

THIS PART IS A CONTINUATION

OF

VOLUME 1

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RODRIGUES REGIONAL ASSEMBLY

INTRODUCTION

Background

- 1.1 Set up as a body corporate under the Rodrigues Regional Assembly (RRA) Act 39 of 2001, the RRA exercises its function on behalf of the Republic of Mauritius. It is a Parliamentary institution and is responsible for the formulation and implementation of policy in respect of the areas under its jurisdiction.
- 1.2 The RRA is empowered to make policy decisions, through its Executive Council (equating the role of Government Cabinet) which comprises the Chief Commissioner, the Deputy Chief Commissioner and five other Commissioners who are responsible for exercising general direction and control over the Commissions assigned to them, namely:
- (i) Commission for Women's Affairs, Family Welfare, Child Development, Industrial Development, Information and Communication Technology, Vocational Training, Cooperatives, Trade, Commerce and Licensing and Prisons and Reforms Institutions;
 - (ii) Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status;
 - (iii) Commission for Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection;
 - (iv) Commission for Agriculture, Environment, Fisheries, Marine Parks and Forestry; and
 - (v) Commission for Youth and Sports, Arts and Culture, Library Services, Museum, Archives, Historical Sites and Buildings.
- 1.3 Responsibility for the efficient administration of all the functions of the Executive Council rests upon the Island Chief Executive (ICE). He has under his administrative control all the staff of the RRA. The ICE is, in addition, empowered to exercise functions pertaining to law enforcement such as those of the Magistrate (in the latter's absence), the Director of Environment and Director of the Tourism Authority.
- 1.4 Departments of the Executive Council have been grouped and placed under the overall supervision of Departmental Heads who are also the Accounting Officers thereof.

Preparatory Work and Official Visit to Rodrigues

- 1.5 The Circular M1 issued by the Bureau in 2018 to all Public Sector Organisations in Mauritius was simultaneously sent to the RRA to request, among others, updated information on the overall vision, mission and objectives; updated Customer Charters; departmental organisation charts with the different grades in hierarchical order and their respective establishment size; as well as a list of all grades at the RRA.

- 1.6 The Bureau carried out a series of surveys on specific issues to collect factual information and gauge the effectiveness of recommendations contained in the 2016 PRB Report/Addendum Report and bring any corrective measures. The RRA was also invited to participate in our surveys.
- 1.7 In the same line as for the Civil Service, a random stratified sampling method was used to sample some 350 officers for Self-Written Job Description Questionnaires while some 150 employees were sampled for interview to be carried out during the official visit to Rodrigues. The purpose of this exercise was to gather maximum details of jobs with a view to enabling the Bureau to carry out a proper assessment of all grades in the RRA.
- 1.8 Traditionally, the Bureau organises an official visit to Rodrigues in the context of a review exercise. Hence, officers of the Bureau proceeded to Rodrigues from 20 to 26 September 2020 as part of its established plan of work. The delegation comprised the Director, Ag. Deputy Director, an Ag. Principal Job Analyst, a Job Analyst and a team of five Survey Officers.
- 1.9 The team of five Survey Officers was called upon, among others, to write Job Description Questionnaires (JDQs) of sampled job incumbents, who were interviewed. The duly filled in JDQs were thereafter forwarded to respective supervisors for their comments and eventual validation. Overall, some 110 employees of the Workmen's Group at the RRA were interviewed during the visit.

Site Visits

- 1.10 Additionally, formal site visits were effected, to take cognizance/*constat de visu* of, *inter alia*, working conditions and the environment and work processes of different departments. During our official visit, the Ag. Principal Job Analyst along with Survey Officers, carried out site visits at the Fisheries, Research and Training Unit; Blood Bank Department of Queen Elizabeth Hospital; Desalination Plant Room; Binding Unit; Culture and Leisure Centre; and the Rodrigues Regional Assembly.

Consultations with Stakeholders

- 1.11 The top Management team of the Bureau was welcomed by the Island Chief Executive in the morning of 21 September 2020. Thereafter, consultative meetings were held for the whole duration of the official visit with the Staff Unions, namely the Rodrigues Government Employees Association (RGEA); Rodrigues Public Service Workers Union; Rodrigues Nursing Workers Unions; Government Teacher's Union (RRA) and the Government Services Employees Association (GSEA). Moreover, the delegation had meetings with the Management side, the Departmental Heads as well as the staff of the different Commissions of the RRA wherein all oral and written representations/submissions were lengthily discussed. To maintain a transparent and consultative approach, other staff were also given an opportunity to depose upon request. Representatives of the Ministry of Public Service, Administrative and Institutional Reforms comprising the Secretary for Public Service, Director, HRM and

officers of the HRM Cadre were in-attendance during meetings with the different stakeholders.

- 1.12 The delegation also had a courtesy meeting with the Chief Commissioner who gave a broad overview of the policy orientation of the RRA and its main priorities. He made some proposals specific to the RRA and requested the Bureau to make appropriate recommendations thereof.

Economic Factors and Constraints

- 1.13 Several factors of paramount importance have been considered during the preparation of this Report such as: -

- attribution of the Bureau to look at salary/remuneration (Pay and Grading); the organisation structure (appropriate levels for a smooth delivery of services); and the specific conditions in the Public Sector together with specific conditions for the RRA;
- economic and financial factors such as introduction of National Minimum Wage; grant of Additional Remuneration, commonly known as salary compensation, of different quantum and up to certain levels from years 2017 to 2021;
- demand of the Trade Unions for relativity adjustment across the Public Sector;
- payment of interim allowance of Rs 1000 granted by Government as from January 2020; and
- unprecedented impact of the COVID-19 Pandemic on our economy.

- 1.14 Some constraints were encountered which, in one way or another, delayed the work progress, namely:

- information in respect of each Commission was obtained after several requests, thus impacting on our tight time frame. It was received on a piecemeal basis, partially inadequate and incomplete; and
- after consultative meetings, some proposals pertaining to creation of grades, enhancing the existing benefits and new allowances, among others, could not be finalised for want of official information and confirmation.

- 1.15 The delegation informed the stakeholders that in spite of all the above factors and constraints, the Bureau would, to the extent possible, address non-conformities and come up with an acceptable and sustainable salary structure. However, complete alignment with what obtains in the Civil Service would be subject to the complexities and specificities of the cadres/grades and the establishment of the RRA, among others. They were also apprised that the responsibility of the Regional Assembly should be looked into by the appropriate authorities. As regards the non-setting up of the Administrative Reforms Committee, the Bureau considers that the relevant stakeholders should come to a consensus.

Revision of Allowances

- 1.16 In general, in the context of an overall review, the quantum of all allowances is normally revised. With the onset of the COVID-19 pandemic and resulting unfavourable economic and financial state of the country, we could not adopt the same course of action for this Report. **Instead, we have intelligently focussed more on salary revision, given that benefits are attached thereto and have revised allowances marginally where needed.**
- 1.17 It may happen that following the revision of salaries, the quantum of an allowance which is computed on the initial salary point of a salary scale, turns out to be lesser than what officers were drawing with the previous Report. **In such cases, officers in post as at the eve of the publication of the 2021 Report should continue to draw the higher quantum on a personal basis.**

General Observations

- 1.18 In view of the fact that the RRA has urged for complete alignment with what obtains in the Civil Service, the following have been observed in regard to the RRA: the establishment size of RRA is smaller as compared to Civil Service in Mauritius; the hierarchical cadre structure is pin-headed in the RRA unlike the pyramidal structure in the Civil Service; the top most positions inclusive of Departmental Head are not comparable with top most administrative positions in the Civil Service in terms of accountability and responsibility, formulation of policies, international obligations, and supervision; and certain requests for creation of grades which have not been acceded to in previous Reports or on *ad hoc* basis as they did not meet the set criteria, have been created through the Budgetary exercise, thus giving rise to lateral/internal distortion.

Private Consultancy Services

- 1.19 During consultative meetings, members of the Federations and Unions have mentioned that they are not in favour of the practice of enlisting the services of Private Consultants which they view to be at the disadvantage of certain category of officers, giving rise to distortion in salary relativities and promotion of an unhealthy working environment.
- 1.20 The Bureau wishes to highlight that the PRB Report is implemented after obtaining the approval of the Cabinet. The more so, the Bureau has a well-established and generally acceptable mechanism for salary administration/determination and review of conditions of service. The recommended salaries of grades and conditions of service are based on job evaluation exercises and studies, amongst others. Utmost care is taken to minimise distortion and disturbance in salary relativities and job rankings across the Public Sector.
- 1.21 This observation, however, does not preclude Government from tapping the services of private consultants. But for the sake of fairness and natural justice, the involvement of all stakeholders and professionals in the respective domain may be solicited.

Restyling of Job Appellations and Creation of Positions

- 1.22 Many representations were made for restyling of job appellations. After examination, we found that in the majority of cases, these requests were premised on the expectation that they would lead to an upgrading in salary. We have to point out that any upgrading in salary emanates from an assessment of the grade based on a job evaluation exercise. We view it imperative to reiterate that job appellations should reflect the nature and level of duties performed by incumbents.
- 1.23 Moreover, the Bureau has equally noted with much concern that a few grades have been created/restyled in the Civil Establishment Order (CEO) or by Management without following the appropriate procedures. Such situations have given rise to internal imbalances in the present structures. In principle, restyling of grade is considered only in the wake of a general review or acceded to with the approval of the High Powered Committee (HPC) whereas creation of positions rests upon Management subject to functional/operational needs. **Hence, the Bureau holds that all requests for restyling and the reasons thereof should be submitted to the Bureau for consideration, through the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR). The latter, being the sole authority responsible for updating the CEO, should ensure that the appellations are strictly in accordance with our recommendations or as approved by the HPC. As regards creation of grades, the Bureau recommends that all requests thereof should be forwarded to the Standing Committee as set out in the Chapter – Organisation Structures and Related Issues in Volume 1 of this Report.**

Performance Criteria

- 1.24 As per existing provisions, officers in various grades are allowed to benefit from movement beyond their top salary subject to satisfying the conditions laid down below:
- (i) **they should have drawn the top salary for at least 12 months;**
 - (ii) **they should have been efficient in their performance during the preceding year; and**
 - (iii) **they should not be under report.**
- 1.25 The conditions are directly linked to performance. Hence, wherever these have to be met under specific recommendations, they should be referred to as **“Performance Criteria”**.

Consequential Structural Changes

- 1.26 In general, structural changes effected in the General Services/Administrative Cadres, Procurement and Supply Cadre, Finance Cadre, Internal Control Cadre and the Workmen’s Group in the Civil Service have, as appropriate, been extended to the Rodrigues Regional Assembly. **These changes are dealt with in details in the relevant Chapters of Volume 2 Part I of this Report.**

Structure of the Report

- 1.27 For this review, all the Commissions requested for the creation of additional levels, restyling and filling of existing grades. The Bureau carried out an in-depth analysis of the structures in each Commission. All the recommendations pertaining to organisation design and pay structures have been made under the respective Commission/Division and they are self-explanatory.
- 1.28 In the introduction of each Commission/Division, we have wherever possible, defined and spelt out the goals, objectives and future orientations for our users. Additionally, with the approval of the Management of the RRA, the salary schedules have been aligned with those of the Civil Establishment Order 2020.
- 1.29 The Master Conversion Table is given at Annex, the list of grades eligible for loan to purchase a 70% duty exempted car for official travelling is at Annex II and the list of grades eligible for loan to purchase an autocytle/motorcycle for official travelling is at Annex III.

Acknowledgement

- 1.30 The Bureau would like to express its appreciation to all the stakeholders in particular: Management of RRA inclusive of all the Heads of Commissions and their staff; the representatives of the different Unions; the President of the FCSOU and representatives of GSEA and all the staff of RRA for their invaluable contribution in the preparation of this Report. We would also like to thank all those who responded favourably to our survey questionnaires and provided suggestions for consideration. All these inputs have been considered while drafting this Volume.



1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk, also referred to as the Secretariat of the Assembly, is responsible for the organisation and conduct of business of the Parliament of the RRA which plays a critical role in ensuring democracy and has as mission to ensure that the best interests of the Rodriguan people are served. It provides administrative/procedural and political support services to the Regional Parliament; and is required to convene sittings of the Assembly and meetings of Committees of the Assembly.
- 1.2 Its objectives are, among others, to: provide high quality advice, facilities and services to enable the Assembly House and its Committees to conduct their business effectively as well as enabling individual Members to accomplish their parliamentary duties effectively; promote public knowledge and understanding of the work and role of the Assembly through the provision of organised regular visit and access to the public; comply fully with Government guidelines and legislative provisions in business transactions; interact with the local, regional and international stakeholders/collaborators in order to enhance the democratic principles to which the Regional Assembly adheres to; and keep under constant review the parliamentary service to allow Members and staff of the Regional Assembly to discharge their duties in the best of conditions and to be proactive in identifying available improvements to facilities and equipment.
- 1.3 The Clerk, Regional Assembly who is at the apex of the Office, is responsible for the day-to-day administration of the Assembly and oversees technical issues regarding parliamentary practice. In the performance of her duties, she is assisted by the Deputy Clerk, Regional Assembly and by a complement of staff comprising professional, technical, general services and other supporting grades.
- 1.4 In the context of this review exercise, Management and Staff Associations have made a few common proposals with regard to the restyling of a few grades in the Reporting Section; creation of certain positions; reviewing the mode of appointment of the grade of Clerk, Regional Assembly; amending the scheme of service of the grade of Reporter, Regional Assembly; and provision of enhanced conditions of service.
- 1.5 Whilst both stakeholders were apprised of the outcome of their demands during the consultative meetings, we are making the following observations: given the grade of Library Officer already exists at the Human Resources Development Centre (HRDC), creation of a specific grade of Library Officer, Regional Assembly would not be appropriate, the moreso, the Bureau refrains from the creation of stand-alone positions with no career structure; the establishment size of the grade at the HRDC may be increased and a Library Officer be posted to the Regional Assembly; grades are created based on their functional needs; and a few requests pertain to internal issues which need to be dealt with administratively.

- 1.6 Both the Union and Management requested for the creation of a grade of Pre-Press and Audio Visual Officer to service the Regional Assembly. During the consultative meetings, both parties were informed that it is not advisable to create a grade with the combined duties of a Pre-Press Officer and Audio Visual Officer as the qualifications normally required for these two positions differ. The parties, therefore, agreed to review their proposal and to re-submit same to the Bureau. However, no new submission regarding this particular grade has been forwarded to the Bureau by either party. We are, therefore, not making any recommendation in this respect.
- 1.7 Nonetheless, we are making appropriate recommendations for a few proposals which we consider to be amply justified. We are thus, in this Report, providing for health surveillance to officers of the Reporting Unit.

Clerk, Regional Assembly

Deputy Clerk, Regional Assembly

- 1.8 The positions of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are filled on an assignment basis or contractual terms. In the context of this report, Management and Staff Associations proposed for the post of Clerk, Regional Assembly to be filled on contractual terms or on an assignment basis for an initial period of two years and to consider the appointment of the Clerk, Regional Assembly in a substantive capacity on completion of a five-year period and subject to the performance and the continued relevance of competence of the incumbent.
- 1.9 After carefully examining the request and taking into account the sensitive nature of the issue, we consider that it would be more appropriate to maintain the *status quo*.

Recommendation 1

1.10 We recommend that:

- (i) appointment to or filling of the posts of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should continue to be made on assignment basis or contractual terms; and**
- (ii) the retirement benefits of a public officer, who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly by the appropriate Service Commission or through delegation of power by the Public Service Commission and retires or is subsequently reverted to his substantive post, should continue to be computed on the prevailing pensionable emoluments of the office to which he was assigned provided he satisfies the provisions made at paragraph 13.40 at Chapter 13 of Volume 1 of this Report.**

Robing Allowance

- 1.11 At present, the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are being paid a Robing Allowance of Rs 4800 yearly. We are retaining this provision and revising the quantum of the allowance.

Recommendation 2

- 1.12 We recommend that the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be paid a Robing Allowance of Rs 5100 yearly.**

Editor, Regional Assembly

- 1.13 At present, incumbent in the grade of Editor, Regional Assembly is employed on a sessional basis and is being paid an allowance of Rs 1000 per session of three hours.
- 1.14 It has been submitted that the current workload does not warrant the employment of a full-time Editor. In the given circumstances, the present arrangement is being maintained and we are revising the allowance.

Recommendation 3

- 1.15 We recommend that incumbent in the grade of Editor, Regional Assembly employed on a sessional basis, should be paid an allowance of Rs 1050 per session of three hours.**

Reporting Section

- 1.16 Representations have been received from Management and staff side, among others, for the creation of the grade of Senior Hansard Reporter and Sub-Editor; restyling of the Reporting Section to Hansard Unit; restyling of the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly to Hansard Reporter and Sub-Editor and Assistant Hansard Reporter and Sub-Editor respectively. During consultations, parties were apprised of the philosophies behind creation and restyling of grades. After examining all the requests, the Bureau views that the present structure is fit for its purpose.

Staggered Hours

- 1.17 Officers in the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly would be required to work at staggered hours. **This element has been taken into account in determining the salaries of the relevant grades.**

Allowance to Sergeant-at-Arms

- 1.18 At present, a monthly allowance of Rs 2900 is paid to the Police Officer acting as Sergeant-at-Arms. We are keeping up with this provision and revising the quantum.

Recommendation 4

- 1.19 We recommend that the Police Officer performing the duties of Sergeant-at-Arms should be paid a monthly allowance of Rs 3045.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
OFFICE OF THE CLERK	
02 000 107	Rs 110125 Clerk, Regional Assembly
02 071 093	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800 Deputy Clerk, Regional Assembly
08 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Editor, Regional Assembly
08 054 077	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Reporter, Regional Assembly
08 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Reporter, Regional Assembly



2. CHIEF COMMISSIONER'S OFFICE

2.0.1 The Chief Commissioner's Office is responsible for the overall implementation of the Regional Government programmes and objectives. It coordinates the activities of all Commissions of the Rodrigues Regional Assembly whilst providing the overall policy direction.

2.0.2 The areas of responsibility falling under the Chief Commissioner's Office are the following:

Central Administration

Registration of Deeds and Conservation of Mortgages

Transport

Companies Division

Management of State Land

Civil Aviation

Tourism Development

Marine Services

Education

Legal Services

2.1 Central Administration

- 2.1.1 The Central Administration aims at facilitating the development of effective and efficient human resources in the Rodrigues Regional Assembly (RRA); ensuring good governance by creating a modern and efficient public service; and offering timely and quality delivery of services to the members of the public. The different sections under its purview comprise Human Resources, Finance, Internal Control, Procurement and Supply, Economic Planning and Monitoring Unit and Statistics.
- 2.1.2 Being at the apex of the Central Administration, the Island Chief Executive (ICE) is assisted by the Departmental Heads and other heads of Sections/Divisions/Units.
- 2.1.3 In the context of this Report, both Management and Union have proposed a restructuring of the Central Administration with the introduction of a Senior Executive Service along with a restyling of certain key positions and creation of a level. In addition, they requested for a reorganisation of the operations of the Central Administration under two executive arms: namely Public Service Affairs Division and Finance and Economic Planning Division. In this context, creation of a grade of Director, Finance and Economic Planning has been proposed, against abolition of the grade of Head, Finance which is currently vacant.
- 2.1.4 During meetings held with the ICE, Departmental Heads and Acting Departmental Heads, several proposals were made with respect to a review of the mode of appointment to the position of ICE; granting enhanced conditions of service; upgrading of salaries; and provision of better career prospect to the Administrative Officers.
- 2.1.5 In the light of the various requests made, the Bureau is making the following observations, a few of which were already communicated during the consultative meetings: issues related to implementation should be dealt with administratively such as increase in workload, establishment of new Units and continued payment of allowance; and creation of levels is based on functional need.

Island Chief Executive

- 2.1.6 Appointment to or filling of the position of ICE is made on contractual terms on an assignment basis along more or less similar lines with what obtains for the grades of Permanent Secretary and Senior Chief Executive in the Civil Service.
- 2.1.7 For this Report, the ICE equally requested for the establishment of a senior executive service along with an upgrading of salary at par with a Senior Chief Executive in the Civil Service and for a review of the mode of appointment to the position of ICE, in line with what obtains for the grade of Permanent Secretary.
- 2.1.8 After examining the proposals carefully and upon obtention of views of relevant parties concerned, we consider that it would be more appropriate to maintain the *status quo*.

Recommendation 1

2.1.9 We recommend that appointment to the grade of Island Chief Executive should continue to be on contractual terms from outside candidates or an assignment basis from among officers holding a substantive post of Departmental Head.

Departmental Head

2.1.10 The Bureau held a few meetings with Departmental Heads and Acting Departmental Heads during which requests were made for enhanced salary and benefits, including pension benefits at time of reversion to substantive post.

2.1.11 After studying the proposals and taking into consideration several factors, we hold that the position of Departmental Head should continue to be filled on contractual terms or on an assignment basis.

Recommendation 2

2.1.12 We recommend that:

- (i) appointment to or filling of the position of Departmental Head should continue to be on contractual terms or an assignment basis for a period of two years; and**
- (ii) after the expiry of a five-year period, incumbents on establishment and those employed on contract may be appointed in a substantive capacity subject to their performance and the continued relevance of their competence.**

Administrative Officer

2.1.13 Request was made for the restyling of the grade of Administrative Officer as Assistant Chief Executive. Given that we are not making any change to the Administrative Cadre, we are maintaining the present appellation.

2.1.14 Administrative Officers are presently allowed to proceed incrementally up to salary point Rs 62950 in the Master Salary Scale, subject to satisfying certain conditions. We are reiterating this provision whilst revising the salary point.

Recommendation 3

2.1.15 We recommend that Administrative Officers should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Human Resource Management Cadre

Human Resource Executive

formerly Human Resource Officer/Senior Human Resource Officer

- 2.1.16 Restyling of grades is done only after following a set of established procedures and this is the prerogative of the Bureau. Surprisingly, it has been observed that the grade of Human Resource Officer/Senior Human Resource Officer (HRO/SHRO) has undergone a change in appellation in the Civil Establishment Order 2018. **In this respect, the Bureau is reflecting this change in the salary schedule while also holding that organisations should follow the established procedures regarding restyling of job appellations as spelt out in the Introductory Chapter of this Volume.**
- 2.1.17 At present, Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification are allowed to proceed incrementally up to salary point Rs 42325 in the Master Salary Scale provided they satisfy certain performance criteria. We are continuing with the present arrangement.

Recommendation 4

- 2.1.18 **We recommend that incumbents in the grade of Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Senior Human Resource Executive (New Grade)

- 2.1.19 Supervision is an important element for efficient service delivery. Taking this into consideration, the Bureau is, in this Report, reinforcing the structure of the Human Resource Management Cadre.

Recommendation 5

- 2.1.20 **We recommend the creation of a grade of Senior Human Resource Executive. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* reckoning at least three years' service in a substantive capacity in the grade and possessing a Diploma in Human Resource Management or Personnel Management or a Diploma with Personnel Management/Human Resource Management as a major component.**
- 2.1.21 Incumbent would be required, *inter alia*, to: advise on the interpretation of rules and regulations pertaining to human resource management and implementation of human resource policies; supervise and co-ordinate the activities of the Human

Resource Division in a Department; conduct human resource planning to determine the number of staff and skill levels required; carry out training needs assessment and assist in the mounting of appropriate training courses; and to supervise and provide proper guidance and coaching to junior staff.

Assistant Manager, Human Resources

- 2.1.22 Pursuant to the creation of the grade of Senior Human Resource Executive, there is need to bring consequential amendments to the scheme of service of the grade of Assistant Manager, Human Resources.

Recommendation 6

- 2.1.23 We recommend that, henceforth, promotion to the grade of Assistant Manager, Human Resources should be made, on the basis of experience and merit, of officers in the grade of Senior Human Resource Executive reckoning at least four years' service in a substantive capacity in the grade and possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component or an equivalent qualification.**

Specific Provision for Assistant Manager, Human Resources

Recommendation 7

- 2.1.24 We recommend that officers in the grade of Assistant Manager, Human Resources possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Head, Human Resource Management formerly Manager, Human Resources

- 2.1.25 The 2013 Report recommended a three-level structure for the Human Resource Management Section. Being at the apex, the Manager, Human Resources is required, *inter alia*, to be responsible for providing advice on all matters pertaining to human resource policies, practices and procedures; ensuring the proper and consistent application of human resource policies, rules, regulations and procedures and that schemes of service are well drafted/reviewed; conducting human resource planning; and carrying out human resource proposals in the context of the budgetary exercise. In the context of this review, Management has submitted for the creation of the grade of Head, Human Resource Management.
- 2.1.26 Considering the specificities of the RRA, the Bureau has studied the structure of this Cadre. Hence, with a view to ensure uniformity and consistency in the management of human resources in the RRA, the Bureau considers that there is need to restyle the grade of Manager, Human Resources whilst upgrading its duties. This element has been taken into consideration in arriving at the salary recommended for the grade.

Recommendation 8

2.1.27 We recommend that the grade of Manager, Human Resources be restyled Head, Human Resource Management.

2.1.28 Incumbent would head the Human Resource Management Section and be responsible to advise and provide technical input for the formulation and implementation of human resource policies and strategies in line with the strategic direction of Government and would be required, among others, to: ensure that reforms and change management initiatives in the field of human resource management including Performance Management System are carried out effectively; consider human resource proposals in context of budgetary exercise; ensure the proper staffing and deployment of officers; promote a learning culture among officers of the Human Resource Management Cadre while also mentoring and guiding them; be responsible for the preparation and amendment of the Civil Establishment Order; carry out research work for formulation of Human Resource policies and strategies; and to ensure that rules, regulations and other practices relating to human resource are correctly interpreted and applied.

GENERAL SERVICES

2.1.29 In line with recommendations made in the Civil Service, the General Services Cadre is being restructured with the creation of an additional level of Management Support Assistant.

Management Support Assistant (New Grade)

Recommendation 9

2.1.30 We recommend the creation of a grade of Management Support Assistant. Appointment thereto should be made by selection from among candidates who:

- (a) possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts or an equivalent qualification;**
- (b) possess the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification; and**
- (c) are computer literate.**

2.1.31 Incumbent would be required, among others, to perform duties of a clerical nature including the preparation, scrutiny and processing of straightforward document and records; preparation of simple documents subject to check; arithmetical work; registry work; simple finance; human resource and procurement work under supervision; drafting of replies to simple correspondence; and simple data entry and updating of information in a computer system and microfilming. Incumbent would also have to carry out pay and cashier duties, whenever the need arises; operate modern equipment such as telefax machine, electronic photocopying machine, etc; and carry out simple research work in connection with official documents.

Management Support Officer

2.1.32 With the creation of the grade of Management Support Assistant (MSA), incumbents in the grade of Management Support Officer (MSO) should, henceforth, have supervisory ability, critical sense, readiness to accept delegated responsibilities and potential for training and handling of staff.

Recommendation 10

2.1.33 We recommend that, in future, the grade of Management Support Officer should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity.

2.1.34 We also recommend that incumbent would, in addition, be required to provide administrative support in general administration, human resource management, finance, and procurement and supply; carry out pay and cashier duties, as and when required; coordinate and supervise the work of subordinate staff; and ensure the accuracy, completeness and timeliness of processes and activities performed in small units.

2.1.35 We further recommend that Management Support Officers reckoning more than four years' experience in a substantive capacity should be entrusted with the duty of supervision. The onus for the posting of the senior most Management Support Officers rests with Responsible Officers.

2.1.36 We additionally recommend that with the filling of the posts of Management Support Assistant, the number of posts to be filled for Management Support Officer should be gradually reduced.

SECRETARIAL CADRE

Confidential Secretary

Adhoc Allowance

Recommendation 11

2.1.37 We recommend that, subject to the approval of the MPSAIR, Confidential Secretaries posted to the Chief Commissioner's Office, Deputy Chief Commissioner's Office and Island Chief Executive's Office who have to regularly work over and above their normal working hours should continue to be paid an *adhoc* allowance as determined by the MPSAIR.

2.1.38 We further recommend that high officials should be advised not to unnecessarily retain their Confidential Secretaries in office for long hours after their normal hours of work, except where their presence in office is absolutely essential and may, if required, be justified.

Allowance for performing additional duties

2.1.39 In addition to the *ad hoc* allowance, the Confidential Secretary attached to the Chief Commissioner's Office is eligible for a responsibility allowance equivalent to three increments at the point reached in the salary scale. We are renaming this allowance in line with what is provided in the Civil Service while the approval of the grant of the allowance should continue to be conveyed by the High Powered Committee.

Recommendation 12

2.1.40 We recommend that the High Powered Committee should continue to look into the advisability of the payment of an allowance to incumbent performing the duties of Confidential Secretary posted to the Chief Commissioner's Office.

2.1.41 We further recommend that this allowance may 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 subject to 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.**

Central Administration

2.1.42 In the course of this review, Management has made a case for the activities of the Central Administration which fall under the general direction of the ICE, to be organised under two executive arms, namely Public Service Affairs and Finance and Economic Planning Division. While the Public Service Affairs would be under the responsibility of a Departmental Head, proposal has been made for the creation of a grade of Director, to head the Finance and Economic Planning Division. We have scrupulously examined the duties and responsibilities that would be assigned to the new position and have observed considerable similarities in the set of duties of this level and the Head of Finance. In view of the similarities in the duties of these two grades it would not be appropriate to accede to the request.

Financial Operations Officer Cadre

2.1.43 The Financial Operations Officer Cadre is made up of a four-level structure. In our last Report, we restructured the cadre, to the extent possible, in line with what is obtainable in the Civil Service. For this review as well, we are bringing certain modification thereto by restyling the first two levels to a more proper appellation and reviewing their mode of appointment.

**Financial Operations Officer/Senior Financial Operations Officer
formerly Financial Officer/Senior Financial Officer**

**Assistant Financial Operations Officer
formerly Assistant Financial Officer**

Recommendation 13

2.1.44 We recommend that the grades of Assistant Financial Officer and Financial Officer/Senior Financial Officer be restyled Assistant Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer respectively.

2.1.45 We further recommend that:

- (a) the scheme of service of the grade of Assistant Financial Operations Officer formerly Assistant Financial Officer, be amended so that, henceforth, appointment to the grade be made:**
 - (i) up to 31 December 2030, by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of the 2021 Report, and the new grade of Management Support Assistant who reckon at least four years' service in a substantive capacity in their respective grades; and thereafter,**
 - (ii) by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.**
- (b) the scheme of service of the grade of Financial Operations Officer/Senior Financial Operations Officer formerly Financial Officer/Senior Financial Officer should be amended so that, henceforth, appointment to the grade is made by selection from among:**
 - (i) Assistant Financial Operations Officers formerly Assistant Financial Officer reckoning at least four years' service in a substantive capacity in the grade; and**
 - (ii) Office Management Assistants, in post as at the eve of the publication of the 2021 Report, and reckoning at least four years' service in a substantive capacity in the grade.**

Movement beyond salary

2.1.46 Financial Operations Officer/Senior Financial Operations Officer formerly Financial Officer/Senior Financial Officer possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution are allowed to move incrementally up to salary point Rs 42325 in the Master Salary Scale subject to satisfying certain criteria. This provision should continue to be applied. We are revising the salary point and making a specific provision for the Assistant Manager, Financial Operations.

Recommendation 14

2.1.47 We recommend that incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Specific Provision for Assistant Manager, Financial Operations**Recommendation 15**

2.1.48 We recommend that officers in the grade of Assistant Manager, Financial Operations possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a Degree with Finance as a major component or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Internal Control Cadre

2.1.49 The Internal Control Officer Cadre, which is responsible for the planning and conduct of internal auditing of all the Commissions, is made up of the grades of Principal Internal Control Officer and Internal Control Officer/Senior Internal Control Officer (ICO/SICO).

2.1.50 In the context of this review exercise, a request was made for the structure of the cadre to be reinforced with three new levels above the grade of Principal Internal Control Officer so that it is aligned with what is obtainable in the Civil Service. Proposals were also made to review the qualifications requirement of the existing grades. After careful examination, we consider that the proposed structure would be too heavy and have, therefore, discarded same. Consequently, Management was so apprised during the consultative meeting. As regards the amendments to the qualifications requirement of the grade of ICO/SICO, same has been addressed on an *ad hoc* basis.

Internal Control Officer/Senior Internal Control Officer

2.1.51 Provision exists for officers in the grade of Internal Control Officer/Senior Internal Control Officer to be allowed to move incrementally in the Master Salary Scale subject to certain conditions. This provision which is still relevant is being renewed.

Recommendation 16

2.1.52 We recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (skills) of the ACCA Examinations or possessing the Certificate in Business Accounting (Foundation Level) and having 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 should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Procurement and Supply Cadre

2.1.53 In line with recommendations made in the Civil Service, we are bringing certain amendments to the qualifications requirement of the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer respectively.

Assistant Procurement and Supply Officer

2.1.54 The grade of Assistant Procurement and Supply Officer (APSO) is presently filled by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grade of Management Support Officer and the grades of General Services Officer (RRA), and Clerical Officer/Higher Clerical Officer.

2.1.55 With a view to harmonising the mode of appointment of different grades in the Cadre to what obtains in the Civil Service, to the extent possible, and pursuant to the creation of the grade of Management Support Assistant, there is need to bring consequential amendments to the qualifications requirement of the grade of APSO. In so doing, we are ensuring that no prejudice is being caused to those Management Support Officers already in post as at the eve of the publication of this Report.

Recommendation 17

2.1.56 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should, up to 31 December 2030, be made by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of this Report and the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in their respective grades. Thereafter, the post should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.

Procurement and Supply Officer/Senior Procurement and Supply Officer

2.1.57 With the creation of the grade of APSO, subsequent amendments need to be brought to the mode of appointment of the grade of Procurement and Supply Officer/Senior

Procurement and Supply Officer. We are, while making appropriate transitional provision, ensuring equity and fairness for those Assistant Procurement and Supply Officers in post as at the eve of the publication of this Report.

