



Republic of Mauritius

**REVIEW OF PAY AND GRADING STRUCTURES  
AND CONDITIONS OF SERVICE IN THE PUBLIC SECTOR**

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

**and THE PRIVATE SECONDARY SCHOOLS**

**PRB**  
REPORT 2016



VOLUME  
**2**  
PART IV

**RODRIGUES  
REGIONAL ASSEMBLY**

**PAY RESEARCH BUREAU**  
MARCH 2016

**THIS PART IS A CONTINUATION**

**OF**

**VOLUME 1**



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## RODRIGUES REGIONAL ASSEMBLY

### INTRODUCTION

#### Background

- 1.1 The Rodrigues Regional Assembly (RRA) was set up under Act 39 of 2001 with a view to providing maximum autonomy to the Island of Rodrigues. Being a body corporate the RRA is empowered to make regulations pertaining to issues for which it has jurisdiction. The exercise of its functions is regarded as being conducted on behalf of the Republic of Mauritius. It is the responsibility of the Assembly to formulate and/or implement policies in respect of areas falling under its purview.
- 1.2 The functions of the Regional Assembly are carried out by the Executive Council which comprises the Chief Commissioner, the Deputy Chief Commissioner and five Commissioners. The Commissioners have the responsibility of exercising general direction and control over the Commission falling under their purview in line with the set policy.
- 1.3 As the Supervising Officer, the Island Chief Executive (ICE) is vested with the responsibility for the efficient administration of all the functions of the Executive Council and the staff of the RRA operates under his administrative control. The ICE is empowered to exercise the functions of the Magistrate (in the latter's absence), of the Director of Environment in the enforcement of environmental laws and of the Tourism Authority in the enforcement of Tourism Act.
- 1.4 The departments under the jurisdiction of the RRA have been grouped under the supervision of Departmental Heads who are Accounting Officers of their respective departments.

#### Consultations/Work Session with Stakeholders

- 1.5 Official visit to Rodrigues has been a traditional approach of the Bureau in the context of a General Review of Pay and Grading Structures and Conditions of Service in the Public Sector. The visit is seen as an opportunity to: meet people of Rodrigues in general, understand the changes taking place in the work place, consult the Chief Commissioner and officials of the Rodrigues Regional Assembly to have a thorough grasp of the mandate of the RRA and to hold meetings with all stakeholders to take cognizance of their organisational problems and provide practical and implementable solutions for an enhanced service delivery.
- 1.6 Prior to the visit, preliminary works were carried out, *inter alia*, to probe into the mass of materials submitted by the Rodrigues Administration in response to our circular letters, to organise sampling and despatch of Job Description Questionnaire, sampling and interview of employees in the manual grades in the RRA, and to plan the different meetings with, on the one hand, the Staff Association, comprising namely the Rodrigues Government Employees Association (RGEA), the

Government Services Employees Association (GSEA) and the Rodrigues Public Service Workers Union (RPSWU) and, on the other hand, the official side which includes the Island Chief Executive and the Department Heads of the different Commissions. The list of officers sampled for Job Description Writing and for interview as well as the schedule meetings with the official, staff sides and joint (Staff Association and Official Side) were communicated in advance to the Rodrigues Administration for prior arrangements.

- 1.7 However, prior to the official visit scheduled for May 2015, the Rodrigues Administration invited the Director to have an official preliminary meeting with the Island Chief Executive and other stakeholders. The Director accompanied by the acting Deputy Director went on a 3 day visit to Rodrigues from 6<sup>th</sup> to 8<sup>th</sup> March 2015. The top management of the PRB met the Island Chief Executive (ICE) who was apprised of the calendar of activities and different stages involved which form part of the general review process. These stages comprise job description writing, site visits, meetings with different parties, staff associations, official side as well as individual employees. The ICE informed the PRB delegates that the RRA and the staff association would be submitting a joint memorandum for consideration by the Bureau and gave a brief description of the conduct of business of the RRA.
- 1.8 During consultations with all stakeholders, the Director made an exposé on the main themes of the forthcoming report, requested the Departmental Heads to focus on problem areas that were impeding on the service delivery of their organisations and to come up with proposals for PRB to address these issues. On the other hand, representatives of the Staff Associations expressed their grievances on several issues as well as implementation problem of certain recommendations made in the EOAC/Committee Reports. The Director invited them to submit their proposals well in advance to allow the Bureau ample time to study their representations before hearings scheduled for May 2015.
- 1.9 As per the established practice, the Bureau proceeded on its next mission to Rodrigues from 11 to 16 May 2015. Initially, on the 12 May 2015, an Acting Principal Job Analyst accompanied by a team of five Survey Officers started the interview of the selected job incumbents, wrote their job description and had them signed by job holders and where possible vetted and signed by their immediate supervisors and returned to the team. That exercise continued up to 15 May 2015. Those job description questionnaires which could not be completed were despatched later to the Bureau.
- 1.10 The Director and the Acting Deputy Director went to Rodrigues in the evening of the 12 May 2015. On the next day, the Directorate assisted by the Ag Principal Job Analyst met the Island Chief Executive apprising him of the 4 days' visit programme. The delegation met the representatives of the Government Services Employees Association (GSEA) and heard two other staff Associations namely the RGEA and the RPSWU. During the latter meetings, the "Modus Operandi" of future submissions were discussed and agreed thereon.

- 1.11 On the 13 of May, the Director, HR and one Manager HR from the Ministry of Civil Service and Administrative Reforms (MCSAR) joined the PRB team. The Chief Commissioner received the Directorate and the Director, HR of the MCSAR in the early morning of the 14 May.
- 1.12 The Chief Commissioner apprised the delegation of the new policy orientation of the RRA and its main priorities. He invited the Director to give particular attention to some emerging and pending issues in the Next Review.
- 1.13 Consultative joint meetings were held as from the morning of 14 May which continued till 15 of May. Individual employees who expressed their wish to depone were also heard by the PRB delegation. Survey Officers after completing job description writings joined and assisted the Directorate during the last part of meetings which ended usually after 6.00 to 7.00 p.m.
- 1.14 During their stay, the Survey Officers conducted around 150 job description writings. Prior to the visit some 300 self-written description questionnaires were submitted to the RRA to be filled by officers.
- 1.15 A revised memorandum was handed over to the delegation at the time of meetings. The Bureau examined and discussed thoroughly each issue that was raised. Joint representations which were made related mainly to: the re-structuring of different units in the RRA, restyling of grades/cadres as is obtainable in the Mauritian Civil Service, increasing the establishment size of exiting grades, creation of levels, filling of long standing vacant posts, requests for job-related allowances, payment of Rodriguan COLA, provision of training facilities for continual development and Recognition of Prior Learning (RPL) to be adopted for certain categories of manual workers who are performing duties of a higher nature though not possessing the prescribed qualifications for the higher post, amongst others. Whenever creation of levels were submitted, parties were requested to provide profile, duties and justifications for same. For a few representations which were found to be incoherent, parties were requested to provide fresh submissions with additional information for examination anew. It was also strongly highlighted during the meetings of the excessive delay (at times one year) in the processing of representations by the Ministry of Civil Service and Administrative Reforms for conveying approval for payment of allowances and prescriptions of schemes of service. Representatives of the MCSAR promised to probe into the matter and to act fast on their representations.
- 1.16 At the very start of every meeting, the Director emphasized on the main theme of the forthcoming Report which reads as follows:- "Transformation of the Public Sector for enhanced service delivery in order to meet citizen's/non citizen's as well as other stakeholders needs". Expatiating on the theme, the Director highlighted that for the



transformation to happen, alignment of the resources of the following six institutions would be mandatory:

- (i) Public Service Commission – responsible for recruiting the best qualified, most suitable and meritorious candidates;
- (ii) the Ministry of Finance and Economic Development for providing funds for posts and projects;
- (iii) the Ministry of Technology, Information Communication and Innovation for the provision of innovating IT Infrastructure;
- (iv) the Ministry of Good Governance and Financial Services for assisting organisations in adopting/adapting the principles of transparency and accountability and good governance in their day to day management.;
- (v) the Pay Research Bureau – responsible for making recommendations pertaining to salary grading and condition of service; and ensuring the proper interpretation and implementation of its recommendations.
- (vi) the Ministry of Civil Service and Administrative Reforms – responsible for implementing PRB's recommendation and spearheading reforms in the Public Sector

1.17 The Director expatiated that after the publication of the Report, it would be mandatory for Ministries/Departments/Organisations to carry out HR Audit in order to identify the appropriate number of officers/employees on establishment so as to enable the right sized organisation to deliver on their respective mandate. He also averred that in the forthcoming Report, emphasis would be made on the concept of "Strategic HR" which would encompass: HR Planning, Recruitment/Retirement and other HR policies to ensure best practices in the Service.

### **Report on Man Power Assessment and Re-engineering of Commissions/Departments**

1.18 The staff association and the Management has expressed their deep concern regarding the need for a re-engineering of the Commissions, the absence of which is impeding service delivery. The Island Chief Executive requested for a separate exercise to be carried out independently by PRB. The Director advised the parties and particularly the ICE to take up the matter with the Secretary to Cabinet and Head of Civil Service. We have made recommendation pertaining to specific Reform in RRA in this Report.

### **Specific Reforms for the RRA**

1.19 During meetings, Management and Staff Associations averred that after 14 years of existence of the RRA, the need for certain reforms has become imperative, in order to enable the Commissions to deliver on their respective mandate, pertaining to befitting organisation structure catering for the specificity of Rodrigues, better existing human resources to adapt to changes and new responsibilities.

## Findings and Considerations

- 1.20 During consultations with Management of the different Commissions of the Rodrigues Regional Assembly and the Unions, the following salient features were highlighted:
- (i) A few divisions/sections cannot deliver their objectives effectively in accordance with laws and regulations in the absence of the appropriate structures/human resources. Some divisions are manned by a single officer and, as such, this causes long delays and work being attended to only partially.
  - (ii) In several sections, the most senior officer is being paid an *ad hoc* allowance for performing higher duties in addition to the normal ones.
  - (iii) Some structures need re-invention and modernization, as they do not fit the new sets of expectations in line with the new policy framework and the new direction. These structures have, so far, proved to be defective to meet the gradual increase in demand.
  - (iv) Certain structures, particularly in those sectors constituting the major pillars, require professional and trained staff on their establishment.
  - (v) Some structures call for strengthening at the top to cater for additional administrative and technical responsibilities as there is a gap in the overall supervision/coordination; hence the need for a permanent head to be accountable.
  - (vi) Other structures need reinforcement at the promotional level, even on a one to one basis, as of necessity, to be in compliance with legal requirements and regulations in force.
  - (vii) There is need for polyvalent and multifunctional personnel in some sectors, which would prove beneficial in terms of the judicious use of available human resources, job enlargement and a reduction of the multiplicity of grades and grade appellations.
  - (viii) Some schemes of service need restructuring to remove rigidities and to widen the field of recruitment.
  - (ix) With the advent of rapid development in the island and the consequent changes, the services of officers in a few grades would no longer be required.

## Conclusions

- 1.21 To address the foregoing issues, we have, among others, professionalised certain functions; strengthened several structures with the creation of posts at the apex to ensure proper accountability; strengthened other cadres to ensure an adequate level of supervision; phased out those grades which are no longer required; and restructured the schemes of service of a few grades to remove rigidities, to widen the field of recruitment and to align with the provisions set in the guidelines for prescription of scheme of service. In other instances where more in-depth studies are required, we have recommended that appropriate HR assessment exercises be undertaken for a complete modernisation of the whole service.
- 1.22 In the process of making our recommendations, we have taken into consideration the physical separation of Rodrigues, its isolation, the limited opportunities for employment and career fulfilment as well as the special needs of Rodrigues in view of its distinct identity.
- 1.23 We are, in this Report, while making recommendations taken into consideration, the following:-
- (i) the qualified job market;
  - (ii) service provided to communities by certain cadres; and
  - (iii) harmonisation, to the extent possible of cadres with what obtains in the Civil Service.

## Consequential Structural Changes

- 1.24 In general, structural changes effected in the General Services/Administrative cadres, Purchasing 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 II Part I of this Report.**

## Structure of the Report

- 1.25 As the organisation structures are linked to and depend upon the mandate of the Commissions/Divisions and the pay structures are based on the number of levels in the organisation structures, the Bureau considers that for this present review exercise, it would be practical to look at both structures i.e. organisation and pay Commissionwise/Divisionwise as it was the case in past reviews. Such an approach would, besides emphasising the link between the mandates of the departments/divisions and their structures, facilitate the treatment of specific issues proper to each department/division.
- 1.26 The recommendations related to organisation design and pay structures have, therefore, been made under the respective Commissions/Divisions. The Master Conversion Table is given at Annex I.

1.27 In the introduction in respect of each Commission/Division, we have, wherever possible, defined and spelt out clearly the goals, objectives and future orientations for our users and have emphasised the link between the mandate of each Commission/Division and the pay and grading structures – a link primordial in the context of the drive to inculcate a performance management culture in the Public Sector. In defining the mandates, we have had the collaboration and inputs from all parties, more particularly management, which we acknowledge.

\* \* \* \* \*



## 1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk provides administrative/procedural and political support services to the Parliament of the Rodrigues Regional Assembly. It has the responsibility for the proper organisation and conduct of the business of the Assembly.
- 1.2 Its primary objectives include, among others, to: enable the Regional Assembly and its Committees to conduct their business effectively; enable individual members to perform their parliamentary duties effectively; and promote public knowledge and understanding of the work and role of the Assembly.
- 1.3 The overall responsibility of the Office of the Clerk befalls the Clerk, Regional Assembly who is assisted by the Deputy Clerk, Regional Assembly and supported in his tasks by staff belonging to the professional, technical and general services cadres as well as employees in the workmen's group.
- 1.4 In the context of this Report, we are maintaining the existing structure which we consider as appropriate. We are, however, extending the payment of the Robing Allowance to the Clerk and Deputy Clerk whilst providing an allowance payable to the Editor on a sessional basis.

### **Clerk, Regional Assembly**

### **Deputy Clerk, Regional Assembly**

- 1.5 Both positions of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are filled on assignment basis or contractual term. This arrangement has, so far, served its purpose and is being maintained.

### **Recommendation 1**

#### **1.6 We recommend that:**

- (i) the post of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should continue to be filled on assignment basis or contractual basis.**
- (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 duties provided he satisfies the provisions made at paragraph 15.29 at Chapter 15 of Volume 1 of the Report.**

## Robing Allowance

- 1.7 Representation has been made for the payment of a Robing Allowance to the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly in view of the fact that, by nature of their duties, they have to be properly dressed to maintain the decorum of the House.
- 1.8 In line with what obtains in the National Assembly, the Bureau is recommending accordingly.

## Recommendation 2

- 1.9 We recommend that the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be paid a Robing Allowance of Rs 4800 yearly.**

## Editor, Regional Assembly

- 1.10 In the EOAC Report, recommendation was made for the creation of a grade of Editor, Regional Assembly to be filled by selection from candidates possessing a Cambridge HSC with passes in English and French at Principal Level and a Degree in English or French. However, as the workload was not sufficient to warrant the employment of a full-time Editor, provision was made for incumbent in the grade to be employed on a sessional basis and to be paid an allowance of Rs 1000 per session of three hours.
- 1.11 We have been apprised that there has been no substantial change in the actual workload and that the RRA is in the process of enlisting an Editor on a sessional basis. We are, accordingly, maintaining the present arrangement.

## Recommendation 3

- 1.12 We recommend that the allowance of Rs 1000 per session of three hours, payable to the incumbent in the grade of Editor, Regional Assembly for being employed on a sessional basis should be maintained.**

## Allowance to Sergeant at Arms

- 1.13 A monthly allowance of Rs 2900 is paid to the Police Officer acting as Sergeant-at-Arms. We are maintaining the payment of the allowance as well as its quantum.

## Recommendation 4

- 1.14 We recommend that the Police Officer performing the duties of Sergeant-at-Arms should continue to be paid a monthly allowance of Rs 2900.**

## SALARY SCHEDULE

| Salary Code                | Salary Scale and Grade   |
|----------------------------|--|
| <b>OFFICE OF THE CLERK</b> |  |
| <b>02 000 100</b>          | <b>Rs 101000</b><br>Clerk, Regional Assembly   |
| <b>02 067 086</b>          | <b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800</b><br>Deputy Clerk, Regional Assembly   |
| <b>08 054 081</b>          | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Editor, Regional Assembly  |
| <b>08 051 070</b>          | <b>Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Reporter, Regional Assembly  |
| <b>08 029 062</b>          | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Assistant Reporter, Regional Assembly                                     |
| <b>08 043 069</b>          | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i> |
| <b>08 027 060</b>          | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)                       |
| <b>08 026 059</b>          | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br>Word Processing Operator                                    |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 036 052  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Head Office Care Attendant<br><i>formerly Senior/Head Office Caretaker</i>                           |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |
| 05 024 026  | <b>Rs 13270 x 260 – 13790</b><br>Trainee Library Clerk  |

\* \* \* \* \*

## 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
- Legal Services
- State Lands
- Town and Country Planning
- Registration
- Statistics in respect of Rodrigues
- Customs and Excise (Administration)
- Postal Services (Administration)
- Marine Services (Administration)
- Civil Aviation
- Meteorological Services
- Rodrigues Fire and Rescue Service
- Education
- Judicial (Administration)
- Civil Status
- Agriculture
- Food Production
- Plant and Animal Quarantine
- Prisons and Reforms Institutions
- Probation Service

## 2.1 Central Administration

- 2.1.1 Headed by the Island Chief Executive, the Central Administration is responsible for the administration of the staff. It encompasses, among others, the Human Resource Section, Secretariat of the Executive Council, Finance, Procurement and Supply Unit, Internal Control Unit, Transport/Booking/Residency and Registration Unit.
- 2.1.2 The Island Chief Executive has the overall responsibility of all staff of the Rodrigues Regional Assembly and the efficient discharge of such functions as may be assigned to him. He is supported in his tasks by the Departmental Head.

### Island Chief Executive

- 2.1.3 In the previous PRB Reports, we recommended that appointment to or filling of the post of Island Chief Executive should be made on contractual terms from outside candidates or assignment basis from among officers holding a substantive post of Departmental Head along more or less similar lines with what obtains for the grades of Permanent Secretary and Senior Chief Executive in the Civil Service. **This provision is being maintained.**

### Departmental Head

- 2.1.4 At present, appointment to or filling of the position of Departmental Head is on contractual terms or on an assignment basis for a period of two years and 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. **We are maintaining this provision.**

### Administrative Officer

- 2.1.5 At present, the Administrative Officers are allowed to proceed incrementally up to salary point Rs 58775 in the master salary scale through the grant of one increment every year subject to performance criteria. We are maintaining this provision.

### Recommendation 1

- 2.1.6 **We recommend that Administrative Officers be allowed to proceed incrementally up to salary point Rs 62950 in the master salary scale through the grant of one increment every year provided they have**
- (i) drawn their top salary for a year;**
  - (ii) been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**

## Human Resource Management Section

2.1.7 In the 2013 PRB Report, we recommended the creation of a three level structure comprising the grades of Human Resource Officer/Senior Human Resource Officer, Assistant Manager, Human Resources and; Manager, Human Resources to better equip the RRA to discharge its Human Resource functions. Given that the prevailing number of levels is adequate, we are maintaining the present structure.

### Human Resource Officer/Senior Human Resource Officer

2.1.8 Human Resource Officer/Senior Human Resource Officers 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 move incrementally in the master salary scale up to salary point Rs 39275 provided they have drawn the top salary for a year and met the performance criteria. We are maintaining this recommendation and providing the salary point in accordance with the new scale.

## Recommendation 2

2.1.9 **We recommend that incumbents in the grade of 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 42325 provided that they have:**

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

## GENERAL SERVICES

### General Services Officer (RRA)

### General Services Executive (RRA)

2.1.10 Both Management and the staff side have made a request for the grades of General Services Officer (RRA) and General Services Executive (RRA) to be restyled Management Support Officer and Office Management Assistant respectively given that the qualification requirement and duties of both grades are similar to their counterparts in Mauritius. As there is need for harmonization of similar positions particularly where the qualification, duties and responsibilities are concerned, we are making appropriate provision to that end.

### Recommendation 3

- 2.1.11 We recommend that the grades of General Services Officer (RRA) and General Services Executive (RRA) be restyled Management Support Officer (Personal) and Office Management Assistant respectively.**

#### Higher Executive Officer (Rodrigues)

- 2.1.12 Presently, appointment to the grade of Higher Executive Officer (Rodrigues) is made by promotion of Executive Officers (Rodrigues) reckoning at least two years' service in a substantive capacity. Given that all the officers in the latter grade have already joined the grade of Office Management Assistant *formerly General Services Executive*, recruitment to the grade of Higher Executive Officer (Rodrigues) would, henceforth, no longer be made. Besides, the RRA has in the 2013 PRB Report and EOAC Report, already been provided with a new three level structure for general services. As the need for the level of Higher Executive Officer (Rodrigues) is no longer warranted, we are making the grade evanescent.

### Recommendation 4

- 2.1.13 We recommend that the grade of Higher Executive Officer (Rodrigues), be made evanescent. Personal salaries are being provided for incumbents.**

#### Principal Executive Officer (Rodrigues)

- 2.1.14 A monthly pensionable allowance of Rs 1500 is presently payable to the Principal Executive Officer (Rodrigues) for combining duties of Head of Executive cadre and the responsibility for personnel functions. At the time this particular allowance was introduced, the RRA did not have a structured cadre to manage its human resource. Such is no longer the case as the RRA has now a proper cadre to discharge its human resource functions. Besides, the grade of Assistant Manager, Human Resources has already been filled. In view thereof, the need for the payment of this allowance is no longer warranted. **This allowance should, accordingly, lapse.**

### SECRETARIAL CADRE

#### Confidential Clerk/Senior Confidential Clerk

- 2.1.15 Request has been made for the grade of Confidential Clerk/Senior Confidential Clerk to be restyled Confidential Secretary in line with what obtains in the Civil Service. As the duties and responsibilities of both grades are very much similar, we are agreeable to the proposal.

### Recommendation 5

- 2.1.16 We recommend that the grade of Confidential Clerk/Senior Confidential Clerk be restyled Confidential Secretary.**

## **FINANCIAL OPERATIONS CADRE**

2.1.17 In line with recommendations made for the civil service, the Financial Operations cadre is being consolidated and restructured with the creation of an additional level, making it more amenable to the efficient and effective delivery of procurement and supply services.

### **Principal Financial Operations Officer (New Grade)**

#### **Recommendation 6**

2.1.18 **We recommend the creation of a grade of Principal Financial Operations Officer on the establishment of the Financial Operations Cadre. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the cadre.**

### **Assistant Manager, Financial Operations**

2.1.19 Consequent to the creation of the grade of Principal Financial Operations Officer in the Financial Operations Cadre, the mode of appointment to the grade of Assistant Manager, Financial Operations should be amended to address the salary levelling in the grading structure of the Financial Operations cadre. We are, therefore, making provision for a grade of Assistant Manager, Financial Operations (Future Holder) with new qualification requirements.

#### **Recommendation 7**

2.1.20 **We recommend that appointment to the grade of Assistant Manager, Financial Operations (Future Holder) should be filled by selection from among incumbents in the grade of Principal Financial Operations Officer (New Grade) possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics from a recognised institution or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accounting body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years in the grades of Financial Officer/Senior Financial Officer and Principal Financial Operations Officer (New Grade).**

2.1.21 **We also recommend that the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Financial Operations Officer (Personal) now restyled Principal Financial Operations Officer (Personal) to officers in post as at 31.12.15) until complete phasing**

out of the latter grade. Thereafter, the grade of Assistant Manager, Financial Operations should be made evanescent.

- 2.1.22 We further recommend that the grade of Manager, Financial Operations should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager, Financial Operations should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager Financial Operations (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.

#### Financial Officer/ Senior Financial Officer

##### Recommendation 8

- 2.1.23 We recommend that incumbents in the grade of 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 salary point Rs 42325 provided they:
- (i) have drawn the top salary for a year;
  - (ii) have been efficient and effective in their performance during the preceding year; and
  - (iii) are not under report.

#### Principal Internal Control Officer (New Grade)

##### Recommendation 9

- 2.1.24 We recommend the creation of a grade of Principal Internal Control Officer on the establishment of the Internal Control Cadre. Appointment thereto should be made by promotion, on the basis of experience and merit, of 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) 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 and reckoning at least four years' service in a substantive capacity in the cadre.

**Internal Control Officer/Senior Internal Control Officer****Recommendation 10**

**2.1.25 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) 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 42325 provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

**Procurement and Supply Cadre**

2.1.26 In line with recommendations made for the civil service, the Procurement and Supply cadre is being consolidated and restructured with the creation of an additional level, making it more amenable to the efficient and effective delivery of procurement and supply services.

**Principal Procurement and Supply Officer (New Grade)****Recommendation 11**

**2.1.27 We recommend the creation of the grade of Principal Procurement and Supply Officer. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing: either a Diploma in Purchasing and Supply Management reckoning at least two years' service in a substantive capacity in the cadre or a Certificate in Purchasing and Supply Management from a recognised institution obtained before 30 June 2008 together with at least seven years' service in a substantive capacity in the cadre.**

2.1.28 Incumbent would be required, *inter alia*, to: be in charge of warehouse operations in Ministry/Department; perform procurement and warehousing operations in compliance with the Financial Management Kit and Public Procurement Act and Regulations; and formulate proposals for review of procurement procedures to the Procurement Policy Office, as may be required.



**Assistant Manager (Procurement and Supply) (Future Holder)**

- 2.1.29 With the creation of the grade of Principal Procurement and Supply Officer and to address issues of salary levelling, consequential amendments need to be brought in the grading structure of the Procurement and Supply cadre. **We, therefore, recommend that a grade of Assistant Manager (Procurement and Supply) (Future Holder) with new entry requirements be established.**

**Recommendation 12**

- 2.1.30 **We recommend that the grade of Assistant Manager (Procurement and Supply) (Future Holder) should be filled by selection from among Principal Procurement and Supply Officers (New Grade) possessing a Degree in Purchasing and Supply Management and reckoning an aggregate of at least four years' service in a substantive capacity in the grade or an aggregate of four years' in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer (New Grade).**
- 2.1.31 **We further recommend that the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Procurement and Supply Officer (Personal) now restyled Principal Procurement and Supply Officer (Personal to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter the grade of Assistant Manager (Procurement and Supply) should be made evanescent.**
- 2.1.32 **We also recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.**

**Procurement and Supply Officer/Senior Procurement and Supply Officer**

- 2.1.33 At present, Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the master salary scale up to salary point Rs 39275 subject to certain conditions. We are maintaining this recommendation and revising the salary point.

### Recommendation 13

**2.1.34 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in 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 revised salary point Rs 42325 provided that they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

### Statistical Unit

#### Statistical Assistant Cadre

2.1.35 The Statistical Assistant cadre at the RRA comprises the grades of Statistical Assistant and Senior Statistical Assistant. Both Management and the staff side have requested that the grades' appellation of the cadre be aligned as in Mauritius.

2.1.36 We have examined the submission along with the job descriptions and the scheme of service which have revealed that the responsibilities, nature of duties and entry requirement for appointment to the grades of Statistical Assistant and Senior Statistical Assistant are similar to those of the grades of Statistical Officer and Senior Statistical Officer. On the basis of our findings and in line with our policy to provide lean and harmonised structures across the public service, we are making appropriate recommendations for aligning these two grades with their counterparts in the Civil Service.

### Recommendation 14

**2.1.37 We recommend that :**

- (i) the grades of Senior Statistical Assistant and Statistical Assistant be restyled Senior Statistical Officer and Statistical Officer respectively;**
- (ii) recruitment to the grade of Statistical Officer formerly Statistical Assistant be made by selection from officers who hold a substantive appointment in the grade of the newly created grade of Clerical Officer, Clerical Officer/Higher Clerical Officer or Management Support Officer, and who possess a Cambridge Higher School Certificate with a pass at 'Principal level' in Mathematics or possess in at least two subjects including Mathematics obtained on one Certificate at General Certificate of Education 'Advanced level' or an equivalent qualification acceptable to the Public Service Commission;**

- (iii) appointment to the grade of Senior Statistical Officer *formerly Senior Statistical Assistant* should be by promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade and who possess the Higher Certificate in Statistics of the United Kingdom Royal Statistical Society or have been exempted therefrom or an equivalent qualification acceptable to the Public Service Commission, possess supervisory and problem solving skills and have the ability to work in a team and to take initiatives; and
- (iv) the duties in the scheme of service of the grade of Statistical Officer be aligned with that of the Statistical Officers at Statistics Mauritius.

