clock and in the regional hospitals only.

34.21 Furthermore, the union members have submitted that the present arrangement is strenuous and impacts on the service delivery. They support the idea of implementing the shift system, the more so because of the adequate number of qualified doctors on the market.

Recommendation 2A

34.22 We recommend that the shift system be effectively put into practice by the Ministry of Health and Quality of Life.

National Diabetes Coordinator (New Grade)

34.23 The last study on Non-Communicable Diseases (NCDs) carried out in 2009 has revealed that almost 24% of the population aged 20 to 74 years is diabetic and another 25% is at pre-diabetic stage, that is, one out of two Mauritians is either diabetic or pre-diabetic. In order to address this issue, the Ministry is setting up a Diabetes and Vascular Health Centre (DVHC) at Souillac.

34.24 The DVHC is a referral and training centre for diabetes. It is responsible for coordinating all activities related to diabetes which are carried out throughout the five health regions. These include digital retinal screening, foot care, wound healing and health education. The Centre also coordinates all training programmes related to diabetes such as training for Diabetes Specialist Nurse and Foot Care Officer and training of parents whose children have Type 1 Diabetes.

34.25 Moreover, with a view to ensuring the smooth running of the Centre and timely implementation of programmes identified to address problems relating to diabetes in the country, there is need for a grade of National Diabetes Coordinator to head the Centre.

Recommendation 3

34.26 We recommend the creation of a grade of National Diabetes Coordinator. Appointment thereto should be made by selection from among officers in the grade of Consultant-in-Charge in the fields of Internal Medicine or Endocrinology and Diabetes reckoning at least five

years' service in a substantive capacity in the grade and reckoning experience in the field of diabetes and having managerial potential.

- 34.27 Incumbent would be responsible for the National Diabetes and Vascular Health Centre and would be required, among others, to coordinate all activities relating to prevention, treatment and care of diabetes in Mauritius, Rodrigues and the Outer Islands; arrange for and coordinate all training relating to diabetes; coordinate and ensure the smooth running of the Digital Retinal Screening and Food Care Programmes; and be responsible for the implementation of projects financed by the World Diabetes Foundation.

Specialist/Senior Specialist

- 34.28 Requests have been made by the MOH and QL to the effect that there is need for Specialist/Senior Specialists in the fields of Public Health, Emergency Medicine and Primary Care Medicine. Consequently, it is envisaging to increase the establishment size of Specialist/Senior Specialists. The Bureau has examined the request and we are recommending accordingly.

Recommendation 4

- 34.29 We recommend that the Ministry of Health and Quality of Life should make necessary arrangements for the recruitment of Specialist/Senior Specialist in the fields of Public Health, Emergency Medicine and Primary Care Medicine.**

Superintending Dental Surgeon

- 34.30 Presently, provision of Health Services is divided into five regions and it is submitted that each region needs to be headed by a Superintending Dental Surgeon.
- 34.31 Requests have also been made to restyle the grade of Superintending Dental Surgeon to better reflect the duties and responsibilities devolving upon incumbents in the grade. We are restyling the grade to a more appropriate appellation.

Recommendation 5

- 34.32 We recommend that the grade of Superintending Dental Surgeon be restyled Regional Dental Surgeon.**
- 34.33 We additionally recommend that a Regional Dental Surgeon *formerly Superintending Dental Surgeon* be posted in each of the five regional hospitals.**

Allowance for Extra Work in Community Health Centres/Area Health Centres

- 34.34 To cater for the increasing needs of the population, Medical and Health Officer/Senior Medical and Health Officers and Community Physicians posted

in certain Community Health Centres and Area Health Centres are paid allowances inclusive of travelling time for providing a certain number of extra hours beyond their normal working hours. Given that the provision for extended hours of service on weekdays, Sundays and Public Holidays will continue, we are maintaining and revising the allowances.

Recommendation 6

34.35 We recommend that the allowances, inclusive of travelling time, payable to Medical and Health Officer/Senior Medical and Health Officers and Community Physicians for work performed beyond their normal working hours in certain Community Health Centres and Area Health Centres be revised as follows:

Extra Hours of Work/Coverage	Medical and Health Officer/Senior Medical and Health Officer (Rs)	Community Physician (Rs)
Weekday 1600 hours to 1800 hours	600	640
Sunday/Public Holiday 0900 hours to 1100 hours	710	770

Allowance for Extra Work at S. Bharati Eye Hospital

34.36 Presently, to meet the exigencies of the community at large, Medical and Health Officer/Senior Medical and Health Officers posted at the S. Bharati Eye Hospital are paid allowances for working beyond normal hours on Saturdays and Sundays/Public Holidays. Given that this arrangement will continue, we are revising the quantum.

Recommendation 7

34.37 We recommend that the allowances payable to Medical and Health Officer/Senior Medical and Health Officers posted at the S. Bharati Eye Hospital be revised as follows:

Extra Hours of Work	Allowances (Rs)
Saturday 1200 hours to 1600 hours	680
Sunday/Public Holiday 0900 hours to 1600 hours the following day	1150

Allowance for coverage of Night, Sunday and Public Holiday in hospitals

34.38 In order to provide round-the-clock service, Medical and Health Officer/Senior Medical and Health Officers, Community Physicians and Emergency Physicians are presently paid allowances for work performed over and above their normal working hours. These allowances are being revised.

Recommendation 8

34.39 We recommend that the allowances payable to Medical and Health Officer/Senior Medical and Health Officers, Community Physicians and Emergency Physicians for work performed at night, on Saturday afternoons, Sundays and Public Holidays be revised as follows:

Extra Hours of Work/ Coverage	Medical and Health Officer/Senior Medical and Health Officer reckoning less than 10 years' service (Rs)	Medical and Health Officer/Senior Medical and Health Officer reckoning a minimum of 10 years' service (Rs)	Community Physician and Emergency Physician (Rs)
Weekday 1600 hours to 0900 hours the following day	2630	2930	3230
Saturday 1200 hours to Sunday 0900 hours	3325	3660	4000
Sunday/Public Holiday 0900 hours to 0900 hours the following day	3640	4090	4500

Allowance to officers entrusted with responsibility as Duty Manager in hospitals after normal working hours

34.40 To ensure adequate coordination of all the managerial and clinical activities in the hospitals, the seniormost Medical and Health Officer/Senior Medical and Health Officers, Medical Superintendents and Emergency Physicians who assume the function of Duty Manager during a particular coverage after normal working hours are paid the allowance prescribed at the rate of one time and a half. This arrangement is being maintained.

Recommendation 9

34.41 We recommend that seniormost Medical and Health Officer/Senior Medical and Health Officers, Medical Superintendents and Emergency Physicians 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.

Night Duty Allowance for Specialist/Senior Specialists, Specialist/Senior Specialists known as Consultants and Consultants-in-Charge

34.42 In the last Report, some in-depth changes were brought within the health system whereby it was proposed that Consultants-in-Charge and Specialist/Senior Specialists in the fields of Obstetrics and Gynaecology and Paediatrics be physically present to ensure coverage at night. Night coverage was optional for Consultants-in-Charge and Specialist/Senior Specialists in service as at 30.06.2008 and mandatory for new entrants joining as from 01.07.08. Provision was also made that the MOH and QL should extend this arrangement to other fields, should the need arise. However, the Ministry has informed that this recommendation could not be implemented. Consequently, for an effective round the clock health service delivery, it would be advisable for the MOH and QL to extend this to other fields.

Recommendation 10

34.43 We recommend that Consultants-in-Charge, Specialist/Senior Specialist known as Consultants and Specialist/Senior Specialists who are required to perform night duty be paid Night Duty Allowance as follows:

Night Duty	Specialist/ Senior Specialist (Rs)	Specialist/ Senior Specialist known as Consultant (Rs)	Consultant- in-Charge (Rs)
Weekday 1600 hours to 0900 hours the following day	8355	9185	9760
Saturday 1200 hours to Sunday 0900 hours	10280	10980	11590
Sunday/Public Holiday 0900 hours to 0900 hours the following day	11570	12500	13175

34.44 We also recommend that the MOH and QL extends the above recommendation to other fields where it is deemed appropriate and possible.

34.45 The recommendation at paragraph 34.43 is optional for Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialist who were already in service as at 30.06.08 either in a substantive capacity or have been in an acting capacity for at

least a year and is mandatory for new entrants as at 01.01.13 to the grade of Specialist/Senior Specialist.

- 34.46** We additionally recommend that, pending the appointment of the acting Specialist/Senior Specialists in a substantive capacity, they should be eligible for an allowance equivalent to one increment for each year of service in the acting capacity provided they have effectively served for the period concerned. This allowance drawn should be used to determine the entry point upon their substantive appointment, subject to the maximum salary of the grade.

On-Call and In-Attendance Allowances

- 34.47** To meet the increasing health needs of the population, Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services are paid allowances when on-call and when actually in attendance, they are paid an additional allowance inclusive of travelling time. As this arrangement will continue, we are revising these allowances.

Recommendation 11

- 34.48** We recommend that Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services be paid on-call allowances as follows:

On-Call	Specialist/ Senior Specialist and Specialist (Dental Services) (Rs)	Specialist/ Senior Specialist known as Consultant (Rs)	Consultant- in-Charge and Director, Emergency Services (Rs)
Weekday 1600 hours to 0900 hours the following day	930	985	1035
Saturday 1200 hours to Sunday 0900 hours	1380	1480	1555
Sunday/Public Holiday 0900 hours to 0900 hours the following day	1380	1480	1555

- 34.49** When attending hospitals, Specialist/Senior Specialists and Specialists (Dental Services) should be paid Rs 750 per hour, Specialist/Senior Specialists known as Consultants Rs 800 per hour, and Consultants-in-Charge and Director, Emergency Services Rs 890 per hour respectively, inclusive of travelling time.

Dental Surgeon/Senior Dental Surgeon

- 34.50 The Dental Services provide dental care to the community in its 58 dental and specialised dental clinics during normal working hours. There are presently 51 Dental Surgeon/Senior Dental Surgeons on the establishment of the Ministry of Health and Quality of Life. However, though Dental Surgeon/Senior Dental Surgeons are classified as shift workers, the shift system has not been implemented due to lack of staff.
- 34.51 It has been reported that, at present, there are no dental service to cater for dental emergencies such as severe toothache and swelling after normal working hours. Consequently, to address this serious lacuna in the public dental services, the Ministry of Health and Quality of Life is proposing the setting up of a Dental Emergency Service after normal working hours. In the first instance, dental services will be provided up to 2200 hours on weekdays and 1800 hours during weekends and public holidays. To this end, we are making arrangement for the provision of coverage allowances.

Recommendation 12

- 34.52 **We recommend that Dental Surgeon/Senior Dental Surgeons be paid allowances for work performed after normal hours as follows:**

Extra hours of work	Allowances (Rs)
Weekdays 1600 hours to 2200 hours	1100
Saturdays 1300 hours to 1800 hours	1100
Sundays and Public Holidays 0900 hours to 1800 hours	1550

Allowance to Regional Public Health Superintendent for coverage

- 34.53 Presently, Regional Public Health Superintendents are paid a monthly allowance of Rs 2350 for providing coverage at port and airport in order 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 problems, including treatment of malaria cases, when on-call, and to visit patients in private hospitals and/or at their place of residence. We are revising this allowance.

Recommendation 13

- 34.54 **We recommend that the allowance payable to Regional Public Health Superintendents for providing coverage at port and airport in relation to**

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 2585 monthly.

Allowance to Consultants-in-Charge responsible for Specialised Hospitals

34.55 In addition to their normal clinical duties, Consultants-in-Charge responsible for specialised hospitals namely the Subramaniam Bharati Eye Hospital at Moka; the Ear, Nose and Throat Hospital at Vacoas and the Poudre d'Or Hospital are also required to perform administrative duties against payment of a monthly allowance of Rs 2350. Given that there is need for the continuation of this arrangement, we are maintaining this allowance and revising the quantum.

Recommendation 14

34.56 We recommend that the Consultants-in-Charge responsible for specialised hospitals should be paid a monthly allowance of Rs 2585.

Allowance to Consultant-in-Charge responsible for the Central Health Laboratory

34.57 At present, the Consultant-in-Charge responsible for the Central Health Laboratory is paid a monthly allowance of Rs 2350 for performing administrative duties. However, with the creation of the grade of Director, Laboratory Services, the payment of this allowance should lapse.

Recommendation 15

34.58 We recommend that the Consultant-in-Charge responsible for the Central Health Laboratory should be paid a monthly allowance of Rs 2585.

34.59 We further recommend that with the filling of the vacancy in the grade of Director, Laboratory Services, the payment of this monthly allowance to the Consultant-in-Charge responsible for the Central Health Laboratory should lapse.

In Attendance/On-Call Allowance to doctors posted in Agalega Islands

34.60 Presently, doctors posted on a tour of service in Agalega are paid a monthly On-Call Allowance of Rs 18960 and In-Attendance Allowance of Rs 345 per hour. As this arrangement will continue, we are maintaining the allowances and revising the quantum.

Recommendation 16

34.61 We recommend that doctors posted on a tour of service to Agalega be paid a monthly On-Call Allowance of Rs 20860 for being on-call during the whole month and In-Attendance Allowance of Rs 380 per hour.

Bank of Doctors

- 34.62 To cope with the increasing demand of the public and to meet emergencies, a bank scheme was set up by the MOH and QL whereby Medical Officers and Specialists below the age of 70 are considered for employment on a sessional basis.
- 34.63 When operating under the scheme at the level of Medical and Health Officer/Senior Medical and Health Officer, these doctors are paid an all-inclusive allowance of Rs 1500 per session of three hours during weekdays and Rs 1800 per session of three hours on Sundays and Public Holidays.
- 34.64 However, when required to provide coverage at night, during weekends and Public Holidays, they are being paid the prescribed rate as recommended for the grade of Medical and Health Officer/Senior Medical and Health Officer.
- 34.65 Given that this arrangement has proved to be suitable, we are maintaining the bank scheme with a revised quantum.

Recommendation 17

- 34.66 We recommend that the all-inclusive allowance payable to doctors operating at Medical and Health Officer/Senior Medical and Health Officer level be revised to Rs 1830 per session of three hours during weekdays and Rs 2200 per session of three hours on Sundays and Public Holidays.**
- 34.67 We also recommend that the allowances under this scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**
- 34.68 We further recommend that for coverage at night, during weekends and public holidays, the prescribed rate as recommended at paragraph 34.39 for the grade of Medical and Health Officer/Senior Medical and Health Officer should be paid.**
- 34.69 Presently, Doctors working under the Bank of Doctors Scheme are paid mileage allowances at approved rates, when officially required to attend courts from their place of posting. This provision is being maintained.

Recommendation 18

- 34.70 We recommend that Doctors working under the Bank of Doctors Scheme and who are officially required to attend courts from their place of posting should be paid mileage allowance at approved rates.**
- 34.71 We additionally 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.**

Allowance to Doctors operating at Specialist/Senior Specialist level

34.72 Doctors operating at Specialist/Senior Specialist level are paid an all-inclusive allowance of Rs 1800 per session of three hours during weekdays and Rs 2250 per session of three hours on Sundays and Public Holidays. These allowances are being revised. When they are on-call and required to attend duty, they are paid the same rates as for the grade of Specialist/Senior Specialist.

Recommendation 19

34.73 We recommend that the all-inclusive allowance payable to Doctors operating at Specialist/Senior Specialist level be revised to Rs 2200 per session of three hours during weekdays and Rs 2745 per session of three hours on Sundays and Public Holidays.

34.74 We further recommend that the On-Call and In-Attendance Allowances should be paid at the same prescribed rate as recommended at paragraphs 34.48 and 34.49 for the grade of Specialist/Senior Specialist.

Pre-Registration Training Scheme for Doctors

34.75 In order to be fully registered to practise, newly qualified doctors are required to undergo pre-registration practical training in a hospital. Those undergoing the training are paid a monthly allowance. We are, in this Report, revising this allowance.

Recommendation 20

34.76 We recommend that the all-inclusive allowance paid to Doctors during their pre-registration training be revised to Rs 23250 monthly.

Training Allowance for Doctors undergoing pre-registration training

34.77 There has been submission that doctors undergoing pre-registration training in a hospital should be refunded the bus fares when performing official travelling. We have examined the representation and we subscribe to the request.

Recommendation 21

34.78 We recommend that doctors undergoing pre-registration practical training in a hospital be refunded travelling allowance by bus.

Allowance for the Medical Profession

34.79 Members of the medical profession are paid an allowance of Rs 12000 annually for expenses incurred for the purchase of medical books, e-materials, journals and other publications needed for keeping abreast of latest development and efficient approaches for the treatment. This allowance is being revised.

Recommendation 22

34.80 We recommend that the allowance paid to members of the medical profession, appointed in a substantive capacity, for the purchase of medical books, e-materials, journals and other publications be revised to Rs 13200 annually.

Continuing Professional Development (CPD)

34.81 Training and development are the principal factors determining the quality of health services and Government is giving the members of the medical profession increasing attention, endeavouring to further develop the education of doctors and to keep them abreast of changes in the functions of medical professionals. Continuing Professional Development (CPD) helps doctors in improving their professional effectiveness and work satisfaction, leading to improved output in terms of better healthcare service to the population.

34.82 There have been representations from staff associations that the annual allowance payable to incur expenses towards their professional development be accumulated over a period of 3-5 years as the programmes for CPD dispensed at certain Medical Institutions/Academies abroad are usually of three weeks duration. The Bureau has analysed the issue and we are of the view that this allowance can be cumulated over a period of three years to enable them to take advantage of the CPD programmes. However, given the generous leave package, the special leave can be combined with other types of leave. We are, therefore, recommending accordingly.

Recommendation 23

34.83 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 of up to Rs 11000 annually and be cumulative over a period of maximum three years 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 either locally or abroad. However, the special leave could be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.**

Special Medical Service Allowance

34.84 Since the 2003 PRB Report, members of the medical and dental professions who are not allowed the privilege of private practice are paid a Special Medical Service Allowance. Despite the fact that there is currently an adequate number of newly qualified doctors on the market, there is still need for qualified and experienced doctors. Consequently, this provision is being maintained up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Recommendation 24

34.85 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Medical Service Allowance to members of the medical and dental professions who are not allowed the privilege of private practice as specified in the table below:

Category	Special Medical Service Allowance % of monthly salary
Officers drawing salary in a scale the maximum of which is Rs 63000 and reckoning at least 10 years' service in the grade	7
Officers drawing salary in a scale the maximum of which is Rs 68400	7
Officers drawing salary in a scale the maximum of which is between Rs 78000 and Rs 84000	10
Officers drawing salary more than Rs 84000	15

Allowance for Officers of the Medical and Dental Professions in post as at 30 June 2008 who reckon at least 30 years of pensionable service

34.86 Presently, members of the medical and dental professions who have already qualified for full pension are eligible for an allowance equivalent to two months' salary on completion of 12 months satisfactory service. We are reviewing this allowance in line with the special provision for officers who have already qualified for full pension.

Recommendation 25

34.87 We recommend that officers of the Medical and Dental Professions in post as at 30 June 2008 and as from date of implementation of this Report who:

- (a) attain the new compulsory retirement age as per the transitional provision;**
- (b) reckon at least 30 years of pensionable service; and**
- (c) have opted for the Pension Reforms on 1 July 2008 and contributed effectively to the pension scheme**

should, on retirement, be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond 30 years of pensionable service as from 1 January 2013.

An- inclusive Allowance in lieu of Meal

34.88 Generally, doctors who work for 31 hours continuously, from 0900 hours to 1600 hours the following day are provided with meals. However, at the Dr. Yves Cantin Community Hospital where such facilities are not available, doctors providing similar hours of work on the same pattern are being paid an all-inclusive allowance of Rs 300 for that specified number of hours.

34.89 In view of the services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is Rs 200:

- (a) from Friday 0900 hours to noon on Saturday;**
- (b) from Saturday 0900 hours to 0900 hours on Sunday; and**
- (c) from 0900 hours to 0900 hours the following day when the following day happens to be a public holiday.**

Recommendation 26

34.90 We recommend that the all-inclusive allowance paid to Doctors who are required to provide their services from 0900 hours to 1600 hours 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 330 for that specified number of hours.

34.91 As regards their services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is revised to Rs 220:

- (a) from Friday 0900 hours to noon on Saturday;**
- (b) from Saturday 0900 hours to 0900 hours on Sunday; and**
- (c) from 0900 hours to 0900 hours the following day when the following day happens to be a public holiday.**

Rent Free Telephone and Free Calls

34.92 Officers of the Medical and Dental cadres are presently granted rent free telephone and free calls given the specific nature of their duties. This provision is being maintained.

Recommendation 27

34.93 We recommend that officers of the Medical and Dental cadres should continue to be granted rent free telephone and free calls or equivalent for mobile phones.

Long Service Increment

Recommendation 28

34.94 The recommendation made at paragraph 21.8(i) to (vi), of the volume 1 of this Report would be applicable to members of the medical and dental professions reckoning 20 years' service in a single grade.

Hours of Work

34.95 Generally 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 working hours against payment of appropriate allowances.

Recommendation 29

34.96 We recommend that the present hours of work of officers in the Medical and Dental cadres be maintained. However, this does not preclude the Ministry from modifying the hours of attendance to meet the operational needs of the Health Sector.

Special Provisions for officers of the Medical and Dental Professions

34.97 In line with recommendations 9 at paragraph 10.46 of Volume 1 of the 2013 PRB Report, we are making provision for members of the medical and dental professions.

Recommendation 30

34.98 We recommend that members of the medical and dental professions drawing salary in the scale the maximum of which is not less than Rs 63000 and not more than Rs 78000 and having reached the top of their respective salary scale should be allowed to move incrementally up to a maximum of two increments in the master salary scale provided that they have:

- (i) drawn the top salary for a year;**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the**

preceeding two years i.e they have displayed skills and competencies as relevant in (a) the critical decision making and (b) delivery of the necessary outcomes; and

(iii) not been adversely reported upon on ground of conduct.

34.99 We further recommend that members of the medical and dental professions reckoning 14 years' service in their respective grade would be entitled to car benefits as per provision at paragraph 18.2.19 (No. 2) of Volume 1 though drawing a monthly salary in a scale the maximum of which is less than Rs 75600.

34.100 We additionally recommend that the above provision should equally apply to members of the medical and dental professions on the establishment of other Ministries/Departments.

Allowance to Specialist/Senior Specialist in field requiring subspecialisation

34.101 In order to induce and retain Specialist/Senior Specialists possessing subspecialist qualification or a double specialist qualification, an allowance of Rs 4500 monthly is presently being paid to them. As this provision will further motivate the Specialist/Senior Specialists in obtaining further specialisation or double specialist qualification, we are maintaining this allowance and revising the quantum.

Recommendation 31

34.102 We recommend that Specialist/Senior Specialists, Specialist/Senior Specialists known as Consultants and Consultants-in-charge possessing subspecialist qualifications which are directly relevant for the performance of their duties and who participate in the medical activities relating to their speciality be paid a monthly allowance of Rs 5000 provided that the subspeciality qualification has been obtained after having followed a full time course in the relevant subspeciality. This allowance would be paid on a case to case basis subject to the approval of the Ministry of Health and Quality of Life.

Medical and Dental Specialists

34.103 In the last Report, special provisions were made for Medical and Dental Specialists in terms of career earnings and aligning their status with what obtains internationally whereby Specialist/Senior Specialists and Specialists (Dental Services) are to be known as Consultants on reaching salary point of Rs 66000.

Recommendation 32

34.104 We recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be known as Consultants on reaching salary point of Rs 81000.

Airport Medical Officer

34.105 Staff Association has submitted that a grade of Airport Medical Officer be created on the establishment of the MOH and QL whereby incumbent would provide quality medical service at the SSR International Airport and to better coordinate the service delivery in case of outbreaks of communicable diseases.

34.106 After careful analysis, the Bureau is of the view that such a grade cannot be created. It would be a dead-end post and the present arrangement is giving the desired results. The moreso, a Medical Health Officer/Senior Medical Health Officer can perform these duties, as and when required, with a departmental appellation. **Consequently, we are not making any provision in this regard. However, wherever a Medical Health Officer/Senior Medical Health Officer is required to perform these duties, he should be known as Airport Medical Officer.**

Better Conditions of Work

34.107 There have been continuous complaints from Specialist/Senior Specialists and other Clinical Officers that they have to perform their administrative duties themselves and consequently, they are unable to concentrate on their clinical duties. Thus, they have requested that they should be provided with support staff.

34.108 To enable these clinical persons to perform their core duties efficiently and effectively, we subscribe that they should be provided with support staff. To this end, we are making the appropriate recommendation.

Recommendation 33

34.109 We recommend that the Ministry of Health and Quality of Life considers the advisability of making the necessary arrangements to provide some support services where deemed necessary to the Specialist/Senior Specialists and other Clinical Officers who would require such services.