Recommendation 18

2.1.58 We recommend that the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should continue to be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officers (in post as at the eve of the publication of this Report) and reckoning at least two years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

2.1.59 We further recommend that, on complete phasing out of the number of officers in the grade of Assistant Procurement and Supply Officer in post as at the eve of the publication of this Report, the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should, thereafter, be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least four years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

Specific Provision for Assistant Manager (Procurement and Supply)

Recommendation 19

2.1.60 We recommend that officers in the grade of Assistant Manager (Procurement and Supply) possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Movement for Procurement and Supply Officer/Senior Procurement and Supply Officer

2.1.61 Officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer are allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, subject to satisfying specific conditions. The present arrangement should continue to prevail.

Recommendation 20

2.1.62 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the Master Salary Scale up to the salary point 47675 provided

they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Economic Planning and Monitoring Unit

- 2.1.63 A request was made for the grades of Analyst, Rodrigues Regional Assembly and Senior Analyst, Rodrigues Regional Assembly to be merged in line with what is obtainable at the Ministry of Finance, Economic Planning and Development. Following the creation of the grade of Lead Analyst in 2019, the supervisory duties now devolve on the latter grade. Hence, we consider that the request for the merging of the first two levels may be favourably considered. Management is, therefore, advised to bring consequential amendments to the scheme of service of the merged grade so as to reflect the new set of duties devolving upon the incumbents.
- 2.1.64 Pursuant to the above merging, amendments also need to be brought to the scheme of service of the grade of Lead Analyst which is presently filled by selection from among Senior Analysts, Rodrigues Regional Assembly and Analysts, Rodrigues Regional Assembly who reckon at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grade of Analyst, Rodrigues Regional Assembly and the former grade of Economist.

Recommendation 21

2.1.65 We recommend that:

- (i) the grades of Analyst, Rodrigues Regional Assembly and Senior Analyst, Rodrigues Regional Assembly be merged and restyled Analyst/Senior Analyst, Rodrigues Regional Assembly; and**
- (ii) the scheme of service of the grade of Lead Analyst be amended such that, henceforth, appointment to the grade be made by selection from among:**
 - (a) Analyst/Senior Analyst, Rodrigues Regional Assembly, formerly Senior Analyst, Rodrigues Regional Assembly, in post as at the eve of the publication of the 2021 Report; and**
 - (b) (i) Analyst/Senior Analyst, Rodrigues Regional Assembly, formerly Analyst, Rodrigues Regional Assembly, who reckon at least six years' service in a substantive capacity in the grade; or**
 - (ii) an aggregate of six years' service in a substantive capacity in the grade of Analyst/Senior Analyst, Rodrigues Regional Assembly and the former grade of Analyst, Rodrigues Regional Assembly; or**
 - (iii) an aggregate of six years' service in a substantive capacity in the grade of Analyst/Senior Analyst, Rodrigues Regional Assembly, formerly Analyst, Rodrigues Regional Assembly and the former grade of Economist.**

Information Services Division

Communication/Public Relations Officer (New Grade)

2.1.66 The Communication/Public Relations Unit oversees all the activities relating to planning of events for news conferences, including the arrangements of banners and other graphics to be displayed at the event, preparing packets of information to distribute to the media and preparing executives to speak at news conferences. In view of the absence of a dedicated grade to man the Unit and to manage the smooth communication between RRA and its stakeholders, Management has requested that it be provided with a level of Communication/Public Relations Officer. On the basis of functional justifications, we are providing for the creation of this grade.

Recommendation 22

2.1.67 We recommend the creation of a grade of Communication/Public Relations Officer. Appointment thereto should be made from among candidates possessing a Diploma in English or French or Law or Legal Studies or Communication Studies or Journalism and/or Media Studies or an equivalent qualification from a recognised institution and reckoning at least one-year experience in public relations.

2.1.68 Incumbent would be required, *inter alia*, to: promote and provide quality customer service; gather write up and edit information for internal and external publication, website, annual report, press release and other forms of internal and external communication; organise and co-ordinate all public relations activities, press conferences, interviews and receptions; and to assist in drafting of parliamentary questions, amongst others.

Statistical Unit

2.1.69 The Statistical Unit comprises the grades of Statistician, Senior Statistical Officer and Statistical Officer.

2.1.70 In the context of this review, Management proposed for a reorganisation of its activities so that same are conducted under two separate executive arms namely, the Economic arm and the Social arm and both arms to operate under a new supervisory level of Principal Statistical Officer. During consultations, Management equally informed that the load of work at the Statistical Unit has increased considerably, hence the justification for this new grade. The request for creation of the level has also been made by the Union.

2.1.71 After examining the requests, the Bureau considers that the establishment of new Units rests upon Management and that grades are created on the basis of functional needs. Whilst assessing the functional need for the new level proposed, we observed that it would be more appropriate to maintain the structure, given the present staff size. A restructuring may, however, be contemplated upon the strengthening of the lower levels. We are, therefore, providing for Management to conduct a Human Resource Planning Exercise.

Recommendation 23

2.1.72 We recommend that Management should conduct a Human Resource Planning Exercise as provided in Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to increasing the establishment size of the grades of Senior Statistical Officer and Statistical Officer to enable the Statistical Unit to operate more efficiently and effectively.

Transport Section

2.1.73 The Transport Section is responsible for ensuring proper public transport facilities to the Rodriguan population; planning transport services to respond better to changes in demand patterns; and implement successfully the free travel scheme. We consider the present structure to be appropriate.

Binding Unit

2.1.74 With a view to better examine the requests for the creation of the grades of Trainee Graphic Artist and Graphic Artist, restyling of the grade of Binding Supervisor to Production Supervisor and other consequent amendments be made to other grades in the Cadres, a site visit was carried out at the Binding Unit. It was observed that the Binding Unit is limited to binding works only and no production work is being carried out such that there is no Pre-Press and Printing Units. Therefore, the requests could not be considered.

Housekeeper, Chief Commissioner's Office *formerly Housekeeper*

2.1.75 The Housekeeper has the responsibility, among others, for the upkeep of the Residency as well as for the preparation and service of snacks and meals for the Executive Council members and delegations visiting Rodrigues. Representations were received for a restyling of the grade of Housekeeper to Housekeeper/Senior Housekeeper and for a review of the salary due to lack of promotional prospects and for career earnings. During oral discussion, the Bureau was apprised that incumbent is presently leading a team of General Workers and is also performing the duties of Cook (on Roster). Management was informed of the philosophy behind merging of grades. A fresh job evaluation exercise was carried out based on the information submitted in the newly written Job Description Questionnaire. The Bureau has observed an evolution in the nature and complexity of duties performed by incumbent. **These elements have been taken into account in arriving at the recommended salary. We also consider it appropriate to restyle the grade in consonance with the specificities of the Chief Commissioner's Office.**

Office Auxiliary/Senior Office Auxiliary

Recommendation 24

2.1.76 We recommend that employees in the grade of Office Auxiliary/Senior Office Auxiliary who have reached the top salary in their scale should be allowed to move incrementally in the Master Salary Scale by one increment.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CHIEF COMMISSIONER'S OFFICE CENTRAL ADMINISTRATION
02 000 114	Rs 132000 Island Chief Executive
02 000 107	Rs 110125 Departmental Head
01 096 101	Rs 77950 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Head, Finance
08 075 094	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Head, Human Resource Management <i>formerly Manager, Human Resources</i>
08 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Human Resources (Personal)
08 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Human Resources
08 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Human Resource Executive (New Grade)
08 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Human Resource Executive <i>formerly Human Resource Officer/Senior Human Resource Officer</i>

Salary Code	Salary Scale and Grade
02 065 092	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Administrative Officer (Personal)</p>
02 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Administrative Officer</p>
18 047 081	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Safety and Health Officer/Senior Safety and Health Officer</p>
08 069 091	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000</p> <p>Principal Executive Officer (Rodrigues) (Personal)</p>
08 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Senior Executive Officer (Rodrigues)</p>
08 053 076	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Higher Executive Officer (Rodrigues) (Personal)</p>
08 050 077	<p>Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Office Management Assistant</p>
08 041 079	<p>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 - 46100 x 1575 - 47675</p> <p>Citizen's Advice Bureau Organiser</p>
08 060 083	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Office Management Executive</p>

Salary Code	Salary Scale and Grade
08 049 072	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Office Supervisor</p>
11 039 067	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Housekeeper, Chief Commissioner's Office <i>formerly Housekeeper</i></p>
08 046 076	<p>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</p> <p>Confidential Secretary</p>
10 038 076	<p>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 x 950 - 42200 x 1300 - 43500</p> <p>Communication/Public Relations Officer (New Grade)</p>
08 038 070	<p>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</p> <p>Management Support Officer</p>
08 030 067	<p>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</p> <p>Clerical Officer/Higher Clerical Officer (Personal) Management Support Assistant (New Grade)</p>
23 037 077	<p>Rs 18650 x 275 - 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 x 950 - 42200 x 1300 - 44800</p> <p>Social Worker, Rodrigues Regional Assembly</p>
10 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Audio Visual Assistant</p>

Salary Code	Salary Scale and Grade
08 039 069	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Word Processing Operator</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Chief Tradesman Foreman</p>
08 029 066	<p>Rs 16525 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 - 34000</p> <p>Word Processing Operator</p>
22 024 061	<p>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</p> <p>Receptionist/Telephone Operator</p>
24 039 063	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Senior Field Supervisor</p>
16 027 065	<p>Rs 16005 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 - 33175</p> <p>Machine Minder (Bindery) (Rodrigues) (Personal)</p>
24 033 062	<p>Rs 17565 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 - 30700</p> <p>Driver (Mechanical Unit)</p>
25 029 062	<p>Rs 16525 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 - 30700</p> <p>Electrician (Shift)</p>
24 033 061	<p>Rs 17565 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</p> <p>Driver (Heavy Vehicles above 5 tons)</p>

Salary Code	Salary Scale and Grade
24 039 059	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Head Gardener/Nursery Attendant Head Office Auxiliary</p>
24 022 055	<p>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 - 25525</p> <p>Office Auxiliary/Senior Office Auxiliary</p>
25 026 059	<p>Rs 15745 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</p> <p>Cabinet Maker Carpenter Electrician Mason</p>
24 026 059	<p>Rs 15745 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</p> <p>Driver (on roster)</p>
24 030 058	<p>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</p> <p>Field Supervisor</p>
24 025 058	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Driver Driver/Office Attendant (Ex-SMEDA) (Personal)</p>
24 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Senior Gardener/Nursery Attendant</p>
21 022 053	<p>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 - 24475</p> <p>Storekeeper (Rodrigues)</p>

Salary Code	Salary Scale and Grade
24 022 052	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 Gardener/Nursery Attendant
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 020 050	Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Handy Worker (Special Class)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Stone Breaker
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant
24 018 048	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Gateman
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker General Worker (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
FINANCIAL OPERATIONS CADRE	
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Financial Operations
01 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Financial Operations (Personal)
01 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Financial Operations
01 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Financial Operations Officer
01 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Financial Operations Officer/Senior Financial Operations Officer <i>formerly Financial Officer /Senior Financial Officer</i>
01 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Financial Operations Officer <i>formerly Assistant Financial Officer</i>
INTERNAL CONTROL CADRE	
01 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Internal Control Officer
01 041 078	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 - 46100 Internal Control Officer/Senior Internal Control Officer

Salary Code	Salary Scale and Grade
PROCUREMENT AND SUPPLY CADRE	
21 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Manager (Procurement and Supply)</p>
21 068 088	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Manager (Procurement and Supply)</p>
21 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Procurement and Supply Officer</p>
21 053 078	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Procurement and Supply Officer/Senior Procurement and Supply Officer</p>
21 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Assistant Procurement and Supply Officer</p>
ECONOMIC PLANNING & MONITORING UNIT	
01 092 102	<p>Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Lead Analyst</p>
01 058 092	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Analyst/Senior Analyst, Rodrigues Regional Assembly <i>formerly Analyst, Rodrigues Regional Assembly</i> <i>Senior Analyst, Rodrigues Regional Assembly</i></p>
20 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Statistician</p>

Salary Code	Salary Scale and Grade
20 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Statistical Officer
20 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Statistical Officer
TRANSPORT SECTION	
26 053 084	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Head, Transport
08 029 067	Rs 16525 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 Transport Accounts Clerk



2.2 Registration of Deeds and Conservation of Mortgages

- 2.2.1 The Registration of Deeds and Conservation of Mortgages Unit is responsible, among others, for: registration of information regarding land ownership and obligations; provision of publicity for the safeguard of interests of creditors and of parties in sales and leases of immovable properties; transcription of transfers of immovable properties, leases and seizures; issuance of certificates showing inscriptions and charges; registration of particulars of deeds and documents presented by members of the Legal Profession and the public; follow-up action after re-assessment of values of immovable properties by the Chief Government Valuer, including representations before the Tax Appeal Tribunal; and collection of annual tax payable by campement site owners and campement owners.
- 2.2.2 Presently, the Unit is headed by a Principal Registration Officer who reports to the Island Chief Executive for general administration and to the Registrar-General in Mauritius for technical matters. He is supported in his day-to-day functions by incumbents in the Registration Officer Cadre and the general services grades.
- 2.2.3 In the context of this Report, both the staff side and Management have proposed to restyle the grade of Principal Registration Officer while aligning its salary with that of the Principal Registration Officer/Chief Registration Officer in the Civil Service. In addition, Management proposed the creation of the grade of Head, Registration Unit. Stakeholders were apprised that in view of the specificity, scope of activities and cadre structure, creation of an additional level is not warranted at this stage and as the grade of Chief Registration Officer does not exist on the establishment of the RRA, the request of restyling the grade cannot be acceded to.
- 2.2.4 We are, nonetheless, making appropriate recommendation to enable the Unit to deliver on its mandate.

Recommendation 1

- 2.2.5 We recommend that the grade of Principal Registration Officer be restyled Officer-in-Charge, Registration. The RRA should enlarge its scheme of service to include duties of the corresponding position in the Civil Service. This element has been taken into account while determining the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 062 080	<p align="center">REGISTRATION OF DEEDS AND CONSERVATION OF MORTGAGES</p> <p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Officer-in-Charge, Registration <i>formerly Principal Registration Officer</i></p>
18 053 074	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Senior Registration Officer (Personal salary for officers in post as at 31.12.12)</p>
18 037 072	<p>Rs 18650 x 275 - 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 x 950 - 39350</p> <p>Registration Officer/Senior Registration Officer</p>



2.3 Management of State Land - Cadastral Department

- 2.3.1 The Cadastral Department has two executive arms, namely the Survey Section and the Planning Section. The objectives of the Survey Section are, *inter alia*, to: keep an up-to-date and complete record of all uses and occupation of all parts of State Lands in Rodrigues; ensure that land development in Rodrigues is effected in an orderly and sustainable way; and attend to cases of queries and complaints regarding land related issues. The Planning Section is responsible, amongst others, for implementing approved land use planning policies; enforcing existing legislation; and ensuring that development control is done with the help of existing planning instrument.
- 2.3.2 A Principal Surveyor acts as the Officer-in-Charge of the Department and the present structure comprises the Surveyor and Cartographer Cadres and the grade of Survey Technician as well as other support staff.
- 2.3.3 In the context of this Report, the RRA made several proposals regarding the Cadastral Department. For instance, creation of the grades of Head, Town and Country Planning, Senior Town and Country Planning Officer (STCPO) and Senior Survey Technician. Same were discussed during consultative meetings held at the RRA and they were informed that the creation of grades at senior level depends on the degree of supervision required. Therefore, in view of the establishment size of the grades of Town and Country Planning Officer and Survey Technician, request for the creation of senior level could not be acceded to. However, the Bureau considers that the number of posts of Survey Technician could be increased to cope with the increasing workload and officers could be posted in the Units where the grade was required.
- 2.3.4 After careful examination, the Bureau views that the prevailing organisation structure of the Cadastral Department is meeting its operational requirements.

Allowance for the Principal Surveyor

- 2.3.5 A monthly allowance of Rs 1220 is currently being paid to the Principal Surveyor for acting as Officer-in-Charge of the Cadastral Office and this provision is being maintained.

Recommendation 1

- 2.3.6 We recommend that the Principal Surveyor acting as the Officer-in-Charge of the Cadastral Office should be paid a revised monthly allowance of Rs 1280.**

Plan Printing Operator

- 2.3.7 Presently, provision is made for incumbents in the grade of Plan Printing Operator (PPO) who possess a Certificate in Autocad in addition to the prescribed qualification of the grade, to proceed beyond their top salary by one increment provided they satisfy the set criteria. This provision was introduced as an inducement for PPOs to upgrade their qualification to better equip them to cope with technical issues. We are, in this Report, reviewing this provision.

Recommendation 2

2.3.8 We recommend that Plan Printing Operators should, on obtention of a Certificate in Autocad or a relevant equivalent qualification, be granted one additional increment subject to the top salary recommended for the grade.

Health Surveillance

2.3.9 Currently, necessary arrangements are made for Plan Printing Operators to benefit from medical/health checkup free of charge. These officers are constantly exposed to substances emanating from the printing machines which are hazardous to health. The recommendation for Health Surveillance for these incumbents is still valid.

Recommendation 3

2.3.10 We recommend that Management should continue to arrange with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CADASTRAL OFFICE
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Surveyor
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Surveyor
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Surveyor
26 031 034	Rs 17045 x 260 - 17825 Trainee Surveyor
26 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Cartographer (Personal salary for officers in post as at 31.12.12)

Salary Code	Salary Scale and Grade
26 043 081	<p>Rs 20500 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 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Cartographer/Senior Cartographer</p>
26 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Cartographer</p>
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Survey Technician</p>
24 040 065	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175</p> <p>Head Survey Field Worker</p>
24 021 058	<p>Rs 14475 x 250 - 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</p> <p>Survey Field Worker/Senior Survey Field Worker</p>
16 026 065	<p>Rs 15745 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 - 33175</p> <p>Plan Printing Operator</p>
PLANNING UNIT	
26 063 088	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Town and Country Planning Officer</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Development Control Officer</p>

Salary Code	Salary Scale and Grade
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Planning Assistant
26 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Cadet Planner



2.4 Civil Aviation

- 2.4.1 Operating under the *aegis* of the Chief Commissioner's Office, the Civil Aviation of Rodrigues is responsible for, among others, the infrastructural development of the Sir Gaetan Duval Airport; ensuring that Civil Aviation Operations are compliant with ICAO Standards and practices; and providing safe and expeditious flow of air traffic as well as safety and security of premises.
- 2.4.2 The mission of Civil Aviation of Rodrigues is mainly to ensure the development of Civil Aviation to meet the economic and social requirement of the island. With a view to providing the best aviation services on behalf of Rodrigues, the Department works in close collaboration with the Department of Civil Aviation of Mauritius and the Prime Minister's Office (External Communications).
- 2.4.3 As subsequently amended, the Fourth Schedule of the RRA Act 2001 stipulates that the RRA is solely concerned with the administrative aspects of the Civil Aviation. The responsibility of the Civil Aviation of Rodrigues consists essentially of providing aerodrome flight information regarding the conditions of runway linked to aircrafts operations while the regulatory functions rests with the mainland Mauritius.
- 2.4.4 The Department is currently staffed, among others, with officers in the Technical grades and employees in the Workmen's Group. For this Report, there has been no request for major review of the organisation structure of the Department save for the creation of the grade of Senior Flight Data Officer and the restyling of the grade of Patrol Officer (Rodrigues) to Aviation Security Officer.

Patrol Officer (Rodrigues)

- 2.4.5 For this review exercise, the staff side has apprised the Bureau that the qualifications requirement and duties of the grade of Patrol Officer (Rodrigues) are similar to the grade of Aviation Security Officer in Mauritius. However, the salary scales of both grades are different. They have, therefore, requested for a restyling and alignment of the grade of Patrol Officer (Rodrigues) to their counterparts in Mauritius. They further informed that a case has been lodged at the Employment Relations Tribunal (ERT) to decide on this issue.
- 2.4.6 Upon perusal of the schemes of service of the grades of Patrol Officer (Rodrigues) and that of Aviation Security Officer, the Bureau noted that the duties prescribed therein are in fact the same. However, upon obtention of additional information from the Management of RRA, they confirmed that some of the duties listed in the scheme of service of the grade of Patrol Officer (Rodrigues) are not being performed by the incumbents in Rodrigues. **Therefore, the Bureau recommends that the RRA should review the scheme of service of the grade of Patrol Officer (Rodrigues) to reflect the actual duties being performed by the incumbents.**

Senior Flight Data Officer (New Grade)

- 2.4.7 Both the staff side and Management have requested for the creation of a grade of Senior Flight Data Officer to supervise and coordinate the work of Flight Data Officers.
- 2.4.8 In view of the expanded activities that would occur at the Plaines Corail Airport, the Bureau is providing the grade of Senior Flight Data Officer.

Recommendation 1

2.4.9 We recommend the creation of a grade of Senior Flight Data Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Flight Data Officer who reckon at least four years' service in a substantive capacity; have administrative and organising abilities; and possess good supervisory and communication skills.

- 2.4.10 Incumbent would be called upon, *inter alia*, to: supervise Flight Data Officers in the discharge of their duties; ensure proper operation of the aeronautical message switching system to receive, transmit, update and distribute aeronautical data including serviceability reports, meteorological information and navigation warnings; ensure provision of third party communication services, Aerodrome Flight Information Services, hazard alerting and emergency service as required, relaying of air traffic information and other operational information; ensure that operation data pertaining to aircraft operations are received in a timely manner and distributed promptly to Air Traffic Control System and all the other Air Traffic Services Units concerned.

Height Allowance

- 2.4.11 At present, a non-pensionable height allowance is payable to Electricians of the Civil Aviation of Rodrigues for climbing poles above 20 feet 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.
- 2.4.12 Since the current arrangement still remains valid, the Bureau is making appropriate recommendation.

Recommendation 2

2.4.13 We recommend that the present provision governing the payment of a non-pensionable Height Allowance to Electricians of the Civil Aviation of Rodrigues be maintained.

Allowance to drive Heavy Specialised Vehicles

- 2.4.14 As per existing provision, officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, are granted a monthly allowance equivalent to one increment at the initial point of their respective salary scale. **This provision, being appropriate, is being maintained. However, in the**

event the quantum of the above allowance payable to incumbents is lower than that drawn as at the eve of the publication of this Report, they should continue to be paid the higher quantum on a personal basis.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
CIVIL AVIATION	
03 063 084	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Air Traffic Controller Grade I (Rodrigues)
03 048 077	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Assistant Air Traffic Controller (Rodrigues)
03 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Flight Data Officer (New Grade)
03 033 076	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Flight Data Officer
22 053 079	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Technician
03 036 070	Rs 18375 x 275 - 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 Assistant Ground Supervisor (Rodrigues)
03 028 066	Rs 16265 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 - 34000 Patrol Officer (Rodrigues)

Salary Code	Salary Scale and Grade
25 029 062	Rs 16525 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 - 30700 Electrician (Shift) Fitter (Shift)
25 026 059	Rs 15745 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 Electrician Motor Diesel Mechanic



2.5 Tourism Development

- 2.5.1 The Tourism Development Division has the responsibility to drive the tourism sector in Rodrigues so that it becomes one of the major pillar of the economy. Currently, the Division is manned by a Head, Tourism and officers in the grades of Tourism Promotion Officer, Tourism Planner, Tourism Enforcement Officer, Leisure Officer and Tourism Information Officer.
- 2.5.2 In the course of this review exercise, no submission from the staff side was received. In so far as Management's proposals are concerned, the latter initially requested for a restructuring of the Division such that it comprises three distinct executive arms namely Promotion Unit; Planning and Strategic Unit and Tourism Enterprise Licensing Unit. Proposals were also made for the creation of a grade of Senior Tourism Enforcement Officer to head the Tourism Enterprise Licensing Unit and for the grade of Tourism Promotion Officer to be restyled into Senior Tourism Planner. Subsequently, during our consultative meeting, Management withdrew these submissions and undertook to submit new proposals to the Bureau. However, no further submission was received. In these circumstances, we are maintaining the present structure.

Leisure Officer

- 2.5.3 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Leisure Officer. **Incumbent should possess a Diploma in the field of Leisure or Diploma in Management with specialisation in Leisure from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	TOURISM DEVELOPMENT
10 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Head, Tourism
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Tourism Promotion Officer

Salary Code	Salary Scale and Grade
10 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Tourism Planner
18 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Tourism Enforcement Officer
23 035 077	Rs 18100 x 275 - 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 x 950 - 42200 QB 43500 x 1300 - 44800 Leisure Officer
10 031 070	Rs 17045 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 - 35650 x 900 - 37450 Tourism Information Officer



2.6 Education (Administration)

- 2.6.1 The Chief Commissioner's Office, according to the Fourth Schedule of the RRA Act, is responsible for all matters pertaining to the administration of education in Rodrigues. The main objectives of the Education Division are to provide holistic and quality education at Pre-primary, Primary and Secondary level; encourage the enrolment of all children in Pre-Primary Schools; ensure provision of adequate school infrastructure, equipment, furniture and other basic necessities; and provide inclusive education through greater parental involvement and social responsibility.
- 2.6.2 Moreover, the Education Division is responsible for the overall administration of education at pre-primary, primary and secondary levels; the implementation of policies pertaining to education as prescribed by the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology; the conduct and organisation of examinations run by the Mauritius Examinations Syndicate; the organisation of Workshops/Seminars for teaching staff in collaboration with the Mauritius Institute of Education and other educational bodies; and the admission and transfer of pupils in pre-primary, primary and secondary Schools.
- 2.6.3 There are 17 Primary Schools in Rodrigues out of which 12 are Government Primary Schools and five are run by the Roman Catholic Education Authority (RCEA). The establishment of the Primary Education comprises a complement of 314 teaching staff inclusive of 109 officers from the RCEA. The Commission fulfils its mandate for secondary education in partnership with the Rodrigues Educational Development Co. Ltd (REDCO); the Private Aided Secondary School; and the Private Secondary Education Authority.
- 2.6.4 Presently, the Division is headed by the Director of Education (RRA) who is supported in his duties by officers in the grades of Head of Education (Primary), Secondary School Inspector, Senior School Inspector, as well as officers of the Primary School Educator Cadre, among others.
- 2.6.5 The Bureau had several meetings with representatives of the different Unions during its official visit. The Union requested among others, for the creation of a grade of Senior Social Worker; provision of transport facilities/eligibility to duty exemption for Social Workers as well as the payment of uniform allowance and risk allowance; and alignment of the salary scale of the grade of Social Worker with that of counterparts in Mauritius.
- 2.6.6 Additional requests made by the Union pertained to: the recruitment of Primary School Educators in the teaching of Holistic Education in the RRA; the filling of vacancies in the grade of Primary School Educator; amending the scheme of service of the grade of Head Master such that appointment thereto should be made by promotion from among officers in the grade of Deputy Head Master instead of selection from several grades; the creation of the grades of Senior Primary School Educator and Maintenance Officer; allowing Primary School Educators possessing Diploma in Educational Management (DEM) to cross the QB in the salary scale though

they do not possess the Teacher's Diploma; and require Support Teachers to cover Grades 3 and 4 as well.

- 2.6.7 Representatives of the Bureau also had a meeting with the Manager of REDCO whose main requests pertained to the posting of a Deputy Rector in each school irrespective of school population; increasing the establishment size of Senior Educators; and consider the specificity of the RRA in the specific conditions prevailing in the Education Sector.
- 2.6.8 On the other hand, the Chief Commissioner made a request for the creation of a grade of Psychologist in the Education Division. Management side also beseeched for the reinforcement of the existing structure of the Directorate through the creation and restyling of some grades; amending schemes of service in respect of the qualifications' requirement for the grade of Director of Education and duties devolving upon the grade of School Inspector; and setting up of an Examinations Unit; among others.
- 2.6.9 All parties were apprised of the Bureau's policy for the creation of grades which should be justified by a functional need in the organisation. They were also informed that a restyling of a grade is considered in cases where the appellation of a grade is not in consonance with the level or nature of duties devolving upon the grade. Moreover, determination of salary is based on a Job Evaluation Exercise. Both Management and the staff side were given due explanation for all the other requests, which for technical reasons, could not be acceded to.
- 2.6.10 Considering that the Education Division of the RRA is limited to the implementation of policies defined at the level of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, the existing structure is appropriate. We are, however, reflecting some provisions which are relevant for the Education Division of the RRA.

Primary School Educator

- 2.6.11 A Qualification Bar has been inserted in the salary scale for the grade of Primary School Educator. **Incumbents should possess the Teacher's Diploma (Primary) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

Deputy Head Master

Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)

- 2.6.12 A Qualification Bar has been inserted in the salary scale for the grades of Deputy Head Master and Health and Physical Educator Instructor (Personal to officers in post as at 31.12.20). **Incumbents should possess the Diploma in Educational Management (DEM) or Certificate in Educational Management (CEM) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grades.**

Refund of Travelling by Bus to Trainee Primary School Educators

2.6.13 Trainee Primary School Educators are presently refunded travelling expenses incurred by bus from residence to the place of work/training and back. **This arrangement should continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	EDUCATION (Administration)
06 082 099	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Director of Education (RRA)
06 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head of Education (Primary) Secondary School Inspector
06 072 090	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Senior School Inspector
06 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Educational Psychologist
06 068 087	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 School Inspector
06 065 085	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)

Salary Code	Salary Scale and Grade
06 063 083	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Head Master</p>
06 056 082	<p>Rs 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Assistant Supervisor (The Arts)</p>
06 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250</p> <p>Deputy Head Master Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)</p>
06 049 080	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Mentor (Personal to officers in post as at 31.12.20)</p>
06 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Educator (Special Educational Needs)</p>
06 047 077	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 1300 - 44800</p> <p>Primary School Educator</p>
06 030 069	<p>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 - 35650 x 900 - 36550</p> <p>Support Teacher</p>
06 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Primary School Educator</p>

Salary Code	Salary Scale and Grade
08 041 070	Rs 19800 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Senior School Clerk
08 030 067	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 School Clerk
04 033 071	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400 ICT Support Officer (Personal to officers in post as at 31.12.20)
24 030 059	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 School Caretaker
24 022 052	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 School Caretaker
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Foreman
25 026 059	Rs 15745 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 Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



2.7 Legal Services Unit

- 2.7.1 The Legal Services Unit is responsible to look after and advise on all legal matters of the different Commissions of the RRA. Its structure presently comprises the grades of Attorney and Legal Officer, which are both vacant. The RRA has recourse to the services of legal persons employed on contract on a part-time or full-time basis, depending upon operational requirements.
- 2.7.2 In the context of this Report, both the Union and Management have proposed that: a Legal Division, in lieu of the existing Legal Services Unit, be established and a grade of Chief Legal Adviser be created to head the Legal Division. During the consultative meetings, Management further informed that difficulties are being encountered to attract officers in the grades of Attorney and Legal Officer and these are adversely impacting on service delivery.
- 2.7.3 Pursuant to the proposals made and consultations held with both parties, we have observed that: given the RRA Act provides for a Legal Services Unit, any change would require an amendment of the relevant part of the Act; creation of a supervisory level to head the Unit would be superfluous as both the positions of Attorney and Legal Officer are vacant; and the RRA should re-advertise vacancies in the grades of Attorney and Legal Officer on the basis of the new remuneration package, highlighting all the attached fringe benefits, to enable filling of these positions for an effective and efficient service delivery and the Legal Services Unit to deliver on its mandate appropriately.
- 2.7.4 We consider the existing structure of the Legal Services Unit to be appropriate. We are, however, reviewing the quantum of the yearly allowance payable to the Attorney employed on a full-time basis to meet costs of certain items, in line with what obtains in the public sector for the same grade. We are equally revising the all-inclusive monthly allowance (excluding travelling) being paid to Attorneys employed on a part-time basis.

Allowance to Attorney

- 2.7.5 In previous Reports, we provided for the payment of a yearly allowance to Attorneys employed on a full-time basis in view of meeting costs of certain items. We are retaining the payment of the allowance based on what obtains in the public sector for the same grade.

Recommendation 1

- 2.7.6 We recommend that Attorneys employed on a full-time basis by the Rodrigues Regional Assembly be paid a yearly allowance of Rs 24255 as an assistance to cover certain items of expenditure related to the exercise of their profession.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 069 092	<p style="text-align: center;">LEGAL SERVICES UNIT</p> <p>Rs 30910 Attorney (RRA) (Part-Time) Legal Officer (RRA) (Part-Time)</p>
	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Attorney (RRA) Legal Officer (RRA)</p>



3. DEPUTY CHIEF COMMISSIONER'S OFFICE

- 3.0.1 Four main areas of responsibility fall under the Deputy Chief Commissioner's Office namely, the Public Infrastructure Department; Mechanical Workshop; Land Transport Services; and Water Resources Unit. The Commission coordinates the activities of the four divisions falling under its *aegis* and also implements the decision of the Executive Council pertaining to the Office.
- 3.0.2 Its main objectives are to ensure sustainable infrastructural development throughout the island; the provision of an efficient and reliable public transport service through improved traffic management and road safety measures; the maintenance of all public infrastructure; and sufficient water production and its regular distribution to the population. Issues relating to the different areas which were discussed with Management and Unions during meetings are dealt with under each Unit.

3.1 Public Infrastructure Department

- 3.1.1 The Public Infrastructure Department englobes sub units dealing with maintenance of buildings, roads and bridges as well as improvement of public infrastructure in villages such that it is responsible to ensure the overall sustainable infrastructural development of the island. The Department also issues building and burial permits.
- 3.1.2 Several representations pertaining to the Public Infrastructure Department were made by Unions and Management in the context of this Report. All submissions were analysed and discussed with Management during consultative meetings. As regards request for change in mode of appointment for the grade of Head, Public Infrastructure, parties were informed that same needed to be addressed by Management.
- 3.1.3 For proposals pertaining to the creation of the grade of Head Engineer and payment of an *ad hoc* allowance to Engineer/Senior Engineers who are required to perform additional duties of higher level, the Bureau requested for additional information in respect of these duties. Due to unavailability of all information, the Bureau is not in a position to pronounce on the payment of the proposed allowance. For the former request, the Bureau could not accede to same as the functional need of the proposed grade was not justified.
- 3.1.4 Proposal was also made for the provision of Special Professional Retention Allowance (SPRA) for the Engineering Cadre. Based on the findings of the survey on recruitment and retention problems carried out in the context of this Report, it was observed that recruitment problems were still being encountered in the engineering field. **Since the SPRA is no longer granted, the Management may have recourse to the other measures as outlined in the Chapter on Recruitment, Promotion and Retention in Volume 1 of this Report.**
- 3.1.5 We are, in this Report, creating a few grades for the smooth running of some Units under the Public Infrastructure Department.