### Transport Section

2.1.38 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 and same is being maintained.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>CHIEF COMMISSIONER'S OFFICE<br/>CENTRAL ADMINISTRATION</b>   |
| <b>02 000 106</b> | <b>Rs 122000</b><br>Island Chief Executive  |
| <b>02 000 100</b> | <b>Rs 101000</b><br>Departmental Head   |
| <b>01 090 094</b> | <b>Rs 72400 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b><br>Head, Finance                               |
| <b>02 069 085</b> | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Senior Analyst, Rodrigues Regional Assembly |
| <b>08 070 085</b> | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager, Human Resources                    |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 08 064 081  | Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Assistant Manager, Human Resources   |
| 08 050 071  | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800<br>Human Resource Officer/Senior Human Resource Officer                                       |
| 02 061 085  | Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Administrative Officer (Personal)  |
| 02 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Administrative Officer   |
| 18 044 074  | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375<br>Safety and Health Officer/Senior Safety and Health Officer    |
| 08 065 084  | Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325<br>Principal Executive Officer (Rodrigues) (Personal)                                       |
| 08 058 074  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375<br>Senior Executive Officer (Rodrigues)  |
| 08 050 069  | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Higher Executive Officer (Rodrigues) (Personal)  |
| 08 049 070  | Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575<br>Office Management Assistant<br><i>formerly General Services Executive (RRA)</i>            |
| 08 038 072  | Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325<br>Citizen's Advice Bureau Organiser |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 08 056 076  | Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425<br>Office Management Executive   |
| 08 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Office Supervisor   |
| 11 036 059  | Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Housekeeper   |
| 08 043 069  | Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i>               |
| 08 027 062  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Management Support Officer (Personal)<br><i>formerly General Services Officer (RRA)</i> |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal)                                     |
| 23 034 070  | Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575<br>Social Worker, Rodrigues Regional Assembly                                    |
| 10 029 062  | Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Audio Visual Assistant  |
| 08 036 062  | Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Senior Word Processing Operator   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 041 060  | <b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Chief Tradesman<br>Foreman   |
| 08 026 059  | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br>Word Processing Operator                                   |
| 22 021 054  | <b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Receptionist/Telephone Operator                            |
| 24 036 056  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Senior Field Supervisor  |
| 16 024 058  | <b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b><br>Machine Minder (Bindery) (Rodrigues) (Personal)            |
| 24 030 054  | <b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Driver (Heavy Vehicles above 5 tons)<br>Driver (Mechanical Unit)         |
| 24 036 052  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Head Office Care Attendant<br><i>formerly Senior/Head Office Caretaker</i>                           |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23975</b></p> <p>Cabinet Maker<br/>Carpenter<br/>Electrician<br/>Mason</p> |
| 24 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Driver (Roster)</p>                         |
| 24 036 052  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Head Gardener/Nursery Attendant</p>   |
| 24 027 051  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Field Supervisor</p>  |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>  |
| 24 022 047  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b></p> <p>Senior Gardener/Nursery Attendant</p>                                   |
| 21 019 046  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 045  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b></p> <p>Gardener/Nursery Attendant</p>  |
| 24 018 044  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b></p> <p>Security Guard</p>  |

| Salary Code          | Salary Scale and Grade   |
|----------------------|--|
| 24 017 043           | <b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Handy Worker (Special Class)                                |
| 24 016 043           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Stores Attendant                              |
| 24 016 042           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Stone Breaker                                 |
| 25 016 042           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant                         |
| 24 015 041           | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                                  |
| 24 015 040           | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Gateman<br>Lorry Loader<br>Sanitary Attendant |
| 24 001 038           | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker       |
| <b>FINANCE CADRE</b> |  |
| 01 070 085           | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager, Financial Operations  |
| 01 064 082           | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b><br>Assistant Manager, Financial Operations                                |



| Salary Code                         | Salary Scale and Grade   |
|-------------------------------------|--|
| 01 064 081                          | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b>   |
|                                     | Assistant Manager, Financial Operations (Future Holder)  |
| 01 058 078                          | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b>   |
|                                     | Principal Financial Operations Officer (Personal)<br><i>formerly Senior Financial Operations Officer (Personal to Senior Financial Operations Officers in post as at 31.12.12)</i> |
| 01 058 074                          | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b>  |
|                                     | Principal Financial Operations Officer (New Grade)   |
| 01 050 071                          | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b>   |
|                                     | Financial Officer /Senior Financial Officer  |
| <b>INTERNAL CONTROL CADRE</b>       |  |
| 01 058 078                          | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b>   |
|                                     | Principal Internal Control Officer (Personal)<br><i>formerly Senior Internal Control Officer (Personal to Senior Internal Control Officers in post as at 31.12.12)</i>             |
| 01 058 074                          | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b>  |
|                                     | Principal Internal Control Officer (New Grade)   |
| 01 038 071                          | <b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b>   |
|                                     | Internal Control Officer/ Senior Internal Control Officer  |
| <b>PROCUREMENT AND SUPPLY CADRE</b> |  |
| 21 070 085                          | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager (Procurement and Supply)   |

| Salary Code                                    | Salary Scale and Grade   |
|--|--|
| 21 064 082                                     | Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075<br>Assistant Manager (Procurement and Supply)  |
| 21 064 081                                     | Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Assistant Manager (Procurement and Supply) (Future Holder)  |
| 21 058 078                                     | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575<br>Principal Procurement and Supply Officer (Personal)<br><i>formerly Senior Procurement and Supply Officer (Personal to officers in post as at 31.12.12 )</i> |
| 21 058 074                                     | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375<br>Principal Procurement and Supply Officer (New Grade)   |
| 21 050 071                                     | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800<br>Procurement and Supply Officer/Senior Procurement and Supply Officer  |
| <b>ECONOMIC PLANNING &amp; MONITORING UNIT</b> |  |
| 02 054 081                                     | Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Analyst, Rodrigues Regional Assembly  |
| 20 054 081                                     | Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Statistician  |
| 20 050 069                                     | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Senior Statistical Officer<br><i>formerly Senior Statistical Assistant (Rodrigues)</i>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 20 038 063  | <p>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</p> <p>Statistical Officer<br/><i>formerly Statistical Assistant (Rodrigues)</i></p> <p style="text-align: center;"><b>TRANSPORT SECTION</b></p>     |
| 26 050 077  | <p>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</p> <p>Head, Transport<br/><i>formerly Officer-in-Charge, Transport</i></p>  |
| 08 026 060  | <p>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</p> <p>Transport Accounts Clerk</p> <p style="text-align: center;"><b>CULTURAL AND LEISURE CENTRES</b></p> |
| 22 032 065  | <p>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</p> <p>Technician (Light and Sound)</p>  |

\* \* \* \* \*

## 2.2 Civil Aviation

- 2.2.1 The Civil Aviation of Rodrigues is responsible, among others, to develop the infrastructure of the Sir Gaëtan Duval Airport; ensure that Civil Aviation operations are compliant with ICAO standards and practices, and provide safe and expeditious flow of air traffic as well as safety and security of premises.
- 2.2.2 The Civil Aviation works in close collaboration with the Department of Civil Aviation of Mauritius and the Ministry of External Communications for the provision of best aviation services of Rodrigues. The department is manned by officers in the grades of Air Traffic Controller Grade I, Assistant Air Traffic Controller, Flight Data Officer, Assistant Ground Supervisor, Patrol Officers, Officers of the Firefighter Cadre and others.
- 2.2.3 It has been submitted that with the taking over of part of the management of the airport by the Airports of Rodrigues, certain staffing issues have not yet been sorted out. In certain cases the matter is still under consideration by the parties concerned.
- 2.2.4 We have re-examined the structure of the department which is appropriate and is being maintained. However, we are making provision for the payment of a height allowance to Electricians working in similar conditions as their counterparts in Mauritius and maintaining the payment of Risk Allowance to officers of the Firefighter cadre who perform operations duties.

### Height Allowance

#### Recommendation 1

- 2.2.5 **We recommend the grant of a non-pensionable height allowance to Electricians of the Department of Civil Aviation who are required to climb poles above 20 feet to be computed as follows:**
- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and**
  - (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.**

### Risk Allowance

- 2.2.6 At present, officers of the Firefighter Cadre on the establishment of the Civil Aviation of the Rodrigues Regional Assembly, performing operations duties, are paid a Risk Allowance in line with what is payable in the Rodrigues Fire and Rescue Service. We are maintaining the payment of the allowance.

**Recommendation 2**

**2.2.7** We recommend that a monthly Risk Allowance equivalent to 1½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 900 should be paid to Firefighters, Sub Officers and Station Officers performing operations duties.

**Allowance to drive Heavy Specialised Vehicles****Recommendation 3**

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

**SALARY SCHEDULE**

| <b>Salary Code</b> | <b>Salary Scale and Grade</b>   |
|--------------------|---|
|                    | <b>CIVIL AVIATION</b>   |
| <b>03 059 077</b>  | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</b><br>Air Traffic Controller Grade I (Rodrigues)   |
| <b>03 045 070</b>  | <b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Assistant Air Traffic Controller (Rodrigues)                                |
| <b>03 030 069</b>  | <b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Flight Data Officer |
| <b>22 050 072</b>  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Technician  |
| <b>07 058 074</b>  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Airport Fire Officer   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 07 048 068  | Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125<br>Station Officer   |
| 07 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Sub-Officer   |
| 07 033 062  | Rs 15750 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Firefighter  |
| 03 033 063  | Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500<br>Assistant Ground Supervisor (Rodrigues)   |
| 03 025 059  | Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Patrol Officer (Rodrigues)            |
| 25 023 052  | Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975<br>Electrician<br>Motor Diesel Mechanic  |
| 25 026 055  | Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300<br>Electrician (Shift)<br>Fitter (Shift) |
| 24 023 052  | Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975<br>Driver (Roster)                       |
| 24 018 044  | Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575<br>Security Guard  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                            |
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Sanitary Attendant                      |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker |

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## 2.3 Civil Status Division

- 2.3.1 The responsibility to provide timely delivery of all birth, marriage and death certificates and issue of National Identity Cards rests with the Civil Status Division in Rodrigues. The Chief Commissioner's Office ensures efficiency in service delivery of the Division.
- 2.3.2 There are two Civil Status Offices in Rodrigues. The Officer-in-Charge, Civil Status 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 tasks by one Senior Civil Status Officer, four Civil Status Officers and officers of the General Services cadre.
- 2.3.3 No change is proposed in the current organisational structure and the quantum of existing allowances is being revised.

### Allowance to open Civil Status Offices after office time

- 2.3.4 Officers of the Civil Status Officer cadre provide emergency service from 1200 to 1700 hours on Saturdays, Sundays and public holidays. They are paid an On-Call Allowance of Rs 220 per day, a travelling allowance of Rs 160 or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office inclusive of the collection from and the handing over of keys to the police station, and an allowance of Rs 250 for each registration of death including the issue of burial/cremation permit.
- 2.3.5 The present arrangement is appropriate and the quantum of each fee is being revised.

### Recommendation 1

- 2.3.6 **We recommend that officers of the Civil Status cadre providing emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and public holidays should continue to be paid:**
- (a) an On-Call Allowance of Rs 230 per day;**
  - (b) a travelling allowance of Rs 170 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 270 for each registration of death, including the issue of burial/cremation permit.**



### Allowance for Registration of Religious Marriage to give civil effect

2.3.7 For want of information from the Civil Status Division, on the determination of the allowance, the existing quantum of allowances payable to officers of the Civil Status cadre for celebration of civil marriages outside the Civil Status Offices is being maintained.

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

### Registration of death for burial during cyclonic conditions Class III and Class IV

2.3.8 At present, an officer of the Civil Status cadre is on-call in each district to register deaths and issue of burial permit during cyclonic conditions class III and IV and is paid an On-Call Allowance of Rs 220 per day and an allowance of Rs 250 for each registration of death including the issue of burial permit.

2.3.9 Management of the Civil Status Division has to make arrangements with the Police Department for the conveyance of officers who are on call in each district to register deaths which require burial permit during cyclonic conditions Class III and IV.

2.3.10 The quantum of allowances are being revised while the present arrangement is to be continued.

### Recommendation 2

**2.3.11 We recommend that an officer of the Civil Status cadre should be on-call in each district to register deaths requiring burial permit during cyclonic conditions class III and IV and should be paid:**

- (a) an On-Call Allowance of Rs 230 per day**
- (b) an allowance of Rs 270 for each registration of death including the issue of burial permit.**

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

## Loan Facilities

2.3.13 Officers of the Civil Status cadre are granted loan facilities for the purchase of a car on the same terms and conditions as laid down at paragraph of 18.2.46(g) of volume 1 of the 2013 PRB Report and are paid the appropriate mileage allowance at 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 is maintained.

## Recommendation 3

2.3.14 We recommend that officers of the Civil Status cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per provision of paragraph 18.2.43 (g) of Volume 1 of the 2016 PRB Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and public holidays after 1200 hours.

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>CIVIL STATUS DIVISION</b>  |
| 18 058 075  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900<br>Officer-in-Charge, Civil Status   |
| 18 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Senior Civil Status Officer   |
| 18 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Civil Status Officer                                |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575</b><br>Security Guard   |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260<br/>– 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## 2.4 Judicial (Administration)

- 2.4.1 The administration of justice in the island of Rodrigues devolves on the Judiciary, where the only court, the Court of Rodrigues is responsible to administer same.
- 2.4.2 The Court of Rodrigues exercises jurisdictions at the levels of the District Court, the Intermediate Court and at Supreme Court level, deals with Chambers Cases, Matrimonial Cases and Civil Cases.
- 2.4.3 A District Magistrate or Senior District Magistrate who is posted on a tour of service from Mauritius, presides the Court of Rodrigues. The Magistrate for Rodrigues, has within Rodrigues, the sole powers and jurisdiction as are conferred on every District Magistrate in Mauritius, to hear and dispose of any case, as well as to hear complaints of domestic violence as provided for by the Section of the Domestic Violence Act, and also small claims.
- 2.4.4 At present, the Court of Rodrigues is manned, apart from the District Magistrate or the Senior District Magistrate, by officers of the Court Officer cadre, Court Usher's cadre and other support staff for the day-to-day running of the judicial system in Rodrigues. Other members of the Upper Judiciary visit Rodrigues, as and when, required.
- 2.4.5 Since the present arrangements are meeting operational requirements, we are, in this Report, bringing no change to it.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>JUDICIAL (Administration)</b>  |
| <b>12 058 074</b> | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Principal Court Usher                                  |
| <b>12 050 070</b> | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Senior Court Officer                                    |
| <b>12 035 066</b> | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b><br>Court Officer<br>Court Usher |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 12 028 030  | <p><b>Rs 14325 x 275 – 14875</b><br/>                     Trainee Court Officer</p>  |
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br/>                     Office Care Attendant/Senior Office Care Attendant<br/> <i>formerly Office Caretaker</i></p> |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br/>                     Clerical Officer/Higher Clerical Officer (Personal)</p>                        |
| 08 026 059  | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br/>                     Word Processing Operator</p>                                     |
| 24 001 038  | <p><b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br/>                     General Worker</p>  |

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## 2.5 Legal Services

- 2.5.1 The establishment of the Rodrigues Regional Assembly comprises a Legal Section which is responsible to look after and advise on all legal matters of the Commissions of the RRA. The Section is manned by an Attorney-at-Law and a Legal Officer whose services have been retained either on a full-time basis or a part-time basis or on a contractual basis, depending upon operational requirements.
- 2.5.2 In the 2013 PRB Report, we provided for the remuneration of officers to be employed as Attorney-at-Law on a part-time basis, keeping in view the difficulty to attract and retain the services of qualified full-time Attorneys and Legal Officers by the RRA. Such officers who are employed on a part-time basis are being required to put in a minimum of 10 hours weekly.

### Allowance to Attorneys

- 2.5.3 At present, full-time Attorneys on the establishment of the RRA are entitled to an all-inclusive yearly allowance of Rs 24400, as an assistance to cover certain items of expenditure related to the exercise of the profession, along similar lines as counterparts on the permanent and pensionable establishment of the Attorney-General's Office, the Office of the Director of Public Prosecutions and those at the Municipal Councils. In this Report, we are maintaining the allowance and revising the quantum.
- 2.5.4 **We recommend that Attorneys employed on a full-time basis by the Rodrigues Regional Assembly be paid an all-inclusive yearly allowance of Rs 27720 as an assistance to cover certain items of expenditure related to the exercise of the profession.**

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>LEGAL SERVICES</b>   |
|                   | <b>Rs 27720</b><br>Attorney (RRA) (Part-Time)<br>Legal Officer (RRA) (Part-Time)                                    |
| <b>12 065 085</b> | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Attorney (RRA)<br>Legal Officer (RRA) |

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## **2.6 Meteorological Services**

- 2.6.1 The Meteorological Services of the RRA envisions to be a proactive and highly efficient institution. Its overall mission is to provide accurate and timely weather information and meteorological products for the general welfare of the citizens of the Republic and the public at large.
- 2.6.2 The main services provided are to communicate daily weather information to the public, daily weather forecast to fishermen in Rodrigues, a five-day forecast to the agricultural community every Monday and Friday, fortnightly reports on rainfall distribution over Rodrigues and seasonal forecasts; cyclone warnings in case of cyclones; timely information and warnings about occurrences of extreme weather events such as cold spells, heat waves and torrential rain; advisories to ensure the protection and safety of aircrafts and ships; climatological data and exchange weather information and data at regional and international level.
- 2.6.3 A Principal Meteorological Technician from Mauritius is responsible for the day-to-day administration of the Meteorological Services. He is assisted by officers in the Meteorological Observer's cadre comprising the grades of Principal Meteorological Observer, Senior Meteorological Observer and Meteorological Observer.
- 2.6.4 Management and Staff Associations have made submissions to the effect that the grade of Meteorological Observer be restyled Meteorological Technician given that the training provided to incumbents in the grades of Meteorological Observer and Meteorological Technician is the same and nature of work performed are also similar. However, we have been apprised that the Meteorological Station in Rodrigues is primarily an observation station, mainly concerned with the collection of data, which in turn are interpreted by Meteorological Technicians in Mauritius owing to the unavailability of the relevant software in the RRA.
- 2.6.5 Moreover, during a recent site visit conducted at the Mauritius Meteorological Services at Vacoas, the Bureau has noted that there are various specialised sections where officers of the Meteorological Technician cadre are provided training in order to perform the duties of a Meteorological Technician. These sections are, among others, Climatology, Agrometeorology and Hydrometeorology, which do not exist at the RRA Meteorological Station.
- 2.6.6 In the event the services of a Principal Meteorological Technician would no longer be required at the RRA following technological improvements, the creation of a proper Meteorological Technician cadre may be envisaged. We are, therefore, in this Report maintaining the present organisation structure.

## SALARY SCHEDULE

| Salary Code                    | Salary Scale and Grade   |
|--------------------------------|--|
| <b>METEOROLOGICAL SERVICES</b> |  |
| 19 061 078                     | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 51575</b><br>Principal Meteorological Technician                               |
| 19 060 074                     | <b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Principal Meteorological Observer   |
| 19 035 069                     | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 38350</b><br>Meteorological Technician |
| 19 056 072                     | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Meteorological Observer  |
| 19 031 063                     | <b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Meteorological Observer   |
| 19 024 026                     | <b>Rs 13270 x 260 – 13790</b><br>Trainee Meteorological Observer   |
| 24 023 052                     | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)                     |
| 24 001 038                     | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker                         |

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## 2.7 Education (Administration)

- 2.7.1 The Education Division envisions to have skilled, versatile, responsible and employable citizens in Rodrigues. Its mission is to promote education at all levels and act as a facilitator and catalyst for the promotion of capacity building.
- 2.7.2 The Division is responsible, *inter alia*, for the overall administration of education at Pre-Primary, Primary and Secondary level; implementation of policies pertaining to education as prescribed by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research; and the provision of adequate infrastructure, equipment and furniture.
- 2.7.3 At present, the Division is headed by a Director of Education (RRA) who is supported by officers in the grades of Head of Education (Primary), Secondary School Inspector, Senior School Inspector, School Inspector, as well as officers of the Educator (Primary) cadre, among others.
- 2.7.4 In the context of this review exercise, both Management and staff side have made submissions to reinstate parity between grades on the Mauritian and Rodriguan establishment which have been disturbed by the 2013 EOAC Report. We are making appropriate recommendations to this effect.

### Teacher/Senior Teacher

#### Educator (Primary)

- 2.7.5 The primary education sector consists of three categories of Teachers, namely Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator Primary. This situation of having teachers with different appellations is creating much frustration among incumbents in the three grades. We are making appropriate recommendations to this effect.

### Recommendation 1

- 2.7.6 **We recommend that the grades of Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary) be merged and restyled Primary School Educator. Appointment thereto, should in future be made from among Trainee Primary School Educator formerly Trainee Educator (Primary) who have successfully completed their training course leading to a Teacher's Diploma.**
- 2.7.7 Consequent to changes for the grades of Teacher/Senior Teacher and Educator (Primary) as described above, **necessary amendments should be brought, by Management through the MCSAR, to relevant schemes of service for the cadre.**

- 2.7.8 We are also making appropriate provision for those incumbents in the grade of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* who have successfully followed the Diploma Course through insertion of a Qualification Bar in the relevant salary scales.

## Recommendation 2

- 2.7.9 We recommend that officers in the grade of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* possessing the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar inserted in the salary scale.**

### **Compensation for Diploma in Education Management (DEM) to Teacher/Senior Teacher**

- 2.7.10 Prior to this Report, distinct salary scales were provided to the former grades of Teacher/Senior Teacher; Teacher/Senior Teacher (ACE); AND Deputy Head Master; Deputy Head Master (CEM); Head Master and Head Master (ACEM). Transitional provisions in terms of additional increments were also provided for different levels of the hierarchy to motivate them to acquire the DEM qualification.
- 2.7.11 The Ministry of Education and Human Resources, Tertiary Education and Scientific Research has apprised that courses leading to the Advanced Certificate in Education (ACE), Certificate in Educational Management (CEM) and the Advanced Certificate in Education Management (ACEM) course would no longer be run. Henceforth, only the Diploma in Educational Management (DEM) would be run.
- 2.7.12 Moreover, the scheme of service for the post of Head Master has finally been prescribed on 08 September 2015 wherein the Diploma in Educational Management (DEM) is a requirement for eligibility to compete for the post of Head Master. **Since the DEM qualification is now a requirement for promotion in the cadre, the transitional provisions in terms of additional increments for all levels no longer hold and should therefore lapse. The Bureau recommends accordingly.**

### **Deputy Head Master**

#### **Health and Physical Education Instructor**

- 2.7.13 A Qualification Bar has been inserted in the salary scale for the grades of Deputy Head Master and Health and Physical Educator Instructor. **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 grade.**

**Refund of Travelling by Bus to Trainee Primary School Educators**

2.7.14 Request was made for the refund of travelling to Trainee Educators (Primary) to be in line with that existing for Trainees in other sectors. We recommend accordingly.

**Recommendation 3**

2.7.15 We recommend that Trainee Primary School Educators *formerly Trainee Educators (Primary)* should be refunded travelling expenses incurred by bus from residence to the place of work/training and back.

**SALARY SCHEDULE**

| Salary Code | Salary Scale and Grade   |
|-------------|--|
|             | <b>EDUCATION (Administration)</b>  |
| 06 077 092  | Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175<br>Director of Education (RRA)                |
| 06 069 085  | Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Head of Education (Primary)<br>Secondary School Inspector |
| 06 068 083  | Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700<br>Senior School Inspector                                   |
| 06 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Educational Psychologist      |
| 06 064 080  | Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825<br>School Inspector                            |
| 02 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Administrative Officer        |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 06 061 078  | <p><b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b></p> <p>Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)</p>                                    |
| 06 059 076  | <p><b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b></p> <p>Head Master</p>  |
| 06 046 073  | <p><b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b></p> <p>Mentor</p>   |
| 06 052 073  | <p><b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b></p> <p>Deputy Head Master<br/>Health and Physical Education Instructor</p>   |
| 06 044 070  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575</b></p> <p>Primary School Educator<br/><i>formerly Teacher/Senior Teacher<br/>Teacher/Senior Teacher (ACE)<br/>Educator (Primary)</i></p> |
| 06 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Support Teacher</p>  |
| 06 028 031  | <p><b>Rs 14325 x 275 – 15150</b></p> <p>Trainee Primary School Educator<br/><i>formerly Trainee Educator (Primary)</i></p>   |
| 08 038 063  | <p><b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Senior School Clerk</p>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>School Clerk</p>   |
| 08 043 069  | <p><b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Confidential Secretary<br/><i>formerly Confidential Clerk/Senior Confidential Clerk</i></p> |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>                        |
| 08 026 059  | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b></p> <p>Word Processing Operator</p>                                     |
| 24 027 052  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Senior/Head School Caretaker</p>   |
| 04 030 064  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b></p> <p>ICT Support Officer</p>  |
| 24 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Driver (Roster)</p>  |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>   |
| 25 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Electrician</p>  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 21 019 046  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Storekeeper (Rodrigues)  |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>School Caretaker   |
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard   |
| 24 016 043  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Stores Attendant   |
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Sanitary Attendant   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## 2.8 State Lands - Cadastral Office

- 2.8.1 The mission of the Cadastral Office is to provide unfaulted and coherent advice to decision makers on matters related to state lands and also to satisfy members of the public by providing them with a good and efficient service.
- 2.8.2 Its main objectives are, *inter alia*, to keep an update and complete record of all uses and occupation of all parts of state lands in Rodrigues; draw up all leases where approval has been conveyed within a reasonable delay; make optimum and prudent use of available resources; and control sustainable development.
- 2.8.3 At present, the Cadastral Office is manned by officers of the Surveyor and Cartographer cadres, among others. The present organisational structure is appropriate and is being maintained.

### Allowance for the Principal Surveyor

- 2.8.4 The monthly allowance of Rs 1220 paid to the Principal Surveyor for acting as Officer-in-Charge and for performing additional duties is being maintained.

### Recommendation 1

- 2.8.5 We recommend that the Principal Surveyor acting as the Officer-in-Charge of the Cadastral Office should continue to be paid a monthly allowance of Rs 1220.**

### Plan Printing Operator

- 2.8.6 At present, the qualification requirements of the grade of Plan Printing Operator are a School Certificate with passes in at least five subjects and a National Trade Certificate (Level 3) in Printing or a National Certificate (Level 3) in Print Finishing or an equivalent relevant qualification.
- 2.8.7 The Bureau has been apprised that in certain Ministries, the duties of Plan Printing Operators have evolved and become more complex, depending upon the type of technologies used. However, at other places, the mode of operation has remained the same. We have also been informed that knowledge in Autocad is essential in view of coping with the evolution in the duties.
- 2.8.8 Given that this situation is not prevalent in all the organisations where the grade of Plan Printing Operator exists, we believe that it would be more appropriate to compensate incumbents who possess a Certificate in Autocad. We are recommending along these lines.

## Recommendation 2

2.8.9 We recommend that Plan Printing Operators possessing a Certificate in Autocad or a relevant equivalent qualification should proceed beyond the top salary of their grade in the master salary scale by one increment provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

## Health Surveillance

2.8.10 The Bureau has been informed that Plan Printing Operators are constantly exposed to substances emanating from the printing machines which are hazardous to health. In this context, we are recommending for Health Surveillance for incumbents.