MINISTRY OF HEALTH AND QUALITY OF LIFE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 144000 Senior Chief Executive
09 00 95	Rs 132000 Director-General, Health Services
02 00 94	Rs 114000 Permanent Secretary
02 00 91	Rs 105000 Manager, Hospital Services
09 00 91	Rs 105000 Director, Health Services Director, Non-Communicable Diseases and Health Promotion
09 00 90	Rs 102000 Director, Clinical Services <i>formerly Head, Clinical Services</i> Director, Dental Services Director, Laboratory Services National Diabetes Coordinator (New Grade) Regional Health Director
09 00 88	Rs 93000 Consultant-in-Charge Deputy Director, Laboratory Services Deputy Director, Non-Communicable Diseases and Health Promotion Director, Emergency Services Head, AIDS Unit Head, Occupational Health Unit Regional Public Health Superintendent
09 74 85	Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000 Medical Superintendent

Salary Code	Salary Scale and Grade
09 72 85	Rs 56100 x 1500 – 57600 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000 Regional Dental Surgeon <i>formerly Superintending Dental Surgeon</i> Specialist/Senior Specialist Specialist (Dental Services)
09 74 83	Rs 59400 x 1800 – 68400 x 2400 – 78000 NCD Coordinator Officer-in-Charge, Harm Reduction Section Senior AIDS Physician Senior Community Physician Senior Emergency Physician Senior Occupational Health Physician
09 63 79	Rs 42600 x 1500 – 57600 x 1800 – 68400 AIDS Physician Community Physician Emergency Physician Occupational Health Physician Registrar
09 60 76	Rs 38100 x 1500 – 57600 x 1800 – 63000 Medical and Health Officer/Senior Medical and Health Officer
09 59 76	Rs 36600 x 1500 – 57600 x 1800 – 63000 Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer <i>formerly Ayurvedic Medical Officer</i> Dental Surgeon/Senior Dental Surgeon

PHARMACY DIVISION

- 34.110 The Pharmacy Division comprises the Pharmacist cadre and the Pharmacy Dispenser cadre.
- 34.111 The Pharmacist cadre consists of the Director, Pharmaceutical Services; Deputy Director, Pharmaceutical Services; Principal Pharmacist and Pharmacist/Senior Pharmacist. It is responsible for pharmaceutical work, administration of hospital pharmacies and for ensuring that private pharmacies comply with legislation thereof.
- 34.112 Being the technical cadre, the Pharmacy Dispenser cadre comprises the Chief Pharmacy Dispenser, Principal Pharmacy Dispenser, Pharmacy Stores

Manager, Senior Pharmacy Dispenser and Pharmacy Dispenser. It is responsible, *inter alia*, for dispensing, compounding and storekeeping of drugs.

Pharmacovigilance Unit

- 34.113 The Ministry of Health and Quality of Life has set up a Pharmacovigilance Unit to, *inter alia*, develop a National Standardised Adverse Drugs Reaction Form and Standard Operating Procedures for Pharmacovigilance; collect and analyse data on any adverse drug reactions relating to the prescribing and the use of drugs in the treatment and control of disease; detect substandard medicines and errors of medications; and to report to the Pharmacy Board through the Director-General, Health Services for appropriate actions and corrective measures to be taken.
- 34.114 A National Pharmacovigilance Committee has also been set up and is chaired by a Specialist of Internal Medicine and comprises a multidisciplinary team from both the public and private sectors.
- 34.115 In this regard, Management has requested for the creation of a specialised grade. The Bureau has examined the issue and is of the view that duties related to pharmacovigilance can safely be assigned to a Principal Pharmacist. In order to attain its objectives, the Unit needs to be properly manned. Consequently, we are making provision for an additional post of Principal Pharmacist to be responsible for the overall management of the Unit.

Recommendation 34

- 34.116 **We recommend that the Ministry of Health and Quality of Life should make the necessary arrangements for a Principal Pharmacist to head the Pharmacovigilance Unit.**
- 34.117 **We further recommend that the scheme of service of the grade of Principal Pharmacist be enlarged to include duties related to Pharmacovigilance. This element has been taken into consideration when arriving at the recommended salary.**

Pharmacist/Senior Pharmacist

Recommendation 35

- 34.118 **We recommend that officers in post as at 30.06.08 in the grade of Senior Pharmacist restyled Pharmacist/Senior Pharmacist should on reaching the top salary of Rs 54600 be allowed to move incrementally, on a personal basis, in the master salary scale up to salary point Rs 57600 provided that they:**
- (a) **have drawn the top salary for a year; and**

- (b) have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

34.119 We further recommend that officers in the grade of Pharmacist/Senior Pharmacist should on reaching the top salary of Rs 54600 be allowed to move incrementally in the master salary scale up to salary point Rs 56100 provided that they:

- (a) have drawn the top salary for a year; and
- (b) have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Inspection of Private Pharmacies and clearance of parcels at Parcel Post Office

34.120 Officers of the Pharmacist cadre visit and inspect private pharmacies to ensure compliance with the Pharmacy Act. They are also required to attend the Parcel Post Office daily to inspect and authorise the clearance of parcels to ensure compliance with relevant provision of the Pharmacy Act and the Dangerous Drugs Act governing import, supply and possession of pharmaceuticals and related products. At present, they are paid an allowance of Rs 390. We are maintaining the payment of the allowance and revising the quantum.

Recommendation 36

34.121 We recommend that the allowance paid 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, be revised to Rs 430.

Pre-Registration Allowance

34.122 Pharmacists have to be registered with the Pharmacy Board to have the right to practice. To be eligible for registration, graduates in Pharmacy have to undergo one year pre-registration training in a public or retail Pharmacy. At present, these degree holders in pharmacy are paid a monthly all-inclusive allowance of Rs 18400. We are revising this allowance.

Recommendation 37

34.123 We recommend that the monthly all-inclusive allowance payable to graduates in Pharmacy undergoing pre-registration training in Public Hospital Pharmacies be revised to Rs 21000.

- 34.124 We further recommend that graduates in Pharmacy undergoing pre-registration training in public pharmacies be refunded travelling allowance by bus.**

Pharmacy Technician Cadre *formerly Pharmacy Dispenser Cadre*

- 34.125 The Pharmacy Dispenser cadre is meeting its objectives and is considered appropriate. We are, therefore, maintaining the set up. However, there have been submissions from both the Management and staff side to restyle the various grades of the Pharmacy Dispenser cadre. We have examined the issue and we are agreeable.

Recommendation 38

- 34.126 We recommend that the grades in the Pharmacy Dispenser cadre be restyled as follows:**

Grade	Restyled to
Student Pharmacy Dispenser	Student Pharmacy Technician
Pharmacy Dispenser	Pharmacy Technician
Senior Pharmacy Dispenser	Senior Pharmacy Technician
Principal Pharmacy Dispenser	Principal Pharmacy Technician
Chief Pharmacy Dispenser	Chief Pharmacy Technician

Diploma in Pharmacy Technician

- 34.127 In the last Report, the Bureau recommended the advisability of running and awarding a Diploma in Pharmacy Technician instead of a Certificate in Pharmacy to Student Pharmacy Technicians formerly *Student Pharmacy Dispensers* on successful completion of their three-year training. The Ministry has submitted that it is in the process of running a training course leading to a Diploma in Pharmacy Technician for Student Pharmacy Technicians *formerly Student Pharmacy Dispensers*. In addition, top-up training programmes leading to a Diploma in Pharmacy Technician will also be mounted for all the other officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre*. In the light of the above, we are making provision for a Qualification Bar (QB) in the salary scale of the respective grades and progression beyond the QB would be subject to obtention of the Diploma in Pharmacy Technician.

Recommendation 39

34.128 We recommend that:

- (i) appointment to the grade of Pharmacy Technician *formerly Pharmacy Dispenser* should, in future, be made by selection from among Student Pharmacy Technicians *formerly Student Pharmacy Dispensers* who have successfully completed the Diploma in Pharmacy Technician;
- (ii) progression beyond the QB in the salary scale of Pharmacy Technician *formerly Pharmacy Dispenser* and Senior Pharmacy Technician *formerly Senior Pharmacy Dispenser* should be subject to obtention of the Diploma in Pharmacy Technician or equivalent; and
- (iii) the Ministry of Health and Quality of Life should make provision for the enlistment of Student Pharmacy Technician *formerly Student Pharmacy Dispenser* as well as other officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre* of the Ministry and the Rodrigues Regional Assembly to follow top-up training programmes leading to the Diploma in Pharmacy Technician.

Night Duty and In-Attendance Allowance to Pharmacy Technicians *formerly Pharmacy Dispensers* and Senior Pharmacy Technicians *formerly Senior Pharmacy Dispensers*

34.129 The Pharmacy Service is provided round the clock in the five regional hospitals. Pharmacy Technicians *formerly Pharmacy Dispensers* and Senior Pharmacy Technicians *formerly Senior Pharmacy Dispensers* are required to work on a shift system to provide such a coverage. However, due to shortage of staff, these officers are called upon to put in extra hours of work against payment of In-Attendance allowance. The present arrangement is maintained and we are revising the payment of the allowance.

Recommendation 40

34.130 We recommend that, pending the implementation of a shift system, Pharmacy Technicians *formerly Pharmacy Dispensers* and Senior Pharmacy Technicians *formerly 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 Technician formerly Pharmacy Dispenser Rs	Senior Pharmacy Technician formerly Senior Pharmacy Dispenser Rs
Weekdays		
1600 hours to 2200 hours	525	715
2200 hours to 0900 hours the following day	965	1320
Saturdays		
1200 hours to 2200 hours	875	1195
2200 hours to 0900 hours the following day	965	1320
Sundays and Public Holidays		
0900 hours to 1600 hours	525	715
1600 hours to 2200 hours	525	715
2200 hours to 0900 hours the following day	965	1320

34.131 We further recommend that Pharmacy Technicians *formerly Pharmacy Dispensers* and Senior Pharmacy Technicians *formerly Senior Pharmacy Dispensers* who are required to work beyond normal working hours at the Area Health Centres and Community Health Centres should continue to be remunerated on the terms and conditions prevailing as at 30.06.08.

Bank Pharmacy Technicians Scheme *formerly Bank Pharmacy Dispensers Scheme*

34.132 Due to shortage of staff, the implementation of a shift system for Pharmacy Technicians *formerly Pharmacy Dispensers* could not be introduced. Consequently, to meet workload fluctuations, there was the setting up of a Bank Scheme whereby retired officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre* are considered for employment on a sessional basis of four hours on Weekdays, Sundays and Public Holidays against payment of an allowance. Since the present arrangement would continue, we are maintaining the bank scheme and extending it to officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre* as well.

Recommendation 41

34.133 We recommend that retired officers as well as officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre* who are allowed to work under the "Bank Pharmacy Technician Scheme" *formerly "Bank Pharmacy Dispenser Scheme"* in Government Health Institutions be

paid an allowance of Rs 700 per session of four hours irrespective of day or night duty.

- 34.134 We further recommend that the allowances under this scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.

Night Duty Allowance

- 34.135 Officers of the Pharmacy Technician cadre *formerly Pharmacy Dispenser cadre* who effectively work on night shift are paid a Night Duty Allowance. We are maintaining the Night Duty Allowance.

Recommendation 42

- 34.136 We recommend that officers in the Pharmacy Technician cadre *formerly 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

- 34.137 Pharmacy Technicians *formerly Pharmacy Dispensers* and Senior Pharmacy Technicians *formerly 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
09 00 85	Rs 84000 Director, Pharmaceutical Services
09 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Deputy Director, Pharmaceutical Services
09 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Pharmacist
09 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 QB 50100 x 1500 – 54600 Pharmacist/Senior Pharmacist

Salary Code	Salary Scale and Grade
09 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Quality Control Pharmacist/Chemist
09 59 71	Rs 36600 x 1500 – 54600 Chief Pharmacy Technician <i>formerly Chief Pharmacy Dispenser</i>
09 54 64	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Pharmacy Technician <i>formerly Principal Pharmacy Dispenser</i>
09 49 61	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Pharmacy Stores Manager
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Senior Pharmacy Technician <i>formerly Senior Pharmacy Dispenser</i>
09 25 55	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Pharmacy Technician <i>formerly Pharmacy Dispenser</i>
09 14 16	Rs 10750 x 250 – 11250 Student Pharmacy Technician <i>formerly Student Pharmacy Dispenser</i>

NURSING GROUP

34.138 Being a premier provider of exclusive healthcare staff, the Nursing Group is a proven provider with a reputation for competence and reliability. The Nursing Group offers a wide variety of nursing care solutions that work smoothly every time. Being the front liners of the healthcare delivery, be it curative or preventive, this group provides support for acute care facilities nationwide to deliver quality care with a focus on patient safety.

34.139 The Nursing Group comprises grades from cadres of Nursing Officer, Midwife, Community Health Nursing Officer and Nurse Educator. There are also some

other grades in this group which provide assistance and support services. These grades form the major component of healthcare workforce.

- 34.140 A Nurse is a healthcare staff who, in collaboration with other members of a healthcare team, is responsible for: treatment, safety, and recovery of acutely or chronically ill individuals, health promotion and maintenance within families, communities and populations; and, treatment of life-threatening emergencies in a wide range of health care settings. Nurses perform a wide range of clinical and non-clinical functions necessary for the delivery of health care.
- 34.141 As the largest establishment in the nursing service, Nursing Officer is the only grade which is present in all the healthcare settings. His role is vital in the healthcare service delivery. To this end, we are introducing the Diploma in General Nursing in this Report.

Diploma in General Nursing

- 34.142 In the last Report, we recommended the advisability of running and awarding a Diploma in General Nursing instead of a General Certificate in Nursing to Student Nurses on successful completion of their three-year training. The Ministry has submitted that it is in the process of running a training course leading to a Diploma in General Nursing for Student Nurses. Moreover, top-up training programmes leading to a Diploma in General Nursing will also be mounted for all the other officers of the Nursing Officer cadre. In the light of the above, we are making provision for a Qualification Bar (QB) in the salary scale of the respective grades and progression beyond the QB would be subject to obtention of the Diploma in General Nursing.

Recommendation 43

34.143 We recommend that:

- (i) appointment to the grade of Nursing Officer should, in future, be made by selection from among Student Nurses who have successfully completed the Diploma in General Nursing;**
- (ii) progression beyond the QB in the salary scales of Nursing Officer, Nursing Officer (Psychiatric), Specialised Nurse *formerly Harm Reduction Nurse, Specialised AIDS Nurse, Health Promotion Nurse*; Podiatrist, Charge Nurse, Charge Nurse (Psychiatric), Specialised Nurse (Diabetes) and Specialised Nurse (Diabetes Foot Care) *formerly Diabetic Foot Care Officer* would be subject to obtention of the Diploma in General Nursing or equivalent; and**
- (iii) the Ministry of Health and Quality of Life should make provision for the enlistment of Student Nurses as well as other officers of the Nursing Officer cadre of the Ministry and the Rodrigues Regional Assembly to follow top up training programmes leading to a Diploma in General Nursing.**

Notional Time

34.144 Given that notional time is considered or deemed to be considered as effective working hour, we are making appropriate provision in this regard.

Recommendation 44

34.145 We recommend that the Charge Nurses or any other officer involved in handing over who are posted in the wards should be compensated for handing over time up to a maximum of 30 minutes (by time-off) when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle.

Retention Allowance

34.146 Currently, a shortage of nursing staff exists within the country. To ease the retention problems, Nursing Officers who have completed their bonded period, incumbents in the Nursing Officer cadre up to the level of Regional Nursing Administrator, the Public Health Nursing Officer cadre *formerly the Community Health Nursing Officer cadre*, the Nurse Educator cadre up to the Principal Nurse Educator and the Midwife Educator cadre are eligible to a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales.

34.147 To reduce attrition of the nursing personnel, we are maintaining the payment of the retention allowance until the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector.

Recommendation 45

34.148 We recommend that:

- (i) Nursing Officers who have successfully completed the bonded period as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Regional Nursing Administrators, Public Health Nursing Officers *formerly Community Health Nursing Officers*, Senior Public Health Nursing Officers *formerly Senior Community Health Nursing Officers*, Principal Public Health Nursing Officers *formerly Principal Community Health Nursing Officers*, Nurse Educators, Senior Nurse Educators, Principal Nurse Educators, Midwife Educators and Senior Midwife Educators should continue, until the next overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, to be eligible to a monthly Retention Allowance equivalent to two additional increments at the point they have reached in the master salary scale subject to satisfactory performance and upon recommendation of the Responsible/ Supervising Officer.**
- (ii) an officer who leaves the service prior to the age at which he may retire without the approval of the appropriate Service Commission**

(Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to him. However, an officer who retires from the service on reaching the age at which he may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the retention allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the appropriate Service Commission.

34.149 However, the above provision should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

34.150 We are maintaining our recommendation that the authorities should consider the advisability of training the maximum number of persons that the establishment can allow for the Nursing profession until the publication of the next Report, given the demands for the profession both at home and abroad.

Shift Work and Night Duty Allowance

34.151 Presently, officers in the Nursing Group who effectively work on night shift are paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.

34.152 However, the Night Duty Allowance is computed exceptionally at the rate of 17.5% 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, Midwife and Student Midwife.

34.153 Given that this incentive has helped in curbing absenteeism, we are maintaining the present provision.

Recommendation 46

34.154 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 to 0500 hours including up to a maximum of two hours lying-in period.

34.155 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, Midwife and Student Midwife.

Night Attendance Bonus

34.156 To encourage and motivate employees who work at night, the Bureau has recommended that besides the Night Duty Allowance, a monthly Night Attendance Bonus be payable to Student Nurses, Nursing Officers, Charge Nurses, Nursing Supervisors, Senior Midwives, Midwives and Health Care Assistants (General) on the condition that they attend duty on all scheduled night shifts during the month. Since this incentive has proved to be effective, we are maintaining the bonus and revising the rate.

Recommendation 47

34.157 We recommend the payment of a monthly Night Attendance Bonus, up to the publication of the next Report, to officers in the grades as listed below provided they attend duty on all scheduled night shifts during the month.

Grades	Night Attendance Bonus (Rs)
Student Nurse	265
Nursing Officer:	
Up to 10 years' service	520
Over 10 years' service	660
Charge Nurse:	
Up to 10 years' service	660
Over 10 years' service	790
Nursing Supervisor:	
Up to 10 years' service	790
Over 10 years' service	990
Midwife:	
Up to 10 years' service	370
Over 10 years' service	520
Senior Midwife:	
Up to 10 years' service	520
Over 10 years' service	660
Health Care Assistant (General):	
Up to 10 years' service	300
Over 10 years' service	430

Bank Nurse Scheme

- 34.158 At present, to cope with the increasing demand of the public and to palliate the shortage of Nursing Staff, a bank scheme was set up by the Ministry of Health and Quality of Life. Under the Bank Nurse Scheme (in service), serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Senior Midwives and Midwives are employed on a sessional basis whereas under the external Bank Nurse Scheme, Registered Nurses and qualified Midwives not in the Government Service are employed.
- 34.159 These staff operating under the scheme at Nursing Officer level are being paid an all-inclusive allowance of Rs 570 per session of four hours on Weekdays, Sundays and Public Holidays. When required to perform bank sessions at night, they are being paid the same all-inclusive allowance of Rs 570 per session of four hours. Given the prevailing situation, we are maintaining the bank scheme with a revised quantum.

Recommendation 48

- 34.160 We recommend that the all-inclusive allowance paid to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Senior Midwives and Midwives employed on sessional basis under the Bank Nurse Scheme (in service) and Registered Nurses and qualified Midwives not in the Government Service but employed to work on sessions in Government Health Institutions be revised to Rs 700 per session of four hours irrespective of day or night duty.**
- 34.161 We further recommend that the allowances under the Bank Nurse Scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Allowances to Nursing Officers posted in the Emergency Medical Services Units (SAMU)

- 34.162 Considering the additional duties that Nursing Officers posted at the Emergency Medical Services Units (SAMU) are required to perform, presently a monthly allowance of Rs 635 is paid to them. In addition to this allowance, the seniormost Nursing Officer is paid an allowance of Rs 800 monthly for planning the work and making roster, being responsible of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instruments. As this arrangement will continue to exist, we are maintaining the payment of the allowances while revising the rates.

Recommendation 49

- 34.163 We recommend that a monthly allowance of Rs 700 be paid to Nursing Officers posted at SAMU for performing additional duties and Rs 880 be paid to the seniormost Nursing Officer for planning the work and**

making roster, being responsible of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instruments.

Allowances to Charge Nurses and Nursing Officers for performing duties of ECG Technician

34.164 Electrocardiogram services to patients are provided by ECG Technician only during normal working hours. Consequently, emergency cases outside normal working hours at the Accident and Emergency Department, ICU, Cardiac Wards and SAMU are handled by Charge Nurses and Nursing Officers against payment of allowances. In order to maintain the provision of ECG services after normal working hours, the present allowance is maintained with a revised quantum.

Recommendation 50

34.165 We recommend that Charge Nurses and Nursing Officers posted at the Accident and Emergency Department, ICU, Cardiac Wards and SAMU and who are required to perform the duties of ECG Technician at nights, Saturdays, Sundays and Public Holidays be paid an allowance of Rs 130 per night/Sunday/Public Holiday and Rs 65 for Saturday from 1200 hours to 1800 hours.

Allowance to Nursing Officers posted at the Hyperbaric Medicine Unit

34.166 Nursing Officers posted at the Hyperbaric Medicine Unit have to attend to diving accident patients and emergency cases like near hanging, sudden deafness and carbon monoxide poisoning. During the treatment in a Hyperbaric Chamber, which varies from one to eight hours, the Nursing Officer who accompanies the patient bears the same conditions. He is faced with the risk of having an outburst of fire and possibility of bleeding and joints pain.

34.167 These Nursing Officers are also required to be on call to attend to emergencies after their normal working hours. In the last Report, we introduced the payment of an all-inclusive monthly allowance of Rs 2000 for attending to emergencies both within and beyond normal hours.

34.168 Given the prevailing working conditions, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 51

34.169 We recommend that a monthly all-inclusive allowance of Rs 2200 be paid to Nursing Officers posted at the Hyperbaric Medicine Unit for the treatment of diving accident patients and other emergencies both within and beyond normal working hours.

Allowance for Answering Calls on the Hotline at the AIDS Unit

34.170 Nursing Officers posted at the AIDS Unit who are required to answer calls and provide service information on the hotline on a 24-hour basis are presently paid an all-inclusive allowance of Rs 505. We are revising this allowance given that this arrangement is convenient.

Recommendation 52

34.171 We recommend that an all-inclusive allowance of Rs 555 for 53 hours be paid to officers posted at the AIDS Unit who are required to answer calls and provide service information on the hotline.

34.172 We further recommend that the allowance 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.

Allowance to Student Nurses and Student Midwives who are working on Shift

34.173 Student Nurses and Student Midwives who are scheduled to work on shift i.e. at night, on Saturday afternoons, Sundays and Public Holidays are paid a monthly allowance of Rs 600 along with the Night Shift Allowance as recommended at paragraph 34.152. This provision is being maintained and the quantum is being revised.

Recommendation 53

34.174 We recommend the payment of a monthly allowance of Rs 750 to Student Nurses and Student Midwives scheduled to work on shift, i.e. at night, on Saturday afternoon, on Sundays and Public Holidays. They should, in addition, continue to be paid the night shift allowance as recommended at paragraph 34.155.

Allowance to Nursing Officers posted at Dr Yves Cantin Community Hospital

34.175 At the Dr Yves Cantin Community Hospital where catering facilities are not available, Nursing Officers who are called upon to perform night shift and continue to work the following day from 0900 hours to 1600 hours (i.e. three continuous shifts – a day shift, a night shift and a day shift) are currently paid an all-inclusive allowance of Rs 185. Nursing Officers, posted at the neighbouring Community Health Centres who are required to perform night duty at the Dr Yves Cantin Community Hospital are also paid this all-inclusive allowance of Rs 185. As this arrangement will continue, we are maintaining the allowance and revising the quantum.

Recommendation 54

34.176 We recommend that Nursing Officers posted at the Dr Yves Cantin Hospital and Nursing Officers posted at the neighbouring Community Health Centres who are required to do night duty at the Dr Yves Cantin Community Hospital after a normal day shift and which is followed by a

day shift be paid an all-inclusive allowance of Rs 205, provided that they work for three shifts continuously 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

34.177 Presently, members of the Nursing Staff are paid an allowance of Rs 60 in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary for performing administrative duties in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services). We are revising the quantum.

Recommendation 55

34.178 We recommend that Nursing Staff be paid an allowance of Rs 65 for performing administrative duties in connection with 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).

Allowance to Nursing/Midwife Staff posted in Agalega Islands

34.179 When posted in Agalega Islands for providing 24-hour service and for performing work over and above their normal working hours, Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery are paid a monthly allowance of Rs 4050. As this arrangement will continue, we are maintaining this provision while revising the quantum.

Recommendation 56

34.180 We recommend that Male Nursing Officers, Female Nursing Officers possessing Midwifery Certificates, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery be paid a monthly allowance of Rs 4455 when posted in Agalega Islands for providing round-the-clock coverage and effectively performing work over and above their normal working hours.

Allowance to Nursing Officers and Charge Nurse at Renal Dialysis Unit

34.181 The Renal Dialysis Unit at the five regional hospitals are operational between 0700 hours to 2100 hours while that at the Souillac Hospital is operational from 0700 hours to 1700 hours. To accommodate all the expected number of patients on dialysis treatment in hospitals between 0700 hours to 1700 hours, additional Nursing Staff would be needed in the hospitals.

34.182 In view of the increasing number of patients requiring dialysis treatment and pending that dialysis be carried out within normal working hours, Nursing Staff

who are required to put in additional hours of work from 1700 hours to 2100 hours are presently paid an allowance of Rs 570. Given that the Unit is not fully reinforced, the present arrangement will continue.

Recommendation 57

34.183 We recommend, that, pending such time that all dialysis be carried out within normal working hours at the Renal Dialysis Unit, Nursing Officers and Charge Nurses who are required to put in additional hours of work from 1700 hours to 2100 hours be paid an allowance of Rs 700. The Nursing Officers and Charge Nurses should be paid on a *pro-rata* basis whenever they are required to work more than or less than the specified number of hours.

Allowance for the Post Basic Midwifery Certificate

34.184 Presently, Female Nursing Officers must obtain a Certificate of Competency in Midwifery during their period of service as Nursing Officers and on obtention of the Certificate, they are eligible for one increment.

34.185 Representations have been made that on promotion to the grade of Charge Nurse, this one additional increment should be carried forward. We have examined the issue and in order to ensure that proper Midwifery and Obstetric care are made available at clinical nursing level to pregnant woman and female patients in any unit of the Health Services, we are making the appropriate recommendation.