- 3.1.6 During consultations, both Management and Union proposed for the creation of a grade of Engineer/Senior Engineer (Electrical) and Technical Officer (Electrical and Electronics) at the Plant and Equipment Unit as there are functional needs for these two levels to enable the Unit to function effectively.
- 3.1.7 Whilst examining the requests, we noted that a grade of Electrical Engineer/Senior Electrical Engineer already exists on the establishment of the Deputy Chief Commissioner's Office under the Technical Unit. We, therefore, deem it more appropriate for Management to increase the establishment size of the grade so as to enable the posting of an Electrical Engineer/Senior Electrical Engineer to the Plant and Equipment Unit. As regards the creation of the grade of Technical Officer (Electrical and Electronics), we are agreeable to same.

Technical Officer (Electrical and Electronics) (New Grade)

Recommendation 1

- 3.1.8 We recommend the creation of a grade of Technical Officer (Electrical and Electronics). Appointment thereto should be made by selection from among candidates possessing a Diploma in Electrical and Electronic Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.**
- 3.1.9 Incumbent would be called upon among others, to: assist the Electrical Engineer/Senior Electrical Engineer in the installation and maintenance of all electrical and electronic works, plants and equipment; assist in the supervision of all electrical and electronic installations; liaise with contractors responsible for provision and maintenance of equipment; carry out regular site visits; prepare and submit technical papers or any written information, as and when required; and participate in meetings and committees.

Special Professional Retention Allowance

- 3.1.10 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 Report (EOC Report 2009) in order to curb recruitment and retention problems in scarcity areas such as Engineering/Architecture/Quantity Surveying fields. This provision was maintained in consecutive PRB Reports and was extended to other grades requiring applicants thereto to be registered with a Professional Body.
- 3.1.11 In the context of the 2016 PRB Report, findings of a survey carried out by the Bureau revealed that there was no serious recruitment and retention problem in the Engineering/Architecture/Quantity Surveying fields. On the contrary, it was found that the labour market had an over-supply of qualified candidates in these fields. Hence, in the last Report the Bureau decided to waive the provision for the payment of the SPRA. Nevertheless, the provision for eligible officers in post as at 31 December 2015 was maintained up to 31 December 2016.

- 3.1.12 It was further recommended 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 should refund the totality of the SPRA 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 SPRA 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.
- 3.1.13 For this review exercise, it has been reported that officers who have benefitted from SPRA and who fall under categories of paragraphs 3.1.12 (i) and (ii) above are still being required to refund the allowance as mentioned therein when they are leaving or retiring from the service. As the provision of SPRA no longer exists and currently there are no major scarcity/retention issues, we are reviewing this provision.

Recommendation 2

- 3.1.14 We recommend that officers in the Civil Engineering, Mechanical Engineering, Quantity Surveying and Architecture Cadres who have benefitted from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.**
- 3.1.15 We further recommend that all officers in the above-mentioned cadres who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
PUBLIC INFRASTRUCTURE	
02 000 107	Rs 110125 Departmental Head
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Head, Public Infrastructure

Salary Code	Salary Scale and Grade
26 065 092	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Architect/Senior Architect Engineer/Senior Engineer (Civil) Quantity Surveyor/Senior Quantity Surveyor</p>
22 065 092	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Electrical Engineer/Senior Electrical Engineer</p>
26 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Quantity Surveyor</p>
26 056 059	<p>Rs 26050 x 675 - 27400 x 825 - 28225</p> <p>Trainee Architect Trainee Civil Engineer Trainee Engineer</p>
22 056 059	<p>Rs 26050 x 675 - 27400 x 825 - 28225</p> <p>Trainee Engineer</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer (Civil Engineering)</p>
22 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer (Electrical and Electronics) (New Grade)</p>
26 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Chief Inspector of Works Senior Technical Officer (Civil Engineering)</p>

Salary Code	Salary Scale and Grade
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector of Works
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector of Works
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector of Works
24 033 061	Rs 17565 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 Driver (Heavy Vehicles above 5 tons)
26 027 029	Rs 16005 x 260 - 16525 Trainee Assistant Inspector of Works
26 041 073	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 - 40300 Technical Design Officer
26 031 033	Rs 17045 x 260 - 17565 Trainee Technical Design Officer
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Chief Cabinet Maker Chief Tradesman Foreman

Salary Code	Salary Scale and Grade
18 027 070	<p>Rs 16005 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 - 35650 x 900 - 37450</p> <p>Supervisor of Cemeteries</p>
25 028 061	<p>Rs 16265 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</p> <p>Multi-Skilled Tradesman</p>
25 026 059	<p>Rs 15745 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</p> <p>Automobile Electrician Blacksmith Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter Tinsmith Welder</p>
25 025 058	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Barbender</p>
24 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Plant and Equipment Operator</p>
24 023 053	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Waste Water Pipe Cleaner (on roster)</p>
24 022 052	<p>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</p> <p>Seamstress</p>

Salary Code	Salary Scale and Grade
24 021 052	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Burial Ground Attendant (Rodrigues) (on roster)</p>
24 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Sprayer Operator</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>



3.2 Mechanical Workshop

- 3.2.1 The Mechanical Workshop provides services in connection with repairs, maintenance and servicing of Government vehicles together with examination of private vehicles for the issue of fitness certificates on behalf of the National Land Transport Authority.
- 3.2.2 Responsibility for the examination and evaluation of vehicles rests upon the Mechanical Engineer/Senior Mechanical Engineer. However, since the post is still vacant, the Technical Officer (Mechanical) who is performing the said duties is presently being paid survey fee and examination fee at the rate of Rs 650 per examination respectively. Additionally, the latter is paid a Duty Allowance of Rs 1000 for examining, assessing, evaluating and reporting, after normal working hours, on damages sustained by Government vehicles involved in accidents. The payment of the survey fee and examination fee are being maintained until filling of the post of Mechanical Engineer/Senior Mechanical Engineer and so is the payment of the Duty Allowance to Technical Officer (Mechanical).
- 3.2.3 In the context of this review exercise, request pertaining to the Mechanical Workshop related to the creation of a grade of Engineer/Senior Engineer (Mechanical) specific for the Plant and Equipment Unit. The fact that the said grade already exists at the Mechanical Workshop, Management was advised to review the establishment size of the grade and officers be posted in Units where the need is felt. Management further canvassed for duty free facilities for Technical Officers (Mechanical) for which they were informed that same would depend on the findings of the survey on Travelling and Car Benefits.
- 3.2.4 The Bureau, therefore, considers that the present organisation structure of the Mechanical Workshop is appropriate and is being maintained.

Survey Fees

Recommendation 1

- 3.2.5 We recommend that a survey fee of Rs 685 per examination be paid to the Technical Officer (Mechanical) for examining vehicles purchased under a duty-free scheme by public officers and taxi owners, which vehicles were involved in accidents and declared total loss by insurance companies.**

Examination Fees

Recommendation 2

- 3.2.6 We also recommend the payment of an examination fee of Rs 685 per examination to the Technical Officer (Mechanical) for carrying out, outside normal working hours, examination of vehicles for road worthiness.**

Duty Allowance**Recommendation 3**

3.2.7 We recommend that a Duty Allowance of Rs 1050 monthly should be paid to the Technical Officer (Mechanical) who is required to examine Government vehicles outside normal working hours, which vehicles were involved in accidents.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MECHANICAL WORKSHOP
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Mechanical Engineer/Senior Mechanical Engineer
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Plant and Equipment Manager
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Mechanical Workshop Superintendent
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Mechanical)
25 052 070	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Workshop Supervisor
22 029 066	Rs 16525 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 - 34000 Automobile Electronics Technician
26 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Trainee Mechanical Engineer

Salary Code	Salary Scale and Grade
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Chief Mechanic Chief Panel Beater Foreman
25 026 059	Rs 15745 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 Automobile Electrician Coach Painter Diesel Fitter Mechanic Electrician Fitter Motor Diesel Mechanic Panel Beater Tinsmith Turner and Machinist Upholsterer Welder
24 026 059	Rs 15745 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 Vulcaniser
24 022 052	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 Toolskeeper
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



3.3 Land Transport Services (National Land Transport Authority)

- 3.3.1 Operating under the *aegis* of the National Land Transport Authority, the sub office of Land Transport Services at RRA regulates and controls the transport of goods and passengers with a view to ascertaining that the public benefits from adequate, safe, affordable and reliable transport services.
- 3.3.2 Its main objectives are, *inter alia*, to: review the legal framework relating to vehicle registration and licensing; maintain strict enforcement of legislation for better compliance with conditions of licenses for transport services and safety requirements; exercise effective and strict control on on-street parking so that the designated objectives of parking control are achieved; and plan transport services to better respond to changes in demand patterns.
- 3.3.3 The Unit is currently manned by officers in the grades of Senior Road Transport Inspector (Roster) and Road Transport Inspector (Roster) and officers in the general services grades.
- 3.3.4 In the context of this review exercise, the Bureau received no representations for this Unit from both Management and the staff side.
- 3.3.5 The existing structure is, therefore, deemed to be appropriate.

Hours of Work

- 3.3.6 Officers in the grades of Road Transport Inspector (Roster) and Senior Road Transport Inspector (Roster) are required to work on roster on a six-day week basis, based on operational needs of the Authority and **this element has been taken into consideration in working out the salaries of the grades.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	NATIONAL LAND TRANSPORT AUTHORITY
18 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Road Transport Inspector (Roster)
18 047 077	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Road Transport Inspector (Roster)



3.4 Water Resources Unit

- 3.4.1 One of the major challenges of the RRA remains the provision of water throughout the island. To this end, the Water Resources Unit (WRU) has the huge responsibility of water production and water supply. The functions of the WRU are to ensure the proper and regular water supply to the population for domestic, industrial and commercial purposes throughout the island; and manage and develop the water resources as well as treatment of water.
- 3.4.2 The WRU has sub-units such as the Water Quality Unit and the Plant and Equipment Unit which carry out the technical works in relation to the production, treatment and distribution of water such as implementation of water infrastructure projects; and maintenance as well as repair of the existing water infrastructure.
- 3.4.3 At present, the Head, WRU is at the apex of the Unit. He is supported by officers in the professional grades and the Inspectorate Cadre, Laboratory Technicians, Hydrological Technicians, Field Supervisors and grades in the Workmen's Group.
- 3.4.4 In the context of this Report, several representations were canvassed in respect of WRU during consultative meetings with Management. For request relating to the creation of a grade of Technical Officer (Laboratory), Management was informed of the constraints thereto associated and was advised accordingly. Certain requests required to be further examined. Hence, the Bureau carried out deeper analysis for these issues and considered only those which it deemed to be appropriate and they have been elaborated in the ensuing paragraphs.
- 3.4.5 The Bureau is, therefore, making appropriate recommendations to further strengthen the existing structure in view of the increasing importance of the water sector in Rodrigues and for the Unit to deliver efficiently on its mandate.

Desalination Plant Operator (Shift) (New Grade)

- 3.4.6 Management expounded on the necessity to desalinate sea water to supply water throughout the island. It was further averred that the RRA intends to set up more desalination plants in the near future to meet the demand for water in the island. As much emphasis is being laid on desalination of sea water, both Management and staff side submitted that there is need for the creation of the grade of Desalination Plant Operator. Management further requested that with the creation of this grade, the grades of Pump Mechanic and Chief Pump Mechanic be made personal as same would no longer be warranted.
- 3.4.7 To better understand the work, a site visit was effected at the Desalination Plant at Songes. Officers of the Bureau were informed that the Plant operates on a 24-hour basis and also noticed "*de visu*" that the work at the Plant is currently being performed by officers in the grades of Chief Pump Mechanic, Tradesman's Assistant and General Worker. They were also apprised that these officers require further in-depth training in plant operations.

- 3.4.8 On the basis of additional information obtained that the grade of Pump Mechanic is not vacant and there is one incumbent in the grade of Chief Plant Mechanic, the Bureau considers that the grade of Pump Mechanic may be made evanescent and abolished on vacancy. As regards the grade of Chief Pump Mechanic same being a promotional avenue for incumbent in the grade of Plant Mechanic, the request cannot be entertained.
- 3.4.9 The Bureau further considers that as Government, in its Programme 2020-2024, supports the application of new technologies for desalination and storage so as to increase water supply in Rodrigues, the new grade of Desalination Plant Operator is warranted. Since the Desalination Plant operates on a 24-hour basis, the Bureau is recommending the creation of the grade of Desalination Plant Operator on Shift. The element of shift has been taken into account while determining the recommended salary for the grade.

Recommendation 1

- 3.4.10 We recommend the creation of a grade of Desalination Plant Operator (Shift). Appointment thereto should be made by selection from among employees who possess the Certificate of Primary Education and the National Trade Certificate (Level 3)/National Certificate (Level 3) in Electrical Installation or Plumbing issued by the MITD or Lycée Polytechnique Sir Guy Forget and reckon at least two years' service in a substantive capacity.**
- 3.4.11 Incumbents would be called upon, *inter-alia*, to: operate, maintain, monitor and calibrate various electronic, electrical and mechanical plant and equipment; keep the plant and equipment and associated premises clean and tidy to ensure a safe working environment; take all necessary precautions so as to avoid damaging the plant and equipment; monitor and keep record of all flow rates, pressures and their parameters of the process and maintenance and repairs of the plant and equipment as required; and carry out routine maintenance and minor repairs or adjustment of the plant and equipment to ensure its safe working as required.
- 3.4.12 The Bureau further recommends that the grade of Pump Mechanic be abolished on vacancy.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	WATER RESOURCES UNIT
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Head, Water Resources Unit
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer (Civil) Mechanical Engineer/Senior Mechanical Engineer
26 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Hydrological Officer
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Plant and Equipment Manager
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Scientific Officer (Water Resources Unit)
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Inspector of Works
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector of Works
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector of Works

Salary Code	Salary Scale and Grade
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Assistant Inspector of Works</p>
26 027 029	<p>Rs 16005 x 260 - 16525</p> <p>Trainee Assistant Inspector of Works</p>
19 039 073	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Laboratory Technician</p>
26 045 078	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100</p> <p>Hydrological Technician</p>
25 052 070	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Workshop Supervisor</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Chief Plumber and Pipe Fitter Chief Pump Mechanic Foreman</p>
25 029 062	<p>Rs 16525 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 - 30700</p> <p>Desalination Plant Operator (Shift) (New Grade)</p>

Salary Code	Salary Scale and Grade
25 026 059	<p>Rs 15745 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</p> <p>Electrician Mason Motor Diesel Mechanic Panel Beater Plumber and Pipe Fitter Pump Mechanic (Personal)</p>
25 025 058	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Barbender</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 023 053	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Operator Pumping Station (Rodrigues) (on roster) Water Supply Operator (on roster) <i>formerly Water Supply Attendant (on roster)</i></p>
24 018 047	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850</p> <p>Filterman</p>



4. COMMISSION FOR WOMEN'S AFFAIRS, FAMILY WELFARE, CHILD DEVELOPMENT, INDUSTRIAL DEVELOPMENT, INFORMATION AND COMMUNICATION TECHNOLOGY, VOCATIONAL TRAINING, CO-OPERATIVES, TRADE, COMMERCE AND LICENSING AND PRISONS AND REFORMS INSTITUTIONS

- 4.0.1 This Commission has under its *aegis* the responsibility of eight main areas, that is, Women's Affairs, Family Welfare and Child Development; Industrial Development and Handicraft; Information and Communication Technology; Development of Human Resources; Promotion and Development of Co-operatives; Trade, Commerce and Licensing; Reforms and Prisons Institutions; and Probation and Social Rehabilitation.
- 4.0.2 Its mission is to promote women's empowerment and family welfare; trigger and propel first-rate entrepreneurship in steering business activities; support economic take-off by exploring new ideas, creativity and develop prototypes in an environment conducive to research and innovation; enhance co-operative development through sustainability; empower the Information and Communication Technology sector that promote progress; realise the rights and wellbeing of every child by preventing abuse, juvenile delinquency, harm or neglect; promote gender responsive infrastructure and safe community and make efforts for raising awareness of gender equality and women's empowerment; and re-engineer and modernise the prison system and rehabilitation centres through rehabilitation and reintegration and incentivising prisoners/inmates to participate in same.

4.1 Women's Affairs, Family Welfare and Child Development

- 4.1.1 The Women's Affairs, Family Welfare and Child Development Division comprises the Women's Affairs Unit, the Family Welfare Unit and the Child Development Unit. It promotes gender mainstreaming and empowerment by adopting appropriate policies and programmes.
- 4.1.2 Its Women's Affairs Unit envisions to empower women for their advancement, consequently contributing to the enhancement of the social, economic and cultural environment of the Rodriguan Society.
- 4.1.3 Likewise, its Family Welfare Unit promotes family welfare through a better understanding of the role, rights and duties of each component of the family. Its mission is to provide adequate support and assistance to the family for promoting values, traditions and unity in the family.
- 4.1.4 The Child Development Unit enforces the Child Protection Act and implements policies and programmes for the development of children. The officers of the Unit work in close collaboration with the Police department, members of the Child Watch, other Commissions and all relevant stakeholders to provide a 24-hour service for children at risk or in distress. A hotline is also available round the clock for counselling and assistance.

- 4.1.5 Currently, there is one Family Welfare and Protection Officer posted in each Unit.
- 4.1.6 The Bureau received no representations from the Union for the Women's Affairs, Family Welfare and Child Development Unit. However, Management has requested for the creation of a grade of Senior Family Welfare and Protection Officer and to extend the payment of all allowances being paid to counterparts in Mauritius to the Family Welfare and Protection Officers in the RRA.
- 4.1.7 During consultative meeting, Management was apprised of the policy of the Bureau that the creation of additional levels is based on operational and functional needs of the organisation. Hence, the RRA was advised to consider increasing the establishment size of the grade of Family Welfare and Protection Officer in the division prior to creating additional levels.

"On-Call" and "In-Attendance" Allowances

- 4.1.8 Currently, officers in the grade of Family Welfare and Protection Officer are paid "On-Call" and "In-Attendance" Allowances for the provision of an emergency service after office hours and to attend to people in distress at nights, during weekends and on Public Holidays. The Bureau is revising the quantum of the allowance.

Recommendation 1

- 4.1.9 **We recommend that the "On-Call" Allowance and "In-Attendance" Allowance being paid to officers in the grade of Family Welfare and Protection Officer at the RRA who are "On-Call" and required to attend to emergencies during "On-Call" be revised as follows: -**

Grade	Period	"On-Call" Allowance	"In-Attendance" Allowance
Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 175 daily	Rs 85 per hour of attendance up to a maximum of Rs 510 per day/night period
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 265 daily	Rs 85 per hour of attendance up to a maximum of Rs 680 per day/night period

Risk Allowance

- 4.1.10 At present, Family Welfare and Protection Officers are being paid a monthly risk allowance equivalent to one and a half increments at the initial of the salary scale due to their nature of work. This arrangement should continue.

Recommendation 2

- 4.1.11 We recommend that Family Welfare and Protection Officers working in the Women's Affairs, Family Welfare and Child Development Unit, who by nature of their work are exposed to very risky situations and environment, be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of the salary scale.**
- 4.1.12 We also recommend that Family Welfare and Protection Officers working in the Women's Affairs, Family Welfare and Child Development Unit, in post as at the eve of the publication of the 2021 Report, drawing a higher quantum as Risk Allowance than what is recommended at paragraph 4.1.11 above, should continue to draw same on a personal basis.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	WOMEN'S AFFAIRS, FAMILY WELFARE AND CHILD DEVELOPMENT
02 000 107	Rs 110125 Departmental Head
23 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Family Counselling Officer Head, Gender, Family Welfare and Child Development
23 041 077	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 - 44800 Family Welfare and Protection Officer
23 033 068	Rs 17565 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 - 35650 Matron
24 021 050	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Shelter Care Attendant (on shift)

Salary Code	Salary Scale and Grade
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



4.2 Industrial Development and Handicraft Department

- 4.2.1 The Industrial Development and Handicraft Department is mandated, among others, to trigger and propel first-rate entrepreneurship in steering business activities and to support economic take off by exploring new ideas, creativity and developing prototypes in an environment conducive to research and innovation. The main objectives of the Department are to: promote the development of Small and Medium Enterprises (SMEs) and make Rodrigues more self-sufficient; raise the standards of living of the inhabitants; and meet the Regional Government's objective which is to boost up the economic development of Rodrigues.
- 4.2.2 Its core activities consist in: supporting SMEs in implementing competitive operating practices and sustainable strategies for SME development; providing highest quality training and workforce development and setting a strategy for export development and promotion. These are carried out by officers in the grades of Senior Industrial Analyst *formerly Senior Analyst (Industry)*, Industrial Analyst *formerly Analyst (Industry)* as well as officers of the Ex-SMEDA and general services cadre.
- 4.2.3 In the context of this Report, the Union did not make any representation regarding the Department. Management, however, requested for the creation of a grade of Head, Industrial Development to reinforce the structure at strategic level to enable the Department to cope with industrial developments taking place in the island.
- 4.2.4 After examining the above request, the Bureau holds that prior to creating the higher level, the grade of Senior Industrial Analyst *formerly Senior Analyst (Industry)*, which was created on an *ad hoc* basis, should be filled coupled with a consolidation of the base grade, that is, Industrial Analyst *formerly Analyst (Industry)*. We, therefore, view that the proposed new level is not warranted at this stage. We are, hence, maintaining the present structure and restyling the grades in the cadre in line with what obtains for the corresponding levels in the Civil Service.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 073 092	<p>INDUSTRIAL DEVELOPMENT AND HANDICRAFT DEPARTMENT</p> <p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Industrial Analyst <i>formerly Senior Analyst (Industry)</i></p>

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Industrial Analyst <i>formerly Analyst (Industry)</i>
18 041 076	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 Marketing Assistant (Handicraft) (Rodrigues) (Ex-SMEDA) (Personal)
08 030 067	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 (Ex-SMEDA) (Personal)
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver/Office Attendant (Ex-SMEDA) (Personal)
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker (Ex-SMEDA) (Personal)



4.3 Information and Communication Technology Department

- 4.3.1 The Information and Communication Technology (ICT) Department is responsible for the formulation of ICT related policies, procurement and maintenance of all ICT equipment, development of new systems and software, management of ICT projects and websites and endorsement of an ICT culture in the RRA.
- 4.3.2 An ICT Manager is at the apex of the Department and he is supported in his task by officers in various professional and technical grades. Given that no representation has been made by either the staff side or Management in the course of this review exercise and as the structure of the department was already reinforced in our last Report with the creation of various grades, we hold that the existing structure is adequate to enable the department to function properly. We are, accordingly, not bringing any change thereto. However, we maintain our stand that Management should consider the advisability of reviewing its establishment size so as to ensure that the Department is adequately staffed.

Assistant Systems Analyst/Senior Assistant Systems Analyst

- 4.3.3 Assistant Systems Analyst/Senior Assistant Systems Analyst possessing a Degree in Computer Science or an equivalent qualification are, at present, allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to certain conditions. This provision should prevail.

Recommendation 1

- 4.3.4 **We recommend that officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst possessing a Degree in Computer Science or an equivalent qualification and who:**
- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 61000 on a personal basis;**
 - (ii) join the grade as from the date of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment;**
- provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT
04 077 096	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 ICT Manager
04 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant ICT Manager
04 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Programme Officer (ICT) Systems Analyst
04 047 085	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Assistant Systems Analyst/Senior Assistant Systems Analyst
04 048 080	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 IT Technician (Roster)
04 033 071	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400 Computer Support Officer (Roster) (Personal)
24 026 063	Rs 15745 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 - 31525 ICT Laboratory Auxiliary <i>formerly Computer Laboratory Auxiliary</i>



4.4 Human Resource Development Centre

- 4.4.1 The Human Resource Development Centre (HRDC) acts as a catalyst and facilitator for the promotion of capacity building in Rodrigues. Its objectives include, among others, promotion of Human Resource Development; stimulating a culture of training and life-long learning; reducing the mismatch between training needs and training offers; and providing information, advice and guidance which enable students and trainees to make appropriate and effective decisions about learning, training and work.
- 4.4.2 In addition, the HRDC organises part time courses at Diploma, Graduate and Post-Graduate levels in Rodrigues in collaboration with recognised institutions in Mauritius, including the Mauritius Institute of Education, the University of Mauritius and the University of Technology, Mauritius. It also mounts and provides specialised training programmes in collaboration with training institutions in Mauritius as well as the Ministry of Public Service, Administrative and Institutional Reforms.
- 4.4.3 The HRDC is manned by the Head, Human Resource Development Centre, who is assisted in his daily duties by two Co-ordinators, HRDC, a Library Officer, an Office Management Assistant and a Management Support Officer.
- 4.4.4 In the context of this Report, both Management and Union have proposed to restyle certain key grades on the ground that the officers would be called upon to shoulder additional responsibilities relating to the boosting of the Technical and Vocational Education and Training (TVET) Sector. In the same vein, request was also made to review the mode of appointment of the grade of Head, HRDC to provide a promotional path to the Co-ordinators, HRDC and to create a grade of Senior Library Officer, as a promotional route for the Library Officer as well as to restyle the grade of Binding Supervisor to Production Supervisor.
- 4.4.5 Whilst studying the requests, the Bureau noted that the additional duties that officers would be called upon to perform in connection with boosting of the TVET sector would not impact on the level of responsibilities and hence, do not warrant a restyling of the grades concerned. The moreso, restyling should convey an immediate understanding and identification of the work to be performed by the position. Moreover, reviewing the mode of appointment of a grade may best be addressed by Management after consulting parties concerned. We further consider that in case of a rise in workload due to the additional duties, the establishment size of the grade of Co-ordinator, HRDC may be increased for a smoother running of activities. As regards creation of a level of Senior Library Officer, we consider that same is not warranted at this stage. Such a move may only be contemplated after a meaningful increase in the establishment size of the grade of Library Officer and depending on the functional needs for the new level.

Posting of Library Officer

- 4.4.6 In the context of this Report, both Management and Union requested for the creation of a grade of Senior Library Officer at the Library Services Division. Being given that

the grade of Library Officer exists on the establishment of the HRDC and creation of a supervisory level is not required at this stage, we consider that the establishment size of the grade of Library Officer may be increased to allow the posting of an officer at the Library Services Division with a review of the scheme of service of the grade. We are, therefore, recommending accordingly.

Recommendation 1

4.4.7 We recommend that Management of the RRA should stand guided by recommendation made in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report regarding the carrying out of a Human Resource Planning exercise, prior to increasing the establishment size of the grade of Library Officer at the HRDC, with a view to enabling the posting of an officer at the Library Services Division or other Divisions where required.

4.4.8 We further recommend that the scheme of service of the grade of Library Officer at the HRDC be amended to incorporate any additional duty which incumbent would be called upon to perform when posted at the Library Services Division or other Divisions.

Time-Off Facilities

4.4.9 At present, Co-ordinators, HRDC are eligible for the grant of time-off for extra hours put in and are paid at the normal hourly rate in case time-off cannot be granted. Since this arrangement is appropriate, we are retaining this provision.

Recommendation 2

4.4.10 We recommend that officers in the grade of Co-ordinator, HRDC, who are required to put in additional hours of work on a regularly basis to cope with the demands of their job, should be granted equivalent time-off for the extra hours put in. In the event, it has not been possible for Management to grant, upon application, time-off within a period of four consecutive months, the officers should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of 15 extra hours in a month.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 072 096	<p style="text-align: center;">HUMAN RESOURCE DEVELOPMENT CENTRE</p> <p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Head, Human Resource Development Centre</p>

Salary Code	Salary Scale and Grade
02 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Co-ordinator, Human Resource Development Centre</p>
05 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Library Officer</p>
16 043 072	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Binding Supervisor</p>
16 026 063	<p>Rs 15745 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 - 31525</p> <p>Machine Minder (Bindery) (Rodrigues)</p>



4.5 Promotion and Development of Co-operatives

- 4.5.1 The Promotion and Development of Co-operatives Unit aims at enhancing co-operative development through sustainability, in Rodrigues. It is responsible, among others, for the registration, supervision, inspection, and monitoring of Co-operative Societies; providing training to co-operative entrepreneurs; assisting Co-operative Societies in professionalising their activities to attain financial and functional autonomy; and the settlement of disputes through Arbitration and Liquidation. The statutory role of the Unit is to ensure that the Co-operatives/Federations comply with the provisions of the Co-operatives Act 2016.
- 4.5.2 An Officer-in-Charge, Co-operatives is responsible for the day-to-day running of the Unit. He is assisted in the discharge of his duties by officers of the Co-operative Officer Cadre and is supported by staff belonging to the general services and those of the Workmen's group.
- 4.5.3 In the context of this review exercise, representations have been made, among others, for the restyling of the grades of Assistant Officer-in-Charge, Co-operatives and Officer-in-Charge, Co-operatives to Principal Co-operative Officer and Head, Co-operatives respectively.
- 4.5.4 The Bureau has analysed the requests and taking into consideration the cadre structure, specificity of the Island, scope of activities and level of responsibilities, we consider that the organisation structure is fit for purpose.

Co-operative Officer

- 4.5.5 Co-operative Officers possessing the Diploma in Co-operatives or the Diploma in Development Studies or who have successfully completed all papers of the Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the Qualification Bar. **We are maintaining this provision.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CO-OPERATIVES
18 067 084	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Officer-in-Charge, Co-operatives

Salary Code	Salary Scale and Grade
18 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Assistant Officer-in-Charge, Co-operatives</p>
18 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Senior Co-operative Officer</p>
18 039 077	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 44800</p> <p>Co-operative Officer</p>



4.6 Trade, Commerce and Licensing Department

- 4.6.1 The Trade, Commerce and Licensing Department is responsible to provide and facilitate trade and commercial activities in Rodrigues; and ensure that members of the public are being provided with the necessary information to participate fully in trade and commercial activities and that necessary guidelines and procedures are followed for delivery of licenses through the approval of Licensing Committee.
- 4.6.2 Some core functions of the Department equally include, among others, issuing lease of agreement; organising expo-sales to promote local products; informing the public about the relevant documents required for a trade licence; issuing trade licence; and collecting fees in connection with renewal of licences.
- 4.6.3 At present, the Department is being serviced by officers in the grades of Analyst (Trade), Legal Metrology Officer, Technical Officer (Legal Metrology), Office Management Assistant and Management Support Officer.
- 4.6.4 In the context of this Report, Union requested for the creation of a grade of Head, Trade, Commerce and Licensing to supervise and coordinate the work of the Department. Management on its side also proposed for the creation of the latter grade, coupled with an increase in the establishment size of the grade of Analyst (Trade), whereby incumbent would assume on a need basis, responsibility for the Price Fixing Unit in the Commission for Social Security.
- 4.6.5 After examining the abovementioned requests, the Bureau considers that: increasing the establishment size of a grade is the prerogative of Management; and grades are created based on their functional needs.
- 4.6.6 We consider that the present organisation structure is serving its purpose and, therefore, same is being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	TRADE, COMMERCE AND LICENSING DEPARTMENT
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Legal Metrology Officer
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Analyst (Trade)

Salary Code	Salary Scale and Grade
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Legal Metrology)



4.7 Prisons and Reforms Institutions

4.7.1 The Prisons and Reforms Institutions strive for the reduction of crime, suicide and protection of the public. The aim of these Institutions is to serve the society by keeping detainees in safe, humane custody, preparing them for a useful and normal life and ensuring a safer Republic through best correctional practice and rehabilitation.

Rodrigues Prison Service

4.7.2 The Rodrigues Prison Service (RPS) aims to ensure improvement in prison standards for better custody and security of detainees; rehabilitate detainees through educational and vocational training; and to develop an expanded and sustainable network of Non-Governmental Organisations.

4.7.3 There is only one prison in Rodrigues, located at Pointe La Gueule. It has some 39 detainees and a staff strength of 51 Prisons Officers. A Superintendent of Prisons is at the apex of the Institution. He is assisted by officers in the grades ranging from Prisons Officer/Senior Prisons Officer to Assistant Superintendent of Prisons.

4.7.4 Most of the submissions made by both Unions and Management were common and related to the creation of grades, restyling of departmental grades and extending the recommendations of the Mauritius Prison Service (MPS) to the RPS. Union, additionally, requested for duty free facilities and health surveillance to all Prisons Officers.

4.7.5 During meetings both Management and the staff side were informed that proposals pertaining to the general conditions of service would be looked into holistically by the Bureau. As regards request to extend the provisions that apply to the Mauritius Prison Service to the RPS, stakeholders were apprised that same would be extended subject to submission of strong justifications and after in-depth analysis by the Bureau. After careful analysis of the submissions, we are maintaining the present structure while bringing in some new provisions.

Lead Prisons Officer

Recommendation 1

4.7.6 We recommend that:

- (i) Prisons Officer/Senior Prisons Officers should be known as "Lead Prisons Officer" on completing 15 years of service, subject to being favourably reported on their performance, conduct and attendance;
- (ii) Management should assign additional responsibilities to the "Lead Prisons Officer" and the latter should be given the authority to control Prisons Officer/Senior Prisons Officers and oversee a Ward or Unit on night shift, among others; and
- (iii) a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the "Lead Prisons Officer".

Trade Allowance

4.7.7 A Trade Allowance is presently paid to Prisons Officer/Senior Prisons Officers posted in the Trades Section, in line with what obtains in the Mauritius Prison Service. We are upholding this provision.

Recommendation 2

4.7.8 We recommend the payment of a monthly Trade Allowance of Rs 400 to Prisons Officer/Senior Prisons Officers posted in the Trades Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.