## Recommendation 3

2.8.11 We recommend that Management should make necessary arrangements 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  |
|-------------|---|
|             | <b>CADASTRAL OFFICE</b>   |
| 26 075 089  | Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450<br>Principal Surveyor    |
| 26 069 085  | Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Senior Surveyor                      |
| 26 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Surveyor |
| 26 028 031  | Rs 14325 x 275 – 15150<br>Trainee Surveyor  |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 26 058 074  | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Senior Cartographer (Personal salary for officers in post as at 31.12.12)</p>                   |
| 26 040 074  | <p><b>Rs 18025 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Cartographer/Senior Cartographer</p>                  |
| 26 028 030  | <p><b>Rs 14325 x 275 – 14875</b></p> <p>Trainee Cartographer</p>  |
| 26 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Survey Technician</p>                                   |
| 24 037 058  | <p><b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b></p> <p>Head Survey Field Worker</p>  |
| 24 018 051  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Survey Field Worker/Senior Survey Field Worker</p>      |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p> |
| 08 026 059  | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b></p> <p>Word Processing Operator</p>              |
| 16 023 057  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28750</b></p> <p>Plan Printing Operator</p>                |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 22 021 054  | <b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Receptionist/Telephone Operator                            |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)  |
| 24 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700<br/>x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750<br/>x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x<br/>260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## 2.9 Town and Country Planning Unit

- 2.9.1 The objectives of the Town and Country Planning Unit are to ensure that projects are in line with defined strategies; process applications for the transfer and extension of leases, pledges or rights on leases in a transparent manner; prepare planning guidelines and enforce planning regulations; and compile and manage data concerning land use.
- 2.9.2 Officers in the grades of Town and Country Planning Officer, Development Control Officer, Cadet Planner and Planning Assistant are presently responsible for the smooth running of the Unit. We are not bringing any change in the organisational structure.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>PLANNING UNIT</b>  |
| <b>26 059 081</b> | <b>Rs 29200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Town and Country Planning Officer           |
| <b>26 044 072</b> | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Development Control Officer    |
| <b>26 053 055</b> | <b>Rs 24750 x 775 – 32500 x 925 – 26300</b><br>Cadet Planner  |
| <b>26 029 062</b> | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Planning Assistant |

\* \* \* \* \*

## **2.10 Rodrigues Fire and Rescue Service**

- 2.10.1 The Fire and Rescue Service aims at rendering Rodrigues safe from disaster. Its mission consists in protecting lives and properties against destruction by fire; advising the population about fire preventions and advocating fire prevention legislation; providing humanitarian services to the community; and participating actively in the risk reduction and disaster activities in Rodrigues.
- 2.10.2 At present, there is only one fire station, located at Camp du Roi. An Officer-in-Charge is at the head of the Fire and Rescue Service, which comprises a six-level hierarchy.
- 2.10.3 In the last Report, we extended a few recommendations applicable in the Mauritius Fire and Rescue Service to the Fire Service in Rodrigues.
- 2.10.4 In the context of this Report, the Bureau has received strong representations from both Management and Unions to merge the grades of Sub Officer and Firefighter. The Bureau views that such a step would not be appropriate given that the elements of reporting, rank, status, control and authority which are of fundamental importance in a disciplined force, would disappear and hence cause hindrance in the smooth running of the Fire and Rescue Service. However, the Bureau is providing for another arrangement which would address the problem by designating an officer to take the lead in a team comprising only Firefighters during an intervention. We are also making provision for the payment of a Performance Bonus to operational staff and maintaining the existing allowances.

### **Lead Firefighter**

#### **Recommendation 1**

- 2.10.5 **We recommend that Firefighters should be departmentally known as Lead Firefighter on completing 15 years of service in the grade, subject to being favourably reported on their performance, conduct and attendance. The Lead Firefighter should be given the responsibility of leading and taking charge of a team of Firefighters, whenever the situation requires.**
- 2.10.6 **We further recommend that the Lead Firefighter should be paid a monthly allowance equivalent to two increments at the point reached in the salary scale.**

## Performance Bonus

2.10.7 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

## Recommendation 2

**2.10.8 We recommend that officers in the grade of Firefighter up to Senior Station Officer should be paid a one-off 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) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) not been adversely reported upon on ground of conduct.**

2.10.9 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

## Recommendation 3

**2.10.10 We recommend that the above recommendation should take effect as from 01 January 2018.**

## Risk Allowance

## Recommendation 4

**2.10.11 We recommend that a monthly Risk Allowance equivalent to 1½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 900, be paid to Firefighters, Sub Officers and Station Officers performing operations duties.**

**Bank of Fire Officers Scheme****Recommendation 5**

**2.10.12** We recommend that the allowance payable to officers of the Bank of Fire Officers Scheme should be revised to Rs 640 for the first three hours of work and on a *pro rata* basis for hours put in beyond the three hours.

**Time Off****Recommendation 6**

**2.10.13** 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, subject to a maximum four hours per day.

**2.10.14** The above recommendation should, however not apply in cases of natural disasters, major emergencies and in times of crisis.

**Night Duty Allowance****Recommendation 7**

**2.10.15** We recommend that the 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 8**

**2.10.16** We recommend that the monthly allowance payable to officers of the Firefighter cadre performing maintenance and repair duties in respect of radio telephone equipment and breathing apparatus should be revised to Rs 385.

**Allowance for driving Heavy Specialised Vehicles****Recommendation 9**

**2.10.17** 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.

## Rent Allowance

### Recommendation 10

2.10.18 We recommend that Rent Allowance payable to eligible officers should be maintained as hereunder:

| Grade  | Amount (Rs) |
|--|-------------|
| Firefighter                                      | 735         |
| Sub Officer                                      | 790         |
| Station Officer                                  | 815         |
| Senior Station Officer                           | 915         |
| Divisional Officer                               | 1010        |
| Officer-in-Charge, Fire and Rescue Service       | 1180        |
| Airport Fire Officer (Civil Aviation Department) | 1010        |

## Medical Examination

### Recommendation 11

2.10.19 We recommend that:

- (i) Management should continue to make the necessary arrangements for all officers of the Firefighter cadre to undergo a complete medical check-up once every two years in view of ensuring 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.

## Early Retirement Scheme

2.10.20 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 1/414<sup>th</sup> 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.**

## General Observation on Training Issues

2.10.21 The Bureau has received strong representations from several parties regarding the issue of training, namely the provision of relevant training to officers of the Firefighter cadre and the setting up of a Training Unit.

2.10.22 General recommendations regarding training have been made under the Chapter Training and Development, in Volume 1 of this Report.

2.10.23 However, Management in turn should come up with its training plan/programme and make necessary arrangements for the implementation of same. Similarly, the Chief Commissioner's Office may solicit the help and collaboration of the Chief Fire Officer of the Mauritius Fire and Rescue Service in this process and additionally seek the support of the Civil Service College to mount and dispense training to officers of the Fire and Rescue Service. The Chief Commissioner's Office can further discuss with the Mauritius Fire and Rescue Service and other relevant authorities on the possibility and availability of training opportunities abroad as spelt out in the Chapter 9 in Volume 1 of this Report.

### SALARY SCHEDULE

| Salary Code                              | Salary Scale and Grade   |
|--|--|
| <b>RODRIGUES FIRE AND RESCUE SERVICE</b> |  |
| <b>07 066 081</b>                        | <b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Officer-in-Charge, Fire and Rescue Service   |
| <b>07 058 074</b>                        | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Divisional Officer  |
| <b>07 054 071</b>                        | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b><br>Senior Station Officer   |
| <b>07 048 068</b>                        | <b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125</b><br>Station Officer   |
| <b>07 046 065</b>                        | <b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Sub Officer   |
| <b>07 033 062</b>                        | <b>Rs 15750 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Firefighter  |
| <b>08 027 060</b>                        | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 21 019 046  | Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525<br>Storekeeper (Rodrigues)                 |
| 24 001 038  | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br>General Worker |

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## **2.11 Prisons and Reforms Institutions (Administration)**

2.11.1 The Prisons and Reforms Institutions work towards the reduction of crime, suicide and protection of the public. They aim at serving 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**

2.11.2 The main objectives of the Rodrigues Prison Service are to ensure improvement in prison standard for better custody and security of detainees; rehabilitate detainees through educational and vocational training; and develop an expanded and sustainable network of non-governmental organisations.

2.11.3 There is only one prison in Rodrigues, located at Pointe La Gueule. The population of detainees is about 45 against a staff strength of 39 Prisons Officers. An Assistant Superintendent of Prisons is responsible to manage the Prison. He is assisted by officers in the grades of Principal Prisons Officer (Male and Female), Prisons Officer Grade 1 and Prisons Officer/Senior Prisons Officer (Male and Female).

2.11.4 For this Report, the Bureau has received representations from both Unions and Management to further strengthen the structure in view of improving the Rodrigues Prison Service in line with international standards of human rights and providing a safe and healthy environment for the detainees and creating facilities for their rehabilitation and reintegration in society. Hence, the creation of the grades of Superintendent of Prisons, Senior Officer Cadet, Principal Prisons Welfare Officer and Prisons Welfare Officer has been proposed.

2.11.5 After careful analysis and taking into account the size of the establishment, the ratio of detainees to staff, the specificity of Rodrigues and scope of activities at the Rodrigues Prison, the Bureau considers that the present structure is appropriate. However, given the critical importance of the service and the fact that much emphasis is being laid on the rehabilitation of detainees, we deem it justified that the grades of Superintendent of Prisons and Prisons Welfare Officer be created. We are also providing for the departmental appellation of Lead Prisons Officer and the payment of a Performance Bonus. In addition, we are granting a Trade Allowance to Prison Officers, whilst maintaining the existing allowances.

### **Superintendent of Prisons**

2.11.6 The Bureau views that there is justification to consolidate the structure at the top level. In practice, on the Mauritian establishment, an officer not below the level of a Superintendent of Prisons/Senior Superintendent of Prisons is entrusted the responsibility of taking charge of a prison. In Rodrigues, this responsibility befalls an Assistant Superintendent of Prisons. After due examination, we consider that

owing to the specificity of the RRA and size of the prison in terms of population and infrastructure, the need for a merged level of Superintendent of Prisons/Senior Superintendent of Prisons is not warranted. Instead we are providing for a level of Superintendent of Prisons.

### Recommendation 1

**2.11.7 We recommend the creation of the grade of Superintendent of Prisons. Appointment thereto should be made by promotion on the basis of experience and merit of officers in the grade of Assistant Superintendent of Prisons reckoning at least two years' service in a substantive capacity in the grade and having a sound knowledge of prisons duties and are well versed in prisons rules, regulation, legislations in force and standing orders.**

2.11.8 Incumbent would be responsible for the administration of the prisons and would be called upon to, among others, ensure that duties relating to security, safe custody, discipline and cleanliness are observed; devise and monitor rehabilitation programmes; perform duties as laid down in the Reform Institutions Act. Prison regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institutions.

### Prisons Welfare Officer (New Grade)

#### Recommendation 2

**2.11.9 We recommend the creation of the grade of Prisons Welfare Officer. Appointment thereto should be made by selection from among officers of the Rodrigues Prison Service who are members of the Disciplined Force, reckoning at least five years' service in a substantive capacity in the Rodrigues Prison Service and possessing a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Disciplined Forces Service Commission. In the absence of qualified officers, appointment should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution, along with proven experience in Social and Welfare work.**

2.11.10 Incumbent would be required, among others, to assist the Officer-in-Charge of the institution in the training and welfare of detainees, maintain contact between the detainees and their families; assist in updating the system for the overall rehabilitation of detainees; establish and maintain links with prospective employers and the Probation Service; prepare detainees for discharge; and deal with the legal, social and family problems of detainees and liaise with their families.

## Lead Prisons Officer

### Recommendation 3

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

**2.11.12 We further recommend that Lead Prisons Officers should be paid a monthly allowance equivalent to two increments at the point reached in their salary scale.**

### Performance Bonus

2.11.13 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

### Recommendation 4

**2.11.14 We recommend that officers in the grade of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer should be paid a one-off 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) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) not been adversely reported upon on ground of conduct.**

2.11.15 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

**Recommendation 5**

**2.11.16 We recommend that the above recommendation should take effect as from 01 January 2018.**

**Trade Allowance**

2.11.17 At present, a Trade Allowance is paid to Prisons Officer/Senior Prisons Officers posted in the Trades Section, in line with what obtains in the Mauritius Prison Service. We are maintaining the payment of this allowance.

**Recommendation 6**

**2.11.18 We recommend the continued payment of a monthly Trade Allowance of Rs 380 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.**

**Risk Allowance****Recommendation 7**

**2.11.19 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 scales, subject to a maximum of Rs 900.**

**Bank of Prisons Officers Scheme****Recommendation 8**

**2.11.20 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 640 for the first three hours of work and on a *pro-rata* basis for additional hours of work put in.**

**Attending duty during Emergencies****Recommendation 9**

**2.11.21 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 10

2.11.22 We recommend that officers of the Prisons Security Squad should continue to be paid a monthly Special Allowance of Rs 1400.

### Night Duty Allowance

#### Recommendation 11

2.11.23 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 12

2.11.24 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 follows:

| Grades  | Amount (Rs) |
|---|-------------|
| <b>Principal Prisons Officer reckoning</b>  |             |
| Up to 10 years' service   | 735         |
| Over 10 years' service  | 880         |
| <b>Prisons Officer Grade I (Personal) and Prisons Officer/<br/>Senior Prisons Officer reckoning:</b>                              |             |
| (i) an aggregate of up to 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/<br>Senior Prisons Officer; | 600         |
| (ii) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/<br>Senior Prisons Officer. | 730         |

**Rent Allowance****Recommendation 13**

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

| <b>Grade</b>   | <b>Amount (Rs)</b> |
|--|--------------------|
| <b>Superintendent of Prisons</b>   | <b>1365</b>        |
| <b>Assistant Superintendent of Prisons</b>   | <b>1180</b>        |
| <b>Principal Prisons Officer</b>   | <b>1010</b>        |
| <b>Prisons Officer Grade I (Personal)</b>  | <b>815</b>         |
| <b>Woman Prisons Officer/Senior Woman Prisons Officer<br/><i>formerly Female Prisons Officer/Senior Female Prisons Officer</i></b> | <b>815</b>         |
| <b>Prisons Officer/Senior Prisons Officer</b>  | <b>815</b>         |

**Injury Leave****Recommendation 14**

**2.11.26 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 at Chapter 18.4 in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or finishes.**

**Medical Examination****Recommendation 15**

**2.11.27 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.**

## Early Retirement Scheme

### Recommendation 16

2.11.28 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 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.

2.11.29 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.

### Probation Service

2.11.30 The Probation Service works in collaboration with the Court, the Commission for Social Security and Family Welfare to, *inter alia*, counsel and provide support to members of the family in case of conflicts; assist the court in passing sentences and sensitising people on ways and means of preventing and reducing criminality.

2.11.31 The Probation Service is presently manned by an Officer-in-Charge, Probation Service restyled Head, Probation Service and is assisted by officers in the grades of Senior Probation Officer and Probation Officer.

2.11.32 The present structure of the Probation Service is appropriate.

### Probation Officer

2.11.33 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.**

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade   |
|-------------|--|
|             | <b>PRISONS AND REFORM INSTITUTIONS</b>   |
| 17 065 080  | Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825<br>Superintendent of Prisons (New Grade) |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 17 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Assistant Superintendent of Prisons  |
| 17 051 068  | <b>Rs 23200 x 775 – 32500 x 925 – 37125</b><br>Principal Prisons Officer  |
| 17 046 065  | <b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Prisons Officer Grade I (Personal)   |
| 17 034 065  | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Prisons Officer/Senior Prisons Officer<br>Woman Prisons Officer/Senior Woman Prisons Officer<br><i>formerly Female Prisons Officer/Senior Female Prisons Officer</i> |
| 17 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Prisons Welfare Officer (New Grade)  |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Prisons Attendant (Roster)   |
| 23 057 075  | <b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b><br>Head, Probation Service<br><i>formerly Officer-in-Charge, Probation Service</i>  |
| 23 052 072  | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Probation Officer   |
| 23 036 070  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b><br>Probation Officer  |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 001 038  | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br>General Worker |

\* \* \* \* \*

## 2.12 Agricultural Research and Extension Services

- 2.12.1 The Department of Agricultural Research and Extension Services (ARES) provides support to the Commission for Agriculture to realise its objectives for sustainable agricultural growth and to create an enabling environment for “Agriculture for Growth”.
- 2.12.2 The ARES is striving to make agriculture the third pillar of the Rodriguan economy behind tourism and fishing. Its main objectives are, *inter alia*, to: strengthen human and institutional capacity and mobilise financial and technical resources for delivery of relevant agricultural services; formulate, review and implement national policies, plans, strategies and regulations, and enforce laws along the crop and livestock value chain; develop public infrastructure to support production; formulate appropriate policy framework; enhance the contribution of agricultural research and extension for sustainable agricultural productivity, competitiveness, food and nutrition security and poverty eradication; develop agricultural markets and products; and strengthen its research capacity and provide means for effective extension outreach to farmers.
- 2.12.3 The main services provided are, *inter alia*, production and sales of imported animal breed to local farmers; production and sales of livestock feed; sales of fruit trees and seeds; production and sales of queen bees; and provision of honey extractor and other related equipment to beekeepers.
- 2.12.4 The Manager, Agricultural Research and Extension Services is the technical head of the ARES. He is assisted by officers in the professional and technical grades.
- 2.12.5 Following submissions made by Management and Staff Associations coupled with the recommendations made by the Food and Agricultural Organisation, we are in this Report redesigning the organisation structure of the Agricultural Services through the restyling of certain grades to more appropriate job appellations, amending of qualification requirements where relevant and creating a level to enable the ARES to better deliver on its mandate. This re-engineering has also been brought to be in line with the structures prevailing in the Civil Service for similar cadres. In addition, we are introducing new allowances.

### Scientific Officer/Senior Scientific Officer (New Grade)

- 2.12.6 The Bureau has been apprised that further to its policy of diversification, much emphasis is being laid on the development and growth of the Crops and Livestock Section as well as the Agro and Food Processing Section. In this perspective, Management has submitted that there is an imperative need for a professional level to be involved in these two specific fields.

- 2.12.7 At present, the grades of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) exist on the establishment of the RRA. With the creation of a grade of Scientific Officer in the two proposed fields, this would entail the creation of two additional levels in the structure, hence defeating our policy for delaying. On the other hand, we consider that the organisation should be equipped with these professionals so as to give a boost to expanding and emerging sectors. After careful analysis, we deem it appropriate that instead of creating a grade of Scientific Officer in each field, we may maintain one grade with a generic appellation where the same requirements would prevail except that the fields in which a degree is required would differ, depending on the section the Scientific Officer is needed.
- 2.12.8 Moreover, taking into account the level of responsibilities devolving upon the grade of Scientific Officer, we are reviewing its appellation to Scientific Officer/Senior Scientific Officer and thereby allowing for enhanced career earnings. We are recommending along these lines.

### Recommendation 1

**2.12.9 We recommend that:**

- (i) the grade of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) be restyled Scientific Officer/Senior Scientific Officer;**
- (ii) the scheme of service of the generic grade of Scientific Officer/Senior Scientific Officer should be enlarged and make provision for the duties to be performed by a Scientific Officer/Senior Scientific Officer in the field of Crops and Livestock; Food Science; and Agro Processing in line with those of the former grades of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry), now restyled Scientific Officer/Senior Scientific Officer;**
- (iii) in future, appointment to the grade of Scientific Officer/Senior Scientific Officer should be made by selection from among officers in the grades of Technical Officer (Agriculture) (Personal), Senior Technical Officer (Agriculture) and Agricultural Superintendent possessing a relevant degree in the field concerned. In the absence of qualified serving candidates, appointment thereto should be made from among candidates possessing a relevant degree in the field concerned.**

### **Assistant Manager, Agricultural Research and Extension Services (New Grade)**

- 2.12.10 At present, the Manager, Agricultural Research and Extension Services is responsible for the administration, management and proper functioning of the Agricultural Services. With an expansion in activities at the Agricultural Research and Extension Services, the Bureau has been apprised that there is need for a

dedicated grade to assist the technical head in the manning of the Crops and Livestock and Agro Processing Sections. We consider the request to be justified and are recommending accordingly.

## Recommendation 2

**2.12.11 We recommend the creation of the grade of Assistant Manager, Agricultural Research and Extension Services. Appointment thereto should be made by selection from Scientific Officer/Senior Scientific Officers formerly Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) reckoning at least four years' service in a substantive capacity or an aggregate of four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer formerly Scientific Officer (Agronomy) and Scientific Officer (Husbandry) and/or Scientific Officer (Agronomy) or Scientific Officer (Animal Husbandry)**

2.12.12 Incumbent would be responsible, *inter alia*, to manage, plan and implement all activities related to the section under his responsibility; monitor all matters/projects pertaining to his field; develop appropriate strategies and prepare operational plans; provide advice, functional guidance and assistance on all policies; and provide proper guidance and training to subordinate staff.

## Manager, Agricultural Research and Extension Services

2.12.13 At present, the grade of Manager, Agricultural Research and Extension Services is filled by selection from among candidates possessing a Degree in Agriculture or Agronomy or Crop Science or Agricultural Economics or Agricultural Management or Agricultural Science or Animal Production or Animal Husbandry or Animal Science with at least six years' experience in the relevant field of study. With the creation of the grade of Assistant Manager, ARES, there is need to review its qualification requirements.

## Recommendation 3

**2.12.14 We recommend that the mode of appointment to the grade of Manager, Agricultural Research and Extension Services should be amended so that in future, appointment should be made by promotion on the basis of experience and merit, of the Assistant Manager, Agricultural Research and Extension Services reckoning four years' service in a substantive capacity in the grade.**

## Restructuring of the Technical Cadre

2.12.15 It has been submitted that further to evolution in the agricultural sector, the duties of certain technical grades have become quasi superfluous. Furthermore, the qualification requirements in certain cases do not match with the level of duties being performed by incumbents, such that there is need to redesign the whole technical cadre.

2.12.16 After a careful examination, the Bureau views that there is ample justification for a major restructuring of the technical cadre when considering the importance of the agricultural sector in Rodrigues, the structure prevailing in the Civil Service and our policy for flatter structures. We are making a series of recommendations to that effect.

#### **Recommendation 4**

2.12.17 We recommend that the grade of Technical Officer be made evanescent.

2.12.18 A personal salary has been recommended for the grade of Technical Officer, whilst maintaining the grades of Senior Technical Officer and Agricultural Superintendent so as to allow the Technical Officers to continue moving in the hierarchy. However, these two latter grades should eventually phase out in the course of time.

#### **Agricultural Assistant (Personal)**

#### **Technical Assistant**

#### **Senior Technical Assistant**

#### **Recommendation 5**

2.12.19 We recommend that:

- (i) the grades of Technical Assistant and Agricultural Assistant (Personal) be merged and restyled Agricultural Support Officer ;
- (ii) the grade of Senior Technical Assistant be restyled Senior Agricultural Support Officer;
- (iii) in future, appointment to the grade of Agricultural Support Officer be made by selection from among candidates possessing a Diploma in Agriculture or Sugar Technology or related field;
- (iv) 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 revised salary scale;
- (v) newly recruited Agricultural Support Officers possessing a Diploma should join the recommended salary scale at salary point Rs 19575.
- (vi) Senior Agricultural Support Officers possessing a Diploma should join the recommended salary scale at salary point Rs 39150.
- (vii) the duties of the newly restyled grades of Agricultural Support Officer and Senior Agricultural Support Officer should be enlarged to include those of the grade of Technical Officer (Personal) and Senior Technical Officer respectively.

**Movement for Technical Officers (Agriculture) (Personal)**

2.12.20 At present, in the Civil Service, Technical Officers (Personal) are allowed to move beyond their top salary on grounds of performance. We consider that in all fairness, this provision should be extended to Technical Officers (Agriculture) (Personal) of the Rodrigues Regional Assembly. We are recommending accordingly.

**Recommendation 6**

**2.12.21 We recommend that officers in the grade of Technical Officer (Agriculture) (Personal), who have drawn their top salary for a year, should proceed incrementally in the salary scale of the grade of Senior Technical Officer (Agriculture) provided they:**

- (i) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

This recommendation should, however, not preclude Technical Officers (Agriculture) (Personal) from being promoted to the grade of Senior Technical Officer (Agriculture) before they have reached the top of their salary scale or on vacancy arising in the latter grade.

**2.12.22 We further recommend that incumbents in the grade of Technical Officer (Agriculture) (Personal) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer (Agriculture) upon moving in the higher salary scale.**

**Field Assistant**

2.12.23 Presently, Field Assistants who have drawn their top salary for a year are 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. We are maintaining this provision.

**Recommendation 7**

**2.12.24 We recommend that Field Assistants should be allowed to proceed incrementally in the salary scale of the grade of Senior Field Assistant (Personal) which is Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

## Posting of a General Worker at Port and Airport

### Recommendation 8

**2.12.25 We recommend that a General Worker should be posted at the port and airport, whenever required, to provide assistance to the Technical Officers (Agriculture) (Personal) and Senior Technical Officers (Agriculture).**

### Flexitime

2.12.26 The provision regarding the concept of flexitime in respect of officers working in the Extension Unit of the Agricultural Services is being maintained.

### Recommendation 9

**2.12.27 We recommend that Management should introduce flexitime as deemed expedient for officers working in the Extension Unit of the Agricultural Services in accordance with the recommendations made at Chapter 18.5 of Volume 1 of this Report.**

### Ad-hoc Allowance

2.12.28 Management and Staff Associations have submitted that officers in the grades of Senior Technical Assistant, Technical Assistant and Field Assistant are regularly required to work on Crab Island for the tagging of wild animals. They are thus exposed to various kinds of hardship owing to the dangerous nature of trips endorsed and the fact that they operate in a hostile environment consisting of harmful insects and animals, where the risk of sustaining injuries is high. In this context, request has been made for the grant of an allowance as an inducement to these officers to work on Crab Island.

### Recommendation 10

**2.12.29 We recommend that officers in the grades of Senior Agricultural Support Officer *formerly Senior Technical Assistant*, Agricultural Support Officer *formerly Technical Assistant and Agricultural Assistant (Personal)* and Field Assistant who are regularly required to work on Crab Island be paid a monthly *adhoc* allowance equivalent to one and a half increments at the initial of their respective salary scale.**

## VETERINARY SERVICES

2.12.30 The Veterinary Services operates under the Agricultural Research and Extension Services and provides essential veterinary services on a 24/7 basis. Its main objective is to help boosting the livestock sector in Rodrigues by ensuring the good health of the flock and preventing entry and spread of new diseases, which may eventually jeopardise the sector.



2.12.31 The main activities of the Veterinary Services are, *inter alia*, the prevention of disease and treatment of sick animals, monitoring of import and export of live animals; prophylaxis and vaccination of poultry; disease surveillance and investigation; and provision of advice to local breeders.

### **Veterinary Officer**

2.12.32 In Mauritius, Veterinary Officers having reached the top of their salary scale are allowed to move in the salary scale of the grade of Senior Veterinary Officer on account of the continued scarcity of professionals in this field. In the same vein, we are allowing Veterinary Officers in Rodrigues to move in the senior professional scale though the grade of Senior Veterinary Officer does not exist on the establishment of the RRA and are making provisions for some flexibility in their remuneration system.

### **Recommendation 11**

**2.12.33 We recommend that Veterinary Officers who have reached the top of their salary scale should be allowed to proceed incrementally in the salary scale of Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 , provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

**2.12.34 We further recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, approve a higher salary point for new entrants in the grade of Veterinary Officer based on their qualification and experience, and such adjustments in salary as may be required for officers in post.**

### **Special Professional Retention Allowance**

2.12.35 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/Architecture/Quantity Surveying and Veterinary Services which were considered as scarcity areas.

- 2.12.36 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 2.12.37 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields except in the Veterinary Science field.
- 2.12.38 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.
- 2.12.39 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

### Recommendation 12

- 2.12.40 We recommend that Veterinary Officers eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

| Salary  | SPRA<br>% of monthly salary |
|---|-----------------------------|
| <b>Veterinary Officer reckoning at least 10 years' service in the grade</b> | <b>7</b>                    |

**2.12.41 We also recommend that those officers who:**

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

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

**2.12.42 All Veterinary Officers who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

#### **On Call and In Attendance Allowance**

2.12.43 Veterinary Officers are presently paid on-call and in-attendance allowances owing to their nature of work, which requires them to work after normal working hours. We are maintaining this provision and reviewing the hours concerned.