Recommendation 58

34.186 We recommend that on promotion to the grade of Charge Nurse, Nursing Officers possessing the Certificate of Competency in Midwifery should be granted one additional increment.

34.187 We further recommend that those Charge Nurses in post as at 31 December 2012 and possessing the Certificate of Competency in Midwifery should be granted one additional increment at the point reached subject to salary point of Rs 34200. However, Charge Nurses who have reached the salary point of Rs 34200 in their salary scale should be paid a non-pensionable lumpsum, in lieu of the one additional increment, equivalent to 12 times the value of the last increment. Progression beyond the QB would be subject to obtention of the Diploma in General Nursing.

Senior Specialised Nurse

Specialised Nurse

Specialised Health Care Assistant

34.188 Presently, officers in the grades of Senior Specialised AIDS Nurse, Senior Harm Reduction Nurse and Senior Health Promotion Nurse are operating at

the same level but in different fields. Similarly, officers in the grades of Specialised AIDS Nurse, Harm Reduction Nurse and Health Promotion Nurse and officers in the grades of Specialised AIDS Assistant, Harm Reduction Assistant and Health Promotion Assistant are also operating at the same level in different fields. Consequently, management has submitted that there is need to restyle the respective grades under the different appellation as follows: Senior Specialised Nurse, Specialised Nurse and Specialised Health Care Assistant. In order to bring the different fields under a common umbrella and to ensure the effective delivery of specialised health services, we are restyling the grades and harmonising the qualification requirements.

Recommendation 59

34.189 We recommend that:

- (i) the grades of Senior Specialised AIDS Nurse, Senior Harm Reduction Nurse and Senior Health Promotion Nurse be combined into a single grade under the appellation of Senior Specialised Nurse. The grade should henceforth be filled by promotion, on the basis of experience and merit, of officers in the grade of Specialised Nurse in the relevant fields of speciality reckoning at least five years' service in a substantive capacity.**
- (ii) the grades of Specialised AIDS Nurse, Harm Reduction Nurse and Health Promotion Nurse be restyled Specialised Nurse. Appointment to the grade should, in future, be made by selection from among officers in the grade of Nursing Officer who reckon at least 10 years' service in a substantive capacity in the grade including at least five years' experience in General Nursing and at least two years' working experience in the relevant fields.**
- (iii) the grades of Specialised AIDS Assistant, Harm Reduction Assistant and Health Promotion Assistant be restyled Specialised Health Care Assistant. Appointment thereto should, in future, 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 in the grade and having working experience in the relevant fields.**

Specialised Nurse (Diabetes)

Recommendation 60

34.190 We recommend that appointment to the grade of Specialised Nurse (Diabetes) should, in future, be made by selection from among officers in the grade of Nursing Officer who reckon at least seven years' service in a substantive capacity in the grade inclusive of at least two years' experience in the treatment of diabetic patients and possess a Diploma in Diabetes or equivalent.

Specialised Nurse (Diabetes Foot Care)**Recommendation 61**

- 34.191 We recommend that appointment to the grade of Specialised Nurse (Diabetes Foot Care) should, henceforth, be made by selection from among officers in the grade of Nursing Officer reckoning at least seven years' in a substantive capacity in the grade inclusive of at least two years' experience in the foot care treatment of diabetes patients and possessing a Diploma in Diabetes Foot Care or equivalent.

Bank Scheme for Health Care Assistant (General)

- 34.192 Health Care Assistants (General) who are required to work on a day session under the Bank Health Care Assistant (General) Scheme in Government Health Institutions on Weekdays, Sundays and Public Holidays are paid Rs 395 per session of four hours. When required to perform bank session at night, they are being paid the same all-inclusive allowance of Rs 395 per session of four hours.
- 34.193 As this provision is adequate, we are maintaining it and revising the allowance.

Recommendation 62

- 34.194 We recommend that the all-inclusive allowance payable to Health Care Assistants (General) employed to work on sessions in Government Health Institution be revised to Rs 470 per session of four hours irrespective of day or night duty.
- 34.195 We further recommend that the allowance under the Bank Scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specific number of hours.

Special Duty Allowance to Health Care Assistant (General) posted to the AIDS Unit

- 34.196 Pending the filling of vacancies in the grade of Specialised Health Care Assistant *formerly Specialised AIDS Assistant and Harm Reduction Assistant*, Health Care Assistants (General) posted at the AIDS Unit to carry out Needle Exchange Programme are paid a monthly Special Duty Allowance equivalent to one increment at the initial of the scale. However, the payment of this allowance should lapse with the filling of vacancies. We are maintaining this arrangement.

Recommendation 63

- 34.197 We recommend that, pending the filling of vacancies in the grade of Specialised Health Care Assistant *formerly Specialised AIDS Assistant and Harm Reduction Assistant*, a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale be paid to Health Care Assistants (General) posted at the AIDS Unit to carry out

Needle Exchange Programme. The payment of the Special Duty Allowance should lapse with the filling of the vacancies.

Risk Allowance

34.198 Presently, a risk allowance equivalent to one and a half increments at the initial of the salary scale is paid to officers in certain grades in the health sector working in close and constant contact with mental patients, TB patients and drug addicts. As this arrangement will continue, we are maintaining the allowance and extending it to Nursing and Midwifery staff posted to the pre-natal and labour wards.

Recommendation 64

34.199 **We recommend that officers in the grades of Nursing Officer, Nursing Officer (Psychiatry), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Male), and Ward Manager (Female) working in close and constant contact with mental patients, TB patients and drug addicts be paid a risk allowance equivalent to one and a half increments at the initial of the salary scale. Nursing Supervisors, Nursing Administrators and Health Care Assistants (General) posted at the Poudre D'Or Hospital and at the Brown Sequard Mental Health Care Centre as well as Occupational Therapy Assistants posted at the latter health institution should also be granted the risk allowance.**

34.200 **We further recommend that the payment of the risk allowance be maintained for Health Care Assistants (General) posted at the AIDS Unit, Nursing Staff working at the Detainees Ward at J. Nehru Hospital, Harm Reduction Unit, SAMU, Psychiatric Wards at Regional Hospitals together with Nursing Staff who carry out the Needle Exchange Programme, Methadone Treatment and Outreach activities at the AIDS Unit.**

34.201 **We additionally recommend that the payment of the risk allowance be extended to officers of the Nursing Officer and Midwifery cadres posted to the pre-natal and labour wards.**

Shift/Staggered

34.202 Below is a list of grades of employees who work either on shift or at staggered hours. This element has been taken into account in arriving at the salaries recommended.

Shift	Staggered
Health Care Assistant (Haemodialysis)	Blood Bank Assistant
Health Care Assistant (General)	Blood Bank Officer
Midwife	Senior Blood Bank Officer
Senior Midwife	Senior Specialised Nurse <i>formerly Senior Harm Reduction Nurse</i> <i>Senior Health Promotion Nurse</i> <i>Senior Specialised AIDS Nurse</i>
Nursing Officer	Specialised Nurse <i>formerly Harm Reduction Nurse</i> <i>Health Promotion Nurse</i> <i>Specialised AIDS Nurse</i>
Nursing Officer (Psychiatry)	Specialised Health Care Assistant <i>formerly Harm Reduction Assistant</i> <i>Health Promotion Assistant</i> <i>Specialised AIDS Assistant</i>
Charge Nurse (Male)	
Charge Nurse (Female)	
Charge Nurse (Psychiatric) (Male)	
Charge Nurse (Psychiatric) (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	
Permanencier/Senior Permanencier	

Refund of Vacation Leave and Casual Leave

34.203 Officers of the Nursing Officer cadre are allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. If the officers opt to work during the excess accumulated leave, they are refunded the accumulated vacation and casual leaves at the rate of 1/30 of their monthly salary per day at the time of retirement. This provision is being maintained.

Recommendation 65

34.204 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, until the publication of the next Report. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they 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

34.205 We are maintaining the provision introduced in the last Report regarding handing over time at the end of a shift and the start of a new one.

Recommendation 66

34.206 We recommend that the handing over period of time up to a maximum of 30 minutes should continue to 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 74 81	Rs 59400 x 1800 – 68400 x 2400 – 73200 Director Nursing
09 66 77	Rs 47100 x 1500 – 57600 x 1800 – 64800 Deputy Director Nursing
09 62 75	Rs 41100 x 1500 – 57600 x 1800 – 61200 Regional Nursing Administrator
09 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Nursing Administrator (Female) Nursing Administrator (Male)
09 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Nursing Supervisor (Female) Nursing Supervisor (Male)
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Ward Manager (Female) Ward Manager (Male)
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Charge Nurse (Female) Charge Nurse (Male)

Salary Code	Salary Scale and Grade
09 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Nursing Officer
09 14 16	Rs 10750 x 250 – 11250 Student Nurse
09 66 77	Rs 47100 x 1500 – 57600 x 1800 – 64800 Head, School of Nursing
09 61 73	Rs 39600 x 1500 – 57600 Principal Nurse Educator
09 56 70	Rs 33000 x 1200 – 36600 x 1500 – 53100 Senior Nurse Educator
09 51 63	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Nurse Educator
09 56 70	Rs 33000 x 1200 – 36600 x 1500 – 53100 Senior Midwife Educator
09 51 63	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Midwife Educator Principal Public Health Nursing Officer <i>formerly Principal Community Health Nursing Officer</i>
09 46 60	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Public Health Nursing Officer <i>formerly Senior Community Health Nursing Officer</i>
09 39 57	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Public Health Nursing Officer <i>formerly Community Health Nursing Officer</i>

Salary Code	Salary Scale and Grade
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Haemodialysis Supervisor
09 17 48	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Health Care Assistant (Haemodialysis)
09 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Chief Midwife
09 43 59	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Midwife
09 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Senior Midwife
09 34 52	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Senior Midwife (Personal)
09 22 50	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Midwife
09 14 16	Rs 10750 x 250 – 11250 Student Midwife
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Ward Manager (Psychiatric) (Female) Ward Manager (Psychiatric) (Male)
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Charge Nurse (Psychiatric) (Female) Charge Nurse (Psychiatric) (Male)

Salary Code	Salary Scale and Grade
09 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Nursing Officer (Psychiatric)
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Senior Specialised Nurse (Diabetes)
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Specialised Nurse (Diabetes) Specialised Nurse (Diabetes Foot Care) <i>formerly Diabetic Foot Care Officer</i>
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Senior Specialised Nurse <i>formerly Senior Harm Reduction Nurse</i> <i>Senior Health Promotion Nurse</i> <i>Senior Specialised AIDS Nurse</i>
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Specialised Nurse <i>formerly Harm Reduction Nurse</i> <i>Health Promotion Nurse</i> <i>Specialised AIDS Nurse</i>
09 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Health Promotion Officer/Senior Health Promotion Officer
09 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Specialised Health Care Assistant <i>formerly Harm Reduction Assistant</i> <i>Health Promotion Assistant</i> <i>Specialised AIDS Assistant</i>
09 45 59	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Blood Bank Officer

Salary Code	Salary Scale and Grade
09 31 55	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Blood Bank Officer
09 16 48	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Blood Bank Assistant
09 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Permanencier/Senior Permanencier
09 17 48	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Health Care Assistant (General)
09 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Occupational Therapy Assistant Senior Physiotherapy Assistant
09 15 46	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Occupational Therapy Assistant Physiotherapy Assistant
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Podiatrist

MEDICAL AUXILIARIES GROUP

34.207 The Medical Auxiliaries Group comprises grades whose functions are mainly to provide supporting services to medical and paramedical groups in the Health Class. The services provided by these grades are essential to the operation of both curative and preventive medical and health services.

Allowance to Health Surveillance Officers and Senior Health Surveillance Officers

34.208 At present, Health Surveillance Officers and Senior Health Surveillance Officers who are required to dispense anti-malaria drugs and/or to monitor

malaria positive cases on Sundays and Public Holidays are paid an all-inclusive allowance of Rs 210 for each day they do so. This practice is being maintained and the quantum of the allowances are being revised.

Recommendation 67

34.209 We recommend that Health Surveillance Officers and Senior Health Surveillance Officers who are required to work on Sundays and Public Holidays to dispense anti-malaria drugs and/or to monitor malaria cases be paid an all-inclusive allowance of Rs 230 for each day they do so.

Medical Imaging Assistant Cadre *formerly Radiographic Assistant Cadre*

34.210 We recommend that the grades in the Radiographic Assistant cadre be restyled as follows:

Grade	Restyled to
Radiographic Assistant (Personal)	Medical Imaging Assistant (Personal)
Radiographic Assistant (Shift)	Medical Imaging Assistant (Shift)
Senior Radiographic Assistant	Senior Medical Imaging Assistant
Principal Radiographic Assistant	Principal Medical Imaging Assistant

34.211 Following the 2004 EOC Report, a grade of Medical Imaging Assistant (Shift) *formerly Radiographic Assistant (Shift)* was created and Medical Imaging Assistant *formerly Radiographic Assistant* in post were given the option to join the shift system. Consequently, some Medical Imaging Assistants *formerly Radiographic Assistants* who did not opt for the shift system have requested that they be given a fresh option to join the grade of Medical Imaging Assistant (Shift) *formerly Radiographic Assistant (Shift)*.

34.212 The Solicitor General, whose advice was sought, informed that the contract between the Ministry of Health and Quality of Life and the Medical Imaging Assistants *formerly Radiographic Assistants* may be modified with the consent of both parties and as such the Ministry may accede to the request of the Medical Imaging Assistants *formerly Radiographic Assistants* to exercise a fresh option.

34.213 The Bureau has studied the issue and is of the view that there is no impediment for the Medical Imaging Assistants (Personal) *formerly Radiographic Assistants (Personal)* to join the grade of Medical Imaging Assistant (Shift) *formerly Radiographic Assistant (Shift)* for effective service delivery at the X-Ray Department. The moreso, this will increase the

establishment size allowing the MOH and QL to implement the shift system. To this end, we are making the appropriate recommendation.

Recommendation 68

34.214 The Bureau recommends that officers in the grade of Medical Imaging Assistant (Personal) *formerly Radiographic Assistant (Personal)* be allowed to exercise a fresh option to join the grade of Medical Imaging Assistant (Shift) *formerly Radiographic Assistant (Shift)*.

34.215 We further recommend that the Medical Imaging Assistant (Personal) *formerly Radiographic Assistant (Personal)* joining the grade of Medical Imaging Assistant (Shift) *formerly Radiographic Assistant (Shift)* should work on shift to provide round-the-clock service and should on implementation of the shift system be granted three additional increments on conversion.

Allowance to Medical Imaging Assistant *formerly Radiographic Assistant*

34.216 Pending the implementation of a proper shift system, Radiographic Assistants (Personal) now restyled Medical Imaging Assistants (Personal) and Radiographic Assistants (Shift) now restyled Medical Imaging Assistants (Shift) are paid allowances for work beyond normal working hours. Given that the shift system has not been implemented, we are harmonising the payment of In-Attendance Allowance and revising the quantum.

Recommendation 69

34.217 We recommend that, pending the implementation of a proper shift system, Medical Imaging Assistants (Personal) *formerly Radiographic Assistants (Personal)* and Medical Imaging Assistants (Shift) *formerly Radiographic Assistant (Shift)* be paid In-Attendance Allowance for working beyond normal working hours as follows:

Periods	In-Attendance Allowance (Rs)
Weekdays 1600 hours to 2200 hours	425
Saturdays 1200 hours to 2200 hours	700
Sundays and Public Holidays 0900 hours to 1600 hours 1600 hours to 2200 hours	425 425

Allowance to Dental Assistant

34.218 With the setting up of a Dental Emergency Service, the services of Dental Assistants will be needed after normal working hours. To this end, provision for an In-Attendance Allowance is being made.

Recommendation 70

34.219 We recommend that Dental Assistants be paid In-Attendance Allowance for working beyond normal working hours as follows:

Periods	In-Attendance Allowance (Rs)
Weekdays 1600 hours to 2200 hours	460
Saturdays 1300 hours to 1800 hours	380
Sundays and Public Holidays 0900 hours to 1800 hours	690

Psychiatry Rehabilitation and Welfare Officer *formerly Psychiatry Rehabilitation and Welfare Assistant*

34.220 Psychiatry Rehabilitation and Welfare Assistants are required, among others, to help in-patients to adapt themselves to the institutional environment in order to facilitate therapy; promote patients welfare generally; accompany certified patients to and from the hospital; and liaise with next of kin of psychiatric patients with a view to searching the cooperation of relatives of such patients in connection with their rehabilitation. They work under the supervision of the Medical Social Worker/Senior Medical Social Workers at the Brown Sequard Mental Health Care Centre. So as to better reflect the duties performed, we are restyling the grade to a more appropriate appellation. The moreso, they do not provide assistance to any grade.

Recommendation 71

34.221 We recommend that the grade of Psychiatry Rehabilitation and Welfare Assistant be restyled Psychiatry Rehabilitation and Welfare Officer.

Night Duty Allowance

34.222 Officers in the grade of Ward Assistant (Male and Female) who are required to work on shift are presently being paid a Night Duty Allowance. We are, in this Report, maintaining the Night Duty Allowance.

Recommendation 72

34.223 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

34.224 Officers in certain grades in the health sector working in close and constant contact with mental patients, T.B patients and drug addicts are paid a Risk Allowance equivalent to one and a half (1½) increments at the initial of the salary scale. We are maintaining the present arrangement.

Recommendation 73

34.225 We recommend that Psychiatry Rehabilitation and Welfare Officer formerly Psychiatry Rehabilitation and Welfare Assistant and Ward Assistant (Male and Female) working in close and constant contact with mental patients, T.B patients and drug addicts be paid a Risk Allowance equivalent to one and a half (1½) increments at the initial salary point in their respective salary scales.

Shift/Roster/Staggered

34.226 Officers in the grades listed below work either on shift, roster or staggered hours. This element has been taken into consideration in the determination of the recommended salaries of these grades.

Shift	Roster	Staggered
Ward Assistant (Male and Female) Medical Imaging Assistant (Shift) <i>formerly Radiographic Assistant (Shift)</i>	Psychiatry Rehabilitation and Welfare Officer <i>formerly Psychiatry Rehabilitation and Welfare Assistant</i>	Motivator Community Health Development Motivator Community Health Care Officer Community Health Rehabilitation Officer Supervisor, Community Health Rehabilitation Officer Motivator (Community Health)

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 40 55	Rs 20250 x 750 – 28500 x 900 – 32100 Principal Dental Assistant
09 32 48	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Dental Assistant
09 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Dental Assistant
09 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Principal Community Health Care Officer
09 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Community Health Care Officer
09 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Community Health Care Officer
09 38 52	Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 29400 Supervisor, Community Health Rehabilitation Officer
09 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Community Health Rehabilitation Officer
09 39 51	Rs 19500 x 750 – 28500 Principal Medical Imaging Assistant <i>formerly Principal Radiographic Assistant</i>
09 29 48	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Medical Imaging Assistant <i>formerly Senior Radiographic Assistant</i>

Salary Code	Salary Scale and Grade
09 14 45	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Medical Imaging Assistant (Shift) <i>formerly Radiographic Assistant (Shift)</i>
09 13 43	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Medical Imaging Assistant (Personal) <i>formerly Radiographic Assistant (Personal)</i>
09 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Principal Health Surveillance Officer
09 24 46	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Senior Health Surveillance Officer
09 08 41	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Health Surveillance Officer
09 24 46	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Senior Community Health Development Motivator
09 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Community Health Development Motivator Motivator (Community Health)
09 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Psychiatry Rehabilitation and Welfare Officer <i>formerly Psychiatry Rehabilitation and Welfare Assistant</i>
09 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Senior Supervisor, Rodent Control

Salary Code	Salary Scale and Grade
09 24 46	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Supervisor, Rodent Control
09 08 41	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Assistant Supervisor, Rodent Control
09 24 46	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Senior Linen Officer
09 08 41	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Linen Officer
09 12 38	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Ward Assistant (Male and Female)
09 07 32	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Motivator

HEALTH RECORDS GROUP

- 34.227 The Health Records Group is responsible for all works related to medical records including compilation of statistics as well as for the arrangement of transport. The Health Records personnel is in the frontline of the health services. In fact, they are the first contact for patients attending hospitals and health institutions.
- 34.228 As head of the cadre, the Chief Health Records Officer operates at the level of the Ministry. He is assisted by officers in the grades of Principal Health Records Officer, Senior Health Records Officer, Health Records Officer, Senior Health Records Clerk, Higher Health Records Clerk and Health Records Clerk.
- 34.229 There have been representations that, for more organisational efficiency and effectiveness in the delivery of services and to enable greater mobility among

staff, the grades of Health Records Clerk and Higher Health Records Clerk be merged. The Bureau has examined the issue and we consider that there is a merit in the case. Consequently, we are bringing changes in the organization structure and merging the first two grades of the Health Records cadre.

Health Records Clerk/Higher Health Records Clerk

Recommendation 74

34.230 We recommend that the grades of Health Records Clerk and Higher Health Records Clerk be merged and restyled Health Records Clerk/Higher Health Records Clerk.

Filling of log books and making transport arrangement

34.231 In the previous Report, we recommended that the scheme of service of Health Records Clerk now restyled Health Records Clerk/Higher Health Records Clerk be amended to include filling of log books in connection with transport arrangement. In the Errors, Omissions and Clarifications of the 2008 PRB Report, we recommended that an allowance equivalent to one increment at the point reached in the salary scale be paid to officers in the grade of Health Records Clerk now restyled Health Records Clerk/Higher Health Records Clerk for the same duties. This payment of allowance was extended to officers in the grade of Senior Health Records Clerk and Higher Health Records Clerk now restyled Health Records Clerk/Higher Health Records Clerk.

34.232 The Bureau has analysed the whole issue and is of the view that the duties of filling of log books and making transport arrangements should continue to be performed by the staff of the Health Records cadre.

Recommendation 75

34.233 We recommend that officers of Health Records Clerk cadre be granted one additional increment on conversion, subject to the maximum salary of the post, for filling of log books and making transport arrangements.

Shift Work and Night Duty Allowance

34.234 Officers in the grades of Health Records Clerk/Higher Health Records Clerk *formerly Health Records Clerk and Higher Health Records Clerk* work on a shift basis to provide a round-the-clock service. This element has been taken into consideration in determining the recommended salaries of the grades.

34.235 At present, officers who effectively work on night shift are paid a Night Duty Allowance, as an incentive. We are maintaining this allowance.

Recommendation 76

34.236 We recommend that officers in the Health Records cadre who effectively work on night shift should continue to 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
09 61 71	Rs 39600 x 1500 – 54600 Chief Health Records Officer
09 54 66	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Principal Health Records Officer
09 40 59	Rs 20250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Health Records Officer
09 37 56	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Health Records Officer
09 35 54	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Senior Health Records Clerk
09 15 50	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Health Records Clerk/Higher Health Records Clerk <i>formerly Health Records Clerk</i> <i>Higher Health Records Clerk</i>

MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

34.237 This group provides technical support to the medical profession. It includes officers in the paramedical sector of the Ministry of Health and Quality of Life such as Laboratory, Radiography and Radiotherapy, Physiotherapy, Occupational Therapy, Speech Therapy Services and Orthopaedic Appliances and Surgical Instruments Workshop Units.

Principal Medical Laboratory Technician

34.238 In the 2008 PRB Report, we recommended that appointment to the grade of Principal Medical Laboratory Technician should be made, as from

1 July 2013, from among Senior Medical Laboratory Technicians possessing a Degree in Bio-Medical Science.

34.239 Both Management and union members have submitted that, many of the Senior Medical Laboratory Technicians have not yet completed the degree. Consequently, they requested that this recommendation be deferred. We are recommending accordingly.

Recommendation 77

34.240 We recommend that:

- (i) appointment to the grade of Principal Medical Laboratory Technician should be made on the basis of the existing scheme of service until such time the MOH and QL deems it appropriate to amend the qualification requirements;
- (ii) progression beyond the QB in the salary scale of Principal Medical Laboratory Technician should be subject to obtention of the Degree in Bio-Medical Science.

Service during Nights, Weekends and Public Holidays

34.241 As the Medical Laboratory Services are provided on a 24-hour basis, the laboratory staff are required to work during nights, weekends and public holidays. Presently, Medical Laboratory Technicians and Senior Medical Laboratory Technicians are paid In-Attendance Allowance for coverage during nights, weekends and public holidays. We are maintaining the present arrangement and revising the allowances.

Recommendation 78

34.242 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 service during nights, Weekends and Public Holidays in a pattern of work made up of 'in-attendance' against payment of In-Attendance Allowances as follows:

"In-Attendance" Allowance		
Periods	Medical Laboratory Technician Rs	Senior Medical Laboratory Technician Rs
Weekdays		
1600 hours to 2200 hours	555	775
2200 hours to 0900 hours the following day	1015	1420

"In-Attendance" Allowance		
Periods	Medical Laboratory Technician Rs	Senior Medical Laboratory Technician Rs
Saturdays		
1200 hours to 2200 hours	925	1300
2200 hours to 0900 hours the following day	1015	1420
Sundays and Public Holidays:		
0900 hours to 1600 hours	555	775
1600 hours to 2200 hours	555	775
2200 hours to 0900 hours the following day	1015	1420

Recommendation 79

34.243 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 than or less than the specified number of hours.

Bank Medical Laboratory Technician Scheme

34.244 To cope with the shortage of staff coupled with the considerable increase in the demands for laboratory tests, the Ministry has set up a scheme for Medical Laboratory Technicians whereby retired officers of this cadre as well as external candidates employed on a sessional basis to give assistance to officers of the Medical Laboratory Technician cadre in Government Health Institutions are paid an allowance of Rs 615 for a session of 4 hours. As this Bank Scheme will continue, we are revising the quantum.