Pregnant Prison Officers

Recommendation 3

4.7.9 We recommend that Management considers the advisability, to the extent possible, of relieving pregnant female Prisons Officers from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement.

Risk Allowance

Recommendation 4

4.7.10 We recommend that a monthly Risk Allowance should be paid to staff of the Rodrigues Prison Service performing operations duties, up to the grade of Superintendent of Prisons, equivalent to 1½ increments at the initial of their respective salary scale, subject to a maximum of Rs 950.

4.7.11 We further recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Bank of Prisons Officers Scheme

Recommendation 5

4.7.12 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 675 for the first three hours of work and thereafter on a *pro rata* basis for any additional hour of work put in.

Attending duty during Emergencies

Recommendation 6

4.7.13 We recommend that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should continue to be paid, by way of an allowance, at the normal hourly rate, for such

period of duty, if they cannot be granted time-off within a period of four months.

Special Allowance to Prisons Security Squad

Recommendation 7

4.7.14 We recommend that officers of the Prisons Security Squad should be paid a monthly Special Allowance of Rs 1470.

Night Duty Allowance

Recommendation 8

4.7.15 We recommend that a monthly Night Duty Allowance should be paid to officers of the Prisons Officer Cadre who effectively perform night shift, equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Night Attendance Bonus

Recommendation 9

4.7.16 We recommend that the payment of the monthly Night Attendance Bonus to Prisons Staff up to Principal Prisons Officer, who attend duty on all scheduled nights during the month should be as hereunder:

Grades	Amount (Rs)
Principal Prisons Officer reckoning	
Up to 10 years' service	775
Over 10 years' service	925
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 (Personal) and Prisons Officer/Senior Prisons Officer;	630
(ii) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer.	775

Rent Allowance**Recommendation 10**

4.7.17 We recommend that eligible officers of the Prisons Service who perform operations duties and do not occupy Government quarters should continue to be paid a monthly Rent Allowance as follows:

Grade	Amount (Rs)
Superintendent of Prisons	1365
Assistant Superintendent of Prisons	1180
Principal Prisons Officer	1010
Prisons Officer Grade I (Personal)	815
Woman Prisons Officer/Senior Woman Prisons Officer	815
Prisons Officer/Senior Prisons Officer	815

Injury Leave**Recommendation 11**

4.7.18 We recommend that an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should also be considered for Injury Leave as per provisions laid down in the Chapter Conditions of Service – Injury Leave in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or finishes.

Medical Examination**Recommendation 12**

4.7.19 We recommend that:

- (i) Management should make the necessary arrangements for all officers of the Prisons Officer Cadre to undergo a complete medical examination once every two years to ensure their fitness for the job; and**
- (ii) an officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.**

4.7.20 We further recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.53 c (i) and (ii) of Volume 1 of this Report for shift workers.

Early Retirement Scheme

Recommendation 13

4.7.21 We recommend that officers of the Prisons Officer Cadre appointed with effect 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 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.**

4.7.22 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.

Dog Training Allowance

Recommendation 14

4.7.23 We recommend that Prisons Officers who are posted in the Dog Section and required to train dogs should be paid a monthly allowance of Rs 770.

Special Provision for officers of the Disciplined Forces working on shift

4.7.24 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the leave year it is allocated.

4.7.25 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

4.7.26 At present, officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer are required to work on shift to provide a 24-hour service. These officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau, therefore, considers that as the officers are foregoing their leaves to ensure the operational efficiency of the Rodrigues Prison Service, there should be a mechanism to compensate them for the untaken casual leave. We are, thus, making a recommendation to that effect.

Recommendation 15

4.7.27 We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who effectively work on shift should, up to the next Overall Review of Pay and Grading Structures and Conditions of

Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

4.7.28 We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.

Once in a Career Performance Bonus

Recommendation 16

4.7.29 We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

- (i) served for a period of at least 10 years in the Rodrigues Prison Service;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and
- (iii) not been adversely reported upon on ground of conduct.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	PRISONS AND REFORMS INSTITUTIONS
17 069 087	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Superintendent of Prisons
17 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Superintendent of Prisons Prisons Welfare Officer
17 054 075	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Principal Prisons Officer Principal Woman Prisons Officer

Salary Code	Salary Scale and Grade
17 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Prisons Officer Grade I (Personal)
17 037 072	Rs 18650 x 275 - 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 x 950 - 39350 Prisons Officer/Senior Prisons Officer Woman Prisons Officer/Senior Woman Prisons Officer
24 022 052	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 Prisons Attendant (on roster)



4.8 Probation and Social Rehabilitation Division

- 4.8.1 The objectives of the Probation and Social Rehabilitation Division are to: carry out an independent social enquiry service for the Courts, the DPP and other institutions; supervise and advise offenders to help them re-integrate the wide society as law abiding citizens; work in collaboration with custodial institutions to facilitate the re-integration of inmates (after-care service); to provide residential treatment to juvenile delinquents; and deliver talks and lectures in educational institutions and Community/Youth Centres/Juvenile Family Unit.
- 4.8.2 At present, the probation service is manned by a Head, Probation Service who is assisted by officers in the grades of Senior Probation Officer and Probation Officer.
- 4.8.3 In the context of this review exercise, the main representations of both the Union and Management pertained to the creation of additional levels and an upgrading in salaries of certain grades. The Union has additionally requested for the payment of a Black Jacket Allowance and Risk Allowance to Probation Officers, among others. Stakeholders were apprised on the general policy for the creation of levels and upgrading of salaries.
- 4.8.4 The present organisation structure is fit for purpose and its existing allowance is being revised.

Probation Officer

- 4.8.5 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Probation Officer. **Incumbent should possess a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the Qualification Bar in the salary scale recommended for the grade.**

Black Jacket Allowance to Probation Officer

- 4.8.6 Presently, officers of the Probation Officer Cadre, who are required by the nature of their duties to appear in Court in a black jacket and tie, are paid an annual Black Jacket Allowance of Rs 2890. We are, in this Report, revising the quantum of the allowance.

Recommendation 1

- 4.8.7 **We recommend that the Black Jacket Allowance payable to officers of the Probation Officer Cadre, who are required by nature of their duties to appear in Court in a black jacket and tie, be revised to Rs 3035 annually.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
PROBATION AND SOCIAL REHABILITATION DIVISION	
23 061 082	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Head, Probation Service
23 055 079	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Probation Officer
23 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 x 1300 - 44800 Probation Officer
17 034 069	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Officer, Rehabilitation Youth Centre
17 027 029	Rs 16005 x 260 - 16525 Trainee Officer, Rehabilitation Youth Centre



5. COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES AND CIVIL STATUS

- 5.0.1 The Commission encapsulates the responsibility for the management of the Health Service, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status.
- 5.0.2 Its objects are, *inter alia*, to: enhance the quality of the Health Care Services; empower and support village committees; protect life, property and environment against fire; provide support in rescue operations; furnish daily weather forecasts, aeronautical observations and climatological reports; maintain an impartial and efficient justice system; and keep an updated Civil Status Database.

5.1 Medical and Health (Administration)

- 5.1.1 The responsibility for the provision of health care services to the population of Rodrigues befalls the Medical and Health Division. Currently, these services are provided at the Queen Elizabeth Hospital, Mont Lubin and La Ferme Area Health Centres as well as 15 Community Health Centres.
- 5.1.2 The Health Director is the technical adviser in matters of health services and he is supported by a team of medical professionals comprising both officers recruited on the Rodrigues establishment and officers from the Ministry of Health and Wellness (MOHW) serving on a tour of service in Rodrigues. The medical professionals are assisted by paramedical and other support staff. The representations received from both the staff side and Management regarding the Medical and Health Division are discussed in detail in the ensuing paragraphs.

MEDICAL GROUP

- 5.1.3 The Medical Group at the RRA is made up of the grades of Health Director; Specialist/Senior Specialist; Community Physician; Medical and Health Officer/Senior Medical and Health Officer and Dental Surgeon/Senior Dental Surgeon. We have not restyled the grade of Health Director into that of Rodrigues Health Director as we consider the existing appellation to be appropriate. In view of the adequacy of the present organisation set up, we could not agree to the request for the creation of the level of Deputy Health Director. As regards the creation of the grade of Emergency Physician, Management was advised to submit additional information thereon for further examination by the Bureau. For want of the said information, we are, therefore, not making any recommendation to that effect. However, once the need for this grade is well established, the case may be resubmitted to the Bureau for examination. In so far as the proposals of the staff side for the provision of a conducive working environment and training of health sector employees is concerned, Management is urged to look into these issues and take appropriate actions.

5.1.4 While we are maintaining the existing provision regarding the medical group in this Report, we are introducing the payment of an allowance to the seniormost Dental Surgeon/Senior Dental Surgeon for performing additional and higher duties and also extending certain provision that is presently applicable to members of the Medical and Dental Profession at the MOHW to those on the establishment of the RRA.

Health Director

5.1.5 In view of enhanced responsibilities entrusted to the Health Director, the latter is presently being paid an allowance of Rs 15000, which is taken into account in the computation of his disturbance allowance. This provision should continue to prevail and should be personal to the present incumbent.

Recommendation 1

5.1.6 We recommend that:

- (i) the allowance paid to the Health Director for shouldering additional responsibilities should be revised to Rs 15625 and should be taken into account when computing the disturbance allowance; and**
- (ii) the abovementioned allowance should be personal to the present jobholder.**

Allowance to Doctors in Rodrigues

5.1.7 An allowance of Rs 180 per case is presently being paid to doctors posted to Rodrigues who are called upon to certify the cause of death "à domicile". This allowance is being revised.

Recommendation 2

5.1.8 We recommend that the allowance payable to doctors in Rodrigues for certifying the cause of death "à domicile" should be revised to Rs 350 per case.

Allowance to Dental Surgeon/Senior Dental Surgeons in Rodrigues

5.1.9 In view of the absence of Specialists (Dental Services), Dental Surgeon/Senior Dental Surgeons in Rodrigues are called upon to attend to cases after normal working hours for which they are compensated at the normal hourly rate at the salary point reached. This arrangement should continue to be in force.

Recommendation 3

5.1.10 We recommend that in the absence of a Specialist (Dental Services), Dental Surgeon/Senior Dental Surgeons in Rodrigues who are called upon to attend to cases after normal hours should be compensated at the normal hourly rate based on the salary point reached in their salary scale, for every additional hour put in, inclusive of travelling time.

Allowance to seniormost Dental Surgeon/Senior Dental Surgeon in Rodrigues

5.1.11 A case was initially made for the creation of a level of Dental Superintendent to organise and manage the dental services and to ensure a quick and efficient service to the public. Thereafter, this proposal was withdrawn and instead it was proposed that an allowance be paid to the seniormost Dental Surgeon/Senior Dental Surgeon for shouldering additional responsibilities such as managing and organising the dental services; managing roster for Dental Surgeon/Senior Dental Surgeons, coordinating and preparing appointment of patients, and managing pre and post specialists' visit date of patients. On the basis of the merit of the case, we are recommending accordingly.

Recommendation 4

5.1.12 We recommend that the seniormost Dental Surgeon/Senior Dental Surgeon who is required to manage and organise the dental services; prepare roster for Dental Surgeon/Senior Dental Surgeons; coordinate and prepare appointment of patients and manage the pre and post specialists' visit date of patients should be paid a monthly allowance of Rs 1900.

Post Mortem/Autopsy Examination

5.1.13 At present, doctors in Rodrigues performing post-mortem autopsy examination are paid an allowance of Rs 300 per case. Given that this arrangement would prevail, we are maintaining the existing allowance and revising the quantum thereof.

Recommendation 5

5.1.14 We recommend that the allowance paid to doctors in Rodrigues for carrying out post mortem/autopsy examination be revised to Rs 350 per case.

Inducement Allowance

5.1.15 Specialist/Senior Specialists in scarce field, posted on a tour of service in Rodrigues are entitled to an inducement allowance of 50% of monthly salary in lieu of the disturbance allowance. The payment of this allowance is effected on a *pro rata* basis when the tour of service is for a shorter duration and accommodation in fully furnished rent-free quarters/houses is provided. Furthermore, it is not payable when, for one reason or another, the officers are provided with board and lodging in hotels for the short duration of their tour. As Specialist/Senior Specialists would continue to be posted to Rodrigues to ensure continuity of health services delivery, we are maintaining the existing provisions.

Recommendation 6

5.1.16 We recommend that:

- (i) Specialist/Senior Specialists in scarce fields posted on a tour of service in Rodrigues should be paid an inducement allowance of 50% of monthly salary, subject to the approval of the MPSAIR;**

- (ii) the payment of the above allowance should be on a *pro rata* basis to those who are posted for a short duration and who are accommodated in fully furnished rent-free quarters; and
- (iii) the inducement allowance should not be payable to those who, for one reason or another, would continue to be provided with board and lodging in hotels.

Specific Conditions of Service

5.1.17 Following requests from the staff side and on the basis of the merit of the case, we are extending certain conditions of service that exist for the Medical and Dental Practitioners at the MOHW to those on the establishment of the RRA.

Recommendation 7

5.1.18 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should be equally applicable to the members of the Medical and Dental profession on the establishment of the RRA.

Specific Conditions of Service	Recommendation under the MOHW	Applicable to
Smart Phone for Medical Cadres	R 29 Para 36.96 (i)	Members of the Medical and Dental profession
Continuing Professional Development	R 30 Para 36.98	Members of the Medical profession
Rent Free Telephone and Free Calls	R 34 Para 36.108	Members of the Medical and Dental profession
Special Provision for Officers of the Medical and Dental Profession	R 35 Para 36.110 and 36.111	Members of the Medical and Dental profession

NURSING GROUP

5.1.19 The Nursing Group at the RRA comprises the Nursing Officer Cadre; Midwifery Cadre; Physiotherapy Assistant Cadre as well as the grades of Public Health Nursing Officer; Specialised Nurse, Blood Bank Officer and Health Care Assistant/Senior Health Care Assistant (General).

5.1.20 The proposals received for this particular group consists of, among others, the creation of the grades of Head, Nursing; Head, Midwife; Senior Public Health Nursing Officer and Blood Bank Assistant/Senior Blood Bank Assistant. Requests have also been made for the merging of the grades of Midwife and Senior Midwife and for the

provision of appropriate training courses to the officers together with enhanced conditions of service.

- 5.1.21 We have thoroughly examined each of the above submissions and have taken full account of the views expressed by the different parties during the consultative meetings. For lack of functional justifications, we are not in a position to create the grade of Head, Nursing; Head, Midwifery and Senior Public Health Nursing Officer. We are also unable to attend to the proposal for the merging of the grades of Midwife and Senior Midwife because of the supervisory role played by the latter.
- 5.1.22 Overall, we consider the structure of the Nursing Group at the RRA to be adequate to allow for an optimum service delivery. We are, hence, not bringing any major change thereto except for the creation of a grade of Blood Bank Assistant/Senior Blood Bank Assistant on the basis of organisational requirement and introduction of new allowances while revising the existing ones. Further, in line with recommendation made for the Nursing Personnel at the MOHW, we are also, waiving the provision for the refund of retention allowance.

Blood Bank Assistant/Senior Blood Bank Assistant (New Grade)

- 5.1.23 Presently, the Blood Bank Unit is manned by only one Blood Bank Officer. In view of the expansion of activities, a request has been made for the officer to be provided with the necessary assistance to properly manage the Unit. To this effect, we carried out a site visit to better understand the need for this level and based on our findings, we subscribe to the proposal made.

Recommendation 8

- 5.1.24 **We recommend the creation of a grade of Blood Bank Assistant/Senior Blood Bank Assistant. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with passes in Biology and any other science subject or passes obtained on one Certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language, Biology and any other science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language, Biology and any other science subject with at least Grade C in any one subject or an equivalent qualification.**
- 5.1.25 Incumbent in the grade would, *inter alia*, be responsible for receiving and registering blood donors; performing haemoglobin screening and taking blood pressure of donors and assessing their suitability for blood donation; labelling and issuing blood bags and pilot tubes to the donors; bleeding of blood donors; sterilising all equipment used in blood collection and providing assistance in performing the apheresis procedures.

Allowance to Blood Bank Officer

- 5.1.26 A request was made for the allowance payable to the Blood Donor Coordinator at the MOHW to be extended to the Blood Bank Officer on the premise that the latter is

responsible 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 similar to that of the Blood Donor Coordinator. On the basis of the strength of the arguments put forward, we are making appropriate recommendation.

Recommendation 9

5.1.27 We recommend that the Blood Bank Officer who organises and delivers educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during Weekends and Public Holidays should be paid a monthly allowance of Rs 2500.

Assignment of duties as Specialised Nurse

5.1.28 In our 2013 Report, we created the grade of Specialised Nurse and recommended that it be filled on an assignment basis against the payment of an allowance. Accordingly, a Nursing Officer who has been assigned the duties of the higher position is being paid an allowance for performing the duties of a Specialised Nurse. This arrangement is to be continued.

Recommendation 10

5.1.29 We recommend that the Nursing Officer who has been assigned the duties of Specialised Nurse should continue to be paid an allowance equivalent to three increments at the salary point reached in the Master Salary Scale.

Bank Schemes

5.1.30 The Bank Schemes for Health Care Assistant/Senior Health Care Assistants (General), Nursing and Midwifery Cadres was introduced in our 2013 Report to palliate the shortage of staff and ensure continued service delivery at the different health institutions. The different category of officers who are called upon to work under these bank schemes are at present entitled to an all-inclusive allowance. Given that the present system is operating effectively and with a view to ensuring that the units continue to be adequately staffed, we believe that the Bank Schemes should continue to exist. The quantum of the all-inclusive allowance presently paid is being revised accordingly.

Recommendation 11

5.1.31 We recommend that the payment of the all-inclusive allowance (excluding travelling) to the different category of officers operating under the Bank Scheme be revised as follows:

- (i) Rs 770 per session of four hours for day duty and Rs 880 per session of four hours for night duty to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors and Nursing Administrators employed on sessional basis under the Bank Nurse Scheme;**

- (ii) **Rs 530 per session of four hours for day duty and Rs 610 per session of four hours for night duty to Health Care Assistant/Senior Health Care Assistants (General) employed on sessional basis in Government Health Institutions; and**
- (iii) **Rs 770 per day session of four hours and Rs 880 per night session of four hours to Midwives, Senior Midwives and Principal Midwives employed on sessional basis under the Bank Midwife Scheme.**

5.1.32 We further recommend that the allowances under the Bank Schemes, should be paid on a *pro rata* basis for any additional hour put in.

Allowance to Nursing Officers attending Prison on a daily basis

5.1.33 Nursing Officers, who are called upon to dispense medication to detainees at the Rodrigues Prison during their days off, are currently entitled to an all-inclusive allowance of Rs 735 per session of four hours. We are maintaining this provision.

Recommendation 12

5.1.34 We recommend that:

- (i) **Nursing Officers who are required to attend the Rodrigues Prison during their days off to dispense medication to detainees should be paid an all-inclusive allowance (excluding travelling) of Rs 770 per session of four hours; and**
- (ii) **the above allowance should be paid on a *pro rata* basis for any additional hour put in.**

Retention Allowance

5.1.35 In our previous Report, provision was made for payment of the Retention Allowance to some categories of officers of the Nursing Group to be discontinued as from January 2017. However, the requirement for the officers to refund the retention allowance in the event they leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission was maintained.

5.1.36 In line with explanations provided and recommendation made for the Ministry of Health and Wellness, the provision regarding refund of retention allowance is being waived.

Recommendation 13

5.1.37 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

5.1.38 We further recommend that all officers who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.

Night Duty Allowance

- 5.1.39 Officers of the Nursing Group who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% 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.
- 5.1.40 This allowance is, however, computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers of the Nursing Officer Cadre; Trainee Midwife, Midwife and Senior Midwife and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General). These provisions should continue to prevail.

Recommendation 14

- 5.1.41 We recommend that officers in the Nursing Group who effectively work on night shift be paid a Night Duty Allowance equivalent to 25% 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.**
- 5.1.42 We further recommend that the Night Duty Allowance should be computed exceptionally at the rate of 25% 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/Senior Health Care Assistant (General), Senior Midwife, Midwife and Trainee Midwife.**

Night Attendance Bonus

- 5.1.43 Along with the Night Duty Allowance, Trainee Nurses, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives, Senior Midwives and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) are entitled to a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month. This arrangement should continue to prevail.

Recommendation 15

- 5.1.44 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month.**

Grade	Night Attendance Bonus (Rs)
Trainee Nurse	305
Trainee Midwife	305
Nursing Officer:	
Up to 10 years' service	615
Over 10 years' service	765

Grade	Night Attendance Bonus (Rs)
Charge Nurse:	
Up to 5 years' service	765
Over 5 years' service	920
Nursing Supervisor	1155
Midwife:	
Up to 10 years' service	430
Over 10 years' service	615
Senior Midwife:	
Up to 5 years' service	615
Over 5 years' service	765
Health Care Assistant/Senior Health Care Assistant (General)	
Up to 10 years' service	345
Over 10 years' service	500

Refund of Vacation and Casual Leave

Recommendation 16

5.1.45 The recommendation made at paragraphs 36.290 (i) to 36.290 (iv) of Volume 2 Part I of this Report should also apply to officers of the Nursing Officer Cadre at the RRA.

Allowances to Charge Nurses and Nursing Officers for performing duties of ECG Technician

5.1.46 In the absence of ECG Technicians, emergency cases outside normal working hours are attended by Nursing Officers and Charge Nurses against payment of an allowance. As this arrangement is proving to be effective, we are maintaining it.

Recommendation 17

5.1.47 We recommend the continued payment of an allowance of Rs 145 per night/Sunday/Public Holiday and Rs 75 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers posted at the Accident and Emergency Department and who are required to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays.

5.1.48 We also recommend the continued payment of an allowance of Rs 145 per night/Sunday/Public Holiday to Charge Nurses, Nursing Officers and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) posted

to Area Health Centres/Community Health Centres, who are required to perform the duties of ECG Technician during the day, on Sundays and Public Holidays.

Allowance to Nursing Officers in the Operation Theatre

5.1.49 Nursing Officers who are posted to the operation theatres and are required to stay until the completion of the surgeries beyond their normal working hours are paid the Bank Nurse Allowance. **This arrangement should continue to prevail.**

Risk Allowance

Recommendation 18

5.1.50 **We recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to officers of the Nursing Officer and Midwifery Cadres posted to the pre-natal, labour and post-natal wards.**

5.1.51 **We also recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) posted to the pre-natal and post-natal wards.**

On-Call Allowance to Nursing Officer and Charge Nurses at the Renal Dialysis Unit

5.1.52 It has been submitted that the Renal Dialysis Unit is operational from 0730 hours to 1800 hours on Mondays, Wednesdays, Fridays and Saturdays and from 0730 to 2100 hours on Tuesdays and Thursdays. To cater for the patients who may attend the Unit after normal working hours to receive the required care, an On-Call System has been established and consequently the Charge Nurse and Nursing Officers are required to be on-call. To this effect, a case has been made for the officers to be remunerated, to which we subscribe.

Recommendation 19

5.1.53 **We recommend the payment of an On-Call Allowance of Rs 250 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit who is required to be on-call on Monday, Wednesday, Friday and Saturday from 1800 hours to 0730 hours the following day; Rs 250 from 2100 hours to 0730 hours the following day on Tuesday and Thursday and Rs 720 from 0730 hours to 0730 hours the following day on Sundays and Public Holidays.**

5.1.54 **We also recommend that, when attending duty while being on-call, the Nursing Officer or Charge Nurse should be paid an In-Attendance of Rs 290 per hour, inclusive of travelling time.**

5.1.55 **We further recommend that the allowance should be paid on a *pro rata* basis whenever the officer is required to work more or less than the specified number of hours.**

Other Recommendations

5.1.56 Certain recommendations made under the Ministry of Health and Wellness, as reproduced in the ensuing table, should equally be applicable to officers on the establishment of the RRA.

Recommendation 20

5.1.57 We recommend that the following provision made under the Ministry of Health and Wellness in Volume 2 Part I of this Report, as reproduced in the table hereunder, should be applicable to officers on the establishment of the RRA.

Conditions/Allowances	Paragraph	Recommendation
Diploma in General Nursing	36.184	53
Public Health Nursing Officer	36.209 (ii) and 36.210	58
Notional Time	36.235	65
Compensation for work on Public Holiday falling on Night Shift	36.291	86
X Ray of Dead Bodies	36.396	109
Specific conditions of Service for Health Sector	36.598	151

Alignment of Scheme of Service – Nursing Group

5.1.58 We have, in the course of this review exercise, brought changes to the qualifications requirement of certain grades at the MOHW namely Trainee Nurse, Nursing Supervisor and Midwife. **For the sake of harmonisation, it is necessary that the schemes of service of the corresponding grades at the RRA be amended along similar lines as their counterparts in the Civil Service. The RRA should, thus, refer to Paragraphs 36.175, 36.182 and 36.224 of Volume II Part 1 of this Report for this purpose.**

PHARMACY GROUP

5.1.59 The Pharmacy Group is made up of the professional grade of Pharmacist/Senior Pharmacist and the grades in the Pharmacy Technician Cadre. A request was made for the creation of a grade of Head, Pharmacy Technician to be in charge of the Pharmacy Technician Cadre and co-ordinate and ensure the smooth distribution of medicines and other pharmaceuticals as well as the dispensing of drugs. However, in view of the current responsibilities of the Pharmacist/Senior Pharmacist and the volume of activities, the proposal could not be considered. Management was accordingly advised to increase the establishment size of the grade of Principal Pharmacy Technician so as to ensure better co-ordination and distribution of medicines.

- 5.1.60 We have been unable to attend to the proposal for the payment of an “on-call” allowance to the Pharmacist/Senior Pharmacist given that there is only one person in post. Representations were also made to the effect that the Principal Pharmacy Technician is called upon to shoulder additional duties. To enable us to formulate appropriate recommendations to that effect, we had sought additional information from Management. However, for want of the required information, we are not in a position to make a recommendation in this respect.
- 5.1.61 The current provision regarding loan facilities to the Pharmacy Technician Cadre is being maintained. Furthermore, we are acceding to the proposal for officers of the Pharmacy Technician Cadre who are required to work beyond their normal working hours to be compensated at appropriate rates.

Allowance to Pharmacy Technician and Senior Pharmacy Technician

- 5.1.62 The Bureau has been apprised that Pharmacy Technicians and Senior Pharmacy Technicians are often required to work outside their normal working hours to ensure continuity of service delivery. We are, therefore, making provision for these officers to be compensated at appropriate rate for the extra hours put in.

Recommendation 21

- 5.1.63 We recommend that officers in the grades of Pharmacy Technician and Senior Pharmacy Technician who are required to work beyond their normal working hours should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale, for the additional hours put in.**

Loan facilities to the Pharmacy Technician Cadre

- 5.1.64 Recommendation was made in the EOAC Report for Management to consider the advisability of granting loan facilities for the purchase of auto cycle/motorcycle to officers of the Pharmacy Technician Cadre posted at Queen Elizabeth Hospital in view of the transport difficulties being encountered by incumbents when their shift ends at 2200 hours. **This provision should continue to prevail as the officers are still called upon to operate in the same situation.**

MEDICAL SUPPORT GROUP

- 5.1.65 The Medical Support Group, previously known as the Medical Auxiliary Group, comprises the Medical Imaging Assistant Cadre; Dental Assistant Cadre and the grades of Community Health Care Officer; Community Health Rehabilitation Officer and Linen Health Officer. No major proposal regarding this Group has been submitted except for the request of the staff side for officers of the Medical Imaging Assistant Cadre to be compensated for working outside their normal working hours. We sought the views of Management on this issue and were informed that the officers are paid overtime whenever they are required to work beyond their normal hours of work. We were also requested on an *ad hoc* basis to provide the salary grading for the grade of Senior Linen Health Officer which has been created in the Budget 2018/2019.

However, in view of the present staff size, we consider that the creation of the senior position is not justified at this stage.

MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

5.1.66 The Medical Technician, Technologist and Paramedic Group at the Commission for Health and Others consists mostly of officers in the Medical Laboratory Technologist Cadre, Medical Imaging Technologist Cadre, Physiotherapist Cadre and the ECG Technicians. Proposals received for this group pertain mainly to the creation of various grades including Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist and Occupational Therapist/Senior Occupational Therapist. After examination of the proposals, we are maintaining the present structure while revising the existing allowances.

Medical Laboratory Services

5.1.67 Medical Laboratory Technologist/Senior Medical Laboratory Technologists are currently paid allowances for providing coverage during nights, weekends and public holidays according to operational requirements of the Medical Laboratory. Pending the implementation of a shift system, we are retaining the present arrangement.

Recommendation 22

5.1.68 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists in Rodrigues Hospital who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies during nights, weekends and public holidays be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every hour put in.

Service during Nights, Weekends and Public Holidays

formerly On-Call/In-Attendance Allowance (Radiography)

5.1.69 Presently, the Radiography Unit in Rodrigues provides an emergency Radiography (diagnostic) service during nights, weekends and public holidays. Officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist are currently paid an allowance for providing coverage during nights, weekends and public holidays. We are upholding the present arrangement.

Recommendation 23

5.1.70 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies during nights, weekends and public holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in.

Screening Allowance

5.1.71 According to the present provision, the Medical Imaging Staff in Rodrigues are paid an allowance of Rs 115 per case for performing screening examinations in the absence of a Radiologist. We are enhancing this allowance.

Recommendation 24

5.1.72 We recommend that the allowance paid to officers of the Medical Imaging Technologist Cadre for performing screening examinations in the absence of a Radiologist be revised to Rs 120 per case.

Physiotherapist/Senior Physiotherapist

5.1.73 The grade of Physiotherapist/Senior Physiotherapist was created on an *ad hoc* basis to serve the Commission for Health and Others. In the context of this Report, representation has been received from the Commission for Youth and Sports, Arts and Culture, Library Services, Museum, Archives, Historical Sites and Buildings for the creation of the grade of Physiotherapist/Senior Physiotherapist, for incumbents to be posted in its Sports Medical Unit so as to ensure the daily follow-up of athletes especially for their rehabilitation and re-education. After careful analysis of the case and with a view to ensuring efficiency in service delivery, **we hold the view that the Commission for Health and Others should consider the advisability of increasing the establishment size of the grade of Physiotherapist/Senior Physiotherapist to enable officers to be posted on secondment to other Commissions including the Commission for Youth and Others.**

Night Duty Allowance

Recommendation 25

5.1.74 We recommend that officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre who work on night shift should, exceptionally, be paid a Night Duty Allowance equivalent to 25% 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

5.1.75 As officers in the grades of Medical Laboratory Technologist/Senior Medical Laboratory Technologist, Medical Imaging Technologist and Senior Medical Imaging Technologist are required to provide a round-the-clock service, they are classified as shift worker. **This element has been taken into consideration in determining the recommended salary of these grades.**

HEALTH RECORDS GROUP

5.1.76 Officers of the Health Records Group are at the forefront of the health services, as they are the first contact for patients attending public health institutions. Besides, they provide a round-the-clock service. The Health Records Group at the Commission for Health and Others consists of a four-level structure which include officers in the

grades of Health Records Clerk, Higher Health Records Clerk, Senior Health Records Clerk and Health Records Officer. Considering its appropriateness, we are upholding the present structure.

Night Duty Allowance

5.1.77 In order to provide for a round-the-clock service, officers in the grades of Health Records Clerk and Higher Health Records Clerk are required to work on a shift basis. This element has been taken into consideration in determining the recommended salaries of the grades. However, to compensate for the unsocial hours between 2300 hours and 0500 hours, we are providing for a Night Duty Allowance.

Recommendation 26

5.1.78 We recommend that Health Records Clerk and Higher Health Records Clerk who effectively work on a night shift should be paid a Night Duty Allowance equivalent to 25% 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.

Health Inspectorate Unit

On-Call Allowance/Issue of Cremation Permit

5.1.79 In line with what obtains in the Health Inspectorate Unit at the Ministry of Health and Wellness, we are reproducing the following recommendations.

Recommendation 27

5.1.80 We recommend that officers in the grade of Inspector (Health and Food Safety) providing a service for the issue of cremation permit on Saturdays, Sundays and Public Holidays from Noon to 1700 hours be paid the respective allowances as hereunder:

Grade	On-Call Allowance on Saturdays, Sundays and Public Holidays from Noon to 1700 hours	Attendance Allowance for the issue of cremation permit inclusive of travelling
Inspector (Health and Food Safety)	Rs 250	Rs 475

5.1.81 We also recommend that Inspectors (Health and Food Safety) who are on duty on Sundays and Public Holidays as from 0900 hours to Noon as per an established working programme should be granted time-off during the week.

In-Attendance Allowance for officers posted at the Airport and Port

Recommendation 28

5.1.82 We recommend that Inspectors (Health and Food Safety), Senior Inspectors (Health and Food Safety) and Principal Inspectors (Health and Food Safety) be paid an In-Attendance Allowance of Rs 160; Rs 225; and Rs 275 per hour

respectively for work performed outside normal working hours on a regular basis at the Airport and Port.

Hospital Administration Cadre

- 5.1.83 The administration of the hospital falls under the responsibility of a Hospital Administrator who is assisted by a Hospital Administrative Assistant and supported by staff belonging to other occupational groups. It has been represented that with the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospital, there is need for the creation of the grades of: Health Services Administrator who would be responsible to the Health Director for effective delivery of support services; and Health Executive Assistant (on roster) who would be responsible, among others, for planning the needs of the main hospital as well as the annexes in respect of buildings, plant and equipment.
- 5.1.84 The Bureau has examined the proposal and views that creation of additional levels would not be appropriate owing to the span of activities in this field. Hence, to enable the organisation to achieve its objectives, **Management should consider reinforcing the structure of the Hospital Administration Cadre through the creation of additional posts.**

Head Catering Unit

- 5.1.85 The structure of the Catering Unit comprises a Head Catering Unit who is assisted by the Catering Supervisor and supported by officers belonging to the Workmen's Group. Requests have been made for the creation of a grade of Catering Officer and restyling of the existing grade of Head Catering Unit to Assistant Catering Officer. During consultation, parties were informed of the technical implications. After consideration, we believe that the existing structure should continue to prevail.

