

18.13 UNIFORMS

- 18.13.1 Eligible officers in some grades are required to wear uniforms/protective clothing while discharging their duties. Circumstances for the wearing of uniform vary as follows: (i) to exercise authority or for identification purposes; (ii) for protection against bodily injury/health hazards/damage to clothing/bad weather; (iii) to comply with tradition or international etiquette; and (iv) because of the nature of some work which causes excessive wear and tear of clothing.
- 18.13.2 At present items of uniforms are furnished in kind to staff of the Disciplined and Semi-Disciplined forces/organizations and some other organisations while a cash allowance is paid to certain categories of employees. Eligibility for the allowance is determined by the Standing Committee on Uniforms under the chairmanship of the Ministry for Civil Service and Administrative Reforms (MCSAR).

Uniform Allowances

- 18.13.3 There are three basic types of uniform allowances which are paid annually depending on the nature of duties of eligible officers. The allowances are meant for the purchase of all items of uniforms and for the payment of tailoring fees.
- 18.13.4 Beneficiaries are classified under three broad categories namely Category I, Category II and Category III, according to the nature of the duties performed. The categorization of grades presently entitled to uniforms rests on the Responsible Officer who determines, in consultation with parties, which grades should fall under one of the three categories, as described in the table below:

Category	Description
I	Nature of duties warrants a means of identification/authority and eligible officers should wear uniforms on duty.
II	Nature of duties requires eligible officers to wear uniforms, as and when required, on the need arising. The Responsible Officer, in consultation with stakeholders, decides under which circumstances and when officers in this category should wear uniforms.
III	Nature of duties causes excessive wear and tear of clothing. Officers falling under this category are not normally required to wear uniforms on duty and are eligible for a rapid wear and tear allowance.

- 18.13.5 Eligible officers in Rodrigues benefit from an enhanced entitlement of items of uniforms on account of the working environment, specificity, and topography of the island and are paid an additional allowance.

Recommendation 1

- 18.13.6 We recommend that the quantum of the revised uniform allowances for each category of beneficiaries which would be effective as from 01 January 2013 should be as per table below. In arriving at the different uniform allowances and Wear and Tear allowance, the Bureau has taken into account the increase in the costs of items of uniform for the period January to December 2012.

Uniform allowances – effective 01 January 2013		
Category	Allowance including Cardigan	Additional Allowance (Rodrigues)
I	Rs 4310	Rs 1160
II	Rs 4085	Rs 1095
III	Rs 3980	Rs 1065

Subsequent revision of uniform allowances

- 18.13.7 Uniform allowances are revised annually to adjust for changes in the prices of the relevant items of uniforms and also to include the payment for cardigan which is due every alternate year.

Recommendation 2

- 18.13.8 We recommend that the quantum of allowance for subsequent years should continue to be adjusted on the basis of the changes in the prices of the relevant items of uniform as determined by Statistics Mauritius for the preceding year and also considering whether cardigans are due in the year or not.

Standing Committee on Uniforms

- 18.13.9 The Standing Committee on Uniforms comprises representatives of the MCSAR, the Ministry of Finance and Economic Development and the Pay Research Bureau. It determines the eligibility for the grant of uniforms to new grades; decides on the provision of boots and new items of protective clothing and equipment; and devises such regulations or principles as may be necessary to deal with the issue.

Recommendation 3

18.13.10 We recommend that:

- (i) the Standing Committee on Uniforms should continue to: determine the eligibility for the grant of uniforms to new grades; decide on the provision of boots and new items of protective clothing and equipment; and devise such regulations or principles as may be necessary to deal with the issue of uniforms;
- (ii) where it is considered that officers in a new grade or in a grade other than those already eligible, should wear uniform to exercise authority or on grounds of tradition and/or international etiquette, the Responsible Officer should seek the approval from the Standing Committee on Uniforms. Thereafter, in consultation with the appropriate stakeholders, the Responsible Officer should arrange for the supply of all items of uniforms to such eligible officers in a cost-effective manner;
- (iii) Responsible Officers should make necessary arrangements for the issue of items of protective clothing/equipment, on time, to each eligible officer; and
- (iv) where the nature of work of casual/temporary employees warrants the wearing of protective clothing/item to protect them from bodily injury, Supervising Officers should issue/grant the appropriate protective clothing/item promptly.

Internal Audit System on Wearing of Uniforms

18.13.11 In the 2008 PRB Report, we recommended that every organisation should continue to ensure that eligible officers who have to wear uniforms do so on duty and ascertain that officers who are provided with protective clothing/item do make use of same in the performance of their duties. A procedure was laid down in case of continuous non compliance by officers. **This is being maintained as hereunder:**

- (a) the officer concerned should be verbally cautioned for failing in his undertaking to wear uniforms/protective clothing/protective item;
- (b) in case of further non-compliance, the attention of the officer concerned should be drawn in writing to this effect. He should equally be requested to abide, within a prescribed delay, by the undertaking which he has normally signed prior to the payment of the uniform allowance, failing which he may be liable to disciplinary action; and
- (c) in the event he still fails to abide by the written instructions within the given delay, payment of the uniform allowance should be

stopped/withdrawn and the officer concerned should, in such circumstance, be required to furnish written explanations following which appropriate action may be taken, as deemed necessary, by Management.