#### **Recommendation 13**

**2.12.44 We recommend that the following 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:**

|  |                                |
|--|--------------------------------|
| <b>Weekdays</b><br>15.15 hours to 0800 hours the next day  | <b>Rs 425</b>                  |
| <b>Saturdays</b><br>Noon to 1800 hours<br>1800 hours to 0800 hours the following day                         | <b>Rs 200</b><br><b>Rs 330</b> |
| <b>Sundays and public holidays</b><br>0800 hours to 1700 hours<br>1700 hours to 0800 hours the following day | <b>Rs 275</b><br><b>Rs 375</b> |

2.12.45 We also recommend that Veterinary Officers be paid an in attendance allowance of Rs 200 per hour when attending work while on call, subject to the following maxima:

|                                    |                |
|------------------------------------|----------------|
| <b>Weekdays</b>                    | <b>Rs 1030</b> |
| <b>Saturdays</b>                   | <b>Rs 1240</b> |
| <b>Sundays and public holidays</b> | <b>Rs 1650</b> |

### SALARY SCHEDULE

| <b>Salary Code</b> | <b>Salary Scale and Grade</b>   |
|--------------------|---|
|                    | <b>AGRICULTURAL RESEARCH AND EXTENSION SERVICES</b>   |
| <b>19 080 094</b>  | <b>Rs 54825 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b><br>Manager, Agricultural Research and Extension Services   |
| <b>19 075 089</b>  | <b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Assistant Manager, Agricultural Research and Extension Services (New Grade)  |
| <b>19 065 081</b>  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Veterinary Officer  |
| <b>19 055 085</b>  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Scientific Officer/Senior Scientific Officer<br><i>formerly Scientific Officer (Agronomy) (Rodrigues)</i><br><i>Scientific Officer (Animal Husbandry) (Rodrigues)</i> |
| <b>19 067 081</b>  | <b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Agricultural Superintendent   |
| <b>19 061 076</b>  | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Senior Technical Officer (Agriculture)   |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 19 044 072  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b></p> <p>Apicultural Officer<br/>Technical Officer (Agriculture) (Personal)</p>                     |
| 08 058 074  | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Senior Executive Officer (Rodrigues)</p>   |
| 08 050 069  | <p><b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Higher Executive Officer (Rodrigues) (Personal)</p>   |
| 26 038 066  | <p><b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b></p> <p>Technical Design Officer</p>   |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>                        |
| 08 043 069  | <p><b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Confidential Secretary<br/><i>formerly Confidential Clerk/Senior Confidential Clerk</i></p> |
| 08 026 059  | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b></p> <p>Word Processing Operator</p>                                     |
| 22 021 054  | <p><b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Receptionist/Telephone Operator</p>                              |
| 19 050 076  | <p><b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 48425</b></p> <p>Senior Agricultural Support Officer<br/><i>formerly Senior Technical Assistant</i></p>          |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 19 029 072  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b></p> <p>Agricultural Support Officer<br/> <i>formerly Technical Assistant</i><br/> <i>Agricultural Assistant (Personal)</i></p> |
| 19 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Agricultural Laboratory Technician<br/> <i>formerly Veterinary Pathological Laboratory Assistant</i></p>   |
| 19 028 058  | <p><b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b></p> <p>Field Assistant (Rodrigues)</p>  |
| 19 024 026  | <p><b>Rs 13270 x 260 – 13790</b></p> <p>Agricultural Trainee</p>   |
| 25 041 060  | <p><b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Foreman</p>  |
| 24 036 056  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Senior Field Supervisor</p>  |
| 24 030 054  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Driver (Heavy Vehicles above 5 tons)</p>   |
| 24 025 054  | <p><b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Agricultural Implement Operator</p>  |
| 24 030 053  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b></p> <p>Senior Stockman (Shift)</p>  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 027 051  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Senior Stockman              |
| 24 020 046  | <b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Stockman (Shift)             |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Insecticide Sprayer Operator |

\* \* \* \* \*

## 2.13 Registration

- 2.13.1 The Registration Unit in Rodrigues is responsible, among others, to register information regarding land ownership and obligations and to safeguard the interest of creditors and debtors and of parties in sales and leases of immovable properties; registration of particulars of deeds and documents presented by members of the legal, professional and the public including the transfer of vehicles; follow up action after reassessment 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.
- 2.13.2 The Unit is presently headed by one Principal Registration Officer who reports to the Departmental Head for the general administration and to the Registrar General, Mauritius on technical matters. He is supported in his tasks by one Senior Registration Officer (Personal), three officers in the grade of Registration Officer/Senior Registration Officer and staff of the General Services.
- 2.13.3 The present structure is being maintained.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>REGISTRATION</b>  |
| <b>18 058 073</b> | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Principal Registration Officer  |
| <b>18 050 067</b> | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Senior Registration Officer (Personal salary for officers in post as at 31.12.12)                           |
| <b>18 034 065</b> | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Registration Officer/Senior Registration Officer                  |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 019 048  | Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475<br>Office Care Attendant/Senior Officer Care Attendant<br><i>formerly Office Caretaker</i> |

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### 3. DEPUTY CHIEF COMMISSIONER'S OFFICE

- 3.0.1 The Deputy Chief Commissioner's Office is responsible for the areas of Gender, Family Welfare, Child Development, Handicraft, Vocational Training, Information & Communication Technologies and Industrial Development. Its vision is to be "committed to succeed in offering the best service to the public by setting targets and creating mechanisms for attaining unity, progress and development through the participation of the community".
- 3.0.2 The mission of the Deputy Chief Commissioner's Office is to implement the decisions of the Executive Council so as to attain the objectives as set out in the manifest of the regional Government.
- 3.0.3 It is also responsible to coordinate the activities of the eight divisions falling under its portfolio namely: the Child Development Unit; Family Welfare Unit; Gender Unit; Handicraft Unit; Vocational Training; Information Technology & Telecommunications; Industrial Development and Cooperatives.

#### 3.1 *Gender, Family Welfare and Child Development*

- 3.1.1 The Gender, Family Welfare, Child Development Division comprises the Gender Unit, the Family Protection Unit and the Child Development Unit and its mission is to promote gender mainstreaming and empowerment by adopting appropriate policies and programmes.
- 3.1.2 The Child Development Unit ensures that the rights of children are respected by their parents as well as by all members of the society at large. It receives and investigates into complaints from children, parents, NGO's, authorities and individuals.
- 3.1.3 The Family Welfare Unit promotes family welfare through a better understanding of the role, rights and duties of each component. Its mission is to provide adequate support and assistance to the family for promoting values, traditions and unity in the family.
- 3.1.4 The Gender Unit envisions to empower women for their advancement, consequently contributing to the enhancement of the social, economic and cultural environment of the Rodriguan Society.
- 3.1.5 In our last Report, the appellation of the "Women's Unit" was changed to "Gender Unit", a new grade of Officer-in-Charge, Gender, Family Welfare and Child Development was created as well as risk allowance was granted to Family Welfare and Protection Officers.

- 3.1.6 In the context of this review exercise, representations were made for the restyling of grades, change in the mode of appointment, increase in the quantum of risk allowance and payment of Black Jacket Allowance. Representatives of both the Management and Staff Side have been apprised of the established criteria set for the restyling of grades. They were also explained why, for technical reasons, certain representations could not be entertained.
- 3.1.7 We are, in this Report, amending the mode of recruitment and restyling the post of Officer-in-Charge, Gender Family Welfare and Child Development.

### **Recommendation 1**

- 3.1.8 We recommend that the grade of Officer-in-Charge, Gender, Family Welfare and Child Development be restyled to Head, Gender, Family Welfare and Child Development.**

#### **Head, Gender, Family Welfare and Child Development *formerly Officer-in-Charge, Gender, Family Welfare and Child Development***

- 3.1.9 Presently, appointment to the grade of Officer-in-Charge, Gender, Family Welfare and Child Development is made by selection from among officers in the grade of Family Welfare and Protection Officer possessing a post 'A' Level Degree in Economics/Social Work/Sociology/Psychology/Social Policy/Social Studies from a recognised institution or an equivalent qualification. Management has represented that there is a need to review the mode of recruitment so as to enlarge the pool of candidates with a view to obtaining the most suitable candidate.

### **Recommendation 2**

- 3.1.10 We recommend that the scheme of service be amended such that, henceforth, appointment to the post of Head, Gender, Family Welfare and Child Development *formerly Officer-in-Charge, Gender, Family Welfare and Child Development* be made from among Family Welfare and Protection Officers possessing a degree in Economics/Social Work/Sociology/ Psychology/ Social Policy/Social Studies from a recognised institution or an equivalent qualification. In the absence of suitably qualified serving officers, appointment should be made from among candidates possessing a Degree in Economics/Social Work/Sociology/ Psychology/ Social Policy/Social Studies from a recognised institution or an equivalent qualification.**

### **Risk Allowance**

- 3.1.11 Family Welfare and Protection Officers are, presently 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 provision is being maintained.

### Recommendation 3

3.1.12 We recommend that Family Welfare and Protection Officers working in the Gender, Family Welfare and Child Development Unit, who by the 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.

#### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>GENDER, FAMILY WELFARE AND CHILD DEVELOPMENT</b>   |
| <b>02 000 100</b> | <b>Rs 101000</b><br>Departmental Head   |
| <b>08 058 074</b> | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Senior Executive Officer (Rodrigues)   |
| <b>23 054 081</b> | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Head, Gender, Family Welfare and Child Development<br><i>formerly Officer-in-Charge, Gender, Family Welfare and Child Development</i><br>Family Counselling Officer |
| <b>23 038 070</b> | <b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Family Welfare and Protection Officer   |
| <b>23 034 066</b> | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b><br>Organising Officer, Women's Centre   |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 23 030 061  | <b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950</b><br>Matron  |
| 24 018 043  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Shelter Care Attendant (Shift)  |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)                 |
| 22 021 054  | <b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Receptionist/Telephone Operator |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker  |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker                     |

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### **3.2 Information and Communication Technology Department**

- 3.2.1 The ICT Department is committed to providing computing, telecommunications networking infrastructure and information systems support to all members of the commissions of the Rodrigues Regional Assembly. It aims at implementing the best cost effective solutions with a view to enhancing its ability to provide a quality service.
- 3.2.2 The Rodrigues Regional Assembly has witnessed major developments in the ICT field, including an increase of bandwidth and creation of an ICT Centre for Excellence. It is now moving towards the development of IT Outsourcing Business, implementation of exchange servers and several e-government projects at various levels, which would benefit both the population and public officers.
- 3.2.3 In 2013, the computerisation of RRA project was launched, with the main objectives of interconnecting all the Commissions of the RRA in view of facilitating communication, democratizing access to the information system of the RRA to all Commissions; ensuring data security and integrity; giving internet access to all Local Government servants; computerising the processes of the different sections of the department; and ensuring better IT Support.
- 3.2.4 The Bureau has been apprised that the RRA is currently at the stage of hardware and software implementation, but would soon move to the setting up of an exchange server to, inter alia, maintain existing systems, such as the RRA Information System (HRMS) Land Lease, Cash Collection; Licensing, RRA Finance System (TAS), Domain Controllers in each Commission and monitor and maintain the communication infrastructure (routing and switching).
- 3.2.5 In the above context, where major developments in the ICT field are expected in the near future, a major restructuring of the IT department has been proposed, where three units, viz IT Operation/Support Unit, Training Unit and Business Development and Research Unit would exist. The creation of 15 grades has been requested to strengthen these three units.
- 3.2.6 At present, the structure of the IT Department comprises the grades of ICT Manager, Systems Analyst, Assistant Systems Analyst/Senior Assistant Systems Analyst, created in the last Report, and Computer Support Officer (Roster). After an in-depth analysis, the Bureau views that with an expansion in the activities of the IT Sector in the RRA, there is a genuine need for a strengthening of the IT Department through the creation of additional levels which would cater for new IT needs.
- 3.2.7 The in-depth analysis has revealed that not all the grades which have been proposed are warranted, since certain duties may be carried out by existing grades, as is the case in the Civil Service. The Bureau, as far as possible, refrains from granting levels which do not exist in the Civil Service, except in rare cases where specificities and nature of work differ.

3.2.8 However, we also acknowledge that in the Civil Service, ICT related issues fall under the responsibility of the Ministry of Technology, Innovation and Communication and its Units/Divisions, as well as parastatal bodies. Taking this fact into consideration and given that this Report lays much emphasis on the importance and use of ICT as an engine of transformation in the Civil Service, the Bureau is agreeable to create a few levels of critical importance which would allow the IT Sector of the RRA to deliver on its mandate and meet its objectives. We are, therefore, making appropriate recommendations to consolidate the existing structure.

### **Assistant ICT Manager (New Grade)**

3.2.9 Request has been made to create, among others, the grades of ICT Manager (Technical), ICT Manager (Training), Business Development and Promotion Manager and Software Engineer. The Bureau considers that as the field of IT is dynamic, it would not be appropriate to create specific grades in specific spheres, which would result in silos. ICT is a domain where polyvalence should be prevalent and in this perspective, the Bureau is creating a generic grade of Assistant ICT Manager, where at least one officer would be responsible for technical aspects, one for training and one for business development and promotion. As regards the grade of Software Engineer, it is current practice to have recourse to the services of a professional in this field on a contractual basis.

### **Recommendation 1**

**3.2.10 We recommend the creation of a grade of Assistant ICT Manager. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Computer Engineering or Information Technology or Information Systems or an equivalent qualification from a recognised institution. Candidates should also reckon at least four years' post qualification experience in the field of IT, including two years at administrative/management level.**

3.2.11 According to their posting, incumbents would be called upon to, *inter alia*, assist in the conceptualisation of projects and formulation of policies, standards and security norms; implement ICT projects, prepare specifications and evaluation of project proposals; devise strategic plan to promote ICT; collaborate with other stakeholders for the planning, implementation and evaluation of information systems; develop software; create and document software tools; be responsible for the management and administration of the ICT Centre for Excellence; ensure quality and relevance of training at the Centre; manage and implement administrative procedures; assist in training of new staff; ensure effective provision of learner information and support; be responsible for the management and administration of the Business Development and Research Unit; devise strategic plan for the development and promotion of the ICT Sector; identify potential markets for development of ICT; and formulate strategies and policies for a sustainable development of the ICT Sector.

### Programme Officer (ICT) (New Grade)

3.2.12 The creation of the grades of ICT Centre Coordinator, IC3 Coordinator, Project Supervisor and Research Assistant has been proposed. After carefully examining the duties, it has been observed that the need for four distinct grades does not arise. The Bureau considers that a polyvalent grade of Programme Officer (ICT) could be created, where incumbent would shoulder an array of responsibilities, requiring a multiplicity of skills. At least, one officer may be posted in the Training Unit and another one in the Business Development and Research Unit.

### Recommendation 2

**3.2.13 We recommend that the grade of Programme Officer (ICT) be created. Appointment thereto should be made from among officers possessing a Degree in Computer Science or Computer Engineering or Information Technology.**

3.2.14 Incumbent would be called upon to, *inter alia*, implement training programmes; plan, monitor, control all the training programmes; ensure that training programmes are delivered effectively and are consistent with the overall national plans; keep abreast of new techniques and development in the field; perform cost control and basic financial management on respective projects; meet project targets within agreed budgets; carry out research, collect and analyse data; identify potential markets for development of ICT; gather information to analyse market trend in the field of ICT; measure and assess public satisfaction; and submit report and research analysis.

### Computer Laboratory Auxiliary (New Grade)

3.2.15 Management has submitted that with the present staffing system at the ICT Centre for Excellence, it is difficult to monitor the classroom and control of all IT accessories. In this context, the creation of a dedicated grade has been requested where incumbent would be required to perform these duties. We are agreeable to the proposal.

### Recommendation 3

**3.2.16 We recommend the creation of the grade of Computer Laboratory Auxiliary. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment, who possess a Cambridge School Certificate with at least a pass in Mathematics or any science subject.**

3.2.17 Incumbents would, *inter alia*, be responsible for the general cleanliness of the computer laboratory and general care of equipment and furniture; scheduling hardware and software for use in different classes and the computer laboratory; and detection and elimination of viruses with the use of appropriate tools. They would also be called upon to set up equipment and load relevant software; provide assistance to teachers/educators for the running of hands-on sessions; and assist



in the routine maintenance of hardware and software and in-keeping record of equipment.

### **IT Technician (Roster) (New Grade)**

#### **Computer Support Officer (Roster)**

3.2.18 Proposal has been made to restyle the grade of Computer Support Officer (Roster) to IT Technician (Roster), on the ground that due to the specificity of Rodrigues, it is not always practical for the suppliers to carry out repair or maintenance works, as they are based in Mauritius.

3.2.19 It is to be noted that a direct restyling cannot be envisaged as the qualification requirements and duties of both grades differ, where they are higher in the case of the grade of IT Technician. Nevertheless, the Bureau acknowledges the constraints faced in the RRA and is addressing the issue otherwise, through the creation of a grade of IT Technician (Roster), against the phasing out of the grade of Computer Support Officer (Roster).

#### **Recommendation 4**

**3.2.20 We recommend the creation of the grade of IT Technician (Roster). Appointment thereto should be made by selection from among candidates possessing a Diploma in IT or Computer Science or Information System or Software Engineering or an equivalent qualification and reckoning at least one year experience in the maintenance and repairs of IT equipment.**

3.2.21 Incumbent would be called upon to, *inter alia*, perform the duties of the grade of Computer Support Officer (Roster) as well as maintain, repair and administer the computer system, including all related peripherals; provide general technical guidance and support to end users; and devise appropriate systems of security in relation to hardware and software.

#### **Recommendation 5**

**3.2.22 We recommend that the grade of Computer Support Officer (Roster) be made evanescent. A personal salary has been provided to incumbents.**

**3.2.23 We further recommend that Computer Support Officers possessing a Diploma in IT or Computer Science or Information System or Software Engineering or an equivalent qualification should be given the option to join the grade of IT Technician (Roster).**

### **ICT Manager**

3.2.24 At present, the ICT Manager is at the apex of the IT Department. In the context of the restructuring exercise, Management has proposed the creation of a grade of Chief Information Officer to head the IT Department, supervise additional levels, oversee the various units, etc. The Bureau has carefully examined the request and

is of the view that at this stage, such a level is not warranted. However, given that the ICT Manager would be called upon to shoulder additional responsibilities in connection with the restructuring exercise, the Bureau has taken this element into consideration in arriving at the salary recommended for the grade.

### **Assistant Systems Analyst/Senior Assistant Systems Analyst**

#### **Recommendation 6**

**3.2.25 The Committee recommends that Assistant Systems Analyst/Senior Assistant Systems Analysts who possess a Degree in Computer Science or an equivalent qualification and who have reached the top of their salary scale, should be allowed to proceed incrementally up to a maximum of two increments in the master salary scale through the grant of one increment every year provided they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

#### **Other Observations**

**3.2.26** The Bureau wishes to highlight that in the Civil Service, duties regarding network administration are carried out by officers in the grades of Systems Analysts and Assistant Systems Analyst/Senior Assistant Systems Analysts. The Bureau therefore considers that the same arrangement should prevail in the Rodrigues Regional Assembly.

**3.2.27** Furthermore, as regards Trainers in ICT, the Bureau views that freelance Trainers may be recruited or the Rodrigues Regional Assembly may have resort to contractual employment. The creation of a dedicated grade of Trainer would not fit in the structure and in our framework.

**3.2.28** Moreover, the Bureau is conscious that the ICT Department needs to be adequately staffed to enable it to fully realise its goals. We are recommending accordingly.

#### **Recommendation 7**

**3.2.29 We recommend that Management considers the advisability of increasing the establishment size of the posts of Systems Analyst and Assistant Systems Analyst/Senior Assistant Systems Analyst.**

## SALARY SCHEDULE

| Salary Code                                     | Salary Scale and Grade   |
|---|--|
| <b>INFORMATION AND COMMUNICATION TECHNOLOGY</b> |  |
| 04 072 089                                      | <b>Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>ICT Manager   |
| 04 069 085                                      | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Assistant ICT Manager (New Grade)  |
| 04 055 081                                      | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Systems Analyst<br>Programme Officer (ICT) (New Grade)                                 |
| 04 044 078                                      | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b><br>Assistant Systems Analyst/Senior Assistant Systems Analyst |
| 04 045 073                                      | <b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>IT Technician (Roster) (New Grade)  |
| 04 030 064                                      | <b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b><br>Computer Support Officer (Roster) (Personal)    |
| 24 023 056                                      | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Computer Laboratory Auxiliary (New Grade)       |

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### 3.3 Industrial Development Division

- 3.3.1 The Industrial Development Division has, as mission, to act as a facilitator for Small and Medium Enterprises (SME) and entrepreneurial development and to be a focal point for both local and foreign entrepreneurs. In fulfilling its mission, the Industrial Development Division envisions to become a competitive, job oriented and thriving SME sector for Rodrigues.
- 3.3.2 Its main objectives include, among others, to: help in establishing a strong and vibrant private sector in Rodrigues; strengthen business environment; promote and facilitate the development of SMEs; act as a one-stop agency for potential and existing investors/entrepreneurs; and to formulate policies and plans to promote domestic and foreign investment.
- 3.3.3 The Division is staffed by one Analyst (Industry) and officers of the General Services Cadre.

#### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>INDUSTRIAL DEVELOPMENT DIVISION</b>   |
| <b>02 054 081</b> | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Analyst (Industry)   |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |
| <b>08 026 059</b> | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br>Word Processing Operator              |

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### 3.4 Cooperatives

- 3.4.1 The Cooperatives Division in Rodrigues acts as a facilitator in the consolidation, promotion and development of the Cooperative movement. It is responsible for the registration, auditing, supervision, inspection and monitoring of Cooperative Societies; providing training to cooperative entrepreneurs; assisting Cooperative Societies in professionalizing their activities to attain financial and functional autonomy and the settlement of disputes through Arbitration and Liquidation. Its statutory role is to ensure that the Cooperative Societies/ Federations comply with the provisions of the Cooperative Act 2005.
- 3.4.2 The Officer-in-Charge, Cooperatives, manages the day-to-day affairs of the Division and is supported in his task by an Assistant Officer-in-Charge, Cooperatives and staff of the Cooperative Officer Cadre and General Services.
- 3.4.3 Since the Division is delivering satisfactorily on its mandate, no change is proposed.

#### Cooperative Officer

- 3.4.4 A Qualification Bar (QB) has been inserted in the salary scale of the grade. Cooperative Officers possessing the Diploma in Cooperatives or the Diploma in Development Studies or who have successfully completed all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the QB.

#### REVISED SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>COOPERATIVES</b>   |
| 18 063 077  | Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950<br>Officer-in-Charge, Cooperatives                         |
| 18 058 074  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375<br>Assistant Officer-in-Charge, Cooperatives |
| 18 052 073  | Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850<br>Senior Cooperative Officer                |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 18 036 070  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 1225 – 39575</b><br>Cooperative Officer  |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)  |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |

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### **3.5 Human Resource Development Centre**

- 3.5.1 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, to: promote Human Resource Development; stimulate a culture of training and life-long learning; reduce the mismatch between training needs and training offers; and to provide information, advice and guidance which enable students and trainees to make appropriate and effective decisions about learning, training and work.
- 3.5.2 The Centre organises part-time courses at Diploma, Graduate and Post-Graduate level 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 Civil Service and Administrative Reforms.
- 3.5.3 The Head, Human Resource Development Centre manages the Centre and is assisted in his tasks by the Coordinator, a Library Officer and supported by personnel of general services, technical and other occupational categories.
- 3.5.4 As the present structure is enabling the Centre to pursue efficiently and effectively its mandate, we are maintaining the existing arrangements while making appropriate provision for time off facilities for the grade of Coordinator, HRDC.

#### **Time Off Facilities**

- 3.5.5 The training programmes organized by the HRDC are very often delivered beyond normal working hours on weekdays as well as on Saturdays. It has been submitted that officers in the grade of Coordinator, HRDC are regularly called upon to work after normal working hours to deliver training programmes and these officers put in additional hours of work without any extra remuneration.
- 3.5.6 We are making appropriate provisions to address this issue.

#### **Recommendation**

- 3.5.7 We recommend that officers in the grade of Coordinator, 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. 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, subject to their having put in a minimum of 15 extra hours in a month.**

## SALARY SCHEDULE

| Salary Code                              | Salary Scale and Grade  |
|--|---|
| <b>HUMAN RESOURCE DEVELOPMENT CENTRE</b> |   |
| <b>02 068 089</b>                        | <b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b>                                      |
|  | Head, Human Resource Development Centre   |
| <b>02 054 081</b>                        | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b>  |
|  | Co-ordinator, Human Resource Development Centre   |
| <b>05 044 072</b>                        | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b>                           |
|  | Library Officer   |
| <b>16 040 065</b>                        | <b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b>   |
|  | Binding Supervisor  |
| <b>08 027 060</b>                        | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b>               |
|  | Clerical Officer/Higher Clerical Officer (Personal)   |
| <b>16 023 056</b>                        | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> |
|  | Machine Minder (Bindery) (Rodrigues)  |
| <b>24 019 048</b>                        | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b>                             |
|  | Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i>  |
| <b>24 015 041</b>                        | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b>                             |
|  | Handy Worker  |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 001 038  | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br>General Worker |

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## **4. COMMISSION FOR PUBLIC INFRASTRUCTURE, HOUSING, TRANSPORT AND WATER RESOURCES**

- 4.0.1. The vision of the Commission is to ensure adequate and sustainable water supply and modern public infrastructure for the welfare of the population. The objectives of the Commission are, among others, to: ensure a sustainable infrastructural development of Rodrigues through the design, construction, maintenance and repair of roads, bridges and government buildings; enhance the quality of life of citizens and preserve the natural environment of Rodrigues; be efficient and excellence-oriented in the provision of its services; and implement successfully the free travel scheme.

### **4.1 Public Infrastructure**

- 4.1.1 The Public Infrastructure Department is responsible for the construction and renovation of public buildings and other infrastructures; issue of building permits; construction of roads and track roads; and issue of burial permit.
- 4.1.2 There are two main arms of the Public Infrastructure Department, namely Administration and Technical Unit. The professional function is carried out by Engineers whereas the technical staff comprises Technical Officers (Civil Engineering) and the Inspectorate Cadre.
- 4.1.3 We are, in this Report, maintaining the current structures of the different units under the Public Infrastructure Department as they are fit-for-purpose. However, certain fees are being extended to officers of the Mechanical Workshop.

### **Special Professional Retention Allowance**

- 4.1.4 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/Architecture/Quantity Surveying which were considered as scarcity areas.
- 4.1.5 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.
- 4.1.6 In the context of this Review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is

worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields. Besides, the labour market has an over-supply of qualified candidates in these fields.

4.1.7 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made representations for maintaining SPRA and extending it to other categories of professionals.

4.1.8 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

#### **Recommendation 1**

4.1.9 **We recommend that officers in the Civil Engineering, Mechanical Engineering, Quantity Surveying and Architecture cadres eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

| <b>Salary</b>   | <b>SPRA<br/>% of monthly salary</b> |
|---|-------------------------------------|
| <b>Rs 29400 up to Rs 62950 and reckoning at least 10 years' service in their respective grade</b> | <b>7</b>                            |
| <b>Above Rs 62950 and up to Rs 70450</b>  | <b>7</b>                            |

4.1.10 **We also recommend that those officers who:**

- (i) **leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**

- (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.

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

- 4.1.11 All officers in the Engineering/Architecture/Quantity Surveying fields who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

## Recruitment Procedures

### Recommendation 2

- 4.1.12 We recommend that recruitment to the grade of Tradesman's Assistant should continue to be opened also to candidates from outside the service who have successfully followed technical courses in the relevant fields at the MITD, Lycée Polytechnique or College of Gabriel.