Orthopaedic Appliance Maker (Seamstress) (New Grade)

- 5.1.86 Presently, a team from the Ministry of Health and Wellness proceeds to Rodrigues on a periodical basis to undertake activities related to manufacturing and repairing of orthopaedic appliances.
- 5.1.87 For this review exercise, Management has requested for the creation of the grade of Orthopaedic Appliance Maker (Leather) on its establishment on the basis of increasing demand for orthopaedic appliances and other items manufactured by the Department; and the moreso, repairs of certain orthopaedic appliances and related items have to be kept in abeyance pending the arrival of the Mauritian team.
- 5.1.88 The Bureau has analysed the request and, on the basis of the proposed duties that would be devolving upon incumbent, considers that creation of the grade of Orthopaedic Appliance Maker (Seamstress) is more appropriate. We are recommending accordingly.

Recommendation 29

5.1.89 We recommend the creation of a grade of Orthopaedic Appliance Maker (Seamstress). Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the RRA who have passed the appropriate trade test.

5.1.90 Incumbents would be called upon, *inter alia*, to: cut, sew and mend all hospital items; cut and sew orthopaedic appliances consisting of sacral belts, pelvic belts, straps for any orthosis or prosthesis for inpatients and outpatients; and sew leather straps for leather section.

NON-COMMUNICABLE DISEASES AND HEALTH PROMOTION

5.1.91 In view of the absence of a specific grade to head the Non-Communicable Diseases (NCD) and Health Promotion Unit at the RRA, Management had requested that it be provided with a level of Health Promotion Coordinator to plan, organise, implement, coordinate and monitor all activities related to NCD and Health Promotion. Given the existence of the grade of Communication Officer on the establishment of the RRA, which is responsible for encouraging community participation in health activities and carrying out health promotion activities, the Bureau was not agreeable to the creation of the grade and so informed Management during consultations. The latter, however, averred that the grade of Communication Officer no longer meets its demands and accordingly requested that it be abolished. It also made a case for officers involved in health promotion to be paid an allowance.

5.1.92 Although Management undertook to submit the new proposals in writing to the Bureau for consideration, we have not received the requested information. In the given circumstances, the Bureau is unable to process the request and, hence, no recommendation regarding the NCD and Health Promotion Unit is being made.

Biomedical Engineering Unit

5.1.93 The Biomedical Engineering Unit is responsible, among others to: manage electric and electronic infrastructure of the hospital and other health institutions; tender advice on matters relating to electrical and electronic engineering; troubleshoot computer systems related to biomedical equipment including computer hardware, system software; advise on the formulation of specifications and developing policy for equipment replacement, installing and commissioning of equipment; and carry out regular checks to ensure compliance with safety norms.

5.1.94 At present, one Biomedical Engineering Technician is servicing the Unit. The Bureau has been apprised that with a rise in activities at the Commission, the workload of incumbent has increased considerably. Moreover, with more and more sophisticated medical equipment, the job of the Biomedical Engineering Technician has become more demanding. We have equally been informed that for complex issues, the Adviser on Biomedical Engineering, posted at A. G. Jeetoo Hospital, is called upon to address same.

- 5.1.95 Against the above background, both the Management and Union have requested for the creation of the grade of Biomedical Engineer, as there is need for a qualified professional in the domain, who would be responsible for the good functioning of all biomedical equipment at the Commission and for advising Management on relevant issues. Moreover, the Union proposed for: a reinforcement at the technical level namely with the creation of the grades of Senior Biomedical Engineering Technician and Principal Biomedical Engineering Technician to address the considerable increase in workload; the grant of duty remission facilities to the Biomedical Engineering Technician, as incumbent travels to the three Health Centres several times daily; and the payment of an *ad hoc* allowance for performing higher duties.
- 5.1.96 After duly analysing the representations made, we consider that there is enough ground to provide for a professional level as the existing arrangement of dispatching an officer from Mauritius may not always be convenient, particularly when medical equipment need to be repaired urgently. Alongside, upon our visit in Rodrigues, Management informed during consultative meeting that there are enough Rodriguan candidates who are qualified Biomedical Engineers. As regards the creation of additional technical levels, we do not find any urgency to create same at this stage only to address an issue of increasing workload, the more so we are providing for a professional level. However, we believe that the problem of a rise in workload may best be addressed through an increase in the establishment size of the grade of Biomedical Engineering Technician. With respect to the payment of an allowance to the Biomedical Engineering Technician in post, after perusal of the Job Description Questionnaire duly-filled in by incumbent, we view that there is a case for the payment of an allowance, pending the review of the grade's scheme of service and subsequent filling of the new grade of Biomedical Engineer on the ground that incumbent performs higher duties than those devolving upon officers of the corresponding grade in the Civil Service. Regarding the grant of duty remission facilities, the general recommendations made on travelling benefits would apply.

Biomedical Engineer/Senior Biomedical Engineer (Health) (New Grade)

Recommendation 30

- 5.1.97 We recommend the creation of a grade of Biomedical Engineer/Senior Biomedical Engineer (Health). Appointment thereto should be made by selection from among candidates who are registered as Professional Engineer in the field of Biomedical Engineering or Electrical and Electronic Engineering with the Council of Registered Professional Engineers of Mauritius; possess a working knowledge of the electric and electronic infrastructure as applied to hospitals and other health institutions; and are well versed in the operation and troubleshooting of computer systems as applied to biomedical equipment including computer hardware system, software application and computer networking.**
- 5.1.98 Incumbent would be required, *inter alia*, to: be responsible for organising and managing the Biomedical Engineering Unit, installing, commissioning, maintaining and repairing all biomedical equipment; advise on matters relating to electrical and

electronic engineering; work out schedules and organising regular preventive maintenance for all biomedical equipment; carry out regular checks to ensure compliance with safety norms; tender advice on the purchase of equipment; and advise on the formulation of specifications and on policy for equipment replacement.

Biomedical Engineering Technician

Recommendation 31

5.1.99 We recommend that Management should:

- (i) review the scheme of service of the grade of Biomedical Engineering Technician in line with what obtains for the same grade in the Civil Service;
- (ii) after the review of the scheme of service of the grade of Biomedical Engineering Technician, consider the payment of an allowance to the Biomedical Engineering Technician in post for performing higher additional duties, pending the filling of the new grade of Biomedical Engineer/Senior Biomedical Engineer (Health); and
- (iii) consider carrying out a Human Resource Planning Exercise as provided in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report prior to increasing the establishment size of the grade of Biomedical Engineering Technician to address the problem of increasing workload.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MEDICAL AND HEALTH (Administration)
02 000 107	Rs 110125 Departmental Head
09 000 106	Rs 107000 Health Director
09 089 105	Rs 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875 Specialist/Senior Specialist
09 079 101	Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Community Physician

Salary Code	Salary Scale and Grade
09 074 098	Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Medical and Health Officer/Senior Medical and Health Officer
09 073 096	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Dental Surgeon/Senior Dental Surgeon
09 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Pharmacist/Senior Pharmacist
09 069 085	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Pharmacy Technician
09 064 082	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Pharmacy Stores Manager
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Senior Pharmacy Technician
09 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800 Pharmacy Technician
09 029 031	Rs 16525 x 260 - 17045 Trainee Pharmacy Technician
09 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Nursing Administrator (Female) Nursing Administrator (Male)

Salary Code	Salary Scale and Grade
09 067 088	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 – 59300 QB 61000 x 1700 - 62700 Nursing Supervisor (Female) Nursing Supervisor (Male)
09 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Ward Manager (Female) Ward Manager (Male)
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 46100 QB 47675 x 1575 - 49250 Charge Nurse (Female) Charge Nurse (Male)
09 053 080	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 46100 QB 47675 x 1575 - 49250 Public Health Nursing Officer
09 040 077	Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 – 41250 QB 42200 x 1300 - 44800 Nursing Officer
09 029 031	Rs 16525 x 260 - 17045 Trainee Nurse
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 46100 QB 47675 x 1575 - 49250 Specialised Nurse
09 058 080	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Principal Midwife
09 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 43500 QB 44800 Senior Midwife (Shift)

Salary Code	Salary Scale and Grade
09 048 073	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Senior Midwife (Personal)</p>
09 036 073	<p>Rs 18375 x 275 - 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 x 950 - 38400 QB 39350 x 950 - 40300</p> <p>Midwife</p>
09 029 031	<p>Rs 16525 x 260 - 17045</p> <p>Trainee Midwife</p>
09 031 071	<p>Rs 17045 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 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Health Care Assistant/Senior Health Care Assistant (General)</p>
09 045 078	<p>Rs 21150 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 QB 44800 x 1300 - 46100</p> <p>Blood Bank Officer</p>
09 030 071	<p>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 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Blood Bank Assistant/Senior Blood Bank Assistant (New Grade)</p>
09 043 072	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Senior Physiotherapy Assistant</p>
09 029 067	<p>Rs 16525 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</p> <p>Physiotherapy Assistant</p>
09 043 069	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Medical Imaging Assistant</p>

Salary Code	Salary Scale and Grade
09 027 065	<p>Rs 16005 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 - 33175</p> <p>Medical Imaging Assistant</p>
09 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Senior Community Health Care Officer</p>
09 030 067	<p>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</p> <p>Community Health Care Officer</p>
09 032 070	<p>Rs 17305 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 - 35650 x 900 - 37450</p> <p>Community Health Rehabilitation Officer</p>
09 046 069	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Dental Assistant</p>
09 029 067	<p>Rs 16525 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</p> <p>Dental Assistant</p>
09 022 063	<p>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 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Linen Health Officer</p>
09 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Physiotherapist/Senior Physiotherapist</p>
09 069 089	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 QB 62700 x 1700 - 64400</p> <p>Principal Medical Laboratory Technologist</p>

Salary Code	Salary Scale and Grade
09 047 084	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Medical Laboratory Technologist/Senior Medical Laboratory Technologist</p>
09 031 034	<p>Rs 17045 x 260 - 17825</p> <p>Trainee Medical Laboratory Technologist</p>
09 062 084	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 QB 52550 x 1650 - 54200 x 1700 - 55900</p> <p>Senior Medical Imaging Technologist</p>
09 045 079	<p>Rs 21150 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 QB 44800 x 1300 - 46100 x 1575 - 47675</p> <p>Medical Imaging Technologist</p>
09 031 034	<p>Rs 17045 x 260 - 17825</p> <p>Trainee Medical Imaging Technologist</p>
09 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>ECG Technician (Female) ECG Technician (Male)</p>
09 051 077	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Health Records Officer</p>
09 049 075	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Senior Health Records Clerk</p>

Salary Code	Salary Scale and Grade
09 047 072	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Higher Health Records Clerk</p>
09 033 070	<p>Rs 17565 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 - 35650 x 900 - 37450</p> <p>Health Records Clerk</p>
18 065 085	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600</p> <p>Principal Inspector (Health and Food Safety)</p>
18 058 081	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Senior Inspector (Health and Food Safety)</p>
18 047 078	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Inspector (Health and Food Safety)</p>
18 030 033	<p>Rs 16785 x 260 - 17565</p> <p>Trainee Inspector (Health and Food Safety) (Personal)</p>
11 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Hospital Administrator</p>
11 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Hospital Administrative Assistant</p>
11 036 074	<p>Rs 18375 x 275 - 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 x 950 - 41250</p> <p>Head Catering Unit</p>

Salary Code	Salary Scale and Grade
11 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Executive Officer (Health Services) (Non Shift)</p>
11 033 067	<p>Rs 17565 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</p> <p>Catering Supervisor</p>
19 033 069	<p>Rs 17565 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 - 35650 x 900 - 36550</p> <p>Pathological Laboratory Technician</p>
19 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Nutritionist/Senior Nutritionist</p>
22 069 092	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Biomedical Engineer/Senior Biomedical Engineer (Health) (New Grade)</p>
22 033 069	<p>Rs 17565 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 - 35650 x 900 - 36550</p> <p>Biomedical Engineering Technician</p>
20 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Statistical Officer</p>
22 027 064	<p>Rs 16005 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 - 32350</p> <p>Telephonist</p>
08 025 063	<p>Rs 15485 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 - 31525</p> <p>Receptionist (Health Services)</p>

Salary Code	Salary Scale and Grade
24 043 068	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Senior Health Laboratory Auxiliary (New Grade)</p>
24 026 063	<p>Rs 15745 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 - 31525</p> <p>Health Laboratory Auxiliary</p>
24 033 062	<p>Rs 17565 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 - 30700</p> <p>Ambulance Driver (on shift)</p>
24 034 060	<p>Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050</p> <p>Senior Cook (New Grade)</p>
24 026 059	<p>Rs 15745 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</p> <p>Incinerator Operator Mortuary Attendant (on roster)</p>
24 026 058	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Health Sterile Services Assistant (New Grade) Senior Attendant (Hospital Services) (on shift)</p>
24 027 057	<p>Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725</p> <p>Cook (on roster)</p>
24 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Ambulance Care Attendant (on shift) Attendant (Hospital Services) (on shift)</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Laundry Attendant (on roster)</p>

Salary Code	Salary Scale and Grade
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Foreman
25 027 060	Rs 16005 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 - 29050 Orthopaedic Appliance Maker (Seamstress) (New Grade)
25 026 059	Rs 15745 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 Carpenter Diesel Fitter Mechanic Electrician Mason Painter Plumber and Pipe Fitter Tinsmith
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant
FAMILY PLANNING, MATERNAL AND CHILD HEALTH SERVICES	
09 074 098	Rs 41250 X 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Medical and Health Officer/Senior Medical and Health Officer
09 040 077	Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800 Nursing Officer
10 038 076	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 x 950 - 42200 x 1300 - 43500 Communication Officer



5.2 Promotion of Community Development

- 5.2.1 The Community Development Division envisions to encourage social participation, understanding and development of the community.
- 5.2.2 Its main objectives are, *inter alia*, to provide and organise activities related to cultural, social, economic, educational and recreational in connection with the community; provide adequate infrastructure, equipment and facilities in connection with the development of the community; help in the fight for poverty alleviation; and provide material and financial resources required for the effective development of the community.
- 5.2.3 At present, the Division is manned by officers in the grades of Head, Community Development; Community Development Officer, Social Welfare Officer and Psychologist.
- 5.2.4 In the context of the present review exercise, since no submissions/representations have been made, no change is being envisaged in the current structure which is deemed to be appropriate.

Community Development Officer

Social Welfare Officer

- 5.2.5 A Qualification Bar (QB) was inserted in the salary scales of the grades of Community Development Officer and Social Welfare Officer to allow incumbents possessing a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB therein. **This provision should continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	COMMUNITY DEVELOPMENT
23 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Head, Community Development
19 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Psychologist

Salary Code	Salary Scale and Grade
23 038 077	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 x 950 - 42200 QB 43500 x 1300 - 44800 Community Development Officer Social Welfare Officer



5.3 Rodrigues Fire and Rescue Service

- 5.3.1 The Rodrigues Fire and Rescue Service (RFRS) operates under the *aegis* of the Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status. It aims to protect life, property and environment against fire and provides support in rescue operations during natural calamities and major accidents.
- 5.3.2 In view of the global climatic change and various international conventions, the scope of the RFRS has also broadened consequentially. To that effect, the construction of a new Fire and Rescue Service (FRS) station is under way at Mont Plaisir to support the existing one which is found at Port Mathurin. An Officer-in-Charge is at the head of the RFRS. He is supported by officers of the Firefighter Cadre at different levels.
- 5.3.3 Representation received was mainly geared towards an enhanced salary for the Officer-in-Charge, Fire and Rescue Service. In the context of this Report, we are maintaining the present structure, which we consider appropriate. We are also changing the appellation of certain grades to align with what obtains in the Mauritius Fire and Rescue Service (MFRS). Furthermore, a job evaluation exercise was carried out, based on the newly prescribed duties devolving upon the Officer-in-Charge, Fire and Rescue Service. **All these elements have, therefore, been taken into consideration in arriving at the recommended salary.**

Restyling of Grades

- 5.3.4 In line with what obtains at the MFRS, we are changing the appellations of a few grades in the Firefighter Cadre.

Recommendation 1

- 5.3.5 **We recommend that the following grades be restyled as hereunder:**

From	To
Sub Officer	Sub Fire Officer
Station Officer	Station Fire Officer
Senior Station Officer	Senior Station Fire Officer
Divisional Officer	Divisional Fire Officer

Lead Firefighter

Recommendation 2

5.3.6 We recommend that:

- (i) Firefighter should be departmentally known as “Lead Firefighter” on completing 15 years of service in the grade subject to being favourably reported on his performance, conduct and attendance;
- (ii) Management should assign additional responsibilities and duties to the “Lead Firefighter”; and
- (iii) a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the “Lead Firefighter.”

Risk Allowance

5.3.7 Presently, a monthly Risk Allowance is paid to officers of the Firefighter Cadre up to the level of Station Fire Officer *formerly Station Officer* as apart from attending to fire, they have to intervene in cases caused by natural disasters, accidents, chemical incidents and oil spills amongst others. Representation has been received to extend the provision of the Risk Allowance up to the level of Officer-in-Charge, Fire and Rescue Service. Being given that risk allowance is generally granted to officers performing operational duties, we could not accede to the request. However, we are extending the provision up to the Divisional Fire Officer *formerly Divisional Officer*.

Recommendation 3

5.3.8 We recommend that officers of the Firefighter Cadre, up to the Divisional Fire Officer *formerly Divisional Officer* performing operational duties, should be paid a monthly Risk Allowance equivalent to 1 ½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 950.

5.3.9 We additionally recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Bank of Fire Officers Scheme

Recommendation 4

5.3.10 We recommend that officers in the grades of Firefighter, Sub Fire Officer *formerly Sub Officer* and Station Fire Officer *formerly Station Officer* who form part of the Bank of Fire Officers Scheme and who are recalled for duty whilst on leave or off duty to perform in emergencies or at private premises regarding fire prevention or to palliate any shortage of staff, should be paid an allowance as per the Table below for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in:

Grade	Amount (First 3 hours) Rs
Firefighter	675
Sub Fire Officer <i>formerly Sub Officer</i>	730
Station Fire Officer <i>formerly Station Officer</i>	790

Attending duty during emergencies

formerly Time-Off

Recommendation 5

5.3.11 We recommend that officers of the Firefighter Cadre who do not form part of the Bank of Fire Officers Scheme and are required to attend their site of work to cater for normal interventions whilst being on leave or off duty, should be granted equivalent time-off for the number of hours put in. In the event time-off cannot be granted within a period of four months, the officer should be paid an allowance based on his normal hourly rate for every hour put in.

Night Duty Allowance

Recommendation 6

5.3.12 We recommend that a monthly Night Duty Allowance should be paid to officers of the Firefighter Cadre who effectively perform night shift, equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Maintenance and Repair Allowance

Recommendation 7

5.3.13 We recommend the payment of a monthly allowance of Rs 405 to officers of the Firefighter Cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus.

Allowance for driving Heavy Specialised Vehicles

Recommendation 8

5.3.14 We recommend that officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, should be paid a monthly allowance equivalent to one increment at the initial point of their respective salary scale.

5.3.15 We further recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Rent Allowance**Recommendation 9**

5.3.16 We recommend that Rent Allowance payable to eligible officers should continue to be paid as hereunder:

Grade	Amount (Rs)
Firefighter	735
Sub Fire Officer <i>formerly Sub Officer</i>	790
Station Fire Officer <i>formerly Station Officer</i>	815
Senior Station Fire Officer <i>formerly Senior Station Officer</i>	915
Divisional Fire Officer <i>formerly Divisional Officer</i>	1010
Officer-in-Charge, Fire and Rescue Service	1180

Medical Examination**Recommendation 10**

5.3.17 We recommend that Management should make the necessary arrangements for all officers of the Firefighter Cadre to undergo a complete medical check-up every year to ensure their fitness for the job.

Early Retirement Scheme

5.3.18 At present, officers of the Firefighter cadre who have been appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are 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. However, officers in post as at 30 June 2008 benefit from the early retirement scheme applicable as at that date. **These provisions are being maintained.**

Special Provision for officers of the Disciplined Forces working on shift

5.3.19 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the leave year it is allocated.

5.3.20 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of

the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

- 5.3.21 At present, officers in the grades of Firefighter up to Station Fire Officer *formerly Station Officer* are required to work on shift to provide a 24-hour service. These officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau, therefore, considers that as the officers are foregoing their leaves to ensure the operational efficiency of the Rodrigues Fire and Rescue Service, there should be a mechanism to compensate them for the untaken casual leave. We are, thus, making a recommendation to that effect.

Recommendation 11

- 5.3.22 **We recommend that officers in the grades of Firefighter up to Station Fire Officer *formerly Station Officer* who effectively work on shift should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**
- 5.3.23 **We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.**

Once in a Career Performance Bonus

Recommendation 12

- 5.3.24 **We recommend that officers in the grades of Firefighter up to Senior Station Fire Officer *formerly Senior Station Officer*, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:**
- (i) **served for a period of at least 10 years in the Rodrigues Fire and Rescue Service;**
 - (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
 - (iii) **not been adversely reported upon on ground of conduct.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
RODRIGUES FIRE AND RESCUE SERVICE	
07 070 089	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Officer-in-Charge, Fire and Rescue Service
07 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Divisional Fire Officer <i>formerly Divisional Officer</i>
07 058 078	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Station Fire Officer <i>formerly Senior Station Officer</i>
07 051 075	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Station Fire Officer <i>formerly Station Officer</i>
07 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Sub Fire Officer <i>formerly Sub Officer</i>
07 037 069	Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 QB 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Firefighter



5.4 Meteorological Services

- 5.4.1 The Meteorological Services (MS) of the RRA has as mission to provide daily weather forecasts, aeronautical observations and climatological reports to the various stakeholders.
- 5.4.2 Its main activities are to make hourly meteorological observations and transmit same to the Mauritius Meteorological Services (MMS). It is also required to communicate timely information and warnings about occurrences of extreme weather events such as cold spells, heat waves and torrential rain. It also provides advice to ensure the protection and safety of aircrafts and ships. In addition, climatological data and exchange weather information and data are disseminated both at regional and international levels.
- 5.4.3 The MS in Rodrigues is manned by incumbents in the grades belonging to the Meteorological Observer and Meteorological Technician Cadres under the overall responsibility of a Principal Meteorological Technician. The latter is an acting officer-in-charge on a tour of service from Mauritius.
- 5.4.4 Staff associations have made similar requests as for the last Report. Submissions were made to the effect that the grade of Meteorological Observer be restyled Meteorological Technician. The MS in Rodrigues is essentially an observation station, mainly concerned with the collection of data, which in turn is interpreted by Meteorological Technicians in Mauritius. As the Meteorological Observer is not required to perform the whole complement of duties devolving on Meteorological Technician, we could not attend to the request.
- 5.4.5 No change is, therefore, being proposed for the present organisation structure which is deemed to be appropriate.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	METEOROLOGICAL SERVICES
19 065 085	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Meteorological Technician
19 038 076	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 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 43500 Meteorological Technician

Salary Code	Salary Scale and Grade
19 064 081	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Meteorological Observer
19 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Meteorological Observer
19 034 071	Rs 17825 x 275 - 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 x 950 - 38400 Meteorological Observer
19 027 029	Rs 16005 x 260 - 16525 Trainee Meteorological Observer



5.5 Judicial Services

- 5.5.1 The Judicial Services is entrusted with the administration of justice in the island of Rodrigues and has as main objective to provide support to the Judiciary and the Court for an effective and efficient service delivery. The Court of Rodrigues as the only Court of the island, exercises jurisdictions at the levels of the District Court, Intermediate Court and Supreme Court and deals with Chamber cases, Matrimonial cases and Civil cases. It is presided by a District Magistrate or a Senior District Magistrate, posted on a tour of service from Mauritius.
- 5.5.2 The day-to-day administration of the Judicial Services is effected by a Chief Court Officer/Court Manager, who is on a tour of service from Mauritius. The latter is assisted in the performance of his duties, by officers of the Court Officer's Cadre, one Court Usher and officers in the General Services grades.
- 5.5.3 In the context of this review exercise, the Union requested, among others, to: create a grade of Principal Court Officer as a promotional avenue for Senior Court Officers; create a grade of Senior Court Usher, to supervise and coordinate the work of the Court Usher; and extend the payment of the different allowances payable to officers of the Judiciary in Mauritius to officers in the RRA. The Bureau did not receive any submission from Management.
- 5.5.4 After examining the proposals, we are making a few general observations namely: the grade of Principal Court Officer already exists on the establishment of the RRA and its mode of recruitment and duties are aligned with what obtains for its counterpart in the Civil Service; a grade is created based on its functional need; grades which are urgently required may be created on an *ad hoc* basis after following established procedures; and Management may make necessary arrangements to provide transport facilities to enable the Court Usher to effect official travelling.
- 5.5.5 The Bureau has considered a few proposals to be meritorious. In this respect, we are abolishing the grade of Trainee Court Officer; reviewing the scheme of service of the grade of Court Officer; providing for officers of the Court Officer's Cadre to be sponsored by Management to follow a diploma course in Legal Studies and Court Administration in line with what obtains for their counterparts in Mauritius; providing for the payment of a black jacket allowance to officers of the Court Officer's Cadre and the Court Usher; and payment of a witness attendance allowance.

Court Officer

- 5.5.6 At present, the grade of Trainee Court Officer is 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 passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced Level'. Trainee Court Officers are required to undergo training for a period of at least one year, both theoretical and practical including on-the-job training in all aspects of the

work of a Court Officer. On satisfactory completion of their training and on being favourably reported upon, they are appointed in the grade of Court Officer, as and when vacancies occur.

5.5.7 For this Report, Management apprised the Bureau that there is need to maintain the practical on-the-job training at entry level of the Court Officer Cadre and requested for alignment of conditions obtained in the Civil Service.

5.5.8 We have examined the submissions and are agreeable for parity of treatment with what obtains for their counterparts in the Civil Service. We are, therefore, recommending accordingly and providing for newly recruited Court Officers to undergo on-the-job training.

Recommendation 1

5.5.9 We recommend that:

- (i) the grade of Trainee Court Officer be abolished;**
- (ii) in future, the grade of Court Officer should be filled by selection from among candidates possessing 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 candidates should be computer literate; and**
- (iii) the scheme of service of the grade of Court Officer be amended to include a proviso requiring future incumbents to undergo on-the-job training, both theoretical and practical, in all aspects of the work of a Court Officer for a period of at least one year. Appointment thereto, in a substantive capacity should be made upon satisfactory completion of the training and on incumbents being favourably reported upon.**

Diploma in Legal Studies and Court Administration

5.5.10 According to the existing scheme of service, the Senior Court Officer is required to possess, among others, a Diploma in Legal Studies and Court Administration for appointment to the grade of Principal Court Officer. Given that in the Civil Service, officers of the Court Officer Cadre are sponsored to follow the Diploma course in Legal Studies and Court Administration, we view that this arrangement may also be made applicable in the RRA. We are, therefore, recommending to that end.

Recommendation 2

5.5.11 We recommend that Management of the Rodrigues Regional Assembly should initiate action for officers of the Court Officer Cadre to be sponsored, on a seniority basis, to follow a Diploma course in Legal Studies and Court Administration or an equivalent Diploma course in the relevant field, with a recognised institution.

Black Jacket Allowance

5.5.12 The Union requested that officers of the Court Officer's Cadre and the Court Usher be paid a black jacket allowance in line with what obtains for their counterparts in the Civil Service. We subscribe to the proposal given that the officers of the Court Officer's Cadre and the Court Usher are required, by the rules of the Court, to appear in black jacket with tie. In this respect, we are making an appropriate recommendation.

Recommendation 3

5.5.13 We recommend that officers of the Court Officer Cadre and the Court Usher who are required, by the rules of the Court, to appear in black jacket with tie be paid a black jacket allowance of Rs 5100 yearly.

Witness Attendance Allowance

5.5.14 The Union has equally proposed for the payment of the witness attendance allowance, as obtainable in the Civil Service, to be made applicable in Rodrigues. We consider that there is merit in the request made, and are, therefore, recommending accordingly.

Recommendation 4

5.5.15 We recommend that:

- (i) **public officers who attend Court as witnesses on behalf of the RRA be paid an attendance allowance of Rs110; and**
- (ii) **professionals such as Architect, Attorney-at-Law, Engineer, among others who attend Court as expert witnesses be paid an attendance allowance of Rs 220.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
JUDICIAL SERVICES	
12 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Court Officer
12 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Senior Court Officer

Salary Code	Salary Scale and Grade
12 038 073	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 x 950 - 40300 Court Officer Court Usher



5.6 Civil Status Division

- 5.6.1 The main functions of the Civil Status Division (CSD) are, among others, to: provide timely services to the public with regard to delivery of all birth, marriage and death certificates; and issue National Identity Cards with a view to maintaining an updated Civil Status database.
- 5.6.2 The activities of the CSD are carried out by two Civil Status offices in Rodrigues. The Officer-in-Charge, Civil Status heads the Division and reports to the Departmental Head for general administration issues and to the Registrar of Civil Status in Mauritius on technical matters. He is supported in his functions by officers in the grades of Senior Civil Status Officer; Civil Status Officer and officers in the general services grades.
- 5.6.3 The Bureau received no representation for this Division in the context of this review exercise. As a result, the present organisation structure is considered appropriate and is, therefore, maintained. We are, however, bringing some improvement to existing allowances.

Allowance to open Civil Status Offices after office hours during weekdays

- 5.6.4 At present, officers of the Civil Status Officer Cadre provide an emergency service from 1200 to 17 00 hours on Saturdays, Sundays and Public Holidays against payment of an On-Call allowance; a travelling allowance or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open the office inclusive of the collection of keys from and to the police station; and another allowance for each registration of death including the issue of burial/cremation permit.
- 5.6.5 We are, in this Report, making appropriate recommendations such that the existing arrangements be aligned with what obtains in the Civil Service.

Recommendation 1

- 5.6.6 We recommend that officers of the Civil Status Officer Cadre providing emergency services after their normal working hours during Weekdays and after 1200 hours on Saturdays, Sundays and Public Holidays be paid: -**
- (a) an On-Call Allowance of Rs 245 per day;**
 - (b) a travelling allowance of Rs 180 or appropriate mileage allowance at the approved rates for official travelling or distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to Police Stations; and**
 - (c) an allowance of Rs 285 for each registration of death including the issue of burial cremation permit.**

Allowance for Registration of Religious Marriage to give civil effect

5.6.7 Payment of allowances to officers of the Civil Status Officer Cadre for the celebration of civil marriages outside the Civil Status Offices should continue as hereunder: -

Allowances	(Rs)
A. Where both of the intending spouses are citizens of Mauritius:-	
(i) Celebration of civil marriages at private residence	700
(ii) Celebration of civil marriages at premises other than office or private residence	1000
B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens	1500

Registration of death for burial during Cyclonic Conditions Class III and Class IV and during other officially declared natural calamities

5.6.8 At present, an officer of the Civil Status Officer Cadre is called upon to be on-call to register deaths and issue of burial permit during cyclonic conditions Class III and IV against payment of an On-Call allowance of Rs 230 per day and an allowance of Rs 270 for each registration of death including the issue of burial permit.

5.6.9 Management of Civil Status Division is also required to make necessary arrangements with the Police Department for the conveyance of officers who are on-call to register deaths and to issue burial permit during cyclonic conditions Class III and IV.

5.6.10 We are making appropriate recommendations such that the provision is aligned with what obtains in the Civil Service.

Recommendation 2

5.6.11 We recommend that an officer of the Civil Status Officer Cadre should continue to be on-call in Rodrigues to register deaths requiring burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities and should be paid:

- (a) an On-Call Allowance of Rs 245 per day; and**
- (b) an allowance of Rs 285 for each registration of death including the issue of burial permit.**

5.6.12 We also recommend that Management of the Civil Status Division should make proper arrangements with the Police Department for the conveyance of officers who are on-call to register deaths and to issue burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities from their place of residence to office and back.

Loan facilities to Officers of the Civil Status Officer Cadre

5.6.13 Officers of the Civil Status Officer Cadre are granted loan facilities for the purchase of a car 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. This provision should continue.

Recommendation 3

5.6.14 **We recommend that officers of the Civil Status Officer 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 of paragraph 16.2.45 (g) of Volume 1 of this 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.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CIVIL STATUS DIVISION
18 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Officer-in-Charge, Civil Status
18 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Civil Status Officer
18 030 067	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 Civil Status Officer



6. COMMISSION FOR SOCIAL SECURITY, HOUSING, LABOUR AND INDUSTRIAL RELATIONS, EMPLOYMENT AND CONSUMER PROTECTION

- 6.0.1 The Commission has under its portfolio the divisions of: Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection. It aims, among others, to: deliver on social security services; facilitate placement opportunities for registered job seekers; promote a safe, healthy and harmonious work environment; safeguard and promote consumers' rights and interests; improve the standard and conditions of living of needy persons; promote social dialogue to establish harmonious industrial relation practices at work places; and create an inclusive and just society by formulating new policies and strategies.
- 6.0.2 Its strategic objectives for the year 2020-2023 are, *inter alia*, to: improve housing conditions in Rodrigues; reduce processing time and determination of claims for laid-off workers and educate them on their rights and responsibilities; publish prices of controlled commodities in a timely manner; promote good industrial relations at work places; and enforce consumer protection legislations with more frequent visits to trade premises.
- 6.0.3 A Departmental Head is the responsible and accounting officer of the Commission. He has the overall responsibility for the general and technical administration and management of the Commission.