Recommendation 80

34.245 We recommend the payment of an allowance of Rs 750 per session of 4 hours, irrespective of day or night duty, to retired officers of the Medical Laboratory Technician cadre as well as external candidates employed on a sessional basis to give assistance to officers of the Medical Laboratory Technician cadre in Government Health Institutions.

34.246 We further recommend that the allowances under this bank scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.

Emergency Service in Microbiology

Bacteriology/Malaria (Sundays and Public Holidays)

34.247 Medical Laboratory Technicians and Senior Medical Laboratory Technicians operating the Laboratory Service (Bacteriology) on Sundays and Public Holidays from 0900 hours to noon are paid an allowance of Rs 245 and Rs 330 respectively. As the bacteriological work is of a continuous nature and there will always be the need for follow up till the next day including Sundays and Public Holidays, we are maintaining the present arrangement for the payment of the allowances and revising the quantum.

Recommendation 81

34.248 We recommend that the allowances payable to Medical Laboratory Technicians and Senior Medical Laboratory Technicians for attending work at the Microbiology Section, over and above their normal working week, on Sundays and Public Holidays from 0900 hours to noon be revised to Rs 270 and Rs 365 respectively.

34.249 However, whenever an officer is required to work beyond noon, these allowances should continue to be paid on a *pro-rata* basis.

Blood Donor Service

Blood Transfusion/Virology (Sundays and Public Holidays)

34.250 The MOH and QL operates a Blood Transfusion Service to ensure a safe and adequate supply of blood in the country. In order to do so, blood collection are carried out regularly. However, blood collected on Saturdays and on the eve of a Public Holiday cannot be kept for longer hours and need to be processed by Medical Laboratory Technicians the following morning for transfusion purposes.

34.251 Consequently, the Medical Laboratory Technicians and Senior Medical Laboratory Technicians are paid allowances for attending the Blood Transfusion/Virology Section on Sundays and Public Holidays. These allowances are being revised.

Recommendation 82

34.252 We recommend that the allowances payable to the Medical Laboratory Technicians and Senior Medical Laboratory Technicians for attending work at the Blood Transfusion/Virology Section over and above their normal working week, on Sundays and Public Holidays from 0900 hours to noon, be revised to Rs 270 and Rs 365 respectively.

34.253 However, whenever an officer is required to work beyond noon, these allowances should continue to be paid on *pro-rata* basis.

Adhoc Allowance to Blood Donor Coordinator

34.254 A monthly allowance of Rs 3115 is being paid to the Blood Donor Coordinator for organising and delivering educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during weekends and Public Holidays.

Recommendation 83

34.255 We recommend that the monthly allowance payable to the Blood Donor Coordinator for carrying out sensitisation campaigns on blood donation/collection after normal working hours during weekends and public holidays be revised to Rs 3425.

Dr. Yves Cantin Community Hospital**Meal Allowance**

34.256 The Medical Laboratory Technician posted to Dr. Yves Cantin Community Hospital is required to work during nights, on weekends and public holidays. As the laboratory service is operational at the Community Hospital during normal working hours, the Medical Laboratory Technician has to resume duty at the Community Hospital the following day after a night duty at the main hospital. As catering facilities are not available there, the officer is paid an all-inclusive daily allowance of Rs 175 in lieu of meal. In this Report, we are maintaining the meal allowance and revising the quantum.

Recommendation 84

34.257 We recommend that the all-inclusive daily allowance of Rs 195 in lieu of meal be paid to 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.

Radiography Services

34.258 The X-Ray Department provides two distinct services, namely the Therapeutic Radiography and the Diagnostic Radiography Services.

Diploma in Radiography and Radiotherapy

34.259 The Ministry has submitted that it is in the process of running a training programme leading to a Diploma in Radiotherapy and Radiography for student Radiation Therapist and Student Medical Imaging Technologist. Moreover, top up training programmes leading to a Diploma in Radiotherapy and Radiography will also be mounted for all other officers of the Radiation Therapist and Medical Imaging Technologist cadres. In the light of the above, we are making provision for a Qualification Bar (QB) in the respective salary scales and progression beyond the QB would be subject to obtention of the Diploma qualifications.

Recommendation 85**34.260 We recommend that:**

- (i) appointment to the grade of Radiation Therapist should, in future, be made by selection from among Student Radiation Therapists who have successfully completed the Diploma in Radiotherapy;**
- (ii) appointment to the grade of Medical Imaging Technologist should, in future, be made by selection from among Student Medical Imaging Technologists who have successfully completed the Diploma in Radiography;**
- (iii) progression beyond the QB in the respective salary scale of Radiation Therapists and Senior Radiation Therapists should be subject to obtention of the Diploma in Radiotherapy or equivalent;**
- (iv) progression beyond the QB in the respective salary scale of Medical Imaging Technologists and Senior Medical Imaging Technologists should be subject to obtention of the Diploma in Radiography or equivalent; and**
- (v) the Ministry of Health and Quality of Life should make the necessary arrangements for the enlistment of Student Medical Imaging Technologists, Student Radiation Therapists as well as other officers of the Medical Imaging Technologist and Radiation Therapist cadres of the Ministry and the Rodrigues Regional Assembly to follow top up training programmes leading to a Diploma in Radiography and Radiotherapy.**

Service during Nights, Weekends and Public Holidays

34.261 The Diagnostic Radiography Service dispenses X-Ray services to patients to make radiographic films as per investigation prescribed by doctors. These films are then developed by the Radiography staff for the treating doctors or for making of reports by Radiologists. The Consultant (Radiology) is responsible for the unit. In the exercise of his functions, he is supported by officers of the Medical Imaging Technologist cadre.

34.262 Health services are operational round-the-clock and the Diagnostic Radiography services are required to follow the same pattern. However, due to a shortage of Medical Imaging Technologists, a proper shift system could not be introduced. As a result, Medical Imaging Technologists and Senior Medical Imaging Technologists are required to work during nights, on weekends and Public Holidays over and above their normal working hours against payment of an "In-Attendance" Allowance.

34.263 We are maintaining the present arrangement and revising the allowance.

Recommendation 86

34.264 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 an "In-Attendance" pattern of work be paid allowances as follows:

"In-Attendance" Allowance		
Periods	Medical Imaging Technologist Rs	Senior Medical Imaging Technologist Rs
Weekdays		
1600 hours to 2200 hours	540	720
2200 hours to 0900 hours the following day	990	1325
Saturdays		
1200 hours to 2200 hours	900	1205
2200 hours to 0900 hours the following day	990	1325
Sundays and Public Holidays		
0900 hours to 1600 hours	540	720
1600 hours to 2200 hours	540	720
2200 hours to 0900 hours the following day	990	1325

Risk Allowance to Medical Imaging Technologist posted at Chest Clinic

34.265 At present, Medical Imaging Technologists and Senior Medical Imaging Technologists who are posted at the Chest Clinic and Poudre d'Or Hospital are paid a risk allowance equivalent to one and a half increments (1½) at the initial of their respective salary scales as they work in close contact with mental patients, T. B. patients and drugs addicts. We are maintaining the payment of the Risk Allowance.

Recommendation 87

34.266 We recommend the payment of a Risk Allowance, to officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist working in close and constant contact with T.B patients at the Chest Clinic and Poudre d'Or Hospital, equivalent to one and a half (1½) increments at the initial of their respective salary scale.

X- Ray of Dead Bodies

34.267 Officers of the Radiography Services are required to carry out X-Ray examinations of dead bodies which are quite often, in a fairly advanced state of decomposition. Given the state of the dead body, an allowance of Rs 200 per case is presently being paid. We are revising the quantum.

Recommendation 88

34.268 We recommend that officers of the Medical Imaging Technologist cadre who are required to carry out X-Ray examinations of dead bodies which are in a state of decomposition be paid an allowance of Rs 220 per case.

Radiation Protection Duties

34.269 Presently, a monthly allowance of Rs 675 is being paid to the Senior Medical Imaging Technologists, who are required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted. As this arrangement would continue, we are revising this allowance.

Recommendation 89

34.270 We recommend the payment of a monthly allowance of Rs 745 to the Senior Medical Imaging Technologist who performs radiation protection duties where no Principal Medical Imaging Technologist is posted.

Bank Medical Imaging Technologist

34.271 To palliate the shortage of Medical Imaging Technologist, a bank scheme has been set up, wherein retired Medical Imaging Technologists serve on a sessional basis of three hours against payment of a fee of Rs 500.

34.272 Given the present situation, we consider that the scheme should continue. Thus, we are revising the allowance.

Recommendation 90

34.273 We recommend that the allowance payable to retired Medical Imaging Technologists, recruited under the Bank Scheme of Medical Imaging Technologists, be revised to Rs 610 per session of three hours irrespective of day or night duty.

34.274 We further recommend that the allowance under the Bank Scheme should be paid on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.

Dr. Yves Cantin Community Hospital

Meal Allowance

34.275 Very often, the Medical Imaging Technologist has to resume duty the following day at the Dr. Yves Cantin Community Hospital after a night duty at the main hospital. At present, the officer is paid an all-inclusive daily

allowance of Rs 175 in lieu of meal as such facilities are not available there. We are maintaining and revising same.

Recommendation 91

34.276 We recommend the payment of an all-inclusive daily allowance of Rs 195 in lieu of meal to the Medical Imaging Technologists who after a night service at the main hospital have to attend the following day, Dr Yves Cantin Community Hospital, where they are not provided with meals and/or where such facilities are not available.

Nuclear Medicine Department

Allowance for work beyond normal working hours

34.277 By the nature of their work, Nuclear Medicine Technologists are required to attend to emergencies during nights, weekends and public holidays. They are, presently, paid an all-inclusive allowance of Rs 420 per case. We are maintaining the allowance with a revised quantum.

Recommendation 92

34.278 We recommend the payment of an all-inclusive allowance of Rs 460 per case to the Nuclear Medicine Technologist for attending to emergencies during nights, Weekends and Public Holidays. However, payment for additional hours of work put in as a result of treatment started during the normal working hours but completed beyond scheduled departure time should be at the hourly rate of Rs 145 subject to a minimum of Rs 120.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Occupational Therapist Chief Physiotherapist Chief Speech Therapist and Audiologist
09 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Occupational Therapist/Senior Occupational Therapist <i>formerly Occupational Therapist</i> <i>Senior Occupational Therapist</i> Physiotherapist/Senior Physiotherapist <i>formerly Physiotherapist</i> <i>Senior Physiotherapist</i> Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist <i>formerly Speech Therapist and Audiologist</i> <i>Senior Speech Therapist and Audiologist</i>

Salary Code	Salary Scale and Grade
09 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Ophthalmic Optician/Senior Ophthalmic Optician
09 59 71	Rs 36600 x 1500 – 54600 Chief Medical Imaging Technologist Chief Medical Laboratory Technician
09 53 65	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Principal Medical Imaging Technologist Principal Radiation Therapist
09 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 41100 Senior Medical Imaging Technologist Senior Radiation Therapist
09 31 57	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 34200 Medical Imaging Technologist Radiation Therapist
09 14 16	Rs 10750 x 250 – 11250 Student Medical Imaging Technologist Student Radiation Therapist
09 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 QB 48600 Principal Medical Laboratory Technician
09 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Medical Laboratory Technician
09 33 59	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Medical Laboratory Technician

Salary Code	Salary Scale and Grade
09 21 49	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Medical Laboratory Technician
09 16 19	Rs 11250 x 250 – 12000 Student Medical Laboratory Technician
09 54 66	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Senior Nuclear Medicine Technologist
09 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Nuclear Medicine Technologist
09 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Blood Donor Coordinator
09 33 62	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Medical Social Worker/Senior Medical Social Worker
09 51 65	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Principal Medical Social Worker Superintendent, Orthopaedic Appliances Workshop Superintendent, Surgical Technology Workshop
09 43 59	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Orthopaedic Technician Senior Surgical Technologist
09 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior ECG Technician (Female) Senior ECG Technician (Male) Senior EEG Technician
09 19 49	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Dental Technician

Salary Code	Salary Scale and Grade
09 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Assistant Orthopaedic Technician
09 16 18	Rs 11250 x 250 – 11750 Trainee Assistant Orthopaedic Technician
09 35 55	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Surgical Technologist
09 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 ECG Technician (Female) ECG Technician (Male) EEG Technician Speech and Hearing Therapy Assistant
09 12 14	Rs 10250 x 250 – 10750 Trainee Speech and Hearing Therapy Assistant

NCD AND HEALTH PROMOTION UNIT

Chief Health Promotion and Research Coordinator (New Grade)

- 34.279 To ensure that the population at large is healthy, it is important that the MOH and QL implements a sustainable and aggressive health education and awareness programme, in respect of non-communicable diseases and emerging new infectious diseases.
- 34.280 With a view to furthering and reinforcing the preventive activities, regular research and studies have to be conducted to provide information for timely policy decisions. Consequently, there is need to re-engineer the health promotion and research activities to ensure that the targets are effectively achieved.
- 34.281 Moreover, in line with the World Health Organisation recommendation and taking into consideration the continuous research and activities undertaken on health, there is need for a grade to head the Health Promotion Unit. We are making appropriate recommendation to that effect.

Recommendation 93

34.282 We recommend the creation of a grade of Chief Health Promotion and Research Coordinator. Appointment thereto, should be made by selection from among serving officers of the MOH and QL possessing a Master's Degree in Sociology or Social Work or Health Promotion or Communication or an equivalent qualification and reckoning at least 10 years' experience in Non-Communicable Disease Prevention and Health Promotion activities.

34.283 Incumbent would be responsible to the Director-General, Health Services and would be required, *inter alia*, to head the Health Promotion Unit; undertake projects and programmes on the preventive and promotive aspects of Primary Health Care; plan and organise national and international conferences, Primary Health Care functions and other events of the Ministry and liaise with all stakeholders for the smooth holding of functions; advise on the formulations of appropriate strategies for alleviating human sufferings related to Non-Communicable Diseases, Communicable Diseases and other emerging new infectious diseases; and assist in the identification, development, planning, formulation and interpretation of Health Promotion projects, policies and strategies.

Health Promotion Coordinator

34.284 Presently, appointment to the grade of Health Promotion Coordinator is made by selection from among officers of the Ministry of Health and Quality of Life possessing a Degree in Sociology or Social Work or Communication or any other related field and reckoning at least 10 years' experience in the organisation/implementation of community-based and Health Promotion activities. Management has submitted that the qualification requirements should be amended to include a Degree in Health Promotion also. We are recommending accordingly.

Recommendation 94

34.285 We recommend that the scheme of service of Health Promotion Coordinator be amended such that in future, appointment to the grade be made by selection from among serving officers of the Ministry of Health and Quality of Life possessing a Degree in Sociology or Social Work or Health Promotion or Communication or any other related field and reckoning at least 10 years' experience in the organisation/implementation of community-based and Health Promotion activities.

Principal Health Information, Education and Communication Officer

34.286 In the 2008 PRB Report, recommendation was made to the effect that appointment to the grade of Principal Health Information, Education and Communication Officer be made, as from 01 July 2013, 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. **We are maintaining this recommendation.**

MECHANICAL AND CARPENTRY WORKSHOP

- 34.287 The Mechanical and Carpentry Workshop of the MOH and QL covers two aspects of activities for the Ministry – Transport and Maintenance. The Workshop is responsible for a fleet of around 400 vehicles of all types and it ensures that there is an adequate control over all the vehicles. As regards the second aspect, the Ministry has constituted its own maintenance teams for the upkeep of the premises of the health institutions in good conditions.
- 34.288 The Head, Transport, Maintenance and Workshop Services who is responsible for the Mechanical and Carpentry Workshop, is assisted by officers in the grades of Transport Superintendent, Workshop Supervisor, Chief Mechanic and employees of the Workmen's Group.
- 34.289 In this Report, while maintaining the present set-up, we are restyling one grade to a more appropriate appellation and making provision to enable the Mechanical and Carpentry Workshop to be more efficient and effective in its service delivery.

Coordinator (Transport and Workshop Services) formerly Transport Superintendent

- 34.290 The MOH and QL has submitted that in view of the increase in both the volume of work and the work complexity in respect of activities related to Transport, there is need to upgrade the post of Transport Superintendent to a professional level and restyle same to Transport and Workshop Services Coordinator. The Ministry also proposed to create a grade of Maintenance and Utilities Coordinator. We have examined the requests and the draft schemes of duties, and conclude that the level of operations and responsibilities that would be devolving upon the Coordinators does not warrant the requirement of a degree. We are, therefore, recommending accordingly.

Recommendation 95

- 34.291 **We recommend that the grade of Transport Superintendent be restyled Coordinator (Transport and Workshop Services).**
- 34.292 **We further recommend that the Ministry should initiate necessary action to increase the establishment size of the grade of Coordinator (Transport and Workshop Services) formerly Transport Superintendent to man the Maintenance Unit.**

SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

GOVERNMENT ANALYST DIVISION

- 34.293 The Government Analyst Division (GAD) which operates under the *aegis* of the Ministry of Health and Quality of Life has a wide spectrum of activities and it provides physico-chemical services for, among others, foodstuffs analysis in compliance with Food Act 1998 and Regulations, and certain sections of the Environment Protection Act 2002.
- 34.294 The GAD, since 2009, also manages the Pharmaceutical Quality Control Laboratory. One of the main activities of the Division is to perform toxicological analyses and stomach washout, blood, urine following cases of poisoning in order to take preventive and curative measures as well to help Medical and Health Officers for diagnosis and treatment. Research is also undertaken in line with the health policies.
- 34.295 The Chief Government Analyst who is the technical head of the GAD, is assisted by officers in the Professional and Technical cadres in fulfilling the mandate of the Division.
- 34.296 In line with the general policy favouring delayering, we are, in this Report, merging the grades of Government Analyst and Senior Government Analyst for better service delivery.

Recommendation 96

- 34.297 We recommend that the grades of Government Analyst and Senior Government Analyst be merged and restyled Government Analyst/Senior Government Analyst.**

Biochemistry Department

- 34.298 The Laboratory Services are under the responsibility of the Consultant (Pathology). The Biochemistry Department of the Central Laboratory is responsible for the technical and scientific management of Clinical Biochemistry services of the Ministry of Health and Quality of Life. These services are now available at all regional hospitals including that of Rodrigues. The Clinical Scientists of the Department provide regular consultancy and advisory interface with the Clinicians of hospitals as well as of the private sector.
- 34.299 The Biochemistry Department is headed by the Chief Clinical Scientist and is manned by officers in the grades of Clinical Scientist and Senior Clinical Scientist.
- 34.300 We are, in this Report, while maintaining the organisation structure, restyling the grade of Chief Clinical Scientist to a more appropriate job appellation and

merging the professional and the senior professional level for better effectiveness.

Head, Biochemistry Services *formerly Chief Clinical Scientist*

34.301 The Chief Clinical Scientist is responsible for the overall management of the Biochemistry Department at central, regional and peripheral levels and also ensures that quality service is provided. Incumbent carries out research on the health system, maintains and enhances the quality of the laboratory device including the design and evaluation of new investigation to ensure an appropriate cost effective service repertoire. We are, therefore, restyling the grade of Chief Clinical Scientist to reflect the level of operation/responsibility devolving upon the incumbent.

Recommendation 97

34.302 We recommend that the grade of Chief Clinical Scientist be restyled Head, Biochemistry Services.

34.303 In line with the general philosophy favouring delayering and flatter structures, we are merging the grades of Clinical Scientist (Biochemistry) and Senior Clinical Scientist (Biochemistry).

Recommendation 98

34.304 We recommend that the grades of Clinical Scientist (Biochemistry) and Senior Clinical Scientist (Biochemistry) be merged and restyled Clinical Scientist/Senior Clinical Scientist (Biochemistry).

VIROLOGY UNIT

34.305 In line with what is obtainable for the Clinical Scientist (Biochemistry) and Senior Clinical Scientist (Biochemistry), we are extending the same provision for the Clinical Scientist and Senior Clinical Scientist of the Virology Unit.

Recommendation 99

34.306 We recommend that the grades of Clinical Scientist (Virology) and Senior Clinical Scientist (Virology) be merged and restyled Clinical Scientist/Senior Clinical Scientist (Virology).

Clinical Psychologist

34.307 Currently Clinical Psychologists possessing "A specialised Post Graduate Degree in Clinical Psychology or its equivalent together with specialisation in the field of applied Clinical Psychology" are allowed to move in the master salary scale up to salary point Rs 50,000. **We are maintaining this provision.**

Recommendation 100

34.308 We recommend that Clinical Psychologists possessing “A specialised Post Graduate Degree in Clinical Psychology or its equivalent together with specialisation in the field of applied Clinical Psychology” should be allowed to move incrementally in the master salary scale up to salary point Rs 61200.

Bio-Medical Engineering Technician Cadre

34.309 The Bio-Medical Engineering Technician cadre provides support to Bio-Medical Engineers for installing, maintaining and repairing plant and equipment, including safety of equipment in hospitals.

34.310 In the 2008 PRB Report, keeping in view the nature of the duties and responsibilities devolving upon the grades of the Bio-Medical Engineering Technician cadre, we restyled the grades with a more appropriate job appellation commensurate with the nature of the services provided and also reviewed the qualification requirements for entry to the grade.

34.311 At present, the Bio-Medical Engineering Technician cadre comprises the grades of Bio-Medical Engineering Technician, Senior Bio-Medical Engineering Technician and Principal Bio-Medical Engineering Technician. We are maintaining the present arrangements.

HEALTH INSPECTORATE UNIT

34.312 The Health Inspectorate Unit is responsible for the protection of public health in order to promote quality life and healthy living environment. It enforces, *inter alia*, the Public Health Act 1925; Food Act 1998; the Quarantine Act 1954 and its regulations; the Dangerous and Chemical Control Act 2004 as subsequently amended, Environment Protection Act and other Regulations related to Public Health as well as International Health Regulations. Its objective is to sustain measures for the prevention and control of communicable diseases and maintain a healthy living environment.

34.313 The activities of the Unit, among others, are to: control and prevent the propagation of communicable diseases, grant health clearance to incoming and outgoing vessels and aircrafts; control the delivery of food items; supervise fumigation of all imported food stuff; carry out food standard inspections which consist of auditing all the stages from production to consumption; effectuate seizures of unwholesome food items and supervise their disposal; collect samples of food and water for bacteriological analysis; screen and monitor incoming passengers from high risk countries; and carry out sensitization programmes in the media on health issues.

34.314 As at June 2012, officers of the Health Inspectorate Unit have already effected about 119366 visits in public and private premises including

dormitories under the Occupational Safety and Health (Employees Lodging Accommodation) Regulation to monitor basic sanitation. So far, about 599364 incoming passengers have been screened from high risk countries for control and surveillance of malaria, chikungunya, dengue and other communicable diseases. Further, 3034 visits have been conducted for the control and consumption of alcohols and tobacco including control on use of hookah/shisha. Additionally, 37074 food premises including school canteen have been visited for food security and hygiene.

- 34.315 The Health Inspectorate cadre encompasses the grades of Chief Health Inspector, the Deputy Chief Health Inspector, Principal Health Inspector, Senior Health Inspector and Health Inspector. The Chief Health Inspector is in charge at national level, for all public health issues including the outer islands and is responsible for the day-to-day administration of the Unit and advises in the formulation of Health and Food and Industrial Hygiene policies.
- 34.316 We are in this Report restyling all the grades to a more appropriate appellation and revising the quantum of the allowances.

Change in Appellation

- 34.317 Management as well as staff side have expressed the need to change the appellation of all the grades of the Health Inspectorate Unit as officers are called upon to enforce various legislations related to health and food security and industrial hygiene. In addition, officers of the Health Inspectorate Unit are the sole authorised body by law to enforce the provisions of the Public Health Act, Food Act and Other Regulations.
- 34.318 To reflect the duties and responsibilities devolving upon officers of the Health Inspectorate cadre, we are restyling the grades to more appropriate appellation and reviewing the mode of recruitment at entry level.

Recommendation 101

- 34.319 We recommend that the grades in the Health Inspectorate cadre be restyled as hereunder:**

From	To
Health Inspector	Public Health and Food Safety Inspector
Senior Health Inspector	Senior Public Health and Food Safety Inspector
Principal Health Inspector	Principal Public Health and Food Safety Inspector
Deputy Chief Health Inspector	Deputy Director, Public Health and Food Safety
Chief Health Inspector	Director, Public Health and Food Safety

34.320 We, further, recommend that, in future:

(i) recruitment to the grade of Public Health and Food Safety Inspector should be made by selection from among candidates possessing the Diploma in Sanitary Science or an equivalent acceptable qualification; and

(ii) the grade of Trainee Health Inspector be abolished.

34.321 Pursuant to the following restyling, consequential amendments have to be brought to the respective schemes of service of the grades in the cadre.

On Call Allowance/Issue of Cremation Permit

34.322 Health Offices operate from 0845 hours to 1600 hours during week-days 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 and are paid an on-call allowance of Rs 180 per day and an attendance allowance of Rs 340 for the issue of cremation permit and for travelling.

34.323 We are maintaining the present arrangement and revising both allowances.

Recommendation 103

34.324 We recommend that the On-Call Allowance payable to Public Health and Food Safety Inspectors formerly Health Inspectors providing a service on Saturdays from noon to 1700 hours be revised to Rs 200 per day and the Attendance Allowance paid for the issue of cremation permit be revised to Rs 370, inclusive of travelling.

34.325 Public Health and Food Safety Inspectors *formerly Health Inspectors* who are on duty on Sundays and Public Holidays as from 0900 to noon as per an established working programme, are granted time-off during the week. **As this arrangement is appropriate, the Bureau is maintaining same.**

In-Attendance Allowance for officers posted at the Airport and Port

34.326 At present, Health Inspectors restyled Public Health and Food Safety Inspector and Senior Health Inspectors restyled Senior Public Health and Food Safety Inspector are called upon to provide regular services at the Airport and Port daily well before 0845 hours and till late at night depending on the time of arrival or departure of aircrafts and ships and are paid an In-Attendance Allowance of Rs 115 per hour and Rs 165 per hour respectively for work performed outside normal working hours.