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>PUBLIC INFRASTRUCTURE (Administration)</b>   |
| 02 000 100  | Rs 101000<br>Departmental Head  |
| 02 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Administrative Officer |
| 08 056 076  | Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425<br>Office Management Executive           |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 08 050 069  | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Higher Executive Officer (Rodrigues) (Personal)  |
| 08 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Office Supervisor   |
| 08 049 070  | Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575<br>Office Management Assistant<br><i>formerly General Services Executive (RRA)</i>  |
| 08 043 069  | Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i>               |
| 08 027 062  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Management Support Officer (Personal)<br><i>formerly General Services Officer (RRA)</i> |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal)                                     |
| 08 026 059  | Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Word Processing Operator  |
| 24 030 054  | Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525<br>Driver (Mechanical Unit)  |
| 22 021 054  | Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525<br>Receptionist/Telephone Operator   |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 036 052  | <p>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Head Office Care Attendant<br/><i>formerly Senior/Head Office Caretaker</i></p>                           |
| 24 023 052  | <p>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Driver (Roster)</p>   |
| 24 022 051  | <p>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Driver</p>  |
| 21 019 046  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 048  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 24 017 043  | <p>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</p> <p>Handy Worker (Special Class)</p>  |
| 24 016 043  | <p>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</p> <p>Stores Attendant</p>  |
| 24 001 038  | <p>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</p> <p>General Worker</p>   |

| Salary Code           | Salary Scale and Grade   |
|-----------------------|--|
| <b>TECHNICAL UNIT</b> |  |
| 26 075 089            | <b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Head, Public Infrastructure<br><i>formerly Officer-in-Charge, Public Infrastructure</i>                                   |
| 26 059 085            | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Architect/Senior Architect<br>Engineer/Senior Engineer (Civil)<br>Quantity Surveyor/Senior Quantity Surveyor |
| 22 059 085            | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Electrical Engineer/Senior Electrical Engineer   |
| 26 053 055            | <b>Rs 24750 x 775 – 26300</b><br>Trainee Architect<br>Trainee Civil Engineer<br>Trainee Engineer   |
| 22 053 055            | <b>Rs 24750 x 775 – 26300</b><br>Trainee Engineer  |
| 26 044 072            | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Technical Officer (Civil Engineering)   |
| 26 061 076            | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Chief Inspector of Works  |
| 26 056 072            | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Inspector of Works   |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 26 048 067  | Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200<br>Inspector of Works   |
| 26 029 062  | Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Assistant Inspector of Works           |
| 24 030 054  | Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525<br>Driver (Heavy Vehicles above 5 tons)   |
| 26 024 026  | Rs 13270 x 260 – 13790<br>Trainee Assistant Inspector of Works   |
| 26 038 066  | Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275<br>Technical Design Officer                             |
| 26 028 030  | Rs 14325 x 275 – 14875<br>Trainee Technical Design Officer   |
| 25 041 060  | Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Chief Cabinet Maker<br>Chief Tradesman<br>Foreman                                |
| 18 024 063  | Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500<br>Supervisor of Cemeteries |
| 24 018 045  | Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050<br>Burial Ground Attendant (Rodrigues) (Roster)         |
| 24 015 040  | Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075<br>Sanitary Attendant                                   |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 025 054  | <b>Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Multi-Skilled Tradesman  |
| 25 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Automobile Electrician<br>Blacksmith<br>Cabinet Maker<br>Carpenter<br>Electrician<br>Mason<br>Painter<br>Plumber and Pipe Fitter<br>Tinsmith<br>Welder |
| 24 027 051  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Field Supervisor   |
| 24 036 056  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Senior Field Supervisor  |
| 25 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Barbender  |
| 24 022 047  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b><br>Plant and Equipment Operator   |
| 24 020 046  | <b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Waste Water Pipe Cleaner (Roster)  |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Seamstress   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard   |
| 24 017 043  | <b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Handy Worker (Special Class)   |
| 24 016 042  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Sprayer Operator<br>Stone Breaker  |
| 25 016 042  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant<br>Tradesman's Assistant (Blacksmith)<br>Tradesman's Assistant (Carpenter)<br>Tradesman's Assistant (Cabinet Maker)<br>Tradesman's Assistant (Electrician)<br>Tradesman's Assistant (Mason)<br>Tradesman's Assistant (Painter)<br>Tradesman's Assistant (Welder) |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Lorry Loader   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## 4.2 Housing

- 4.2.1 The Housing Unit is responsible for the social housing development in Rodrigues. Its objective is to facilitate access to housing provision for lower socio-economic segment of the population.
- 4.2.2 An Engineer/Senior Engineer (Civil) is responsible for the overall management of the Unit and support is provided by officers in the grade of Assistant Inspector of Works.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>HOUSING UNIT</b>   |
| <b>26 059 085</b> | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Engineer/Senior Engineer (Civil)  |
| <b>26 029 063</b> | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Assistant Inspector of Works (Personal to officers in post as at 31.12.15) |
| <b>26 029 062</b> | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Assistant Inspector of Works (Future Holder)                               |

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### 4.3 National Transport Authority

- 4.3.1 As a regulatory body, the main functions of the sub-office of the National Transport Authority are the registration and transfer of ownership for motor vehicles; licensing of motor vehicles; collection of road tax and licence fees; examination of motor vehicles as to their road worthiness; licensing of bus conductor; enforcement of road transport legislation and monitoring the level of public transport; control of paid parking zones; keeping statistics relating to motor vehicles; students pass and school bus services.
- 4.3.2 The Office implements approved policies in line with the National Transport Authority in Mauritius and ensures enforcement of the relevant provisions of the Road Traffic Act. It is manned by a Senior Road Transport Inspector, three Road Transport Inspectors and officers in the General Services grades.
- 4.3.3 The present structure is serving its purpose and is being maintained.

#### Hours of Work

- 4.3.4 Officers in the grades of Road Transport Inspector and Senior Road Transport Inspector 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   |
|-------------------|--|
|                   | <b>NATIONAL TRANSPORT AUTHORITY</b>  |
| <b>18 052 073</b> | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Senior Road Transport Inspector (Roster)  |
| <b>18 044 070</b> | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Road Transport Inspector (Roster)  |
| <b>08 027 062</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Management Support Officer (Personal)<br><i>formerly General Services Officer (RRA)</i> |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 08 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)                      |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |

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## 4.4 Mechanical Workshop

- 4.4.1 The services provided at the Mechanical Workshop are repairs, maintenance and servicing of government vehicles as well as examination of private vehicles for the issue of fitness certificates on behalf of the National Transport Authority.
- 4.4.2 In the absence of a Mechanical Engineer/Senior Mechanical Engineer, it is the Technical Officer (Mechanical) who is responsible for the examination and evaluation of vehicles. He also advises on the model and types of cars to be used by handicapped persons. Representations have been received for the payment of fees and allowances to the Technical Officer (Mechanical) who is presently performing these duties. We are, therefore, making appropriate provision to this effect.
- 4.4.3 With the filling of the vacant post of Mechanical Engineer/Senior Mechanical Engineer, the fees and allowances granted to the Technical Officer (Mechanical) would lapse and the Mechanical Engineer/Senior Mechanical Engineer in post should be paid the fees and allowances as recommended for Mechanical Engineers at the Ministry of Public Infrastructure and Land Transport. However, we are maintaining the payment of the Duty Allowance to the Technical Officer (Mechanical) when he is required to examine government vehicles involved in accidents after normal working hours.

### Survey Fees

#### Recommendation 1

- 4.4.4 **We recommend that a survey fee of Rs 650 per examination be paid to the Technical Officer (Mechanical) for examining vehicles purchased duty free by public officers and taxi owners involved in accidents and declared total loss by insurance companies.**

### Examination Fees

#### Recommendation 2

- 4.4.5 **We also recommend the payment of an examination fee of Rs 650 per examination to the Technical Officer (Mechanical) who is required to carry out examination of vehicles for road worthiness outside normal working hours.**

### Duty Allowance

- 4.4.6 A Duty Allowance of Rs 1000 is being provided for the Technical Officer (Mechanical) who examines, assesses, evaluates and reports on damages sustained by government vehicles involved in accidents after normal working hours. We are maintaining the quantum of the Duty Allowance.

### Recommendation 3

- 4.4.7 We recommend that a Duty Allowance of Rs 1000 monthly should continue to be paid to the Technical Officer (Mechanical) who is required to examine government vehicles involved in accidents after normal working hours.

#### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>MECHANICAL WORKSHOP</b>  |
| 26 059 085  | Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Mechanical Engineer/Senior Mechanical Engineer                           |
| 26 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Plant and Equipment Manager  |
| 26 061 076  | Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425<br>Mechanical Workshop Superintendent  |
| 26 044 072  | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325<br>Technical Officer (Mechanical)                              |
| 25 049 063  | Rs 21950 x 625 – 23200 x 775 – 32500<br>Workshop Supervisor   |
| 22 026 059  | Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Automobile Electronics Technician |
| 26 053 055  | Rs 24750 x 775 – 26300<br>Trainee Mechanical Engineer   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 041 060  | <b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Chief Mechanic<br>Chief Panel Beater<br>Foreman  |
| 08 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)  |
| 25 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Automobile Electrician<br>Coach Painter<br>Diesel Fitter Mechanic<br>Electrician<br>Fitter<br>Motor Diesel Mechanic<br>Panel Beater<br>Tinsmith<br>Turner and Machinist<br>Welder<br>Upholsterer |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Vulcaniser   |
| 24 027 051  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Field Supervisor   |
| 24 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 21 019 046  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Storekeeper (Rodrigues)  |



| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i>  |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Toolskeeper   |
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard  |
| 25 016 042  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant (Automobile)<br>Tradesman's Assistant (Motor Diesel Mechanic)<br>Tradesman's Assistant (Panel Beater)<br>Tradesman's Assistant (Welder)<br>Tradesman's Assistant (Fitter) |
| 24 016 043  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Stores Attendant  |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker   |

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## 4.5 Water Resources Unit

- 4.5.1 The Water Resources Unit ensures that potable water is supplied to consumers on a regular basis and promotes rainwater harvesting. The objectives of the Unit are to provide adequate infrastructure to enhance water production and storage capacity in Rodrigues to cater for the present and future socio-economic development needs; ensure that water which is supplied to consumers are of an acceptable quality standard and at reasonable frequency; and monitor the yields of boreholes, springs, river intakes, dams, desalination plants and brackish water treatment plants.
- 4.5.2 At present, the Unit is staffed by officers in the professional and technical cadres. We are maintaining the present organisational set up.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>WATER RESOURCES UNIT</b>  |
| <b>26 075 089</b> | <b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Head, Water Resources Unit<br><i>formerly Officer-in-Charge, Water Resources Unit</i>           |
| <b>26 059 085</b> | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Engineer/Senior Engineer (Civil)<br>Mechanical Engineer/Senior Mechanical Engineer |
| <b>26 059 081</b> | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Hydrological Officer   |
| <b>26 056 072</b> | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Inspector of Works   |
| <b>26 048 067</b> | <b>Rs 21475 x 475 - 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Inspector of Works  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 26 029 063  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Assistant Inspector of Works (Personal to officers in post as at 31.12.15)</p> |
| 26 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Assistant Inspector of Works (Future Holder)</p>                               |
| 26 024 026  | <p><b>Rs 13270 x 260 – 13790</b></p> <p>Trainee Assistant Inspector of Works</p>   |
| 19 036 066  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b></p> <p>Laboratory Technician</p>  |
| 26 042 071  | <p><b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800</b></p> <p>Hydrological Technician</p>  |
| 25 049 063  | <p><b>Rs 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Workshop Supervisor</p>  |
| 25 041 060  | <p><b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Chief Plumber and Pipe Fitter<br/>Chief Pump Mechanic<br/>Foreman</p>  |
| 24 030 054  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Driver (Heavy Vehicles above 5 tons)<br/>Driver (Mechanical Unit)</p>          |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Electrician<br/>Mason<br/>Motor Diesel Mechanic<br/>Plumber and Pipe Fitter<br/>Pump Mechanic</p> |
| 24 036 056  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Senior Field Supervisor</p>   |
| 24 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Driver (Roster)</p>   |
| 24 027 051  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Field Supervisor</p>  |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>  |
| 24 020 046  | <p><b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Operator Pumping Station (Rodrigues) (Roster)<br/>Water Supply Attendant (Roster)</p>   |
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b></p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p>                                   |
| 24 018 044  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b></p> <p>Security Guard</p>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 016 042  | <p><b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b></p> <p>Stone Breaker</p>  |
| 24 016 043  | <p><b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b></p> <p>Stores Attendant</p>   |
| 25 016 042  | <p><b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b></p> <p>Tradesman's Assistant (Electrician)<br/>                     Tradesman's Assistant (Mason)<br/>                     Tradesman's Assistant (Panel Beater)</p> |
| 24 015 041  | <p><b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b></p> <p>Handy Worker</p>   |
| 24 015 040  | <p><b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b></p> <p>Filterman<br/>                     Lorry Loader</p>  |
| 24 001 038  | <p><b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b></p> <p>General Worker</p>  |

\* \* \* \* \*

## **5. COMMISSION FOR SOCIAL SECURITY, EMPLOYMENT, LABOUR AND INDUSTRIAL RELATIONS, CONSUMER PROTECTION, TRADE, COMMERCE AND LICENSING**

- 5.0.1 The Commission encompasses the following portfolios: Social Security, Employment, Labour and Industrial Relations, Consumer Protection, Trade Commerce and Licensing.
- 5.0.2 The main objectives of the Commission are, among others, to deliver on social security services; facilitate placement opportunities for registered job seekers and provide labour market information; promote a safe, healthy and harmonious work environment; safeguard and promote consumers' rights and interest; and provide members of the public with the relevant necessary information regarding trade and commercial activities.

### **5.1 Social Security**

- 5.1.1 The Social Security Division is responsible for the administration of social benefits.
- 5.1.2 Its main objectives are, among others, to provide social aid and assistance to vulnerable groups; assist and empower the disabled and the elderly; and enhance the quality of life of the senior citizens.
- 5.1.3 In the context of this review exercise, Management made representations to strengthen the present structure of the Social Security cadre as well as requested for the creation of an appropriate level in the Disability Unit.
- 5.1.4 After studying all the representations, we are, in this Report, providing for the grades of Manager, Social Security and Disability Empowerment Officer/Senior Disability Empowerment Officer.

#### **Manager, Social Security (New Grade)**

- 5.1.5 At present, the Social Security Division is manned by officers in the grades of Social Security Officer, Higher Social Security Officer, Senior Social Security Officer and Principal Social Security Officer. The Division is administered by the Departmental Head. Management has represented that there is a need for a level to assist the Departmental Head in the day-to-day administration of the Division.

#### **Recommendation 1**

- 5.1.6 **We recommend the creation of the grade of Manager, Social Security. Appointment thereto should be made by selection from Principal Social Security Officer and Senior Social Security Officer reckoning at least six years' service in a substantive capacity and possessing either a Degree in Social Work/Sociology or a Diploma in Social Work together with a Degree in**

**Administration or Economics from a recognised institution or an equivalent qualification.**

- 5.1.7 Incumbent would be required, *inter alia*, to implement policies and programmes pertaining to social security; plan and monitor quality management of services provided at the Social Security Division; coordinate and supervise relief measure and emergencies and other natural calamities; ensure the proper implementation of the Protection and Elderly Persons Act and the Residential Care Homes Act.

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

- 5.1.8 We are making provision for the grades of Principal Social Security Officer and Senior Social Security Officer possessing a Diploma in Social Work to move in the master salary scale.

**Recommendation 2**

- 5.1.9 **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 42325 and Rs 48425 respectively provided that they:**

- (i) **have drawn the top salary for a year;**
- (ii) **have been efficient and effective in their performance during the preceding year; and**
- (iii) **are not under report.**

**Disability Empowerment Officer/Senior Disability Empowerment Officer (New Grade)**

- 5.1.10 The Commission is responsible for the social and economic rehabilitation of physically handicapped persons for their integration in the mainstream society through education, training, employment, sports, culture and leisure activities. It also caters for the promotion of the welfare of all disabled persons in Rodrigues.
- 5.1.11 At present, the Commission caters for around 2112 persons with disability. Management has represented that, actually, there is no proper structure under the Commission for Social Security to cater for these people. Therefore, there is a need to set up an appropriate structure for enforcement of legislations dealing with both the elder and disabled persons in Rodrigues and to ensure an efficient service delivery.

**Recommendation 3**

**5.1.12 We recommend the creation of the grade of Disability Empowerment Officer/Senior 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.**

5.1.13 Incumbent would be required, *inter alia*, to give necessary support and assistance to Non-Governmental Organisations operating in the field of disability and to co-ordinate their activities; 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.

**Medical Unit****Recommendation 4**

**5.1.14 We recommend that the Rodrigues Regional Assembly considers the advisability of employing doctors on contractual basis to serve the Medical Board and effect domiciliary visits.**

**SALARY SCHEDULE**

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>SOCIAL SECURITY</b>   |
| <b>02 000 100</b> | <b>Rs 101000</b><br>Departmental Head  |
| <b>08 050 069</b> | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Higher Executive Officer (Rodrigues) (Personal)  |
| <b>08 043 069</b> | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i> |
| <b>23 063 081</b> | <b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Manager, Social Security (New Grade)   |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 23 059 075  | Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900<br>Principal Social Security Officer   |
| 23 051 070  | Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575<br>Senior Social Security Officer   |
| 23 044 067  | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200<br>Higher Social Security Officer  |
| 23 034 064  | Rs 16075 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425<br>Social Security Officer                             |
| 09 029 063  | Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500<br>Community Health Rehabilitation Officer             |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |
| 08 026 059  | Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Word Processing Operator              |
| 22 021 054  | Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525<br>Receptionist/Telephone Operator       |
| 24 023 052  | Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975<br>Driver (Roster)                       |
| 24 022 051  | Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200<br>Driver  |

| Salary Code                        | Salary Scale and Grade   |
|------------------------------------|--|
| 25 023 052                         | <p>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Painter</p>   |
| 24 016 043                         | <p>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</p> <p>Social Security Attendant<br/>Stores Attendant</p>  |
| 24 019 048                         | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 24 015 041                         | <p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</p> <p>Handy Worker</p>  |
| 24 015 040                         | <p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</p> <p>Lorry Loader</p>  |
| 24 001 038                         | <p>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</p> <p>General Worker</p>   |
| <b>DISABILITY EMPOWERMENT UNIT</b> |  |
| 23 044 075                         | <p>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</p> <p>Disability Empowerment Officer/Senior Disability Empowerment Officer<br/>(New Grade)</p>  |

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## 5.2 Employment

- 5.2.1 The main functions of the Employment Division in Rodrigues are, among others, the registration and placement of job seekers, employment counseling; providing up-to-date market information; conducting work permit inspections; inspections of private recruitment agencies; organization of sensitisation services and helping in the redeployment of laid-off workers and the processing of the recruitment of workers for overseas vacancies.
- 5.2.2 The responsibility for the effective and overall management and day-to-day administration of the Employment Sub Division and the implementation of approved policies of the Commission rests with the Officer-in-Charge, Employment. He liaises with the Director, Employment Service, Mauritius on matters relating to implementation of the Labour Market Information System. He is supported in his tasks by one Senior Employment Officer, four Employment Officers and officers of the General Services grades.
- 5.2.3 The grade of Officer-in-Charge, Employment is being restyled and no change is being brought in the present organization structure.

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>EMPLOYMENT</b>   |
| 18 058 073  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850<br>Head, Employment Service<br><i>formerly Officer-in-Charge, Employment</i> |
| 18 044 071  | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800<br>Senior Employment Officer                                    |
| 18 030 064  | Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425<br>Employment Officer  |

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### **5.3 Labour and Industrial Relations**

- 5.3.1 The following sections form part of the Labour and Industrial Relations: the Labour and Industrial Relation; Occupational Safety and Health Inspectorate, and the Registry of Associations.
- 5.3.2 The Labour and Industrial Relations section is responsible for the enforcement of minimum terms and conditions of employment; settlement of complaints made at labour offices; and sensitisation of workers on their rights and obligations. In so doing, it provides an equitable, sound and conflict free environment in line with international norms.
- 5.3.3 The Occupational Safety and Health Inspectorate is responsible for the enforcement of Occupational Safety and Health legislations; investigation of notifiable occupational accidents and dangerous occurrences; and sensitization of workers, employers and other stakeholders, on Occupational Safety and Health norms. Its aim is to promote a safe work environment conforming to international and standard norms.
- 5.3.4 The Registry of Associations monitors the operation of Registered Associations, Trade Unions and Employees Superannuation Funds. It is responsible for the registration of Associations, Trade Unions and Superannuation Funds and ensure their compliance with relevant legislations.
- 5.3.5 The organisation structure of the Labour and Industrial Relations Division comprises the grades of Officer-in-Charge, Labour and Industrial Relations; Labour and Industrial Relations Officer, Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer; Inspector of Associations and officers of the General Services grades.
- 5.3.6 Taking into consideration the specificity of Rodrigues, the present arrangement to avail of the services of the Labour and Industrial Relations; Occupational Safety and Health Inspectorate and the Registry of Association is appropriate and no change is envisaged at this stage and the grade of Trainee is being abolished.

#### **Trainee Grades**

- 5.3.7 It has been submitted that the RRA is no more recruiting trainees in the grades of Inspector of Associations; Labour and Industrial Relations Officer and Occupational Safety and Health Officer as there is no dearth of qualified candidates on the market.

#### **Recommendation**

- 5.3.8 We recommend that the trainee grades of Inspector of Associations; Labour and Industrial Relations Officer and Occupational Safety and Health Officer be abolished.**

**Qualification Bar (QB)**

5.3.9 A Qualification Bar (QB) has been inserted in the salary scale of the grades of Labour and Industrial Relations Officer, and Inspector of Associations:

- (i) Officers in the grade of Labour and Industrial Relations Officer who possess the Diploma in Human Resource Management or equivalent qualification should be allowed to proceed incrementally beyond the QB; and
- (ii) Officers in the grade of Inspector of Associations who have successfully completed all the papers of Fundamentals (Skills) formerly Part II of the ACCA Examinations or an equivalent qualification should be allowed to proceed incrementally beyond the QB.

**SALARY SCHEDULE**

| Salary Code                            | Salary Scale and Grade  |
|--|---|
| <b>LABOUR AND INDUSTRIAL RELATIONS</b> |   |
| <b>18 056 076</b>                      | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Officer-in-Charge, Labour and Industrial Relations   |
| <b>18 044 074</b>                      | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer                     |
| <b>18 036 070</b>                      | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575</b><br>Inspector of Associations<br>Labour and Industrial Relations Officer |
| <b>08 027 060</b>                      | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)  |
| <b>24 015 041</b>                      | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |

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## **5.4 Consumer Affairs Unit**

- 5.4.1 The Consumer Affairs Unit (CAU) *formerly the Consumer Protection Unit* in Rodrigues enforces the various consumer protection legislations and increases awareness in the population about consumer's rights and responsibilities.
- 5.4.2 Its main objectives are to protect consumers' right and safeguard their interest through enforcement of laws; educate and sensitize consumers on their rights and responsibilities; attend to complaints both from authorities and public; and to settle disputes between traders and consumers through mutual agreement or in a court of justice. It regularly updates its existing laws to face new challenges.
- 5.4.3 The CAU comprises a three-level structure. The Officer-in-Charge, Consumer Protection is responsible for the effective and efficient operation and administration of the Consumer Protection Unit of the Rodrigues Regional Assembly in line with approved policies of Central Government. He is supported in his tasks by one Senior Consumer Protection Officer, four Consumer Protection Officers and officers of the General Services grades.
- 5.4.4 The present organisational structure is appropriate. We are however, restyling all the grades of the Consumer Protection Officer cadre to reflect the appellation of similar grades in Mauritius and revising the quantum of allowance payable to officers of the Consumer Affairs cadre for conducting and coordinating consumer programmes.

### **Recommendation 1**

- 5.4.5 **We recommend the restyling of the grades in the Consumer Protection Officer cadre as follows:**

| <b>From</b>                                   | <b>To</b>                                  |
|---|--|
| <b>Officer-in-Charge, Consumer Protection</b> | <b>Officer-in-Charge, Consumer Affairs</b> |
| <b>Senior Consumer Protection Officer</b>     | <b>Senior Consumer Affairs Officer</b>     |
| <b>Consumer Protection Officer</b>            | <b>Consumer Affairs Officer</b>            |

- 5.4.6 **We further recommend that officers of the Consumer Affairs 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 265 per session.**

**Hours of Work**

- 5.4.7 As per the existing schemes of service of grades in the Consumer Affairs 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  |
|-------------------|---|
|                   | <b>CONSUMER AFFAIRS UNIT</b>  |
| <b>18 063 079</b> | <b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b><br>Officer-in-Charge, Consumer Affairs<br><i>formerly Officer-in-Charge, Consumer Protection</i>                   |
| <b>18 056 076</b> | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Senior Consumer Affairs Officer<br><i>formerly Senior Consumer Protection Officer</i>                            |
| <b>18 050 073</b> | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Consumer Affairs Officer<br><i>formerly Consumer Protection Officer</i>                            |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)                      |
| <b>24 019 048</b> | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| <b>24 001 038</b> | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## **5.5 Trade, Commerce and Licensing**

- 5.5.1 The Trade, Commerce and Licensing Unit has, as objects, to provide and facilitate trade and commercial activities in Rodrigues as well as to ensure that members of the public are being provided with the necessary information to participate fully in trade and commercial activities.
- 5.5.2 Its services include, among others, issuing lease of agreement, organising expo-sales to promote local products; informing the public of documents needed for the request of trade licence; issuing trade licence; and collecting fees in connection with renewal of licences.
- 5.5.3 The Unit comprises staff belonging to the professional, technical, general services and workmen's group.
- 5.5.4 As the present structure is meeting the needs of the organization, the existing arrangements are being maintained.

### **SALARY SCHEDULE**

| Salary Code                          | Salary Scale and Grade  |
|--------------------------------------|---|
| <b>TRADE, COMMERCE AND LICENSING</b> |   |
| <b>02 054 081</b>                    | Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Analyst (Trade)  |
| <b>19 044 072</b>                    | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325<br>Technical Officer (Legal Metrology)                             |
| <b>08 027 060</b>                    | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |
| <b>24 001 038</b>                    | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br>General Worker                           |

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## 6. COMMISSION FOR HEALTH AND SPORTS

- 6.0.1. The Commission for Health and Sports has the responsibility for Medical Services, Public Health and Sanitation Services, and Sports and comprises the Medical and Health Division and the Sports Division.
- 6.0.2. Its overall mission and objective is to provide high quality and timely health services along with promoting the development of sports through mass participation in sports for a healthy and educated population.
- 6.0.3. In pursuance of its mission, the Commission aims, among others, to: have a healthy population and ensure that the latter benefits from high quality care and treatment as well as technological and medical innovations; promote the development of physical and moral qualities which is the backbone of sports; and provide adequate decent and practicable infrastructure for the practice of sports in Rodrigues.

### 6.1 *Medical and Health (Administration)*

- 6.1.1 With a view to having a healthy Rodriguan population with an improved quality of life, the health services are provided by the main Hospital, Area Health Centres and Community Health Centres. Given the non-availability of professionals in medical fields, the medical professionals from the Ministry of Health & Quality of Life are called upon to serve on a tour of service in Rodrigues and they are assisted by paramedical and support officers of the Commission.
- 6.1.2 The Island Chief Executive has requested that this arrangement be maintained until RRA recruits its own medical personnel.

#### **Health Director**

- 6.1.3 Presently, an allowance of Rs 15000 is paid to the Health Director for shouldering additional duties. This allowance is taken into account when computing the disturbance allowance.

#### **Recommendation 1**

- 6.1.4 **We recommend the continued payment of an allowance of Rs 15000 to the Health Director and this allowance should be taken into account when computing the disturbance allowance. We further recommend that this allowance should be personal to the present holder of the post.**

#### **Allowance to Doctors in Rodrigues**

- 6.1.5 Doctors posted in Rodrigues are paid an allowance of Rs 165 per case for certifying the cause of death “à domicile”.

## Recommendation 2

**6.1.6 We recommend the payment of an allowance of Rs 180 per case to doctors in Rodrigues for certifying the cause of death 'à domicile'.**

### Allowance to Dental Surgeon/Senior Dental Surgeons in Rodrigues

6.1.7 When attending cases after normal working hours in the absence of Specialists (Dental Services), Dental Surgeon/Senior Dental Surgeons posted in Rodrigues are presently paid an allowance of Rs 600 per hour inclusive of travelling time.

## Recommendation 3

**6.1.8 We recommend that, when attending cases after normal hours in the absence of a Specialist (Dental Services), Dental Surgeon/Senior Dental Surgeon in Rodrigues should be compensated at the normal hourly rate at the salary point reached in the salary scale, inclusive of travelling time, for every additional hour put in.**

### Post Mortem/Autopsy Examination

## Recommendation 4

**6.1.9 We recommend that the allowance paid to doctors in Rodrigues for post mortem/autopsy examination be revised to Rs 300 per case.**

### Inducement Allowance

6.1.10 Specialist/Senior Specialists posted on a tour of service in Rodrigues are paid an inducement allowance of 50% of monthly salary in lieu of the disturbance allowance.

6.1.11 The payment of this inducement allowance is made on a pro-rata basis to those Specialist/Senior Specialists who are posted for a short duration in Rodrigues and who are accommodated in fully furnished rent-free quarters/houses. It is not payable to those Specialist/Senior Specialists who are provided with board and lodging in hotels for the short duration of their tour.

6.1.12 Given that the present arrangement is giving satisfaction, we are maintaining it.

## Recommendation 5

**6.1.13 We recommend the:**

- (i) payment of an inducement allowance of 50% of monthly salary to certain categories of professionals in scarce supply posted on a tour of service in Rodrigues, subject to the approval of the MCSAR.**
- (ii) payment of the inducement allowance of 50% of monthly salary on a pro-rata basis to those Specialists/Senior Specialists posted for a short duration in Rodrigues and who are accommodated in fully furnished rent-free quarters; and**

- (ii) that the inducement allowance should not be payable to officers who for one reason or another continue to be provided with board and lodging in hotels.

### Specialised Nurse

#### Recommendation 6

6.1.14 We recommend that a Nursing Officer who has been assigned the duties of Specialised Nurse be paid an allowance equivalent to three increments at the point reached in the master salary scale.

### Bank Schemes

6.1.15 In view of the rising demand for health services coupled with a shortage of staff, the bank schemes will continue to operate at a revised quantum.