6.1 Social Security

- 6.1.1 Being responsible for the administration of social benefits, the Social Security Division provides a range of services under several schemes namely, National Pensions Scheme; National Savings Fund; Social Aid; Unemployment Hardship Relief; Empowerment, Welfare, protection and well-being of the Elderly; and Social Register of Mauritius, among others.
- 6.1.2 Currently, the Social Security Division falls under the responsibility of a Departmental Head who is assisted by the Manager, Social Security in the day-to-day administration. The division is also manned by officers in the grades of Principal Social Security Officer; Senior Social Security Officer; Higher Social Security Officer and Social Security Officer.
- 6.1.3 In the context of this review exercise, both the staff side and Management of the RRA have requested for the creation of the grades of Recreational Centre Manager; Organising Officer, Recreation Centre; and Officer-in-Charge, Disability Empowerment. Management additionally requested for an alignment of the top salary of the grade of Manager, Social Security with its comparable grade in the Civil Service and eligibility for 70% duty remission.
- 6.1.4 Both parties were apprised of the Bureau's policy for the creation of grades which is based on the functional and operational needs of an organisation. Moreover, considering that the Recreation Centre for Elderly has not yet been set up, stakeholders were informed that the creation of the first level of Organising Officer,

Recreation Centre may be contemplated in future, on an *ad hoc* basis, whenever the functional need warrants so.

- 6.1.5 The existing structure of the Social Security Division is appropriate to enable it to deliver on its mandate. We are, however, bringing some changes to the Disability Unit to provide for a supervisory level.

Disability Empowerment Officer (New Grade)

Senior Disability Empowerment Officer (New Grade)

- 6.1.6 During consultations, Management requested for the creation of an additional level above the grade of Disability Empowerment Officer/Senior Disability Empowerment Officer. It was however, observed that the latter grade is vacant and, therefore, the creation of another level is not warranted. Nonetheless, in view of the specificity and scope of the RRA, the Bureau is providing an appropriate structure against abolition of the grade of Disability Empowerment Officer/Senior Disability Empowerment Officer.

Recommendation 1

- 6.1.7 We recommend the creation of a grade of Disability Empowerment Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution or an equivalent qualification and reckoning at least five years' experience in the fields of social work or disability.**

- 6.1.8 Incumbent would be required, *inter alia*, to: give necessary support and assistance to Non-Governmental Organisations (NGOs) operating in the field of disability and to co-ordinate their activities; assist in the preparation of training programmes and organisation of workshops and seminars on disability; empower persons with disabilities through various means such as education, training, employment, advocacy, recreational and sports activities and the removal of handicapping barriers; and promote the integration of persons with disabilities in all aspects of society and advocate for their rights in line with the UN Convention on the Rights of Persons with Disabilities.

- 6.1.9 We also recommend the creation of a grade of Senior Disability Empowerment Officer. Appointment thereto should be made by selection from among Disability Empowerment Officers who reckon at least five years' service in a substantive capacity.**

- 6.1.10 Incumbent would be called upon to, among others, assist Non-Governmental Organisations and Disabled Persons Organisations in capacity building and in project write-up and in improving the delivery of their services; provide training to Disability Officer; organise workshops, seminars and training programmes on the issue of empowerment and disability; and ensure that the rights and entitlements of persons with disabilities are respected with regard to income support, education, training, employment accessibility, health and wellness, leisure and sports.

6.1.11 We further recommend that the grade of Disability Empowerment Officer/Senior Disability Empowerment Officer be abolished.

Principal Social Security Officer

Senior Social Security Officer

6.1.12 At present, officers in the grades of Principal Social Security Officer and Senior Social Security Officer possessing a Diploma in Social Work are allowed to move incrementally in the Master Salary Scale. The provision being still valid, is reproduced with the updated salary points for the respective grades.

Recommendation 2

6.1.13 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in Social Work from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 47675 and Rs 54200 respectively provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Medical Unit

6.1.14 The Medical Unit provides medical and paramedical care as well as health education to elderly persons and persons with disabilities. Besides, the Unit is also responsible for scheduling of medical examinations and assessment of disability for claimants applying for Basic Invalidity Pension, Carer's Allowance, Basic Retirement Pension for the severely Handicapped, Social Aid and Disablement Benefits.

6.1.15 Presently, the Medical Unit is headed by a Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) from the Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status. The latter is supported in his task by nine MHO/SMHOs and two supporting staff. So far more than 1400 persons have benefitted from home visits by the MHO/SMOs. In June 2020, we were requested to provide the salary grading for the grade of Health Coordinator, which was created on an *ad hoc* basis to be in charge of the Unit. However, in view of associated implications, we deferred the matter for consideration in the context of this review exercise.

6.1.16 In their submission, both Management and the staff side have requested for the creation of a grade of Assistant Health Coordinator to assist the proposed level of Health Coordinator as well as a grade of Supervisor Medical Unit to be responsible for the day-to-day administration of the Unit. During consultations, the parties concerned were informed that the creation of the grade of Supervisor Medical Unit could not be acceded to as the Bureau does not favour the creation of stand-alone grades with no promotional prospect. Furthermore, the duties proposed for the grade are generally performed by officers in the grade of Office Management Assistant and such assistance is already being provided to the Unit. As regards the other two grades, we consider that the present staffing position and volume of activities do not plead in

favour of the creation of dedicated grades to serve the Unit. Hence, we are unable to consider the requests for the creation of both grades of Health Coordinator and the Assistant Health Coordinator. Instead, we consider that it would be more appropriate to have a designated position of Health Coordinator to be filled by assignment from Medical and Health Officer/Senior Medical and Health Officers from the Commission for Health. We are recommending accordingly.

Recommendation 3

6.1.17 We recommend that the Medical and Health Officer/Senior Medical and Health Officer who is assigned the duties of Health Coordinator should be paid an allowance equivalent to Rs 1900 monthly.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	SOCIAL SECURITY
02 000 107	Rs 110125 Departmental Head
23 067 088	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Manager, Social Security
23 063 082	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Social Security Officer
23 054 078	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Social Security Officer
23 047 074	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Higher Social Security Officer

Salary Code	Salary Scale and Grade
23 037 071	<p>Rs 18650 x 275 - 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 x 950 - 38400</p> <p>Social Security Officer</p>
25 026 059	<p>Rs 15745 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</p> <p>Painter</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Social Security Attendant</p>
DISABILITY EMPOWERMENT UNIT	
23 055 079	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Disability Empowerment Officer (New Grade)</p>
23 047 077	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Disability Empowerment Officer (New Grade)</p>
09 032 070	<p>Rs 17305 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 - 35650 x 900 - 37450</p> <p>Community Health Rehabilitation Officer</p>



6.2 Housing Unit

- 6.2.1 The Housing Unit is responsible for the formulation of strategies and policies for the social housing sector; and the implementation of the social housing programme of the RRA. Its objective is to facilitate access to housing provisions for the lower socio-economic segment of the population in Rodrigues. As regards its main functions, they relate to the implementation of policies concerning the housing sector and the handling of applications for housing assistance.
- 6.2.2 Presently, the overall management of the Unit is shouldered by an Engineer/Senior Engineer (Civil) who is supported by officers in the grade of Assistant Inspector of Works.
- 6.2.3 In the context of this review exercise, Management requested for the creation of the grades of Principal Housing Development Officer and Housing Officer. Given that the grades of Housing Development Officer and Assistant Housing Officer have been created on *ad hoc* basis, the Bureau considers that, in the first instance, these posts should be filled. Thereafter, only upon strong justifications the issue may be considered, the more so that the number of grades related to this function is on the high side.
- 6.2.4 The present structure is, therefore, being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	HOUSING UNIT
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer (Civil)
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Housing Development Officer
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector of Works

Salary Code	Salary Scale and Grade
08 037 076	<p>Rs 18650 x 275 - 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 x 950 - 42200 x 1300 - 43500</p> <p>Assistant Housing Officer</p>
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Assistant Inspector of Works</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Foreman</p>
25 026 059	<p>Rs 15745 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</p> <p>Cabinet Maker Carpenter Mason</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>



6.3 Labour and Industrial Relations

- 6.3.1 The Labour and Industrial Relations has as mission to promote industrial peace and harmony; protect the fundamental rights and dignity of workers; enhance productivity and the general well-being of the workforce through improvement in standard of safety and health; prevention of occupational diseases and injuries at the workplace; and ensure the proper functioning and good governance in associations and staff associations. It comprises three distinct sections, namely the Labour Inspection and Enforcement; the Occupational Safety and Health; and the Registry of Associations.
- 6.3.2 The Labour Inspection and Enforcement Section is responsible, *inter alia*, for the enforcement of labour legislations; attending to and enquiring into complaints registered by workers relating to conditions of employment and industrial relations; investigating into applications for admission in the Workfare programme.
- 6.3.3 As regards the Occupational Safety and Health Section, it is responsible for the enforcement of the Occupational Safety and Health Act 2005 and its subsidiary legislations. It works in close collaboration with the Occupational Safety and Health Division of the Ministry for matters relating to specific technical issues regarding occupational safety, health and welfare; interpretation and enforcement of various regulations in force; and preparation and conduct of criminal proceedings in Court against employers in breach of law.
- 6.3.4 Being responsible for the enforcement of the Registration of Associations Act, the Registry of Associations has regular working arrangements with the Registry of Associations of the Ministry of Labour, Human Resource Development and Training, and Commerce and Consumer Protection for follow-up on all applications, registrations and queries regarding the status of ongoing correspondence files as it is a legal requirement to keep the files in the custody of the Registrar.
- 6.3.5 The organisation structure of this Division consists of grades such as the Officer-in-Charge, Labour and Industrial Relations; Labour and Industrial Relations Officer; Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer; Principal Occupational Safety and Health Officer as well as Inspector of Associations and officers of the general services grades.
- 6.3.6 For this review exercise, representations have been made, among others, for the restyling of the grade of Officer-in-Charge, Labour and Industrial Relations to Senior Labour and Industrial Relations Officer; creation of the grades of Head, Labour and Industrial Relations; Head, Occupational Safety and Health and Senior Inspector of Associations.
- 6.3.7 All parties were apprised of the Bureau's policy for the creation of grades which is based on the functional and operational needs of an organisation. The Bureau has, nonetheless, examined all the requests and we are, in the ensuing paragraphs, making appropriate recommendations for those requests which are justified.

Officer-in-Charge, Occupational Safety and Health
formerly Principal Occupational Safety and Health Officer

6.3.8 The RRA requested for the creation of a grade of Head, Occupational Safety and Health for the overall day-to-day management of the section. It is considered that due to the scope of activities in Rodrigues, establishment size and level of supervision, another level is not warranted. We are, however, for the administrative monitoring of health enforcement issues, restyling the grade of Principal Occupational Safety and Health Officer to Officer-in-Charge, Occupational Safety and Health.

Recommendation 1

6.3.9 We recommend that the grade of Principal Occupational Safety and Health Officer be restyled Officer-in-Charge, Occupational Safety and Health. This element has been considered in arriving at the recommended salary scale for the grade.

Qualification Bar

6.3.10 At present, officers in the grade of Labour and Industrial Relations Officer possessing a Diploma in Human Resource Management or an equivalent qualification; and Inspector of Associations who have successfully completed all the papers of Fundamentals (Skills) formerly Part II of the ACCA Examinations or an equivalent qualification are allowed to proceed incrementally beyond the Qualification Bar (QB) in their respective salary scale. **We are maintaining this provision.**

6.3.11 Incumbent in the grade of Officer-in-Charge, Occupational Safety and Health *formerly Principal Occupational Safety and Health Officer* possessing a Degree in Occupational Safety and Health or in Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification are allowed to progress incrementally beyond the Qualification Bar (QB) in the salary scale. **This provision should also continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 060 085	<p style="text-align: center;">LABOUR AND INDUSTRIAL RELATIONS</p> <p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 – 54200 QB 55900 x 1700 - 57600</p> <p>Officer-in-Charge, Occupational Safety and Health <i>formerly Principal Occupational Safety and Health Officer</i></p>

Salary Code	Salary Scale and Grade
18 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Officer-in-Charge, Labour and Industrial Relations
18 047 081	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
18 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 44800 Inspector of Associations Labour and Industrial Relations Officer



6.4 Employment Division

- 6.4.1 This Division has as mission to help the jobseekers to have access to gainful and productive employment. Its main functions are, among others, the registration and placement of job seekers; employment counselling; providing up-to-date market information; conducting work permit inspections; inspections of private recruitment agencies; organisation of sensitisation services and helping in the redeployment of laid-off workers and the processing of the recruitment of workers for overseas vacancies.
- 6.4.2 With a view to offer a "service de proximité" to the customers, the Employment Information Centre has decentralised its services to the different places to Malabar, Grande Montagne and La Ferme on a three-day basis.
- 6.4.3 The Head, Employment Service is responsible for the effective and overall management of the Employment Division in Rodrigues. He liaises with the Director, Employment Service in Mauritius in connection with matters pertaining to the implementation of the Labour Market Information System and is assisted by one Senior Employment Officer, four Employment Officers and supported by officers of the general services grades.
- 6.4.4 For this review exercise, Management made proposal for the alignment of the schemes of service of the grades of the Employment Officer Cadre in Rodrigues with their counterparts in Mauritius as well as the creation of a grade of Project Supervisor, Employment Division.
- 6.4.5 During meeting, Management was requested to submit additional information to support their demand for the creation of the grade of Project Supervisor, Employment Division. However, for want of information, the Bureau has refrained from making any recommendation. As regards the case for an alignment of schemes of service of the Employment Officer Cadre at the RRA with that of the Civil Service, the Bureau considers that same should be justified by a corresponding evolution in the nature and complexity of duties and responsibilities devolving upon the grades. Subject to being in a similar situation as in the National Employment Department, Management may submit its proposal on an *ad hoc* basis, in line with established procedures.
- 6.4.6 The Bureau is, therefore, maintaining the current structure of this Division.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
EMPLOYMENT DIVISION	
18 062 080	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Head, Employment Service
18 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Employment Officer
18 033 071	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400 Employment Officer



6.5 Consumer Protection Division

- 6.5.1 The Consumer Protection Division (CPD) of the RRA envisions to foster a conflict-free commercial environment where fair trade practices prevail to the satisfaction of consumers. The objects of the CPD are, among others, to: safeguard and promote consumers' rights and interest in Rodrigues by enforcing the consumer protection legislation and delivering consumer education programmes.
- 6.5.2 Among the legislations in force to safeguard the rights of consumers are the Consumer Protection (Price and Supply Control) Act 1998, the Consumer Protection Act 1991, the essential Commodity Act, the Hire Purchase and Credit Sales Act and the Fair Trading Act.
- 6.5.3 The Officer-in-Charge, Consumer Affairs is responsible for the day-to-day management of the Unit and is assisted by officers in the grades of Senior Consumer Affairs Officer, Consumer Affairs Officer and those from the general services.
- 6.5.4 For this review exercise, Management requested for the restyling of the grade of Officer-in-Charge, Consumer Affairs to Manager, Consumer Affairs with a corresponding review of its salary scale. Management was apprised that a job appellation should commensurate with the nature of duties devolving upon the grade. They were also informed that any upgrading in salary is based on our job evaluation exercise.
- 6.5.5 Taking into consideration the scope of activity, specificity of Rodrigues, the establishment size and level of supervision, the Bureau considers that the present organisation structure is fit for purpose to deliver on its mandate.

Allowance to officers of the Consumer Affairs Officer Cadre

- 6.5.6 At present, officers of the Consumer Affairs Officer Cadre possessing specific communication skills are called upon to conduct and coordinate consumer education programmes/campaigns as well as delivering talks through the media against a payment of an allowance of Rs 265 per session. The provision is being maintained whilst the quantum is being revised.

Recommendation 1

- 6.5.7 We recommend that officers of the Consumer Affairs 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 275 per session.**

Hours of Work

- 6.5.8 As per the existing schemes of service of grades in the Consumer Affairs Officer Cadre, officers may, in the performance of their duties be called upon to work outside normal working hours, including Sundays and Public Holidays. **This element has been taken into consideration in determining the salary of these grades.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
CONSUMER PROTECTION DIVISION	
18 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Officer-in-Charge, Consumer Affairs
18 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Consumer Affairs Officer
18 053 080	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Consumer Affairs Officer



7. COMMISSION FOR AGRICULTURE, ENVIRONMENT, FISHERIES, MARINE PARKS AND FORESTRY

- 7.0.1 The Commission for Agriculture, Environment, Fisheries, Marine Parks and Forestry has the main objects, among others, to: further the development of agricultural practices and promote agri-businesses on safety, quality, innovation and new technology; redesign the agricultural sector through adoption of agro-ecological and organic farming practices; protect and enhance the natural resources; preserve and protect endangered flora and fauna for the sustainability of the biodiversity of Rodrigues; and ensure the sustainable management and exploitation of the marine and terrestrial ecosystem.
- 7.0.2 Its activities are organised under five main portfolios, namely Agriculture, Environment, Fisheries, Marine Parks and Forestry.

7.1 Agricultural Research and Extension Services

- 7.1.1 The Department of Agriculture supports the Commission in realising its objectives for sustainable agricultural growth and in creating an environment for "Agriculture for Growth" through the Agricultural Research and Extension Services (ARES).
- 7.1.2 Being the sole catalyst and facilitator for farmers and agri-entrepreneurs in the development of agriculture and agri-enterprise in Rodrigues, the ARES has as main objectives, *inter alia*, to protect and enhance the natural resources of Rodrigues; strengthen and modernise the agricultural agri-business sector; and maximise the utilisation of agricultural land resources to achieve food security, job creation, generating wealth and combat poverty, among others.
- 7.1.3 The Manager, Agricultural Research and Extension Services, as the technical head, is responsible for the administration, management and proper functioning of the ARES. He is assisted by officers in the professional and technical grades. The grade of Assistant Manager, Agricultural Research and Extension Services, created in the 2016 PRB Report, is presently vacant.
- 7.1.4 With a view to positioning the agricultural sector high in the economy of Rodrigues, Management proposed a re-organisation of the activities of the ARES as well as restyling and creation of grades. Management also made submission with respect to the review of the salary of certain grades. The submissions of Unions were similar to those of Management. After examination of the said requests, the Bureau found no valid justifications to accede to them.
- 7.1.5 Problems reported so far pertain to workload and may be addressed administratively whereas, structurally no problem has been identified. With the re-organisation of the ARES in the last PRB Report, the present organisation structure of the ARES is, therefore, considered adequate.

Agricultural Support Officer**Senior Agricultural Support Officer****Recommendation 1****7.1.6 We recommend that:**

- (i) **Agricultural Support Officers and Senior Agricultural Support Officers possessing a Diploma in Agriculture or Sugar Technology or related field should be allowed to move beyond the Qualification Bar (QB) inserted in their respective salary scale;**
- (ii) **newly recruited Agricultural Support Officers and incumbents in post as at eve of the publication of the 2021 Report and possessing the relevant Diploma should join the recommended salary scale at salary point Rs 21850; and**
- (iii) **Senior Agricultural Support Officers possessing the relevant Diploma should join the recommended salary scale at salary point Rs 33175.**

Movement for Technical Officers (Agriculture) (Personal)

7.1.7 Presently, Technical Officers (Agriculture) (Personal) are allowed to proceed incrementally in the salary scale of the grade of Senior Technical Officer (Agriculture) subject to satisfying certain conditions. We are reviewing this provision.

Recommendation 2

7.1.8 We recommend that officers in the grade of Technical Officer (Agriculture) (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 54200 on same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Field Assistant (Rodrigues)

7.1.9 Field Assistants (Rodrigues) who have drawn their top salary for a year are currently allowed to proceed in the salary scale of the grade of Senior Field Assistant (Personal) which exists on the Mauritian establishment, subject to satisfying certain conditions. Since the grade of Senior Field Assistant (Personal) has been abolished, this provision is being reviewed.

Recommendation 3

7.1.10 We recommend that Field Assistants (Rodrigues) should be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 39350 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Posting of a General Worker at Port and Airport

7.1.11 Presently, a General Worker is posted at the Port and Airport, whenever required, to provide assistance to the Technical Officers (Agriculture) (Personal) and Senior

Technical Officers (Agriculture) in the disposal of plants and animal products that are seized. **We hold the view that this arrangement should continue to prevail.**

Flexitime

7.1.12 The concept of flexitime in respect of officers working in the Extension Unit of the Agricultural Services has remained unchanged. Hence, provision regarding same is being maintained.

Recommendation 4

7.1.13 We recommend that Management should apply flexitime as deemed expedient for officers working in the Extension Unit of the Agricultural Services in accordance with the recommendations made in the Conditions of Service – Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report.

Allowance when posted to Crab Islet

7.1.14 As per existing provision, officers in the grades of Agricultural Support Officer, Senior Agricultural Support Officer and Field Assistant (Rodrigues) who are regularly required to work on Crab Islet are granted a monthly *ad hoc* allowance of one and half increments at initial of their respective salary scale.

7.1.15 The staff side has represented that this provision be extended to employees of the manual grades as they provide support services to officers in the above-mentioned grades for the tagging of wild animals and are equally exposed to various kinds of hardship, and this was confirmed by Management. After an in-depth study of the request, we consider this demand to be meritorious and we are recommending accordingly.

Recommendation 5

7.1.16 We recommend that the following officers who are regularly required to work on Crab Islet be paid a monthly *ad hoc* allowance equivalent to one and a half increments at the initial of their respective salary scale:

- (i) Senior Agricultural Support Officer**
- (ii) Agricultural Support Officer**
- (iii) Field Assistant (Rodrigues)**
- (iv) Senior Livestock Attendant (on shift) *formerly Stockman (on shift)***
- (v) Livestock Attendant (on shift) *formerly Stockman (on shift)***
- (vi) Boatman**
- (vii) General Worker**

7.2 Livestock and Veterinary Services

- 7.2.1 The Livestock and Veterinary Services operating under the ARES caters for the overall management of livestock production, animal health and related livestock matters.
- 7.2.2 With a view to providing essential veterinary services on a 24/7 basis, the Veterinary Services Unit deals with the prevention of disease; treatment of sick animals; and monitoring of import and export of live animals, among others. On the other hand, the Animal Production Unit is, *inter alia*, responsible to improve: the production of livestock for local consumption and export; the local breeds of livestock; and pasture productivity and quality.
- 7.2.3 In the context of this review exercise, proposal was made for the creation of the grade of Livestock Officer in line with what is obtainable in Mauritius. Since the Bureau is not in favour of creating dead end posts, this request could not be acceded to.
- 7.2.4 The Bureau is of the view that the present structure of this Unit is adequate for it to deliver on its mandate.

Veterinary Officer

- 7.2.5 Request was made for the alignment of the salary of Veterinary Officers with that of Medical and Health Officer/Senior Medical and Health Officers and during consultation, parties were informed that the salary of Veterinary Officer on the establishment of the Rodrigues Regional Assembly is at par with that of the Veterinary Officer on the Mauritian establishment. Moreover, the salary of Veterinary Officers will be looked into anew in the context of the present review.
- 7.2.6 At present, Veterinary Officers in Rodrigues are allowed to move in the senior professional scale. We are reviewing this provision.

Recommendation 1

- 7.2.7 We recommend that Veterinary Officers who have reached the top of their salary scale should be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 69800 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

On-Call and In-Attendance Allowance

- 7.2.8 Veterinary Officers are required to be on-call after their normal working hours. In this respect, they are paid appropriate allowances, the quanta of which we are revising.

Recommendation 2

- 7.2.9 We recommend that the following revised allowances be paid to Veterinary Officers at the RRA who are required to be on-call after working hours to provide a 24-hour service:**

Weekdays 1515 hours to 0800 hours the next day	Rs 445
Saturdays Noon to 1800 hours 1800 hours to 0800 hours the following day	Rs 210 Rs 345
Sundays and Public Holidays 0800 hours to 1700 hours 1700 hours to 0800 hours the following day	Rs 290 Rs 395

7.2.10 We also recommend that Veterinary Officers be paid an In-Attendance Allowance of Rs 210 per hour when attending work while on-call, subject to the following maxima:

Weekdays	Rs 1080
Saturdays	Rs 1300
Sundays and Public Holidays	Rs 1735

Special Professional Retention Allowance

7.2.11 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 Report (EOC Report 2009) in order to curb recruitment and retention problems in scarcity areas such as Engineering/Architecture/Quantity Surveying fields. This provision was maintained in consecutive PRB Reports and was extended to other grades requiring applicants thereto to be registered with a Professional Body.

7.2.12 In the context of the 2016 PRB Report, findings of a survey carried out by the Bureau revealed that there was no serious recruitment and retention problem in the Engineering/Architecture/Quantity Surveying fields. On the contrary, it was found that the labour market had an over-supply of qualified candidates in these fields. Hence, in the last Report the Bureau decided to waive the provision for the payment of the SPRA. Nevertheless, the provision for eligible officers in post as at 31 December 2015 was maintained up to 31 December 2016.

7.2.13 It was further recommended 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 should refund the totality of the SPRA 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 SPRA 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.

7.2.14 For this review, it has been reported that officers who have benefitted from SPRA and who fall under categories of paragraphs 7.2.13 (i) and (ii) above are still being required to refund the allowance as mentioned therein when they are leaving or retiring from the service. As the provision of SPRA no longer exists and currently there are no major scarcity/retention issues, we are reviewing this provision.

Recommendation 3

7.2.15 We recommend that officers in the Veterinary Officer Cadre who have benefitted from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service should no longer be required to refund the sum obtained as allowance.

7.2.16 We further recommend that all officers in the Veterinary Officer Cadre who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	AGRICULTURAL RESEARCH AND EXTENSION SERVICES
02 000 107	Rs 110125 Departmental Head
19 086 101	Rs 59300 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Manager, Agricultural Research and Extension Services
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Assistant Manager, Agricultural Research and Extension Services
19 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Veterinary Officer
19 069 089	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Veterinary Officer

Salary Code	Salary Scale and Grade
19 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Scientific Officer/Senior Scientific Officer</p>
19 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Agricultural Superintendent</p>
19 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Technical Officer (Agriculture)</p>
19 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Agricultural Laboratory Technologist Agricultural Officer Technical Officer (Agriculture) (Personal)</p>
26 041 073	<p>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 - 40300</p> <p>Technical Design Officer</p>
19 053 083	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Agricultural Support Officer</p>
19 032 079	<p>Rs 17305 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 - 35650 x 900 - 36550 QB 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Agricultural Support Officer</p>
19 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Agricultural Laboratory Technician</p>

Salary Code	Salary Scale and Grade
19 031 065	Rs 17045 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 - 33175 Field Assistant (Rodrigues)
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Foreman
24 033 062	Rs 17565 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 - 30700 Agricultural Implement Operator
24 033 060	Rs 17565 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 - 29050 Senior Livestock Attendant (on shift) <i>formerly Senior Stockman (on shift)</i>
24 023 053	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 Livestock Attendant (on shift) <i>formerly Stockman (on shift)</i>
25 026 059	Rs 15745 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 Electrician Motor Diesel Mechanic Plumber and Pipe Fitter
24 022 052	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 Insecticide Sprayer Operator
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



7.3 Environment Division

- 7.3.1 The Environment Division has the responsibility for environment protection and conservation. The objectives of this Division are, among others, to: enforce environmental laws, regulations and other related mechanism to protect the natural environment; develop and implement Government environment policies for the protection of environment; and promote environmental awareness, education and sensitisation throughout the general public.
- 7.3.2 Main activities carried out by the Division, *inter alia*, comprise: monitoring of cleaning works, dumping sites and waste collection; developing environmental education programme; carrying out sensitisation campaign in schools and villages and through the media; providing views on Environmental Impact Assessment (EIA) applications; processing applications for environmental clearances for land levelling, for livestock activities and submitting recommendations to the Agricultural Services; identifying, conceiving and implanting embellishment landscaping projects; and monitoring coastal development activities around the island.
- 7.3.3 A Head, Environment is responsible for the Division. The activities devolving upon this Division are carried out by officers of the technical as well as professional cadres. While the technical cadre consists of the grades of Environment Enforcement Officer and Technical Officer (Environment), the professional cadre comprises the grade of Environment Officer. The Division is also staffed by officers in other cadres who provide support services.
- 7.3.4 For this review exercise, proposal was made for the Environment Officer Cadre to be at par with that of the Civil Service in terms of structure and salary. Upon examination of both structures, it was noted that the comparison could not be done as the functional needs differ.
- 7.3.5 Moreover, submission was made for the creation of a proper structure for the Environment Enforcement Officer. Management was, therefore, requested to provide justifications to support this proposal. For lack of information and after analysis, the Bureau considers that once the need for a supervisory level is well established, the proposal may be examined anew.
- 7.3.6 Additionally, it was submitted to grant an allowance to the Environment Officer for exposure to foul odour and putrefying waste. On the basis of available information, the Bureau found no merit in the case.
- 7.3.7 Following the re-examination of the structure of the Division, we are, in the context of this Report, not making any change thereto, as same is considered to be appropriate.

On-Call Allowance

- 7.3.8 Officers in the professional and technical grades of the Environment Division are required to be on-call after normal working hours to respond to environmental emergencies and ever-increasing expectations of the public. In that respect, these

officers are being paid an On-Call and an In-Attendance allowances. We are maintaining this provision while reviewing the quanta of the allowances.

Recommendation 1

7.3.9 We recommend that officers in the professional and technical grades of the Environment Division should be paid a monthly On-Call allowance for being on-call during the whole month after normal working hours as follows:

Grade	Amount (Rs)
Head, Environment	1285
Environment Officer	1050
Technical Officer (Environment)	840
Environment Enforcement Officer	580

7.3.10 We also recommend that when attending work while on-call, these officers should be paid an In-Attendance allowance per hour, inclusive of travelling time, as follows:

Grade	Amount (Rs)
Head, Environment	255
Environment Officer	210
Technical Officer (Environment)	170
Environment Enforcement Officer	115

Diving Allowance

7.3.11 Provision was made in the previous Report for the payment of a diving allowance to officers in the grades of Head, Environment; Environment Officer; Technical Officer (Environment); and Environment Enforcement Officer. After perusal of the schemes of service of these grades and after examination of their respective Job Description Questionnaire, it was noted that no duty with respect to diving is being performed by these officers. Moreover, it was submitted by Management that after June 2020, no diving activities have been carried out by the said officers. On this basis, payment of the diving allowance is being discontinued. Nevertheless, should the need arise for performing diving duties again, request for the payment of a diving allowance supported by strong justifications, may be considered by the Bureau on an *ad hoc* basis.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	ENVIRONMENT DIVISION
02 000 107	Rs 110125 Departmental Head
19 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head, Environment
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Environment Officer
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Environment)
19 037 072	Rs 18650 x 275 - 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 x 950 - 39350 Environment Enforcement Officer
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector of Works
25 026 059	Rs 15745 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 Carpenter Mason
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



7.4 Department of Fisheries

- 7.4.1 Activities of the Fisheries Department are organised under two distinct arms, namely the Fisheries Protection Service (FPS), and the Fisheries Research and Training Unit (FRTU).
- 7.4.2 Being the enforcement arm of the Department, the FPS is responsible for the protection and conservation of fisheries resources whilst the FRTU carries out research work within the fisheries sector and organises various types of training for officers of the FPS.

Fisheries Protection Service

- 7.4.3 The FPS is responsible to ensure effective control and surveillance over the lagoon fisheries, marine resources and the marine ecosystem, and to deliver quality and timely services to the public.
- 7.4.4 In essence, a few objectives of the FPS are to monitor fishers; and reduce illegal, unreported and unregulated fishing practices in accordance with the Act. The main services provided by the FPS are: issuing of licences for fishmonger, large net, bait net, and shrimp net; registration and transfer of fishing boat; and registration of professional fishermen, among others.
- 7.4.5 It comprises officers of the Fisheries Protection Officer Cadre with a Controller, Fisheries Protection Service at the apex.
- 7.4.6 In the context of this review exercise, submissions were made for the salary of the grade of Scientific Officer (Fisheries) to be at par with that attached to the grade of Scientific Officer/Senior Scientific Officer (Fisheries) in the Civil Service. The duties and responsibilities of these two grades differ. Therefore, providing the Scientific Officer (Fisheries) at the RRA with the salary scale of the merged grade will not be in order. Request was also made for the creation of the grade of Divisional Scientific Officer (Fisheries) against abolition of the grade of Head, Fisheries. However, for want of relevant information, the Bureau has maintained the present position.
- 7.4.7 With respect to the request for abolishing the grade of Training Instructor (Fisheries) and consequently amending the scheme of service of the grade of Technical Officer (Fisheries), following a site visit conducted by the Bureau, stakeholders were informed that it would not be appropriate to accede to these requests at this stage. The Bureau was also informed that this proposal will be worked out anew and submitted to the Bureau for consideration at a later stage.
- 7.4.8 Moreover, proposal was made for the creation of the grade of Skipper. We are making appropriate recommendations to this effect in the ensuing paragraphs.

Fisheries Research and Training Unit

- 7.4.9 The FRTU ensures a better management of sustainable development and exploitation of the fisheries as well as marine resources. Its main functions are to conduct research

work within the fisheries sector both within the lagoon and off-lagoon; bring a new approach to traditional fishing through the development of new fishing techniques, introduction of aquaculture techniques, management of fisheries resources and its environment; and sensitise and encourage fishermen to exploit off-lagoon fish stock.

7.4.10 At the FRTU, the current structure consists of both technical and professional grades.

Principal Fisheries Protection Officer

7.4.11 Presently, to be appointed as Principal Fisheries Protection Officer, officers in the grade of Senior Fisheries Protection Officer should possess a combined Diploma in Forestry and Fisheries. Following obtention of additional information, a study was carried out by the Bureau and upon comparison of the combined Diploma with the Diploma in Forestry and Diploma in Fisheries Science/Diploma in Fisheries Enabled Services, it was noted that modules relevant for the performance of duties of the Principal Fisheries Protection Officer are not being covered under the combined Diploma in Forestry and Fisheries. Moreover, Forestry and Fisheries are two distinct fields and duties performed by incumbents in their respective cadres are specific to each domain. On this basis, it is in the interest for the development of these officers and for the betterment of the service that this combined diploma course be discontinued and arrangement be made for the officers to follow the appropriate course. Hence, we are making appropriate recommendation in that direction.