34.327 Management has requested to extend the payment of the In-Attendance Allowance to the Principal Public Health and Food Safety Inspectors *formerly Principal Health Inspector* who have to be on duty at the Airport and Port

before 0845 hours and till late at night depending on the movement of aircrafts and ships.

- 34.328 We are extending the payment of the In-Attendance Allowance to the Principal Public Health and Food Safety Inspector *formerly Principal Health Inspector* and revising its quantum.

Recommendation 104

- 34.329 We recommend that an In-Attendance Allowance of Rs 125; Rs 180; and Rs 220 per hour be paid to the Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Principal Public Health and Food Safety Inspector respectively for work performed outside normal working hours on a regular basis at the Airport and Port.**

Squad Operation

- 34.330 Officers in the grades of Public Health and Food Safety Inspector *formerly Health Inspector*, Senior Public Health and Food Safety Inspector *formerly Senior Health Inspector* and Principal Public Health and Food Safety Inspector *formerly Principal Health Inspector* who form part of the Central Flying Squad team operation are paid an allowance of Rs 115 per hour; Rs 165 per hour; and Rs 200 per hour respectively for working beyond normal working hours to effect sanitary control with respect to food preparation premises; food vendors and bakeries.
- 34.331 We are revising the allowance.

Recommendation 105

- 34.332 We recommend the payment of an In-Attendance Allowance to officers who form part in the Central Flying Squad for conducting squad operation outside normal working hours as hereunder.**

Grade	Rate per Hour (Rs)
Principal Public Health and Food Safety Inspector <i>formerly Principal Health Inspector</i>	220
Senior Public Health and Food Safety Inspector <i>formerly Senior Health Inspector</i>	180
Public Health and Food Safety Inspector <i>formerly Health Inspector</i>	125

THE ENVIRONMENTAL HEALTH ENGINEERING UNIT

- 34.333 The role to manage public health risks falls under the Environmental Health Engineering Unit (EHEU) and the Health Engineering Officer's cadre is its

enforcement wing to enforce the provisions of the Environment Protection Act 2002.

- 34.334 Its main objectives are to: monitor the quality of drinking water, environmental noise and odour pollution; carry out investigations and monitoring environmental problems related to wastewater; and make recommendations to address noise, odour, water, wastewater, lighting and ventilation and disposal of health care wastages. It provides, among others, sanitary engineering services; attends complaints and investigates on noise nuisance, odour and water pollution; processes Morcellement and Environment Impact Assessment Applications; and monitors wastewater treatment systems.
- 34.335 The EHEU effectuates inspections throughout the island in order to curb down the environmental health risks, and focuses on main areas, namely: the monitoring and sampling of the quality of drinking water; Environmental Sanitation; noise and odour pollution; and in the near future, the Health Care Waste Management. From July 2005 to May 2011, a total of 27,551 samples of water have been taken and analysed. With regard to the Environmental Sanitation, around 1280 visits have been effected. Moreover, the Unit attended to about 2706 noise complaints and 1414 odour complaints received.
- 34.336 The EHEU comprises both the Professional cadre and Technical cadre. The professional cadre consists of the Chief Sanitary Engineer, Principal Sanitary Engineer and Sanitary Engineer whereas, the Technical cadre comprises the Principal Health Engineering Officer, Senior Health Engineering Officer and Health Engineering Officer.
- 34.337 The present organisation structure is appropriate and is being maintained. However, we are reviewing the On-call and In-Attendance Allowance for noise and odour monitoring.

On-Call and In-Attendance Allowances for noise and odour monitoring

- 34.338 At present, officers in the grades of Health Engineering Officer and Senior Health Engineering Officer forming part of the flying squad to monitor pollution are required to be on-call during week-ends to attend to complaints, carry out noise surveys and to address noise pollution, are paid a monthly commuted allowance of Rs 815 and Rs 1000 respectively and an In-Attendance Allowance, inclusive of travelling time of Rs 165 and Rs 200 per hour respectively, for working outside normal working hours.
- 34.339 Management has submitted that complaints related to noise and odour are recurrent during week days and also at night, specifically from restaurants, industries and discotheques. As such, due to the increase in the number of complaints and restricted number of staff, the Principal Health Engineering Officer is being required to provide assistance and work beyond normal working hours.

- 34.340 While we are revising the quantum, we are also extending the payment of the On-Call and In-Attendance Allowances to the Principal Health Engineering Officer.

Recommendation 106

- 34.341 We recommend that Health Engineering Officers, Senior Health Engineering Officers and the Principal Health Engineering Officer who form part of the flying squad for monitoring of noise and odour be paid a monthly commuted allowance of Rs 900; Rs 1100; and Rs 1265 respectively and In-Attendance Allowance, inclusive of travelling time of Rs 180; Rs 220; and Rs 250 per hour respectively for working outside normal working hours.**

General Recommendation

Payment of Overtime for Workers on Shift/Roster on officially declared cyclone days

- 34.342 At present workers on shift or roster, who are 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 107

- 34.343 We recommend that workers on shift or roster, 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.**

Allowance to Telephonist

- 34.344 At present, in hospitals, the seniormost officer in the grade of Telephonist is paid a monthly allowance equivalent to one increment at the point reached in the salary scale or Rs 400 whichever is higher, for shouldering additional responsibilities besides performing the duties of the grade.
- 34.345 This allowance is paid on the understanding that, 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 seniormost officer, besides performing the duties of the grade, is among others, entrusted the task of general supervision of Telephonists. He also assists and trains new recruits; organises the work schedules; and liaises with the appropriate bodies for the repair of equipment as and when required. We are maintaining the allowance and revising the quantum.

Recommendation 108

- 34.346 We recommend that the allowance payable to the senior most officer for shouldering additional responsibilities, besides performing the duties of**

the grade should continue to be equivalent to one increment at the point reached in the scale or Rs 440 whichever is the higher. This recommendation should apply to the seniormost Telephonist posted at Brown Sequad Mental Health Care Centre and the Subramaniam Bharati Eye Hospital.

SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

- 34.347 Presently, 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 except those posted to Mediclinics, Area Health Centres, Community Health Centres; Nursing Officer (Psychiatric); Midwife; Senior Midwife; Health Care Assistant (General); Health Records Clerk/Higher Health Records Clerk *formerly Health Records Clerk and Higher Health Records Clerk*; Pharmacy Technician *formerly Pharmacy Dispenser*; Ambulance Driver; Ambulance Attendant; Senior Hospital Care Attendant(Shift); Hospital Care Attendant (Shift); Gatekeeper; Telephonist and Ward Assistant are paid in cash any unutilised sick leave beyond the 11 days at the discounted rate of 50%.
- 34.348 We have, in the context of this Report, re-examined the effectiveness of this measure and we are recommending accordingly.

Recommendation 109

34.349 We recommend that:

- (i) incumbents in the grades listed at paragraph 34.347 above effectively working on shift in the Health Sector should be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the provisions of recommendations at paragraph 18.4.40 (iii) of Volume 1 of this Report.**
- (ii) the Ministry of Civil Service and Administrative Reforms in consultation with the relevant parties may, upon request, consider the inclusion of new grades from the health sector, in the list of grades of shift workers effectively working on shift.**

Hours of Attendance

Recommendation 110

34.350 We further recommend that:

- (i) the normal hours of attendance at work in force as at 31 December 2012 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 81000 Chief Government Analyst (Personal to holder in post as at 30.06.08)
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Chief Government Analyst
19 45 71	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Government Analyst/ Senior Government Analyst <i>formerly Government Analyst</i> <i>Senior Government Analyst</i>
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Principal Hospital Physicist
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hospital Physicist
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Head Biochemistry Services <i>formerly Chief Clinical Scientist</i>
19 44 71	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Clinical Scientist/Senior Clinical Scientist (Biochemistry) <i>formerly Clinical Scientist (Biochemistry)</i> <i>Senior Clinical Scientist (Biochemistry)</i> Clinical Scientist/Senior Clinical Scientist (Virology) <i>formerly Clinical Scientist (Virology)</i> <i>Senior Clinical Scientist (Virology)</i>

Salary Code	Salary Scale and Grade
19 68 81	Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Chief Nutritionist
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Nutritionist
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Nutritionist
19 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Head, Vector Biology and Control Division
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer, Vector Biology and Control Division
19 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Clinical Psychologist
19 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Principal Pathological Laboratory Assistant Principal Vector Biology and Control Laboratory Technician
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Vector Biology and Control Laboratory Technician
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Vector Biology and Control Laboratory Technician
01 64 78	Rs 44100 x 1500 – 57600 x 1800 – 66600 Senior/Principal Analyst (Health) <i>formerly Senior/Principal Health Economist</i>
01 47 67	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Health) <i>formerly Health Economist</i>

Salary Code	Salary Scale and Grade
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Principal Technical Officer (Chemical Laboratory)
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Chemical Laboratory)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Chemical Laboratory)
19 16 19	Rs 11250 x 250 – 12000 Trainee Technical Officer (Chemical Laboratory)
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Pathological Laboratory Assistant
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Pathological Laboratory Assistant
19 19 52	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant
18 61 73	Rs 39600 x 1500 – 57600 Principal Health Engineering Officer
18 58 69	Rs 35400 x 1200 – 36600 x 1500 – 51600 Senior Health Engineering Officer
18 51 65	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Health Engineering Officer
18 61 73	Rs 39600 x 1500 – 57600 Director, Public Health and Food Safety <i>formerly Chief Health Inspector</i>

Salary Code	Salary Scale and Grade
18 55 66	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Deputy Director, Public Health and Food Safety <i>formerly Deputy Chief Health Inspector</i>
18 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Public Health and Food Safety Inspector <i>formerly Principal Health Inspector</i>
18 44 59	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Public Health and Food Safety Inspector <i>formerly Senior Health Inspector</i>
18 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Public Health and Food Safety Inspector <i>formerly Health Inspector</i>
11 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Chief Hospital Administrator
11 64 77	Rs 44100 x 1500 – 57600 x 1800 – 64800 Deputy Chief Hospital Administrator
11 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Regional Health Services Administrator
11 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Manager, Hospital Logistics
11 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hospital Administrator Project Co-ordinator (AIDS)
11 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Catering Manager

Salary Code	Salary Scale and Grade
11 59 71	Rs 36600 x 1500 – 54600 Chief Hospital Supplies Officer
11 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Hospital Administrative Assistant
11 29 55	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Supervisor, Central Sterile Supply Department
11 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Superintendent, Central Sterile Supply Department
11 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Senior Catering Officer
11 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Catering Officer
11 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Assistant Catering Officer
11 19 46	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Catering Supervisor
11 30 52	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Hospital Executive Assistant (on shift)
11 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Executive Officer (Health Services) (Personal to officers in post as at 30.06.03)
10 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Chief Health Information, Education and Communication Officer

Salary Code	Salary Scale and Grade
10 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Principal Health Information, Education and Communication Officer
10 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Health Information, Education and Communication Officer
10 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Health Information, Education and Communication Officer
10 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Chief Health Promotion & Research Coordinator(New Grade)
10 49 67	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 QB 47100 x 1500 – 48600 Health Promotion Coordinator
22 54 71	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Bio-Medical Engineer (Health)
22 41 43	Rs 21000 x 750 – 22500 Cadet/Trainee Bio-Medical Engineer
22 47 58	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Principal Bio-Medical Engineering Technician
22 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Senior Bio-Medical Engineering Technician
22 19 48	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Bio-Medical Engineering Technician
22 13 42	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Telephonist (Health) (Shift)

Salary Code	Salary Scale and Grade
HEALTH STATISTICS UNIT	
20 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Health Statistician
20 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Health Statistician
20 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Health Statistician
DEMOGRAPHIC/EVALUATION UNIT	
20 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Chief Demographer
20 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Demographer
20 47 59	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Statistical Officer
20 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior Statistical Officer
20 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Statistical Officer
26 00 86	Rs 87000 Chief Sanitary Engineer
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Sanitary Engineer

Salary Code	Salary Scale and Grade
26 48 71	<p>Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 - 54600</p> <p>Sanitary Engineer/Senior Sanitary Engineer <i>formerly Sanitary Engineer</i></p> <p style="text-align: center;">MECHANICAL AND CARPENTRY WORKSHOP</p>
26 43 67	<p>Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600</p> <p>Head, Transport, Maintenance and Workshop Services</p>
26 35 62	<p>Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100</p> <p>Coordinator(Transport and Workshop Services) <i>formerly Transport Superintendent</i></p>
23 14 45	<p>Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000</p> <p>Welfare Assistant</p>
08 21 44	<p>Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250</p> <p>Timekeeper (Health) Timekeeper Transport Division</p>
08 11 41	<p>Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000</p> <p>Receptionist (Health Services)</p>
08 11 40	<p>Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250</p> <p>Gatekeeper (Health)</p>
25 38 49	<p>Rs 18900 x 600 – 19500 x 750 – 27000</p> <p>Workshop Supervisor</p>
25 30 45	<p>Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000</p> <p>Chief Tradesman <i>formerly Chief Mechanic</i> Foreman</p>

Salary Code	Salary Scale and Grade
25 14 39	<p>Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500</p> <p>Orthopaedic Appliance Maker (Leather) Orthopaedic Appliance Maker (Metal) Orthopaedic Appliance Maker (Wood)</p>
25 13 38	<p>Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900</p> <p>Orthopaedic Appliance Maker</p>
25 12 37	<p>Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300</p> <p>Tradesman <i>formerly Automobile Electrician</i> Cabinet Maker Carpenter Coach Painter Electrician Mason Motor Diesel Mechanic Motor Mechanic Painter Panel Beater Plumber and Pipe Fitter Welder</p> <p>General Assistant Maintenance Assistant Tailor</p>
25 08 30	<p>Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350</p> <p>Maintenance Handy Worker (Personal)</p>
25 05 27	<p>Rs 8500 x 250 – 12500 x 300 – 14300</p> <p>Maintenance Handy Worker Tradesman's Assistant <i>formerly Tradesman's Assistant (Seamstress)</i></p>
24 29 47	<p>Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500</p> <p>Senior Laboratory Attendant</p>

Salary Code	Salary Scale and Grade
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
24 19 40	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Ambulance Driver (Shift)
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 tons)
24 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (on shift)
24 15 38	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Operator Waste Water Pumping Station (on shift)
24 19 37	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior Cook
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman Leading Hand
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Skilled) (Health) Incinerator Operator (Health Services) Mortuary Attendant (on roster)
24 12 36	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Attendant (Haemodialysis) (Shift) CSSD Assistant Senior Hospital Care Attendant (Shift)

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver (ordinary vehicles up to 5 tons)
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Cook (Roster)
24 12 34	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Pool Attendant (Hydrotherapy Unit)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Ambulance Care Attendant (Shift) <i>formerly Ambulance Attendant (Shift)</i> Attendant Nursing School (Personal) Hospital Care Attendant (Shift)
24 07 32	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Field Health Worker
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Waste Water Pipe Cleaner (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Attendant Nursing School Gardener/Nurseryman Insecticide Sprayerman (Health)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Laundry Attendant (Roster) Watchman (Shift)
24 06 28	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class) Handy Worker (General) (Health)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Rodent Control Attendant Stores Attendant

Salary Code	Salary Scale and Grade
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
13 24 41	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Second Hand Fishing (Limited) <i>formerly Coxswain</i>
13 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Launch Driver
13 10 32	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 Assistant Mate

35. MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION

- 35.1 The Ministry of Industry, Commerce and Consumer Protection has as mission to, *inter alia*, promote globally competitive industries; foster product and market diversification; stimulate exports in existing and emerging markets; facilitate trade of goods and services; ensure regular supply of essential commodities and monitor prices of controlled commodities; and promote and safeguard the interests and rights of the consumers through legal and institutional framework.
- 35.2 Its vision is to become an innovation-led industrial sector, a conducive commercial environment and an effective protection of consumers.
- 35.3 The Ministry is under the administrative control of a Permanent Secretary who is assisted by two Principal Assistant Secretaries. Other grades on the establishment of the Ministry relate to those in the professional, technical, general services and other occupational categories.
- 35.4 Activities of the Ministry are organised into the Industry Division, Commerce Division and the Consumer Protection Unit.

INDUSTRY DIVISION

- 35.5 The Industry Division formulates, implements and reviews strategies, schemes and policies for the industrial sector. The Assay Office and the Mauritius Accreditation Service (MAURITAS) form part of this Division.
- 35.6 The work of the Division is carried out through its three constituent sections namely: Research and Planning, Monitoring, and Projects and Programme Implementation. Under the existing structure, the Director of Industry is the head of the Division. He is assisted by officers of the Industrial Analyst cadre.
- 35.7 As the present structure is appropriate, we are maintaining it but with new appellations for grades in the Industrial Analyst cadre.

Analyst (Industry) formerly Industrial Analyst

- 35.8 At present, Analysts (Industry) *formerly Industrial Analysts* are allowed to proceed incrementally in the master salary scale up to salary point Rs 43750, subject to certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 1

- 35.9 We recommend that Analysts (Industry) formerly Industrial Analysts be allowed to proceed incrementally up to the revised salary point**

Rs 53100 in the master salary scale through the grant of one increment every year provided they have:

- (i) drawn their top salary for a year, and**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding period of two years and have not been adversely reported upon on ground of conduct.**

ASSAY OFFICE

- 35.10 The Assay Office established in 1993, controls and regulates the manufacture, sale and importation of gold, silver and platinum jewellery, and undertakes the verification of gemstones.
- 35.11 It operates an Assay Laboratory for the assaying of gold, silver and platinum; and a Gemmology Laboratory for gemstones identification and diamonds grading.
- 35.12 The Assay Office carries out testing of gold, silver platinum jewellery and their alloys for jewellers, government institutions and the public; verifies and identifies precious and semi-precious stones for jewellers, Government institutions and the public; registers jewellers dealing in gold, silver and platinum jewellery and precious or semi- precious stones; registers sponsor's marks, identification marks and importer's marks for jewellers; conducts inspection visits to ensure compliance with Jewellery Act 2007; investigates complaints from public; and makes on-line registration of jewellers.
- 35.13 The Director, who is the technical head of the Assay Office, is assisted in his administrative functions by an Assistant Director. Officers in the technical cadres provide support services.
- 35.14 With the proclamation of the Jewellery Act on 9 May 2008, the scope of work has increased considerably both in volume and complexity. We are making provision for a professional grade to be responsible for both laboratories and merging the grades of Technical Officer (Assay Office) and Senior Technical Officer (Assay Office) for better effectiveness in service delivery.

Scientific Officer (Assay and Gemmology) (New Grade)

Recommendation 2

- 35.15 **We recommend the creation of a grade of Scientific Officer (Assay and Gemmology) on the establishment of the Assay Office. Appointment thereto, should be made by selection from among serving officers in the grades of Technical Officer (Assay Office), Senior Technical Officer (Assay Office) and Gemmologist reckoning at least four years' service in a substantive capacity and possessing a Degree in Chemistry or Chemical and Renewable Engineering.**

- 35.16 Incumbent would be required to, among others, conduct testing and verification of gemstones acceding to ISO 17025 standards and approved standards; assist in the preparation and review of the Quality Management Manual and the Standard Operating Manual; carry out audit as per requirement of ISO 170 25 and ISO 9001: 2008; supervise and coordinate the work of the Technical Officers(Assay Office), Senior Technical Officers (Assay Office) and Gemmologists.
- 35.17 We further recommend that the grades of Technical Officer (Assay Office) and Senior Technical Officer (Assay Office) be merged and restyled Technical Officer/ Senior Technical Officer (Assay Office) with a Proficiency Bar (PB) at salary point Rs 35400.**

Assistant Director, Assay Office

- 35.18 At present, appointment to the grade of Assistant Director, Assay Office is made by selection from among Senior Technical Officers (Assay Office) reckoning three years' service in a substantive capacity and possessing a Degree in Chemistry or Chemical Engineering with three years' post graduate experience in assaying or marking of jewellery. With the creation of the grade of Scientific Officer (Assay and Gemmology), there is need to bring consequential amendments to the scheme of service of the post of Assistant Director, Assay Office.

Recommendation 3

- 35.19 We recommend that the scheme of service of the grade of Assistant Director, Assay Office be amended such that, in future, appointment thereto be made by selection from among officers in the grade of Scientific Officer (Assay and Gemmology) reckoning three years' service in a substantive capacity in the grade.**

MAURITIUS ACCREDITATION SERVICE (MAURITAS)

- 35.20 The Mauritius Accreditation Service (MAURITAS) has been established as a department within the Ministry following the adoption of the MAURITAS Act of 1998. It is the sole national accreditation body responsible for the subject of Industry and Commerce to provide a national, impartial and transparent mechanism for the accreditation of laboratories, certification and inspection bodies.
- 35.21 MAURITAS forms part of the National Quality Infrastructure and is responsible for ensuring that accredited bodies are competent to carry out the work they undertake. The Mauritian economy is now fully embarked in securing its transition from a system based on trade preferences to one based on global competition. For Mauritian enterprises to trade in global markets, they would need to demonstrate conformity of potential export products with international standards.

- 35.22 The Mauritius Accreditation Service assesses the competence of conformity assessment bodies (CABs) such as testing, calibration, laboratories, certification bodies and inspection bodies officially accrediting them to ensure the competitiveness of our goods and services on the regional and international market; improves the quality and reliability of services provided to local users of conformity assessment bodies which is important for the protection of the health and safety of the population at the national level and for the protection of the environment; promotes widespread recognition of the competence of accredited calibration laboratories; and monitors internal activities relevant to its responsibilities.
- 35.23 At present, MAURITAS is headed by a Director who is assisted by officers of the professional cadre and officers in the general services grades.
- 35.24 In this Report, we are maintaining the present structure which is appropriate to enable the institution to fulfil its mandate efficiently and effectively.

MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION

INDUSTRY DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
02 00 84	Rs 81000 Director of Industry
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Analyst (Industry) <i>formerly Principal Industrial Analyst</i>
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst (Industry) <i>formerly Senior Industrial Analyst</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Industry) <i>formerly Industrial Analyst</i>

Salary Code	Salary Scale and Grade
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head Business Information Unit
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant to Head Business Information Unit
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
ASSAY OFFICE	
19 00 84	Rs 81000 Director, Assay Office (Personal to holder in post as at 30.06.08)
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director, Assay Office
19 58 75	Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Assistant Director, Assay Office
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer (Assay and Gemmology) (New Grade)

Salary Code	Salary Scale and Grade
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Gemmologist
19 33 62	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 PB 36600 x 1500 – 41100 Technical Officer/Senior Technical Officer (Assay Office) <i>formerly Technical Officer (Assay Office)</i> <i>Senior Technical Officer (Assay Office)</i>
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Assay Laboratory Attendant
MAURITAS	
19 00 84	Rs 81000 Director, MAURITAS
19 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Accreditation Manager Quality Manager
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant Accreditation Manager
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Accreditation Officer

COMMERCE DIVISION

35.25 The Commerce Division is responsible for ensuring the smooth exchange of goods and services at national and international levels as well as ensuring regular supply of essential commodities. It comprises the Trade Division (Import and Export Units), Legal Metrology Division, and the Price Control and Fixing Unit.

TRADE DIVISION

- 35.26 The Trade Division is responsible, among others, for issuing import permits for controlled goods and authorising the clearance of these goods from the customs; granting licences to dealers in imported second-hand motor vehicles; advising the public on the procedures to be followed for the issue of permits and licences; advising the business community on trade agreements entered with various countries; approving export trade documents; executing export trade policy; and advising on national trade development strategies, trade negotiations at bilateral, regional and multilateral levels.
- 35.27 The Division is headed by a Director of Trade who is supported in his tasks by officers in the grades of Principal Trade Analyst, Senior Trade Analyst and Trade Analyst. Other grades include those in the Commercial Officer cadre and the General Services category.
- 35.28 We are, in this Report, maintaining the structure of the Trade Division and restyling grades in the Trade Analyst cadre in view of harmonising the titles of grades.

LEGAL METROLOGY SERVICES

- 35.29 The Legal Metrology Services (LMS) operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection and administers the provisions of the Legal Metrology Act 1985, its subsequent amendments and the regulations made under it.
- 35.30 The objective of the Legal Metrology Act is to make better provision for the assizing (verification and authentication) of instruments, weights and measures and to protect the public in relation to the sale of articles by weight and measure.
- 35.31 The LMS is responsible, *inter alia*, for the maintenance of measurement standards which are traceable to national and international standards; control of weighing and measuring equipment needed in trade to ensure that the instruments are accurate and used correctly, and they meet the requirements of the Legal Metrology Act; and control of goods to ensure that they are properly labeled and contain the quantity declared on the packages.
- 35.32 The Director, LMS who is responsible to the Permanent Secretary of the Ministry, heads the LMS. The Deputy Director supports the Director in his administrative functions; and professional and technical services are provided by officers in the grades of Legal Metrologist, Legal Metrology Officer, Senior Technical Officer (Legal Metrology) and Technical Officer (Legal Metrology).
- 35.33 The organisation structure is appropriate to enable the LMS to deliver on its mandate. We are maintaining the present organisation structure.

CONSUMER PROTECTION UNIT

- 35.34 The Consumer Protection Unit (CPU) is responsible to enforce the various consumer protection legislations and to increase awareness in the population about consumer rights and responsibilities. Its main objectives are to protect consumers' rights and safeguard their interest through enforcement of laws; educate and sensitise consumers on their rights and responsibilities; attend to complaints both from the authorities and public; and to settle disputes between traders and consumers either through mutual agreement or in a court of justice. It regularly updates its existing laws to face new challenges.
- 35.35 The CPU comprises a four-level structure. The Head, Consumer Protection Unit is responsible for the efficient and effective operation and administration of the Unit. He is supported by officers in the grades of Principal Consumer Protection Officer, Senior Consumer Protection Officer and Consumer Protection Officer and officers of the General Services grades.
- 35.36 The present organisational structure is appropriate. We are revising the allowance payable to Consumer Protection Officers for conducting and coordinating consumer programmes.