#### Recommendation 7

6.1.16 We recommend the payment of an all-inclusive allowance of:

- (i) Rs 735 per session of four hours for day duty and Rs 840 per session of four hours for night duty to serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors and Nursing Administrators employed on sessional basis under the Bank Nurse.
- (ii) Rs 505 per session of four hours for day duty and Rs 580 per session of four hours for night duty to Health Care Assistant/Senior Health Care Assistants (General) *formerly Health Care Assistants (General)* employed on sessional basis in Government Health Institutions.
- (iii) Rs 735 per day session of four hours and Rs 840 per night session of four hours to Midwives, Senior Midwives and Principal Midwives employed on sessional basis under the Bank Midwife Scheme.

6.1.17 We additionally recommend that the allowances under the Bank Schemes, should be paid on a *pro-rata* basis whenever the officer is required to work for more or for less than the specified number of hours.

### Allowance to Nursing Officers attending Prison on a daily basis

6.1.18 Nursing Officers who are required to attend Rodrigues Prison during their days off to dispense medication to detainees are paid an all-inclusive allowance of Rs 700 daily. The allowance includes the element of risk and travelling as well.

#### Recommendation 8

6.1.19 We recommend that Nursing Officers who are required to attend the Rodrigues Prison during their days off to dispense medication to detainees be paid an all-inclusive allowance of Rs 735 per session of four hours.

**6.1.20 We additionally recommend that the allowances should be paid on a pro-rata basis whenever the officer is required to work for more or for less than the specified number of hours.**

### **Retention Allowance**

6.1.21 Up to now, the retention plan whereby Nursing Officers who have completed their bonded periods as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators and Public Health Nursing Officers are eligible to a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales has proved to be effective in reducing the attrition of the nursing personnel.

6.1.22 We have also observed that the market situation/condition has improved and there are many qualified people who are available to work in the health sector.

6.1.23 However, we are maintaining the payment of Retention Allowance to eligible officers in post as at 31 December 2015 up to 31 December 2016.

### **Recommendation 9**

**6.1.24 We recommend that:**

- (i) that Nursing Officers who have successfully completed the bonded period as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators and Public Health Nursing Officers should continue, up to 31 December 2016, to be eligible to a monthly retention allowance equivalent to two additional increments at the point they have reached in the master salary scale, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.**
- (ii) an officer who leaves the service prior to the age at which he may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to him. However, an officer who retires from the service on reaching the age at which he may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the retention allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the appropriate Service Commission.**

- 6.1.25 However, the above provision should not apply to officers retiring as per their new compulsory retirement age or on medical ground.
- 6.1.26 All officers who are eligible for the payment of the Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Retention Allowance up to 31 December 2016.

### **Night Duty Allowance**

- 6.1.27 Officers 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 as an incentive.
- 6.1.28 Given that this has proved to be beneficial to the service delivery, the payment of this allowance will continue.

### **Recommendation 10**

- 6.1.29 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.
- 6.1.30 We, however, recommend that the Night Duty Allowance 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) *formerly Health Care Assistant (General)*, Senior Midwife, Midwife and Trainee Midwife *formerly Student Midwife*.

### **Night Attendance Bonus**

- 6.1.31 As an incentive to curb absenteeism at night, a monthly Night Attendance Bonus is payable to Trainee Nurses *formerly Student Nurses*, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives, Senior Midwives and Health Care Assistant/Senior Health Care Assistant (General) *formerly Health Care Assistant (General)*. Given that this provision has been effective in encouraging officers to perform night shifts during the month, we are maintaining it.

**Recommendation 11**

**6.1.32 We recommend the continued payment of a monthly Night Attendance Bonus, until the next overall Review on Pay and Grading structures and Conditions of Service in the Public Sector, to officers in the undermentioned grades, provided they attend duty on all scheduled night shifts during the month, as shown hereunder:**

| <b>Grade</b>  | <b>Night Attendance Bonus (Rs)</b> |
|---|------------------------------------|
| <b>Trainee Nurse</b><br><i>formerly Student Nurse</i>   | <b>290</b>                         |
| <b>Trainee Midwife</b><br><i>formerly Student Midwife</i>   | <b>290</b>                         |
| <b>Nursing Officer:</b>   |                                    |
| Up to 10 years' service   | <b>585</b>                         |
| Over 10 years' service  | <b>730</b>                         |
| <b>Charge Nurse:</b>  |                                    |
| Up to 5 years' service  | <b>730</b>                         |
| Over 5 years' service   | <b>875</b>                         |
| <b>Nursing Supervisor</b>   | <b>1100</b>                        |
| <b>Midwife:</b>   |                                    |
| Up to 10 years' service   | <b>410</b>                         |
| Over 10 years' service  | <b>585</b>                         |
| <b>Senior Midwife:</b>  |                                    |
| Up to 5 years' service  | <b>585</b>                         |
| Over 5 years' service   | <b>730</b>                         |
| <b>Health Care Assistant/Senior Health Care Assistant (General)</b><br><i>formerly Health Care Assistant (General):</i> |                                    |
| Up to 10 years' service   | <b>330</b>                         |
| Over 10 years' service  | <b>475</b>                         |

**Refund of Vacation and Casual Leave****Recommendation 12**

**6.1.33 The recommendation made at paragraphs 23.211 to 23.213 of Volume 2 Part I would 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**

6.1.34 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. Generally ECG Technicians work from 0900 hours to 1600 hours. As this arrangement is proving to be effective, we are maintaining it.

#### **Recommendation 13**

6.1.35 We recommend the 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.

6.1.36 We also recommend the payment of an allowance of Rs 145 per night/Sunday/public holiday to Charge Nurses, Nursing Officers and Health Care Assistant/Senior Health Care Assistants (General) *formerly Health Care Assistants (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**

6.1.37 Nursing Officers posted to the operation theatre who are required to stay up to the completion of the surgeries after normal working hours are paid the Bank Nurse Allowance.

#### **Recommendation 14**

6.1.38 We recommend that the present arrangement be maintained.

#### **Risk Allowance**

#### **Recommendation 15**

6.1.39 We recommend the payment of a risk allowance equivalent to one and a half increments at the initial of their salary scale to officers of the Nursing Officer and Midwifery cadres posted to the pre-natal, labour and post-natal wards.

6.1.40 We further recommend the payment of a risk allowance equivalent to one and a half increments at the initial of their salary scale to Health Care Assistant/Senior Health Care Assistants (General) *formerly Health Care Assistants (General)* posted to the pre-natal and post-natal wards.



## Medical Laboratory Services

6.1.41 At present, Medical Laboratory Technologist/Senior Medical Laboratory Technologist are paid allowances for being “On-Call” to provide for coverage during nights, weekends and public holidays according to operational requirements of the Medical Laboratory. The present arrangement being subject to the exigencies of the Medical Laboratory Services, we are, in this Report, maintaining the allowance and reviewing the mode of computation of this coverage allowance.

### Recommendation 16

**6.1.42 We recommend that pending the implementation of a proper shift system, 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 scales, for every hour put in.**

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

6.1.43 At present, the Radiography Unit in Rodrigues provides an emergency Radiography (diagnostic) service on an “On-Call” system during nights, weekends and public holidays. Officers in the grades of Medical Imaging Technologist or Senior Medical Imaging Technologist who are called upon to remain “On-Call” after a normal day’s work is paid an “On-Call” Allowance and an “In-Attendance” Allowance for attending work during “On-Call”. We are maintaining the present arrangement and reviewing the mode of computation of the allowance.

### Recommendation 17

**6.1.44 We recommend that, pending the implementation of a proper shift system, 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 scales, for every additional hour put in.**

### Screening Allowance

6.1.45 At present, the Medical Imaging Staff in Rodrigues are paid an allowance of Rs 105 per case for performing screening examinations in the absence of a Radiologist. We are revising this allowance.

**Recommendation 18**

**6.1.46 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 from Rs 105 per case to Rs 115 per case.**

**Health Records Cadre****Health Records Officer (New Grade)**

- 6.1.47 During the course of consultations in the context of the present Review exercise, the Management of the Ministry of Health and Quality of Life submitted that Senior Health Records Officers have for the last 17 years been proceeding for a one year tour of service to Rodrigues. Due to the restricted number of officers in this grade, officers have proceeded to a second tour of service as from last year and owing to family problems, the officers are reluctant to undertake anew this tour of service.
- 6.1.48 Due to the refusal of officers to be posted to Rodrigues because of family commitments, the Ministry of Health & Quality of Life is encountering much difficulty in having officers to proceed there on a voluntary basis.
- 6.1.49 In view of the above, it has been proposed that since the RRA operates on an autonomous basis, Mauritian officers should not be required to perform tour of service in Rodrigues as from 2020. The RRA should be empowered to recruit the required number of officers in the Health Records cadre. We have also been informed by the staff side of the RRA that the Management is envisaging to provide on-line a certificate course to officers of the Health Records Clerk cadre so that these officers be qualified for appointment to the grade of Health Records Officer.
- 6.1.50 We have analysed the representation holistically and are agreeable to create a grade of Health Records Officer.

**Recommendation 19**

- 6.1.51 We recommend the creation of the grade of Health Records Officer on the establishment of the Rodrigues Regional Assembly. Appointment, thereto, should be by selection from among serving officers of the Health Records Clerk cadre who possess a Certificate in Health Records Management or Health Information Management from a recognised institution.**
- 6.1.52 Incumbent would be required, among others, to supervise the health records department and provide appropriate coverage of health service points; ensure that health personnel adhere to medical records systems and confidentiality requirements; prepare duty rosters for health records staff; compile and analyse health data and submitting reports; ensure safe custody of patient documentation and related data; effect quality control and clinical coding of all registers kept by the health records department; and dealing with complaints related to medical records services.

## Health Records Clerk/Higher Health Records Clerk

- 6.1.53 Prior to the publication of the 2013 PRB Report, the grades of Health Records Clerk and Higher Health Records Clerk existed as two distinct grades at the Health Records Department. However, both grades were subsequently merged and restyled in the 2013 PRB Report, to Health Records Clerk/Higher Health Records Clerk, and the scheme of service has been amended, accordingly.
- 6.1.54 It has been represented that prior to the merger, the Higher Health Records Clerk was recognised by the Health Records Clerk as a senior officer to ensure some supervision, monitoring and control of work. With the merging, the former Higher Health Records Clerk has to cover night duty on a roster system that equally applies to Health Records Clerk/Higher Health Records Clerk. The fact that supervision is not being recognised has bred resentment and frustration among the senior officers.
- 6.1.55 We have analysed the representation and considering that the merged grades is ineffective and is impeding effective service delivery, we are recommending corrective measures to address the situation, in line with what is being recommended in the Ministry of Health & Quality of Life.

## Recommendation 20

### 6.1.56 We recommend that:

- (i) **the grade of Health Records Clerk/Higher Health Records Clerk on the establishment of the Rodrigues Regional Assembly be demerged into two distinct grades of Health Records Clerk and Higher Health Records Clerk;**
- (ii) **in future appointment to the grade of Higher Health Records Clerk should be by promotion on the basis of experience and merit of officers in the grade of Health Records Clerk reckoning at least five years' service in a substantive capacity in the grade or an aggregate of five years' service in the merged grade of Health Records Clerk/Higher Health Records Clerk and having successfully undergone six months on-the-job training in Health Records Work.**
- (iii) **the schemes of service be re-amended to segregate the duties and level of responsibilities that would henceforth be devolving upon incumbents in the grades of Health Records Clerk and Higher Health Records Clerk, respectively;**
- (iv) **officers in the grades of Health Records Clerk and Higher Health Records Clerk formerly *Health Records Clerk/Higher Health Records Clerk* in post as at 01.01.2016 who have already moved in the salary scale of the higher post by virtue of the merger be exceptionally allowed to draw their converted salary point in the Master Salary Scale.**

## Nutrition Section

### Nutritionist/Senior Nutritionist *formerly Nutritionist*

- 6.1.57 The Bureau has been apprised that with an increase in population, the demand for health services along with nutritional care has kept on increasing. Presently, the only Nutritionist in the Nutrition Section is shouldering higher responsibilities in the absence of a Principal Nutritionist. Both Management and Staff Association have submitted that incumbent should be granted an adhoc allowance for the increased responsibility. The Bureau is of the view that this should be addressed administratively.
- 6.1.58 Furthermore, with new challenges in the sector and in line with what obtains in the Civil Service, we are also restyling the grade of Nutritionist to Nutritionist/Senior Nutritionist.

### Recommendation 21

- 6.1.59 We recommend that the grade of Nutritionist be restyled Nutritionist/Senior Nutritionist.**

## Pharmacy Technician Cadre

- 6.1.60 The EOAC recommended that management considers the advisability of granting loan facilities for the purchase of autocycle/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 recommendation is being maintained.**

## Health Inspectorate Unit

### On Call Allowance/Issue of Cremation Permit

- 6.1.61 In line with what obtains in the Health Inspectorate Unit at the Ministry of Health & Quality of Life, we are reproducing the following recommendations.

### Recommendation 22

- 6.1.62 We recommend that officers in the grade of Inspectors (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 240  | Rs 450   |

6.1.63 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 23

6.1.64 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 150; Rs 215; and Rs 260 per hour respectively for work performed outside normal working hours on a regular basis at the Airport and Port.

#### Other Recommendations

##### Recommendation 24

6.1.65 We recommend that the provision made in the Chapter of Ministry of Health & Quality of Life in Volume 2 Part I of this Report, as reproduced in table hereunder be equally applicable to officers on the establishment of the RRA.

| Conditions/Allowances  | Paragraph       | Recommendation |
|--|-----------------|----------------|
| Diploma in General Nursing                                     | 23.136 - 23.138 | 42             |
| Public Health Nursing Officer                                  | 23.140 – 23.141 | 43             |
| Notional Time  | 23.147          | 45             |
| Compensation for work on public holiday falling on Night Shift | 23.214          | 67             |
| X Ray of Dead Bodies   | 23.286          | 88             |
| Specific conditions of service for Health Sector               | 23.338          | 99             |

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 02 000 100  | <p style="text-align: center;"><b>MEDICAL AND HEALTH (Administration)</b></p> <p>Rs 101000<br/>Departmental Head</p> |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 09 000 099  | <b>Rs 98000</b><br>Health Director   |
| 09 083 098  | <b>Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000</b><br>Specialist/Senior Specialist                                   |
| 09 074 094  | <b>Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b><br>Community Physician                             |
| 09 071 089  | <b>Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Medical and Health Officer/Senior Medical and Health Officer                  |
| 09 070 089  | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Dental Surgeon/Senior Dental Surgeon                           |
| 09 059 085  | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Pharmacist/Senior Pharmacist                                     |
| 09 069 085  | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Nursing Administrator (Female)<br>Nursing Administrator (Male)                               |
| 19 055 085  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Nutritionist/Senior Nutritionist<br><i>formerly Nutritionist</i> |
| 09 063 079  | <b>Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200</b><br>Nursing Supervisor (Female)<br>Nursing Supervisor (Male)                       |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 09 058 075  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b><br>Ward Manager (Female)<br>Ward Manager (Male)                      |
| 09 052 073  | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b><br>Charge Nurse (Female)<br>Charge Nurse (Male)             |
| 09 050 073  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b><br>Public Health Nursing Officer              |
| 09 037 069  | <b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b><br>Nursing Officer |
| 09 026 028  | <b>Rs 13790 x 260 – 14050 x 275 – 14325</b><br>Trainee Nurse<br><i>formerly Student Nurse</i>  |
| 09 052 073  | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b><br>Specialised Nurse  |
| 09 054 073  | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Principal Midwife   |
| 09 047 069  | <b>Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Senior Midwife (Shift)                               |
| 09 045 066  | <b>Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b><br>Senior Midwife (Personal)   |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 09 033 064  | <b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b><br>Midwife                                     |
| 09 042 069  | <b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b><br>Blood Bank Officer                |
| 09 026 028  | <b>Rs 13790 x 260 – 14050 x 275 – 14325</b><br>Trainee Midwife<br><i>formerly Student Midwife</i>  |
| 09 065 078  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b><br>Principal Pharmacy Technician  |
| 09 060 075  | <b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b><br>Pharmacy Stores Manager   |
| 09 052 073  | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b><br>Senior Pharmacy Technician                                   |
| 09 036 069  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b><br>Pharmacy Technician |
| 09 026 028  | <b>Rs 13790 x 260 – 14050 x 275 – 14325</b><br>Trainee Pharmacy Technician<br><i>formerly Student Pharmacy Technician</i>                          |
| 09 065 081  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825 QB 56450</b><br>Principal Medical Laboratory Technologist                   |



| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 09 044 076  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b></p> <p>Medical Laboratory Technologist/Senior Medical Laboratory Technologist</p> |
| 09 028 031  | <p><b>Rs 14325 x 275 – 15150</b></p> <p>Trainee Medical Laboratory Technologist<br/><i>formerly Student Medical Laboratory Technologist</i></p>  |
| 09 048 070  | <p><b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b></p> <p>Health Records Officer (New Grade)</p>  |
| 18 061 078  | <p><b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b></p> <p>Principal Inspector (Health and Food Safety)</p>  |
| 18 054 074  | <p><b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Senior Inspector (Health and Food Safety)</p>  |
| 18 044 071  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b></p> <p>Inspector (Health and Food Safety)</p>  |
| 18 027 030  | <p><b>Rs 14050 x 275 – 14875</b></p> <p>Trainee Inspector (Health and Food Safety) (Personal)</p>  |
| 11 054 081  | <p><b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Hospital Administrator</p>  |
| 11 056 072  | <p><b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b></p> <p>Hospital Administrative Assistant</p>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 11 033 067  | <b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Head Catering Unit                                    |
| 11 038 063  | <b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Executive Officer (Health Services) (Non Shift)<br>Steward          |
| 11 030 060  | <b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Catering Supervisor                     |
| 09 026 060  | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Physiotherapy Assistant   |
| 09 058 076  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1525 – 48425</b><br>Senior Medical Imaging Technologist                     |
| 09 042 071  | <b>Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 QB 39575 x 1225 – 40800</b><br>Medical Imaging Technologist |
| 09 026 028  | <b>Rs 13790 x 260 – 14050 x 275 – 14325</b><br>Trainee Medical Imaging Technologist<br><i>formerly Student Medical Imaging Technologist</i>                  |
| 09 040 062  | <b>Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Senior Medical Imaging Assistant  |
| 09 024 058  | <b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b><br>Medical Imaging Assistant |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 22 030 062  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Bio-Medical Engineering Technician</p>  |
| 09 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>ECG Technician (Female)<br/>ECG Technician (Male)</p>   |
| 09 043 062  | <p><b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Senior Dental Assistant</p>   |
| 09 026 060  | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Dental Assistant</p>  |
| 09 046 067  | <p><b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b></p> <p>Senior Health Records Clerk</p>   |
| 09 044 065  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b></p> <p>Higher Health Records Clerk<br/><i>formerly Health Records Clerk/Higher Health Records Clerk</i></p>                                    |
| 09 030 063  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Health Records Clerk<br/><i>formerly Health Records Clerk/Higher Health Records Clerk</i></p> |
| 09 029 063  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32350</b></p> <p>Community Health Rehabilitation Officer</p>   |
| 09 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Community Health Care Officer</p>   |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 09 028 064  | <p><b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b></p> <p>Health Care Assistant/Senior Health Care Assistant (General)<br/><i>formerly Health Care Assistant (General)</i></p> |
| 24 023 056  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Health Laboratory Auxiliary<br/><i>formerly Health Laboratory Attendant</i></p>                                      |
| 09 019 056  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Linen Health Officer<br/><i>formerly Linen Officer</i></p>   |
| 24 030 055  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300</b></p> <p>Ambulance Driver (Shift)</p>   |
| 24 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Incinerator Operator<br/>Mortuary Attendant (Roster)</p>   |
| 24 023 051  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Senior Attendant (Hospital Services) (Shift)</p>   |
| 24 024 050  | <p><b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575</b></p> <p>Cook (Roster)</p>  |
| 24 022 047  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b></p> <p>Ambulance Care Attendant (Shift)<br/>Attendant (Hospital Services) (Shift)</p>   |

| Salary Code   | Salary Scale and Grade   |
|---------------|--|
| 24 018 044    | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b></p> <p>Laundry Attendant (Roster)</p>   |
| 24 015 040    | <p><b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b></p> <p>Sanitary Attendant</p>   |
| <b>OTHERS</b> |  |
| 08 050 069    | <p><b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Higher Executive Officer (Rodrigues) (Personal)</p>   |
| 08 043 069    | <p><b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Confidential Secretary<br/><i>formerly Confidential Clerk/Senior Confidential Clerk</i></p> |
| 08 027 060    | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>                        |
| 08 026 059    | <p><b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b></p> <p>Word Processing Operator</p>                                     |
| 20 038 063    | <p><b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Statistical Officer<br/><i>formerly Statistical Assistant</i></p>  |
| 22 024 057    | <p><b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850</b></p> <p>Telephonist</p>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 08 022 056  | <p>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</p> <p>Receptionist (Health Services)</p>  |
| 22 021 054  | <p>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</p> <p>Receptionist/Telephone Operator</p>   |
| 25 023 052  | <p>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Carpenter<br/>Diesel Fitter Mechanic<br/>Electrician<br/>Mason<br/>Plumber and Pipe Fitter<br/>Tinsmith</p> |
| 24 023 052  | <p>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Driver (Roster)</p>   |
| 24 027 051  | <p>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Field Supervisor</p>  |
| 24 022 051  | <p>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Driver</p>  |
| 21 019 046  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 045  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</p> <p>Gardener/Nursery Attendant</p>  |

| Salary Code             | Salary Scale and Grade  |
|-------------------------|---|
| 24 018 044              | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard   |
| 25 016 042              | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant (Blacksmith)<br>Tradesman's Assistant (Mason)<br>Tradesman's Assistant (Painter) |
| 24 015 040              | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Gateman<br>Sanitary Attendant  |
| 24 001 038              | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |
| 24 015 041              | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 25 041 060              | <b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Foreman  |
| <b>SANITARY SECTION</b> |   |
| 24 027 051              | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Field Supervisor   |
| 24 019 048              | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i>                 |

| Salary Code  | Salary Scale and Grade   |
|--|--|
| 24 019 045   | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Insecticide Sprayer Operator            |
| 24 018 044   | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard  |
| 24 015 040   | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Sanitary Attendant                      |
| 24 001 038   | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker |
| <b>FAMILY PLANNING, MATERNAL AND CHILD HEALTH SERVICES</b> |  |
| 09 071 089   | <b>Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Medical and Health Officer/Senior Medical and Health Officer    |
| 09 037 069   | <b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350</b><br>Nursing Officer |
| 10 035 069   | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Communication Officer    |

\* \* \* \* \*



## 6.2 Sports Division

- 6.2.1 The Sports Division is responsible for the formulation and administration of policies relating to sports in Rodrigues. Its mission is to encourage mass participation in sports for a healthy and educated population and also to encourage the sportsmen to attain world class level and put Rodrigues on the World Sports' map.
- 6.2.2 The main objectives of the Division are, *inter alia*, to promote the development of physical and moral qualities as backbone of sports; sell sports as a good product, thus giving it a good image at national and international level; to provide adequate decent and safe infrastructure for the practice of sports in Rodrigues; and to act as a facilitator to sports organisations recognised by the Commission.
- 6.2.3 In our last Report, the posts of Officer-in-Charge, Sports and Swimming Pool Attendant (Roster) were created. The Division is presently manned by a Sports Officer and officers of the coach cadre.
- 6.2.4 Management has submitted that the present structure is appropriate to enable the Division to deliver its services efficiently and effectively.
- 6.2.5 In this context, the Bureau is agreeable to the proposal of Management to maintain the present organisational structure while revising the salary scales of existing grades.

### Coach Cadre

- 6.2.6 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 17050.**

### Time off Facilities

- 6.2.7 Sports activities such as the "Sport pour Tous Programme", Physique dans Village", "Village on the move" and inter village games are mostly held outside normal working hours during weekdays, during weekends and public holidays. Both Management and the Union have represented that the Sports Officer at the Commission for Health and Sports has to work beyond normal working hours to provide a citizen – centric service and is not being compensated for four extra hours of work due to the nature of their work. We have examined the issue and are making an appropriate recommendation.

### Recommendation

- 6.2.8 We recommend that arrangements should 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 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.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>SPORTS SERVICES</b>   |
| <b>06 069 085</b> | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Head, Sports<br><i>formerly Officer in Charge, Sports</i>  |
| <b>06 054 081</b> | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Sports Officer   |
| <b>06 052 073</b> | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Senior Coach  |
| <b>06 036 067</b> | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Coach   |
| <b>22 032 065</b> | <b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Technician (Youth and Sports)                       |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |
| <b>24 023 053</b> | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b><br>Swimming Pool Attendant (Roster)      |
| <b>24 027 051</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Field Supervisor  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard  |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                            |
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Filterman                               |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker |

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## **7. COMMISSION FOR ENVIRONMENT, TOURISM, FORESTRY, FISHERIES AND MARINE PARKS**

- 7.1 The Commission is responsible for Environment, Tourism, Forestry, Fisheries, and Marine Parks. It acts as a facilitator and catalyst through the formulation and implementation of appropriate policies, programmes and strategies.
- 7.2 It envisions to make Rodrigues an ecological island, whilst aiming at protecting and managing the marine and terrestrial environment through active participation of all stakeholders of the present and future generations; building the tourism sector into a key engine of growth and makes of Rodrigues one of the best eco-tourism island destinations in the Indian Ocean; effectively preserving endangered fauna and flora of the island; enforcing Fisheries Laws and Regulations; and restoring a healthy ridge to reef ecosystem functioning within the Marine Protected Area and its watershed.

### **7.1 Environment**

- 7.1.1 The Environment Division's vision is to provide a safe environment for a better quality of life and its mission consists in assisting the Government in protection of the environment.
- 7.1.2 The objects of the Environment Division are, *inter alia*, to: develop awareness programme and carry out sensitisation campaign; enforce the Environment Protection Act 2002 and other Rodrigues Regional Assembly Regulations; issue Environmental clearances; plan for and ensure a proper waste management system; monitor coastal zone of the island; and pursue embellishment projects for the uplifting of the physical environment.
- 7.1.3 The main activities carried out by the Division comprise monitoring of cleaning works, dumping sites and waste collection; developing environmental education programme; carrying out sensitization campaign in schools and villages and through the media; attending complaints from members of the public and cases of environmental emergencies; carrying out inspection throughout the island to detect any environmental nuisance and eyesore; providing views on Environmental Impact Assessment (EIA) applications; processing applications for environmental clearances for land levelling, for livestock activities and submit recommendations to the Agricultural Services; identifying, conceiving and implanting embellishment landscaping projects; and monitoring coastal development activities around the island.
- 7.1.4 The structure of the technical cadre consists of the position of Officer in Charge, Environment and the grades of Environment Officer and Technical Officer (Environment). Support services are provided by officers of other classes. We consider the prevailing number of levels to be adequate to enable the Commission

to effectively deliver its services. We are, however, restyling the position of Officer in Charge, Environment; amending the mode of appointment to the grade of Environment Officer; restyling the appellation of Enforcement Officer to reflect the true nature of duties performed whilst upgrading its qualification requirements for future entrants and introducing the payment of new allowances.

### **Officer in Charge, Environment**

7.1.5 At present there is an Officer in Charge, Environment at the head of the technical cadre. The Bureau considers that the appellation should be reviewed in line with what obtains in the other divisions for equivalent positions. We are, therefore, recommending a more appropriate job title.

### **Recommendation 1**

**7.1.6 We recommend that the grade of Officer in Charge, Environment be restyled Head, Environment.**

### **Environment Officer**

7.1.7 In the 2013 PRB Report, in view of providing a career path to serving officers of the Division, the mode of appointment to the grade of Environment Officer was amended such that appointment was made by selection from among serving officers of the Environment Division possessing a degree in either Environmental Science or Environmental Law or Agriculture or Engineering or any environment related field.

7.1.8 In this Report, pursuant to certain difficulties encountered, we are further amending the qualification requirements and widening the scope of recruitment by specifying different fields and the grades of the serving officers concerned so as to avoid implementation problems.