Recommendation 1

7.4.12 **We recommend that:**

- (i) Management should continue to make necessary arrangements with a recognised institution for the mounting of the Diploma course in Fisheries Science or a Diploma in Fisheries Enabled Services or an equivalent qualification and consequently sponsor officers of the Fisheries Protection Officer Cadre to follow the said diploma course;**
- (ii) officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer possessing a Diploma in Fisheries Science or a Diploma in Fisheries Enabled Services or an equivalent qualification and who**
 - (a) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 36550 and Rs 39350 respectively on a personal basis; and**
 - (b) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume; and

- (iii) **officers in the grade of Principal Fisheries Protection Officer possessing a Diploma in Fisheries Science or a Diploma in Fisheries Enabled Services or an equivalent qualification should proceed beyond the Qualification Bar (QB) inserted in their salary scale.**

Skipper (New Grade)

- 7.4.13 In the context of this Report, both the staff side and Management have requested for the creation of the grade of Skipper to enable the Department of Fisheries to deliver on its mandate. With a view to gauging the need of the organisation, officers of the Bureau effected a site visit at the Fisheries Research and Training Unit whereby they were apprised that the Unit is equipped with different research vessels used for training, maintenance and repairs of Fish Aggregating Devices. Moreover, one large boat measuring 14 metres is currently not being used as same should be operated by a Skipper.
- 7.4.14 On the basis of the observations made during the site visit and to ensure the judicious use of available resources, the Bureau considers that the creation of the grade of Skipper is warranted. We are recommending accordingly.

Recommendation 2

- 7.4.15 **We recommend the creation of a grade of Skipper. Appointment thereto should be made by selection 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 Vessels of 24 metres or more and reckoning at least one year's experience as Skipper on boats/vessels.**
- 7.4.16 Incumbents would be responsible, among others, for: keeping all deck stores and equipment; participating in fishing operations, construction, setting and maintenance of full aggregating services, taking part in any search and resource operations and in landing operations; recording attendance of all new officers directly under his supervision; and performing such duties as may be assigned during docking of boat/vessel.

Sea-Going Allowance

- 7.4.17 Scientific/Technical staff as well as officers of the Fisheries Protection Officer Cadre are often required to go out at sea for short periods to effect regular maintenance of Fish Aggregating Devices (FAD) and to perform experimental work. We are, therefore, maintaining the payment of an appropriate sea-going allowance to these officers, in line with what obtains in the Civil Service.

Recommendation 3

- 7.4.18 **We recommend that Scientific/Technical staff and officers of the Fisheries Protection Officer Cadre who are required to go at sea for placing, maintenance and monitoring of Fish Aggregating Devices (FADS); research work; training of those fishermen working in the Aquaculture Division, Marine Conservation**

Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and afloat patrol and surveillance should be paid a Sea-Going Allowance as follows:-

- (i) one day's pay for working in the open sea for four hours up to 12 hours on working days;**
- (ii) one and a half day's pay for working beyond 12 hours, up to 24 hours including Saturdays; and**
- (iii) one day's pay and one day off for working four hours to 12 hours on Public Holidays and Sundays.**

In-Attendance Allowance

7.4.19 Scientific Officers (Fisheries) who are often required to work outside normal working hours during weekdays, weekends and public holidays to attend to emergency cases, are being paid a compensation. We are recommending for the continued payment of the allowance while revising its quantum.

Recommendation 4

7.4.20 We recommend that Scientific Officers (Fisheries) who effectively work outside normal working hours in emergency cases, should be paid an In-Attendance Allowance of Rs 130 per hour.

Diving Allowance

7.4.21 Officers of the Fisheries Division who are required to perform diving duties for carrying out observation and data collection underwater are being paid an allowance, in line with what obtains in the Civil Service. We recommend that the provision of this allowance be continued and we are revising its quantum.

Recommendation 5

7.4.22 We recommend that a diving allowance of Rs 695 per dive, subject to a maximum of Rs 5560 a month be paid to officers of the Fisheries Division.

7.4.23 For the purpose of implementation of the above recommendation, "Diving" is referred to the "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel".

Allowance to General Workers

7.4.24 General Workers performing certain duties of Fisheries Protection Officers, are presently paid an *ad hoc* allowance of Rs 900 monthly. We consider that this provision should continue to prevail until such time there are sufficient Fisheries Protection Officers in post to perform the set of duties. Consequently, we are revising the *ad hoc* allowance.

Recommendation 6

7.4.25 We recommend the payment of a monthly *adhoc* allowance of Rs 945 to the General Workers for performing certain duties devolving upon the Fisheries Protection Officers. The payment of this allowance should lapse when there would be sufficient Fisheries Protection Officers to perform the set of duties.

Allowance to officers posted in Flying Squad

7.4.26 Presently, officers of the Fisheries Protection Officer Cadre posted in the Flying Squad are paid a monthly special duty allowance equivalent to one and a half increments at the initial of their respective salary scale for effecting surprise visits inland as well as at sea to track contraveners of the Fisheries Act. We are maintaining this provision.

Recommendation 7

7.4.27 We recommend that officers of the Fisheries Protection Officer Cadre be paid a monthly special duty allowance equivalent to one and a half increments at the initial of their respective salary scale for effecting surprise visits in land as well as at sea to track contraveners of the Fisheries Act. However, officers of the Fisheries Protection Officer Cadre drawing a higher quantum as special duty allowance, should continue to draw same on a personal basis.

Rent Allowance**Recommendation 8**

7.4.28 We recommend that eligible officers of the Fisheries Protection Service not occupying Government quarters be paid Rent Allowance 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

Sensitisation Fee

7.4.29 At present, officers of the Fisheries Protection Service who hold sessions of 1¼ to 1½ hours of sensitisation programmes after normal working hours in respect of fishing activity to fishers and the community at large, are paid a monthly fee. This provision is being maintained.

Recommendation 9

7.4.30 We recommend the payment of Rs 265 monthly to officers of the Fisheries Protection Service who effectively hold sensitisation programmes of a minimum of 1¼ to 1½ hours duration after their normal working hours.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	FISHERIES
19 077 088	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Head, Fisheries
	FISHERIES PROTECTION SERVICE
19 070 086	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Controller, Fisheries Protection Service (Rodrigues)
19 068 083	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Deputy Controller, Fisheries Protection Service (Rodrigues)
19 061 081	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Controller, Fisheries Protection Service (Rodrigues)
19 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 Principal Fisheries Protection Officer
19 046 070	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Senior Fisheries Protection Officer
19 030 067	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 Fisheries Protection Officer

Salary Code	Salary Scale and Grade
FISHERIES RESEARCH AND TRAINING UNIT	
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Scientific Officer (Fisheries)
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Fisheries)
06 036 071	Rs 18375 x 275 - 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 x 950 - 38400 Training Instructor, Fisheries
13 038 063	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525 Motorman/Engine Driver Second-Hand Fishing (Limited)
25 026 059	Rs 15745 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 Carpenter (Marine) Motor Diesel Mechanic Outboard Motor Mechanic
13 045 078	Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 46100 Skipper (New Grade)
13 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Launch Driver

Salary Code	Salary Scale and Grade
13 022 052	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 Boatman
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant



7.5 Marine Parks

- 7.5.1 The Marine Parks Division is responsible, *inter alia*, for the protection, conservation and preservation of the marine environment and the development of attractive livelihood initiatives for fishermen in the southern region. For the effective management of marine protected areas, the "South East Marine Protected Area" (SEMPA) has been created with the vision to make it a model of sustainable and collaborative coastal and marine biodiversity management resulting in a prosperous local economy and good quality of life.
- 7.5.2 Main objectives of the SEMPA are, among others, the sensitisation and awareness raising of the community on Marine Protected Area (MPA) issues; implementation of the Management Plan for sustainable use of lagoon resources through community participation; promotion of exchange between MPAs of the region; and restoration of lagoon for effective management of fisheries and marine resources.
- 7.5.3 The Division comprises the professional grade of Project Manager (Fisheries and Marine Parks) and officers belonging to the general services grades as well as incumbents from manual grades.
- 7.5.4 As the present structure is considered appropriate to enable the Division to deliver its services efficiently and effectively, same is being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MARINE PARKS
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Project Manager (Fisheries and Marine Parks)



7.6 Forestry Services - Reforestation and Protection of Endangered Species

- 7.6.1 The Forestry Services is responsible, *inter alia*, for: the proper administration and management of all forest lands 'pas geometriques', mountains, rivers, reserves and offshore islets; the conservation and preservation of forest biodiversity including the restoration of forest land, reforestation, nursery management and the protection of endangered wildlife; and the enforcement of forest legislations.
- 7.6.2 In order to achieve its objectives, the Forestry Services, among others, promote forest research in collaboration with other organisations; ensure appropriate legal framework for forest protection and conservation; and develop criteria and indicators to help evaluate sustainable forest management.
- 7.6.3 The Head, Forestry, is responsible for the day-to-day administration and management of the technical side of the Department. He is assisted by officers of the Forest Conservation and Enforcement Officer Cadre.
- 7.6.4 For this review exercise, submission was made for a bad road allowance to be paid to officers in the Cadre. This request will be treated in accordance with the general policy of the Bureau. Concerning duty free facilities to be granted to the grade of Principal Forest Conservation and Enforcement Officer, decision thereto related will be based on the findings of the survey on Travelling and Car Benefits.
- 7.6.5 A change in appellation of the Division of Forestry Services was also proposed but the onus of same rests with Management. It was further requested that the grade of Head, Forestry be restyled Divisional Forest Officer as in Mauritius and consequently, an alignment of salary should eventually be followed. A restyling and upgrading in salary must commensurate the level of duties and responsibilities. As same was not found in the present case, we, therefore, could not accede to the request.
- 7.6.6 Management also requested that a supervisory level be created above the Technical Officer (Forestry) while Union requested for a restyling of the grade of Technical Officer (Forestry) to Technical Officer (Forestry)/Senior Technical Officer (Forestry). Since the post of Technical Officer (Forestry) itself is unfunded, creation of a senior position or a merger will not be in order.
- 7.6.7 As the present structure is meeting the operational requirements, we are bringing no change to it for this Report.

Principal Forest Conservation and Enforcement Officer

- 7.6.8 Presently, to be appointed as Principal Forest Conservation and Enforcement Officer, officers in the grade of Senior Forest Conservation and Enforcement Officer should possess a combined Diploma in Forestry and Fisheries. Following obtention of additional information, a study was carried out by the Bureau and upon comparison of the combined Diploma with the Diploma in Forestry and Diploma in Fisheries Science/Diploma in Fisheries Enabled Services, it was noted that modules relevant for the performance of duties of the Principal Forest Conservation and Enforcement

Officers are not being covered under the combined Diploma in Forestry and Fisheries. Moreover, Forestry and Fisheries are two distinct fields and duties performed by incumbents in their respective cadre are specific to each domain. On this basis, it is in the interest for the development of these officers and for the betterment of the service that this combined diploma course be discontinued and arrangement be made for the officers to follow the appropriate course.

Forest Conservation and Enforcement Officer Cadre

Recommendation 1

7.6.9 We recommend that:

- (i) Management should continue to make necessary arrangements with a recognised institution for the mounting of the Diploma course in Forestry or equivalent qualification and sponsor officers of the Forest Conservation and Enforcement Officer Cadre to follow the said Diploma course;**
- (ii) officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer possessing a Diploma in Forestry or an equivalent qualification and who**
 - (a) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 36550 and Rs 39330 respectively on a personal basis; and**
 - (b) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this volume; and
- (iii) officers in the grade of Principal Forest Conservation and Enforcement Officer possessing a Diploma in Forestry should proceed beyond the Qualification Bar (QB) inserted in their salary scale.**

All-Inclusive Allowance to employees staying overnight on islets

7.6.10 At present, employees who are required to work and stay overnight on offshore islets are paid a daily all-inclusive allowance of Rs 850 inclusive of meal allowance. We are maintaining the present provision and revising the quantum.

Recommendation 2

7.6.11 **We recommend that a daily all-inclusive allowance of Rs 890 inclusive of meal allowance be paid to employees who are required to work and stay overnight on offshore islets.**

Rent Allowance**Recommendation 3**

7.6.12 We recommend that eligible officers of the Forestry Services not occupying Government quarters be paid Rent Allowance as follows:

Grade	Amount (Rs)
Forest Conservation and Enforcement Officer	645
Senior Forest Conservation and Enforcement Officer	695
Principal Forest Conservation and Enforcement Officer	895
Chief Forest Conservation and Enforcement Officer	985
Head, Forestry	1010

Walking Allowance

7.6.13 Officers in the Forest Conservation and Enforcement Officer Cadre in Rodrigues are paid a monthly walking allowance to carry out field duties in Nature Reserves, Mountain Reserves, River Reserves, Forest Plantations and other areas of the forest which cannot be acceded to, except on foot. We are maintaining this allowance while revising its quantum.

Recommendation 4

7.6.14 We recommend the payment of a monthly Walking Allowance of Rs 300 to officers of the Forest Conservation and Enforcement Officer Cadre.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	FORESTRY SERVICES
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Scientific Officer (Forestry and Conservation)
19 066 087	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Head, Forestry

Salary Code	Salary Scale and Grade
19 061 081	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Chief Forest Conservation and Enforcement Officer</p>
19 053 076	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500</p> <p>Principal Forest Conservation and Enforcement Officer</p>
19 046 070	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Senior Forest Conservation and Enforcement Officer</p>
19 030 067	<p>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</p> <p>Forest Conservation and Enforcement Officer</p>
19 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer (Forestry)</p>
13 022 052	<p>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</p> <p>Boatman</p>
24 022 052	<p>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</p> <p>Woodcutter</p>



8. COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, LIBRARY SERVICES, MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS

- 8.0.1 The Commission encompasses under its responsibility the departments of: Youth and Sports; Arts and Culture; Library Services; and Museum, Archives, Historical Sites and Buildings. Its missions are to: create an enabling environment for the empowerment of Youth; promote mass and elite sports at the local, regional, national and international level; promote a reading culture among the Rodriguan population; and promote the development of a creative and cultural economy and foster the preservation of History and Heritage.
- 8.0.2 For the year 2020-2023, the Commission has set its strategic direction to: provide high quality youth infrastructure/structures and plans to meet the increasing needs and aspiration of youth; inculcate a culture of sports in the daily life of all Rodriguans; improve the library infrastructure and acquisition of quality and up-to-date reading materials in order to provide a conducive environment to learning and/or reading; inculcate a culture of excellence in Arts and Culture; and safeguard Rodrigues cultural identity, history and heritage.
- 8.0.3 The Departmental Head is the responsible and accounting officer of the Commission. He has the overall responsibility for the general and technical administration and management of the Commission.

8.1 Youth Division

- 8.1.1 The Youth Division of the RRA encompasses youth empowerment and youth recreational and community based programmes. It is responsible to ensure an enabling environment for the empowerment, general welfare and the overall well-being of youth.
- 8.1.2 Its main objectives are to provide and organise innovative programmes and activities for in-and-out-school youths of Rodrigues; equip the young people with the necessary knowledge, skills, values and attitudes to play their roles as responsible citizens and to deepen and widen the levels of participation of Rodriguan youths in decision-making with local and national development; provide adequate infrastructure and facilities for the practice of youth and leisure activities; and to assist the Rodrigues Regional Youth Council and youth groups/organisations of Rodrigues in the planning, programming and implementation of their activities and self-help projects, among others.
- 8.1.3 At present, the Youth Division consists of officers in the grades of Head, Youth Services; Principal Youth Officer; Senior Youth Officer and Youth Officer; and Organising Officer (Youth Counselling Centre).
- 8.1.4 In the context of this review exercise, the main request from both the Union and Management pertained to the creation of an additional level, namely, a Senior Organising Officer (Youth Counselling Centre).

- 8.1.5 Upon examining the proposal for the creation of a grade of Senior Organising Officer (Youth Counselling Centre), it was observed that there is one Youth Counselling Centre in Rodrigues which is manned by one Organising Officer, Youth Counselling Centre. Both Management and the staff side were, therefore, apprised of the Bureau's policy for the creation of grades which is based on the functional and organisational needs. The RRA was advised that such request may be considered at a later stage, subject to increase in the establishment size of the grade of Organising Officer, Youth Counselling Centre and an expansion of the activities of the Youth Counselling Centre.
- 8.1.6 The Bureau considers that the existing structure of the Youth Division is apt to deliver on its mandate. We are, therefore, bringing no change thereto.

Youth Officer

- 8.1.7 A Qualification Bar (QB) was inserted in the salary scale of the grade of Youth Officer to allow incumbents possessing a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade. **This arrangement which is still valid should continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	YOUTH DIVISION
02 000 107	Rs 110125 Departmental Head
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector of Works
23 037 074	Rs 18650 x 275 - 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 x 950 - 41250 Organising Officer (Youth Counselling Centre) (Personal)

Salary Code	Salary Scale and Grade
23 030 070	<p>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 - 35650 x 900 - 37450</p> <p>Organising Officer (Youth Counselling Centre) (Future Holder)</p>
23 069 088	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Head, Youth Services</p>
23 061 083	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Principal Youth Officer</p>
23 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Senior Youth Officer (Personal)</p>
23 055 079	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Youth Officer</p>
23 040 077	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 x 1300 - 44800</p> <p>Youth Officer</p>
24 023 053	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Youth Centre Attendant (on roster)</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>



8.2 Sports Division

- 8.2.1 The Sports Division is responsible for the formulation and administration of policies, projects and programmes relating to sports in Rodrigues. Its mission is to promote the development of mass and elite sports on local, national and international level.
- 8.2.2 Its main objectives are, *inter alia*, to: promote the development of physical and moral qualities as backbone of sports; educate the youth and the sport population and promote a spirit of best mutual understanding and friendship in view of promoting peace and harmony in Rodrigues; sell sports as a good product, thus giving it a good image at national and international level; and act as a facilitator to Sports organisations recognised by the Commission.
- 8.2.3 Currently, the Head, Sports is responsible for the smooth running of the activities of the Sports Division. The Division is also manned by officers in the grades of Sports Officer, Senior Coach, Coach and Technician (Youth and Sports) and officers from the general services and Workmen's Group.
- 8.2.4 For this Report, both the staff side and Management made submissions that difficulties were being faced due to the poor organisation and management of the activities of the Sports Division. Therefore, in view of the number of activities and infrastructure under the responsibility of the Sports Division, both parties made proposal for a reorganisation of all activities into six distinct Units. They further requested for the restyling of the grade of Head, Sports to Senior Sports Officer; and creation of the grades of Chief Sports Officer, Senior Technician (Youth and Sports), Physiotherapist/Senior Physiotherapist and Attendant (Sports) (Roster).
- 8.2.5 All parties were apprised of the Bureau's policy for the creation of grades which is based on the functional and operational needs of an organisation. They were also provided with explanations on instances wherein restyling of grades are considered, that is, the appellation of a grade should be in consonance with the nature and level of duties being performed.
- 8.2.6 The creation of different units should be considered by Management. As regards the requests for the restyling of Head, Sports to Senior Sports Officer and creation of a Chief Sports Officer, the Bureau informed that the request could not be entertained for technical reasons. For the proposal to create a grade of Senior Technician (Youth and Sports), both Management and the Union have stated that the number of athletes and people practicing sports activities are increasing, thereby leading to a rise in the number of infrastructure under the Sports Division. Also, to ensure the smooth maintenance of electronic equipment and lighting systems in all infrastructures, there is need to have a supervisory level.
- 8.2.7 Given there is only one Technician (Youth and Sports) in post, the Bureau considers that it would be more appropriate, in the first instance, to increase the establishment size of the grade and fill the vacant posts. The creation of a higher level of Senior Technician (Youth and Sports) may be contemplated in future whenever the functional

need warrants so. We consider that the present structure of the Sports Division is appropriate and is, therefore, maintained.

Coach Cadre

Recommendation 1

8.2.8 We recommend that new recruits joining the grade of Coach and who would be required to conduct coaching session in swimming should draw salary point of Rs 19525.

Time-Off facilities

Recommendation 2

8.2.9 We recommend that arrangements should continue to be made for officers of the Sports Officer Cadre and Coach Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, to be granted equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant, upon application, time-off within a period of four 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.

Physiotherapist/Senior Physiotherapist

8.2.10 In the context of this Report, representation has been received for the creation of the grade of Physiotherapist/Senior Physiotherapist for incumbents to be posted to the Sports Medical Unit of the Commission for Youth and Others so as to ensure the daily follow-up of athletes especially for their rehabilitation and re-education. As the grade already exists on the establishment of the RRA, we hold the view that the Commission for Health and Others should consider the advisability of increasing the establishment size of the grade of Physiotherapist/Senior Physiotherapist to enable officers to be posted on secondment to the Commission for Youth and Others.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	SPORTS DIVISION
06 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head, Sports

Salary Code	Salary Scale and Grade
06 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Sports Officer
06 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Coach
06 039 074	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Coach
22 035 072	Rs 18100 x 275 - 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 x 950 - 39350 Technician (Youth and Sports)
24 027 060	Rs 16005 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 - 29050 Swimming Pool Attendant (on roster)



8.3 Arts and Culture Department

- 8.3.1 The Arts and Culture Department is responsible for the formulation and administration of policies, projects and programmes relating to Arts and Culture. It aims at promoting arts and culture through cultural exchanges, assistance to artists and the development of a creative and cultural economy.
- 8.3.2 The main objectives of the Department are, among others, to: develop and promote arts and culture through devising and implementation of new policies; promote projects, programmes and activities relating to “la préservation de l’âme Rodriguaise”; encourage the development of a creative and cultural industry and promote the creation of creative businesses; and promote Rodriguan culture and heritage through research and publications.
- 8.3.3 At present, the Senior Culture Officer is the technical head of the Department. Incumbent is assisted by officers in the grades of Culture Officer and Arts Officer, employees pertaining to the Workmen’s Group and other support staff.
- 8.3.4 In the context of this review exercise, both Management and the Union made proposals for the creation of certain grades to further strengthen the structure of the department at different levels to enable it to meet its priority objectives. To this end, request has been made to create the grades of: Director, Arts and Culture; Senior Arts Officer; Theatre Organiser, Culture and Leisure Centre; and Attendant (Cultural and Leisure Centre) (on roster).
- 8.3.5 After examining the proposals and following the consultative meetings held, with the different stakeholders, we view that: a grade is created based on its functional need; grades which are urgently required may be created on an *ad hoc* basis after following the established procedures; the Bureau refrains, as far as possible, from creating stand-alone grades with no career/promotional avenues; Management may consider enlarging the schemes of service of existing grades to incorporate duties to be performed in specific divisions/departments/units and consolidating the schemes of service of common grades; and in certain cases, the establishment size at the lower level may be increased to justify the creation of a supervisory level, for a pyramidal structure to prevail.
- 8.3.6 For this review, we also received a request from Management for the creation of a grade of Public Address Operator (Roster) to be responsible for the operation of public address equipment for cultural activities and programmes organised by the different Commissions. As there already exists a grade of Audio Visual Assistant at the RRA, we advised Management to reconsider its proposal including the qualification requirement of the proposed grade and to resubmit same to the Bureau. For want of the information, we are unable to make any recommendation to that effect.
- 8.3.7 In this Report, we are making appropriate recommendations for proposals which we consider as meritorious. We are, as a result, restyling the grade of Senior Culture Officer to Head, Arts and Culture, while enriching its duties; abolishing the grade of

Trainee Arts Officer (Rodrigues); reviewing the scheme of service of the grade of Arts Officer (Rodrigues) and providing for Management of the RRA to increase the establishment size of the grade of Arts Officer (Rodrigues) and fill vacancies therein. In addition, we are recommending the creation of a grade of Theatre Organiser, Cultural and Leisure Centre; and retaining the grant of time-off facilities to Culture Officers and Arts Officers (Rodrigues).

Head, Arts and Culture formerly Senior Culture Officer

- 8.3.8 At present, the Senior Culture Officer is the technical head of the department who is supported in the performance of his duties by a Culture Officer. In the 2018/2019 Budget, the grade of Head, Arts and Culture has been created. During consultation, Management informed that the new grade of Head, Arts and Culture would reinforce the existing structure of the department and that there is need for a level to oversee the activities of the different units/sections namely Arts, Culture, Museum, Archives and Heritage.
- 8.3.9 We have examined the submission of Management and observed that the Senior Culture Officer is presently responsible for the promotion of Arts and Culture and preservation of the Cultural Historical Heritage of Rodrigues and there is a considerable overlapping of duties devolving upon the Senior Culture Officer and those to be performed by the Head, Arts and Culture. We have equally compared the structure with what obtains at the Ministry of Arts and Cultural Heritage and have noted that parity of structure would not be appropriate at this stage.
- 8.3.10 We, therefore, consider that the scheme of service of the grade of Senior Culture Officer has to be reviewed coupled with an enrichment of its duties mainly with regard to policy matters and restyling of the grade in consonance with the nature and level of duties that would devolve upon the incumbent.

Recommendation 1

8.3.11 We recommend that:

- (i) the grade of Senior Culture Officer be restyled Head, Arts and Culture; and**
- (ii) the scheme of service of the grade of Head, Arts and Culture formerly Senior Culture Officer be reviewed to include higher duties and responsibilities that would normally devolve upon a Head of a Department. This element has been taken into consideration in arriving at the recommended salary of the grade.**

- 8.3.12 Incumbent would, henceforth, be responsible to the Departmental Head for planning, coordinating and implementing policies programmes and projects relating to Arts and Culture, Museum, Archives and Heritage and *inter alia*: assist and advise the Departmental Head on the formulation of policies, programmes and projects; advise on the framing of appropriate legislation in the fields of Arts and Culture, Museum, Archives and Heritage in line with Government policy; ensure the proper functioning

of the Arts and Culture Department and Museum, Archives, Historical Site and Buildings Department; and plan and monitor the works of officers of the two departments.

Arts Officer (Rodrigues)

- 8.3.13 At present, recruitment to the grade of Arts Officer (Rodrigues) is made by appointment of Trainee Arts Officers (Rodrigues) who have successfully completed their training, which includes the obtention of a Diploma in an area of Arts from a recognised institution or by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in any one of the areas of Arts (cinema/film-production, dance, dramatic Arts, music, fine Arts and performing Arts).
- 8.3.14 During consultation, Management apprised the Bureau that candidates possessing a Diploma in the area of Arts are available in the market and hence, direct recruitment to the grade of Arts Officer (Rodrigues) could be envisaged, so that the grade of Trainee Arts Officer, which is vacant, may be abolished.
- 8.3.15 We have examined the request and are agreeable to the proposals made. However, the Bureau holds that newly recruited Arts Officers (Rodrigues) would have to undergo on-the-job training, as was previously required for Trainee Arts Officers (Rodrigues), prior to being appointed to the grade. We are, therefore, reviewing the qualifications requirement of the grade of Arts Officer (Rodrigues) to enable direct recruitment thereto, in line with what obtains in the Civil Service, while also providing for a proviso to be inserted in its scheme of service regarding the on-the-job training aspect.

Recommendation 2

8.3.16 We recommend that:

- (i) the position of Trainee Arts Officer (Rodrigues) be abolished;**
- (ii) in future, appointment to the grade of Arts Officer (Rodrigues) should be made by selection from among candidates possessing 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 Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in any one of the areas of Arts i.e. Cinema, Dance, Dramatic Arts, Music or a related area;**
- (iii) the scheme of service of the grade of Arts Officer (Rodrigues) be amended to include a proviso requiring candidates to undergo on-the-job training in all aspects of the work of an Arts Officer (Rodrigues) for a period of at least one year so that appointment to the grade in a substantive capacity would only be made on satisfactory completion of the training and on being favourably reported upon; and**

- (iv) **Management should stand guided by recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report regarding the carrying out of a Human Resource Planning exercise prior to increasing the establishment size of the grade of Arts Officer (Rodrigues) and filling vacancies in the grade.**

Cultural and Leisure Centre

- 8.3.17 The Cultural and Leisure Centre at Mon Plaisir has been established for the promotion of arts and culture in the RRA with the vision to create a culture house. The Centre is being utilised by artists, aspiring artists and people interested in arts for promulgating artistic workshop, staging of play, music concert, spectacle and other artistic shows.
- 8.3.18 Following an increase in the number of users and booking of spaces at the Centre, both Management and the Union have requested for the creation of a grade of Theatre Organiser, Cultural and Leisure Centre, whereby incumbent would oversee and manage all cultural infrastructures.
- 8.3.19 In the above context, the Bureau carried out a site visit at the Cultural and Leisure Centre with respect to its functioning and staffing requirements. It was observed that the Centre comprises several infrastructures namely, a theatre, which is the largest seated space of the island, a music room, a dance room, a lobby and a polyvalent room; and that only an Office Auxiliary/Senior Office Auxiliary is posted thereat. We were equally apprised during the visit that the Centre is used on a regular basis by local artists and group, during weekdays, usually after normal working hours.
- 8.3.20 In the given circumstances, we subscribe to the proposal of Management and Union as regards the need for a dedicated technical grade to manage the spaces at the Cultural and Leisure Centre. We are, therefore, making an appropriate recommendation to this end.

Theatre Organiser, Cultural and Leisure Centre (New Grade)

Recommendation 3

- 8.3.21 **We recommend the creation of a grade of Theatre Organiser, Cultural and Leisure Centre. Appointment thereto should be made by selection from among candidates possessing 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.**
- 8.3.22 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day administration of the theatre and other rooms/studio including matters pertaining to human resources, finance and procurement and supply; be responsible for all assets and equipment; make necessary arrangements for the holding of Cultural events; process booking for the theatre; prepare returns of events held at the theatre on a regular basis; and supervise the maintenance and renovation works at the Centre.

Time-Off Facilities

8.3.23 Presently, officers in the grades of Culture Officer and Arts Officer (Rodrigues) who are regularly required to work outside normal office hours are compensated by way of time-off as is the case for similar grades at the Ministry of Arts and Cultural Heritage in Mauritius. Whenever grant of time-off has not been possible due to exigencies of the service, the officers are compensated at normal hourly rate. We are, in this Report, retaining this provision.

Recommendation 4

8.3.24 **We recommend that arrangements should be made for officers in the grades of Culture Officer and Arts Officer (Rodrigues) who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, to be granted equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant, upon application, time-off within a period of four consecutive months, the officers should be compensated at the normal hourly rate per extra hour, subject to having put in a minimum of 15 extra hours in a month.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	ARTS AND CULTURE DEPARTMENT
05 073 094	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Head, Arts & Culture <i>formerly Senior Culture Officer</i>
05 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Culture Officer
05 038 077	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 x 950 - 42200 x 1300 - 44800 Arts Officer (Rodrigues)
24 023 056	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 Attendant/Senior Attendant (Arts and Culture) (on roster)

Salary Code	Salary Scale and Grade
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p> <p style="text-align: center;">CULTURAL AND LEISURE CENTRE</p>
05 037 077	<p>Rs 18650 x 275 - 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 x 950 - 42200 x 1300 - 44800</p> <p>Theatre Organiser, Cultural and Leisure Centre (New Grade)</p>
22 035 072	<p>Rs 18100 x 275 - 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 x 950 - 39350</p> <p>Technician (Light and Sound)</p>



8.4 Library Services

- 8.4.1 The Library Services Division of the RRA aims, among others, to: ensure that a comprehensive record of Mauritiana focusing on documents relating to Rodrigues and a selected record of universal human knowledge is collected and catered for; collect Mauritiana Publications, including Mauritiana electronic information resources; provide internet facilities with a view to providing quality and timely reference and information services to the public in general; and enhance the Rodrigues Library Service role by encouraging creative and intellectual initiatives through school children.
- 8.4.2 The Rodrigues Library Services comprise a Centre de Lecture Publique et d'Animation Culturelle [CELPAC] and five Centre de Lecture et d'Animation Culturelle [CLAC]. The present staffing structure of the Library Services consists of the grades of Head, Library Services; Librarian; Senior Library Clerk; Library Clerk; Trainee Library Clerk; and Library Attendant/Senior Library Attendant. Support services are also provided by employees pertaining to the Workmen's Group.
- 8.4.3 For this review exercise, both Management and the Union submitted that the Library Services need to be upgraded in terms of staffing to enable it to fulfill its mission and attain its objectives. To this end, they have proposed to create a position of Senior Library Officer as a promotional grade for the Library Officer. During consultative meeting, Management also requested for the grant of additional increments beyond top salary to Library Clerks for shouldering higher responsibilities.
- 8.4.4 Whilst both parties were apprised of the outcome of their demands during consultations, we consider that: since the grade of Library Officer does not exist on the establishment of the Library Services Division, there is no need for the creation of a supervisory level of Senior Library Officer; and it is up to Management to make a case administratively for the payment of an *ad hoc* allowance to Library Clerks who are entrusted additional and higher responsibilities.
- 8.4.5 For this Report, the Bureau is providing for the posting of a Library Officer at the Library Services Division and for amendments to be brought to the scheme of service of the grade of Library Officer at the Human Resource Department Centre (HRDC). We are also merging the grades of Library Clerk and Senior Library Clerk in line with what obtains in the Civil Service and maintaining the payment of the allowance to these officers for performing additional duties.

Library Clerk/Senior Library Clerk (Rodrigues) formerly Library Clerk (Rodrigues) Senior Library Clerk (Rodrigues)

- 8.4.6 We have examined the schemes of service of the grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues) and noted that there is considerable overlapping of duties between the two grades, with limited supervision at the level of the Senior Library Clerk (Rodrigues). We, therefore, consider that the two grades be merged

under a single appellation with enhanced career earnings, in line with what obtains for their counterparts in the Civil Service.

Recommendation 1

8.4.7 We recommend that the grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues) be merged and restyled Library Clerk/Senior Library Clerk (Rodrigues). Incumbents in the merged grade would be required to perform the duties of the former grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues).

8.4.8 We further recommend that with the merger of the grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues), consequential amendments should be brought to the scheme of service of the grade of Library Officer at the HRDC.