Allowance to Officers of the Consumer Protection Cadre

- 35.37 At present, Consumer Protection Officers, possessing specific communication skills, are called upon to conduct and coordinate consumer education programmes/campaigns as well as delivering talks through the media against payment of an allowance of Rs 200 per session.
- 35.38 Representation has been made to extend the payment of this allowance to all officers of the Consumer Protection Unit as all of them are called upon to conduct and coordinate consumer education programmes/campaigns and to deliver talks in the media.

Recommendation 4

- 35.39 We recommend that officers of the Consumer Protection Officer cadre possessing specific communication skills and 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 220 per session.**

COMMERCE DIVISION
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
02 00 84	Rs 81000 Director of Trade
02 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Analyst (Trade) <i>formerly Principal Trade Analyst</i>
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst (Trade) <i>formerly Senior Trade Analyst</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Trade) <i>formerly Trade Analyst</i>
18 50 63	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Senior Commercial Officer
18 39 57	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Commercial Officer (<i>Personal to officers in post as at 30.06.2008</i>)
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Commercial Officer
18 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Commercial Officer

Salary Code	Salary Scale and Grade
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Trade Information Officer
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Heavy Vehicle/Mechanical Driver
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Helper
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
LEGAL METROLOGY SERVICES	
19 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director, Legal Metrology Services
19 69 81	Rs 51600 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Deputy Director, Legal Metrology Services

Salary Code	Salary Scale and Grade
19 58 75	Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Legal Metrologist
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Legal Metrology Officer
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Legal Metrology)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Legal Metrology) (Personal)
CONSUMER PROTECTION UNIT	
18 61 73	Rs 39600 x 1500 – 57600 Head, Consumer Protection Unit
18 52 64	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Consumer Protection Officer
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Consumer Protection Officer
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Consumer Protection Officer

36. MINISTRY OF SOCIAL INTEGRATION AND ECONOMIC EMPOWERMENT

- 36.1 Actions geared towards eradication of absolute poverty and social exclusion fall under the responsibility of the Ministry of Social Integration and Economic Empowerment which was set up in May 2010. The vision of this Ministry is to lead to the creation of an inclusive and more equitable society through greater social justice and sustainable human development.
- 36.2 In pursuance of its vision, the Ministry formulates policies and strategies to fight poverty and social exclusion; encourages and assists vulnerable groups to undertake income earning activities; provides emergency assistance to needy children in deprived regions and basic shelter to homeless and vulnerable families; eradicates absolute poverty and improves the living conditions of the absolute poor; and ensures sustainable development for the needy and the enhancement of social progress.
- 36.3 Two government owned private companies operate under the *aegis* of this Ministry: the National Empowerment Foundation (NEF) and the National Economic and Social Council (NESC):
- (i) the NEF is the implementation arm of the Ministry. It coordinates programmes like the Empowerment Programme and the Absolute Poverty Eradication Programme. Further, it also coordinates the activities of organizations like the Trust Fund for Social Integration of Vulnerable Groups, the Decentralised Cooperation Programme, the National Committee on CSR and the organisation representing NEF in Rodrigues.
 - (ii) The NESC undertakes studies on socio-economic issues of national importance and builds consensus through a permanent and sustained social dialogue for a greater participation of the civil society in the democratic process with the aim of ensuring that social harmony keeps pace with economic development.
- 36.4 The Ministry is headed by a Permanent Secretary who is assisted by staff of the administrative cadre and the general services grades. The organisational set up and other administrative arrangements are adequate for the Ministry to deliver its mandate and, therefore, we are not bringing any structural change.

MINISTRY OF SOCIAL INTEGRATION AND ECONOMIC EMPOWERMENT
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

37. MINISTRY OF BUSINESS, ENTERPRISE AND COOPERATIVES

- 37.1 Set up in 2008, the Ministry of Business, Enterprise and Cooperatives is responsible for the development of a strongly diversified and competitive business environment and an efficient Cooperative Sector. The Ministry aims to have a large share of GDP and to contribute further to economic growth and creation of employment. In this respect, it is providing facilities to Small and Medium Enterprises and the Cooperative Sector in terms of finance, industrial space and new technologies, and ensuring compliance with relevant legislations.
- 37.2 The Ministry organises its activities under two main Divisions: the Business and Enterprise Division, and Cooperatives Division. Each of the two functional Divisions of the Ministry has its specific vision and mission.
- 37.3 The overall management of the Ministry rests with the Permanent Secretary who is also the Responsible and Accounting Officer.

BUSINESS AND ENTERPRISE DIVISION

- 37.4 The Business and Enterprise Division facilitates enterprise development, consolidates, modernises and integrates the SME's sector and encourages its participation in the export business. It delivers its services through the Small and Medium Enterprises Development Authority (SMEDA) and the Mauritius Business Growth Scheme (MBGS) Unit.

Small and Medium Enterprises Development Authority (SMEDA)

- 37.5 SMEDA took over the activities of Small Enterprise Handicraft Development Authority in 2009 to provide a responsive legal and institutional framework to meet the challenges of global competitiveness. It facilitates the promotion, development and competitiveness of small medium enterprises and provides for business facilitation services to medium enterprises.

Mauritius Business Growth Scheme (MBGS) Unit

- 37.6 Set up in 2010 in collaboration with the assistance of World Bank, the Mauritius Business Growth Scheme (MBGS) Unit has as objective: to facilitate the maximum growth in private sector economic activity by supporting enterprise productivity and competitiveness, specifically in areas of skills and training, in areas of technology upgrading, innovation, quality standards and business development.
- 37.7 As at date, the MBGS has approved some 65 projects for a total value of Rs 70.2 million, allowing beneficiaries to improve their growth rates and the quality of their products, to introduce new technology as well as conquering fresh markets.

37.8 The MBGS Unit is manned by a complement staff who are professionals and are appointed on contractual basis. They are supported by officers of the General Service grades of the Ministry.

37.9 We are bringing no change to the present arrangement.

COOPERATIVE DIVISION

37.10 The Cooperative Division has the statutory duty to ensure that the Cooperative societies operate within the cooperatives legal regulatory framework. It is responsible for the formulation and implementation of policies with regard to the promotion of cooperative movement and their development and to monitor and coordinate the activities among the different sectors of the Division.

37.11 In order to deliver its services, the Cooperative Division operates through the two sections, namely - Cooperative Society Section and Cooperative Development Unit.

Cooperative Society Section

37.12 Its main functions are, among others: the registration, auditing, supervision, inspection and monitoring of cooperative societies; settlement of disputes in cooperative societies, preparing programmes and policies for the cooperative sector and coordinating its activities with other institutions; the conception, implementation and monitoring of national cooperative projects; promoting new management concept through HRD, training and education for members within the Cooperative Sector and promoting cooperative movement for economic and social upliftment.

37.13 The Cooperative Society Section is headed by the Registrar, Cooperative Societies and is supported by a Deputy Registrar, Cooperative Societies, staff of the Cooperative Officers' cadre and those of the General Services grades.

37.14 We are maintaining the organisational structure.

Cooperative Officer

37.15 A Qualification Bar (QB) has been inserted in the salary scale of the grade. Cooperative Officers possessing the Diploma in Cooperative Studies or the Diploma in Development Studies or who have completed successfully all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the QB.

Compensation for regular extra hours

37.16 Officers of the Cooperative Officer cadre, who are required to put in additional hours of work on a regular basis, are given equivalent time off for extra hours put in. Where it has not been possible for Management to grant time-off to the officers within a period of six consecutive months, an appropriate

allowance as compensation for the extra hours put in is payable to them subject to the approval of the Ministry of Civil Service and Administrative Reforms. **We are maintaining this recommendation.**

Cooperative Development Unit

- 37.17 As a policy unit, the Cooperative Development Unit (CDU) assists in the preparation and implementation of development programmes, projects and strategies. It formulates and monitors various incentive schemes/support programmes for a sustainable growth of the cooperative movement and processes project requests for assistance from aid/donor agencies and countries. It provides sectoral inputs of the cooperative movement and participates in meetings at the level of bilateral joint commission. The Unit also keeps an updated data on cooperative development and provides information, as and when required.
- 37.18 It is headed by the Secretary for Cooperative Development who is responsible for its day-to-day activities. He is supported by officers in the grades of Senior Cooperative Development Officer and Cooperative Development Officer and officers of the General Services cadre.
- 37.19 The organisational structure is appropriate and is being maintained.

Clerk Assistant

- 37.20 The grade of Clerk Assistant exists on the establishment of the Prime Minister's Office (Civil Status Division); Ministry of Agro Industry and Food Security; Ministry of Social Security, National Solidarity and Reform Institutions; Ministry of Fisheries; and Ministry of Business, Enterprise and Cooperatives. Incumbents in this grade normally perform sub-clerical duties wherever they are posted. However, they are often called upon to perform higher duties. Following representations made by incumbents from this grade, the MCSAR, in February 2011, approved the payment, to all Clerk Assistants posted to various Ministries/Departments, of an *ad hoc* allowance, equivalent to the responsibility allowance they would have drawn had they been assigned higher duties of Clerical Officer/Higher Clerical Officer, with effect from 4 January 2011 until the publication of the next PRB Report subject to (i) funds being available; and (ii) the Permanent Secretary is satisfied that the Clerk Assistants are operating at the level of Clerical Officer/Higher Clerical Officer.
- 37.21 During our consultative meeting, Management has submitted that Clerk Assistants are performing at a higher level and the experience acquired over the years is being gainfully used. The staff side has requested for a change in appellation to reflect the nature of duties they perform.
- 37.22 We have examined the submissions and scrutinized the job descriptions, while recognising the fact that these officers are performing at a higher level,

there is still the need for improving their skills. We are making appropriate recommendation.

Recommendation

37.23 We recommend that:

- (i) the grade of Clerk Assistant be restyled Office Clerk;
- (ii) the MCSAR, in collaboration with the relevant institution, mount an appropriate award course for Office Clerk *formerly Clerk Assistant*;
- (iii) on successful completion of the award course, incumbents be allowed to move incrementally in the master salary scale up to salary point Rs 23250 wherever they have been posted; and
- (iv) Management should ensure that the officers are entrusted responsibilities commensurate to the position.

CO-OPERATIVES DIVISION SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
18 74 79	Rs 59400 x 1800 – 68400 Registrar, Cooperative Societies
18 61 73	Rs 39600 x 1500 – 57600 Deputy Registrar, Cooperative Societies
18 55 66	Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 Divisional Cooperative Officer
18 52 63	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Principal Cooperative Officer
18 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Cooperative Officer
18 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 - 32100 Cooperative Officer

Salary Code	Salary Scale and Grade
18 47 67	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Controller of Cooperatives
18 74 79	Rs 59400 x 1800 – 68400 Secretary for Cooperative Development
18 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Cooperative Development Officer
18 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Cooperative Development Officer
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Business and Enterprise)
10 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Projectionist
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Office Clerk <i>formerly Clerk Assistant</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Leading Hand
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)

Salary Code	Salary Scale and Grade
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
HANDICRAFT SECTION	
06 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Supervisor, Handicraft Training Branch
06 18 53	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Teacher/Senior Teacher, Handicraft Industrial Branch

38. MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE

- 38.1 The Ministry of Gender Equality, Child Development and Family Welfare is responsible for the formulation and implementation of policies, programmes and projects relating to women's rights and empowerment, child development and protection; promotion of family welfare and the welfare of citizens through community-based programmes and recreational/leisure activities.
- 38.2 It envisions to have a society free from violence, exploitation and discrimination, where the fundamental rights of women and children are respected and where human values within the family and the civil society are cherished.
- 38.3 The mandate of the Ministry is to promote gender equality and women's empowerment; ensure protection of children, women and families from violence; and cater for the needs of the community at large. Accordingly, the Ministry places much focus on the provision of residential care services to children victims of abuse, neglect and violence through the setting up of shelters in rental buildings in each district; development of a National Strategic Framework for Child Development and Protection; the formulation of gender policies and implementation of women's empowerment programme to end gender-based violence.
- 38.4 Its main objectives are, *inter alia*, to strengthen gender sensitive policies and strategies to meet the needs of women, children, families, and local community; promote gender equality in line with the National Gender Policy Framework; develop capacity building, awareness raising campaigns and entrepreneurship development; strengthen child development and protection in accordance with the Convention on the Rights of the Child (CRC); provide care and support services to children victims of violence; campaign on the rights of the child and the effects of child violence; provide childhood development programmes to foster creativity and participation among children; promote family welfare; address the problem of gender based violence; and combat domestic violence.
- 38.5 The National Women's Council, the National Children's Council and the National Women Entrepreneur Council, among others, have been ascribed specific roles and functions to enable the Ministry to achieve its objectives.
- 38.6 The Ministry carries out its activities and provides services through different units comprising the Gender Unit, the Child Development Unit, the Planning and Research Unit, the Family Welfare and Protection Unit, and the Social Welfare Division. These units are serviced by officers in specialised grades and other supporting staff including officers on secondment from the Police Department, Reform Institutions, and the Ministry of Health and Quality of Life.

- 38.7 The present structure enables the Ministry to meet its mandate efficiently and effectively. We are restyling certain grades and revising the allowances.

CHILD DEVELOPMENT UNIT

Commuted Allowance

- 38.8 The Head, Child Development Unit is required to be 'on-call' after normal working hours, during week-ends and public holidays to, among others, attend to child abuse/violence cases; tender advice, give instructions for removal of children to places of safety; supervise actions taken and follow up of such cases and respond to calls from the Ombudsperson. A team comprising, among others, a Nursing Officer, a Police Constable, a Police Sergeant, a Police Inspector and a Family Welfare and Protection Officer operate under the supervision of the Head, Child Development Unit against payment of an 'On-Call' and "In-Attendance" Allowance for work beyond office hours.
- 38.9 The Head, Child Development Unit is presently being paid a monthly commuted allowance of Rs 5000 for monitoring and supervising the duties of the team after normal working hours. We are maintaining the present arrangement whilst revising the allowance.

Recommendation 1

- 38.10 We recommend that the monthly commuted allowance payable to the Head, Child Development Unit for monitoring and attending to cases related to child abuse/violence after normal working hours, during week-ends and public holidays be revised to Rs 5500.**

FAMILY WELFARE AND PROTECTION UNIT

Commuted Allowance

- 38.11 The Head, Family Welfare and Protection Unit is required to be 'on-call' after normal working hours, during week-ends and public holidays to, among others, attend to domestic violence cases; tender advice; give instructions, supervise actions taken; and follow up such cases.
- 38.12 The Head, Family Welfare and Protection Unit is presently being paid a commuted allowance of Rs 5000 for monitoring and supervising the duties of the officers in the unit after normal working hours.

Recommendation 2

- 38.13 We recommend that the monthly commuted allowance payable to the Head, Family Welfare and Protection Unit for monitoring and attending to cases related to domestic violence after normal working hours, during week-ends and public holidays be revised to Rs 5500.**

Allowance (Hot Line Service)

38.14 The Ministry of Gender Equality, Child Development and Family Welfare 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, Family Counselling Officers, Senior Child Welfare Officers, Senior Family Welfare and Protection Officers, Family Welfare and Protection Officers of the Child Development Unit as well as officers in other grades attend to the Hot Line Intervention of the Ministry against payment of an all-inclusive allowance. We are maintaining the present arrangement whilst revising the allowances.

Recommendation 3

38.15 **We recommend that officers who are required to answer phone calls received after office hours during weekdays, weekends and public holidays through the three digits Hotline Intervention of the Ministry for the purpose of first hand counselling, advice or intervention into family and child abuse/violence 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 290 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day	Rs 395 per day/night period

Risk Allowance

38.16 Presently officers of the Child Development Unit and Family Welfare and Protection Unit are, by nature of their work, exposed to very risky situations/environment and have to interact with persons suffering from contagious diseases. They are being 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. **We are maintaining this provision.**

Recommendation 4

38.17 **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.

SOCIAL WELFARE DIVISION

- 38.18 The Social Welfare Division directs and controls the operation of the social welfare centres through the formulation of social policies and programmes that are in line with the declared action of the Government.
- 38.19 Social Welfare Centres cater, among others, for the needs of all age-groups through the provision of services and through the organisation of information/educational/training and leisure/recreational activities.
- 38.20 The Social Welfare Division is headed by a Social Welfare Commissioner who is supported by a Deputy Social Welfare Commissioner and officers of the Social Welfare Officer cadre.

Senior Social Welfare Officer

Social Welfare Officer

- 38.21 A Qualification Bar (QB) is inserted in the salary scale of the grades of Senior Social Welfare Officer and Social Welfare Officer such that those possessing a Diploma in social work or an equivalent qualification be allowed to move incrementally beyond the QB in their respective salary scale.

Recommendation 5

- 38.22 We recommend that incumbents in the grades of Senior Social Welfare Officer and Social Welfare Officer possessing a Diploma in Social Work or an equivalent qualification be allowed to move incrementally beyond the Qualification Bar (QB) inserted in their salary scale.**

Home Economics Unit

- 38.23 The Home Economics Unit is a sub-section of the Social Welfare Division. It organises capacity building programmes, service delivery through Weight Management Clubs, Agricultural Clubs, and Health and Nutrition Clubs for the elderly and undertakes sensitisation campaigns through a network of around 150 centres spread over the whole island.
- 38.24 The aim is to empower women, school leavers/unemployed youth and the community at large, both socially and economically, with a view to promoting a healthy lifestyle and enhancing their quality of life.
- 38.25 Training programmes are free of costs and cover a wide range of domains such as Healthy Eating, Home Management, Child Development, Floral Design, Pastry and Dessert, Food Preservation and Processing, Home Decoration and Curtain Making.

- 38.26 Training facilities as well as necessary technical support and marketing facilities are also provided to potential women entrepreneurs.

Head, Home Economics Unit

formerly Home Economics Organiser/Senior Home Economics Organiser

- 38.27 The Home Economics Unit of the Ministry is presently headed by the Home Economics Organiser/Senior Home Economics Organiser and is supported by officers in the Home Economics cadre.
- 38.28 Incumbent in the grade of Home Economics Organiser/Senior Home Economics Organiser (HEO/SHEO) is required to, among others, advise in the formulation of the Home Economics Policy of the Ministry; plan, organise, supervise and co-ordinate the work of the Senior Home Economics Officers and Home Economics Officers; manage the various Home Economics programmes; carry out such surveys as are necessary for the elaboration of Home Economics Programmes for the benefit of the community; and co-ordinate and collaborate with other Ministries/Organisations/Sections on matters related to Home Economics.
- 38.29 Submissions have been made that there is need to restyle the grade of HEO/SHEO to an appropriate appellation in order to better reflect the duties and responsibilities of the grade. We are making appropriate provision to this effect.

Recommendation 6

- 38.30 We recommend that the grade of Home Economics Organiser/Senior Home Economics Organiser be restyled Head, Home Economics Unit.**

Scheme of Service

- 38.31 Presently, the post of Home Economics Organiser/Senior Home Economics Organiser is filled through open competition from candidates possessing a Degree in Home Economics or Home Science and reckoning at least three years' experience in administration/management/project management.
- 38.32 The Home Economics Officers and Senior Home Economics Officers provide operational support to the Home Economics Organiser/Senior Home Economics Organiser (now restyled Head, Home Economics Unit) and are much conversant with the activities in the Home Economics Unit.
- 38.33 In view thereof and for better work coordination, efficiency and effectiveness, Management has submitted that incumbents in the grades of Home Economics Officer and Senior Home Economics Officer possessing the required qualifications be given the opportunity to postulate for the post of Head, Home Economics Unit *formerly Home Economics Organiser/Senior Home Economics Organiser*.

38.34 We have examined this issue and are making appropriate recommendation.

Recommendation 7

38.35 We recommend that, in future, appointment to the grade of Head, Home Economics Unit formerly Home Economics Organiser/Senior Home Economics Organiser be made by selection from Home Economics Officers possessing a Degree in Home Economics or Home Science or an equivalent qualification reckoning at least six years' service in a substantive capacity in the grade and also from Senior Home Economics Officers possessing a Degree in Home Economics or Home Science or an equivalent qualification reckoning at least three years' service in a substantive capacity in the grade together with experience in administration/management/project management.

38.36 In the absence of qualified candidates in the above grades, recruitment should continue to be made by open competition from candidates possessing a Degree in Home Economics or Home Science and reckoning at least three years' experience in administration/management/project management.

Senior Home Economics Officers

38.37 Presently, Senior Home Economics Officers are appointed by promotion from Home Economics Officers whose entry qualification is a post 'A' level Diploma in Home Economics/Home Science/Food Science. It has been represented that the Senior Home Economics Officers possessing a degree in the relevant field are required to shoulder responsibilities at a higher level and be compensated adequately.

38.38 We are making provision for those Senior Home Economics Officers possessing the relevant degree or an equivalent qualification and who have reached their top salary, to proceed incrementally in the master salary scale.

Recommendation 8

38.39 We recommend that officers in the grade of Senior Home Economics Officer possessing a Degree in Home Economics or Home Science or Food Science or an equivalent qualification and who have reached the top of their salary scale, should be allowed to move incrementally by two increments to be read from the Master Salary Scale, provided they have:

- (i) drawn the top salary for a year; and**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Psychologist (Allowance for Clinical Duties)

- 38.40 Psychologists of the Ministry are required, *inter alia*, to provide psychological treatment to children and their families in respective Units of the Ministry. This include assessment of therapeutic needs and provision of psychotherapy and counselling.
- 38.41 Incumbent possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology are required, *inter alia*, to participate in the provision of clinical services, including psychometric assessments, and treatment services related to personal and emotional problems; social disabilities; family, marital and sexual problems; and health damages due to use of alcohol, drugs and habits. An allowance is paid for dispensing such services. We are maintaining this arrangement.

Recommendation 9

- 38.42 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 should continue to 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

- 38.43 Presently, “On-Call” and “In-Attendance” Allowances are paid to officers in several grades for the provision of an emergency service after office hours on a rotational basis and to attend to people in distress at nights, during weekends and on Public Holidays.
- 38.44 Management has submitted that the payment of an ‘On-Call’ Allowance be also extended to the grade of Care Worker.
- 38.45 We are making appropriate provision to this effect whilst revising the payment of “On-Call” and “In-Attendance” Allowances to the eligible officers.

Recommendation 10

- 38.46 We recommend that officers of the Ministry 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
Psychologist	Weekdays 1600 hours to 0900 hours the following day	Rs 290 daily	Rs 145 per hour of attendance up to a maximum of Rs 580 per day/night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 435 daily	Rs 145 per hour of attendance up to a maximum of Rs 870 per day/night period.
Coordinator	Weekdays 1600 hours to 0900 hours the following day	Rs 245 daily	***
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 365 daily	***
Senior Family Welfare and Protection Officer Senior Child Welfare Officer (Personal)	Weekdays 1600 hours to 0900 hours the following day	Rs 155 daily	
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 235 daily	***
Inspector of Police Police Sergeant Police Constable Child Welfare Officer(Personal) Nursing Officer Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 155 daily	Rs 75 per hour of attendance up to a maximum of Rs 465 per day/night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 235 daily	Rs 75 per hour of attendance up to a maximum of Rs 600 per day/night period.

Grade	Period	“On-Call” Allowance Rs	“In-Attendance” during On Call Rs/hour
Care Worker	Weekdays 1600 hours to 0900 hours the following day	Rs 120 daily	Rs 60 per hour of attendance up to a maximum of Rs 360 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. .
Driver	Weekdays 1645 hours to 0745 hours the following day	Rs 100 daily	***
	Saturdays, Sundays and Public Holidays 0745 hours to 0745 hours the following day	Rs 150 daily	
	*** Overtime at the rates in force for attendance outside normal working hours.		

**MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT,
AND FAMILY WELFARE**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 94	Rs 114000 Permanent Secretary
23 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Co-ordinator Family Counselling Officer
19 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Psychologist

Salary Code	Salary Scale and Grade
23 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Family Welfare and Protection Officer
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Family Welfare and Protection Officer
23 27 55	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Family Welfare and Protection Officer
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman (Personal)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker(Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
GENDER UNIT	
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Gender Unit
23 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Gender and Development Officer

Salary Code	Salary Scale and Grade
HOME ECONOMICS UNIT	
23 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Head, Home Economics Unit <i>formerly Home Economics Organiser/Senior Home Economics Organiser</i>
23 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Home Economics Officer
23 27 55	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Home Economics Officer
06 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Instructor (Personal)
CHILD DEVELOPMENT UNIT	
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Child Development Unit
23 19 49	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Child Welfare Officer (Personal)
23 12 43	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Care Worker
PLANNING AND RESEARCH UNIT	
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Planning and Research Unit

Salary Code	Salary Scale and Grade
23 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Research Officer FAMILY WELFARE AND PROTECTION UNIT
23 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Head, Family Welfare and Protection Unit SOCIAL WELFARE DIVISION
23 74 79	Rs 59400 x 1800 – 68400 Social Welfare Commissioner
23 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Deputy Social Welfare Commissioner
23 48 61	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Social Welfare Officer
23 39 57	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 34200 Senior Social Welfare Officer
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Social Welfare Officer

39. MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

- 39.1 The Ministry of Civil Service and Administrative Reforms (MCSAR) has the responsibility for the conduct of business of government including the administration of all departments in respect of subjects which relate to the size of establishments, salaries and wages, conditions of service and staff relations. It is also responsible for Training, Administrative Reforms and Welfare of public officers; and for the appointment, training and posting of officers of the Human Resource Management, General Services, Safety and Health and the Office Care Attendant cadres.
- 39.2 The objectives of the MCSAR, to enable it to deliver on its mandate, are to, *inter alia*, modernise the public service; make optimum use of the human resources; dispense training to public officers to upgrade their skills and knowledge; and promote ethics and core values in the public sector.
- 39.3 The mission of the Ministry is to instill a culture of excellence by being a driver and facilitator of change and innovation for the Civil Service; spearheading administrative reforms to enable the delivery of timely and quality services to the public; and facilitating the continuous professional development and growth of human resources in the Civil Service. The overall vision of the MCSAR is to have a professional public service committed to excellence.
- 39.4 The MCSAR carries its operations under five different functional divisions/units with a view to achieving its objectives, namely: Administrative Reforms Division, Human Resource Management Unit, Human Resource Development Division, Civil Service Policy and Management Unit, and Employment Relations and Uniforms Unit. The Ministry also operates the Civil Service Library for the benefit of all public officers.
- 39.5 The Senior Chief Executive is the Responsible and Accounting Officer of the MCSAR. He is assisted in his tasks by officers of the Administrative, Human Resource Management, General Services, Safety and Health and the Office Care Attendant cadres.
- 39.6 In the 2008 PRB Report, we re-engineered the Human Resource Management (HRM) cadre and the General Services cadres with a set of recommendations. However, the High Powered Committee reviewed and deferred a few recommendations that could not be implemented, mainly regarding qualifications' requirements, for grades of the HRM cadre and the General Services cadres to ease the implementation process. In the context of this Report, we have examined the whole issue and are making new recommendations.
- 39.7 After wide consultations and discussions, consensus was reached with stakeholders on certain issues to further layering the organisation structures of the Human Resource Management, Executive, Clerical,

Secretarial and Office Care Attendant cadres, in line with the present trend of modern and dynamic organisations. We are also restyling the grades of Officer and Senior Officer to more appropriate appellations and making recommendations to render the new structure in the General Services more effective.