### **Recommendation 2**

**7.1.9 We recommend that the qualification requirements of the grade of Environment Officer be amended such that, in future, appointment thereto be made by selection from among serving Technical Officers (Environment) and Environment Enforcement Officers *formerly Enforcement Officers* holding a substantive appointment in their respective grades and possessing a degree in one of the following subjects:- Agriculture, Botany, Biochemistry, Biology, Chemistry, Engineering (Chemical or Civil or Environmental), Environment and Coastal Management, Climate Change Economics, Environmental Science or Environmental Economics or Environmental Law or Ecology or Environmental Planning, Geology, Marine Science, Urban Planning, Sustainable Development or any environment related discipline. In the absence of qualified serving officers, selection should be made by open competition from candidates possessing a degree in one of the fields mentioned earlier.**

### Enforcement Officer

7.1.10 The Bureau has observed that the duties carried out by Enforcement Officers are similar to those of the grade of Environment Enforcement Officer in the Civil Service. Moreover, incumbents in the latter grade possessing the required qualifications are eligible to apply for the post of Environment Officer, whilst the Enforcement Officers in Rodrigues do not have a career path, as the grade is a dead end one. Since enforcement duties are essential for an efficient and effective delivery of service, we believe that the grade should be upgraded in terms of qualification requirements and duties, in line with those prescribed for the equivalent grade in the Civil Service and a promotional route be provided. We are making recommendations in this perspective.

### Recommendation 3

- 7.1.11 **We recommend that the grade of Enforcement Officer be restyled Environment Enforcement Officer and appointment thereto should henceforth be made from among candidates possessing a Higher School Certificate with passes at Principal Level in any two of the following subjects: Chemistry, Physics and Biology or equivalent qualifications.**
- 7.1.12 **We further recommend that the scheme of service be amended to include the duties devolving upon the Environment Enforcement Officers in the Civil Service.**

### On-Call Allowance

- 7.1.13 Management has submitted that 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 this perspective, request has been made for the payment of an on-call and an in-attendance allowance.
- 7.1.14 We have examined the issue and consider that the request is justified, the more so such allowances are paid to their Mauritian counterparts. We are, therefore, making appropriate recommendations to that end.

### Recommendation 4

- 7.1.15 **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) |
|--|-------------|
| <b>Head, Environment<br/><i>formerly Officer-in-Charge, Environment</i></b>    | <b>1225</b> |
| <b>Environment Officer</b>   | <b>1000</b> |
| <b>Technical Officer (Environment)</b>   | <b>800</b>  |
| <b>Environment Enforcement Officer<br/><i>formerly Enforcement Officer</i></b> | <b>550</b>  |

7.1.16 We also recommend that when attending work while on-call, these officers be paid an in attendance allowance per hour, inclusive of travelling time, as follows:

| Grade  | Amount (Rs) |
|--|-------------|
| Head, Environment<br><i>formerly Officer-in-Charge, Environment</i>    | 245         |
| Environment Officer  | 200         |
| Technical Officer (Environment)  | 160         |
| Environment Enforcement Officer<br><i>formerly Enforcement Officer</i> | 110         |

### Diving Allowance

7.1.17 Management has submitted that with the setting up of desalination plants, officers in the grades of Head , Environment *formerly Officer in Charge, Environment*, Environment Officer, Technical Officer (Environment) and Environment Enforcement Officer *formerly Enforcement Officer* are required to perform diving duties for carrying out monitoring of the marine biota. In the context of this Report, request has been made for the payment of a diving allowance. After analysis, we consider that an appropriate allowance should be paid to the officers concerned and are recommending accordingly.

### Recommendation 5

7.1.18 We recommend that the Head, Environment *formerly Officer in Charge, Environment*, Environment Officers, Technical Officers (Environment) and Environment Enforcement Officers *formerly Enforcement Officers*, should be paid a diving allowance of Rs 660 per dive, subject to a maximum of Rs 5280 a month.

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade                                 |
|-------------|--|
| 02 000 100  | ENVIRONMENT DIVISION<br>Rs 101000<br>Departmental Head |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 02 058 081  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Administrative Officer  |
| 19 069 085  | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Head, Environment<br><i>formerly Officer in Charge, Environment</i>   |
| 19 055 081  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Environment Officer   |
| 19 044 072  | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Technical Officer (Environment)                                      |
| 19 034 065  | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Environment Enforcement Officer<br><i>formerly Enforcement Officer</i> |
| 24 036 056  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Senior Field Supervisor   |
| 26 029 062  | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Assistant Inspector of Works                             |
| 08 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)      |
| 08 026 059  | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br>Word Processing Operator                   |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 25 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23975</b></p> <p>Carpenter<br/>Mason</p>   |
| 24 027 051  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Field Supervisor</p>  |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>  |
| 21 019 046  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b></p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 24 018 044  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b></p> <p>Security Guard</p>  |
| 24 015 041  | <p><b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b></p> <p>Handy Worker</p>  |
| 24 015 040  | <p><b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b></p> <p>Lorry Loader<br/>Sanitary Attendant</p>   |
| 24 001 038  | <p><b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b></p> <p>General Worker</p>   |

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## 7.2 Forestry Services

- 7.2.1 The Forestry Services is responsible for the proper administration and management of all forest lands, 'pas geometriques', mountains, rivers, reserves and offshore islets. It envisions to create a modern forest services under the RRA achieving excellence in responsibilities and to involve the population directly in the conservation and preservation of forest biodiversity through Community Forestry and Village Nurseries.
- 7.2.2 In pursuance of its mission, the Forestry Services aim, among others, to manage forest resources and forest land on a sustainable basis; elaborate a long term strategy for conservation of biodiversity; encourage and adopt appropriate land use practices and planting of tree species; and promote forest research in collaboration with other organisations.
- 7.2.3 Officers of the Forest Conservation and Enforcement Officer cadre provide assistance to the Head, Forestry, who is responsible for the day-to-day administration. We consider the five-level structure to be appropriate and same is being maintained.
- 7.2.4 However, in light of representations received, we are reviewing the qualification requirements of the grade of Head, Forestry so as to facilitate the career progression of able and experienced officers in the technical cadre and creating a professional grade of Scientific Officer (Forestry and Conservation). We are also making possession of a diploma in Forestry a requirement for appointment to the grade of Principal Forest Conservation and Enforcement Officer.

### Forest Conservation and Enforcement Officer Cadre

- 7.2.5 Prior to the 2013 EOAC Report, the grade of Head, Forestry, *formerly Officer in Charge, Forestry*, was promotional for the Chief Forest Conservation and Enforcement Officer *formerly Forest Ranger*.
- 7.2.6 The 2013 EOAC Report recommended that appointment to the grade of Head, Forestry be made by selection from among candidates possessing a degree in Biotechnology or Botany or Plant Science or any forest related discipline and having sound knowledge of forest-related laws and regulations as well as good communication, interpersonal and leadership skills.
- 7.2.7 Both Management and Staff Associations have represented that this change in qualification requirements is causing much frustration among the technical staff as the top position to which they could aspire previously is no longer open to them. Moreover, the present mode of recruitment lacks the vital element of experience, which is sine qua non for a position of that level.

7.2.8 Further to the grievances expressed, the Bureau has carried out an in-depth examination of the Forest Conservation and Enforcement Officer cadre, and further to its findings, the following observations are being made:

- (i) the duties and responsibilities devolving upon the cadre are primarily of a technical nature, where conservation and enforcement duties are prevalent;
- (ii) the requirement of a degree at the level of the Head, Forestry is not a necessity based on its duties and responsibilities, whereas experience acquired since grassroot level, coupled with enhanced competencies and new skills are primordial to move up the rungs in the hierarchy;
- (iii) in view of the emerging challenges in the Forestry Sector triggered by environmental changes, there is need for officers to upgrade their knowledge and skills so as to cope with these changes;
- (iv) the number of levels in this cadre is adequate to enable the Rodrigues Regional Assembly to deliver on its mandate; and
- (v) with rapid changes in the landscape, there is need for a professional grade in the field of forestry and conservation to carry out a new and higher set of duties.

7.2.9 Against this backdrop, the Bureau is making appropriate recommendations to address these issues.

### **Scientific Officer (Forestry and Conservation) (New Grade)**

#### **Recommendation 1**

**7.2.10 We recommend the creation of the grade of Scientific Officer (Forestry and Conservation). Appointment thereto should be made by selection from among candidates possessing a Degree in either Forestry or Conservation or Botany or Ecology from a recognised institution or an equivalent qualification.**

7.2.11 Incumbents would be responsible for the implementation of the forestry programme including nursery operations and forest produce exploitation; and would be required, *inter alia*, for: conducting research and experimental work on fauna and/or flora and their conservation; carry out forest engineering and environmental protection works; prepare scientific reports; disseminate conservation information; and create conservation awareness among students and the public at large.

### **Head Forestry**

#### **Recommendation 2**

**7.2.12 We recommend that the qualification requirements of the grade of Head, Forestry be reviewed such that appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Chief Forest Conservation and Enforcement Officer who reckon at least two years' service in a substantive capacity in the grade and who possess sound**

**knowledge of forest related laws and regulations; and good communication, interpersonal and leadership skills.**

### **Principal Forest Conservation and Enforcement Officer**

- 7.2.13 At present, appointment to the grade of Principal Forest Conservation and Enforcement Officer is made by promotion, on the basis of experience and merit, of officers in the grade of Senior Forest Conservation and Enforcement Officer
- 7.2.14 Representations have been made to the effect that appropriate training should be provided to officers of the Forest Conservation and Enforcement Officer cadre in view of upgrading their skills and knowledge so as to keep pace with changes in the landscape.
- 7.2.15 The Bureau views that there is merit in the case but that it may not be appropriate to require higher qualifications at entry level. We consider that it would be more appropriate to require a Diploma in Forestry for appointment to the grade of Principal Forest Conservation and Enforcement Officer, based on the nature and level of duties of the latter. We are, in the same vein, providing for Senior Forest Conservation and Enforcement Officer to be sponsored to follow the said diploma course. We are making appropriate recommendations to that end.

### **Recommendation 3**

#### **7.2.16 We recommend that:**

- (i) as from year 2018, appointment to the grade of Principal Forest Conservation and Enforcement Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Forest Conservation and Enforcement Officer possessing a Diploma in Forestry and reckoning at least four years' service in a substantive capacity in the grade;**
- (ii) Management should make necessary arrangements with a recognised institution for the mounting of the diploma course in Forestry and sponsor officers of the Forest Conservation and Enforcement cadre to follow the said diploma course;**
- (iii) officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer possessing a diploma in Forestry and who have drawn their top salary for a year should be allowed to move incrementally in the master salary scale by two increments, provided that they:**
  - (a) have been efficient and effective in their performance during the preceding year; and**
  - (b) are not under report; and**

- (iv) 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

7.2.17 At present, employees who are required to work and stay overnight on offshore islets are paid a daily all-inclusive allowance of Rs 795 inclusive of meal allowance. We are maintaining the present provision and revising the quantum.

#### Recommendation 4

7.2.18 We recommend that a daily all-inclusive allowance including meal allowance of Rs 850 be paid to employees who are required to work and stay overnight on offshore islets.

#### Rent Allowance

#### Recommendation 5

7.2.19 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

7.2.20 In Mauritius, officers in the Forest Conservation and Enforcement Officer cadre are paid a monthly walking allowance to carry out extensive field duties in Nature Reserves, Mountain Reserves, River Reserves, Forest Plantations and other areas of the forest which cannot be accessed to, except on foot. Management of the RRA has requested to extend the same provision to their counterparts in Rodrigues. We are agreeable to the proposal and are recommending accordingly.

#### Recommendation 6

7.2.21 We recommend the payment of a Walking Allowance of Rs 275 monthly to officers of the Forest Conservation and Enforcement Officer cadre.

## SALARY SCHEDULE

| Salary Code              | Salary Scale and Grade   |
|--------------------------|--|
| <b>FORESTRY SERVICES</b> |  |
| 19 055 081               | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Scientific Officer (Forestry and Conservation) (New Grade)                   |
| 19 062 080               | <b>Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b><br>Head, Forestry   |
| 19 057 074               | <b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Chief Forest Conservation and Enforcement Officer   |
| 19 050 069               | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350</b><br>Principal Forest Conservation and Enforcement Officer  |
| 19 043 063               | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Senior Forest Conservation and Enforcement Officer  |
| 19 027 060               | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Forest Conservation and Enforcement Officer         |
| 19 044 072               | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Technical Officer (Forestry)                                    |
| 08 027 060               | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |
| 24 023 052               | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)                       |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 036 052  | <p>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</p> <p>Head Gardener/Nursery Attendant</p>   |
| 24 027 051  | <p>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Field Supervisor</p>  |
| 24 022 051  | <p>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</p> <p>Driver</p>  |
| 21 019 046  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</p> <p>Storekeeper (Rodrigues)</p>   |
| 13 019 045  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</p> <p>Boatman</p>   |
| 24 019 045  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</p> <p>Gardener/Nursery Attendant<br/>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i><br/>Woodcutter</p> |
| 24 018 044  | <p>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</p> <p>Security Guard</p>  |
| 24 015 041  | <p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</p> <p>Handy Worker</p>  |
| 24 015 040  | <p>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</p> <p>Lorry Loader</p>  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 001 038  | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br><br>General Worker |

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## 7.3 Fisheries

- 7.3.1 The activities of the Fisheries Division are organised under two distinct arms namely the Fisheries Protection Service (FPS) and the Fisheries Research and Training Unit (FRTU). The FPS is mainly concerned with enforcement duties whilst the FRTU is involved in research work and devisions of new techniques.

### Fisheries Protection Service

- 7.3.2 The FPS envisions to certify quality service to the public with special regards to fishermen and making the lagoon a place to earn a decent living for the people of the sea. Its overall mission is to ensure effective control and surveillance over the lagoon fisheries and marine resources and the marine ecosystem and delivering timely office services to each customer.
- 7.3.3 In pursuance of its mission, the Division has as objects, *inter alia*, to: reduce illegal, unreported and unregulated fishing practices in accordance with Fisheries Laws and Regulations; reduce response time as regard to intervention on the ground; plan and ensure a proper management of the Fisheries Protection Service in Rodrigues, including monitoring of fishers; and maintain timely services to the members of the public with regard to office procedures.
- 7.3.4 The main services provided are registration of fishers; issue of licence to fishmongers; registration of new boat; renewal of large net licence; prosecute cases before Court; effect patrols on land and at sea to detect and prevent illegal fishing activities; monitoring of fish prices and fishmongers; and prepare cases for fishermen disappeared at sea for compensation with the Fishermen Welfare Fund.

### Fisheries Research and Training Unit

- 7.3.5 The Fisheries Research and Training Unit (FRTU) aims for a better management of sustainable development and exploitation of the fisheries and marine resources and its mission is to empower fishermen for the proper development of the fisheries sector; enhancing awareness of fishermen and the public towards the conservation of marine environment and its resources; provision of relevant information for helping policy making in decision making; and conduct research work for proper implementation of fisheries projects.
- 7.3.6 The main functions of the FRTU are to conduct research work within the fisheries sector both within the lagoon and off-lagoon and to 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.

- 7.3.7 The FPS comprises officers of the Fisheries Protection Officer cadre, which is a five-level structure, headed by the Controller, Fisheries Protection Service. On the other hand, the FRTU consists of technical and professional grades.
- 7.3.8 In the context of this Report, both Management and Union have submitted that with the expansion and growth of the fisheries sector in Rodrigues and in line with Government's vision for a Blue Economy, there is strong need to strengthen the existing structure prevailing at the Fisheries Protection Service. In this perspective, request has been made for the creation of a grade of Deputy Controller, Fisheries Protection Service, to assist the Controller in the functions of his duties.
- 7.3.9 Whilst examining the representations, the Bureau has taken into account the importance of the Ocean Economy in terms of its contribution to economic growth. We are agreeable to consolidate the structure and are bringing a few changes to the qualification requirements of the grade of Head, Fisheries in view of making employees of the Fisheries Division eligible to apply for the post, thereby providing an enhanced career path to serving officers. In addition, we are reviewing the qualification requirements of the grade of Principal Fisheries Protection Officer and introducing the payment of new allowances to officers of the Fisheries Division while maintaining existing ones.

### **Fisheries Protection Officer Cadre**

- 7.3.10 At present, the Fisheries Protection Service comprises the five-level Fisheries Protection Officer cadre, with the Controller, Fisheries Protection Service at the apex. Both Management and unions have apprised the Bureau that there is a strong operational need for a level of Deputy Controller, FPS to assist the Controller, FPS. The Bureau is agreeable to the proposal, whilst considering the evolution and future developments in the Fisheries Sector of the RRA.

### **Deputy Controller, Fisheries Protection Service (New Grade)**

#### **Recommendation 1**

- 7.3.11 **We recommend the creation of the grade of Deputy Controller, Fisheries Protection Service. Appointment thereto should be made by promotion, on the basis of experience, of officers in the grade of Assistant Controller, Fisheries Protection Service who reckon at least two years' service in a substantive capacity in the grade and possess training abilities.**
- 7.3.12 Incumbent would be called upon, *inter alia*, to: deputise for the Controller, Fisheries Protection Service as and when required; assist the Controller, Fisheries Protection Service; monitor cases submitted for prosecution; monitor data collection in connection with marine conservation programmes; and organise and implement appropriate training courses for the staff of the Fisheries Protection Service.

### **Controller, Fisheries Protection Service**

7.3.13 At present, appointment to the grade of Controller, Fisheries Protection Service is made by promotion, on the basis of experience and merit, of an officer in the grade of Assistant Controller, Fisheries Protection Service (Rodrigues) reckoning at least two years' service in a substantive capacity in the grade. With the creation of the grade of Deputy Controller, Fisheries Protection Service, there is need to bring consequential amendments to the mode of appointment to the grade of Controller, Fisheries Protection Service. We are recommending along these lines.

### **Recommendation 2**

**7.3.14 We recommend that, in future, appointment to the grade of Controller, Fisheries Protection Service be made by promotion, on the basis of experience and merit, of officers in the grade of Deputy Controller, Fisheries Protection Service holding a substantive appointment in the grade and possessing sound knowledge of Fisheries laws and regulations.**

### **Principal Fisheries Protection Officer**

7.3.15 At present, appointment to the grade of Principal Fisheries Protection Officer is made by promotion, on the basis of experience and merit, of officers in the grade of Senior Fisheries Protection Officer who reckon at least four years' service in a substantive capacity in the grade.

7.3.16 Taking into consideration the critical role of the Fisheries Division in the protection and conservation of fisheries and marine resources, coupled with the new challenges in this sector and in line with what is obtainable in the Civil Service, we consider that officers should be required to possess higher qualifications. In so doing, the Division would be equipped with a larger pool of qualified personnel, and thereby contributing towards an improved service delivery. In view thereof, we are making appropriate recommendations.

### **Recommendation 3**

**7.3.17 We recommend that:**

- (i) as from year 2018, appointment to the grade of Principal Fisheries Protection Officer should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Fisheries Protection Officer possessing a Diploma in Fisheries Science and reckoning at least four years' service in a substantive capacity in the grade;**
- (ii) Management should make necessary arrangements with a recognised institution for the mounting of the diploma course in Fisheries Science and consequently sponsor officers of the Fisheries Protection Officer cadre to follow the said diploma course;**

- (iii) **officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer possessing a Diploma in Fisheries Science and who have drawn their top salary for a year should be allowed to move incrementally in the master salary scale by two increments provided that they:**
  - (a) **have been efficient and effective in their performance during the preceding year; and**
  - (b) **are not under report; and**
- (iv) **officers in the grade of Principal Fisheries Protection Officer possessing a Diploma in Fisheries Science should proceed beyond the Qualification Bar (QB) inserted in their salary scale.**

### **Head, Fisheries**

- 7.3.18 The grade of Head, Fisheries was created in the 2013 EOAC Report, whereby the recommended mode of appointment is by selection from candidates possessing a degree in Fisheries or Marine Biology or Marine Science and a Master's degree in the relevant field or an equivalent qualification and who possess managerial skills.
- 7.3.19 It has been submitted that for a position of that level, incumbent should at least be acquainted with the duties being carried out at the Fisheries Division and should therefore reckon a certain number of years of relevant experience. We consider that there is some justification in the representation made, the more so incumbent would be responsible for the overall management of the Fisheries Division and would be involved in the formulation and implementation of the fisheries policy.
- 7.3.20 The Bureau thus considers that the grade should be filled from serving officers of the Fisheries Division possessing the relevant qualifications and experience. We are making an appropriate recommendation to that end.

### **Recommendation 4**

- 7.3.21 **We recommend that appointment to the grade of Head, Fisheries be made by selection from among serving officers of the Fisheries Protection Officer cadre, Scientific Officer (Fisheries) and Technical Officer (Fisheries), who possess a Degree in Fisheries Science or Marine Biology or Marine Science from a recognised institution or an equivalent qualification and reckon an aggregate of at least eight years' service in a substantive capacity in their cadre or grade.**

### Sea-Going Allowance

7.3.22 Management has made submissions that in view of the need for the regular maintenance of Fish Aggregating Devices (FAD) and the importance of experimental work, scientific/technical staff as well as officers of the Fisheries Protection cadre are often required to go out at sea for short periods. We are, therefore, recommending for the payment of an appropriate sea-going allowance to these officers, in line with what obtains in the Civil Service.

### Recommendation 5

**7.3.23 We recommend that scientific/technical staff and officers of the Fisheries Protection cadre who are required to go at sea for placing, maintenance and monitoring of Fish Aggregating Devices (FADS); for research work; training of those fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and for 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, including Saturdays, up to 24 hours.**
- (iii) one day's pay and one day off for working four to 12 hours on public holidays and Sundays.**

### In-Attendance Allowance

7.3.24 Scientific Officers (Fisheries) are often required to work outside normal working hours during weekdays, weekends and public holidays to attend to emergency cases. We are, therefore, recommending for an appropriate compensation to be paid to these officers.

### Recommendation 6

**7.3.25 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 125 per hour.**

### Diving Allowance

7.3.26 Officers of the Fisheries Division are required to perform diving duties for carrying out observation and data collection underwater. In this context, representation has been made for the payment of a diving allowance, in line with what obtains in the Civil Service. The Bureau views that diving constitutes an additional competency that is essential for incumbents to perform more effectively for a better delivery of service and for which they may be compensated. We are, therefore, recommending for the payment of an appropriate allowance to these officers.

**Recommendation 7**

**7.3.27 We recommend that a diving allowance of Rs 660 per dive, subject to a maximum of Rs 5280 a month be paid to officers of the Fisheries Division.**

**Allowance to General Workers**

7.3.28 At present, General Workers performing certain duties normally befalling Fisheries Protection Officers, are paid an *ad hoc* allowance. We are maintaining this provision until such time there is enough Fisheries Protection Officers to perform the set of duties.

**Recommendation 8**

**7.3.29 We recommend that an *ad hoc* allowance of Rs 900 monthly be paid to the General Workers for performing certain duties befalling on Fisheries Protection Officers.**

**Allowance to officers posted in Flying Squad**

7.3.30 Officers of the Fisheries Protection 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 the present arrangement.**

**Rent Allowance****Recommendation 9**

**7.3.31 We recommend that eligible officers of the Fisheries Protection Service not occupying Government quarters be paid rent allowances as follows:**

| <b>Grades</b>  | <b>Amount (Rs)</b> |
|--|--------------------|
| <b>Fisheries Protection Officer</b>                                | <b>645</b>         |
| <b>Senior Fisheries Protection Officer</b>                         | <b>700</b>         |
| <b>Principal Fisheries Protection Officer</b>                      | <b>895</b>         |
| <b>Assistant Controller, Fisheries Protection Service</b>          | <b>985</b>         |
| <b>Deputy Controller, Fisheries Protection Service (New Grade)</b> | <b>1010</b>        |
| <b>Controller, Fisheries Protection Service</b>                    | <b>1065</b>        |

## Sensitisation Fee

7.3.32 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. We are maintaining this provision.

## Recommendation 10

7.3.33 We recommend the continued payment of Rs 250 monthly to officers 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   |
|-------------------|--|
|                   | <b>FISHERIES</b>   |
| <b>19 072 081</b> | <b>Rs 42325 x 1525 – 49950 x 1625 – 56450</b><br>Head, Fisheries   |
|                   | <b>FISHERIES PROTECTION SERVICE</b>  |
| <b>19 069 078</b> | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b><br>Controller, Fisheries Protection Service                   |
| <b>19 064 076</b> | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Deputy Controller, Fisheries Protection Service (New Grade) |

| Salary Code                                 | Salary Scale and Grade   |
|---|--|
| 19 057 074                                  | <b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Assistant Controller, Fisheries Protection Service  |
| 19 050 069                                  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350</b><br>Principal Fisheries Protection Officer   |
| 19 043 063                                  | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 32500</b><br>Senior Fisheries Protection Officer   |
| 19 027 060                                  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Fisheries Protection Officer                        |
| <b>FISHERIES RESEARCH AND TRAINING UNIT</b> |  |
| 19 055 081                                  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Scientific Officer (Fisheries)   |
| 19 044 072                                  | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Technical Officer (Fisheries)                                   |
| 06 033 064                                  | <b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b><br>Training Instructor, Fisheries                                    |
| 08 027 060                                  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |



| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 13 035 056  | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Motorman/Engine Driver<br>Second-Hand Fishing (Limited)  |
| 25 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Carpenter (Marine)<br>Motor Diesel Mechanic<br>Outboard Motor Mechanic |
| 13 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Boatman  |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i>             |
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard   |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)  |
| 24 021 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## 7.4 Marine Parks

- 7.4.1 The Rodrigues Regional Assembly envisions the South East Marine Protected Area (SEMPA) to be a model of sustainable and collaborative coastal and marine biodiversity management resulting in a prosperous local economy and good quality of life. Its overall mission is to ensure proper and effective management of marine protected areas for the betterment of the marine ecosystem for the welfare of the fishermen community.
- 7.4.2 The 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; promote exchange between MPAs of the region; and restoration of lagoon for effective management of fisheries and marine resources.
- 7.4.3 The department has been reinforced with the creation of the grade of Project Manager (Fisheries and Marine Parks) and support services are provided by officers in the general services cadre.
- 7.4.4 The Bureau is maintaining the present structure which is considered as appropriate.

### REVISED SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>MARINE PARKS</b>   |
| 19 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Project Manager (Fisheries and Marine Parks)                                 |
| 08 02 060   | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |
| 24 020 046  | Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525<br>Operator Pumping Station (Roster)                                 |
| 24 018 044  | Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575<br>Security Guard  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 001 038  | Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375<br>General Worker |

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## 7.5 Tourism Division

- 7.5.1 The Tourism Division envisions to make Rodrigues one of the best eco-tourism island destinations in the Indian Ocean. Its mission is to build the tourism sector into a key engine of economic development for the Island.
- 7.5.2 The main objectives of the Tourism Division are, *inter alia*, to increase the visibility and attractiveness of Rodrigues as a tourist destination; develop a specific brand for the promotion and marketing of Rodrigues as “île Ecologique”; diversify marketing activities in collaboration with the Mauritius Tourism Promotion Authority, Office du Tourisme and other private partners to develop the market segments; provide support and training to local operators to produce services in line with the RRA (Tourism Regulation) 2007; and promote the development of diverse tourism products such as cultural tourism based/eco-tourism activities.
- 7.5.3 The Division has at its apex the Head, Tourism who is supported by officers at various levels in the grades of Tourism Promotion Officer, Tourism Planner, Tourism Enforcement Officer, Leisure Officer and Tourism Information Officer.
- 7.5.4 The present organisational structure is appropriate for the Tourism Division to deliver its mandate efficiently and effectively. We are, therefore, maintaining the present structure.

### Leisure Officer

- 7.5.5 In our last Report, a Qualification Bar (QB) was 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   |
|-------------|--|
| 10 075 089  | <p style="text-align: center;"><b>TOURISM DIVISION</b></p> <p>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</p> <p>Head, Tourism<br/><i>formerly Officer-in-Charge, Tourism</i></p> |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 10 069 085  | Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Tourism Promotion Officer   |
| 10 054 081  | Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Tourism Planner   |
| 18 044 071  | Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800<br>Tourism Enforcement Officer   |
| 23 032 070  | Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575<br>Leisure Officer                                  |
| 10 028 063  | Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500<br>Tourism Information Officer  |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal)                      |
| 24 036 052  | Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975<br>Head Office Care Attendant<br><i>formerly Senior/Head Office Caretaker</i>                           |
| 24 019 048  | Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475<br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |

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## 8. COMMISSION FOR YOUTH, COMMUNITY DEVELOPMENT, LIBRARY SERVICES, ARCHIVES AND MUSEUM

- 8.1 The Commission is responsible for the areas of Youth, Community Development, Library Services, Archives and Museum, and Arts and Culture.
- 8.2 Its mission is to create an enabling environment through the formulation of appropriate policies, enforcement of laws and act as a catalyst for the promotion of a harmonious working environment, promoting social dialogue and worker's right and for the development of sports and empowerment of youth.

