

## 9. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

- 9.1 The Civil Service Family Protection Scheme Board (CSFPSB) was set up under the Widows' and Children's Pension Scheme (Amendment) (Act No. 28 of 1993). It is a body corporate and operates under the *aegis* of the Ministry of Finance, Economic Planning and Development.
- 9.2 The CSFPSB is responsible for the administration and control of a scheme set up to protect the surviving spouse and minor children of a contributor to the Fund. The protection is in the form of a pension which will contribute towards enhancing the life of the customers. Where no pension is payable, the contributor is refunded his contributions together with compound interest at the rate of 4%.
- 9.3 Triggered by the long-term unsustainability of existing pension funds under the Defined Benefit Scheme, a single Defined Contribution Pension Scheme was introduced for new entrants as from 01 January 2013. The contributions are deposited into a Fund which is managed by the State Insurance Company of Mauritius (SICOM). Along the same vein, the 2% contribution of employees towards the Family Protection Scheme (FPS) for new entrants joining the Civil Service as from 01 January 2013 is managed by SICOM.
- 9.4 Against this background, the volume of activities of the CSFPSB will undoubtedly decline over the coming years. Therefore, a review of the organisation structure is not warranted at this stage, particularly as the present arrangement is adequate for the organisation to meet its objectives. Nevertheless, appropriate measures are being taken to address an issue regarding support services.

### Clerk (Rodrigues) (New Grade)

- 9.5 Prior to the EOAC Report in 2013, the Rodrigues Sub Office of the CSFPSB was staffed by an Accounts Clerk/Senior Accounts Clerk and a Clerk (Rodrigues). Following the publication of the EOAC Report, the Clerk (Rodrigues) was given the option to join the grade of Management Support Officer (MSO). In the 2016 Report, the grade of MSO was pegged at the second level in the hierarchy while the duties that befall the incumbent remained basic clerical duties. In view of the size of the Sub Office, a change in posting of the MSO cannot be envisaged. In the circumstances, there is no alternative than to maintain things as they are. Notwithstanding the present stand, appropriate measures are warranted in due course to deal with this situation. We are, therefore, creating a grade of Clerk (Rodrigues) which would be filled on vacancy arising in the grade of MSO at the Rodrigues Sub Office.

### Recommendation 1

- 9.6 We recommend the creation of a grade of Clerk (Rodrigues), which should be filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or an equivalent qualification acceptable to the Board.**

- 9.7 Incumbent would be required, *inter alia*, to assist the Accounts Clerk/Senior Accounts Clerk in the performance of his duties; collect data in respect of contributions of employees remitted by Commissions; receive and dispatch letters and postal vouchers; register birth, marriage and death certificates and other documents of contributors/pensioners and their dependants; attend to pensioners, contributors and officers of Commissions; and open and update files for retired or deceased contributors.

### **Clerical Officer/Higher Clerical Officer**

- 9.8 We were also informed that along with the Clerk (Rodrigues), the Clerical Officer/Higher Clerical Officers (CO/HCO) on the establishment of the CSFPSB were given the option to join the grade of MSO. In the wake of the 2016 PRB Report, Parastatal Organisations were required to bring necessary amendments to the relevant schemes of service as recommended at paragraphs 23 and 24 of Volume 2 Part II of the said Report. **Accordingly, we are laying emphasis on the fact that Management revisits the schemes of service of relevant grades so that in future, recruitment be done in the grade of CO/HCO for performing elementary duties of a clerical nature.**

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### **SALARY SCHEDULE**

- CFP 1 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**  
Office Attendant
- CFP 2 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**  
Senior/Head Office Attendant
- CFP 3 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**  
Receptionist/Telephone Operator
- CFP 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**  
Clerical Officer/Higher Clerical Officer  
Clerk (Rodrigues) (New Grade)
- CFP 5 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**  
Management Support Officer  
*formerly Management Support Officer (CFB)*

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- CFP 6 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300**  
Systems Supervisor  
*formerly Systems Supervisor (CFP)*
- CFP 7 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**  
Accounts Clerk/Senior Accounts Clerk  
Accounts Clerk/Senior Accounts Clerk (Rodrigues)
- CFP 8 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**  
Confidential Secretary
- CFP 9 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**  
Financial Operations Officer  
*formerly Financial Officer*
- CFP 10 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**  
Office Management Assistant  
*formerly Office Management Assistant (CFB)*
- CFP 11 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**  
Senior Financial Operations Officer  
*formerly Senior Financial Officer*
- CFP 12 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**  
Principal Financial Operations Officer  
*formerly Principal Financial Officer*
- CFP 13 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**  
Systems Administrator  
*formerly Systems Administrator (CFP)*
- CFP 14 : Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375**  
Assistant General Manager

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**CFP 15 : Rs 110125**  
General Manager