Posting of Library Officer

8.4.9 As highlighted earlier, Management and the Union have requested for the creation of a grade of Senior Library Officer at the Library Services Division to ensure the proper coordination of the CLACs. Given that the grade of Library Officer already exists at the HRDC at the Commission for Women Affairs & Others, which is not the case at the Library Services Division, creation of a supervisory level of Senior Library Officer at the latter would not be appropriate. Instead, we hold that the establishment size of the grade of Library Officer at the HRDC needs to be increased to allow the posting of an officer at the Library Services Division. We are, therefore, recommending in that direction while equally providing for a review of the scheme of service of the grade of Library Officer and for incumbent to supervise officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues) *formerly Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues)*.

Recommendation 2

8.4.10 We recommend that:

- (i) Management of the RRA should stand guided by recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report regarding the carrying out of a Human Resource Planning exercise prior to increasing the establishment size of the grade of Library Officer at the HRDC to enable the posting of an officer at the Library Services Division;**
- (ii) the scheme of service of the grade of Library Officer at the HRDC be amended in view of incorporating any additional duty which incumbent would be called upon to perform when posted at the Library Services Division; and**
- (iii) the Library Officer should be called upon to supervise incumbents in the merged grade of Library Clerk/Senior Library Clerk (Rodrigues) *formerly Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues)*.**

8.4.11 The above elements have been taken into consideration in arriving at the recommended salary scale of the grade of Library Officer.

Allowance to officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues)

8.4.12 At present, officers in the grades of Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues) are paid a monthly allowance of Rs 345 for performing additional duties during and after normal working hours, subject to satisfying certain criteria. We are maintaining the continued payment of the allowance whilst revising its quantum.

Recommendation 3

8.4.13 We recommend that officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues) formerly Library Clerk (Rodrigues) and Senior Library Clerk (Rodrigues) be paid a monthly allowance of Rs 360 for performing additional duties subject to the approval of the Head, Library Services and its payment be limited to the month during which the activities are conducted.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	LIBRARY SERVICES
05 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head, Library Services
05 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Librarian (Rodrigues)
05 030 070	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 - 35650 x 900 - 37450 Library Clerk/Senior Library Clerk (Rodrigues) <i>formerly Library Clerk (Rodrigues)</i> <i>Senior Library Clerk (Rodrigues)</i>
05 027 029	Rs 16005 x 260 – 16525 Trainee Library Clerk

Salary Code	Salary Scale and Grade
24 022 055	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 - 25525 Library Auxiliary/Senior Library Auxiliary <i>formerly Library Attendant/Senior Library Attendant</i>



8.5 Museum, Archives, Historical Sites and Buildings

- 8.5.1 The Museum, Archives, Historical Sites and Buildings Division is responsible for the formulation and administration of policies, projects and programmes relating to Museum, Archives and Heritage. It aims at promoting and ensuring the preservation of the collective memory of the nation and the Rodriguan heritage and history.
- 8.5.2 Its main objectives are, among others, to: set up a multidisciplinary museum which will include artifacts related to the natural, historical and cultural aspects of Rodrigues; collect, preserve and make accessible the collective memory of the Island; manage the acquisition, preservation and storage of artifacts relating to history, geology and culture of Rodrigues and exhibit collected artifacts; ensure the safeguarding of built heritage and intangible cultural heritage; foster intergenerational transmission of traditional know-how through proper management and promotion of Rodriguan heritage; and promote Rodriguan history.
- 8.5.3 Technical staff of the Division presently comprises the grades of Curator/Conservator; Archivist; Archives Officer/Senior Archives Officer and Conservation Assistant. Employees in the grade of Museum Technician and Museum Attendant (on roster) also provide support services thereto.
- 8.5.4 For this Report, both Management and the Union submitted that the Division lacks a proper structure and is largely understaffed, hence, the need for a restructuring. Proposals have also been made for the setting up of a Heritage Unit dedicated to the preservation of the Rodriguan heritage and to create the grades of: Manager, Archives; Senior Heritage Officer; Heritage Officer; and Assistant Heritage Officer. Management subsequently reviewed its proposals and instead requested for the creation of the grades of Heritage Technical Officer and Heritage Protection Officer.
- 8.5.5 During the consultative meetings, we were equally apprised that though the Division at the RRA is comparable to the National Archives Department at the Ministry of Arts and Cultural Heritage in terms of functions, their respective structure, however, is not aligned. Parties concerned also informed that in Mauritius, matters pertaining to museum, archives, heritage, history and art galleries fall under the responsibility of specific parastatal bodies operating under the *aegis* of the Ministry of Arts and Cultural Heritage, whereas, in Rodrigues these matters are managed by the Arts and Culture Department and the Division of Museum, Archives and Historical Sites and Buildings; and the RRA would be called upon to design specific policies with respect to preservation and management of the heritage of Rodrigues in line with its strategic directions.
- 8.5.6 After examining the proposals of both parties, we consider that creation of a supervisory level of Manager, Archives would be superfluous, given there is only one Archivist in post, the more so the Heritage Unit is yet to be created. It is up to Management to initiate actions for the setting up of a Heritage Unit to manage the tangible and intangible heritage of Rodrigues; and following the setting up of the

Heritage Unit, a technical grade may be created on an *ad hoc* basis based on its functional need, through established procedures.

- 8.5.7 Pursuant to the above, we are maintaining the current structure whilst providing for Management to sponsor officers in the grade of Conservation Assistant to follow a Certificate course in Archival Science in line with what obtains for their counterparts in the Civil Service.

Conservation Assistant

Recommendation 1

- 8.5.8 We recommend that Management of the RRA should make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS
05 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Curator/Conservator
05 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Archivist
05 030 069	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 - 35650 x 900 - 36550 Archives Officer/Senior Archives Officer
05 032 068	Rs 17305 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 - 35650 Museum Technician
05 030 067	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 Conservation Assistant

Salary Code	Salary Scale and Grade
24 023 053	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 Museum Attendant (on roster)



WORKMEN'S CLASS

GENERAL RECOMMENDATIONS

Duties of General Worker and Handy Worker

1. Unions have reported that General Workers in most organisations are called upon to perform a series of duties normally belonging to the grades of Office Auxiliary/Senior Office Auxiliary, Caretaker, Handy Worker and Tradesman, among others. During consultations, the Bureau emphasised that the General Workers should not perform duties requiring a trade test which is of a higher level as they are classified as unskilled workers. Their main duties include, *inter alia*, cleaning and maintaining the physical environment of offices and premises at a good standard; performing unskilled manual work; loading, unloading and moving stores items, equipment and furniture; and carrying out weeding and trimming works.
2. In the same breath, the Bureau has been informed that owing to lack of staff or unfunded posts, Handy Workers are equally being requested, on a regular basis, to carry out duties belonging to the grades of Gardener/Nursery Attendant, Office Auxiliary/Senior Office Auxiliary, Receptionist/Telephone Operator, Stores Attendant and Tradesman's Assistant. It should be highlighted that the former grade of Handyman, subsequently restyled Handy Worker, was created as a polyvalent and multifunctional grade in the 1998 PRB Report such that incumbents would be required to perform a series of duties requiring little or no skill/competency.
3. Pursuant to the foregoing, the Bureau considers that it is the responsibility of Management to ensure that the duties being performed by employees in the grades of General Worker and Handy Worker are in conformity with their schedule of duties and scheme of service respectively.

Insecticide Sprayer Operator

4. The staff side has submitted that the Insecticide Sprayer Operators are regularly exposed to noxious chemicals in the performance of their duties, which are indeed dangerous to their health. They added that due to regular exposure to chemical products, most of the incumbents suffer from severe and even chronic health problems. Additionally, candidates do not show interest to join the grade owing to the high risk involved. The Bureau was also apprised that no applications were received for the last advertisement. Hence, Union members urged for the grant of an allowance to attract and retain candidates in the said grade.
5. After examining the request and the Job Description Questionnaires, the Bureau concludes that there is merit in the demand for the grant of an allowance on account of regular exposure to noxious chemicals. We are recommending accordingly.

Recommendation 1

6. **We recommend that incumbents in the grade of Insecticide Sprayer Operator who are regularly exposed to and handle noxious chemicals should be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale.**
7. **We further recommend that Management should make necessary arrangement with Health Authorities for Insecticide Sprayer Operators and their immediate supervisors to undergo a medical surveillance.**

Surveillant formerly Security Guard - Caverne Patate

8. A monthly non-pensionable allowance of Rs 500 is presently payable to the Surveillant formerly Security Guard posted at Caverne Patate. Management has informed that Caverne Patate is now being managed by the Discovery Rodrigues Ltd which is a private company. **Hence, we are not replicating this provision as it would no longer be applicable.**

SPECIFIC RECOMMENDATIONS**DEPUTY CHIEF COMMISSIONER'S OFFICE
(DEPARTMENT OF WATER RESOURCES-PLANT EQUIPMENT UNIT)****Water Supply Operator (on roster)
formerly Water Supply Attendant (on roster)**

9. The former grades of Reservoir Keeper and the Valve Operator were restyled to a polyvalent appellation of Water Supply Attendant (on roster) since there was major overlapping of duties. The new set of duties as stipulated in the scheme of service of the grade of Water Supply Attendant (on roster) requires incumbents, among others, to operate valves and stop cocks along pipe lines; test, locate and clean faults on the pipe lines; look after reservoir and take reading of water level; diagnose in and out flow of water in reservoirs; and read and record flow meter readings from the reservoirs.
10. Representation has been made from the staff side for a change in appellation to be in consonance with the set of duties devolving upon incumbents in the grade. A scrutiny of the Job Description Questionnaires revealed that the core duties of incumbents pertain to the operation of valves and main tap to ensure continuity in the supply of water. We are, thus restyling the grade to a more appropriate appellation.

Recommendation 2

11. **We recommend that the grade of Water Supply Attendant (on roster) be restyled Water Supply Operator (on roster).**

COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES AND CIVIL STATUS

Health Sterile Services Assistant (New Grade)

12. It has been reported that officers of the Midwifery Cadre and Attendants (Hospital Services) (on shift) are being called upon to perform the duties relating to sterilisation of tools, equipment and consumables over and above their normal set of duties in view of the fact that the Health Services do not have a specific grade to perform the aforementioned duties. Management has, therefore, represented that a specific grade be created similar to what obtains in the Ministry of Health and Wellness. Considering the importance of sterilisation of consumables, tools and equipment in the health services, the Bureau is in favour of creation of this level.

Recommendation 3

13. **We recommend the creation of a grade of Health Sterile Services Assistant. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or Primary School Achievement Certificate. Selected candidates would be required to undergo an on-the-job training of not less than six months.**
14. Incumbents would, among others, be responsible for the sorting, cleansing, checking, packing, sterilising and distribution of all packaged sterile supplies.

Senior Cook (New Grade)

15. Following the decentralisation of services and with the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospitals, additional Cooks (on roster) would be recruited as the number of posts has been increased and funds have been made available in the Budget Estimates 2020-2021. Management has submitted that the absence of a senior level often impedes the proper running of the Catering Unit. Hence, they requested for a new grade at senior level for the allocation of work and assisting in the training of Cooks (on roster) with a view to improving the quality of meals provided to patients and staffs in hospitals. We are supportive of their views and are providing for a grade of Senior Cook.

Recommendation 4

16. **We recommend the creation of a grade of Senior Cook. The post should be filled by promotion, on the basis of experience and merit, of officers in the grade of Cook (on roster) reckoning at least five years' service in a substantive capacity in the grade.**
17. Incumbents would, *inter alia*, be responsible for organising and controlling the day-to-day work of the Cooks (on roster); ensuring care and cleanliness of all catering equipment and utensils; maintaining a high standard of hygiene in the kitchen and its immediate surroundings; assisting in the training of Cooks (on roster); and performing the duties of Cook (on roster), as and when required.

Senior Health Laboratory Auxiliary (New Grade)

18. With the latest development in the Health Services, the volume of work in the laboratories has increased considerably. In this respect, Management has requested for a senior level to ensure allocation/supervision of work and training of the Health Laboratory Auxiliaries. The Bureau considers that a new level would indeed ease the proper coordination of work among staff in the health laboratories. We are recommending to this effect.

Recommendation 5

19. **We recommend the creation of a grade of Senior Health Laboratory Auxiliary. The post should be filled by promotion, on the basis of experience and merit, of officers in the grade of Health Laboratory Auxiliary reckoning at least 10 years' service in a substantive capacity in the grade.**
20. Incumbents would, among others, be responsible for: the organisation of work, supervision, control and training of subordinates posted in the laboratory and its general cleanliness; ensuring that all laboratory equipment and apparatus are kept clean and in good condition; and performing the duties of Health Laboratory Auxiliary, as and when required.

Risk Allowance for Cook Cadre

21. Presently, employees in the grade of Cook (on roster) are paid a monthly risk allowance equivalent to one and a half increments at the initial point of the salary scale. This provision, being appropriate, should continue to prevail. We are also extending this provision to the new grade of Senior Cook.

Recommendation 6

22. **We recommend that the employees in the grade of Cook (on roster) and new grade of Senior Cook should be paid a monthly risk allowance equivalent to one and a half increments at the initial salary point of their respective salary scale.**

Insecticide Sprayer Operator

23. Incumbent in the grade of Insecticide Sprayer Operator is currently being paid an allowance of Rs 80 per case for spraying insecticide on decaying corpses. Given its relevance, we are upholding the provision while revising its quantum.

Recommendation 7

24. **We recommend that the allowance payable to the Insecticide Sprayer Operator for spraying insecticide on decaying corpses be revised to Rs 85 per case.**

Senior Attendant (Hospital Services) (on shift)

25. Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month are paid a non-pensionable monthly allowance of Rs 450. The Bureau considers that this arrangement should continue and hence, we are revising the quantum of allowance.

Recommendation 8

26. **We recommend that the monthly non-pensionable allowance payable to Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month be revised to Rs 475.**

Mortuary Attendant (on roster)

27. At present, Mortuary Attendants (on roster) of the Rodrigues Regional Assembly are paid a monthly commuted non-pensionable allowance, in lieu of the allowance recommended for counterparts in Mauritius. We consider the present provision should continue.

Recommendation 9

28. **We recommend the payment of a monthly commuted non-pensionable allowance of Rs 750 to the Mortuary Attendant (on roster) of the Rodrigues Regional Assembly in lieu of the allowance recommended for counterparts in Mauritius.**

Specific Conditions of Service for Health Sector**Recommendation 10**

29. **The recommendations made in the Ministry of Health and Wellness in respect of Specific Conditions of Service for Health Sector in Volume 2 Part I of this Report should equally apply to employees of the RRA.**

COMMISSION FOR AGRICULTURE, ENVIRONMENT, FISHERIES, MARINE PARKS AND FORESTRY**Agricultural Implement Operator**

30. Management requested for the creation of a grade of Agricultural Machinery Operator such that the post would be filled by selection from among candidates possessing the Certificate of Primary Education; a Goods Vehicle Driving Licence (manual gear) and a licence to drive tractors; and having passed a test in the use and maintenance of agricultural implements and tractors.
31. Additional information furnished by Management revealed that employees in the new grade would be called upon to operate heavy equipment such as crawler tractors (D6), excavator and backhoe loader in clearing of invasive alien species, derocking of land, excavation of main drains and disilting of water points and rivers particularly in valleys. However, such equipment are presently being operated by Drivers (Heavy Vehicle above 5 tons) and Agricultural Implement Operators as they possess the required licence as spelt out for the proposed grade.
32. After analysing the proposed scheme of service of the grade of Agricultural Machinery Operator, it was observed that the duties are more or less similar to those of the existing grade of Agricultural Implement Operator save for a few new tasks which have been included in the proposed scheme of service. Hence, the Bureau considers that

creation of the grade of Agricultural Machinery Operator is not warranted and holds the view that the proposed duties should be included in the scheme of service of the existing grade of Agricultural Implement Operator. We are recommending accordingly.

Recommendation 11

33. **We recommend that the duties in the scheme of service of the grade of Agricultural Implement Operator be enlarged to include the following: mechanical land preparation tasks; proper execution of work by machine and equipment under the control of the Officer-in-Charge; regular care and maintenance of machine and equipment and ensuing provision of fuel, lubricants and other issues; handing over and taking over of fuel and other stock necessary to keep machines and equipment working; timely reporting of breakdown, shortage and accident to the Officer-in-Charge and taking appropriate action; and monitor the use of machine and equipment. These new set of duties have already been taken into consideration in determining the salary of the grade.**
34. **We also recommend that Agricultural Implement Operators in post as at the eve of the publication of this Report should be granted one additional increment on conversion, subject to the top salary of the grade, for performing the above-mentioned additional set of duties.**
35. **We further recommend that Management should consider increasing the number of posts of Agricultural Implement Operator to ease allocation of tasks.**

Livestock Attendant Cadre formerly Stockman Cadre

36. It has been reported that during the past years, the Agricultural Sector was male dominant and hence, the appellation of the Stockman Cadre was fit for purpose. However, Management has submitted that there is an increase in the number of female employees classified under the Workmen's Group such that the ratio of male to female is equal. Both Management and staff side have, therefore, requested for a change of appellation for the Stockman Cadre to enable recruitment of female employees as there is a gender issue with the present appellation. Various appellations have been suggested namely Livestock Care Attendant, Livestock Handler and Care Attendant, Livestock Care Assistant and Livestock Handler among others. After a thorough analysis, we are restyling the Stockman Cadre to a more appropriate appellation.

Recommendation 12

37. **We recommend that the grades of Senior Stockman (on shift) and Stockman (on shift) be restyled Senior Livestock Attendant (on shift) and Livestock Attendant (on shift) respectively.**

COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, LIBRARY SERVICES, MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS

CULTURAL AND LEISURE CENTRE

38. In addition to the payment of overtime for work performed beyond normal working hours, incumbents in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres are also granted a monthly non-pensionable allowance for performing additional duties, during and after normal office hours. We are upholding on the present arrangement.

Recommendation 13

39. **We recommend that, in addition to the payment of overtime for work performed beyond normal working hours, employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres should be paid a monthly non-pensionable allowance of Rs 750 for performing additional duties during and after normal office hours.**

Youth Centre Attendant (on roster)

40. At present, access to the Youth Centres is controlled by the Youth Centre Attendants (on roster) who are responsible for the cleanliness of buildings, water closets and premises, among others. Management has submitted that a grade of Attendant (Sports) (on roster) be created to open the sports infrastructures viz football playground and gymnasium.
41. During discussion, Management was informed that creation of an additional level to perform similar duties as that of Youth Centre Attendant (on roster) is not warranted. In view of the fact that both the Youth as well as Sports Divisions require the services of the Youth Centre Attendants (on roster), **Management was advised to consider amending the scheme of service of the said grade to include the duties pertaining to both Divisions and to consider increasing the number of posts, to which they were agreeable.**

Attendant/Senior Attendant (Arts and Culture) (on roster)

42. The structure of the Arts and Culture Division has been reinforced with the creation of a grade of Attendant/Senior Attendant (Arts and Culture) (on roster), on an *ad hoc* basis in June 2019 and the post is filled by selection from among employees on permanent and pensionable employment possessing a Cambridge School Certificate.
43. For this review, Management has requested for the creation of a grade of Attendant (Cultural and Leisure Centre) (on roster) to serve the Cultural and Leisure Centre in Mont Plaisir which operates from 0700 hrs to 1800 hrs on a six-day week basis. Presently, for operational needs, an Office Auxiliary/Senior Office Auxiliary is posted to the Centre and is regularly working after normal working hours against payment of

overtime. This arrangement is resulting in high cost for the Centre, hence, the need for a new grade to curb overtime expenditure.

44. After examination, the request for the creation of an additional level could not be acceded to as a grade of Attendant/Senior Attendant (Arts and Culture) (on roster) already exists on the establishment of the Centre which is presently vacant. **During consultation, Management was advised to fill in the vacant post of Attendant/Senior Attendant (Arts and Culture) (on roster) as well as consider reviewing its scheme of service to include the specific duties to be performed when posted in the different Divisions/Units, to which they subscribed.**

Other Recommendations

45. The following provisions made under Chapter 'Workmen's Group-General' of Volume 2 Part I of this Report, by their very nature, are also applicable to incumbents in the Workmen's Group-General on the establishment of the Rodrigues Regional Assembly.

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Stations	41.37	7
Making and Serving Tea/Coffee	41.201	40
Washing of Towels/Tablecloth/Curtains	41.203	41
Bulk Photocopy	41.206	42
Cleaning of Lavatories	41.208	43
Surveillant <i>formerly Security Guard</i>	41.210	44

Shift/Roster

46. 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 determining the salary of the respective grades.

Shift	Roster
Ambulance Care Attendant (on shift)	Attendant/Senior Attendant (Arts and Culture) (on roster)
Ambulance Driver (on shift)	Burial Ground Attendant (Rodrigues) (on roster)
Attendant (Hospital Services) (on shift)	Cook (on roster)
Livestock Attendant (on shift) <i>formerly Stockman</i> (on shift)	Driver (on roster)
Senior Attendant (Hospital Services) (on shift)	Laundry Attendant (on roster)
	Mortuary Attendant (on roster)

Shift	Roster
Senior Livestock Attendant (on shift) <i>formerly Senior Stockman</i> (on shift) Shelter Care Attendant (on shift) Surveillant <i>formerly Security Guard</i>	Museum Attendant (on roster) Operator Pumping Station (Rodrigues) (on roster) Prisons Attendant (on roster) Swimming Pool Attendant (on roster) Water Supply Operator (on roster) <i>formerly Water Supply Attendant</i> (on roster) Youth Centre Attendant (on roster) Waste Water Pipe Cleaner (on roster)



SPECIFIC CONDITIONS

1. Taking into account the specificity of Rodrigues, we are, in this Volume recommending a few conditions which should apply to eligible officers of the Rodrigues Regional Assembly.

Duty Remission

2. The Clerk, Rodrigues Regional Assembly and the Departmental Heads are eligible for 100% duty remission on cars, and benefit from travelling allowances as well as loan facilities. These officers are also allowed to purchase a 4x4 double cabin pick-up vehicle in lieu of a saloon car.

Recommendation 1

3. **We recommend that the Clerk, Rodrigues Regional Assembly and the Departmental Heads should be eligible for car benefits as per provision of Volume 1 of this Report, at paragraph 16.2.15 (No. 1); benefit from travelling allowances as provided at paragraph 16.2.68 (No. 1) and loan facilities as per provisions at paragraphs 16.2.44, 16.2.45 and 16.2.64, whichever is appropriate. These officers are also allowed to purchase a 4x4 double cabin pick-up vehicle in lieu of a saloon car.**

Loan on Cars or Motor Cycles

Recommendation 2

4. **We additionally recommend that Departmental Heads should identify in their respective Departments the officers who would be entitled for loans for the purchase of cars or motorcycles/autocycles as per relevant provision at paragraphs 16.2.44, 16.2.45, 16.2.58 and 16.2.59 in Volume 1 of this Report, with particular reference to officers in the Fire and Rescue Service and the Agriculture and Health Sectors. The recommendations from the Heads of Department should be approved by the Island Chief Executive and it should also be binding upon the officers in receipt of such facilities to use their vehicle to attend work.**

Outer Island Supplement Allowance

5. In the context of successive PRB Reports including this Report, representations have been received from staff associations of Rodrigues for the payment of an Outer Island Supplement Allowance to officers of the Rodrigues Regional Assembly for alleged higher cost of living.
6. With a view to enabling the formulation of an appropriate recommendation for the Outer Island Supplement Allowance, the Bureau requested the Statistics Mauritius to work out the following details:
 - (i) the cost of the Rodriguan basket in Mauritius and Rodrigues;
 - (ii) the cost of the Mauritian basket in Mauritius and Rodrigues;
 - (iii) the comparative costliness index of one island relative to the other;

- (iv) the cost of the Rodriguan 2016 basket *vis-à-vis* the cost of the 2020 basket;
and
 - (v) the cost of the Mauritian 2016 basket *vis-à-vis* the cost of the 2020 basket.
7. For the purpose of comparing the cost of living in Rodrigues with that in Mauritius, a basket of common items consumed by both Mauritians and Rodriguans has been constituted. This basket accounts for around 87% of the total household consumption expenditure of Rodriguans and around 71% of that of Mauritians.
8. The monthly comparative costliness index for Rodrigues relative to the island of Mauritius for 2020, indicates that the price levels are lower in Rodrigues than in the island of Mauritius.
9. It was found that the prices increased at a higher rate in Mauritius +10.2% than in Rodrigues +10% from January - December 2016 to January - December 2020. The main reason being that some items such as fish, fresh meat, domestic air tickets from Mauritius to Rodrigues, repairs and maintenance charges for motor vehicles, readymade clothing and tuition fees had known higher increases in Mauritius than in Rodrigues.
10. A summary of the study is as follows:
- (i) The Rodriguan basket of common items costs around 7.3% more in Mauritius than in Rodrigues.
 - (ii) The Mauritian basket of common items costs around 0.4% more in Rodrigues than in Mauritius.
 - (iii) The cost of Rodriguan basket of common items in Rodrigues is around 22% less than the cost of the Mauritian basket in Mauritius.
- 11. Following the study carried out and figures provided by Statistics Mauritius, the Bureau finds that the request for the payment of an Outer Island Supplement Allowance to officers of the RRA does not hold.**

Police Officers domiciled in Rodrigues posted in Mauritius

Recommendation 3

- 12. We recommend the payment of a disturbance allowance of 25% of the monthly salary to Police Officers domiciled in Rodrigues but posted in Mauritius.**
- 13. We also recommend that an officer who is domiciled in Rodrigues and is posted to Mauritius be eligible for:**
- (i) one free passage, to and from Mauritius, for himself, his spouse and up to three dependent children below the age of 21; and two additional free tickets to Rodrigues to married officers in case the tour of service is extended for another 12 months; and**
 - (ii) one additional free return ticket to Rodrigues to single officers in case the tour of service is extended for another 12 months.**

Special Leave

14. Officers proceeding officially to Mauritius to participate in international/special events are normally required to apply to the Island Chief Executive for the grant of special leave. **The Bureau recommends that this arrangement should continue.**

Walking Allowance

15. There are certain officers who are required to walk extensively in the performance of their duties because their places of work are not accessible by vehicles. Other officers have to walk long distances for attending duty owing to the topography of the land and to the fact that their home places are inaccessible by buses or cars. These officers are presently paid a walking allowance of Rs 275 monthly. We are upholding the provision while revising the quantum.

Recommendation 4

16. **We recommend that the walking allowance payable, wherever applicable, to Rodriguan officers be revised to Rs 300 per month.**

Shift, Roster, Staggered Hours

17. A number of officers are required to work on shift, roster or staggered hours. **This element has been taken into account in arriving at the recommended salary for the corresponding grades.**

Night Duty Allowance

Recommendation 5

18. **We recommend that officers who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% 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.**

Miscellaneous

Recommendation 6

19. **We recommend that:**
- (a) **officers domiciled in Rodrigues and coming to Mauritius on training should continue to be paid an allowance equivalent to 50% of salary for the duration of the course;**
 - (b) **those officers who cannot be provided with quarters be paid an allowance of Rs 2895 monthly as an assistance towards payment of rent;**
 - (c) **where the salaries of identical/comparable grades in the Rodrigues Regional Assembly have been aligned on those of the Civil Service of the Island of Mauritius, the schemes of service of those grades should, wherever relevant, be amended along the same lines of counterparts in the Civil Service;**

- (d) subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms, revised conditions in respect of grades of the Island of Mauritius would, in principle, be applicable to similar grades of the Rodrigues Regional Assembly;
- (e) all Conditions of Service specified in Volume 1 of this Report should equally be applicable to the RRA; and
- (f) in the event the quantum of an allowance payable to an officer is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Temporary Appointment/Traineeship

20. Officers on temporary appointment or trainees who have been appointed under the terms of the previous schemes of service should be considered for appointment in the respective grade on satisfactory completion of their temporary period or traineeship, even though they may not qualify under the revised scheme of service.

Training and Development

Recommendation 7

21. We recommend that:

- (i) appropriate training and development facilities through Open Distance Learning, including video conferencing, should be provided to officers in Rodrigues to enable them to acquire the qualifications required to progress beyond the Qualification Bar (QB), wherever appropriate, and to empower them to perform at higher levels;
- (ii) appropriate training programmes be mounted with the concurrence of relevant institutions and the Civil Service College, Mauritius; and
- (iii) Heads of Departments should provide training and development courses, both in-house and abroad, to their staff in collaboration with Ministry of Public Service, Administrative and Institutional Reforms and other relevant authorities, subject to the concurrence of the Ministry of Finance, Economic Planning and Development.



TRAVELLING AND CAR BENEFITS

ANNEX II

RODRIGUES REGIONAL ASSEMBLY

In principle, officers in the grades mentioned below should be eligible for 70% duty-free car for the performance of their duties as their counterparts in Mauritius. Given the specificity in Rodrigues, namely its size, topography and the nature of the work carried out by these officers, the Island Chief Executive should ensure that it would be more economical for officers in such grades to use their own cars instead of the organisation's cars.

DEPARTMENT	GRADE
Office of the Clerk	Deputy Clerk, Regional Assembly
Chief Commissioner's Office	
Central Administration	Administrative Officer
	Analyst/Senior Analyst, Rodrigues Regional Assembly <i>formerly Analyst, Rodrigues Regional Assembly</i> <i>Senior Analyst, Rodrigues Regional Assembly</i>
	Assistant Manager, Financial Operations
	Assistant Manager, Financial Operations (Personal to officers in post as at 31.12.15)
	Assistant Manager, Human resources (Personal to officers in post as at 31.12.15)
	Assistant Manager, Human Resources
	Safety and Health Officer/Senior Safety and Health Officer
Transport	Head, Transport
Management of State Lands	Senior Surveyor
	Surveyor

ANNEX II (Contd.)

DEPARTMENT	GRADE
Tourism Development	Tourism Enforcement Officer
Education	Senior School Inspector School Inspector
Deputy Chief Commissioner's Office	
Public Infrastructure Water Resources Unit Mechanical Workshop	Chief Inspector of Works Senior Inspector of Works Technical Officer
Land Transport Services (National Land Transport Authority)	Senior Road Transport Inspector (Roster) Road Transport Inspector (Roster)
Commission for Women's Affairs, Family Welfare, Child Development, Industrial Development, Information and Communication Technology, Vocational Training, Cooperatives, Trade, Commerce and Licensing and Prisons and Reforms Institutions	
Women's Affairs, Family Welfare and Child Development	Family Welfare and Protection Officer
Industrial Development and Handicraft Department	Industrial Analyst <i>formerly Analyst (Industry)</i> Senior Industrial Analyst <i>formerly Senior Analyst (Industry)</i>
Information and Communication Technology Department	Systems Analyst
Human Resource Development Centre	Head, Human Resource Development Centre Co-ordinator, Human Resource Development Centre

ANNEX II (Contd.)

DEPARTMENT	GRADE
Promotion and Development of Co-operatives	Officer-in-Charge, Cooperatives
	Assistant Officer-in-Charge, Cooperatives
	Senior Cooperative Officer
	Cooperative Officer
Probation and Social Rehabilitation Division	Senior Probation Officer
	Probation Officer
Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status	
	Medical and Health (Administration)
	Nutritionist/Senior Nutritionist
	Head Catering Unit
	Principal Inspector (Health and Food Safety)
	Senior Inspector (Health and Food Safety)
	Nursing Supervisor
Promotion of Community Development	Social Welfare Officer
Civil Status Division	Officer-in-Charge, Civil Status
Commission for Social Security, Housing, Labour and Industrial Relations, Employment and Consumer Protection	
Social Security	Principal Social Security Officer
	Senior Social Security Officer
Labour and Industrial Relations	Labour and Industrial Relations Officer
	Inspector of Associations
	Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer

ANNEX II (Contd.)

DEPARTMENT	GRADE
Employment Division	Head, Employment Service
	Senior Employment Officer
Consumer Protection Division	Officer-in-Charge, Consumer Affairs
	Senior Consumer Affairs Officer
	Consumer Affairs Officer
Commission for Agriculture, Environment, Fisheries, Marine Parks and Forestry	
	Agricultural Research and Extension Services
	Scientific Officer/Senior Scientific Officer
	Agricultural Superintendent
	Senior Technical Officer (Agriculture)
	Technical Officer (Agriculture)
	Environment Division
	Environment Officer
	Environment Enforcement Officer
	Department of Fisheries
Controller, Fisheries Protection Service (Rodrigues)	
Deputy Controller, Fisheries Protection Service (Rodrigues)	
Assistant Controller, Fisheries Protection Service (Rodrigues)	
Scientific Officer (Fisheries)	
Principal Fisheries Protection Officer	

ANNEX II (Contd.)

DEPARTMENT

GRADE

Commission for Youth and Sports, Arts and Culture, Library Services, Museum, Archives, Historical Sites and Buildings

Youth Division

Head, Youth Services
Principal Youth Officer
Senior Youth Officer (Personal)
Senior Youth Officer
Youth Officer

Sports Division

Sports Officer

Arts and Culture Department

Arts Officer (Rodrigues)
Culture Officer
Senior Culture Officer



ANNEX III

**List of grades eligible for loan to purchase an
autocycle/motorcycle for official travelling**

RODRIGUES REGIONAL ASSEMBLY

GRADE

Agricultural Assistant

Ambulance Care Attendant (shift)

Assistant Inspector of Works

Chief Forest Conservation and Enforcement Officer

Chief Tradesman

Coach

Community Health Rehabilitation Officer

Cook (Roster)

Employment Officer

Field Assistant

Field Supervisor

Firefighter

Fisheries Protection Officer

Foreman

Forest Conservation and Enforcement Officer

Higher Social Security Officer

Hydrological Technician

Insecticide Sprayer Operator

Inspector of Works

Mortuary Attendant (Roster)

Principal Forest Conservation and Enforcement Officer

Principal Prisons Officer

Prisons Officer Grade I (Personal)

ANNEX III (Contd.)

GRADE

Prisons Officer/Senior Prisons Officer

Inspector (Health and Food Safety)

Senior Coach

Senior Field Supervisor

Senior Fisheries Protection Officer

Senior Forest Conservation and Enforcement Officer

Senior Statistical Officer

Station Fire Officer
formerly Station Officer

Statistical Officer

Sub Fire Officer
formerly Sub-Officer

Woman Prisons Officer/Senior Woman Prisons Officer