### 8.1 Youth Division

- 8.1.1 The Youth Division ensures the empowerment, welfare and overall well-being of the youth in Rodrigues.
- 8.1.2 Its objectives are, among others, to provide and organise innovative programme of activities for in and out of school youth of Rodrigues; equip the young people with the necessary knowledge, skills, values and attitudes to play their roles as responsible citizens and deepen and widen their levels of participation in decision making with regards to local and national development; and provide adequate infrastructure and facilities for the practice of youth and leisure activities.
- 8.1.3 In the last Report, the post of Officer-in-Charge, Youth Services was created to assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the youth.
- 8.1.4 Management has submitted that the present structure is appropriate to enable the Division to deliver its services efficiently and effectively. We are, therefore, maintaining the organisational structure.

#### Youth Officer

#### Recommendation

- 8.1.5 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 provision is being maintained.**

## SALARY SCHEDULE

| Salary Code           | Salary Scale and Grade   |
|-----------------------|--|
| <b>YOUTH DIVISION</b> |  |
| 02 000 100            | <b>Rs 101000</b><br>Departmental Head  |
| 02 058 081            | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Administrative Officer   |
| 23 034 067            | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Organising Officer (Youth Counselling Centre)   |
| 08 043 069            | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i> |
| 08 027 060            | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)                       |
| 08 026 059            | <b>Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400</b><br>Word Processing Operator                                    |
| 24 023 052            | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)   |
| 24 022 051            | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver  |

| Salary Code           | Salary Scale and Grade  |
|-----------------------|---|
| 24 015 041            | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 26 048 067            | <b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Inspector of Works   |
| 21 019 046            | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Storekeeper (Rodrigues)  |
| 24 019 048            | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 016 043            | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Stores Attendant   |
| 24 015 040            | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Lorry Loader   |
| <b>YOUTH SERVICES</b> |   |
| 23 065 081            | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Head, Youth Services<br><i>formerly Officer-in- Charge, Youth Services</i>                                      |
| 23 057 076            | <b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Principal Youth Officer  |
| 23 052 073            | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Senior Youth Officer (Personal)  |



| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 23 052 072  | <p>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</p> <p>Senior Youth Officer (Future Holder)</p>  |
| 23 035 070  | <p>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</p> <p>Youth Officer</p>   |
| 08 027 060  | <p>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>                       |
| 24 020 046  | <p>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</p> <p>Youth Centre Attendant (Roster)</p>   |
| 24 019 048  | <p>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 24 018 044  | <p>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</p> <p>Security Guard</p>  |
| 24 001 038  | <p>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</p> <p>General Worker</p>   |

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## 8.2 Community Development

- 8.2.1 The Community Development Division envisions to encourage social participation, understanding and development of the community.
- 8.2.2 Its main objectives are, *inter alia*, to provide and organise programme and 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.
- 8.2.3 At present, the Division is manned by officers in the grades of Community Development Officer and Social Welfare Officer.
- 8.2.4 In the context of this review exercise, Management has represented that there is a need for a level at the apex to strengthen the present structure to have a better control of the activities of the Division. We are making appropriate recommendations to this effect.

### Head, Community Development (New Grade)

- 8.2.5 Presently, there is one Social Welfare Officer who is responsible for the service delivery in the Community Development Division. In each village, there is a Village Community Committee which is assigned with the administration of the community on a voluntary basis. However, members of these committees face managerial problems due to lack of training in community work. Therefore, there is a need to improve the management of these villages to have efficient and optimum use of resources.

### Recommendation 1

- 8.2.6 **We recommend the creation of the grade of Head, Community Development. Appointment thereto should be made by selection from among candidates possessing a Degree in Social Work from a recognised institution or an equivalent qualification.**
- 8.2.7 Incumbent would be required to, *inter alia*, assist and advise the Departmental Head on the formulation of policies, programmes and projects for the development of the community; plan and coordinate community activities and implement policies, programmes and projects for the development of the community; and motivate the community to participate in national, regional and international activities.

**Recommendation 2**

8.2.8 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 in the salary scale recommended for the grade. **This provision is being maintained.**

**SALARY SCHEDULE**

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>COMMUNITY DEVELOPMENT</b>   |
| <b>23 054 081</b> | <p><b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Head, Community Development (New Grade)</p>   |
| <b>19 059 081</b> | <p><b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Psychologist</p>  |
| <b>23 035 070</b> | <p><b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b></p> <p>Community Development Officer<br/>Social Welfare Officer</p> |

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### 8.3 Library Services

- 8.3.1 The mission of the Rodrigues Library Service is to provide equal access to information to the public in general thus leveling educational opportunities and strengthening democratisation process. Its objectives are, *inter alia*, 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.
- 8.3.2 Library Services are provided by the Officer-in-Charge, Library Services; Librarian and officers of the Library Clerk cadre.

#### Allowance to officers of the Library Clerk Cadre

- 8.3.3 Library Clerks are presently paid a monthly allowance of Rs 330 for organising and monitoring cultural/artistic activities as well as indoor games in the “Centre de Lecture et d’Animation Culturelle”. We are revising the quantum of the allowance.

#### Recommendation

- 8.3.4 We recommend that the monthly allowance payable to officers in the grades of Library Clerk and Senior Library Clerk for performing additional duties be revised to Rs 345. Payment of the allowance should be limited to the month during which activities are conducted and subject to the approval of the Head, Library Services *formerly Officer-in-Charge, Library Services*.

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>LIBRARY SERVICES</b>   |
| <b>05 069 085</b> | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Head, Library Services<br><i>formerly Officer-in-Charge, Library Services</i> |
| <b>05 055 081</b> | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Librarian (Rodrigues)                             |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 05 043 063  | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Senior Library Clerk (Rodrigues)  |
| 05 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Library Clerk (Rodrigues)   |
| 05 024 026  | <b>Rs 13270 x 260 – 13790</b><br>Trainee Library Clerk   |
| 21 019 046  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Storekeeper (Rodrigues)   |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Library Attendant/Senior Library Attendant<br><i>formerly Library Attendant</i><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker   |

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## 8.4 Archives and Museum

- 8.4.1 The Archives Division is responsible to preserve the collective memory of the nation and particularly of Rodrigues. It also aims at promoting the awareness of this collective memory for the purpose of research.
- 8.4.2 As regards the Museum Division, its objectives are, among others, to set up a multidisciplinary museum which will include artifacts related to the natural, historical, cultural aspects of Rodrigues and at the same time to preserve the history of the island; manage the acquisition, preservation and storage of artifacts relating to history, geology and culture of Rodrigues; and exhibit collected artifacts that are listed under the Rodriguan heritage.
- 8.4.3 The Archives and Museum Division is presently staffed by officers in the grades of Curator, Archivist and Archives Officer/Senior Archives Officer.
- 8.4.4 Representations have been received in the context of this review to restyle the grade of Curator to Curator/Conservator and to create the grade of Conservation Assistant. Given that the Bureau is in favour of multi-functional grades and believes that the structure at the Archives and Museum Division needs to be further strengthened, we are making appropriate recommendations in this Report.

### **Curator/Conservator formerly Curator**

- 8.4.5 Conservation of records is an important component within the archives management programme. Hence, there is need for a professional grade to ensure the conservation of records. With a view to reducing multiplicity of grades, the grade of Curator is being restyled and conservation duties will also form part of the duties of the restyled grade.

### **Recommendation 1**

- 8.4.6 **We recommend that the grade of Curator be restyled Curator/Conservator. The scheme of service for the grade should be amended to include conservation duties, among others.**

### **Conservation Assistant (New Grade)**

- 8.4.7 The Bureau considers that there should be a grade to provide support to the professional grade so as to enable the latter to operate effectively. We are making appropriate provision to this end.

### **Recommendation 2**

- 8.4.8 **We recommend the creation of the grade of Conservation Assistant. Appointment to the grade should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least**

five subjects including English Language, French, Chemistry or Physics or Biology.

8.4.9 Incumbent would be required to give assistance in, *inter alia*, maintenance, repairs, restoration and conservation of archival records by applying techniques such as encapsulation, fumigation, microfilming, photocopying, amongst others; keeping the records in a useable condition for as long as possible; and putting into actions the norms to prevent deterioration.

**SALARY SCHEDULE**

| Salary Code                | Salary Scale and Grade   |
|----------------------------|--|
| <b>ARCHIVES AND MUSEUM</b> |  |
| 05 055 081                 | <p><b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Curator/Conservator<br/><i>formerly Curator</i></p>                   |
| 05 054 081                 | <p><b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Archivist</p>   |
| 05 027 062                 | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Archives Officer/Senior Archives Officer</p> |
| 05 027 060                 | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Conservation Assistant (New Grade)</p>       |

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## 8.5 Arts and Culture

- 8.5.1 The Arts and Culture Division has, as mission, to foster the promotion and development of arts and culture. It aims at promoting arts and culture through cultural exchanges, assistance to artists and preservation of Rodriguan heritage and history.
- 8.5.2 Activities at the Division are organised by officers of the Culture Officer and Arts Officer cadres.
- 8.5.3 In the context of this review, representations have been received for the merging of the grades of Arts Officer and Culture Officer; for the creation of a grade of Head, Arts and Culture; and allowances for work during major celebrations.
- 8.5.4 Merging of the grades of Arts Officer and Culture Officer cannot be considered as these two grades come from two separate cadres requiring different set of qualifications and having duties of different nature. At this stage, the Bureau considers that there is a greater need to fill the vacant posts of Arts Officer. However, Management may always consider the advisability to create a supervisory level as and when required.

### Arts Officer

- 8.5.5 Arts Officers possessing a Diploma would, henceforth, be allowed to move incrementally in the salary scale as recommended in the ensuing paragraph.

### Recommendation 1

- 8.5.6 **We recommend that Arts Officers possessing a Diploma in any one of the areas of Arts (Music, Dance, Dramatic Arts, Cinema) be allowed to move incrementally up to salary point Rs 39575 in the master salary scale provided they:**
- (i) have drawn the top salary for a year;**
  - (ii) have been efficient and effective in their performance during the preceding year; and**
  - (iii) are not under report.**

### Time Off Facilities

- 8.5.7 It has been reported that officers in the grades of Culture Officer and Arts Officer are regularly required to put in additional hours after normal working hours to coordinate and monitor rehearsals, and make administrative arrangement for special events such as National Day, Rodrigues Day and Festival Kreol, among others. The Management has proposed the payment of a monthly allowance to the officers concerned. After examining the request, the Bureau considers that they should be compensated for each additional hour put in and consequently, we are making appropriate recommendation to address this.



## Recommendation 2

8.5.8 We recommend that arrangements should be made for Culture Officers and Arts Officers who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job be granted equivalent time off for the extra hours put in. However, where it has not been possible for management to grant, upon application, time off within a period of 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.

### SALARY SCHEDULE

| Salary Code             | Salary Scale and Grade  |
|-------------------------|---|
| <b>ARTS AND CULTURE</b> |   |
| 05 069 085              | Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Senior Culture Officer   |
| 05 054 081              | Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Culture Officer  |
| 05 034 069              | Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Arts Officer (Rodrigues)                           |
| 05 028 030              | Rs 14325 x 275 – 14875<br>Trainee Arts Officer (Rodrigues)  |
| 08 027 060              | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |
| 08 026 059              | Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Word Processing Operator              |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 22 021 054  | <b>Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b><br>Receptionist/Telephone Operator                            |
| 10 022 056  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b><br>Operator Video Unit (Personal)                             |
| 24 023 052  | <b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b><br>Driver (Roster)  |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 25 016 042  | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant  |
| 24 018 044  | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |
| 05 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Library Clerk (Rodrigues)  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 22 032 065  | <p style="text-align: center;"><b>CULTURAL AND LEISURE CENTRES</b></p> <p><b>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b></p> <p>Technician (Light and Sound)</p> |

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## Workmen's Class

### CENTRAL ADMINISTRATION

#### Office Caretaker Cadre

1. The Office Caretaker cadre at the RRA comprises the grades of Office Caretaker and Senior/Head Office Caretaker. Both Management and the Staff Side have requested for the alignment of the cadre as in Mauritius.
2. We have examined the submissions, job descriptions and schemes of service which have revealed that the duties of the grade of Senior/Head Office Caretaker are similar to those of Head Office Care Attendant while those of Office Caretaker are more or less similar to those of Office Care Attendant/Senior Office Care Attendant. However it was also observed that the entry requirement for the grade of Office Caretaker differs from those of Office Care Attendant/Senior Office Care Attendant. On the basis of our findings and coupled with our policy to provide lean and harmonised structures we are, reviewing the Office Caretaker cadre in Rodrigues.

#### Recommendation 1

3. **We recommend that:**
  - (i) **the grade of Office Caretaker be restyled Office Care Attendant/Senior Office Care Attendant. Appointment thereto should, in future, be made by selection from among serving officers on permanent and pensionable establishment possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission and having the ability to communicate in English and French;**
  - (ii) **the scheme of service of the grade of Office Care Attendant/Senior Office Care Attendant *formerly Office Caretaker* be revised and aligned with those of the grade of Office Care Attendant/Senior Office Care Attendant on the establishment of the Ministry of Civil Service and Administrative Reforms in Mauritius.**
4. **We also recommend that the grade of Senior/Head Office Caretaker be restyled Head Office Care Attendant and in future, the post of Head Office Care Attendant be filled by promotion on the basis of experience and merit of incumbents in the grade of Office Care Attendant/ Senior Office Care Attendant *formerly Office Caretaker*, reckoning at least five years' service in the cadre.**

**COMMISSION FOR PUBLIC INFRASTRUCTURE, HOUSING,  
TRANSPORT AND WATER RESOURCES**

**Erection of Podium, Marquees and Shelters**

5. In the context of this Report, Management has submitted that a monthly fee per activity be paid to workers involved in the erection of podium after normal working hours. It has also been represented that the Supervisors of these employees are reluctant to certify the actual number of hours put in by employees concerned. An indepth analysis on the issue has revealed that the number of hours put in by different category of employees differ from one activity to another ranging from two hours to 20 hours.
6. The Bureau is of the view that Management should put in place a proper control mechanism in order to avoid such situation and employees who put in additional number of hours for erection of podium, marquees and shelters should continue to be paid overtime as per provisions at Chapter 18.5 of Volume 1 of this Report.

**Security Guard - Caverne Patate**

7. At present, the Security Guard posted at Caverne Patate is paid a monthly allowance of Rs 500. We are maintaining the provision.

**Recommendation 2**

8. **We recommend that the Security Guard posted at Caverne Patate be paid a monthly non-pensionable allowance of Rs 500.**

**COMMISSION FOR HEALTH AND SPORTS**

**Health Laboratory Auxiliary formerly Health Laboratory Attendant**

9. The Laboratory Services at the Commission for Health is, among others, manned by incumbents in the grade of Health Laboratory Attendant. Both Management and the Union have represented that the volume of work of incumbents in that grade has increased considerably and with the current establishment size of the grade, there is need for an immediate supervisory level to plan, organise and coordinate the work of Health Laboratory Attendants. We have examined the issue and consider that due to the small establishment size, a new grade at supervisory level may only be contemplated depending on the evolution of the establishment size of the grade in future. However, we are in this Report restyling the grade similar to what obtains in Mauritius to reflect the nature of duties being performed by incumbents. We are, therefore, making appropriate recommendations.

**Recommendation 3**

10. **We recommend that the grade of Health Laboratory Attendant on the establishment of the Commission of Health at the Rodrigues Regional Assembly be restyled Health Laboratory Auxiliary.**

**Risk Allowance Cook Cadre**

11. Both Management and the Union have submitted that the risk allowance payable to Cook (on Roster) on the establishment of different Ministries/Departments be extended to incumbents in the grade of Cook (on Roster) on the establishment of the RRA. The Bureau has analysed the issue and is agreeable with same.

**Recommendation 4**

12. **We recommend that Cook (on Roster) on the establishment of the RRA posted at the Commission for Health & Sports be paid a risk allowance equivalent to one and a half increments at the initial point of his salary scale.**

**Insecticide Sprayer Operator**

13. At present, incumbent in the grade of Insecticide Sprayer Operator is paid an allowance of Rs 65 per case for spraying insecticide on decaying corpses. As this practice will continue, we are maintaining the allowance whilst revising the quantum.

**Recommendation 5**

14. **We recommend the payment of an allowance of Rs 80 per case to the Insecticide Sprayer Operator for spraying insecticide on decaying corpses.**

**Senior Attendant (Hospital Services)**

15. A non-pensionable monthly allowance of Rs 440 is presently being paid to Senior Hospital Care Attendants posted in operation theatre for a whole month. We are revising the quantum of this allowance.

**Recommendation 6**

16. **We recommend that the monthly non-pensionable allowance payable to Senior Attendants (Hospital Services) (Shift) posted in operation theatres for a whole month be revised to Rs 450.**

**Mortuary Attendant**

17. Incumbent in the grade of Mortuary Attendant of the Rodrigues Regional Assembly is presently being paid a commuted non-pensionable monthly allowance of Rs 735 in lieu of the allowance recommended for his counterpart on the Island of Mauritius. We are maintaining the payment of the allowance and reviewing the quantum.

**Recommendation 7**

18. We recommend the payment of a monthly commuted non-pensionable allowance of Rs 750 to the Mortuary Attendant of the Rodrigues Regional Assembly in lieu of the allowance recommended for his counterpart in the Island of Mauritius.

**Specific Conditions of Service for Health Sector****Recommendation 8**

19. The recommendation made at paragraph 23.338 of Volume 2 Part I should apply to employees of the RRA also.

**Swimming Pool Attendant (Roster)**

20. The grade of Swimming Pool Attendant (Roster) was created in the 2013 PRB Report on the establishment of the Rodrigues Regional Assembly. Both Management of the Rodrigues Regional Assembly and Ministry of Civil Service & Administrative Reforms have represented that the scheme of service of the grade needs to be aligned with similar grade at the Ministry of Youth and Sports in Mauritius. We have studied the request and are making appropriate recommendation.

**Recommendation 9**

21. We recommend that the qualifications requirement of the grade of Swimming Pool Attendant (Roster) be amended such that appointment thereto be made by selection from among employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly who: possess a Cambridge School Certificate with at least a pass in English Language and Mathematics or Principles of Accounts or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and are able to swim at least 25 metres at a stretch.

**COMMISSION FOR YOUTH, COMMUNITY DEVELOPMENT,  
LIBRARY SERVICES, ARCHIVES AND MUSEUM**

**MUSEUM OF RODRIGUES****Museum Attendant (Roster)**

22. Both Management and the Unions have represented that there is need for a dedicated grade of Museum Attendant on the establishment of the RRA to provide appropriate assistance at the Museum of Rodrigues to which the Bureau is agreeable.

**Recommendation 10**

23. **We recommend the creation of a grade of Museum Attendant (Roster) on the establishment of the Commission for Youth, Community Development, Library Services, Arts and Culture, Archives and Museum. Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission.**
24. Incumbent would be, *inter alia*, required to: open and close premises; prepare display areas for visitors on time; inspect, clean and maintain the premises including display cases, reception area, stores, galleries and offices, receive, direct and provide information to visitors, report problems related to the satisfactory maintenance of facilities, assist in the survey of visitors, assist visitors especially disabled; and provide assistance to the Curator in the acquisition of objects and the Conservator in the treatment and conservation of artifacts.

**CULTURE AND LEISURE CENTRE**

25. Management and the Unions have submitted that employees in the grades of Office Caretakers now restyled Office Care Attendant/Senior Office Care Attendant, Carpenter and General Worker posted at the Cultural and Leisure Centre be paid an appropriate allowance, similar to employees posted at Serge Constantin Theatre, for being required, during and after normal office hours to open and close the curtain, lift/pull decors to/from the attics during plays, move and/or change decors on stage while plays are on, mount and dismantle the decors during blackouts, bring down the giant screen prior to film projection/festivals and place loudspeakers on stage, among others. The Bureau is agreeable to the request and is making appropriate recommendation.

**Recommendation 11**

26. **We recommend the payment of a monthly non pensionable allowance of Rs 750 to employees in the grade of Office Care Attendant/Senior Office Care Attendant *formerly Office Caretaker*, Carpenter and General Worker posted at the Cultural and Leisure Centre, outlined at paragraph 25 above for performing duties during or beyond normal office hours in addition to the payment of overtime for work performed beyond normal working hours.**

**Other Recommendation**

27. Certain allowances granted to comparable grades in the Workmen's Group-General in the Civil Service in Mauritius are equally payable to incumbents in corresponding grades on the establishment of the RRA subject to the approval of the MCSAR.



- 28. During consultation with the RRA, strong representations were made to the effect that officers of the RRA are being unduly penalized through the process of obtaining the approval of the MCSAR for extension of the payment of these allowances.
- 29. After indepth analysis of the issue, the Bureau is providing for the extension of the payment of certain allowances which are considered to be meritorious.

**Recommendation 12**

30. We recommend that the provisions made in the Chapter of Worksmen's Group-General in Volume 2 Part I of this Report, as reproduced in table hereunder, be equally applicable to employees on the establishment of RRA.

| Conditions/Allowances                            | Paragraph | Recommendation |
|--|-----------|----------------|
| Collection and deposit of keys at Police Station | 39.10     | 2              |
| Tea making                                       | 39.77     | 28             |
| Washing of towels/table cloth                    | 39.79     | 29             |
| Cleaning of lavatories                           | 39.83     | 31             |
| Security Guard                                   | 39.85     | 32             |

\* \* \* \* \*

## SPECIFIC CONDITIONS

1. In view of the specificity of the RRA a few specific conditions, over and above the general ones are applicable to Rodriguan Officers. We are, in this Report recommending for the continued application of those conditions governing eligible officers on the Rodriguan establishment.

### 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 at paragraph 18.2.16 (No. 1); benefit from travelling allowances as provided at paragraph 18.2.68 (No. 1) and loan facilities as per provisions at paragraphs 18.2.43 and 18.2.64, 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 also 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 18.2.43, 18.2.55 and 18.2.56 in Volume 1 of this Report, with particular reference to officers in the Fire Services, Health Section and Agriculture. The recommendations from the Heads of Department should be subject to the approval of the Island Chief Executive. 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, the Bureau has been receiving representations from staff associations of Rodrigues for the payment of an Outer Island Supplement Allowance.
6. As is the practice in order to enable the formulation of an appropriate recommendation for the Outer Island Supplement Allowance the Statistics Mauritius was requested 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 2013 basket vis-à-vis the cost of the 2015 basket; and
  - (v) the cost of the Mauritian 2013 basket vis-à-vis the cost of the 2015 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 80% of the total household consumption expenditure of Rodriguans and 61% of that of Mauritians.
  8. The monthly comparative costliness index for Rodrigues relative to the island of Mauritius for 2015, indicates that the price levels are lower in Rodrigues than in the island of Mauritius.
  9. The prices were found to increase at a lower rate in Rodrigues +3% than in Mauritius +5% from January - December 2013 to January - December 2015. The main reason being that items such as vegetables, fish, doctor's fees and ready-made clothing had known higher increases in Mauritius than in Rodrigues.
  10. The study may be summarised as follows:
    - (i) The Rodriguan basket of common items costs around 3.9% more in Mauritius than in Rodrigues.
    - (ii) The Mauritian basket of common items costs around 1.5% more in Rodrigues than in Mauritius.
    - (iii) The cost of Rodriguan basket of common items in Rodrigues is around 20% less than the cost of the Mauritian basket in Mauritius.
  11. **On the basis of the findings of the Statistics Mauritius, the Bureau considers that there is no case for the payment of an Outer Island Supplement Allowance.**

### **Police Officers domiciled in Rodrigues posted in Mauritius**

12. At present, police officers domiciled in Rodrigues, posted in Mauritius are paid a disturbance allowance of 25% of the monthly salary and are eligible for free passages. We are maintaining the present provision.

### **Recommendation 3**

13. **We recommend that a disturbance allowance of 25% of the monthly salary should continue to be paid to police officers domiciled in Rodrigues posted in Mauritius.**
14. **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**

15. 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 concurs with this arrangement and recommends that this practice be maintained.**

### **Walking Allowance**

16. At present, certain officers such as officers in the grade of Water Supply Attendant, who are required to walk in the performance of their duties because their places of work are not accessible by vehicles, are paid a monthly walking allowance of Rs 250. We are maintaining the provision for the allowance and revising the quantum.

### **Recommendation 4**

17. **We are revising the walking allowance to Rs 275 monthly.**

### **Walking Allowance to Attend Duty**

18. Rodriguan 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 paid a walking allowance of Rs 150 monthly. We are maintaining the allowance and revising the quantum.

### **Recommendation 5**

19. **We recommend that the walking allowance payable, wherever applicable, to Rodriguan officers to attend duty be revised to Rs 275 per month.**

### **Shift, Roster, Staggered Hours**

20. A number of officers in a few grades in the different Commissions work on shift/roster or staggered hours. This element has been taken into account in arriving at the recommended salary for the grades.

### **Night Duty Allowance**

21. The Night Duty Allowance equivalent to 25% of the normal rate per hour, is paid to officers who effectively work on night shift for the hours between 2300 hours and 0500 hours (including up to a maximum of two hours lying-in period).

### **Recommendation 6**

22. **We recommend that the provision regarding Night Duty Allowance be maintained.**

## Miscellaneous

### Recommendation 7

#### 23. 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 2400 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 lines of counterparts in the Civil Service; and
- (d) that subject to the approval of the Ministry of Civil Service and Administrative 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.

#### Temporary Appointment/Traineeship

24. Where there exist officers on temporary appointment or trainees who have been appointed under the terms of the previous schemes of service, the officers should be considered for appointment in the respective grades on satisfactory completion of their temporary period or traineeship, even though they may not qualify under the revised qualifications.

#### Responsibility of the Regional Assembly

25. Without prejudice to the provisions of Chapter VI of the Constitution and notwithstanding anything to the contrary in any other law, the Regional Assembly shall, in relation to Rodrigues, be responsible for the formulation and implementation of policy in respect of the matters set out in the Fourth Schedule.
26. For the better performance of its functions, the Regional Assembly may do all such acts and take all such steps, as may be necessary for or which may be conducive to or incidental to the exercise of its powers and duties.
27. The EOAC Report 2013 reported that although Section 26 of the Act provides for a lot of delegation of responsibilities to the Local Administration, the real administrative autonomy has never materialised because of certain legal impediments. In this regard, the Committee recommended accordingly. We are maintaining the provision.
28. We, therefore, again recommend that the matter be looked into by the appropriate authorities, including the State Law Office, with a view to advising the proper course of action.

29. In the meantime, in order to expedite the decision-making process and reduce red tape, the Committee recommended that the Island Chief Executive and Departmental Heads should be empowered to take timely decisions in respect of certain administrative, management and operational matters.
30. After examining all the submissions received and, taking into account the specificity of Rodrigues, the Committee has made several recommendations which are set out below and which are being maintained.

### **Delegation of Authority**

#### **Recommendation 8**

31. **We recommend that an Administrative Reforms Committee (ARC) be set up at the level of the Rodrigues Regional Assembly under the chairmanship of the Island Chief Executive and comprising the Head, Finance, the Manager, Human Resources, and the Departmental Heads of the various Commissions to deal with those matters/issues pertaining to Rodrigues that are normally referred to the Ministry of Civil Service and Administrative Reforms and its Standing Committees. Two representatives of Unions may be co-opted on the ARC. All decisions taken by the ARC should be approved by the Chief Commissioner before implementation.**
32. **We also recommend that the Ministry of Civil Service and Administrative Reforms considers the advisability of delegating powers to the Island Chief Executive for the payment of ad-hoc allowances, whenever warranted, in accordance with established criteria and principles.**

### **Training and Capacity Building**

33. There have been major developments in the field of training and development, with the setting up of an ICT Centre for Excellence, equipped with state of the art technology and high-speed internet connectivity. This new platform has opened avenues for training of Rodriguans through interactive learning, video conferencing, and distance learning programmes. Arrangements could be made with learning institutions such as the Open University of Mauritius and the Mauritius Institute of Education for dispensing appropriate courses to serving officers through Open Distance Learning. This will expedite the continuous training and development of officers in Rodrigues itself instead of their having to wait to be trained in Mauritius.

#### **Recommendation 9**

34. **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 required qualifications to progress beyond the QB, wherever appropriate, and to empower them to perform at higher levels.**

**Recommendation 10**

- 35. We also recommend that appropriate training programmes be mounted with the concurrence of relevant institutions and the Civil Service College, Mauritius. Courses dispensed at the College should also be run in Rodrigues or a quota be reserved for Rodriguan public officers in respect of courses relevant to Rodrigues.**
  
- 36. We further recommend that CEOs should provide training & development courses, both in-house and abroad for their staff in collaboration with MCSAR and other relevant authorities and subject to the concurrence of the MOFED.**

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