HUMAN RESOURCE MANAGEMENT CADRE

- 39.8 The Human Resource Management (HRM) cadre operates under the Human Resource Management Unit of the MCSAR. This Unit is responsible for the management of the HRM cadre which comprises around 250 officers posted in different Ministries/Departments. The activities of this Unit are to assist in the formulation of HRM policies, implement best Human Resource practices, process schemes of service for all grades in the public sector, tender advice on organisation structures and organisation designs, prepare the Civil Establishment Order, update the Human Resource Management Manual and provide guidance and support for the implementation of Performance Management System (PMS) in the public sector, among others.
- 39.9 The HRM cadre underwent a re-engineering exercise in the context of the last Report. Presently, it comprises the following grades:- Human Resource Officer; Senior Human Resource Officer; Human Resource Management Officer; Assistant Manager, Human Resources; Manager, Human Resources; Deputy Director, Human Resource Management; and Director, Human Resource Management.
- 39.10 Both the MCSAR and the staff side have submitted that the structure of the cadre may further be reviewed. We have examined the submissions and although it is in line with our general policy to favour lean structures that lead towards improvement of service delivery, it would be more appropriate to proceed cautiously and recommend mergers only where there are strong reasons to do so due to overlapping and similarity of duties and responsibilities, among others.

Human Resource Officer

Senior Human Resource Officer

- 39.11 The first two levels of the HRM cadre comprises the grades of Human Resource Officer and Senior Human Resource Officer. We have scrutinized the schemes of service and the Job Description Questionnaires of these two grades and found that there is considerable overlapping and similarity of duties in both grades. We also consider that a merger of these two grades would allow greater flexibility in postings and favour operational efficiency.

Recommendation 1

- 39.12** We recommend that the grades of Human Resource Officer and Senior Human Resource Officer should be merged and restyled Human Resource Officer/Senior Human Resource Officer.
- 39.13** In future, the grade of Human Resource Officer/Senior Human Resource Officer should be filled by selection from among officers holding a substantive appointment in the grades of Office Superintendent, Office Management Executive, Higher Executive Officer, Office Management Assistant, General Services Executive *formerly Senior Officer*, and Executive Officer reckoning at least four years' service in the grade or an aggregate of at least four years' service in the grades of General Services Executive *formerly Senior Officer and Executive Officer*.
- 39.14** We also recommend that progression beyond the QB in the salary scale for the grade of Human Resource Officer/Senior Human Resource Officer should be subject to the officer possessing a Diploma in HRM.
- 39.15** We further recommend that incumbents in the merged grade of Human Resource Officer/Senior Human Resource Officer possessing the Diploma in Human Resource Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided that they have:
- (a) drawn the top salary for a year; and
 - (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Assistant Manager, Human Resources

- 39.16** Appointment to the grade of Assistant Manager, Human Resources is presently made by promotion, on the basis of experience and merit, of officers in the grade of Senior Human Resource Officer who reckon at least four years' service in a substantive capacity in the grade. In line with the provision made in the 2008 PRB Report, appointment to the grade would as from 01 July 2013, be on the basis of experience and merit of officers in the grade of Senior Human Resource Officer possessing a Degree in HRM and reckoning at least four years' service in a substantive capacity in the grade. We are maintaining the existing provision.
- 39.17** However, with the merger of the levels of Human Resource Officer and Senior Human Resource Officer, there is need to amend the mode of appointment to the grade of Assistant Manager, Human Resources.

Recommendation 2

- 39.18** We recommend that, as from 01 July 2013, appointment to the grade of Assistant Manager, Human Resources should be made by promotion, on the basis of experience and merit, of officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Degree in HRM and reckoning at least four years' service in a substantive capacity in the grade.
- 39.19** We also recommend that progression beyond the QB in the salary scale for the grade of Assistant Manager, Human Resources should be subject to the officer possessing the Degree in HRM.

Manager, Human Resources

- 39.20** In our last Report, we recommended that the grade of Manager, Human Resources 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. This change in mode of appointment became a subject matter of dispute and eventually a court case. Following requests made by the unions for an out of court settlement, the MCSAR referred the matter to the High Powered Committee which gave its approval for the filling of vacancies in the grade of Manager, Human Resources up to 31 December 2012 on the basis of the scheme of service in force as at 30 June 2008. Given that the High Powered Committee's decision is time-barred, we are addressing the issue concerning the mode of appointment to the grade of Manager, Human Resources by making appropriate provision to this effect.

Recommendation 3

- 39.21** We recommend that, in future, appointment to the grade of Manager, Human Resources should be made by promotion, on the basis of experience and merit of incumbents in the grade of Assistant Manager, Human Resources reckoning at least three years' experience in a substantive capacity in the grade and who 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.

Human Resource Management Officer (Personal)

- 39.22** At present, incumbents in the grade of Human Resource Management Officer (Personal) mainly have the responsibility for specific assignments of the Ministry. With the new structure of the HRM cadre, the need for another professional grade for the performance of human resource duties at the MCSAR is no longer felt. The MCSAR has, accordingly, submitted that the scheme of service for the grade of Human Resource Management Officer (Personal) be enlarged and enriched such that incumbents can fulfill the

functions of Manager, Human Resources as well, and that the grade of Deputy Director, Human Resource Management be also opened to them for career progression.

Recommendation 4

- 39.23 We recommend that the scheme of service for the grade of Human Resource Management Officer (Personal) should be reviewed to include all the duties performed by the grade of Manager, Human Resources. This element has been taken into consideration in arriving at the salary recommended for the grade.**

Deputy Director, Human Resource Management

- 39.24 At present, the grade of Deputy Director, Human Resource Management is filled by selection from among officers in the grade of Manager, Human Resources reckoning at least three years' service in a substantive capacity in the grade. We are reviewing the mode of appointment of this grade to provide for a career path to incumbents in the grade of Human Resource Management Officer (Personal).

Recommendation 5

- 39.25 We recommend that, in future, appointment to the grade of Deputy Director, Human Resource Management should be made by selection from among officers in the grades of Manager, Human Resources and Human Resource Management Officer (Personal) reckoning at least three years' service in a substantive capacity in their respective grades.**

CLERICAL AND EXECUTIVE CADRES

- 39.26 The Clerical and Executive cadres comprise the polyvalent grades of Officer, Senior Officer and Office Management Executive. These grades were created, in our last Report, to enable the clustering of a variety of tasks encompassing clerical, word processing, executive, finance, stores and supervisory duties. Incumbents in the Word Processing Operator cadre possessing the required qualifications, Clerical Officer/Higher Clerical Officer cadre and Executive cadre were given the option to join the new structure at appropriate levels.
- 39.27 The grades in the former Word Processing Operator cadre, Clerical Officer/Higher Clerical Officer cadre and Executive cadre were maintained side by side with the new structure for various reasons and until the new structure would be fully operational.
- 39.28 During consultations in the context of this review exercise, we were informed by the MCSAR that besides those officers who do not possess the prescribed qualifications to join the new structure, there are also some officers, who though possessing the prescribed qualifications, did not opt to join the

respective new grades in the new structure for various reasons/circumstances. This has resulted in a multiplicity of grades in the General Services which is impeding the process of improving service delivery and not bringing the desired benefits of delayering. We are, therefore, giving a fresh opportunity to those qualified officers to join the new structure.

- 39.29 We are also re-inforcing the present structure with the creation of an additional level and restyling the grades of Officer and Senior Officer to more appropriate appellations.

Officer

Senior Officer

- 39.30 The two polyvalent grades of Officer and Senior Officer were created in the last PRB Report with new profiles and sets of duties. Transitional provisions were also made for incumbents in grades performing more or less similar duties, partly or fully, to join the new polyvalent grades. Although implementation of our recommendations regarding these two grades has been steady, there has, however, been almost unanimous representations from all stakeholders regarding the job appellations. While some contend that the appellations are vague, others claim that they lead to confusion and have often been subject to misinterpretation or misunderstanding especially during meetings and even in official correspondence. Many officers sampled to write their Job Description Questionnaires in these two grades have vented that the job appellations do not reflect the general office duties they perform. The Bureau has looked at the appellations again and, with a view to reaching a consensus and avoiding conflict with other existing grades in the present structure of the Civil Service, we have taken into account all suggestions and examined several alternatives to work out appropriate appellations which we are recommending.

Recommendation 6

- 39.31 We recommend that the grades of Officer and Senior Officer be restyled General Services Officer and General Services Executive respectively.**

- 39.32 In our last Report, incumbents in the following grades, satisfying the qualifications' criteria were given the option to join the grade of Officer now restyled General Services Officer: (i) Clerical Officer/Higher Clerical Officer; (ii) Special Clerical Officer; (iii) Word Processing Operator; and (iv) Senior Word Processing Operator. We are giving a fresh opportunity to those officers who did not opt to join the new structure.

- 39.33 Similarly, incumbents in the grade of Executive Officer were given the option to join the grade of Senior Officer now restyled General Services Executive but a few of them did not opt. We are giving these officers another opportunity to join the new structure.

39.34 Additionally, with the setting up and implementation of the new structure and the listing for abolition of the grades of Clerical Officer/ Higher Clerical Officer, Special Clerical Officer and Office Supervisor of the General Services; the grades of Executive Officer and Higher Executive Officer need to be phased out in future. We are also giving another opportunity to the incumbent in the grade of Office Superintendent (Personal) to join the new structure as in our last Report.

Recommendation 7

39.35 We recommend that incumbents in the grades of (i) Clerical Officer/Higher Clerical Officer; (ii) Special Clerical Officer; (iii) Word Processing Operator; and (iv) Senior Word Processing Operator satisfying the qualifications' criteria should be given another opportunity to opt to join the grade of Officer now restyled General Services Officer

(a) on 01 July 2013 for Clerical Officer/Higher Clerical Officer and Special Clerical Officer; and

(b) on 01 August 2013 for Word Processing Operator and Senior Word Processing Operator

and on joining, be granted one additional increment subject to the top salary of the grade. Special Clerical Officers and Senior Word Processing Operators who would reach the revised top salary of their scale on 01 January 2013, on joining the grade of Officer now restyled General Services Officer, should be granted one additional increment to be read from the Master Salary Scale.

39.36 We also recommend that the grades of Clerical Officer/Higher Clerical Officer; Special Clerical Officer and Office Supervisor be made evanescent. We have provided a personal salary for incumbents in post.

Recommendation 8

39.37 We recommend that incumbents in the grade of Executive Officer should be given another opportunity to opt to join the grade of Senior Officer now restyled General Services Executive and, on joining, be granted one additional increment. Executive Officers in post as at 31 December 2012 who opt to join the grade of Senior Officer now restyled General Services Executive, as well as Senior Officers now restyled General Services Executives, on having

(a) drawn the top salary for a year; and

(b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and not been adversely reported upon on ground of conduct

should be allowed to move incrementally up to salary point Rs 30300 in the Master Salary Scale. For the implementation of the provision of paragraph 39.46, this salary point should be deemed to be the new top salary of these incumbents.

Recommendation 9

39.38 We recommend that the incumbent in the grade of Office Superintendent should also be given another opportunity to opt to join the grade of Office Management Executive and on joining be granted one additional increment.

Office Management Assistant (New Grade)

Recommendation 10

39.39 We recommend the creation of a grade of Office Management Assistant. Appointment to the new grade should be made by promotion, on the basis of experience and merit, of officers in the grade of General Services Executive *formerly Senior Officer* who reckon at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grades of General Services Executive *formerly Senior Officer* and Executive Officer.

39.40 Incumbent would be required to, *inter-alia*, perform duties requiring an adequate knowledge of specialised functions, a good understanding of policies and the conduct of business of a Ministry/Department; ensure maintenance and repairs of all physical assets, equipment, space and materials; organise transport for official purposes; ensure that the inventory of physical assets, equipment and materials is regularly updated; assist in the organisation of official functions and welfare activities; and act as secretary to committees and meetings.

Office Management Executive

39.41 With the creation of the grade of Office Management Assistant, there is need to bring consequential changes to the scheme of service for the grade of Office Management Executive.

Recommendation 11

39.42 We recommend that, henceforth, appointment to the grade of Office Management Executive should be by selection from among officers in the grades of (i) Office Superintendent; (ii) Office Management Assistant, Higher Executive Officer, and Executive Officer who reckon at least 15 years' service in a substantive capacity in the grade; and (iii) General Services Executive *formerly Senior Officer* who reckon at least 15 years' service in a substantive capacity in the grade or an aggregate of at least 15 years' service in a substantive capacity in the

grades of General Services Executive *formerly Senior Officer and Executive Officer.*

Additional Provision

39.43 The Ministry of Civil Service and Administrative Reforms should continue to mount and run appropriate training programmes for incumbents in the grade of Officer now restyled General Services Officer to render them multi-skilled and polyvalent.

Award Course in Office Management

39.44 Executive Officers and General Services Executives *formerly Senior Officers* are sponsored to follow the Award Course in Office Management which is work related for these grades. Provision exists for these incumbents, on reaching the top salary, to move incrementally in the Master Salary Scale on completion of the course and subject to performance criteria. This course is organised by the MCSAR in collaboration with the University of Technology, Mauritius and it runs over a period of one semester. We are maintaining the present provision. However, the MCSAR may seek the collaboration of any other relevant institution, including the Civil Service College, to organise the course.

Recommendation 12

39.45 We recommend that Executive Officers who have successfully completed the Award Course in Office Management be allowed to proceed incrementally up to salary point Rs 27750 in the Master Salary Scale provided they have:

- (a) drawn the top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceeding two years and not been adversely reported upon on ground of conduct.

39.46 We also recommend that General Services Executives *formerly Executive Officers and Senior Officers* who have successfully completed the Award Course in Office Management be allowed to proceed incrementally up to a maximum of two increments in the Master Salary Scale provided they have:

- (a) drawn the top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceeding two years and not been adversely reported upon on ground of conduct.

Advanced Course in Effective Office Management and Supervision

39.47 The MCSAR; in collaboration with the University of Technology, Mauritius; also organises the Advanced Course in Effective Office Management and Supervision for Higher Executive Officers. This course runs over a period of two semesters. On successful completion of the course, Higher Executive Officers are allowed to move incrementally up to salary point Rs 29000 in the Master Salary Scale subject to performance criteria. We are maintaining the present provision and extending same to the new grade of Office Management Assistant. However, the MCSAR may seek the collaboration of any other relevant institution, including the Civil Service College, to organise the course.

Recommendation 13

39.48 **We recommend that Office Management Assistants also should follow the Advanced Course in Effective Office Management and Supervision. Office Management Assistants and Higher Executive Officers who have successfully completed the Advanced Course in Effective Office Management and Supervision should be allowed to proceed incrementally by three salary points in the Master Salary Scale provided they have:**

- (a) drawn the top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceeding two years and not been adversely reported upon on ground of conduct.

39.49 **We additionally recommend that Office Management Assistants and Higher Executive Officers who have successfully completed the Advanced Course in Effective Office Management and Supervision and who have attained compulsory retirement age before reaching the top salary of their scale, should be granted one additional increment at the point reached at the time of retirement and this new salary point be used for the computation of their pensionable emoluments.**

SECRETARIAL CADRE

Word Processing Operator

Senior Word Processing Operator

39.50 The first two levels of the Secretarial cadre comprises the grades of Word Processing Operator and Senior Word Processing Operator which generally provide word processing services in almost all Ministries and Departments. Although it is expected that eventually the polyvalent grade of General Services Officer *formerly Officer* would take over the whole word processing duties, these two grades have been maintained side by side with the three

level structure in the general services to enable a smooth transition towards delayering.

39.51 Representations have been made from the staff side of the Word Processing Operator cadre that the opportunity to join the grade of General Services Officer *formerly Officer* should be extended to them as has been the case for incumbents in the grade of Clerical Officer/Higher Clerical Officer though not possessing the prescribed qualifications but reckoning a certain number of years of service in the grade. These officers claim that besides word processing duties they also perform simple clerical duties and have gained experience in the performance of general office duties. The MCSAR, on the other hand, is of the view that incumbents in the Word Processing Operator cadre, with the long years of effective service, would be able to perform the duties of the grade of General Services Officer *formerly Officer* after they have been given the appropriate training. With a view to advancing further towards the implementation of promoting the policy of having delayed structures comprising multi-skilled and polyvalent grades for improved service delivery, we are making appropriate recommendations.

Recommendation 14

39.52 **We recommend that:**

- (i) **the MCSAR, in collaboration with the relevant institution, mounts an appropriate Award Course for Word Processing Operators and Senior Word Processing Operators to better equip them to perform the duties of General Services Officer *formerly Officer*;**
- (ii) **Word Processing Operators and Senior Word Processing Operators be provided with the option to follow the Award Course;**
- (iii) **Word Processing Operators and Senior Word Processing Operators who have successfully completed the Award Course be allowed to join the grade of General Services Officer *formerly Officer* and be granted one increment on joining the grade; and**
- (iv) **Senior Word Processing Operators who have reached the revised top salary of their scale on 01 January 2013, on joining the grade of General Services Officer *formerly Officer*, should be granted one additional increment to be read from the Master Salary Scale.**

39.53 **We also recommend that the grades of Word Processing Operator and Senior Word Processing Operator should be phased out.**

Confidential Secretary

39.54 Following the creation of the new structure for the Clerical and Executive cadres in our last Report and the provisions made for the Word Processing Operator cadre in this Report, there is need to make relevant amendments to the mode of recruitment for the grade of Confidential Secretary. We are making appropriate recommendations to this effect.

Recommendation 15

39.55 We recommend that appointment to the grade of Confidential Secretary, up to 30 June 2013, should continue to be made by selection from among officers of the Word Processing Operator cadre, reckoning at least 15 years' service and who opt not to join the new structure.

39.56 We also recommend that, as from 01 July 2013 and when all officers of the Word Processing Operator cadre have been given the opportunity to opt to follow the Award Course and subsequently allowed to join the grade of General Services Officer *formerly Officer*, the grade of Confidential Secretary should, thereafter, be filled by selection from among incumbents in the grades of Word Processing Operator cadre satisfying the qualifications' requirement on the basis of the scheme of service as at 30 June 2013; and from General Services Officer *formerly Officer* and General Services Executive *formerly Executive Officer and Senior Officer* who possess a certificate in Word Processing from a recognised institution or the Internet and Computing Course Certification (IC3) or an equivalent IT Certificate and reckon at least 15 years' service.

Advanced Secretarial Course

39.57 The MCSAR; in collaboration with the University of Technology, Mauritius; organises the Advanced Secretarial Course for Confidential Secretaries. This course runs over a period of one semester and on successful completion of the course, Confidential Secretaries are allowed to move incrementally by one additional salary point in the Master Salary Scale after drawing the top salary for a year.

39.58 Representations have been made by incumbents in the grade regarding the inadequacy of this incentive as compared to other grades following more or less similar courses. We have re-examined the issue and after careful study we are bringing improvement to the existing provision. As for organising the course, the MCSAR may, in future, seek the collaboration of any other relevant institution, including the Civil Service College.

Recommendation 16

39.59 We recommend that Confidential Secretaries who have successfully completed the Advanced Secretarial Course be allowed, on reaching the

top salary point of the salary scale, to move incrementally by two salary points in the Master Salary Scale provided they have:

- (a) drawn the top salary for a year; and
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and not been adversely reported upon on ground of conduct.

39.60 We additionally recommend that Confidential Secretaries who have successfully completed the Advanced Secretarial Course and who have attained compulsory retirement age before reaching the top salary of their scale, should be granted an additional increment at the point reached and this new salary point be used for the computation of their pensionable emoluments.

Ad hoc Allowances to Confidential Secretaries

39.61 Confidential Secretaries posted to serve at the office of Ministers, Private Parliamentary Secretaries, Supervising Officers of the level of Permanent Secretary and above and at the Cabinet's Office who regularly work over and above normal working hours are paid an *ad hoc* allowance as determined by the MCSAR. We are maintaining this provision.

Recommendation 17

39.62 We recommend that, subject to the approval of the MCSAR, Confidential Secretaries posted to serve at the office of Ministers, Private Parliamentary Secretaries, Supervising Officers of the level of Permanent Secretary and above and at the Cabinet's Office who regularly work over and above normal working hours should continue to be paid an *ad hoc* allowance as determined by the MCSAR.

39.63 There are also a few Confidential Secretaries who on account of their postings are required, in addition to their normal duties, to perform general administrative work, manage the office and work in strenuous and stressful conditions. A special provision was made in our last Report for the grant of a Responsibility Allowance to these officers, in addition to the *ad hoc* allowance. We are maintaining the present provision.

Recommendation 18

39.64 We recommend that the High Powered Committee continues to look into the advisability of the payment of a Responsibility Allowance to incumbents performing the duties of Confidential Secretary and posted to the office of Ministers, Private Parliamentary Secretaries and Senior Chief Executives and above.

- 39.65** We also recommend that the Responsibility Allowance mentioned above be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, provided that incumbents have
- (i)** performed in that position for a continuous period of five years;
 - (ii)** 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)** reached the age of 55 years at the time of retirement/change in posting.

Recommendation 19

- 39.66** We further recommend that Confidential Secretaries who are aged 50 years or more; reckon at least 22 years' service; and have reached the top of the salary scale of the grade; should be eligible, only once, for the purchase of a 70% duty exempted car of up to 1400 cc on the same terms and conditions as at paragraph 18.2.19 (No. 4) and 18.2.46, except for deferred renewal and car allowance and subject to the provisions at paragraph 18.2.22 of the 2013 PRB Report Volume 1.

- 39.67** For better utilisation of human resources, Confidential Secretaries are allocated on a need basis or alternatively they are attached to a pool of officers as decided by the Supervising Officer with the approval of the MCSAR. The present arrangement is being maintained.

Recommendation 20

- 39.68** We recommend that:
- (a)** Principal Assistant Secretaries and officers in grades above this level should continue, by virtue of their duties, to be provided with the services of a Confidential Secretary; and
 - (b)** other officers holding office at the level of Principal Assistant Secretary should be provided with the services of a Confidential Secretary on a needs 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 MCSAR.

Shorthand Proficiency

- 39.69** Incremental Credits for proficiency in shorthand are presently being granted to Word Processing Operators. We are maintaining the same provision for this grade.

Recommendation 21

- 39.70 We recommend that Incremental Credits should continue to be granted to Word Processing Operators with proficiency in shorthand as follows:-**
- (i) 80 words per minute – one increment;**
 - (ii) 100 words per minute – one increment, subject to one increment having been granted previously for 80 words per minute, otherwise two increments;**
 - (iii) 120 words per minute – one additional increment, subject to two increments having been granted for 100 words per minute, otherwise a maximum of three increments in all.**

Special Allowances

- 39.71** Currently, an allowance is paid to incumbents, in grades other than Shorthand Writer, servicing Commission of Enquiry and for other similar tasks for taking notes of proceedings in shorthand and for transcribing same in longhand. The quantum of this allowance is being revised.

Recommendation 22

- 39.72 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 4.30 per folio of 90 words for taking notes of proceedings in shorthand and Rs 2.55 per folio of 90 words for transcribing the shorthand notes in longhand.**
- 39.73** Higher Executive Officers working in Departments where there is neither an Assistant Secretary nor an Office Superintendent or Office Management Executive posted, have to perform certain additional duties against payment of a monthly allowance. We are maintaining this provision with a revision of the quantum of the allowance.

Recommendation 23

- 39.74 We recommend that in Departments where neither an Assistant Secretary nor an Office Superintendent or 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 1500.**

Cashier Duties

39.75 Clerical Officers/Higher Clerical Officers and General Services Officers *formerly Officers* posted at the Accountant General's Division are paid a daily allowance of Rs 30 to provide assistance to the Cashier at the District Cash Office and the Chief Cashier's Office. Similarly, Clerical Officers/Higher Clerical Officers and General Services Officers *formerly Officers* replacing the full-time District Cashier and Treasury Receiving Cashier are paid a daily allowance of Rs 90, subject to a maximum of Rs 2000 a month. The allowance of Rs 90 daily has also been extended to officers of the same grades of other Ministries and Departments who are required to perform cashier duties. We are maintaining the different allowances and revising the quantum. However, this allowance should gradually be phased out with the implementation of the new structure in the General Services.

Recommendation 24

39.76 We recommend that the allowance payable to Clerical Officers/Higher Clerical Officers and General Services Officers *formerly Officers* posted at the Accountant-General's Division be revised as follows:-

- (i) Rs 35 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office; and**
- (ii) Rs 100 per day subject to a maximum of Rs 2200 for Clerical Officers/Higher Clerical Officers and a maximum of Rs 1980 for General Services Officers *formerly Officers* a month for replacing full time District Cashier and Treasury Receiving Cashier.**

39.77 We also recommend that the above provision be extended to employees in the grades of Clerical Officer/Higher Clerical Officer, General Services Officer *formerly Officer* and Agricultural Clerk of other Ministries and Departments who are required to perform cashier duties.

OCCUPATIONAL SAFETY AND HEALTH UNIT

39.78 The primary objective of the Occupational Safety and Health (OSH) Unit is to ensure that the State, as an employer, complies with the provisions of the Occupational Safety and Health Act 2005. It aims at promoting a Safety and Health Culture within the public service through an effective Occupational Safety and Health Management System.

39.79 The main activities of the Unit are, among others, to carry out inspections and follow up visits in Ministries/Departments; attend to complaints made by public officers/unions; investigate on occupational accidents/injuries to prevent recurrence; conduct training programmes on Occupational Safety and Health at work place for public officers; issue guidelines on occupational safety,

health and welfare; advise on Personal Protective Equipment and to provide online advisory service on Safety and Health matters.

39.80 The Head, Safety and Health Unit is responsible for the management of the OSH Unit and he is assisted in his tasks by officers in the grades of Principal Safety and Health Officer, Safety and Health Officer/Senior Safety and Health Officer and those of the General Service.

39.81 The present organisational set up of the Unit is appropriate. We are, however, restyling the grade of Head, Safety and Health Unit and allowing officers possessing a degree in the relevant field and performing at a higher level to move incrementally in the Master Salary Scale.

Recommendation 25

39.82 **We recommend that:**

- (i) **the grade of Head, Safety and Health Unit be restyled Director, Safety and Health Unit; and**
- (ii) **in future, promotion to the grade of Director, Safety and Health Unit *formerly 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 possessing a Degree in Occupational Safety and Health or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the grade.**

39.83 In line with the policy to compensate officers for additional relevant qualification, we are providing for movement in the Master Salary Scale for officers in the grade of Principal Safety and Health Officer, subject to performance criteria.

Recommendation 26

39.84 **Officers in the grade of Principal Safety and Health Officer, already in post as at 31 December 2012, possessing a Degree in Occupational Safety and Health or an equivalent qualification and who have drawn the top salary of the grade for a year; have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct, should be allowed to move incrementally up to salary point of Rs 44100 in the Master Salary Scale.**

39.85 In line with what has been recommended for the grade of Principal Safety and Health Officer, we are equally making provision for officers in the grade of Safety and Health Officer/Senior Safety and Health Officer to allow movement in the Master Salary Scale, subject to performance criteria.

Recommendation 27

39.86 We recommend that Officers in the grade of Safety and Health Officer/ Senior Safety and Health Officer, already in post as at 31 December 2012, possessing a Degree in Occupational Safety and Health or an equivalent qualification and who have drawn the top salary of the grade for a year; have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct, should be allowed to move incrementally up to salary point of 38100 in the Master Salary Scale.

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 00 96	Rs 144000 Senior Chief Executive
02 00 94	Rs 114000 Permanent Secretary
02 00 86	Rs 87000 Director, Civil Service College
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Coordinator, Civil Service College <i>formerly Coordinator</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Trainer
08 74 82	Rs 59400 x 1800 – 68400 x 2400 – 75600 Director, Human Resource Management
08 74 81	Rs 59400 x 1800 – 68400 x 2400 – 73200 Director (Planning)

Salary Code	Salary Scale and Grade
08 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Assistant Director (Planning)
08 45 67	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Management and Human Resources)
08 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Deputy Director, Human Resource Management
08 59 71	Rs 36600 x 1500 – 54600 Manager, Human Resources
08 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager, Human Resources
08 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Human Resource Officer/ Senior Human Resource Officer <i>formerly Human Resource Officer</i> <i>Senior Human Resource Officer</i>
08 45 71	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Human Resource Management Officer (Personal)
18 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Director, Safety and Health Unit <i>formerly Head, Safety and Health Unit</i>
18 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Safety and Health Officer
18 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Safety and Health Officer/Senior Safety and Health Officer

Salary Code	Salary Scale and Grade
08 45 64	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Office Management Executive
08 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Office Superintendent (Personal)
08 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Office Management Assistant (New Grade)
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer
08 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Office Supervisor(Personal)
08 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 General Services Executive <i>formerly Senior Officer</i>
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer
08 27 48	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Special Clerical Officer (Personal)
08 16 48	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 General Services Officer <i>formerly Officer</i>
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)

Salary Code	Salary Scale and Grade
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Shorthand Writer
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Shorthand Writer
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
08 25 48	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Word Processing Operator
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
05 45 62	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Library and Documentation Officer
05 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Library and Documentation Officer
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Library Clerk
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Office Care Attendant

Salary Code	Salary Scale and Grade
24 08 33	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Office Care Attendant/Senior Office Care Attendant <i>formerly Office Care Attendant</i> <i>Senior Office Care Attendant</i>
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

40. WORKMEN'S GROUP

- 40.1 The unskilled, semi-skilled and skilled employees and the incumbents in their corresponding supervisory grades are grouped into two broad occupational classification: the Workmen's Group - General and the Workmen's Group – Tradesman. Those in Workmen's Group – General are engaged in or are directly associated with work of a routine nature whereas the Workmen's Group – Tradesman comprises employees who have acquired long years of experience and undergone trade test in their respective trade to be able to perform various activities related to their trade.
- 40.2 In view of the large number of grades in these groups and their wide dispersion across the public sector, it is not 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, in this chapter we deal with the salient issues concerning this important group.
- 40.3 The recommendations made in respect of grades falling in this group have been made after careful consideration of submissions made by staff and management of different ministries, our own findings, and survey results.

WORKMEN'S GROUP – GENERAL

- 40.4 Employees in this particular group can broadly be classified into two categories – unskilled and semi-skilled. There are some 150 grades in the Workmen's Group - General. This group represents a sizeable proportion of the total labour force in the public sector. Workers in this group perform manual tasks of a simple and routine nature requiring primarily physical effort. They need to be literate and require little or no work experience.

GENERAL RECOMMENDATIONS

Handy Worker

Handy Worker (Special Class)

- 40.5 In our previous Reports, we recommended the creation of the polyvalent grades of Handy Worker and Handy Worker (Special Class) on the establishment of Ministries/Departments on the basis of operational needs to allow employees in the grades of **Caretaker, Cloakroom Attendant, Filterman (Rodrigues), Gateman, Helper, Local Government Drainman, Lorry Loader, Sanitary Attendant and Tobacco Grader** to join the grade of Handy Worker. We also made provision for employees in the grades of **Liftman, Local Government Groundsman, Local Government Roadmender, Rodent Control Attendant and Sprayerman** to join the grade of Handy Worker (Special Class).

- 40.6 The above recommendation has not been implemented in *toto* and the desired effect of the reduction in the number of grades performing similar duties with different appellations and optimal use of resources has not been achieved. We are, therefore, making fresh recommendations.

Recommendation 1

- 40.7 **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 requirement so warrants.**

Recommendation 2

- 40.8 **We recommend that employees in the grades mentioned at paragraph 40.5 above should be granted one additional increment on conversion while joining the grades of Handy Worker and Handy Worker (Special Class) respectively, subject to the maximum salary of the grades.**
- 40.9 **We also recommend that the following grades: Caretaker, Cloakroom Attendant, Filterman (Rodrigues), Gateman, Helper, Local Government Drainman, Lorry Loader, Sanitary Attendant and Tobacco Grader should gradually be made evanescent.**
- 40.10 **We further recommend that the following grades: Liftman, Local Government Groundsman, Local Government Roadmender, Rodent Control Attendant and Sprayerman should gradually be made evanescent.**

SPECIFIC RECOMMENDATIONS

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Office Care Attendant Cadre

- 40.11 The Office Care Attendant cadre comprises the grades of Office Care Attendant, Senior Office Care Attendant and Head Office Care Attendant. Both Management and the Unions have made representations that the grades of Office Care Attendant and Senior Office Care Attendant be merged.
- 40.12 We have examined the submissions, the job descriptions and the schemes of service and on basis of findings which revealed excessive overlapping of duties and minimal supervision from the higher grade, and coupled with our policy to promote lean structures, we are agreeable to the merging of the grades.

Recommendation 3

40.13 We recommend that the grades of Office Care Attendant and Senior Office Care Attendant be merged and restyled Office Care Attendant/Senior Office Care Attendant.

40.14 We further recommend that:

- (i) in Ministries/Departments where there is no Head Office Care Attendant on the establishment of an organisation, the most senior Office Care Attendant/Senior Office Care Attendant should assume responsibility for the organisation of work and the supervision and control of other employees in the grade of Office Care Attendant/Senior Office Care Attendant; and**
- (ii) in future the post of Head Office Care Attendant should be filled by promotion on the basis of experience and merit of incumbents in the grade of Office Care Attendant/Senior Office Care Attendant reckoning at least five years' service in the cadre.**

Allowance to the Office Care Attendant Cadre

40.15 At present, non-pensionable allowances are being paid to incumbents in the Office Care Attendant cadre who are required to walk or travel by bicycle over and above the home to office journey and back, on the basis of the distance covered for the purpose of collecting and leaving keys at the Police Station. This arrangement is being maintained and we are revising the quantum of the allowances.

Recommendation 4

40.16 We recommend that:

- (i) the monthly non-pensionable allowance payable to incumbents of the Office Care Attendant cadre who have to cover, over and above the home to office journey and back, an aggregate of two to six kilometers daily to collect and deposit keys at the Police Station be revised to Rs 290; and**
- (ii) the monthly non-pensionable allowance paid to incumbents 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 kilometers daily to collect and deposit keys at the Police Station be revised to Rs 440.**

MINISTRY OF HEALTH AND QUALITY OF LIFE**Ambulance Driver (SAMU)**

40.17 Unlike other Ambulance Services, SAMU Ambulance team is not provided with the services of an Ambulance Attendant and therefore, Ambulance Drivers working in the SAMU Ambulance are required to clean and look after the vehicles themselves. To this end, a monthly non-pensionable allowance of Rs 360 is being paid to Ambulance Drivers posted in SAMU. We are maintaining this provision and revising the quantum of allowance.

Recommendation 5

40.18 We recommend that the monthly non-pensionable allowance paid to Ambulance Drivers driving SAMU Ambulance, not provided with the services of Ambulance Attendant, be revised to Rs 395.

Ambulance Attendant (Shift)

40.19 Staff Associations have made a pressing request for a change in the appellation of the grade of Ambulance Attendant (Shift) as incumbents take care of both patients and the vehicle. We are agreeable to the request for a restyling of the grade.

Recommendation 6

40.20 We recommend that the grade of Ambulance Attendant (Shift) be restyled Ambulance Care Attendant (Shift).

Bank of Hospital Care Attendant

40.21 Management has drawn our attention that there is disruption in the smooth delivery of the services provided by Hospital Care Attendants due to unexpected absences. It also submitted that in such situation, staff on duty has to face undue pressure to deliver effectively. To address this issue, both the Staff Associations and Management are agreeable that an arrangement should be made whereby employees in the cadre who are off duty, on leave or on retirement may be placed on 'standby' and called to work whenever the need is felt. This arrangement need to be organised along similar lines as the Nursing Officer Bank Scheme and the Health Care Assistant (General) Bank Scheme.

Recommendation 7

40.22 We recommend:

- (i) the setting up of a 'standby scheme for Hospital Care Attendant' for the provision of services at Hospital Care Attendant level; and**
- (ii) the services of Hospital Care Attendants and Senior Hospital Care Attendants who are off duty, on leave or on retirement be enlisted to perform Hospital Care Attendant duties on sessional basis of**

four hours duration on Weekdays, Sundays and Public Holidays and at Night against payment of an all-inclusive allowance of Rs 335 per session.

- 40.23 We further recommend that the allowance under the Bank Scheme should be paid on a pro-rata basis whenever the employees are required to work for more, or less, than the specified number of hours.**

Senior Hospital Care Attendant

- 40.24 At present, Senior Hospital Care Attendants posted in Operation Theatre for a whole month are paid a non-pensionable allowance of Rs 360. We are maintaining the present arrangement and reviewing the quantum.**

Recommendation 8

- 40.25 We recommend that the non-pensionable allowance paid to Senior Hospital Care Attendants posted in Operation Theatre for a whole month be revised to Rs 395.**

Risk Allowance to Hospital Care Attendant posted at the Detainees Ward of Jawaharlall Nehru Hospital

- 40.26 At present, a risk allowance equivalent to one and a half increments at the initial of the salary scale is being paid to Hospital Care Attendants working at the Detainees Ward of Jawaharlall Nehru Hospital. We are maintaining this provision.**

Recommendation 9

- 40.27 We recommend the payment of a risk allowance equivalent to one and a half increments at the initial of the salary scale of employees in the grade of Hospital Care Attendant working at the Detainees Ward of Jawaharlall Nehru Hospital.**

Allowance for Mortuary Attendants

- 40.28 Mortuary Attendants are paid Rs 240 for each post mortem case where their services are required either during normal working hours or after. They are also paid an allowance for being on-call and in-attendance. The allowances are being revised.**

Recommendation 10

- 40.29 We recommend that the non-pensionable allowances paid to Mortuary Attendants be revised as follows:**
- (i) Rs 265 for each case where these services are required whether during normal working hours or while in attendance during “on-call” period;**
 - (ii) Rs 55 for being on call from 6.00 p.m. to midnight; and**

(iii) Rs 85 per hour for actual attendance during on-call period.

Risk Allowance

40.30 A monthly non-pensionable allowance equivalent to one and a half increments 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. We are maintaining this provision given that the need to provide compensation is still valid.

Recommendation 11

40.31 We recommend that the payment of a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale to employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts be maintained.

MINISTRY OF EDUCATION AND HUMAN RESOURCE

Allowance to the School Caretaker Cadre

40.32 Incumbents in the grade of the School Caretaker cadre who are required to collect and deposit keys at the Police Station are at present paid a non-pensionable allowance as hereunder:

- (i) Rs 265 monthly for officers who have to cover, over and above the home to office journey and back, an aggregate of two to six kms 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 kms daily.

Recommendation 12

40.33 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 to :

- (i) **Rs 290 monthly for employees who have to cover, over and above home to office journey and back, an aggregate of two to six kms; and**
- (ii) **Rs 440 monthly for employees who have to cover, over and above home to office journey and back, an aggregate of more than six kms daily.**

MINISTRY OF ARTS AND CULTURE

Allowance to employees in the grades of Carpenter now *restyled Tradesman* and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre

40.34 Presently, employees in the grades of Carpenter now *restyled Tradesman* and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre are required, during and after normal office hours, to open and close the curtain, lift/pull doors 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. They are paid a monthly allowance of Rs 360 for these extra duties.

Recommendation 13

40.35 **We recommend that the monthly allowance payable to employees in the grades of Tradesman *formerly Carpenter* and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre for performing duties as outlined at paragraph 40.34 above during or beyond normal office hours be revised to Rs 395 and such employees be additionally entitled to the payment of overtime for work performed beyond normal working hours.**

PRISONS DEPARTMENT

Risk Allowance

40.36 Incumbents in the grade of Vulcaniser at the Prisons Department are presently being paid a risk allowance equivalent to one increment at the initial of their salary scale for performing duties in the same workshop or shed together with detainees and **we recommend accordingly.**

OTHER RECOMMENDATIONS

Cleaning of Lavatories

40.37 General Workers are at present paid a monthly non-pensionable allowance of Rs 165 for cleaning of lavatories. Wherever the lavatories are used by members of the public and cleaning is effected twice daily, they are paid an allowance of Rs 330 monthly instead.

Recommendation 14

40.38 **We recommend that the monthly non-pensionable allowance for the cleaning of lavatories be revised to Rs 180. Wherever the lavatories are used by members of the public and the cleaning is done twice daily, the allowance be Rs 360 monthly.**

Watchman

40.39 Watchmen are required to put in 60 hours per week whereas the normal working week of employees in other grades of the Workmen's Group is 40 hours. Watchmen are, therefore, entitled to two days leave with full pay each month over and above casual or vacation leave. This provision is maintained.

Recommendation 15

40.40 We recommend that the grant of two days leave with full pay each month to Watchmen should, as at present, be maintained.

Pool of Drivers in the General Services

40.41 The recommendation made in the 2003 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 was not implemented. The Ministry of Civil Service and Administrative Reforms has rather resorted to the practice 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 and this course of action has proved to be effective.

Recommendation 16

40.42 We recommend that the current practice be maintained for the optimum utilisation of these resources.

Allowance to Drivers

40.43 At present a monthly non-pensionable allowance of Rs 310 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 criteria refers to the weight the vehicle can carry (i.e. load only) as authorized by the National Transport Authority and is not inclusive of tares of the vehicle. We are maintaining the payment of this allowance and revising the quantum.

Recommendation 17

40.44 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 five tons be revised to Rs 340.

Shift Work and Night Duty Allowance

40.45 Employees in certain grades in the Workmen's Group by the very nature of their duties, are required to work on shift in relays on a 24-hour basis. The shift element has been considered in determining the salary of the respective grade. However, as an inducement to those who actually perform night duty, a Night Duty Allowance is presently being paid to this category of employees. We are maintaining the payment of the Night Duty Allowance.

Recommendation 18

- 40.46** We recommend that the employees 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.
- 40.47** The provision of recommendation 18 at paragraph 40.46 should also apply to Watchmen who effectively work at night.

Shift/Roster

- 40.48** 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 to employees in those grades who are not required to work either on shift or on a roster basis.

Shift

Ambulance Care Attendant
formerly Ambulance Attendant
 Ambulance Driver
 Attendant (Haemodialysis)
 Barnman
 Driver
 General Worker
 Senior Hospital Care Attendant
 Hospital Care Attendant
 Operator (Waste Water Pumping Station)
 Sanitary Attendant
 Senior Stockman (Rodrigues)
 Shelter Care Attendant (Rodrigues)
 Stockman (Rodrigues)
 Workshop Assistant

Roster-Day and Night

Driver (Heavy Vehicles above 5 tons)
 Driver (Ordinary Vehicles up to 5 tons)

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)
 Factory Operative
 Factory Operative Assistant
 Gangman
 Head Nurseryman (Fisheries)
 Household Attendant
 Irrigation Operator
 Laundry Attendant
 Mortuary Attendant
 Nurseryman (Fisheries)
 Operator Pumping Station (Rodrigues)
 Prisons Attendant (Rodrigues)
 Senior Nurseryman (Fisheries)
 Stockman
 Swimming Pool Attendant
 Valve Operator (Rodrigues)
 Wardress
 Waste Water Pipe Cleaner
 Water Supply Attendant (Rodrigues)
 Youth Centre Attendant (Rodrigues)

WORKMEN'S GROUP – TRADESMAN CADRE

- 40.49 The structure of the Workmen's Group - Tradesman Cadre comprises three levels namely: Tradesman's Assistant, Tradesman, and Chief Tradesman/Foreman. Incumbents in these grades perform skilled job in a variety of trades under distinct appellation of Motor/Diesel Mechanics, Automobile Electrician, Welder, Fitter, Mason, Carpenter, Plumber and Pipe Fitter, Cabinet Maker, Painter etc. Most of the employees in the Tradesman Cadre are posted in the Mechanical and Building Sections of the Public Infrastructure Division of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping which is responsible for the implementation of infrastructural projects concerning roads, bridges and Government buildings. There are also grades in the Tradesman cadre which are specific to certain Ministries/Departments.
- 40.50 Recruitment to the grade at Tradesman's Assistant is made from General Workers who have displayed skills and competencies in the specific trade. Tradesmen are appointed by promotion of Tradesman's Assistant who have successfully passed the trade test and work under the supervision of either a Chief Tradesman or a Foreman. The post of Chief Tradesman is filled by promotion from the grade of Tradesman whereas the post of Foreman is filled by selection from Chief Tradesman and Tradesman.
- 40.51 In the 2008 PRB Report, we made provision for a new grade of Multi-Skilled Tradesman to replace gradually the traditional grades of Tradesman in a few disciplines. This arrangement was to 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.
- 40.52 The grade of Multi-Skilled Tradesman was not created in any Ministry/ Department and thus the recommendations were not implemented. We are, in this Report, reiterating the provision for the grade of Multi-Skilled Tradesman in Ministries/Departments given that the Mauritius Institute of Training and Development is offering courses in the combined disciplines leading to the NTC 3/NC 3.

Recommendation 19

- 40.53 **We recommend that Ministries and Departments should make provision for the grade of Multi-Skilled Tradesman, wherever appropriate, as recommended in the 2008 PRB Report under Chapter Workmen's Group – Tradesman Cadre for polyvalency and multi-skilling; and flexibility in posting of employees in the Tradesman Cadre.**
- 40.54 **We recommend that the salary scale for the grade of Multi-Skilled Tradesman should be Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500.**

- 40.55 In the 2008 PRB Report, we recommended that Tradesman's Assistants who have successfully completed the NTC 3/NC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3/NC 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 Salary Scale, pending their appointment to the grade of Tradesman. **This recommendation is maintained.**
- 40.56 Presently, there exist distinct schemes of service for different trades in the grade of Tradesman. Given that the same level of skills and competencies are needed to carry out the duties of the trades and in line with the general policy of reduction of number of schemes of service, we consider that there can be one single scheme of service for the grade of Tradesman specifying the duties and responsibilities of incumbent in each trade.

Recommendation 20

- 40.57 **We recommend that Ministries/Departments should consolidate the schemes of service of the grade of Tradesman into one single scheme of service specifying the duties and responsibilities of incumbent in each trade so as to allow greater flexibility and redeployment.**
- 40.58 **We further recommend that Ministries/Departments should consolidate the schemes of service for the grades of Tradesman's Assistant and Chief Tradesman into one single scheme of service of the corresponding levels so as to allow greater flexibility and redeployment.**

Master Salary Conversion Table

Salary Point	2008 PRB Basic Salary	Gross Salary December 2012	Revised Salary 1st January 2013	Salary Point	2008 PRB Basic Salary	Gross Salary December 2012	Revised Salary 1st January 2013
02	6,425	7,496	7,825	46	20,200	21,270	24,750
03	6,600	7,673	8,050	47	20,800	21,870	25,500
04	6,800	7,880	8,275	48	21,400	22,470	26,250
05	7,000	8,087	8,500	49	22,000	23,070	27,000
06	7,200	8,294	8,750	50	22,600	23,670	27,750
07	7,400	8,501	9,000	51	23,200	24,270	28,500
08	7,600	8,708	9,250	52	24,000	25,070	29,400
09	7,800	8,915	9,500	53	24,800	25,870	30,300
10	8,000	9,122	9,750	54	25,600	26,670	31,200
11	8,200	9,329	10,000	55	26,400	27,470	32,100
12	8,400	9,536	10,250	56	27,200	28,270	33,000
13	8,600	9,743	10,500	57	28,000	29,070	34,200
14	8,800	9,950	10,750	58	29,000	30,070	35,400
15	9,000	10,157	11,000	59	30,000	30,420	36,600
16	9,200	10,364	11,250	60	31,250	31,670	38,100
17	9,400	10,571	11,500	61	32,500	32,920	39,600
18	9,600	10,778	11,750	62	33,750	34,170	41,100
19	9,800	10,985	12,000	63	35,000	35,420	42,600
20	10,000	11,192	12,250	64	36,250	36,670	44,100
21	10,200	11,399	12,500	65	37,500	37,920	45,600
22	10,450	11,658	12,800	66	38,750	39,170	47,100
23	10,700	11,917	13,100	67	40,000	40,420	48,600
24	10,950	12,175	13,400	68	41,250	41,670	50,100
25	11,200	12,434	13,700	69	42,500	42,920	51,600
26	11,450	12,708	14,000	70	43,750	44,170	53,100
27	11,700	12,967	14,300	71	45,000	45,420	54,600
28	12,000	13,270	14,650	72	46,250	46,670	56,100
29	12,300	13,370	15,000	73	47,500	47,920	57,600
30	12,600	13,670	15,350	74	48,750	49,170	59,400
31	12,900	13,970	15,700	75	50,000	50,420	61,200
32	13,200	14,270	16,050	76	51,500	51,920	63,000
33	13,500	14,570	16,500	77	53,000	53,420	64,800
34	13,800	14,870	16,950	78	54,500	54,920	66,600
35	14,200	15,270	17,400	79	56,000	56,420	68,400
36	14,600	15,670	17,850	80	58,000	58,420	70,800
37	15,000	16,070	18,300	81	60,000	60,420	73,200
38	15,500	16,570	18,900	82	62,000	62,420	75,600
39	16,000	17,070	19,500	83	64,000	64,420	78,000
40	16,600	17,670	20,250	84	66,000	66,420	81,000
41	17,200	18,270	21,000	85	68,000	68,420	84,000
42	17,800	18,870	21,750	86	70,000	70,420	87,000
43	18,400	19,470	22,500	87	72,500	72,920	90,000
44	19,000	20,070	23,250	88	75,000	75,420	93,000
45	19,600	20,670	24,000				

Master Salary Scale: Rs 7825 x 225 - 8500 x 250 - 12500 x 300 - 14300 x 350 - 16050 x 450 - 18300 x 600 - 19500 x 750 - 28500 x 900 - 33000 x 1200 - 36600 x 1500 - 57600 x 1800 - 68400 x 2400 - 78000 x 3000 - 93000

